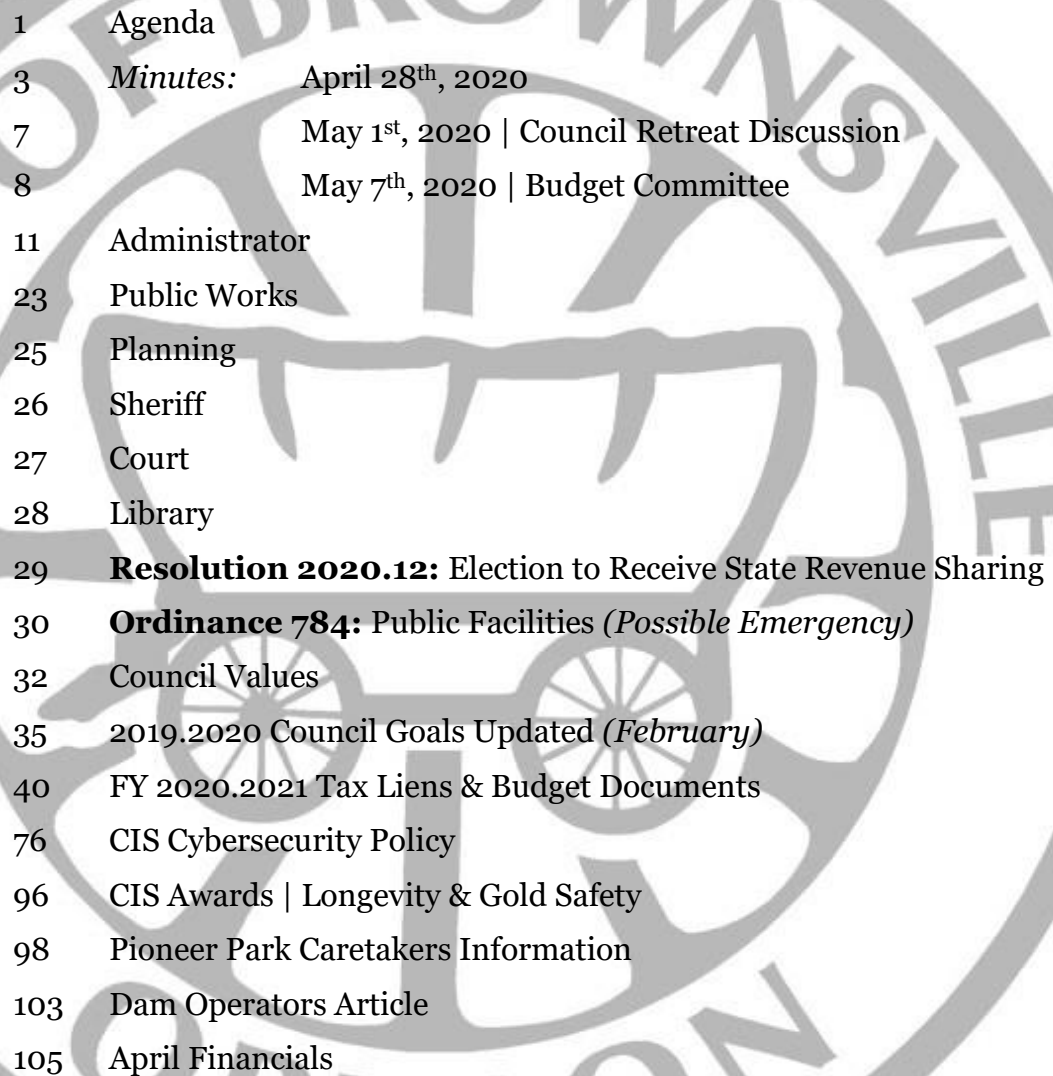


**Council Meeting**  
Tuesday, May 26<sup>th</sup>, 2020  
**Location:** Teleconference

**Table of Contents**



1	Agenda
3	<i>Minutes:</i> April 28 <sup>th</sup> , 2020
7	May 1 <sup>st</sup> , 2020   Council Retreat Discussion
8	May 7 <sup>th</sup> , 2020   Budget Committee
11	Administrator
23	Public Works
25	Planning
26	Sheriff
27	Court
28	Library
29	<b>Resolution 2020.12:</b> Election to Receive State Revenue Sharing
30	<b>Ordinance 784:</b> Public Facilities ( <i>Possible Emergency</i> )
32	Council Values
35	2019.2020 Council Goals Updated ( <i>February</i> )
40	FY 2020.2021 Tax Liens & Budget Documents
76	CIS Cybersecurity Policy
96	CIS Awards   Longevity & Gold Safety
98	Pioneer Park Caretakers Information
103	Dam Operators Article
105	April Financials



## Council Meeting

Tuesday, May 26<sup>th</sup>, 2020

**Location:** Teleconference

See direction posted at City Hall and the City website.

### 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: April 28<sup>th</sup>, 2020  
                   May 1<sup>st</sup>, 2020 | Council Retreat Discussion  
                   May 7<sup>th</sup>, 2020 | Budget Committee
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Rec Center Report | President Sean Johnson
  - B. Proposed Use of State Revenue Sharing | FY 2020-2021
  - C. Budget Public Hearing | FY 2020-2021
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Planning
  - E. Library
  - F. Court
  - G. Council

This Agenda is a specific list of the subjects to be discussed at the meeting. Should you need assistance, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You!



8) CITIZEN COMMENTS (Non-agenda & Agenda items)

- ★ 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 2020.12:** Election to Receive State Revenue Sharing
- B. **Ordinance 784:** Public Facilities (*Possible Emergency*)

10) ACTION ITEMS:

- A. ODOT & Highway 228 | Traffic Calming Planters
- B. Reopening Plans
- C. Adopt CIS Cybersecurity Policy
- D. Consider Setting a Live Session Executive Session

11) DISCUSSION ITEMS:

- A. Pioneer Park | Camping, Events & Rentals
- B. Coronavirus Pandemic Information & Website Coverage
- C. April 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

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



**April 28<sup>th</sup>, 2020**

**ROLL CALL:** Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Carla Gerber, Mike Neddeau, Doug Block, Tricia Thompson, Lynda Chambers, and Dave Hansen. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were present.

**PUBLIC:** Elizabeth Coleman, Kim Clayton, Bryan Bradburn, Allen Buzzard, Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell would like to add 10) F. Action Items - Zoning Declaration and 11) C. Discussion Items – Public Facilities to the agenda tonight.

**MINUTES:** *Councilor Gerber made a motion to approve the March 31<sup>st</sup>, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.*

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Total Maximum Daily Load (TMDL).** Mr. McDowell presented a slide show regarding TMDL, giving a quick overview with current and future implications. A portion of this information was also published in the City's Spring Newsletter.

TMDL is a federal program carried out through several agencies including the Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ), Water Resources Department (WRD), and Oregon Health Authority (OHA) and the Clean Water Act and Safe Drinking Water Act. All agencies have various rules and requirements that require mandatory compliance by the City.

McDowell gave an overview of the process basically summarizing when it rains land-based chemicals such as fertilizers, pet waste, mercury, pesticides, etc. are washed into the waterways. TMDL applies to water runoff of impervious surfaces such as roofs, streets, sidewalks, driveways and carries pet waste, oil and fuels from vehicles into streams. The forever requirements center around mitigation and monitoring of temperature, bacteria, mercury, IDDE, and all pollutants. Construction practices and infrastructure techniques are also addressed through TMDL.

The general concept will be stormwater fees connected to surface drainage. McDowell showed a slide comparing other local cities fees. Looking into the future, McDowell predicts that the City and taxpayers will be paying for storm water regulations and infrastructure that will be very expensive.

The State of Oregon recently announced that their State plan was not approved by the United States Environmental Protect Agency. This will likely mean that the future will bring stricter regulations. The City did receive approval for our January report.



## **DEPARTMENT REPORTS:**

1. **Administrator's Report.** McDowell reminded Council that on March 31<sup>st</sup>, a plan was put into play for operations during the pandemic. Mayor Ware, Councilors Block and Hansen have had an integral part to play. McDowell reported that the plan has created framework that has come alongside our mission quite well. The framework includes the Faith Community, Brownsville Fire Department, the American Legion, Calapooia Food Alliance, and the Senior Center, among others.

Ms. Morrow gave a report with highlights of the pandemic plan and framework. The framework identifies needs and sources to fill those needs through our community partners. Currently, overflow food boxes have been stored at the Brownsville Mennonite Church as well as the Brownsville Baptist Church. This box disbursement allows space at Sharing Hands Food Bank for the weekly delivery from the Linn Benton Food Share. Executive Director Deb Gruell reports that they are doing well at the moment, thanks in large part to this framework and organizations and folks coming forward with monetary and food donations. She is still short on basic things such as cereal, macaroni and cheese, and bread.

Mr. McDowell reported that the Linn County Pioneer Association has officially postponed Pioneer Picnic until August 14<sup>th</sup> and August 15<sup>th</sup>, 2020. Road closures will be discussed at a later time.

The Central Linn Recreation Association has cancelled spring sports per interim President Sean Johnson. Fall season has not been decided yet; more information to follow as it becomes available.

McDowell reported that the Chamber of Commerce is proceeding with business as usual, and are moving ahead with advertising for seasonal events. They will be playing it by ear as well.

McDowell reported that Planning Commission (PC) meetings are not well served by a teleconference meeting format. It can be difficult to really communicate well enough to discuss issues. The City will declare a moratorium on zoning issues until further notice. Zoning issues and PC meetings are required to be processed within a 120-day time frame, so this moratorium will keep the City from being unnecessarily sued.

Mr. McDowell reminded Council that this year's first Budget Committee meeting is scheduled for this Thursday, April 30<sup>th</sup>, 2020 at 7:00 p.m., and will be conducted via teleconference.

The City entered into a contract with Boldt, Carlisle to assist with some book to bank reconciliation accounting issues.

McDowell related that he had just received word from City County Insurance (CIS) that our property liability costs will be increasing by 22%.

Alyrica has been very busy with installation throughout town; it is going well overall.

Dave and Sharon Peterson will be returning this year as our Park hosts. It is difficult to say what camping will look like this year at this time, but regardless of camping, grass will still need to be mowed and restrooms will need to be cleaned.



A bike group would like to reschedule their event. Staff will be talking to Park Board about those details.

2. **Public Works.** McDowell reported that Public Works has been very busy with water and sewer breaks. Karl has been working on the downtown sewer project and other planning pieces. Superintendent Frink has successfully ordered the new dump truck, a new service truck, and mowers.
3. **LCSO Sheriff's Report.** Sergeant Klein reported that in March there were 13 traffic citations, 5 warnings, 67 total complaints and 239.5 hours spent for the City. Klein stated that as of today there are 18 citations on the books for the month of April.
4. **Citizen's Comments.** Mr. Allen Buzzard thanked City Staff publicly for their great work during these difficult times. He also recommended not renewing the Early Dawn Bakery OLCC license as that establishment has been closed for two months.

## LEGISLATIVE ITEMS:

1. **Resolution 2020.11 – Verifying Services in Accordance with the Department of Administrative Services Requirements for State-Shared Revenues.** *Councilor Hansen made a motion to approve R 2020.11. Councilor Gerber seconded the motion, and it passed unanimously.*

## ACTION ITEMS:

1. **Mental Health Month Proclamation.** Mayor Ware proclaimed May 2020 to be Mental Health Awareness Month in Brownsville, Oregon. Council agreed by consensus.
2. **Older Americans Month Proclamation.** Mayor Ware proclaimed May 2020 to be Older Americans Month in Brownsville, Oregon. Council agreed by consensus.
3. **Canal Company Operations.** Mr. McDowell reported that this is the time every year that Council sends him forth to ensure that the Canal Company has insurance is in place for operations for the year. By consensus, Council agreed to send McDowell forth.
4. **OLCC License Renewals.** Mr. McDowell reported that this is just usual housekeeping we do for the State. We have never had any complaints with our process. *Councilor Gerber moved to approve the renewals as presented and authorized Mr. McDowell to send the information to the State. Councilor Hansen seconded the motion, and it passed unanimously.*
5. **Set Live Executive Session | Retreat.** Mr. McDowell reported that Council has a few real estate items and a contract to discuss in executive session. He has made arrangements to hold this session at the American Legion on Friday, May 1<sup>st</sup>, 2020, as this location will enable Council to comply with social distancing measures currently in place. The retreat will be at the end of the executive session. *Councilor Block made a motion to set the Executive Session for May 1<sup>st</sup>, 2020 at 4:00 p.m. at the American Legion with a retreat session immediately following. Councilor Gerber seconded the motion, and it passed unanimously.*



6. **Zoning Declaration.** Councilor Gerber made a motion to approve the Planning Commission/Zoning Declaration as previously discussed. Councilor Hansen seconded the motion, and it passed unanimously.

## **DISCUSSION ITEMS:**

1. **Canal Company Update.** McDowell informed Council that the City had made some progress, pre-pandemic with the Canal Company. It looks like the group is ready to come alongside the City to work cooperatively for a long-term solution.
2. **Public Facilities.** McDowell reported that the City has been having a few issues with the rental of public facilities. Toward resolution of some of these items, he will be bringing legislation to Council that will set some parameters and expectations going forward. By consensus, Council agreed to send McDowell forth.
3. **March Financials.** No comments.

**CITIZEN COMMENTS:** Allen Buzzard commented that he would like to give a kudo to our librarian for bundling up books and helping folks get the books they desire. He asked if it was possible for Public Works to put up a small reader board by the library breezeway? He also asked if Council needed a copy of *The Times* featuring his Letter to the Editor in regard to budgeting during these difficult times.

**COUNCIL COMMENTS:** Councilor Hansen stated that he is looking forward to reopening the Park when the Camp Hosts arrive. Also, is there a plan to treat the moss on the roof of the Rec Center? McDowell stated he would check in with Public Works.

**ADJOURNMENT:** Councilor Gerber moved to adjourn the Council meeting at 7:42 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.

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City Administrator S. Scott McDowell

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Mayor Don Ware



## Council Retreat Minutes

May 1<sup>st</sup>, 2020

Members of Council met this day at the American Legion, Post 184, 339 N. Main Street on Friday, May 1<sup>st</sup>, 2020 at 4:00 p.m. for an Executive Session and a retreat.

**Present:** Mayor Ware, Council President Block, Councilor Gerber, Councilor Neddeau, Councilor Thompson, Councilor Hansen, Councilor Chambers, Administrative Assistant Tammi Morrow & City Administrator Scott McDowell.

**Absent:** No one.

**Public:** No one was present.

McDowell reminded Council that the Capital Improvements Plan (CIP) will need to be modified should Council move forward with the agreement discussed in the executive session. McDowell will forward the agreement to the property owner for final consideration. He will also attempt to get the updated plan prepared for the June Regular Session of Council.

McDowell asked Council if they were interested in sending him along with representatives of Council to settle a neighborhood dispute on E. Washington St. Discussion ensued briefly. Council discontinued of these types of meetings several years ago because of the amount of time these meetings cost Staff. Councilor Gerber and Councilor Hansen volunteered to assist McDowell with this facilitation.

Councilor Chambers recused herself from the conversation.

McDowell shared several details currently causing angst between several sets of neighbors.

The meeting adjourned at 5:12 p.m.

**ATTEST:**

\_\_\_\_\_  
Scott McDowell  
City Administrator

**APPROVED:**

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





## Budget Committee Minutes

May 7<sup>th</sup>, 2020

Members of the Budget Committee met this day via teleconference for a regular session at 7:00 p.m.

**Present:** Mayor Don Ware, Councilor Carla Gerber, Councilor Tricia Thompson, Councilor Lynda Chambers, Councilor Mike Neddeau, Councilor Dave Hansen, Councilor Doug Block, Rick Dominguez, Don Andrews, Gary Shepherd, Kim Clayton, Dayna Hansen, Administrative Assistant Tammi Morrow, and Budget Officer S. Scott McDowell.

**Absent:** Kaye Fox.

**Public:** No one.

**Presiding:** Don Andrews.

The meeting was called to order at 7:01 p.m. by Mr. McDowell. McDowell explained the process and logistics for the teleconference format including the process to handle motions. Chair Andrews called to resume deliberations from last week. *Carla Gerber moved to resume deliberations; Dave Hansen seconded the motion.* The meeting reconvened at 7:01 p.m.

Mr. McDowell took roll call as noted above reading the names as to who was on the call. *Carla Gerber moved to accept the minutes as written, Dave Hansen seconded the motion, and it passed unanimously.*

Chair Andrews opened the floor for public comment and to discuss possible uses of State Revenue Sharing. No members of the public wished to speak, so the public comment discussion was closed.

POSSIBLE & PROPOSED USES OF STATE REVENUE SHARING. McDowell indicated that the City has historically used State Revenue Sharing funds to help pay for streetlights for public safety. The money can be used for any general purpose.

BUDGET DISCUSSION, OVERVIEW & QUESTIONS. Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. McDowell indicated that neither he nor Administrative Assistant Tammi Morrow received any questions over the last week. McDowell asked if there were any further questions. There were none brought forward by the public or members.

APPROVE THE 2020-2021 BUDGET & RECOMMEND TO COUNCIL.

1. *Dave Hansen moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Doug Block and was approved unanimously.*



## Budget Committee Minutes

2. *Doug Block moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$41,922. The motion was seconded by Carla Gerber and was approved unanimously.*
3. *Doug Block moved to approve the levy amount needed for the Water Bond Debt in the amount of \$49,236. The motion was seconded by Don Ware and was approved unanimously.*
4. *Don Ware moved to approve a 3% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Rick Dominguez and was approved unanimously.*
5. *Carla Gerber moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Lynda Chambers and was approved unanimously.*

Carla Gerber asked if there was any new news on the State Highway Funding allocation. McDowell reported that there was no new news. McDowell thought that modifications may need to be made depending on potential, future notices from the State.

Dave Hansen asked for clarification on the funds going for streetlights.

6. *Don Ware moved to approve and recommend the continued use of all designated funds and line items contained in this FY 2020-2021 budget document. The motion was seconded by Rick Dominguez and was approved unanimously.*
7. *Rick Dominguez moved to approve the 2020-2021 Budget as presented and to recommend the same to Council. The motion was seconded by Carla Gerber and was approved unanimously.*

In closing, Mr. McDowell reviewed the logistics of recycling materials, keeping materials or returning materials for the Committee's future use. McDowell said that all materials are available to everyone on-line and upon request at City Hall. Please make arrangements to drop off your binder at City Hall with Administrative Assistant Tammi Morrow.

McDowell said that he felt that Council may have to make changes depending on changes to funding due to the pandemic. Council can make changes at the May 26<sup>th</sup>, 2020 Regular Session. After that, changes may have to be done through the supplemental budgeting process.

McDowell thanked everyone for taking their time to review and approve the City budget, even more so due to the teleconferencing format. McDowell thanked Don Andrews for serving as Chair and Dayna Hansen for joining the Committee. McDowell said that the budget was the most important administrative task performed by the City. The budget allows the City to achieve the goals of Council.

Don Ware thanked everyone and Mr. McDowell for putting the budget together. A big thank you to all!



## Budget Committee Minutes

ADJOURN. Gary Shepherd adjourned the meeting at 7:21 p.m.

**ATTEST:**

**APPROVED:**

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S. Scott McDowell  
Budget Officer

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Don Ware  
Mayor



# City Administrator Report

May 26<sup>th</sup>, 2020

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

### One liner of the month



*Crazy:* Like starting a skunk farm in your backyard then complaining about the smell!



**Note:** The first section of this report provides an overview of 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. When you see this symbol, ☐, it means more information will be provided at the meeting.

“If you tell the truth, you don’t have to remember anything.”

~ Mark Twain

"Have no fear of perfection, you will never reach it."

~ Salvador Dali

“If you choose not to decide, you have still made a choice.”

~ Neal Pert, Drummer

“My dear friend, clear your mind of can’t.”

~ Samuel Johnson, Writer



### **AGENDA ITEMS DISCUSSION**

**The following items follow the order of the Agenda**

#### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Rec Center Annual Report** – President Sean Johnson will give a review of the Central Linn Recreation Association’s programming and challenges.
- B. **Proposed Use of State Revenue Sharing** – Mayor Ware will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing funds. The Budget Committee recommended using the funds for public safety (*street lighting*) as has been the City’s past practice. Anyone from the public can speak to any part of the budget they choose for Council's consideration. Council is being asked to pass the corresponding Resolution 2020.12 Tuesday evening.
- C. **FY 2020 – 2021 Budget Public Hearing** – Mayor Ware will leave the floor open for anyone from the public wishing to speak about the budget as proposed by the Budget Committee. Next month, the public will have another opportunity to comment on the budget prior to appropriation and official adoption.



# City Administrator Report

Items included by the Budget Committee in this FY 2020-2021 budget are below:

- ★ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ★ Approve the levy amount needed for the Wastewater Bond Debt – \$41,922.
- ★ Approve the levy amount needed for the Water Bond Debt – \$49,236.
- ★ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ★ Approve Historic Use of State Revenue Sharing.
- ★ Approve and recommend the continued use of all designated funds and line items contained in this FY 2020.2021 budget document.
- ★ Approve the FY 2020-2021 Budget and recommend the same to Council.



## 9) LEGISLATIVE:

- A. **Resolution 2020.12: Election to Receive State Revenue Sharing** – Annually, Council passes this resolution to receive State Revenue Sharing.

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

Please pass the resolution to secure possible funding.

- B. **Ordinance 784: Public Facilities (Possible Emergency)** – At the last meeting, Council sent Staff forward to review a policy that would offer clarity on the use of public facilities. Enclosed is the proposed legislation.

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

Consider passing ordinance as an emergency.

## 10) ACTION ITEMS:

- A. **ODOT & Highway 228: Traffic Calming Planters** – The traffic calming planters have been the source of much discussion by area business owners along Highway 228. The result of these planters has been two to three accidents each year. Certain business owners have lobbied the Department of Transportation for safety markings to be increased.

Council has a few options:

1. Leave ODOT to install ten candlesticks on each planter.
2. Request the removal of the planters.
3. Request the installation of additional safety measures.

**Discussion** | The planters are difficult to maintain and are the responsibility of the City. ODOT spends time cleaning up accidents, repairing safety equipment like reflection devices and fielding complaints. Installing the candlesticks will ruin any aesthetic value the planters were partially designed to achieve. The devices were also designed to “calm” the traffic. The devices really have had little calming effect and have led to property damage.



# City Administrator Report

- B. **Reopening Plans** ☑ – Staff will review plans for reopening City Hall and the Library with Council.
- C. **CIS Cybersecurity Policy** – City/County Insurance Services (CIS) requires the City adopt a cybersecurity policy to be covered by cyber insurance. Enclosed in the packet is an adapted version of the policy for your review.
- D. **Consider Setting a Live Session Executive Session** – Holding an Executive Session on the teleconference format is not adequate to discuss the topics required. Council is being asked to set a meeting date and time for a live executive session. The City could use the Community Room.

## 11) DISCUSSION ITEMS:

- A. **Pioneer Park: Camping, Events & Rentals** – Staff will discuss the operating premise used in making choices for the Summer season.
- B. **Coronavirus Pandemic Information & Website Coverage** – Staff will review the resources available on City websites.
- C. **April Financials**



**NEW INFORMATION & HAPPENINGS**  
**Notable situations that have developed after the last Council meeting**

**Emergency Response | Ad Hoc Committee | COVID-19** ☑ – The City continues to come along side community partners and Sharing Hands to help feed those in need in our community. The effort has been very uplifting, seeing so many donations and individual efforts that are remarkable and heartwarming. The City started our effort March 16<sup>th</sup>, 2020 working through Council meeting on March 31<sup>st</sup>, 2020 to begin helping in new ways to address community needs. Administrative Assistant Tammi Morrow will provide a report Tuesday evening about the latest happenings.



Staff cannot say enough positive comments about Brownsville residents and organizations have been incredibly supportive of feeding those in need in our community.

**Commencement Garden** – The City has teamed up with Central Linn High School and Sandy Moors-Kayner of Willamette Valley Insurance Services to honor the Graduating Class of 2020. Central Linn High School has made campaign style signs of each Senior which will be placed on the lot across from Napa, owned by Sandy Moors-Kayner. The signs will be in place from May 22<sup>nd</sup> through June 4<sup>th</sup>, 2020. The City of Halsey will also display signs as part of the tribute.

A big thank you goes out to Sandy Moors-Kayner for graciously allowing her property to be used and for mowing the grass regularly during the display.

**Pandemic Impacts** – Several cancellations have taken place. Birthday parties, family events, church picnics, company gatherings continue to be canceled. The Mid-Valley Bicycle Group has recently



# City Administrator Report

cancelled this year's ride. Fire Chief Kevin Rogers recently announced that the *Fourth of July celebration* has been canceled for this year.

*Camping in Pioneer Park* has been closed until further notice. Like the fireworks celebration, camping has been closed or canceled in many State Parks and campgrounds around the area have not opened. The City does not have the resources to deal with a massive influx of visitors or campers which is the major concern when considering camping and other mass gatherings during this time.

The City is operating under the authority granted by the Governor's Office. To be clear, the City has not closed businesses. The State of Oregon has. The City is following the guidance set forth by the State. The City has offered opening resources and guidelines as provided to the City by the Governor's Office.

The *Chamber of Commerce* has decided to continue to move forward with their late-summer events. The Chamber is fully aware that these events may have to cancel, however preparations are still being made.

The *Ad Hoc Facilities Review Committee* has not been able to meet.

The *Go Team* effort with the eight cities has not been able to meet due to pandemic response in each city.

*Scio Meeting* – Scio Harrisburg, Halsey and Brownsville met to discuss reopening plans and strategies in light of Phase I requirements. Most valley cities are planning to open June 1<sup>st</sup>.

**Equipment Update** – Staff continues to wait on equipment procurements including the dump truck, the new service truck, and the new mowers.

**Park Caretakers** – Dave and Sharon Peterson have returned to be Caretakers for this season. Public Works Superintendent Karl Frink and I have reviewed the plan for Pioneer Park moving forward. The information provided to the Caretakers is enclosed in the packet for your review. Public Works had to prepare new utilities due to the erosion of the riverbank.



## Priorities: Guidance Making Tough Decisions

The City Council and Staff field a host of requests for many things in any given year. Citizens make requests on items they would like to see built, programs they would like to see implemented or just suggestions on a variety of topics and issues. It can be difficult relaying information to constituents and citizens when the goals of the City do not match the wants that certain citizens or groups have in mind.

To that end, Council has adopted the Capital Improvements Plan (CIP), the Water Master Plan (WMP) and the Parks Master Plan (PMP). These documents set Council priorities for spending. Council and the Budget Committee have shown a commitment to continue the programs and responsibilities the City is required to provide. Essential services headline priorities. As Council knows, there are a lot of physical assets that require maintenance and attention. The City must make tough choices to continue programmatic efforts and necessary capital improvements. So, in effect, priorities help Council say 'no' to new proposals and ideas for projects that do not match the goals of the City.

Below is a list of projects wants and needs:



# City Administrator Report

- ★ Skate Park
- ★ Dog Park
- ★ Disc Golf
- ★ Community Kitchen
- ★ Community Theatre
- ★ Senior Housing
- ★ Free Wi-Fi Downtown
- ★ TMDL – Storm Water
- ★ Transport Vehicle
- ★ New Baseball Fields
- ★ Pioneer Park Erosion
- ★ Street Improvements
- ★ Crime Deterrent Cameras
- ★ Cemetery Expansion
- ★ Columbarium
- ★ New Water Reservoir
- ★ New City Shop
- ★ Downtown Sewers
- ★ Street Tree Replacement
- ★ Pool/Water Feature
- ★ Water & Collection Lines
- ★ Park Buildings

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

**Active: Emergency Community Outreach** – Mayor Ware, Councilor Block and Councilor Hansen have been involved on the Emergency Response Ad Hoc Committee. So far, the City has been acting as a facilitator and organizer for coordination purposes. Administrative Assistant Tammi Morrow is providing much of the support and coordination.

**Active: Neighborhood Facilitation Effort** – Council authorized the City Administrator, Councilor Gerber and Councilor Hansen to meet with neighbors on the southwest side of town to review disputes over dogs, loud music, trespass and other issues. Overall, the meeting went well. Participants came out of the meeting with things to do to promote a more peaceful neighborhood. The group agreed to reconvene in a month to review the measures put in place.

**Completed: Total Maximum Daily Load (TMDL)** – *From 04.28.20:* The State Department of Environmental Quality requires this topic be placed on Council agenda twice a year. Staff will outline basic components of the City’s TMDL plan. The City placed an article in the March Newsletter that was also a requirement of the plan.

**Completed: Canal Company & the Mill Race** – The Canal Company has the required insurance through July 2020. Public Works Superintendent Karl Frink has prepared the pumps for operation.

**Completed: OLCC License Renewals** – A letter was sent as directed by Council.



**Pending: Linn County Pioneer Picnic Association** – The Association finalized the agreement with the City for annual Picnic preparations. The group has rescheduled the event for August 14<sup>th</sup> & 15<sup>th</sup> and continue to monitor allowances made by the State of Oregon in light of the emergency declarations for the Coronavirus pandemic.

*From 04.28.20:* Ms. Wyne expressed the desire of the Association to have a picnic celebration, even it is one day only, to preserve their historic, longest running celebration streak.





# City Administrator Report

**Active: Building Security Meeting** – The City has successfully installed security cameras. Staff received training from Professional Alarm out of Albany. The pandemic caused the unusual delay. This project was implemented for Staff safety after several discussions with Staff about general building safety.

**Active: CIS Appraisal Review** – *From 04.28.20:* The new appraisal is set to be official in July. The City’s property and liability insurance increased by 22% in part to a higher valuation for City properties and assets and partially due to the lawsuit brought against the City by Green Cross Dispensary.

*From 01.28.2020:* CIS delivered the preliminary appraisal report. Public Works Superintendent Karl Frink and I have reviewed the report and forwarded it back to CIS for finalization. Overall costs came in as predicted in the Capital Improvements Plan that was adopted by Council last Fall.

**Active: Chamber of Commerce** – Continuing work with the Chamber. So far, the Chamber is continuing planning for events as usual. It is a week to week review at this point.

**Active: Website Changes** ☑ – I continue to post public information relating to COVID-19. Facebook is completely covered by PageFreezer.

**Active: Park Signs and Public Communication Efforts** – The City is currently working with Ms. Jane MacQueen on signage. Administrative Assistant Jannea Deaver, Administrative Assistant Elizabeth Coleman and I are working on other communications.



*From 01.28.2020:* Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman and I are working on a number of ways to assist internal Staff dealing with questions from the general public regarding Park camping and event related issues. The Parks & Open Space Advisory Board has been very helpful with suggestions and ideas.

Public Works recently installed the Downtown Restrooms sign for the public restrooms on Spaulding Avenue. Ms. Jane MacQueen designed the sign to be in keeping with the other signs that mark public buildings and spaces.

**Linn County Sheriff’s Office Numbers** – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

### LCSO Month-to-Month Comparison (18 months)

Year	Month	Citations	Warnings	Hours
2020	April	18	5	210
2020	March	13	5	239.5
2020	February	15	20	214.5
2020	January	15	25	204.5
2019	December	16	24	206.5
2019	November	11	10	205.5
2019	October	12	29	217.5



# City Administrator Report

2019	September	20	10	202
2019	August	8	15	210.5
2019	June	31	32	221
2019	May	21	47	204
2019	April	4	14	205.5
2019	March	15	35	204
2019	February	4	19	217
2019	January	21	44	217
2018	December	9	24	211
2018	November	15	38	204
2018	October	9	25	218.5
<i>Subtotal</i>		257	421	3812.5
<b>Total Average</b>		14.2778	23.389	211.81
		<b>Cites</b>	<b>Warnings</b>	<b>Hours</b>

**Pending: Quarterly LCSO Meeting** – *From previous reports:* The group decided to move forward with traffic monitoring equipment. Sheriff Yon will be heading up the research to determine the best vendor and to ensure compatibility across all devices. The City continues to ask for 20 to 25 citations per month. Councilor Block shared compelling evidence based on his personal observations in Brownsville. The City expresses thanks for the care Sergeant Klein provides on many different issues happening in the City. Captain Duncan began in her new official capacity as Captain on April 1<sup>st</sup>, 2020. The Sheriff’s Office announced new Lieutenant Brandon Fountain who filled Duncan’s previous post.



**Stalled: Linn County Planning & Building Department Meeting Outcome** – The group continues to wait on the County to upgrade and implement an e-permitting system. Future meetings will be required to continue to move this goal and other items forward.

*From 07.23.19:* Attended permit training conducted through the LCPBD. One direct result of this effort.

**Active: Linn County Traffic Count Data Request** – *From 12.17.19:* Linn County Road Master Darrin Lane processed Council’s request.

*From 11.26.19:* Staff recommends Council asking Linn County Road Department to perform a traffic count on Depot Avenue just before Ash Street and just after Henshaw Drive. Collecting baseline data could be important once home start to build in the area. It is nice to have empirical data when dealing

**Active: FY 2020.21 Budget** – *From 04.28.20:* I have been very busy compiling information and preparing this upcoming year’s budget. The City is ready to consider spending for the upcoming fiscal year. All meeting will be held via teleconference. The City hopes to have the budget review completed in



# City Administrator Report

meetings as has been done the last two years. Members and the general public can find all budget information and how to connect to the teleconference at <https://www.ci.brownsville.or.us/bc-budget>.

**Pending: Park Board** – *From 04.28.20:* Currently the Park Board is reviewing the Parks Master Plan to set priorities. The Board is also working on an improvement plan for Remington Park.

**Active: Boldt, Carlisle & Smith** – *From 04.28.20:* The City entered into an agreement with BCS to provide some accounting oversight in an effort to fix the month end reconciliation process.

**Active | Completed: Municipal Court Collections Agreement** ☒ – The contract has been finalized. Staff is now implementing the necessary steps for proper protocols and execution.

*From 12.17.19:* Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance's legal department.

*From 11.26.19:* Municipal Court Administrator Carol Humphreys, Judge Meyer and I are recommending the collections agreement for court related fines and fees. Last meeting, Staff mentioned the State Legislature's changing attitudes toward the judicial branch and many of the changes made this past legislative session. Staff feels strongly that this is the best option for the City and all parties involved. I have enclosed the entire agreement in the agenda packet.



**Active: Alyrica Franchise Agreement** ☒ – Alyrica is constructing the fiber optic system. Alyrica has sent letters to Brownsville resident in Phase I.

*From 09.25.19:* I met with Adam Skaer to discuss the possible location of a necessary cabinet on public property as described in the Franchise Agreement. Permits have been submitted to Pacific Power and they will soon be sending permits to the City and the County. They are attempting to get the main trunk line installed by the end of 2019.

*Alyrica is targeting the following pricing structure:*

\$69.99 100 Mbps

\$99.99 1 Gbps

**Stalled: Facilities Review Committee Recommendation Outcomes** – *From 11.26.19:* The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies, and options.

*From 9.17.19:* The City has received the Structural Engineering Report from VLMK, and it is currently under review.

*From 07.23.19:* I have sent an update to Committee members. The City is in the process of hiring a Structural Engineer to review the Central Linn Rec Center. City Engineer Ryan Quigley, Dyer Partnership, has contacted VLMK Engineering who handles structural engineering reviews for Dyer Partnership. Mr. Havlin Kemp is working on the proposal for the review.

*From 05.28.19:* Central Linn Recreation Association President Blaine Cheney hosted a tour of the Rec Center on May 16<sup>th</sup>. Ad hoc members attending included Halsey City Administrator Hilary Norton, Halsey Mayor Jerry Lackenbruch, Central Linn School Board Member Jen Durringer, Administrative Assistant Elizabeth Coleman, and I attended. Members will reconvene to work out additional details in June.



# City Administrator Report

**Stalled: Ad Hoc Committee Document** – *From 01.28.2020:* Halsey City Administrator Hilary Norton and I met to discuss the plan of creating a document for the Ad Hoc Committee, Council and ultimately the general public that provides quick details and drawings of the future plans for the Central Linn Rec Center. Mrs. Norton will be providing illustrations for the document.

**Active: Dyer Partnership** – *From 04.28.20:* Staff met with City Engineer Ryan Quigley to discuss the downtown sewers among a few other projects. The City does have an eight foot easement behind the Linn County Museum which is inadequate to make the necessary repairs. Councilor Block and I have met to review the details. We will be preparing a letter for property owners soon. We are hoping to meet in person with the group, so we are waiting a few weeks for the emergency declaration to lift.



Quigley announced that the project could cost as much as \$550,000 to construct due to a conflict with an existing storm sewer which is why we are reviewing other alternatives.

*From 01.28.20:* Karl Frink and I Met with City Engineer Ryan Quigley to review details for the update of the Public Works Standards, the Wells Electricity, the

Downtown Sewer project and to discuss the GR-12 well site and future water usage needs. Quigley is working on the engineering for the Downtown Sewer project and other priorities as requested.

**Active: Downtown Sewer Collections Engineering** – *From 12.17.19:* Work orders were executed in-line with Council’s decision to move forward with the engineering design phase.

*From 10.26.19:* City Engineer Ryan Quigley forwarded the associated engineering costs for the Downtown Sewer project the City is saving toward for installation in FY 2020.2021. This resolution will transfer funds to cover the associated engineering costs so the project can be bid at any time in FY 2020.2021. Hopefully, the City can complete the Downtown Sewer project over two FY’s instead of three.

**Active: Emergency Preparedness Committee** – Every Monday since March 16<sup>th</sup>, 2020, the Emergency Operations Team has met. President Norman Simms, Marilee Frazier, Fire Chief Keving Rogers, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell.

*From 01.28.2020:* I met with Halsey City Administrator Hilary Norton to discuss an EPC pamphlet as discussed at the last committee meeting. Mrs. Norton and I were asked to develop this document. Mrs. Norton has worked with a few ideas for the committee's consideration. Administrative Assistant Tammi Morrow is keeping the committee informed and aware of their options and responsibilities. It is great to have good help on this committee!

**Stalled: Go Team Meetings** ☒ – The group was unsuccessful in obtaining State funding. *From 01.28.2020:* The Mid-Valley Partnership (MVP) group has decided to apply for a Rural Initiatives (ROI) grant for asset mapping, branding and website development which were the three primary goals of the agreement. Kelly Hart of Lebanon, Hilary Norton of Halsey and I met with Carolyn Cummings and Corey Wright of RAIN to discuss our continued partnership with RAIN, impacts of applying for a ROI grant and funding avenues and options. Mayor Ware and I have signed a support letter for the ROI grant. Council may remember the IGA had a funding component that needed to be determined for the upcoming budget season. The group is currently working on determining what these levels will be for each city.





# City Administrator Report

**Stalled: Canal Company & the Mill Race** – From 04.28.20: City Attorney Ross Williamson is currently working on this item.

From 01.28.20: Councilor Block and I are still attempting a second meeting. Scheduling has not worked out for a variety of reasons. I have spoken about the tentative plan with City Attorney Ross Williamson as directed by Council at the last meeting.

From 11.26.19: Councilor Block and I will be meeting with Canal Company President John Holbrook and Mr. Bob Babcock to discuss the plan presented to Council in April 2019. Council directed Councilor Block and I to meet with Canal Company representatives to discuss options and to ascertain the intentions of the Canal Company. More information is available in this report, see below. See above information. The schedule below has been updated.



From 09.25.19: Councilor Block and I continue to attempt to schedule a meeting with Mr. Holbrook and Mr. Babcock. At this point, the schedule below would need to be modified.

Below are general concept thoughts:

- 1.0. Canal Company Leadership Discussion (November – January)**
  - 1. Share Concept
  - 2. Discuss Paths Forward
  - 3. Learn Future Plans
  - 4. Tie in 5.0
- 2.0. Targeted Public Outreach (January/February)**
  - 1. Send Explanation Letter
  - 2. Create Explanation Webpage
  - 3. Share Concept
  - 4. Share Meeting Schedule
- 3.0. Town Hall & Public Input**
  - 1. April 28<sup>th</sup>, 2020, 7:00 p.m.
  - 2. July 28<sup>th</sup>, 2020, 7:00 p.m.
- 4.0. Council Decision**
  - 1. September 15<sup>th</sup>, 2020, Regular Council Session
- 5.0. Agreement Implementation**
  - 1. Draft Agreements
  - 2. Solidify Details
  - 3. Create Processes
  - 4. Develop Communication Interface

**Stalled: Officials Handbook** – From 01.28.20: The newly adopted policies required by the new State law also apply to elected and appointed officials.

From 12.17.19: Staff is working on disseminating the handbook and collecting confirmations.

From 10.26.19: This resolution would adopt the new Officials Handbook as presented at the last Council meeting. I have included an acknowledgment form for Council review as well. If Council adopts this resolution, the Officials Handbook would be sent to all elected and appointed officials for their review and reference.



**Stalled: Approve Mid-Valley Partnership Agreement** – The group was unable to obtain grant funding for this project. The City of Lebanon is in transition with hiring a new City Manager which has also caused pause. We are hoping to move forward post-pandemic.



# City Administrator Report

*From 10.26.19:* The City has been working on the Rural Linn Economic Development (RLED) plan for nearly six (6) years. The effort started with the Go Team which was formed out of The Ford Family Leadership cohort series completed by the Ford Family Foundation in Linn County. Two years ago, Brownsville formed a partnership with Sweet Home, Lebanon, and Harrisburg to develop a plan the City of Lebanon had for one of their downtown buildings. The group added the City of Halsey and applied for a rural development grant through the State of Oregon’s Rural Opportunity Initiative (ROI). The ROI grant is what has been funding the RAIN effort for the last two years. Council will recall Mr. Corey Wright’s presentation that highlighted programmatic efforts and positive outcomes achieved during the first year. RAIN continues their effort over the next two years per contract. Eight cities have been involved in this partnership and those cities include Lebanon, Sweet Home, Philomath, Harrisburg, Adair Village, Monroe, Halsey & Brownsville.



Entrepreneurial efforts are only a part of what this partnership plans to accomplish collectively. Contained in the agenda packet is an Intergovernmental Agreement (IGA) that is the framework for a regional economic development effort based on the RLED proposal. Council will be asked to approve this agreement to continue the work of regional economic development. The plan is to add additional cities and continue to strive toward realizing the deliverables in this agreement. Overall, this effort has been an amazing collaboration where neighboring communities have led a grassroots movement that transforms opportunities for area residents and citizens.

Historically, Council was interested in partnering with the City of Sweet Home to provide local economic development assistance. The new plan incorporates multiple cities in two counties and has become a model for other rural areas in the State of Oregon.

**Pending: Right-of-Ways & Storage Containers** – *From 12.17.19:* Council considered **two** ideas moving forward at the last meeting. Idea #1) consider permitting for temporary storage containers, and Idea #2) consider future requirements for storage containers as permitted living spaces.

*From 11.26.19:* Councilor Thompson, Councilor Neddeau, Administrative Assistant Tammi Morrow and I met to review right-of-way infringements, the ordinance and storage containers. Staff will share information with Council for possible next steps.



*From 10.26.19:* The LCSO is in the process of investigating a recreational vehicle that may be using city streets to illegally stay in town. The Sheriff’s Office reported this phenomenon happens frequently in Harrisburg and other rural areas. A large semi size storage container has been placed on Blakely Avenue to help a homeowner make renovations to their property. Staff has made reasonable accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.

**Pending | Active: Land Inventory** – *From 03.26.19:* Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will required for this important project.

See past reports for more information.



**Pending: Oregon Water Resources Department (OWRD) and Wyatt Rolfe** – The City must complete this project this upcoming fiscal year to stay in compliance with the order from OWRD.

*From 06.25.19:* I have included money in the upcoming budget to address the Water Management & Conservation Plan [...required by the final order issued by OWRD.]

**Pending: Playground Outcome** – The costs associated with relocating the playground was too high. Public Works Superintendent Karl Frink and I are working on alternative methods to move the equipment.

**Pending: Step Up IT** – *From 03.26.19:* I recently met with this company out of Eugene to discuss cybersecurity and I.T. They are working with Sweet Home and with other governmental agencies. I met with them a year ago, but we were not ready. A lot has happened since last year, we are in the process of getting a fiber optic system in Brownsville, we are using cloud services for Utility Billing and General Ledger, and we have automated the water distribution system, to name a few. Security and expertise will be important for City computer systems moving forward. I have provided I.T. for several years for the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

## PAST MEETINGS – Memory Information

**DevNorthwest/WNHS Update** – The merger has taken place. The group is working on dovetailing policies among other administrative details.

➤ **Kirk Avenue Project History**  
For the history and current status of the Kirk Avenue project, please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

Respectfully Submitted,

S. Scott McDowell

### Rate Change

Effective Thursday, May 14, 2020, the Oregon Short Term Fund (OSTF) rate will change from 1.75% to 1.30%. Additional information about the OSTF, including historical rate data, is available online [here](#).



OREGON  
STATE  
TREASURY



## Public Works Report May 21, 2020

### Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the months of March, April, and May.
- *Distribution System* – There have been 6 small water leaks and one mainline break.
- *Cross Connection Program*- Nothing to report this month.
- *Water Treatment Plant* – The water source was switched from the wells to the infiltration gallery on April 20<sup>th</sup>. The new water quality instruments have arrived and three of the new turbidimeters are online and working well. The remaining instruments will be replaced as time allows.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows.

### Sewer:

- *North Lagoons* – In April, a total of 8.34 MG of effluent was discharged to the Calapooia River. This finished up the discharge season until November. The fencing at this facility was damaged by a car accident and has since been repaired.
- *South Lagoons*- In April, this facility discharged a total of 16.533 MG of effluent to the Calapooia River. The discharge season for this facility is also closed until November.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed.
- *Misc.* – The sewer system for the River's Edge subdivision has begun. Construction started near the intersection of Linn Way and Henshaw lane.

### Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Nothing to report this month.
- *Storm Drainage* – Some troubled/flooded areas have been identified and we are currently working on solutions to those problem areas.
- *Misc.* – Street sign work continues as time allows. Many new locations have new posts set and the new signs installed. We will be creating a map that indicates all the areas in town that public works mows and maintains.

### Parks:

- *Pioneer Park* – The park was opened April 30<sup>th</sup>. All the facilities were prepped and ready for use but remain closed to the public due to the COVID-19 lockdown requirements. We felt it to be in the best interest of the public to keep the restrooms locked up until the caretakers arrived so the restrooms could be cleaned multiple times per day. The restrooms were unlocked May 19<sup>th</sup> and are open to public use currently. The caretaker's campsite was washed away by the river, so the location had to be moved further east to ensure safety of the caretakers. This required relocating the water, sewer and electrical to a new location away from the eroded riverbank. The caretakers, Dave and Sharon Peterson arrived May 13<sup>th</sup> and began working May 18<sup>th</sup>. Dave and Sharon served as caretakers several years ago and we are pleased to have them return for another summer to take care of the park and its users.
- *Blakely Park* – This park is maintained as needed.
- *Kirk's Ferry Park* – This park is maintained as needed.
- *Remington Park* – This park is maintained as needed.



**Cemetery:**

- *Grounds* – The has been mowed several times. The cemetery has been mowed, trimmed, and cleaned up for Memorial Day weekend.

**Library:**

- *Grounds*- This facility is maintained as needed.
- *Buildings*- Nothing to report this month.

**Downtown**

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Downtown garbage cans are emptied every Friday, or more frequently as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing to report this month.

**City Hall:**

- *Buildings*- Nothing to report this month.
- *Grounds* –The grass is mowed and maintained weekly, or as needed. The irrigation has been turned off at this facility. The grassy areas in front of the Art Center had suffered much damage over the winter and destroyed most of the grass. New grass seed was placed and should recover nicely soon.
- *Community Center*- Nothing to report from this facility this month.

**Rec. Center:**

- *Grounds*- The grass is mowed weekly or as needed.
- *Buildings*- The gym lights have been replaced with LED lights that should require much less maintenance. The exterior parking lot lights have also been replaced.

**Public Works:**

- *Grounds*- Nothing to report this month.
- *Buildings*- Cleaning and organizing continues as time allows. The office space for public works is near completion. Work on this has halted due to other required tasks. Work will resume this summer when mowing slows down and allows for more time to finish up small details.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use. One new pickup, one new 5-yard dump truck and two new zero-turn mowers have been ordered and should arrive at our facilities soon. The COVID-19 lockdown has delayed delivery dates of this equipment.
- *Training*- Nothing to report this month.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



# May 2020 PLANNING AT A GLANCE

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

- |                |                         |                   |
|----------------|-------------------------|-------------------|
| • Mechanical   | Install HP/AH/Gas Stove | 217 Kirk Ave      |
| • Mechanical   | Install AC/Gas Furnace  | 826 Oak St        |
| • Structural   | SFD Duplex              | 370 Spaulding Ave |
| • Structural   | SFD Duplex              | 372 Spaulding Ave |
| • Structural   | Foundation Repair       | 222 Putman Ave    |
| • Construction | SFD                     | 1241 Ash St       |
| • Fence        |                         | 620 Calapooia Ave |
| • Fence        |                         | 220 Locust Ave    |
| • Fence        |                         | 1212 Linn Way     |
| • Fence        |                         | 710 Calapooia Ave |
| • Fence        |                         | 312 Kirk Ave      |
| • Fence        |                         | 340 E Blakely Ave |

## Updates

### **Buildable Lands Inventory**

Still in process.

- 368 Spaulding Avenue Project Reviews continue.
- River's Edge Project Reviews continue.

*Elizabeth E. Coleman*



# LINN COUNTY SHERIFF'S OFFICE

**Jim Yon, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322  
Albany, OR. 97322  
Phone: 541-967-3950  
www.linnsheriff.org

## 2020

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

**FOR THE MONTH OF: April**

<b>TRAFFIC CITATIONS: -----</b>	<b>18</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>5</b>
<b>TRAFFIC CRASHES: -----</b>	<b>0</b>
<b>ADULTS CITED/VIOLATIONS: -----</b>	<b>1</b>
<b>ADULTS ARRESTED : -----</b>	<b>1</b>
<b>JUVENILES CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>80</b>

**TOTAL HOURS SPENT: BROWNSVILLE 210**

**CONTRACT HOURS= 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR APRIL 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	22	0	2	20	
Violations	74	17	14	77	1
Contempt/Other	62	3	2	63	
<b>TOTALS</b>	<b>158</b>	<b>20</b>	<b>18</b>	<b>160</b>	<b>1</b>

**BALANCE SHEET FOR THE MONTH**

Court Revenue

Court Payments

Total Deposits +	\$ 1,671.00	City	\$ 1,422.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 168.00
Total Bail Held -	\$ -	Linn County	\$ 81.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

<b>TOTAL COURT REVENUE</b>	<b><u>\$ 1,671.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 1,671.00</u></b>
----------------------------	---------------------------	-----------------------------	---------------------------

Credit given for Community Service	\$ -
------------------------------------	------

Other Credit Allowed Against Fines	\$ -
------------------------------------	------

<b>TOTAL NON-REVENUE CREDIT ALLOWED</b>	<b><u>\$ -</u></b>
---	--------------------

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,422.00
STATE	\$ 168.00
COUNTY	\$ 81.00
*REFUND/RESTITUTION	\$ -
<b>TOTAL:</b>	<b><u>\$ 1,671.00</u></b>



## Library Advisory Board

### *Librarian's Report*

April 2020

What a whirlwind month it has been. Like everyone else, I have felt the whole gamut of emotions. Being Librarian in a building without patrons and volunteers is unnatural. It has pleased me to provide books to patrons along our Covid-19 adventure. The wood furniture has been cleaned and oiled. I keep progressing on an inventory as time allows. Book requests have been increasing as the month as rolled along too. Fines have stopped while we are in quarantine. I will be sending out past due notices to remind patrons that we would like our books back sooner, rather than later. I am keeping up with bringing in new books. Photos of these always cause a happy stir on social media.

The Summer Reading Program Team is working toward the first program on Friday, July 10. We are hopeful the quarantine will be lifted by then. This year's theme is Imagine Your Story. This year we are excited to present themed days such as Harry Potter, Pirates, and Knights, Princess' and Dragons Oh My! We are encouraging participants to dress up as a character for their day at the Library. Cross your fingers that the show will go on!

Here is a look at Library numbers during the pandemic month of April 2020. We have received 65 new books for the library. Volunteers could not donate hours to our library. There were 708 materials checked out. 273 adult fiction books; 49 adult non-fiction books; 46 audio books; 199 children's books; 106 junior books; 35 junior reference books and 17 large print books.

In April, we held 10 children's programs with 383 3s video views and 103 Live views. I am unsure which number the State Library will ask for on our yearly Statistical Reporting.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse". The signature is written in a cursive, flowing style.

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2020.12**

**A RESOLUTION DECLARING THE CITY'S  
ELECTION TO RECEIVE STATE REVENUES**

The City of Brownsville ordains as follows:

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2020-2021.

**Passed** by Council this 26<sup>th</sup> day of May, 2020.

**Approved** by the Mayor this 26<sup>th</sup> day of May, 2020.

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

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

I certify that a public hearing before the Budget Committee was held on April 30<sup>th</sup>, May 7<sup>th</sup> and May 26<sup>th</sup>, 2020 and a public hearing before the City Council was held on May 26<sup>th</sup>, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing at three separate public meetings.

\_\_\_\_\_  
S. Scott McDowell  
City Recorder



## ORDINANCE NO. 784

### AN ORDINANCE ADDING CHAPTER 2.65 PUBLIC FACILITIES TO TITLE 2 OF THE BROWNSVILLE MUNICIPAL CODE

**WHEREAS**, the Brownsville City Council recognizes a need to adopt rules and regulations to promote orderly use of public facilities, and;

**WHEREAS**, Title 2 of the Brownsville Municipal Code (BMC), Chapter 2.65 is the appropriate place within the Code for these new regulations, and;

**WHEREAS**, the Council desires to amend the Brownsville Municipal Code to better define the City's responsibilities, and;

**NOW THEREFORE**, the Brownsville City Council ordains as follows:

**Section 1.** Chapter 2.65 – Public Facilities – is added to Title 2 of the Brownsville Municipal Code to read as follows:

#### Chapter 2.65 Public Facilities

##### Sections:

- 2.65.010 Responsibility.**
- 2.65.020 Public Facilities.**
- 2.65.030 Priority.**
- 2.65.040 Rules and regulations.**
- 2.65.050 Establish fees and charges.**

##### **2.65.010 Responsibility.**

The City Administrator shall maintain current rules and rental rates for facilities rented by the City of Brownsville. The Parks and Open Space Advisory Board shall make recommendations to the City Council for rental rates periodically. The Council shall adopt rental fees and rates as necessary.

##### **2.65.020 Public Facilities.**

The Council, in its sole discretion, allows certain public facilities to be rented by the general public, when not being used in an official capacity, as follows:

1. Council Chambers, also known as Fisher Hall | 255 N. Main Street
2. The Community Room | 255 N. Main Street
3. The Kirk Room | 146 Spaulding Avenue
4. Pioneer Park (Seasonal)

Facilities can be rented from 6:00 a.m. to 11:00 p.m. when not conflicting with a previously scheduled meeting or event. Reservations are required. Facility 4 is seasonal rentals only.



**2.65.030 Priority.**

Official City business shall take precedence over any other event. The Council has the authority to discontinue rentals at its discretion.

**2.65.040 Rules and regulations.**

The Council is responsible for establishing rules and regulations concerning the operation and maintenance of City facilities. The Council may enter into long-term use agreements as appropriate.

**2.65.050 Establish fees and charges.**

The Council may establish any fees, charges or deposits as are deemed appropriate for the continued operation and maintenance of City facilities. All fees and charges will be set by Council resolution.

**Section 2.** This Ordinance shall take effect in accordance with Section 33 of the Brownsville Charter.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this \_\_\_\_ day of \_\_\_\_\_ 2020.**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_

Mayor

\_\_\_\_\_  
City Administrator





## 2019-2020 Council Values

### 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. Brownsville citizens 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.

### ***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:



## 2019-2020 Council Values

- |                         |                            |
|-------------------------|----------------------------|
| 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



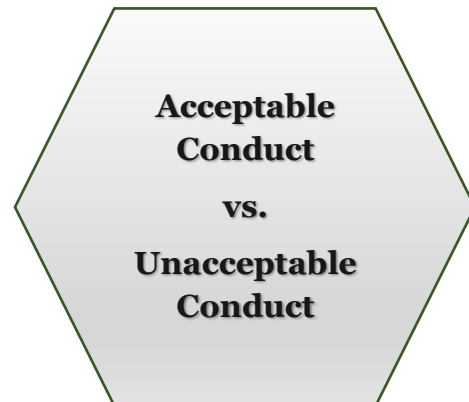
## 2019-2020 Council Values

### 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





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

**Goals 2019-2020**

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



## **GOALS PROGRESS UPDATE**

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

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

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

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

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

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

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

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- ★ The LCSO agreement was agreed to in principle after two meetings attended by Councilor Block and McDowell. The City is awaiting the final document. The next scheduled quarterly meeting is March 5<sup>th</sup>, 2020.
  - ★ McDowell and Coleman continue to push the regional agenda forward working on improving the relationship with the LCPBD. Dave Kinney is in the process of gathering data for the cities as well. McDowell plans on issuing a letter at the beginning of the year calling for certain deadlines to be met by the LCPBD. Training has occurred and was well attended by the partner cities. Cities are waiting on the IGA/UGB update and the County to move to an e-permitting system.
  - ★ Public Works Superintendent Karl Frink and McDowell continue to monitor and attend TMDL meetings.
  - ★ McDowell is working with the transitional leadership at Cascade West Council of Governments to continue the regional advocacy piece started under the guidance of Executive Director Fred Abousleman who has taken another position. McDowell is working closely with the LOC as they



are also working on outreach, relationship building and advocacy to bolster municipalities home rule status under the Oregon Constitution.

- ★ The City's rating was upgraded by Standard & Poor's.

## 2. Water Rights.

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

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

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- ★ The City installed new, state-of-the-art meters in town.
  - ★ OWRD required the City to adopt a Water Conservation Plan. Council budgeted funding for this requirement. The new meters will also be a key tool in assisting the City toward this plan. The City has two years to submit.

## 3. Economic Development Plan.

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

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

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

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

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- ★ Council approved the IGA for the Mid-Valley Partnership. McDowell presented the IGA to several partner cities. The group will work together to develop a budget presentation based on the deliverables in the agreement.
  - ★ Planning Consultant Dave Kinney continues work on the buildable lands inventory and other requirements of DLCDD. Kinney has reported that adding residential land does not seem viable due to the existing residential inventory.

## 4. Community Development Plan.

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



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

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- ★ Council has reviewed right-of-way infringements and storage containers. Council plans to review policy options over the course of the next few months. The Planning Commission shall be included on any changes. Councilors Block, Hansen, Thompson and Neddeau have assisted Staff with policy ideas and situational reviews.
- ★ Council is actively updating the City's Public Works Standards.
- ★ The Emergency Preparedness Committee has had a very good year achieving their goals. The fire districts, municipalities and the school are working together on shared goals. The Committee developed a stand-alone website and placed emergency trauma kits in all local schools. The Committee has a robust plan prepared for 2020.
- ★ Council has received a positive structural engineering report on the Central Linn Rec Center. The report concluded that the building is in good enough shape to support a renovation. McDowell formed an Ad Hoc Committee to review options, create a vision and strategies to work on the Rec Center and the Pioneer Park Pavilion. The Committee is actively working toward goals defined by the group. Councilors Gerber, Chambers and Block along with representatives from the Central Linn School District, the Rec Center, the Park Board and the City of Halsey are participants.
- ★ McDowell has been actively working with Public Works Superintendent Karl and Alyrica in creating a fiber optic network for Brownsville. Council recently authorized a lease agreement for the main point of connection for the new system.

## **5. Capital Improvements Plan.**

- *Develop the Framework for a Sidewalk Program.*
- *Plan and Construct Downtown Wastewater Improvements.*
- *Pioneer Picture Gallery Discussion.*
- *TMDL Exploration and Implementation Elements.*
- *Explore Kirk Avenue Paving Options.*

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

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- ★ Council recently moved forward the downtown sewer project by moving funds to complete the engineering work with Dyer Partnership. Council hopes to be prepared to go out for bids early in FY 2020.2021.
- ★ Staff continues to work on TMDL related items. Staff is in the process of completing the annual report. Staff create a webpage and information was shared publicly via the City newsletter. Staff continues to attend DEQ session pertaining to the topic.
- ★ Council appointed Mayor Ware and Councilor Block to join McDowell in leading a discussion with the Linn County Pioneer Picnic Association regarding the condition of the Pioneer Picture Gallery.
- ★ Council appointed Councilor Block and McDowell to approach Canal Company representatives to talk about exploring partnership options. The group is actively discussing options and thoughts for future operations.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend the Sidewalk Program project. Council cited the explosion in concrete prices and the burden not only to the City but to the property owners. Sidewalks are the sole responsibility of the property owner. Council also cited upcoming capital infrastructure projects that are more important to accomplish and did not want to cause further strain to the budget or Staff.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend the Kirk Avenue project exploration. Council is already aware that the project would be near \$750,000 to simply repave Kirk Avenue from Main Street to Hunter Street. If the City were to install storm drainage and reconstruct the street, the cost could be over \$2,000,000. The City does not have the funds to execute this project.
- ★ Council decided at the January 28<sup>th</sup>, 2020 meeting to table or suspend further exploration on the Calapooia Riverbank reparations. McDowell will reach out to Representative Wilde to show the need and the financial burden.

## 6. Organizational Development.

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

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

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- ★ Council adopted a new policy handbook for elected and appointed officials.
  - ★ Council has actively worked with Staff taking closer looks at several City related items as named above in this report and continues to actively participate in key regional and local meetings, assist with policy creation and monitor communications with the general public.
  - ★ Councilors have been vigilant to check in on happenings and have consistently attended all meetings of Council.
  - ★ Council has held follow-up work sessions to talk about develop and progress of themselves and of the Council's collective goals.



**City of Brownsville**  
**2020 Sewer Delinquent Accounts**

<b><u>Tax Account #</u></b>	<b><u>Name &amp; Address</u></b>	<b><u>Amount</u></b>
289724	Fred Anderson P.O. Box 86 Brownsville, OR 97327	\$365.31
876086	Emma Gatchet 250 North Ave. Brownsville, OR 97327	\$273.06
282638	Stephen Sedlar 631 N. Main St Brownsville, OR 97327	\$367.71
282430	Brandi Aston 220 Locust Ave Brownsville, OR 97327	281.54
282893	Joe Smith 35746 Eicher Rd Albany, OR 97327	521.60
283503	Glenn Michalski 344 Kirk Ave Brownsville, OR 97327	358.98
404125	Gail Erickson 806 W. Bishop Way Brownsville, OR 97327	463.67
307849	Courtney Meadors 529 Robe St. Brownsville, OR 97327	430.02
	<b>TOTAL</b>	<b>\$3061.89</b>

***Updated: May 18, 2020***

**City of Brownsville**  
**Budget Year: 2020-2021**

**Budgeted**  
**Expenditures & Resources**  
**Tax Rate Calculation**  
**2020-2021**



	Taxes 2017-2018	Taxes 2018-2019	Taxes 2019-2020	FUND	Total Resources	Total Expenditures	Unappropriated Ending Balance	Taxes Needed To Balance	
1	\$683,221	\$689,973	\$713,436	100 GENERAL	\$2,778,094	\$2,399,080	\$379,014	\$759,264	1
2	\$0	\$0	\$0	200 WATER	\$825,500	\$651,650	\$173,850	\$0	2
3	\$0	\$0	\$0	210 SEWER	\$981,300	\$953,115	\$28,185	\$0	3
4	\$0	\$0	\$0	300 STREETS & DRAINAGE	\$346,900	\$325,250	\$21,650	\$0	4
5	\$0	\$0	\$0	400 DEBT SERVICE	\$0	\$0	\$0	\$0	5
6	\$0	\$0	\$0	600 HOUSING REHABILITATION	\$215,271	\$0	\$215,271	\$0	6
7	\$0	\$0	\$0	850 CEMETERY TRUST	\$8,826	\$0	\$8,826	\$0	7
8	\$0	\$0	\$0	905 SEWER CONSTRUCTION	\$0	\$0	\$0	\$0	8
9	\$0	\$0	\$0	800 LIBRARY TRUST	\$7,412	\$0	\$7,412	\$0	9
10	\$0	\$0	\$0	750 BIKEWAY/FOOTPATH	\$52,990	\$0	\$52,990	\$0	10
11	\$0	\$0	\$0	700 WATER SDC	\$44,600	\$0	\$44,600	\$0	11
12	\$0	\$0	\$0	500 BUILDING & EQUIPMENT	\$192,400	\$105,000	\$87,400	\$0	12
13	\$0	\$0	\$0	875 TRANSIENT ROOM TAX	\$3,120	\$2,250	\$870	\$0	13
14	\$0	\$0	\$0	916 COMMUNITY PROJECTS	\$137,375	\$68,500	\$68,875	\$0	14
15	\$0	\$0	\$0	550 WATER SYSTEM RESERVE	\$100,800	\$0	\$100,800	\$0	15
16	\$0	\$0	\$0	911 LAND ACQUISITION	\$9,995	\$9,995	\$0	\$0	16
17	\$49,770	\$47,703	\$55,976	450 WATER BOND	\$74,302	\$46,802	\$27,500	\$34,502	17
18	\$136,238	\$121,299	\$128,640	460 SEWER BOND	\$317,350	\$305,050	\$12,300	\$39,850	18
19	\$0	\$0	\$0	730 STORMWATER SDC	\$104,505	\$0	\$104,505	\$0	19
20	\$0	\$0	\$0	720 SEWER SDC	\$415,675	\$180,000	\$235,675	\$0	20
21	\$869,229	\$858,975	\$898,052	<b>TOTAL</b>	\$6,616,415	\$5,046,692	\$1,569,723	\$833,616	21
22				Tax Needed for Water Bonded Debt				\$46,802	22
23				Levy Needed for Water Bonded Debt				\$49,236	23
24				Tax Rate for Water Bonded Debt					24
25				Tax Needed for Sewer Bonded Debt				\$39,850	25
26				Levy Needed for Sewer Bonded Debt				\$41,922	26
27				Tax Rate for Sewer Bonded Debt					27
28	Estimated Levy Using Permanent Rate (Most Current Levy + 3%)				\$800,911	General Fund Taxes to Balance		\$759,264	28
29	Minus Uncollectable Taxes (5.2%)				\$759,264	Difference		\$41,647	29
30	Taxes Available for General Fund (Estimated)				\$759,264	Levy Full Permanent Tax Rate		6.9597	30

**RESOURCES**  
**General Fund**  
(100 000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>BEGINNING FUND BALANCE</b>				
1	\$689,973	\$713,436	\$1,400,000	411 BEGINNING CASH BALANCE	\$1,800,000	\$1,800,000		1
2	\$34,406	\$46,426	\$20,000	413 PRIOR TAXES	\$20,000	\$20,000		2
3	\$21,567	\$34,461	\$12,500	414 INTEREST	\$38,000	\$38,000		3
4								4
5				<b>OTHER RESOURCES</b>				5
6	\$17,569	\$17,934	\$15,000	421 STATE REVENUE SHARING	\$15,000	\$15,000		6
7	\$27,345	\$27,605	\$24,000	422 STATE LIQUOR TAX	\$25,000	\$25,000		7
8	\$2,135	\$1,959	\$1,800	423 STATE CIGARETTE TAX	\$1,800	\$1,800		8
9	\$9,480	\$8,765	\$8,500	432 NW NATURAL GAS FRANCHISE	\$8,500	\$8,500		9
10	\$6,788	\$5,685	\$4,800	434 CENTURY LINK FRANCHISE	\$3,200	\$3,200		10
11				436 ALYRICA FRANCHISE [NEW '21]	\$1,000	\$1,000		11
12	\$88,232	\$53,904	\$50,000	441 BUILDING PERMIT FEES	\$38,000	\$38,000		12
13	\$240	\$275	\$250	442 CITY HALL RENTAL	\$125	\$125		13
14	\$40	\$70	\$100	443 KIRK ROOM RENTAL	\$60	\$60		14
15	\$23,695	\$16,450	\$18,000	444 PARK RENTAL FEES	\$11,500	\$11,500		15
16	\$700	\$925	\$500	445 COMMUNITY ROOM RENTAL	\$350	\$350		16
17	\$3,955	\$760	\$3,500	446 PLANNING & LAND USE FEES	\$1,800	\$1,800		17
18	\$2,556	\$2,765	\$2,500	447 LIBRARY FINES & FEES	\$2,000	\$2,000		18
19	\$2,675	\$2,700	\$2,500	448 LIEN SEARCH FEES	\$2,250	\$2,250		19
20	\$28,614	\$29,468	\$25,000	449 COURT FINES & FEES	\$25,000	\$25,000		20
21	\$0	\$0	\$0	452 CEMETERY TRUST INTEREST	\$0	\$0		21
22	\$245	\$245	\$245	454 LAND LEASE FEES	\$245	\$245		22
23	\$34,444	\$61,413	\$20,000	456 MISCELLANEOUS	\$20,000	\$20,000		23
24	\$5,250	\$5,500	\$5,000	460 PARK DEPOSITS	\$4,000	\$4,000		24
25	\$1,000	\$1,000	\$2,000	470 GRANTS	\$1,000	\$1,000		25
26				<b>TRANSFERS</b>				26
27	\$1,000,909	\$1,031,746	\$1,616,195	<b>Total resources - No Taxes</b>	\$2,018,830	\$2,018,830		27
28			\$720,105	<b>Taxes necessary to balance</b>	\$759,264	\$759,264		28
29				<b>Taxes collected in year levied</b>				29
30	\$1,000,909	\$1,031,746	\$2,336,300	<b>TOTAL RESOURCES</b>	\$2,778,094	\$2,778,094		30



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$95,217	\$90,128	\$103,460	510 SALARIES	\$119,600	\$119,600		1
2	\$73,911	\$82,308	\$79,000	540 BENEFITS	\$90,850	\$90,850		2
3	\$169,128	\$172,346	\$182,460	<b>TOTAL PERSONNEL SERVICES</b>	\$210,450	\$210,450		3
4				<b>Materials &amp; Services</b>				4
5	\$5	\$0	\$600	611 FILING FEES [2019: + 612,614]	\$600	\$600		5
6	\$171	\$0	\$0	612 RECORDING FEES [2019: To 611]	\$0	\$0		6
7	\$250	\$250	\$2,500	613 AUDIT FEES	\$2,500	\$2,500		7
8	\$0	\$0	\$0	614 EASEMENT FEES [2019: To 611]	\$0	\$0		8
9	\$1,555	\$1,126	\$2,000	619 REFUNDS & REIMBURSE ▲	\$2,350	\$2,350		9
10	\$93	\$188	\$0	621 ELECTION ADVERTISEMENT [2019: To 623]	\$0	\$0		10
11	\$731	\$650	\$2,400	623 ADVERTISEMENTS [2019: + 621,624-626] ▲	\$2,400	\$2,400		11
12	\$978	\$300	\$0	624 PUBLIC HEARINGS [2019: To 623]	\$0	\$0		12
13	\$0	\$0	\$0	625 BIDS [2019: To 623]	\$0	\$0		13
14	\$387	\$868	\$0	626 GEN. ADVERTISEMENTS [2019: To 623]	\$0	\$0		14
15	\$6,631	\$6,736	\$6,500	627 LEGAL	\$7,100	\$7,100		15
16	\$0	\$0	\$3,500	629 COMP. SOFTWARE & HARDWARE ▲	\$5,000	\$5,000		16
17	\$2,151	\$1,473	\$3,000	639 SERVICE CONTRACTS ▲	\$3,200	\$3,200		17
18	\$2,962	\$3,475	\$3,800	665 OFFICE SUPPLIES [2019: + 666,668]	\$4,200	\$4,200		18
19	\$0	\$0	\$0	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		19
20	\$647	\$793	\$1,200	667 POSTAGE	\$1,350	\$1,350		20
21	\$0	\$0	\$0	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		21
22	\$6,277	\$6,215	\$7,500	671 DUES & ANNUAL FEES	\$7,500	\$7,500		22
23	\$138	\$138	\$350	672 PUBLICATIONS	\$350	\$350		23
24	\$345	\$0	\$1,400	673 ORS REVISIONS/MAPS	\$1,800	\$1,800		24
25	\$3,398	\$4,821	\$7,500	674 CONFERENCES & MEETINGS	\$7,800	\$7,800		25
26	\$1,157	\$0	\$18,000	675 ECONOMIC DEVELOPMENT	\$25,000	\$25,000		26
27	\$3,644	\$1,462	\$12,500	677 HRB/PLANNING COM/GIS/EPC	\$12,500	\$12,500		27
28	\$31,520	\$28,495	\$72,750	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$83,650	\$83,650		28
29				<b>Capital Outlay</b>				29
30	\$203	\$183	\$4,500	831 SOFTWARE/HARDWARE	\$4,500	\$4,500		30
31	\$203	\$183	\$4,500	<b>TOTAL CAPITAL OUTLAY</b>	\$4,500	\$4,500		31
32	\$0	\$0	\$46,500	950 GENERAL OPERATING CONTINGENCY	\$58,000	\$58,000		32
33	\$200,851	\$201,114	\$306,210	<b>TOTAL EXPENDITURES (100.010)</b>	\$356,600	\$356,600		33

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



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$10,110	\$10,695	\$17,500	510 SALARIES	\$20,125	\$20,125		1
2	\$4,978	\$0	\$3,200	520 EXTRA HELP	\$3,600	\$3,600		2
3	\$3,210	\$2,726	\$3,400	540 BENEFITS	\$3,900	\$3,900		3
4	\$18,298	\$13,421	\$24,100	<b>TOTAL PERSONNEL SERVICES</b>	\$27,625	\$27,625		4
5				<b>Materials &amp; Services</b>				5
6	\$5,256	\$5,650	\$5,200	600 PARK DEPOSIT REFUNDS	\$4,000	\$4,000		6
7	\$690	\$918	\$2,000	645 SERVICE CONTRACTS	\$2,000	\$2,000		7
8	\$2,500	\$2,500	\$3,500	649 CLRC CONTRACT	\$3,500	\$3,500		8
9	\$2,423	\$2,263	\$3,200	653 PORTABLE TOILETS RENTAL	\$3,600	\$3,600		9
10	\$0	\$0	\$6,000	655 GRAVEL/ASPHALT	\$6,000	\$6,000		10
11	\$668	\$300	\$1,000	659 MISC. [*]	\$1,000	\$1,000		11
12	\$25	\$207	\$0	661 OPERATING SUPPLIES [2019: To 669]	\$0	\$0		12
13	\$500	\$268	\$0	663 CLEANING SUPPLIES [2019: To 669]	\$0	\$0		13
14	\$1,989	\$2,730	\$0	664 RESTROOM SUPPLIES [2019: To 669]	\$0	\$0		14
15	\$2,638	\$565	\$8,800	669 SUPPLIES [2019: + 661,663,664]	\$9,000	\$9,000		15
16	\$9,971	\$8,368	\$13,500	691 ELECTRICITY	\$13,500	\$13,500		16
17	\$21,409	\$5,323	\$25,000	720 BUILDINGS, GROUNDS & TREES	\$30,000	\$30,000		17
18	\$283	\$311	\$1,000	730 EQUIPMENT RENTAL	\$1,800	\$1,800		18
19	\$48,352	\$29,403	\$69,200	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$74,400	\$74,400		19
				<b>Capital Outlay</b>				
20	\$0	\$0	\$485,000	810 PARK/PLAYGROUND EQUIPMENT [Facilities]	\$925,000	\$925,000		20
21		\$0	\$70,550	800 CEMETERY RESERVE [NEW 2019][Transfer]	\$0	\$0		21
22	\$8,190	\$0	\$35,000	816 BUILDINGS - REPAIR	\$35,000	\$35,000		22
23	\$0	\$0	\$45,000	876 EQUIPMENT NEW & REPLACEMENT	\$15,000	\$15,000		23
24	\$8,190	\$0	\$635,550	<b>TOTAL CAPITAL OUTLAY</b>	\$975,000	\$975,000		24
25	\$0	\$0	\$25,000	950 GENERAL OPERATING CONTINGENCY	\$22,500	\$22,500		25
26	\$74,840	\$42,824	\$753,850	<b>TOTAL EXPENDITURES (100.020)</b>	\$1,099,525	\$1,099,525		26



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Materials &amp; Services</b>				
1	\$625	\$1,525	\$0	691 ELECTRICITY	\$0	\$0	\$0	1
2	\$228	\$247	\$0	694 HEATING	\$0	\$0	\$0	2
3	\$853	\$1,772	\$0	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$0	\$0	\$0	3
4	\$853	\$1,772	\$0	<b>TOTAL EXPENDITURES (100.030)</b>	\$0	\$0	\$0	4



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$38,764	\$42,887	\$50,000	510 SALARIES	\$57,500	\$57,500		1
2	\$0	\$0	\$1,000	520 EXTRA HELP	\$1,000	\$1,000		2
3	\$8,633	\$24,307	\$29,680	540 BENEFITS	\$34,150	\$34,150		3
4	\$47,397	\$67,194	\$80,680	<b>TOTAL PERSONNEL SERVICES</b>	\$92,650	\$92,650		4
5				<b>Materials &amp; Services</b>				5
6	\$3,054	\$3,144	\$3,200	645 SERVICE CONTRACT (Furnace & Follet)	\$3,650	\$3,650		6
7	\$0	\$0	\$450	649 ALARM MONITORING	\$700	\$700		7
8	\$6,841	\$6,794	\$7,800	651 BOOKS	\$7,800	\$7,800		8
9	\$760	\$319	\$1,100	662 BOOK PROCESSING MATERIALS	\$1,100	\$1,100		9
10	\$15	\$90	\$0	663 CLEANING SUPPLIES [2019: To 665]	\$0	\$0		10
11	\$94	\$300	\$1,200	665 OFFICE SUPPLIES	\$1,200	\$1,200		11
12	\$16	\$77	\$0	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		12
13	\$0	\$0	\$100	667 POSTAGE	\$150	\$150		13
14	\$0	\$0	\$0	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		14
15	\$87	\$79	\$150	671 DUES	\$150	\$150		15
16	\$0	\$0	\$200	672 SUBSCRIPTIONS	\$200	\$200		16
17	\$1,726	\$1,221	\$2,200	674 CONFERENCES	\$2,200	\$2,200		17
18	\$1,613	\$8,023	\$3,200	679 SOFTWARE/HARDWARE ▲	\$3,200	\$3,200		18
19	\$1,882	\$1,838	\$3,200	691 ELECTRICITY	\$3,200	\$3,200		19
20	\$1,406	\$1,432	\$2,800	692 NATURAL GAS	\$2,800	\$2,800		20
21	\$1,982	\$2,023	\$2,600	693 TELEPHONE & INTERNET	\$2,600	\$2,600		21
22	\$1,858	\$2,000	\$3,500	720 BUILDINGS & GROUNDS	\$3,500	\$3,500		22
23	\$0	\$0	\$2,000	730 EQUIPMENT	\$2,000	\$2,000		23
24	\$21,334	\$27,340	\$33,700	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$34,450	\$34,450		24
				<b>Capital Outlay</b>				
25	\$1,500	\$0	\$10,000	801 BUILDING REPAIR	\$14,000	\$14,000		25
26	\$0	\$150	\$2,000	871 OFFICE EQUIPMENT				26
27	\$0	\$0	\$9,000	861 FUTURE GEN. BUILDING ▲	\$18,000	\$18,000		27
28	\$936	\$0	\$1,600	821 COMPUTERS	\$1,600	\$1,600		28
29	\$2,436	\$150	\$22,600	<b>TOTAL CAPITAL OUTLAY</b>	\$33,600	\$33,600		29
30	\$0	\$0	\$21,000	950 GENERAL OPERATING CONTINGENCY	\$23,550	\$23,550		30
31	\$71,167	\$94,684	\$157,980	<b>TOTAL EXPENDITURES (100.040)</b>	\$184,250	\$184,250		31

FORM  
LB-30

## REQUIREMENTS SUMMARY

General Fund: Law (100-050)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$26,155	\$24,964	\$32,000	510 SALARIES	\$36,800	\$36,800		1
2	\$3,826	\$3,670	\$4,800	540 BENEFITS	\$5,520	\$5,520		2
3	\$29,981	\$28,634	\$36,800	<b>TOTAL PERSONNEL SERVICES</b>	\$42,320	\$42,320		3
4				<b>Materials &amp; Services</b>				4
5	\$0	\$4,000	\$14,500	632 ATTORNEY & JUDGE ▲	\$14,500	\$14,500		5
6	\$1,012	\$1,815	\$2,500	634 COMPUTER/SOFTWARE	\$2,500	\$2,500		6
7	\$156,000	\$156,000	\$173,000	637 POLICE	\$180,785	\$180,785		7
8	\$55	\$386	\$1,250	639 EXPENSE REIMBURSEMENT ▲	\$1,250	\$1,250		8
9	\$0	\$0	\$2,500	648 COURT CLERK L.C. IGA	\$2,500	\$2,500		9
10	\$5,950	\$4,145	\$3,200	649 PUBLIC DEFENDERS	\$3,200	\$3,200		10
11	\$0	\$0	\$200	659 TRIAL COSTS	\$200	\$200		11
12	\$205	\$369	\$600	665 OFFICE SUPPLIES	\$600	\$600		12
13	\$139	\$0	\$0	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		13
14	\$137	\$222	\$350	667 POSTAGE	\$350	\$350		14
15	\$0	\$0	\$150	671 DUES & ANNUAL FEES	\$150	\$150		15
16	\$449	\$750	\$750	676 EDUCATION	\$750	\$750		16
17	\$350	\$0	\$500	679 BOOKS	\$500	\$500		17
18	\$2,906	\$4,194	\$5,000	683 STATE UAS	\$5,000	\$5,000		18
19	\$1,009	\$1,212	\$1,500	685 COUNTY ADMIN SERVICES	\$1,700	\$1,700		19
20	\$175	\$480	\$800	690 RESTITUTION/REFUNDS	\$800	\$800		20
21	\$0	\$0	\$1,000	730 OFFICE EQUIP. MAINTENANCE	\$1,000	\$1,000		21
22	\$168,387	\$173,573	\$207,800	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$215,785	\$215,785		22
				<b>Capital Outlay</b>				
23	\$0	\$0	\$1,000	871 OFFICE EQUIPMENT [21 Traffic Control]	\$21,000	\$21,000		23
24	\$0	\$0	\$1,000	<b>TOTAL CAPITAL OUTLAY</b>	\$21,000	\$21,000		24
25	\$0	\$0	\$37,350	950 GENERAL OPERATING CONTINGENCY	\$37,500	\$37,500		25
26	\$198,368	\$202,207	\$282,950	<b>TOTAL EXPENDITURES (100.050)</b>	\$316,605	\$316,605		26



**FORM  
LB-30**

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



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$55,683	\$62,118	\$62,500	510 SALARIES	\$72,000	\$72,000		1
2	\$0	\$0	\$2,500	520 EXTRA HELP	\$2,500	\$2,500		2
3	\$32,848	\$33,687	\$36,000	540 BENEFITS	\$41,400	\$41,400		3
4	\$88,531	\$95,805	\$101,000	<b>TOTAL PERSONNEL SERVICES</b>	\$115,900	\$115,900		4
5				<b>Materials &amp; Services</b>				5
6	\$6,610	\$8,712	\$45,000	622 PLANNING	\$45,000	\$45,000		6
7	\$0	\$0	\$18,000	632 ATTORNEY	\$18,000	\$18,000		7
8	\$27,730	\$26,900	\$31,500	633 AUDITOR	\$33,200	\$33,200		8
9	\$0	\$425	\$5,000	634 COMPUTER CONSULTANT	\$5,000	\$5,000		9
10	\$6,773	\$4,522	\$15,000	635 ENGINEER	\$3,500	\$3,500		10
11	\$359	\$0	\$1,600	639 MISC. PERSONNEL ▲	\$1,600	\$1,600		11
12	\$50	\$111	\$2,500	645 REFUNDS & REIMBURSEMENTS ▲	\$2,600	\$2,600		12
13	\$59,682	\$35,937	\$45,000	646 BUILDING DEPARTMENT CONTRACTS	\$45,000	\$45,000		13
14	\$5,815	\$7,272	\$7,500	649 SERVICE/MAINT. CONTRACTS	\$7,500	\$7,500		14
15	\$530	\$496	\$1,000	654 SHOP EXPENSE	\$3,000	\$3,000		15
16	\$0	\$0	\$2,500	659 MISC. [MAINTENANCE SUPPLIES][Moved to 65	\$0	\$0		16
17	\$1,734	\$2,289	\$3,000	661 PETROLEUM PRODUCTS	\$3,000	\$3,000		17
18	\$47	\$0	\$0	663 CLEANING SUPPLIES [2019: To 659]	\$0	\$0		18
19	\$195	\$0	\$0	679 MISC. EXPENSE REIMBURSE [2019: To 645]	\$0	\$0		19
20	\$16,989	\$17,757	\$28,500	681 INSURANCE (CIS)	\$34,800	\$34,800		20
21	\$375	\$375	\$500	684 BONDS	\$500	\$500		21
22	\$3,588	\$2,355	\$9,700	691 ELECTRICITY	\$9,700	\$9,700		22
23	\$1,165	\$1,060	\$4,800	692 NATURAL GAS	\$4,800	\$4,800		23
24	\$4,320	\$4,367	\$6,800	693 TELEPHONE, INTERNET & CELL PHONES	\$6,800	\$6,800		24
25	\$1,423	\$488	\$1,800	710 VEHICLES	\$2,000	\$2,000		25
26	\$3,558	\$3,241	\$5,500	720 BUILDINGS & GROUNDS	\$6,000	\$6,000		26
27	\$1,398	\$3,242	\$3,200	730 EQUIPMENT & CLOTHING	\$3,200	\$3,200		27
28	\$0	\$0	\$800	740 CELL PHONES	\$800	\$800		28
29	\$142,341	\$119,549	\$239,200	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$236,000	\$236,000		29
				<b>Capital Outlay</b>				
30	\$2,600	\$3,762	\$2,600	821 COMPUTER HARDWARE	\$3,200	\$3,200		30
31	\$0	\$464	\$25,000	871 EQUIPMENT REPLACEMENT	\$25,000	\$25,000		31
32		\$0	\$10,000	875 PICKUP [NEW 2019]	\$0	\$0		32
33	\$2,114	\$288	\$3,000	861 FURNITURE	\$3,000	\$3,000		33
34	\$0	\$0	\$1,600	831 COMPUTER SOFTWARE/HARDWARE	\$2,000	\$2,000		34
35	\$4,714	\$4,514	\$42,200	<b>TOTAL CAPITAL OUTLAY</b>	\$33,200	\$33,200		35
36	\$0	\$0	\$45,000	950 GENERAL OPERATING CONTINGENCY	\$57,000	\$57,000		36
37	\$235,586	\$219,868	\$427,400	<b>TOTAL EXPENDITURES (100.060)</b>	\$442,100	\$442,100		37

City of Brownsville

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



	Actual	Actual	BUDGETED AMOUNT 2019-2020	EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$200,851	\$201,114	\$306,210	ADMINISTRATION	\$356,600	\$356,600		2
3								3
4	\$74,840	\$42,824	\$753,850	PARKS/REC/CEMETERY	\$1,099,525	\$1,099,525		4
5								5
6	\$853	\$1,772	\$0	COMMUNITY ROOM	\$0	\$0		6
7								7
8	\$71,167	\$94,684	\$157,980	LIBRARY	\$184,250	\$184,250		8
9								9
10	\$198,368	\$202,207	\$282,950	LAW	\$316,605	\$316,605		10
11								11
12	\$235,586	\$219,868	\$427,400	OPERATIONS	\$442,100	\$442,100		12
13								13
				<b>TRANSFERS</b>				
14	\$0		\$0	905 TO BUILDING & EQUIPMENT FUND	\$0	\$0		14
15								15
16			\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0		16
17								17
18				CONTINGENCY				18
19								19
20	\$781,665	\$762,469	\$1,928,390	<b>TOTAL RESOURCES</b>	\$2,778,094	\$2,778,094		20
21								21
22	\$781,665	\$762,469	\$1,928,390	<b>TOTAL EXPENDITURES</b>	\$2,399,080	\$2,399,080		22
23			\$407,910	<b>975 UNAPPROPRIATED FUND BALANCE</b>	\$379,014	\$379,014		23
24	\$781,665	\$762,469	\$2,336,300	<b>TOTAL REQUIREMENTS</b>	\$2,778,094	\$2,778,094		24

**RESOURCES**  
**Water Fund**  
(200-000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2020-2021			
			Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
1	\$437,972	\$459,672	\$400,000	411 BEGINNING FUND BALANCE	\$460,000	\$460,000		1
2	\$6,491	\$9,771	\$7,500	414 INTEREST	\$5,000	\$5,000		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$0	\$0	\$1,600	460 UTILITY DEPOSITS	\$1,600	\$1,600		4
5	\$333,895	\$355,565	\$327,500	461 WATER RECEIPTS	\$350,000	\$350,000		5
6	\$12,120	\$6,120	\$6,500	462 WATER CONNECTION FEES	\$6,500	\$6,500		6
7	\$3,175	\$7,303	\$2,500	463 MISCELLANEOUS	\$2,400	\$2,400		7
				<b>TRANSFERS</b>				
8		\$0	\$0	FROM GENERAL	\$0	\$0		8
9	\$120,000	\$140,000	\$0	FROM SEWER	\$0	\$0		9
10	-\$101,849	\$0	\$0	904 TO WATER SYSTEM RESERVE	\$0	\$0		10
11		\$0	\$0	FROM WATER SDC	\$0	\$0		11
12	\$811,804	\$978,431		<b>Total resources - No Taxes</b>				12
13				<b>Taxes necessary to balance</b>				13
14				<b>Taxes collected in year levied</b>				14
15	\$811,804	\$978,431	\$745,600	<b>TOTAL RESOURCES</b>	\$825,500	\$825,500		15



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$67,001	\$68,363	\$82,000	510 SALARIES	\$94,300	\$94,300		1
2	\$48,822	\$48,635	\$58,500	540 BENEFITS	\$67,300	\$67,300		2
3	\$115,823	\$116,998	\$140,500	<b>TOTAL PERSONNEL SERVICES</b>	\$161,600	\$161,600		3
				<b>Materials &amp; Services</b>				
4	\$8,422	\$7,107	\$5,800	600 UTILITY DEPOSIT REFUNDS	\$5,800	\$5,800		4
5	\$4,126	\$2,444	\$4,600	615 PERMITS & ANNUAL FEES	\$5,000	\$5,000		5
6	\$576	\$1,002	\$5,000	616 REFUNDS & REIMBURSE	\$5,000	\$5,000		6
7	\$0	\$0	\$200	623 NOTICES	\$300	\$300		7
8	\$0	\$400	\$400	625 BIDS	\$500	\$500		8
9	\$2,008	\$5,674	\$4,500	627 LEGAL	\$4,500	\$4,500		9
10	\$9,679	\$20,902	\$25,000	635 ENGINEER	\$25,000	\$25,000		10
11	\$3,306	\$3,162	\$5,000	639 SERVICE CONTRACTS ▲	\$5,000	\$5,000		11
12	\$2,815	\$3,510	\$3,000	665 OFFICE SUPPLIES	\$3,200	\$3,200		12
13	\$0	\$0	\$1,500	666 COMPUTER SOFTWARE & HARDWARE	\$1,500	\$1,500		13
14	\$1,815	\$1,863	\$3,000	667 POSTAGE	\$3,200	\$3,200		14
15	\$2,780	\$63	\$2,000	671 DUES	\$3,000	\$3,000		15
16	-\$117	\$1,315	\$1,500	674 CONFERENCES	\$1,500	\$1,500		16
17	\$77	\$398	\$1,200	676 EDUCATION	\$1,200	\$1,200		17
18	\$0	\$0	\$500	679 MISC. PERSONNEL ▲	\$500	\$500		18
19	\$16,989	\$17,757	\$31,500	681 INSURANCE (CIS)	\$38,400	\$38,400		19
20	\$3,229	\$3,181	\$4,800	693 TELEPHONE, INTERNET & CELL PHONES	\$4,800	\$4,800		20
21	\$694	\$958	\$1,200	730 EQUIPMENT	\$1,200	\$1,200		21
22	\$56,399	\$69,736	\$100,700	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$109,600	\$109,600		22
23	\$3,641	\$3,762	\$3,500	822 COMPUTER SOFTWARE & HARDWARE	\$3,500	\$3,500		23
24	\$371	\$183	\$0	831 SOFTWARE/HARDWARE [2019: To 822]	\$0	\$0		24
25	\$2,079	\$754	\$2,500	872 OFFICE EQUIPMENT	\$1,800	\$1,800		25
				<b>Capital Outlay</b>				
26	\$6,091	\$4,699	\$6,000	<b>TOTAL CAPITAL OUTLAY</b>	\$5,300	\$5,300		26
27	\$0	\$0	\$37,500	950 GENERAL OPERATING CONTINGENCY	\$41,250	\$41,250		27
28	\$178,313	\$191,433	\$284,700	<b>TOTAL EXPENDITURES (200.010)</b>	\$317,750	\$317,750		28



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$27,679	\$33,438	\$42,500	510 SALARIES	\$48,900	\$48,900		1
2	\$640	\$0	\$4,500	520 EXTRA HELP	\$4,500	\$4,500		2
3	\$0	\$0	\$0	530 OVERTIME	\$0	\$0		3
4	\$18,931	\$19,552	\$28,600	540 BENEFITS	\$32,900	\$32,900		4
5	\$47,250	\$52,990	\$75,600	<b>TOTAL PERSONNEL SERVICES</b>	\$86,300	\$86,300		5
				<b>Materials &amp; Services</b>				
6	\$7,554	\$4,313	\$29,800	649 MISC. SERVICE CONTRACTS	\$30,000	\$30,000		6
7	\$524	\$486	\$650	654 SHOP EXPENSES	\$3,650	\$3,650		7
8	\$1,167	\$583	\$4,500	655 GRAVEL/ASPHALT	\$4,500	\$4,500		8
9	\$14,937	\$11,008	\$17,500	656 CHLORINE/SODA ASH	\$17,500	\$17,500		9
10	\$3,180	\$3,808	\$7,200	657 WATER SAMPLE ANALYSIS	\$7,200	\$7,200		10
11	\$26,784	\$26,028	\$30,000	658 SYSTEM REPAIRS	\$30,000	\$30,000		11
12	\$31	\$0	\$3,000	659 MISC. EXPENSE REIMBURSE [Moved to 654]	\$0	\$0		12
13	\$1,864	\$2,258	\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000		13
14	\$23,555	\$25,429	\$32,000	691 ELECTRICITY	\$32,000	\$32,000		14
15	\$1,124	\$488	\$2,000	710 VEHICLES	\$2,000	\$2,000		15
16	\$162	\$73	\$2,200	720 BUILDINGS & GROUNDS	\$2,000	\$2,000		16
17	\$1,967	\$3,467	\$4,000	730 EQUIPMENT & CLOTHING	\$4,000	\$4,000		17
18	\$0	\$0	\$300	740 CELL	\$300	\$300		18
19	\$82,849	\$77,941	\$137,150	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$137,150	\$137,150		19
20	\$1,498	\$152,034	\$10,000	805 WATER LINE INSTALLATIONS	\$30,000	\$30,000		20
21	\$0	\$0	\$55,000	872 PUBLIC WORKS EQUIPMENT	\$0	\$0		21
23	\$0	\$0	\$0	802.003 (NEW) ELECTRICAL UPGRADES (PLC)	\$0	\$0		23
24	\$0	\$50,987	\$30,000	802 WATER SYSTEMS	\$35,000	\$35,000		24
25	\$0	\$0	\$30,000	872 EQUIPMENT NEW & REPLACEMENT	\$15,000	\$15,000		25
				<b>Capital Outlay</b>				
26	\$1,498	\$203,021	\$125,000	<b>TOTAL CAPITAL OUTLAY</b>	\$80,000	\$80,000		26
27	\$0	\$0	\$20,000	950 GENERAL OPERATING CONTINGENCY	\$30,450	\$30,450		27
28	\$131,597	\$333,952	\$357,750	<b>TOTAL EXPENDITURES (200.060)</b>	\$333,900	\$333,900		28

## City of Brownsville

INCLUSIVE - WATER  
(200-000)

	ACTUAL	ACTUAL	BUDGETED	EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	AMOUNT 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$163,073	\$191,433	\$284,700	ADMINISTRATION	\$317,750	\$317,750		2
3								3
4	\$130,826	\$333,952	\$357,750	OPERATIONS	\$333,900	\$333,900		4
5								5
				<b>TRANSFERS</b>				
6	\$0	\$0	\$0	908 TO COMMUNITY PROJECTS	\$0	\$0		6
7	\$0	\$0	\$0	905 TO BLDG & EQUIPMENT	\$0	\$0		7
8	\$0	\$0	\$0	550.000.904 TO WATER SYS. RESERVE	\$0	\$0		8
9	\$0	\$0	\$0	<b>TOTAL TRANSFERS</b>	\$0	\$0		9
10								10
11	\$0	\$0		CONTINGENCY				11
12								12
13								13
				<b>RESOURCES BY FUND</b>				
14	\$0	\$140,000		481 FROM SEWER	\$0	\$0		14
15				FROM WATER SDC	\$0	\$0		15
16	\$0	\$140,000	\$0	<b>TOTAL TRANSFERS IN</b>	\$0	\$0		16
17	\$293,899	\$140,000	\$0	<b>TOTAL RESOURCES</b>	\$825,500	\$825,500		17
18								18
19	\$293,899	\$525,385	\$642,450	<b>TOTAL EXPENDITURES</b>	\$651,650	\$651,650		19
20			\$103,150	<b>975 UNAPPROPRIATED ENDING BALANCE</b>	\$173,850	\$173,850		20
21	\$293,899	\$525,385	\$745,600	<b>TOTAL REQUIREMENTS</b>	\$825,500	\$825,500		21

**RESOURCES**  
**Sewer Fund**  
(210-000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	\$532,661	\$531,730	\$500,000	411 BEGINNING FUND BALANCE	\$615,000	\$615,000		1
2	\$8,570	\$13,864	\$3,400	414 INTEREST	\$3,400	\$3,400		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$334,286	\$353,846	\$348,140	465 SEWER RECEIPTS	\$362,500	\$362,500		4
5	\$710	\$410	\$300	466 SEWER CONNECTION FEES	\$300	\$300		5
6	\$0	\$0	\$100	467 MISCELLANEOUS	\$100	\$100		6
7								7
				<b>TRANSFERS</b>				
8		\$0	\$180,000	IN [2019: 500.000.000 Buildings & Equip.]	\$0	\$0		8
9	-\$130,000	-\$150,000		OUT (WATER)	\$0	\$0		9
10	\$746,227	\$749,850	\$1,031,940	<b>Total resources - No Taxes</b>				10
				<b>Taxes necessary to balance</b>				
				<b>Taxes collected in year levied</b>				
11	\$746,227	\$749,850	\$1,031,940	<b>TOTAL RESOURCES</b>	\$981,300	\$981,300		11



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$58,670	\$59,904	\$68,400	510 SALARIES	\$78,660	\$78,660		1
2	\$41,894	\$41,842	\$51,800	540 BENEFITS	\$59,580	\$59,580		2
3	\$100,564	\$101,746	\$120,200	<b>TOTAL PERSONNEL SERVICES</b>	\$138,240	\$138,240		3
				<b>Materials &amp; Services</b>				
4	\$192	\$120	\$1,000	615 PERMITS & ANNUAL FEES	\$1,200	\$1,200		4
5	\$242	\$254	\$1,500	616 REFUNDS & REIMBURSE	\$1,500	\$1,500		5
6	\$0	\$0	\$200	625 BIDS	\$200	\$200		6
7	\$1,844	\$3,107	\$3,500	627 LEGAL	\$2,500	\$2,500		7
8	\$184	\$195	\$30,000	635 ENGINEER	\$30,000	\$30,000		8
9	\$3,878	\$3,744	\$5,000	639 MISC. SERVICE CONTRACTS ▲	\$5,000	\$5,000		9
10	\$205	\$0	\$500	659 MISC. [*]	\$500	\$500		10
11	\$2,814	\$3,510	\$3,400	665 OFFICE SUPPLIES [+ 668] ▲	\$3,400	\$3,400		11
12	\$0	\$183	\$1,200	666 COMPUTER SOFTWARE & HARDWARE	\$1,200	\$1,200		12
13	\$1,823	\$1,883	\$3,200	667 POSTAGE	\$3,200	\$3,200		13
14	\$0	\$0	\$0	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		14
15	\$63	\$163	\$275	671 DUES	\$275	\$275		15
16	-\$117	\$1,074	\$1,000	674 CONFERENCES	\$1,000	\$1,000		16
17	\$150	\$130	\$1,200	676 EDUCATION	\$1,200	\$1,200		17
18	\$0	\$0	\$500	679 PERSONNEL ▲	\$500	\$500		18
19	\$16,989	\$17,757	\$29,500	681 INSURANCE (CIS)	\$36,000	\$36,000		19
20	\$3,209	\$3,172	\$4,800	693 TELEPHONE, INTERNET & CELL PHONES	\$4,800	\$4,800		20
21	\$694	\$959	\$1,200	730 EQUIPMENT	\$1,200	\$1,200		21
22	\$32,170	\$36,251	\$87,975	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$93,675	\$93,675		22
23	\$0	\$0	\$1,000	873 OFFICE EQUIPMENT	\$1,500	\$1,500		23
24	\$2,079	\$752	\$2,500	865 OFFICE FURNITURE	\$1,500	\$1,500		24
25	\$4,012	\$3,762	\$0	833 SOFTWARE	\$0	\$0		25
26	\$0	\$0	\$5,000	803 SEWER SYSTEM FACILITY PLAN	\$7,500	\$7,500		26
				<b>Capital Outlay</b>				
27	\$6,091	\$4,514	\$8,500	<b>TOTAL CAPITAL OUTLAY</b>	\$10,500	\$10,500		27
28	\$0	\$0	\$29,000	950 GENERAL OPERATING CONTINGENCY	\$36,150	\$36,150		28
29	\$138,825	\$142,511	\$245,675	<b>TOTAL EXPENDITURES (210.010)</b>	\$278,565	\$278,565		29





	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$18,453	\$22,547	\$32,000	510 SALARIES	\$36,800	\$36,800		1
2	\$641	\$0	\$3,200	520 EXTRA HELP	\$3,200	\$3,200		2
3	\$0	\$0	\$0	530 OVERTIME	\$0	\$0		3
4	\$12,621	\$13,056	\$21,000	540 BENEFITS	\$24,150	\$24,150		4
5	\$31,715	\$35,603	\$56,200	<b>TOTAL PERSONNEL SERVICES</b>	\$64,150	\$64,150		5
6				<b>Materials &amp; Services</b>				6
7	\$2,404	\$2,033	\$4,600	649 MISC. SERVICE CONTRACTS ▲	\$4,600	\$4,600		7
8	\$524	\$486	\$1,000	654 SHOP EXPENSE	\$2,500	\$2,500		8
9	\$1,167	\$583	\$5,000	655 GRAVEL/ASPHALT	\$5,000	\$5,000		9
10	\$3,150	\$10,968	\$16,500	656 CHLORINE	\$16,500	\$16,500		10
11	\$11,456	\$11,133	\$17,000	657 SEWER SAMPLE ANALYSIS	\$17,000	\$17,000		11
12	\$9,793	\$29,561	\$30,000	658 SYSTEM REPAIRS	\$30,000	\$30,000		12
13	\$0	\$0	\$1,500	659 MISC. OPERATING EXPENSE ▲ [Moved to 65	\$0	\$0		13
14	\$1,864	\$2,289	\$3,200	661 PETROLEUM PRODUCTS	\$3,200	\$3,200		14
15	\$0	\$0	\$500	669 MISC. EXPENSE REIMBURSE ▲	\$500	\$500		15
16	\$10,347	\$9,604	\$14,200	691 ELECTRICITY	\$14,000	\$14,000		16
17	\$1,123	\$488	\$2,000	710 VEHICLES	\$2,000	\$2,000		17
18	\$161	\$73	\$2,400	720 BUILDINGS & GROUNDS	\$2,400	\$2,400		18
19	\$1,968	\$3,467	\$4,200	730 EQUIPMENT & CLOTHING	\$4,200	\$4,200		19
20	\$0	\$0	\$300	740 CELL	\$300	\$300		20
21	\$0	\$0	\$3,600	731 EQUIPMENT REPLACEMENT	\$3,600	\$3,600		21
22	\$43,957	\$70,685	\$106,000	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$105,800	\$105,800		22
23	\$0	\$0	\$55,000	873 EQUIPMENT ▲	\$5,000	\$5,000		23
24	\$0	\$0	\$0	853 TOOLS	\$0	\$0		24
25	\$0	\$0	\$380,000	803 SEWER SYSTEM	\$400,000	\$400,000		25
				<b>Capital Outlay</b>				
26	\$0	\$0	\$435,000	<b>TOTAL CAPITAL OUTLAY</b>	\$405,000	\$405,000		26
27	\$0	\$0	\$25,000	950 General Operating Contingency	\$99,600	\$99,600		27
28	\$75,672	\$106,288	\$622,200	<b>TOTAL EXPENDITURES (210.060)</b>	\$674,550	\$674,550		28



	ACTUAL		BUDGETED	EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	AMOUNT 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$138,825	\$142,511	\$245,675	ADMINISTRATION	\$278,565	\$278,565		2
3								3
4	\$75,672	\$106,288	\$622,200	OPERATIONS	\$674,550	\$674,550		4
5								5
6								6
7				<b>TRANSFERS</b>				7
8	-\$10,000	-\$10,000	\$0	905 TO BLDG & EQUIPMENT	\$0	\$0		8
9		\$0	\$0	908 TO COMMUNITY PROJECTS	\$0	\$0		9
10		\$0	\$0	485 TO STREET	\$0	\$0		10
11	-\$120,000	-\$140,000	\$0	911 TO WATER FUND	\$0	\$0		11
12	-\$130,000	-\$150,000	\$0	<b>TOTAL TRANSFERS</b>	\$0	\$0		12
13								13
14				CONTINGENCY				14
15								15
16				<b>RESOURCES</b>				16
17				SEWER	\$981,300	\$981,300		17
18								18
19								19
20	\$558,691	\$749,850	\$1,031,940	<b>TOTAL RESOURCES</b>	\$981,300	\$981,300		20
21								21
22	\$344,497	\$398,799	\$867,875	<b>TOTAL EXPENDITURES</b>	\$953,115	\$953,115		22
23	\$214,194	\$351,051	\$164,065	<b>975 UNAPPROPRIATED ENDING BAL.</b>	\$28,185	\$28,185		23
24	\$558,691	\$749,850	\$1,031,940	<b>TOTAL REQUIREMENTS</b>	\$981,300	\$981,300		24

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Streets & Drainage Fund (300-000)



				<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>	<b>Budget Year: 2020-2021</b>			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$285,383	\$285,383	\$225,000	411 BEGINNING CASH BALANCE	\$190,000	\$190,000		1
2	\$5,854	\$9,030	\$3,800	414 INTEREST	\$3,500	\$3,500		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$106,984	\$122,936	\$100,000	424 STATE HWY ALLOCATION	\$100,000	\$100,000		4
5	\$58,112	\$58,011	\$55,000	433 PACIFICORP FRANCHISE FEE	\$55,000	\$55,000		5
6	\$0	\$0	\$200	456 MISCELLANEOUS	\$200	\$200		6
7								7
				<b>TRANSFER</b>				
8	-\$1,800	-\$1,800	-\$1,800	901 TO BIKEWAY	(\$1,800)	(\$1,800)		8
9								9
10	\$454,533	\$473,560	\$382,200	<b>TOTAL RESOURCES - NO TAXES</b>				10
				TAX NECESSARY TO BALANCE				
				TAXES COLLECTED/YR LEVIED				
11	\$454,533	\$473,560	\$382,200	<b>TOTAL REQUIREMENTS</b>	\$346,900	\$346,900		11

FORM  
LB-30

## REQUIREMENTS SUMMARY

Street Fund: Streets & Drainage (300-000)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2020-2021			
	2017-2018	2018-2019	Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$62,103	\$66,139	\$72,200	510 SALARIES	\$83,000	\$83,000		1
2	\$41,399	\$41,772	\$52,200	540 BENEFITS	\$60,350	\$60,350		2
3	\$103,502	\$107,911	\$124,400	<b>TOTAL PERSONNEL SERVICES</b>	\$143,350	\$143,350		3
				<b>Materials &amp; Services</b>				
4	\$0	\$4,455	\$1,000	635 ENGINEER	\$500	\$500		4
5	\$2,730	\$2,730	\$3,600	642 STREET SWEEPING & GRADING	\$3,600	\$3,600		5
6	\$2,481	\$4,907	\$12,000	649 MISC. SERVICE CONTRACTS ▲	\$6,000	\$6,000		6
7	\$524	\$475	\$1,000	654 SHOP EXPENSES	\$6,000	\$6,000		7
8	\$4,592	\$6,482	\$6,000	655 GRAVEL/ASPHALT	\$6,000	\$6,000		8
9	\$0	\$0	\$5,000	658 STRIPING & PAINTING	\$5,000	\$5,000		9
10	\$1,093	\$3,220	\$5,000	659 MISC. OPERATING EXPENSES ▲ [Moved to 654]	\$0	\$0		10
11	\$195	\$0	\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000		11
12	\$0	\$0	\$1,000	669 MISC. EXPENSE REIMBURSE ▲	\$1,000	\$1,000		12
13	\$0	\$204	\$500	676 EDUCATION	\$500	\$500		13
14	\$27,635	\$26,911	\$33,500	691 ELECTRICITY (Mill Race)	\$35,000	\$35,000		14
15	\$1,124	\$421	\$2,500	710 VEHICLES	\$2,500	\$2,500		15
16	\$2,048	\$2,011	\$4,200	730 EQUIPMENT & CLOTHING	\$4,200	\$4,200		16
17	\$0	\$0	\$300	740 CELL	\$300	\$300		17
18	\$0	\$0	\$2,000	731 EQUIPMENT REPLACEMENT	\$2,000	\$2,000		18
19	\$42,422	\$51,816	\$81,600	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$76,600	\$76,600		19
				<b>Capital Outlay</b>				
20	\$0	\$0	\$13,500	848 EQUIPMENT [2019: SIGNS & PICKUP]	\$3,500	\$3,500		20
21	\$0	\$0	\$40,000	875 [2011: MILL RACE PUMPS]	\$40,000	\$40,000		21
				<b>Systems</b>				
22	\$34,412	\$93,096	\$40,000	804 STREETS	\$50,000	\$50,000		22
23	\$0	\$2,500	\$10,000	807 SIDEWALKS & PATHS	\$10,000	\$10,000		23
24	\$34,412	\$95,596	\$103,500	<b>TOTAL CAPITAL OUTLAY</b>	\$103,500	\$103,500		24
				<b>Transfers</b>				
25	\$1,800	-\$1,800	\$1,800	901 TO BIKEWAY/FOOTPATH FUND	\$1,800	\$1,800		25
26	\$180,336	\$255,323	\$311,300	<b>TOTAL EXPENDITURES</b>	\$325,250	\$325,250		26
27			\$70,900	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$21,650	\$21,650		27
28	\$180,336	\$255,323	\$382,200	<b>TOTAL REQUIREMENTS</b>	\$346,900	\$346,900		28

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Debt Service Fund (400-000)



				<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>	<b>Budget Year: 2020-2021</b>			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$0	\$0	\$0	BEGINNING CASH BALANCE	\$0	\$0	\$0	1
2	\$0	\$0	\$0	PRIOR TAXES	\$0	\$0	\$0	2
3	\$0	\$0	\$0	INTEREST	\$0	\$0	\$0	3
4				TRANSFERS				4
5	\$0	\$0	\$0	<b>Total Resource Except Taxes to be Levied</b>	\$0	\$0	\$0	5
6			\$0	TAXES NECESSARY TO BALANCE	\$0	\$0	\$0	6
7	\$0	\$0		TAXES COLLECTED IN YEAR LEVIED				7
8	\$0	\$0	\$0	<b>TOTAL RESOURCES</b>	\$0	\$0	\$0	8
9				<b>REQUIREMENTS</b>				9
10	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0	\$0	10
11	\$0	\$0	\$0	<b>TOTAL PRINCIPAL</b>	\$0	\$0	\$0	11
12				<b>BOND INTEREST PAYMENTS</b>				12
13	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0	\$0	13
14	\$0	\$0	\$0	<b>TOTAL INTEREST</b>	\$0	\$0	\$0	14
15								15
16	\$0	\$0	\$0	TRANSFER TO GENERAL FUND	\$0	\$0	\$0	16
17	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0	\$0	17
18	\$0	\$0	\$0	<b>UNAPPROPRIATED ENDING FUND BALANACE</b>	\$0	\$0	\$0	18
19	\$0	\$0	\$0	<b>TOTAL REQUIREMENTS</b>	\$0	\$0	\$0	19

**BONDED DEBT  
Resources & Requirements**



General Obligation Bonds

**WATER BOND FUND  
(450-000)**

	Historical Data			DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget Year: 2020-2021			
	Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				<b>Resources</b>				
1	\$129,243	\$131,772	\$27,500	411 BEGINNING CASH BALANCE	\$40,000	\$40,000		1
2	\$0	\$3,054	\$0	413 PRIOR TAXES	\$0	\$0		2
3	\$1,400	\$2,332	\$200	414 INTEREST	\$200	\$200		3
4								4
5	\$130,643	\$137,158	\$27,700	<b>Total Resources Except Taxes to be Levied</b>	\$40,200	\$40,200		5
6	\$55,673	\$50,590	\$51,636	TAXES NECESSARY TO BALANCE	\$34,502	\$34,502		6
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$186,316	\$187,748	\$79,336	<b>TOTAL RESOURCES</b>	\$74,702	\$74,702		8
				<b>Requirements</b>				
				<b>BOND PRINCIPLE PAYMENT</b>				
9				898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				9
10				898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				10
11	\$5,648	\$17,741	\$17,742	898.005 2016 G.O. REFUNDING	\$18,451	\$18,451		11
12				Refunded: 09.14.2016; Payments: 08.01 & 02.01				12
13	\$5,648	\$17,741	\$17,742	<b>TOTAL PRINCIPAL</b>	\$18,451	\$18,451		13
14								14
				<b>BOND INTEREST PAYMENT</b>				
15				898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				15
16				898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				16
17	\$40,926	\$29,420	\$28,894	898.005 2016 G.O. REFUNDING	\$28,351	\$28,351		17
18				Refunded: 09.14.2016; Payments: 08.01 & 02.01				18
19	\$40,926	\$29,420	\$28,894	<b>TOTAL INTEREST</b>	\$28,351	\$28,351		19
20								20
				<b>UNAPPROPRIATED BALANCE FOR NEXT YEAR</b>				
21								21
22	\$46,574	\$47,161	\$51,636	<b>TOTAL APPROPRIATED</b>	\$46,802	\$46,802		22
23			\$27,700	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$27,500	\$27,500		23
24	\$46,574	\$47,161	\$79,336	<b>TOTAL REQUIREMENTS</b>	\$74,302	\$74,702		24

**BONDED DEBT  
Resources & Requirements**



General Obligation Bonds

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

Historical Data			DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget Year: 2020-2021			
Actual 2017-2018	Actual 2018-2019	Adopted 2019-2020		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
			<b>Resources</b>				
1	\$513,086	\$469,669	\$120,000	411 BEGINNING CASH BALANCE	\$150,000	\$150,000	1
2	\$121,299	\$128,640	\$81,544	412 CURRENT TAXES	\$39,850	\$39,850	2
3	\$0	\$7,765	\$0	413 PRIOR TAXES	\$0	\$0	3
4	\$10,566	\$16,555	\$2,500	414 INTEREST	\$2,500	\$2,500	4
6	\$130,103	\$133,211	\$125,000	469 DEBT SERVICE FEES (Collected Monthly)	\$125,000	\$125,000	6
7	\$775,054	\$755,840	\$329,044	<b>Total Resources Except Taxes to be Levied</b>	\$317,350	\$317,350	7
8			\$81,544	TAXES NECESSARY TO BALANCE	\$39,850	\$39,850	8
9				TAXES COLLECTED IN YEAR LEVIED			9
10	\$775,054	\$755,840	\$329,044	<b>TOTAL RESOURCES</b>	\$317,350	\$317,350	10
			<b>Requirements</b>				
			<b>Bond Principal Payments</b>				
11				898.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)			11
12				898.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)			12
13	\$34,352	\$107,259	\$107,259	898.005 2016 G.O. REFUNDING	\$111,549	\$111,549	13
14				Refunded: 09.14.2016; Payments: 08.01 & 02.01			14
15	\$9,867	\$10,913	\$11,478	898.003 CDBG LOAN (\$300,000) (08-09)	\$11,477	\$11,477	15
16				Issue Date: 08.2008 Payment Date: 12.2011			16
17	\$44,219	\$118,172	\$118,737	<b>TOTAL PRINCIPAL</b>	\$123,026	\$123,026	17
			<b>Bond Interest Payments</b>				
18				895.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)			18
19				895.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)			19
20	\$248,931	\$177,899	\$174,682	898.005 2016 G.O. REFUNDING	\$171,399	\$171,399	20
21				Refunded: 09.14.2016; Payments: 08.01 & 02.01			21
22	\$12,235	\$11,189	\$10,625	895.003 CDBG LOAN (\$300,000) (08-09)	\$10,625	\$10,625	22
23				Issue Date: 08.2008 Payment Date: 12.2011			23
24	\$261,166	\$189,088	\$185,307	<b>TOTAL INTEREST</b>	\$182,024	\$182,024	24
25	\$305,385	\$307,260	\$314,044	<b>TOTAL ANNUAL PAYMENT</b>	\$305,050	\$305,050	25
26	\$305,385	\$307,260	\$314,044	<b>TOTAL APPROPRIATED</b>	\$305,050	\$305,050	26
27			\$15,000	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$12,300	\$12,300	27
28	\$305,385	\$307,260	\$329,044	<b>TOTAL REQUIREMENTS</b>	\$317,350	\$317,350	28

FORM  
LB-10

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>Resources</b>				
1	\$352,258	\$368,821	\$368,000	411 BEGINNING CASH BALANCE	\$190,200	\$190,200		1
2	\$6,563	\$10,625	\$2,200	414 INTEREST	\$2,200	\$2,200		2
				<b>TRANSFERS FROM/TO OTHER FUNDS</b>				
3	\$0	\$0	\$0	486 FROM STREET	\$0	\$0		3
4	\$0	\$0	\$0	482 FROM WATER FUND	\$0	\$0		4
5	\$10,000	\$10,000	\$0	481 FROM SEWER FUND	\$0	\$0		5
6	\$0	\$0	\$0	480 FROM GENERAL FUND	\$0	\$0		6
7	\$0	\$0	-\$180,000	920 TO SEWER FUND	\$0	\$0		7
8	\$368,821	\$389,446	\$190,200	<b>Total Resources Except Taxes to be Levied</b>	\$192,400	\$192,400		8
9								9
10								10
11	\$368,821	\$389,446		<b>TOTAL RESOURCES</b>	\$192,400	\$192,400		11
				<b>REQUIREMENTS</b>				
				<b>Capital Outlay</b>				
12	\$0	\$0	\$104,000	848.001 VEHICLE ACQUISITION-VECTOR TRUCK	\$105,000	\$105,000		12
13	\$0	\$0	\$104,000	<b>TOTAL CAPITAL OUTLAY</b>	\$105,000	\$105,000		13
14	\$0	\$0	\$0	848 VEHICLE REPLACEMENT	\$0	\$0		14
15			\$104,000	<b>TOTAL APPROPRIATED</b>	\$105,000	\$105,000		15
16			\$86,200	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$87,400	\$87,400		16
17	\$368,821	\$389,446	\$190,200	<b>TOTAL REQUIREMENTS (500.000)</b>	\$192,400	\$192,400		17



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Water System Reserve Fund (550-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$39,353	\$141,935	\$141,935	411 BEGINNING CASH BALANCE	\$79,000	\$79,000		1
2								2
3	\$733	\$1,231	\$100	414 INTEREST	\$800	\$800		3
4		\$21,327	\$21,000	470 WATER C.I. FEES (Monthly Fee) [NEW '19]	\$21,000	\$21,000		4
5	\$101,849	\$0	\$0	482 TRANSFERS WATER FUND (IN) [NEW]	\$0	\$0		5
6	\$0	\$0	\$0	483 TRANSFERS WATER FUND (OUT)	\$0	\$0		6
7	\$141,935	\$164,493	\$163,035	<b>Total Resources Except Taxes to be Levied</b>	\$100,800	\$100,800		7
8				TAXES COLLECTED IN YEAR LEVIED				8
9	\$141,935	\$164,493	\$163,035	<b>TOTAL RESOURCES</b>	\$100,800	\$100,800		9
				<b>REQUIREMENTS</b>				
10			\$100,000	805 WATER SYSTEM UPGRADE [NEW 2019]				10
				<b>RESERVE FUNDS</b>				
11	\$0	\$0		802 FUTURE SYSTEMS (Water C.I. Fee)				11
12	\$0	\$164,493	\$100,000	<b>TOTAL APPROPRIATED</b>	\$0	\$0		12
13	\$141,935	\$0	\$63,035	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$100,800	\$100,800		13

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Housing Rehabilitation Fund (600-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$202,519	\$206,496	\$206,649	411 BEGINNING CASH BALANCE	\$212,771	\$212,771		1
2	\$3,977	\$6,275	\$4,200	414 INTEREST	\$2,500	\$2,500		2
3				<b>TRANSFERS FROM OTHER FUNDS</b>				3
4								4
5								5
6	\$206,496	\$212,771	\$210,849	<b>Total Resources Except Taxes to be Levied</b>	\$215,271	\$215,271		6
	\$0			TAXES NECESSARY TO BALANCE				
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$206,496	\$212,771	\$210,849	<b>TOTAL RESOURCES</b>	\$215,271	\$215,271		8
				<b>TRANSFER</b>				
9	\$0	\$0	\$0	905 TO BUILDING & EQUIPMENT	\$0	\$0		9
10	\$0	\$0	\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0		10
11	\$0	\$0	\$0	909 TO STREET FUND	\$0	\$0		11
12	\$0	\$212,771	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		12
13			\$210,849	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$215,271	\$215,271		13
14	\$206,496	\$212,771	\$210,849	<b>TOTAL REQUIREMENTS (600.000)</b>	\$215,271	\$215,271		14

FORM  
LB-10

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$48,640	\$64,316	\$64,300	411 BEGINNING CASH BALANCE	\$34,300	\$34,300		1
2	\$816	\$1,251	\$800	414 INTEREST	\$300	\$300		2
3	\$14,860	\$13,814	\$32,000	455 SYSTEMS DEVELOPMENT CHARGES	\$10,000	\$10,000		3
4	\$64,316	\$79,381	\$97,100	<b>Total Resources Except Taxes to be Levied</b>	\$44,600	\$44,600		4
5				TAXES COLLECTED IN YEAR LEVIED				5
6	\$64,316	\$79,381	\$97,100	<b>TOTAL RESOURCES</b>	\$44,600	\$44,600		6
				<b>REQUIREMENTS</b>				
				<b>CAPITAL OUTLAY</b>				
7	\$0	\$0	\$45,000	802 WATER SYSTEM UPGRADES	\$0	\$0		7
8	\$0	\$0	\$45,000	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0		8
				<b>TRANSFERS</b>				
9	\$0	\$0						9
10	\$0	\$0	\$45,000	<b>TOTAL APPROPRIATED</b>	\$0	\$0		10
11	\$64,316	\$79,381	\$52,100	<b>975 UNAPPROPRIATED ENDING FUND BAL</b>	\$44,600	\$44,600		11
12	\$64,316	\$79,381	\$97,100	<b>TOTAL REQUIREMENTS</b>	\$44,600	\$44,600		12

FORM  
LB-10SPECIAL FUND  
RESOURCES AND REQUIREMENTS

Sewer SDC Reserve Fund (720-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$313,553	\$355,910	\$355,910	411 BEGINNING CASH BALANCE	\$386,175	\$386,175		1
2	\$5,721	\$9,109	\$5,000	414 INTEREST	\$4,500	\$4,500		2
3	\$36,636	\$21,156	\$35,000	455 SYSTEMS DEVELOPMENT CHARGES	\$25,000	\$25,000		3
4								4
				<b>TRANSFERS</b>				
5								5
6	\$355,910	\$386,175	\$395,910	<b>Total Resources Except Taxes to be Levied</b>	\$415,675	\$415,675		6
				TAXES NECESSARY TO BALANCE				
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$355,910	\$386,175	\$395,910	<b>TOTAL RESOURCES</b>				8
				<b>RESERVE</b>				
9		\$0	\$150,000	500 EMERGENCY PROJECT [New]	\$180,000	\$180,000		9
10								10
				<b>TRANSFER</b>				
11	\$0	\$0	\$0	TO SEWER CONSTRUCTION	\$0	\$0		11
12	\$0	\$386,175	\$150,000	<b>TOTAL APPROPRIATED</b>	\$180,000	\$180,000		12
13			\$245,910	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$235,675	\$235,675		13
14	\$355,910	\$386,175	\$395,910	<b>TOTAL REQUIREMENTS (720.000)</b>	\$415,675	\$415,675		14

**FORM  
LB-10**

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$67,477	\$82,608	\$82,600	411 BEGINNING CASH BALANCE	\$94,505	\$94,505		1
2	\$1,158	\$1,860	\$1,000	414 INTEREST	\$800	\$800		2
3	\$13,973	\$10,037	\$15,000	455 STORMWATER SDC's	\$9,200	\$9,200		3
4								4
				<b>TRANSFERS</b>				
5								5
6	\$82,608	\$94,505	\$98,600	<b>Total Resources Except Taxes to be Levied</b>	\$104,505	\$104,505		6
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$82,608	\$94,505	\$98,600	<b>TOTAL RESOURCES</b>	\$104,505	\$104,505		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
10								10
				<b>CAPITAL OUTLAY</b>				
11								11
				<b>TRANSFER</b>				
12								12
13	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		13
14			\$98,600	<b>975 UNAPPROPRIATED ENDING FUND BAL.</b>	\$104,505	\$104,505		14
15	\$82,608	\$94,505	\$98,600	<b>TOTAL REQUIREMENTS (730.000)</b>	\$104,505	\$104,505		15

**FORM  
LB-10**

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$42,596	\$46,256	\$46,250	411 BEGINNING CASH BALANCE	\$50,540	\$50,540		1
2	\$780	\$1,242	\$500	414 INTEREST	\$650	\$650		2
3	\$1,080	\$1,242	\$0	456 MISCELLANEOUS/DONATIONS	\$0	\$0		3
4				<b>TRANSFERS</b>				4
5	\$1,800	\$1,800	\$1,800	485 FROM STREET FUND	\$1,800	\$1,800		5
6								6
7	\$46,256	\$50,540	\$48,550	<b>Total Resources Except Taxes to be Levied</b>	\$52,990	\$52,990		7
8				TAXES COLLECTED IN YEAR LEVIED				8
9	\$46,256	\$50,540	\$48,550	<b>TOTAL RESOURCES</b>	\$52,990	\$52,990		9
10				<b>REQUIREMENTS</b>				10
				<b>CAPITAL OUTLAY</b>				
11	\$0	\$0	\$0	SIDEWALKS/PATHS	\$0	\$0		11
12			0	<b>TOTAL EXPENDITURES</b>	\$0	\$0		12
13			\$48,550	975 UNAPPROPRIATED ENDING FUND BALANCE	\$52,990	\$52,990		13
14	\$46,256	\$50,540	\$48,550	<b>TOTAL REQUIREMENTS</b>	\$52,990	\$52,990		14

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Library Trust Fund (800-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$6,032	\$7,151	\$7,150	411 BEGINNING CASH BALANCE	\$7,337	\$7,337		1
2	\$119	\$186	\$100	414 INTEREST	\$75	\$75		2
3		\$0	\$0	TRANSFERS FROM GENERAL FUND	\$0	\$0		3
4	\$1,000	\$0	\$0	416 STATE LIBRARY GRANT	\$0	\$0		4
5		\$0	\$0	417 DONATIONS	\$0	\$0		5
6		\$0	\$0	418 MISCELLANEOUS/GRANTS	\$0	\$0		6
7	\$7,151	\$7,337	\$7,250	<b>Total Resources Except Taxes to be Levied</b>	\$7,412	\$7,412		7
8	\$7,151	\$7,337	\$7,250	<b>TOTAL RESOURCES</b>	\$7,412	\$7,412		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIALS &amp; SERVICES</b>				
10	\$0	\$0	\$0	GRANTS, EARMARKS OR OTHER	\$0	\$0		10
11								11
				<b>TRANSFER</b>				
12								12
13	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		13
14			\$7,250	<b>975 UNAPPROPRIATED ENDING FUND BAL</b>	\$7,412	\$7,412		14
15	\$7,151	\$7,337	\$7,250	<b>TOTAL REQUIREMENTS (800.000)</b>	\$7,412	\$7,412		15

FORM  
LB-10

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$78,778	\$8,226	\$78,776	411 BEGINNING CASH BALANCE	\$8,226	\$8,226		1
2	\$0	\$0	\$750	451 LOT SALES	\$600	\$600		2
3	\$0	\$0	\$0	414 INTEREST	\$0	\$0		3
4	\$0	\$0	\$0	458 DONATIONS	\$0	\$0		4
5	\$0	\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0		5
6	\$0	\$0	\$8,976	<b>Total Resources Except Taxes to be Levied</b>	\$8,826	\$8,826		6
7								7
8	\$78,778	\$8,226	\$79,526	<b>TOTAL RESOURCES</b>	\$8,826	\$8,826		8
9								9
				<b>REQUIREMENTS</b>				
				<b>CAPITAL OUTLAY</b>				
10								10
			\$70,550	<b>TRANSFERS (Out)</b>	\$0	\$0		
11								11
12	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		12
13			\$8,976	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$8,826	\$8,826		13
14	\$78,778	\$8,226	\$8,976	<b>TOTAL REQUIREMENTS (850.000)</b>	\$8,826	\$8,826		14



FORM  
LB-10

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$4,177	\$3,416	\$2,360	411 BEGINNING CASH BALANCE	\$2,095	\$2,095		1
2	\$2,160	\$1,534	\$1,550	415 TRANSIENT ROOM TAX	\$1,000	\$1,000		2
3	\$119	\$186	\$25	414 INTEREST	\$25	\$25		3
4	\$0	\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0		4
5	\$6,456	\$5,136	\$3,935	<b>Total Resources Except Taxes to be Levied</b>	\$3,120	\$3,120		5
6	\$6,456	\$5,136	\$3,935	<b>TOTAL RESOURCES</b>	\$3,120	\$3,120		6
7								7
				<b>REQUIREMENTS</b>				
8	\$3,040	\$3,041	\$2,835	650 DISBURSEMENT [New 2017]	\$2,250	\$2,250		8
9				<b>TRANSFER</b>				9
10	\$3,416	\$3,041	\$2,835	<b>TOTAL APPROPRIATED</b>	\$2,250	\$2,250		10
11			\$1,100	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$870	\$870		11
12	\$3,416	\$2,095	\$3,935	<b>TOTAL REQUIREMENTS</b>	\$3,120	\$3,120		12

FORM  
LB-10

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Sewer Improvements Construction Fund (905-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1				411 BEGINNING CASH BALANCE				1
2				414 INTEREST				2
3				<b>Total Resources Except Taxes to be Levied</b>				3
4				<b>TOTAL RESOURCES</b>				4
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
5				<i>Transfers</i>				5
6				480 TO GENERAL FUND				6
7				905 TO BUILDINGS & EQUIPMENT				7
				<b>CAPITAL OUTLAY</b>				
8				803 CONSTRUCTION				8
9				LAND ACQUISITION				9
10				<b>TOTAL APPROPRIATED</b>				10
11				<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				11
12				<b>TOTAL REQUIREMENTS</b>				12

FORM  
LB-10SPECIAL FUND  
RESOURCES AND REQUIREMENTS

Land Acquisition Fund (911-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>RESOURCES</b>				
1	\$9,972	\$9,985	\$9,985	411 BEGINNING CASH BALANCE	\$9,985	\$9,985		1
2			\$0	413 PRIOR TAXES	\$0	\$0		2
3	\$13	\$0	\$200	414 INTEREST	\$10	\$10		3
4								4
5								5
6	\$9,985	\$9,985	\$10,185	<b>Total Resources Except Taxes to be Levied</b>	\$9,995	\$9,995		6
7								7
8	\$9,985	\$9,985	\$10,185	<b>TOTAL RESOURCES</b>	\$9,995	\$9,995		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
10	\$0	\$0		APPRAISAL FEES & CLOSING COSTS				10
11								11
				<b>CAPITAL OUTLAY</b>				
12		\$0	\$8,500	882 LAND ACQUISITION ▲	\$9,995	\$9,995		12
				<b>TRANSFER</b>				
13								13
14	\$0	\$0	\$8,500	<b>TOTAL APPROPRIATED</b>	\$9,995	\$9,995		14
15			\$1,685	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$0	\$0		15
16	\$9,985	\$9,985	\$10,185	<b>TOTAL REQUIREMENTS (911.000)</b>	\$9,995	\$9,995		16

**FORM  
LB-10**

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



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2020-2021			
	Actual		Adopted Budget This Year 2019-2020		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2017-2018	2018-2019						
				<b>Resources</b>				
1	\$204,589	\$191,424	\$191,400	411 BEGINNING CASH BALANCE	\$134,975	\$134,975		1
2	\$4,274	\$6,764	\$3,200	414 INTEREST	\$2,400	\$2,400		2
3								3
				<b>TRANSFERS FROM OTHER FUNDS</b>				
4	\$0	\$0	\$0	482 FROM WATER FUND	\$0	\$0		4
5	\$0	\$0	\$0	481 FROM SEWER	\$0	\$0		5
6	\$0	\$0	\$0	480 FROM GENERAL FUND	\$0	\$0		6
7	\$208,863	\$198,188	\$194,600	<b>Total Resources Except Taxes to be Levied</b>	\$137,375	\$137,375		7
8								8
9								9
10	\$208,863	\$198,188	\$194,600	<b>TOTAL RESOURCES</b>	\$137,375	\$137,375		10
11								11
				<b>REQUIREMENTS</b>				
				<b>Materials &amp; Services</b>				
12								12
13	\$6,644	\$27,528	\$20,000	639 MISC. BEAUTIFICATION ▲	\$20,000	\$20,000		13
14				<b>TOTAL MATERIALS &amp; SERVICES</b>	\$20,000	\$20,000		14
				<b>Capital Outlay</b>				
15	\$8,795	\$4,750	\$20,000	812 BUILDING REPAIR - CITY HALL	\$35,000	\$35,000		15
16	\$400	\$125	\$8,500	806.002 TREE CITY USA SUPPORT	\$8,500	\$8,500		16
17	\$1,600	\$2,810	\$5,000	679 I.G. REQUESTS & CONTRIBUTIONS	\$5,000	\$5,000		17
18		\$7,685	\$33,500	<b>TOTAL CAPITAL OUTLAY</b>	\$48,500	\$48,500		18
19	\$17,439	\$35,213	\$53,500	<b>TOTAL APPROPRIATED</b>	\$68,500	\$68,500		19
20	\$191,424	\$162,975	\$141,100	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$68,875	\$68,875		20
21	\$191,424	\$162,975	\$194,600	<b>TOTAL REQUIREMENTS (916.000)</b>	\$137,375	\$137,375		21



City of Brownsville

**Cybersecurity Policy**

**Adopted | May 2020**

**Table of Contents**

Roles and Responsibilities ..... 3

IDENTIFY (ID) ..... 4

    Asset Management ..... 4

PROTECT (PR) ..... 5

    Identity Management, Authentication and Access Control ..... 5

    Awareness and Training ..... 6

    Data Security ..... 7

        Data Classification ..... 7

        Data Storage ..... 7

        Data Transmission ..... 8

        Data Destruction ..... 8

        Data Storage ..... 8

    Information Protection Processes and Procedures ..... 9

        Secure Software Development ..... 9

        Contingency Planning ..... 9

        Network Infrastructure ..... 10

        Network Servers ..... 10

    Protective Technology ..... 11

        Email Filtering ..... 11

        Network Vulnerability Assessments ..... 11

DETECT (DE) ..... 11

    Anomalies and Events ..... 11

    Security Continuous Monitoring ..... 12

        Anti-Malware Tools ..... 12

        Patch management ..... 12

RESPOND (RS) ..... 12

    Response Planning ..... 12

        Electronic Incidents ..... 12

        Physical Incidents ..... 13

        Notification ..... 13

RECOVER (RC) ..... 13

Appendix A – Acceptable Use Policy ..... 15

Appendix B – Confidentiality and Non-Disclosure Agreement ..... 19

## Objective

The focus of this policy is to help Brownsville meet its objectives. We recognize that information and the protection of information is required to serve our citizens. We seek to ensure that appropriate measures are implemented to protect our citizen's information. This Cybersecurity Policy is designed to establish a foundation for an organizational culture of security. This policy will be reviewed annually and approved by the City Administrator and Council.

The purpose of this policy is to clearly communicate the security objectives and guidelines to minimize the risk of internal and external threats while taking advantage of opportunities that promote our objectives.

This policy applies, to all elected officials, employees, contractors, consultants, and others specifically authorized to access information and associated assets owned, operated, controlled, or managed by the City of Brownsville. Additionally, leadership must ensure that all contracts and similar agreements with business partners and service providers incorporate appropriate elements of this policy.

## Compliance

Oregon public entities must comply with the Oregon Identity Theft Protection Act, ORS 646A.600 – 628. ORS 646A.622 (d) requires the implementation of a Cybersecurity program. Non-compliance with this policy may pose risks to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in failure to obtain organizational objectives, legal action, fines and penalties. Breaches with the potential to impact more than 250 individuals must be reported to the Oregon Department of Justice.

<https://www.doj.state.or.us/consumer-protection/id-theft-data-breaches/data-breaches/>

## Roles and Responsibilities

The City of Brownsville has appointed the following roles and responsibilities to execute and monitor the policies described in this document.

### City Administrator

- ★ Ensure that a written Cybersecurity Policy is developed and implemented.
- ★ Confirm identification, acquisition, and implementation of information system software and hardware.
- ★ Identify all Personally Identifiable Information.
- ★ Ensure implementation, enforcement, and effectiveness of IT Security policies and procedures.
- ★ Facilitate an understanding and awareness that security requires participation and support at all organizational levels.

- ★ Oversee daily activities and use of information systems to ensure employees, business partners, and contractors adhere to these policies and procedures.

### **Employees and Contractors**

- See Appendix A - Acceptable Use Policy

### ***Identify, Protect, Detect, Respond, and Recover***

The following sections outline requirements and minimum standards to facilitate the secure use of organizational information systems. The information presented in this policy follows the format of the control families outlined in the National Institute of Standards and Technology (NIST) Cybersecurity Framework (NIST CSF): ***Identify, Protect, Detect, Respond, and Recover***.

The scope of security controls addressed in this policy focus on the activities most relevant to the City as defined by the Center for Internet Security (CIS) and industry best practices. Questions related to the interpretation and implementation of the requirements outlined in this policy should be directed to the City Administrator or official designee.

### **IDENTIFY (ID)**

*Objective:* To develop the organization's understanding that's necessary to manage cybersecurity risk to systems, people, assets, data, and capabilities.

#### ***Asset Management***

An inventory of all approved hardware and software on City networks and systems will be maintained in a computer program or spreadsheet that documents the following:

- ★ The employee in possession of the hardware or software.
- ★ Date of purchase.
- ★ Amount of purchase.
- ★ Serial number.
- ★ Type of device and description.
- ★ A listing of software or devices that have been restricted.

#### ***Personally Identifiable Information (PII)***

An inventory of all PII information by type and location will be taken. The following table may be useful to inventory PII. Shown here as an example only.

<b>Location</b>	<b>PII by type</b>	<b>Essential</b>	<b>Location</b>	<b>Owner</b>
Website				
Contractors				
File in staff office				
File in building				
File offsite				
Desk top				



HR System				
Financial System				
Laptop				
Flash drive				
Cell phones				
Tablets				
Other				

Each manager will determine if PII is essential. If PII is not essential, it will either not be collected, or (if collected) will be destroyed. Do not collect sensitive information, such as a Social Security numbers, if there is no legitimate business need. If this information does serve a need, apply your entity’s record retention plan that outlines what information must be kept, and dispose of it securely once it is no longer required to maintain.

The City of Brownsville has never collected Social Security Numbers from residents or utility customers. Only employees are required to provide that data which is not stored electronically at the City.

All PII no longer needed shall be shredded if in paper form or destroyed by IT if in electronic form.

The Oregon Identity Theft Protection Act prohibits anyone (individual, private or public corporation, or business) who maintains Social Security numbers from:

- ★ Printing a consumer's SSN on any mailed materials not requested by the consumer unless redacted
- ★ Printing a consumer's SSN on a card used by the consumer that is required to access products or services
- ★ Publicly posting or displaying a consumer's SSN, such as on a website

Exceptions include requirements by state or federal laws, including statute records (such as W2s, W4s, 1099s, etc.) that are required by law to be made available to the public, for use for internal verification or administrative processes, or for enforcing a judgment or court order.

**PROTECT (PR)**

*Objective:* To develop and implement appropriate safeguards to ensure the delivery of critical services.

***Identity Management, Authentication and Access Control***

The City Administrator is responsible for ensuring that access to the organization’s systems and data is appropriately controlled. All systems housing data (including laptops, desktops, tablets, and cell phones) are required to be protected with a password or other form of authentication. Except for the instances noted in this policy, users with access to City systems and data are not to share passwords with anyone.

The City of Brownsville has established following password configuration requirements for all systems and applications (**where applicable**):

- *Minimum password length*: 8 characters
- *Password complexity*: requires alphanumeric and special characters
- Prohibited reuse for four (4) iterations
- Changed periodically
- Invalid login attempts set to three
- Automatic logout due to inactivity = 30 minutes

Other potential safeguards include:

- Not allowing PII on mobile storage media
- Locking file cabinets
- Not allowing PII left on desktops
- Encrypting sensitive files on computers
- Requiring password protection
- Implementing the record retention plan and destroying records no longer required

Where possible, multi-factor authentication will be used when users authenticate to the organization's systems.

- Users are granted access only to the system data and functionality necessary for their job responsibilities.
- Privileged and administrative access is limited to authorized users who require escalated access for their job responsibilities and where possible will have two accounts: one for administrator functions and a standard account for day to day activities.
- All user access requests must be approved or authorized by the City Administrator.
- It is the responsibility of the City Administrator to ensure that all employees and contractors who separate from the organization have all system access removed immediately.

On an annual basis, a review of user access will be conducted under the direction of the City Administrator to confirm compliance with the access control policies outlined above.

Employees are required to provide all passwords used on City business every six months or at the request of the City Administrator.

### ***Awareness and Training***

The City of Brownsville's personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before receiving login credentials.
2. Formal security awareness refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Upon completion of training, participants will review and sign the ***Acceptable Use Policy*** included in Appendix A.

Two online classes are available through the CIS Learning Center at [learn.cisoregon.org](http://learn.cisoregon.org): “*Cyber Threats and Best Practices to Confront Them*” and “*Cyber Security Basics*.”

Monthly employees will be reminded of phishing techniques and other schemes used to steal data from the City.

## **Data Security**

### Data Classification

You must adhere to your Records Retention Policy regarding the storage and destruction of data. Data residing on corporate systems must be continually evaluated and classified into the following categories:

- ★ **Employees Personal Use:** Includes individual user's personal data, emails, documents, etc. This policy excludes an employee's personal information, so no further guidelines apply.
- ★ **Marketing or Informational Material:** Includes already-released marketing material, commonly known information, data freely available to the public, etc. There are no requirements for public information.
- ★ **Operational:** Includes data for basic organizational operations, communications with vendors, employees, etc. (non-confidential). The majority of data will fall into this category.
- ★ **Confidential:** Any information deemed confidential. The following list provides guidelines on what type of information is typically considered confidential. Confidential data may include:
  - Employee or customer Social Security numbers or personally identifiable information (PII)
  - Personnel files
  - Medical and healthcare information
  - Protected Health Information (PHI)
  - Network diagrams and security configurations
  - Communications regarding legal matters
  - Passwords/passphrases
  - Bank account information and routing numbers
  - Payroll information
  - Credit card information
  - Any confidential data held for a third party (be sure to adhere to any confidential data agreement covering such information)

### Data Storage

The following guidelines apply to storage of the different types of organizational data.

- ★ **Operational:** Operational data should be stored on a server that gets the most frequent backups (refer to the Backup Policy for additional information). Some type of system- or disk-level redundancy is encouraged.
- ★ **Confidential:** Confidential information must be removed from desks, computer screens, and common areas unless it is currently in use. Confidential information should be stored under lock and key (or keycard/keypad), with the key, keycard or code secured.

#### Data Transmission

The following guidelines apply to the transmission of the different types of organizational data.

- ★ **Confidential:** Confidential data must not be 1) transmitted outside the organization's network without the use of strong encryption, 2) left on voicemail systems, either inside or outside the organization's network.

#### Data Destruction

You must follow your records retention policy before destroying data.

- ★ **Confidential:** Confidential data must be destroyed in a manner that makes recovery of the information impossible. The following guidelines apply:
  - Paper/documents: Cross-cut shredding is required.
  - Storage media (CD's, DVD's): Physical destruction is required per CJIS Policies.
  - Hard drives/systems/mobile storage media: At a minimum, data wiping must be used. Simply reformatting a drive does not make the data unrecoverable. If wiping is used, the organization must use the most secure commercially-available methods for data wiping. Alternatively, the organization has the option of physically destroying the storage media.

#### Data Storage

Stored Data includes any data located on organization-owned or organization-provided systems, devices, media, etc. Examples of encryption options for stored data include:

- ★ Whole disk encryption
- ★ Encryption of partitions/files
- ★ Encryption of disk drives
- ★ Encryption of personal storage media/USB drives
- ★ Encryption of backups
- ★ Encryption of data generated by applications

Data while transmitted includes any data sent across the organization network or any data sent to or from an organization-owned or organization-provided system. Types of transmitted data that shall be encrypted include:

- ★ VPN tunnels
- ★ Remote access sessions

- ★ Web applications
- ★ Email and email attachments
- ★ Remote desktop access
- ★ Communications with applications/databases

### ***Information Protection Processes and Procedures***

#### Secure Software Development

**Where applicable**, all software development activities performed by the City or by vendors on behalf of the organization shall employ secure coding practices including those outlined below.

A minimum of three software environments for the development of software systems should be available – development, quality assurance, and a production environment. Software developers or programmers are required to develop in the development environment and promote objects into the quality assurance and production environments. The quality assurance environment is used for assurance testing by the end user and the developer. The production environment should be used solely by the end user for production data and applications. Compiling objects and the source code is not allowed in the production environment. The information technology manager or an independent peer review will be required for promotion objects into the production environment.

- ★ All production changes must be approved before being promoted to production.
- ★ Developers should not have the ability to move their own code.
- ★ All production changes must have a corresponding help desk change request number.
- ★ All production changes must be developed in the development environment and tested in the quality assurance environment.
- ★ All emergency changes must be adequately documented and approved.

Software code approved for promotion will be uploaded by the City Administrator or official designee to the production environment from the quality assurance environment once the change request is approved. The City Administrator may work with the developer to ensure proper placement of objects into production.

#### Contingency Planning

The organization's business contingency capability is based upon cloud and local backups of all critical business data. This critical data is defined as utility billing information, personnel data, auditing data and other contractual services e-data. Full data backups will be performed on a daily and a monthly basis as needed to adequately protect the City. Confirmation that backups were performed successfully will be conducted in accordance with timeframes outlined above. Testing of cloud backups and restoration capability will be performed semi-annually.

During a contingency event, all IT decisions and activities will be coordinated through and under the direction of the City Administrator.

The following business contingency scenarios have been identified along with the intended responses:

- In the event that one or more of City of Brownsville's systems or applications are deemed corrupted or inaccessible, the City Administrator will work with the respective vendor(s) to restore data from the most recent available backups and, if necessary, acquire replacement hardware.
- In the event that the location housing City systems are no longer accessible, the City Administrator will work with the respective vendor(s) to acquire any necessary replacement hardware and software, implement these at one of the organization's other sites, and restore data from the most recent applicable backups.

*As an important reminder, CIS covers data reproduction (subject to a deductible) for only one week.*

### Network Infrastructure

The organization will protect the corporate electronic communications network from the Internet by utilizing a firewall. For maximum protection, the corporate network devices shall meet the following configuration standards:

- ★ Vendor recommended, and industry standard configurations will be used.
- ★ Changes to firewall and router configuration will be approved by the City Administrator.
- ★ Both router and firewall passwords must be secured and difficult to guess.
- ★ The default policy for the firewall for handling inbound traffic should be to block all packets and connections unless the traffic type and connections have been specifically permitted.
- ★ Inbound traffic containing ICMP (Internet Control Message Protocol) traffic should not be passed in from the Internet, or from any un-trusted external network.
- ★ All web services running on routers must be disabled.
- ★ Simple Network Management Protocol (SNMP) Community Strings must be changed from the default "public" and "private" when possible.

### Network Servers

Servers typically accept connections from several sources, both internal and external. As a general rule, the more sources that connect to a system, the more risk associated with that system, so it is particularly important to secure network servers. The following statements apply to the organization's use of network servers:

- ★ Unnecessary files, services, and ports should be removed or blocked. If possible, follow a server-hardening guide, which is available from the leading operating system manufacturers.
- ★ Network servers, even those meant to accept public connections, must be protected by a firewall or access control list.
- ★ If possible, a standard installation process should be developed for the organization's network servers. A standard process will provide consistency across servers no matter what employee or contractor handles the installation.
- ★ Clocks on network servers should be synchronized with the organization's other networking hardware using NTP or another means. Among other benefits, this will aid in problem resolution and security incident investigation.

Currently, the City does not have the server framework referred to above.

## Network Segmentation

Network segmentation is used to limit access to data within the network based upon data sensitivity. The City maintains two wireless networks. The *guest* wireless network is password protected, and proper authentication will grant the user internet access only. Access to the *secure* wireless network is limited to City personnel and provides the user access to the intranet.

*The following paragraph can be included if a third-party vendor is used for network administration:*

Under the direction of the City Administrator, the third-party network administrator manages the network user accounts, monitors firewall logs, and operating system event logs. The City Administrator authorizes vendor access to the system components as required for maintenance.

## **Protective Technology**

### Email Filtering

A good way to mitigate email related risk is to filter it before it reaches the user so that the user receives only safe, business-related messages. The City will filter email at the Internet gateway and/or the mail server. This filtering will help reduce spam, viruses, or other messages that may be deemed either contrary to this policy or a potential risk to the organization's IT security.

Additionally, security programs may have been implemented to identify and quarantine emails that are deemed suspicious. This functionality may or may not be used at the discretion of the IT Manager.

### Network Vulnerability Assessments

On an annual basis, the City will perform both internal and external network vulnerability assessments. The purpose of these assessments is to establish a comprehensive view of the organization's network as it appears internally and externally. These evaluations will be conducted under the direction of the City Administrator to identify weaknesses with the network configuration that could allow unauthorized and/or unsuspected access to the organization's data and systems.

**As a rule, "penetration testing," which is the active exploitation of organization vulnerabilities, is discouraged. If penetration testing is performed, it must not negatively impact organization systems or data.**

## **DETECT (DE)**

*Definition:* Develop and implement appropriate activities to identify the occurrence of a cybersecurity event.

### **Anomalies and Events**

The following logging activities are conducted by or under the direction of the City Administrator:

- ★ Domain Controllers - Active Directory event logs will be configured to log the following security events: account creation, escalation of privileges, and login failures.

- ★ Application Servers - Logs from application servers (e.g., web, email, database servers) will be configured to log the following events: errors, faults, and login failures.
- ★ Network Devices - Logs from network devices (e.g., firewalls, network switches, routers) will be configured to log the following events: errors, faults, and login failures.

Passwords should not be contained in logs.

Event logs will be configured to maintain record of the above events for three months.

### ***Security Continuous Monitoring***

#### Anti-Malware Tools

All organization servers and workstations will utilize CJIS approved tools to protect systems from malware and viruses. Real-time scanning will be enabled on all systems and weekly malware scans will be performed.

The City utilizes carrier recommended applications to protect mobile devices from malware and viruses.

#### Patch management

All software updates and patches will be distributed to all systems as follows:

- Workstations will be configured to install software updates every week automatically.
- Server software updates will be manually installed at least monthly.
- Any exceptions shall be documented.

### **RESPOND (RS)**

*Definition:* Develop and implement appropriate activities to take action regarding a detected cybersecurity incident.

#### ***Response Planning***

The organization's annual security awareness training shall include direction and guidance for the types of security incidents users could encounter, what actions to take when an incident is suspected, and who is responsible for responding to an incident. A security incident, as it relates to the [City/County/Entity] 's information assets, can be defined as either an Electronic or Physical Incident.

The City Administrator is responsible for coordinating all activities during a significant incident, including notification and communication activities. They are also responsible for the chain of escalation and deciding if/when outside agencies, such as law enforcement, need to be contacted.

#### Electronic Incidents

This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes to a virus outbreak or a suspected Trojan or malware infection. When an electronic incident is suspected, the steps below should be taken in order.



1. Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
2. Report the incident to the City Administrator.
3. Contact the third-party service provider (and/or computer forensic specialist) as needed.

**The remaining steps should be conducted with the assistance of the third-party IT service provider and/or computer forensics specialist.**

4. Disable the compromised account(s) as appropriate.
5. Backup all data and logs on the machine, or copy/image the machine to another system.
6. Determine exactly what happened and the scope of the incident.
7. Determine how the attacker gained access and disable it.
8. Rebuild the system, including a complete operating system reinstall.
9. Restore any needed data from the last known good backup and put the system back online.
10. Take actions, as possible, to ensure that the vulnerability will not reappear.
11. Conduct a post-incident evaluation. What can be learned? What could be done differently?

#### Physical Incidents

A physical IT security incident involves the loss or theft of a laptop, mobile device, PDA/Smartphone, portable storage device, or other digital apparatus that may contain organization information. All instances of a suspected physical security incident should be reported immediately to the City Administrator.

#### Notification

If an electronic or physical security incident is suspected of having resulted in the loss of third-party/customer data, notification of the public or affected entities should occur.

1. Contact CIS Claims at [claims@cisoregon.org](mailto:claims@cisoregon.org).
2. Inform your attorney
3. Complete this form if the breach involves more than 250 records.  
<https://justice.oregon.gov/consumer/DataBreach/Home/Submit>

#### **RECOVER (RC)**

Recovery processes and procedures are executed and maintained to ensure timely restoration of systems and/or assets affected by cybersecurity events.

CIS will help with the recovery process. CIS may provide forensics services, breach coaching services, legal services, media services and assist in paying for notification expenses. The CIS claims adjuster will discuss with you the coverages and services offered by CIS.

The City Administrator is responsible for managing and directing activities during an incident, including the recovery steps.

Recovery planning and processes are improved by incorporating lessons learned into future activities.

Restoration activities are coordinated with internal and external parties, such as coordinating centers, Internet service providers, owners of the affected systems, victims, and vendors.

External communications should only be handled by designated individuals at the direction of the City Administrator. Recovery activities are communicated to internal stakeholders, executives, and management teams.



## Appendix A – Acceptable Use Policy

The intention of this Acceptable Use Policy is not to impose restrictions that are contrary to Brownsville's established culture of openness, trustworthiness, and uprightness. Understanding and adhering to the organization's IT security policies is necessary to protect our employees and organization from illegal or damaging actions by individuals, either knowingly or unknowingly. Effective security is a team effort involving the participation and support of every employee. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

### **Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at all locations. These rules are in place to protect the employee and the organization. Inappropriate use exposes the organization to risks including virus attacks, compromises of network systems and services, and legal liability.

### **Scope**

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the organization. This policy is a supplement to the *Cybersecurity Policy*.

### **1.0 Policy**

The following actions shall constitute unacceptable use of the corporate network. The list also provides a frame of reference for types of activities that are deemed unacceptable. The user may not use the corporate network and/or systems to:

1. Engage in an activity that is illegal under local, state, federal, or international law.
2. Engage in any activities that may cause embarrassment, loss of reputation, or other harm to the organization.
3. Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, threatening, obscene or otherwise inappropriate messages or media.
4. Engage in activities that cause an invasion of privacy.
5. Engage in activities that cause disruption to the workplace environment or create a hostile workplace based on a legally protected class.
6. Make fraudulent offers for products or services.
7. Install, download or distribute unlicensed or "pirated" software.
8. Reveal personal or network passwords to others, including family, friends, or other members of the household when working from home or remote locations.

### **Email**

The following activities are strictly prohibited:

1. Using the email system to send or forward pornographic material.

2. Using the email system for any form of harassment whether through language, content, frequency or size of the message.
3. Sending unsolicited bulk email messages, including the sending of “junk mail” or other advertising materials to individuals who did not specifically request such material (email spam).
4. Sending or forwarding emails of a non-business nature to the “All Employee” list.
5. Sending or forwarding emails of a non-business nature with either an excessive number of attachments or attachments of excessive size (examples would be emails with numerous photos, video clips, or large PowerPoint presentations).
6. Creating or forwarding “chain letters,” “Ponzi” schemes or other get rich quick “pyramid” schemes of any type.
7. Using the email system in a manner that would violate the Brownsville’s Cybersecurity Policy.
8. Opening file attachments with file extensions such as .vbs, .exe, .com, or .sys.

### *Social Networking/Blogging*

The following applies to social networking/blogging:

1. Employees are discouraged from using employer-owned equipment, including computers, organizationally licensed software or other electronic equipment, or organization time to conduct personal blogging. Social networking activities are discouraged.
2. Employees are expected to protect the privacy of the organization and its employees and are prohibited for disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which the employees have access.
3. Management strongly urges employees to report any violations or possible violations or perceived violations to supervisors or managers. Management investigates and responds to all reports of violations of the social networking policy and other related policies.
4. Only executive management are authorized to remove any content that does not meet the rules and guidelines of the policy or that may be illegal or offensive.
5. Views of the individual employee are not ever attributed to the City.
6. Posts must comply with existing policies re harassment and discrimination.
7. Posts must comply with existing policies re confidentiality and improper disclosures.
8. Online activities must not interfere or negatively affect work tasks except for “Concerted Activities.”
9. Employees must not reference the City or its services in the employee’s social media posts, except for “Concerted Activities.”
10. City logos should not be used in the employee’s social media posts, except for “Concerted Activities.”
11. Posts must not violate copyright laws.

### *Clean Desk*

A significant amount of confidential customer information is maintained in paper-based form. All staff members are responsible for ensuring that this information is properly safeguarded and is not improperly disclosed to unapproved third parties. In order to accomplish this, all employees are responsible for:

1. Ensuring that paper-based information is appropriately monitored and protected.
2. Ensuring that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
3. Maintaining a “clean desk” or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period. This will help to ensure that confidential customer information is not inadvertently disclosed.

#### *Computer Usage (Password)*

The following password criteria will be used to access Windows workstations:

1. Minimum password length: 4 characters
2. Use Windows Key + L to Lock your computer when leaving your workstation for any reason.
3. Changed periodically
4. Invalid login attempts set to three

#### *Portable Devices*

The following Portable Devices are allowed for organization use only:

1. Cell phones
2. Laptops
3. Digital cameras
4. Any type of USB memory device or USB mass storage device

### **2.0 Monitoring**

Employees should have no expectation of privacy for any information they store, send, receive, or access via the organization’s network. Content monitoring of email by management may occur without prior notice. All other monitoring, including but not limited to, internet activity, email volume or size, and other forms of electronic data exchange may occur without prior notice by management.

Monitoring may occur without prior notice of a suspected violation, either in part or in whole, of the Acceptable Use Policy.

### **3.0 Reporting**

Employees must report to the City Administrator when they learn of a suspected breach of information or have lost a laptop, telephone, or USB memory with City information.

### **4.0 Enforcement**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

**Signature**

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understood the policy.

\_\_\_\_\_  
(Print your name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## Appendix B – Confidentiality and Non-Disclosure Agreement

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between the City of Brownsville ("Disclosing Party") and \_\_\_\_\_ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. **Definition of Confidential Information.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. Examples of Confidential Information include the following:
  - ★ Employee or customer Social Security numbers or personal information
  - ★ Customer data
  - ★ Entity financial data
  - ★ Product and/or service plans, details, and schematics,
  - ★ Network diagrams and security configurations
  - ★ Communications about entity legal matters
  - ★ Passwords
  - ★ Bank account information and routing numbers
  - ★ Payroll information
  - ★ Credit card information
  - ★ Any confidential data held for a third party
2. **Exclusions from Confidential Information.** Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.
3. **Obligations of Receiving Party.** Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors, and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions that are at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. **Time Periods.** The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or

until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

- 5. **Relationships.** Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.
- 6. **Severability.** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.
- 7. **Integration.** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in a writing signed by both parties.
- 8. **Waiver.** The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns, and successors of such party. Each party has signed this Agreement through its authorized representative.

**Disclosing Party**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Receiving Party**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_





citycounty insurance services  
cisoregon.org

May 13, 2020

Re: CIS Longevity Award

I'm sorry we haven't been able to meet face to face because of COVID-19. I miss seeing you and our other members and know that our ability to travel to you may be impossible for the foreseeable future.

I had planned to deliver your Longevity Award in-person but have decided to send it by mail instead. I don't want to delay it any longer.

At the CIS Annual Conference this year, Brownsville received a distinguished CIS Property/Casualty Trust Longevity Award. Your recognition plaque is enclosed.

Your longevity award represents 35 years of service with CIS.

Any city receiving this award can be proud, as this represents recognition of a long and successful partnership. A partnership that protects you from unforeseen claims that can arise in the running of a city.

Again, congratulations on your Longevity Award! We deeply value and appreciate your strong partnership with CIS!

Sincerely,

Katie Durfee  
Risk Management Supervisor

Enclosure

MAIN OFFICE • 1212 Court Street NE, Salem, OR 97301 • Phone 503-763-3800 or 800-922-2684 • Fax 503-763-3900  
EUGENE OFFICE • PO Box 10166, Eugene, OR 97440 • Phone 503-763-3875 or 800-922-2684 ext 3875 • Fax 866-567-3656



citycounty insurance services  
cisoregon.org

May 13, 2020

Re: CIS/LOC Safety Award Contest

Congratulations, Scott! Your city was a winner in the 2019 CIS/League of Oregon Cities Annual Safety Award contest, and your framed certificate is enclosed.

The award represents a successful safety program with few or no time loss days. Any city that becomes a safety award medalist can be proud, as this represents recognition for having focused on a safe workplace with excellent results.

Again, congratulations on an excellent safety record! Keep up the good work!

Sincerely,

Katie Durfee  
Risk Management Supervisor

Enclosure



## City of Brownsville Pioneer Park Caretaker Responsibilities

### Daily Responsibilities:

- Clean and maintain restrooms:
  - Clean all toilets
  - Clean sinks and mirrors
  - Refill any empty toilet paper dispensers
  - Sweep/clean floors
  - Empty trash cans as needed
- Check and empty trash cans as needed.
- Check and refill pet waste bags as needed.
- Collect camping fees.
- Move irrigation sprinklers at least 2 times per day.
- Check all buildings for vandalism, damage or unlocked doors. Report any vandalism or needed repairs to the public works superintendent.
- Put away any tools, gas cans or other items subject to theft.

### Weekly Responsibilities:

- Every Friday, clean pavilion, kitchen and pavilion restrooms in preparation for weekend rentals and events. This facility should be kept clean at all times.
- Hose out restrooms on Monday and Friday mornings during cleaning.
- Check level of propane tank. Report if tank level is below 25%. The tank is currently on auto-fill and is check and filled routinely.
- Mow grass as needed. The baseball fields will need to be mowed at least once per week during baseball season. Mowing areas include all of Pioneer Park, the kiddie park next to water plant and the water plant.
- Lube and maintain power equipment. The mowers are serviced every 50 hours, please notify superintendent if service is needed.
- Blow off sidewalks weekly with blower, especially where roadways cross.
- Meet with public works superintendent weekly to go over any problems, needs, concerns or other issues concerning the park.
- Wash park truck, this includes keeping the interior clean.
- Complete playground inspection form for each play area. Turn inspection forms in at City Hall. Notify superintendent if any repairs are needed.
- Clean up fire pits.



**Additional tasks and duties:**

- Spray weeds around park as needed.
- Weed-eat areas that cannot be mowed with the mower.
- Repair broken picnic tables, play equipment, and other related equipment if -in need of repair. Consult with public works superintendent prior to making any major repairs.
- Trim any low-hanging branches or suckers from trees.
- Prepare park facilities as needed to accommodate facility renters.
- Keep a presence in the park and be available to answer questions for park users.
- Minor repairs to facilities, including plumbing, carpentry and painting.
- Painting tables and other facilities as needed.
- Power wash/clean playground equipment.

**Special Projects:**

If there are special projects or contributions you would like to make during your stay at the park, please consult with the public works superintendent prior to starting any of these projects. We would encourage anyone working in the park who would like to do something extra to do so if feasible. The caretaking job is a very pride-driven job and a lot of the little tasks that the job involves go unnoticed, however, if not done, accumulate and are noticeable to all, or the small tasks become large ones because of lack of attention.

**Events:**

There will be several large events in Pioneer Park this season. Some of the events include the Pioneer Picnic, 4<sup>th</sup> of July, Stand By Me Festival, WAG (Willamette Agility Group), Festival of Tents and Eugene Kennel Club Dog Show. The responsibilities of the caretakers remains the same, primarily to keep restrooms clean, empty trash cans as needed, collect camping fees and other duties as needed. If there are special needs or responsibilities, we will discuss any items prior to the event taking place. Most events have organizers/coordinators to handle any details of the events. The 4<sup>th</sup> of July is a bit chaotic and does not have an event organizer.

**Check lists and park reports:**

Please complete the checklists and forms as each task is complete. A form for a weekly park report is included, and shall include any and all tasks worked on in the park, the progress of each project, and an expected time of completion for the project. The checklists and weekly report shall be turned in to the public works superintendent at the time of the weekly



meeting. The checklists must be kept in a location in which they may be checked at anytime by the superintendent.

**Tools and Equipment:**

All tools, including power and hand tools must be put away when not in use.

Keep all hand tools, garden tools in a secure location. All small power equipment should be stored in the green storage building.

Keep all larger equipment such as the lawn mower and Gator parked in the green storage building when not in use. Equipment may be kept at the campsite if it is going to be used early the following day. All keys should be removed from equipment when not in use.

Report any broken or malfunctioning tools or equipment to the public works superintendent so needed repairs can be made.

**Fuel and other supplies:**

Fill up any gas or diesel cans, park truck, weed spray or other materials needed for the weekend on Fridays, no later than 12:00 pm. This should minimize any need to be at the public works facilities during the weekend.

When any supplies, such as paper products, cleaning agents, trash can liners, etc. are running low, please notify superintendent for reorder. Supplies generally take up to two weeks for delivery. Please include a general inventory in your weekly report.

**Campsite:**

The Caretakers campsite should be kept clean and presentable at all times. The RV hook-ups provided are to be used by the caretakers only. No exceptions allowed. If you have overnight visitors, they may camp near your site if desired.

**Time off:**

Scheduled days off should be scheduled for Tuesdays, Wednesdays and Thursdays only. Always plan on working weekends, as this is when the park and facilities are used the most.

**Inspections:**

All tasks of the park caretakers are subject to random inspection by the public works superintendent. Inspections may be done to check the cleanliness and quality of work being performed in the park. The inspections are also done to ensure that all essential tasks are



complete, to ensure facilities are clean and in good repair. The superintendent will notify you of any unsatisfactory conditions, if any are found.

K7-D



**May 19<sup>th</sup>, 2020**

**To:** Dave & Sharon Peterson  
**From:** S. Scott McDowell  
**Re:** Special Events

Dave & Sharon,

We are glad you are back! Below is a list of things we discussed yesterday for reference.

1) **Organization:** Rally on the River Trailer Show

**Contact:** Wade Long | 541.206.3572

**Facilities:** General Camping Area & Prairie

★ July 14<sup>th</sup> through July 19<sup>th</sup>, 2020

*Estimated Attendance:* 400-600

*Total RV's:* 120 Cap

2) **Organization:** Brownsville Chamber of Commerce

**Contact:** Joe DeZurney | 541.223.3397

**Facilities:** Entire Park

★ August 2<sup>nd</sup>, 2020 | Date Change | First Sunday in August

3) **Organization:** Willamette Agility Group (WAG)

**Contact:** Joan Oakes, Site Coordinator | 541.852.0479

**Facilities:** West Baseball Diamond and Surrounding Areas

★ August 6<sup>th</sup> & 9<sup>th</sup>, 2020

4) **Organization:** Linn County Pioneer Picnic

**Contact:** Leisa Keiser (541) 466.3448

**Facilities:** Entire Park

★ August 14<sup>th</sup> & 15<sup>th</sup>, 2020

**NOTE:** The City is still working on Festival of Tents. The City is waiting on the emergency declaration to lift for other mass gatherings.

Please let me know if you have any questions or concerns. Thanks!

Cordially,

S. Scott McDowell  
 City Administrator

c: Public Works Superintendent Karl Frink  
 Administrative Assistant Jannea Deaver  
 File

# The Register-Guard

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## Dam operators must now make water temperature control plan

By The Associated Press

Posted May 13, 2020 at 10:01 AM

Updated May 13, 2020 at 3:30 PM

LONGVIEW, Wash. — The Washington state Department of Ecology, in an historic move, has required federal operators of eight dams on the Columbia-Snake rivers to create a plan to keep the waters cold enough for adult salmon survival.

Conservation groups said the “game-changing decision” is needed to protect endangered salmon species, which struggle when river temperatures exceed 68 degrees. Hydropower proponents said they are concerned that meeting the temperature standards could be unattainable without costly rate hikes for utility customers in hydropower-reliant areas, The Daily News reported.

“What this decision risks doing is saying, ‘We are going to regulate the temperature of the river because there are dams there.’ But the reality is even without the dams, those temperatures could be the exact same,” said Kurt Miller, executive director of Northwest River Partners, a group of utility districts, ports and businesses.

Ecology last week issued Clean Water Act 401 Certifications for four dams on the Lower Columbia River including Bonneville, John Day, McNary and The Dalles and four dams on the Lower Snake River including Little Goose, Ice Harbor, Lower Granite and Lower Monumental. The certification enables Ecology to work with federal dam operators to review studies and plans for meeting the state’s water quality standards, which include a rule to keep river temperatures below 68 degrees.

The goal is to keep the water cool enough for adult salmon to survive their migration through the river to spawning habitat.



“Society is doing a lot of work restoring tributaries for spawning ... which is all really important. But if the river is too hot for adult salmon to migrate up, we have a huge problem,” said Brett VandenHeuvel, executive director for Columbia Riverkeeper, a Hood River-based conservation group. He added that parts of the Columbia River routinely reach 72 degrees.

Most dams are certified when they receive their operating license. But the dams were built before the rules were in place, so the U.S. Army Corps of Engineers, which operates the federal dams, has been operating them without the certifications.

Riverkeeper opened an opportunity for certification with a 2013 lawsuit that required the Corps to seek oil discharge permits from the U.S. Environmental Protection Agency. Before the EPA could issue the permit, it had to make sure it met state standards.

“This is the first federal action that has prompted the state’s certification requirements, so it’s been our first opportunity to look at the dams and put these certifications in place,” said Vince McGowan, Ecology’s water quality program manager.

To lower water temperatures, the Corps could work on habitat projects to add trees to shade the river, or it could release cooler water from upstream dams, Miller said.

It could take up to two years before federal agencies release a detailed plan to meet the state’s water temperature requirements, McGowan said.

“This is a really important first step for us to have that kind of relationship with the (federal) dams, with our state role,” McGowan said. “The other stakeholders and dam operators themselves will have opportunities to work out exactly what this means in the long run.”

**MONTH END RECAP**

		<b>APRIL 2020</b>		<b>YTD</b>	<b>%</b>	<b>Unexpended</b>	
		<b>REVENUE</b>	<b>EXPENDITURES</b>				
1	GENERAL	\$ 15,547.27	\$ 88,856.79	\$ 662,584.16	34.36%	\$ 1,265,805.84	1
2	WATER	\$ 28,950.92	\$ 25,353.60	\$ 296,672.96	46.18%	\$ 345,777.04	2
3	SEWER	\$ 31,051.57	\$ 24,624.38	\$ 226,759.88	26.13%	\$ 641,115.12	3
4	STREETS	\$ 14,752.66	\$ 14,628.85	\$ 138,404.78	36.21%	\$ 243,795.22	4
5	WATER BOND	\$ 197.90	\$ -	\$ 46,627.50	62.73%	\$ 27,708.50	5
6	SEWER BOND	\$ 631.46	\$ -	\$ 304,043.20	95.30%	\$ 15,000.80	6
7	SEWER DEBT FEE	\$ 11,086.66	\$ -	\$ 121,056.21	36.79%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 548.22	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 2,035.24	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 299.52	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 2,204.74	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 5,703.62	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 2,101.03	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 164.41	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 10.33	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 11.58	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 49.02	\$ -	\$ 2,835.00	72.05%	\$ 1,100.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	19
20	COMMUNITY PROJECTS	\$ 229.43	\$ 1,211.76	\$ 23,108.41	11.87%	\$ 171,491.59	20
		<b>\$ 115,575.58</b>	<b>\$ 154,675.38</b>	<b>\$ 1,831,266.42</b>			

**Key Bank Account**

*General Checking*      \$ 428,061.32

**Oregon State Treasury**      \$ 4,920,179.55

*Community Improvements*      \$ 0.94

*Project Escrow Holding*      \$ 0.02

**TOTAL OST / LGIP**      \$ 4,920,180.51

<b>2019-2020</b>	<b>YTD</b>	<b>% of Total</b>
Appropriated	\$ 5,823,485.00	31.45%

**Annual Bond Payment**

*Water*      \$ 45,167.05

*Wastewater*      \$ 307,259.95

**Totals**  
\$ 352,427.00

**Total Bonded Debt**

*Water*      \$ 855,840.92

*Wastewater*      \$ 5,390,581.09

**Totals**  
\$ 6,246,422.01

