

Council Meeting
Tuesday, June 23rd, 2020
Location: Teleconference

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Council Meeting

Tuesday, June 23rd, 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: May 26th, 2020
June 5th, 2020 (*Work Session*)
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Budget Public Hearing | FY 2020-2021 (*Budget Passage*)
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 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.

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!



9) LEGISLATIVE:

- A. **Resolution 2020.13:** Adopting FY 2020-2021 Budget & Making Appropriations
- B. **Resolution 2020.14:** Water Rates Annual Adjustments
- C. **Resolution 2020.15:** Sewer Rates Annual Adjustments
- D. **Resolution 2020.16:** Year End Transfers FY 2020-2021
- E. **Proclamation:** Pioneer Picnic Recognition

10) ACTION ITEMS:

- A. Approve Delinquent Assessments
- B. Equipment Trailer Opportunity
- C. Walnut Street Alley Vacation Request
- D. Adopt Revised Park Master Plan
- E. Utility Shutoff Procedures

11) DISCUSSION ITEMS:

- A. Recreational Vehicles Ordinance
- B. Annual Master Checklist Review
- C. May Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

Please visit www.ci.brownsville.or.us for the meeting agenda, agenda packet and other City information.

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!



May 26th, 2020

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

PUBLIC: Elizabeth Coleman, Sherri Lemhouse, Sean Johnson (*Central Linn Recreation Association*), Sergeant Greg Klein (*Linn County Sheriff's Office*) and Tia Parrish (*The Times*).

The pledge of allegiance was played by screen share.

ADDITIONS AND DELETIONS: McDowell would like to add 11) D. Discussion Items – Coronavirus Loans to the agenda tonight, and move 10) B. Action Items – Reopening Plans up to right after Sergeant Klein's Sheriff Report.

MINUTES: Councilor Hansen made a motion to approve the April 28th, 2020, May 1st, 2020, and May 7th, 2020 meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously. (Councilor Block lost the call temporarily.)

PUBLIC HEARING | PRESENTATIONS:

1. **Central Linn Recreation Association (CLRA) – Sean Johnson.** Interim President Sean Johnson reported that CLRA had good fall and winter sports seasons, then the whole Covid-19 ordeal happened, and everything went on pause. Spring sports had to be cancelled for safety reasons. CLRA is also dealing with a lack of Board quorum situation, which has been happening for more than 6 months, way before Covid-19. Folks are busy, and it seems to hard to make CLRA board meetings a priority. They are looking to change things up and facilitate things better from a Board standpoint. Mr. Johnson said the future is uncertain right now for fall sports. He has been in contact with Central Linn High School (CLHS) and he has heard rumors that there may not be any fall sports, or that if there is, perhaps there will be no spectators allowed in the facilities. Johnson said from the CLRA standpoint, they are not interested in sports without spectators due to the age of the players. He stated that CLRA will be waiting a month or two to determine what happens next; he is hoping that things will be opening up soon. Mayor Ware stated that Council really supports the program, and it has been great for several, several years. McDowell will circle back with Johnson in the future.
2. **Proposed Uses of State Revenue Sharing | FY 2020-2021.** Mr. McDowell reported that Council and the Budget Committee did approve the budget. Some of the upcoming budget highlights include:

Capital Projects Highlights:

- ▶ Putting some funding back for the future playground.
- ▶ \$800,000 reserved for Rec Center and Pioneer Park Rehabilitation Project.
- ▶ Weeds and Nuisance Program.
- ▶ \$400,000 for the Downtown Sewer Project.



- ▶ Also, Sewer project out on Seven Mile Lane.

Other Highlights:

- ▶ Approved Full Tax Rate of \$6.9597 per \$1,000.
- ▶ Approved the Levy Amount of \$41,922 for the Wastewater Bond.
- ▶ Approved the Levy Amount of \$49,236 for the Water Bond.
- ▶ Approved a 3% rate increase for the upcoming year.
- ▶ Approved the historic use of State Revenue Sharing.
- ▶ Approved and recommended all the funds in the budget for continued use.
- ▶ Approved the 2020-2021 Budget and recommended the same to Council. Total Approved Budget is \$6,616,415.

Mayor Ware opened the Public Hearing and called for questions or comments on the Budget or on the proposed uses of the State Revenue Sharing. No comments were forthcoming.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Klein reported that in April there were 18 traffic citations, 5 warnings, 80 total complaints and 210 total hours spent for the City. Klein stated that there have been some burglaries in and around Brownsville. On May 21st, 2020, there was a report of the Napa Store being robbed. Oregon State Police apprehended the suspects on I-5. The two individuals had outstanding warrants out of Lane County. Klein also stated the LCSO will be watching the Commencement Garden closely hoping to deter vandalism.
2. **Reopening Guidelines and Protocol.** Mrs. Lemhouse reported that the library is in the land of guidance, and trying to determine what that means going forward for reopening. McDowell showed screen shots detailing safety measures for reopening including:
 - ▶ Sneeze Guards
 - ▶ Require Electronic Submissions
 - ▶ By Appointment
 - ▶ Encourage Masks for Visitors. Staff Choice.
 - ▶ One Way Exits (Concerns with City Hall one-way exit were expressed.)
 - ▶ Physical Submissions Protocol.
 - ▶ Cash Protocol (Envelope Maybe).
 - ▶ Volunteer Help (Only Come Back If They Are Comfortable).
 - ▶ Required Posters,

McDowell stated that the CDC has recently issued new guidance that COVID-19 does NOT stay on surfaces. Mrs. Lemhouse stated that she has sent out letter asking volunteers if they are comfortable coming back to their volunteer duties, and if so, that there will be required training before reopening. She is also staying in contact with the State Library Board and others surrounding the reopening dates, requirements, etc.

McDowell also stated that many cities are ready to open by June 1st, or perhaps on June 5th, when Phase II may officially begin. There are some requirements (guidance) from CIS that are overreach, such as having to take temperatures when the general public enters City facilities. There are several issues with this requirement, 1) Invasion



of privacy, 2) Staff members are not formally trained to be take temperatures and 3) potentially exposing City employees. McDowell stated that we are still waiting on equipment and supplies to meet the requirements. Mayor Ware, Council President Block and McDowell felt this conversation should come before Council for awareness. Council agreed by consensus that a Phase II opening would be prudent.

3. **Public Works.** McDowell reported that Public Works has been very busy getting ready for Memorial Day, preparing the cemetery, parks, etc. Superintendent Frink continues to spend a lot of time marking for the Alyrica install. They also have their daily/weekly chores to keep up with.
4. **Administrator's Report.** McDowell reported that he has been working with Mrs. Joey Running, property owner Sandy Mooers, and Central Linn High School to create a graduation Commencement Garden on the lot next door to City Hall. The signs are up now through June 4th, 2020. They will be taken out to the High School and presented to the Seniors during their graduation ceremony.

The flower baskets are coming soon. They are scheduled to be hung the week of June 7th, 2020. Irene Corbett reported that the baskets are multicolored and very pretty again this year.

It is weeds and nuisances season again. The season officially starts on June 1st, but due to the rainy spring, the City will be giving folks a little extra time to comply with the ordinance.

McDowell reported that the collections service agreement that the Court hired to intercede on behalf of the City has not worked out. The City has exercised a termination clause with them. The City has entered into another agreement with a different agency, and that seems to be working out well.

Dave and Sharon Peterson arrived last week and started their duties this week as Park Caretakers. Even with camping closed at this time, there are still plenty of things to do. They are also to keep an eye out for vandalism.

McDowell reminded Council that it is important to remember Council priorities set by the Capital Improvements Plan, the Water Master Plan and the Parks Master Plan. It is easier to stay on course and to say no based on these plans and Council goals. It is difficult due to the costs associated with City priorities. It is also difficult when it takes a long period of time to complete projects due to funding challenges.

Alyrica continues to work on Phase I.

Mrs. Morrow reported that Staff put together a request for funding through the State for the CARES Act. The total grant request was for \$26,174. The grant allows for reimbursement for COVID-19 expenses including payroll expenses, cleaning supplies, medical and protective supplies, communications, legal fees, etc. If the CARES Act does not fund, there are also FEMA grants available for funding as needed. It is likely that there will be another reimbursement period offered for continuing expenses.

Mr. McDowell reported that the City received the Gold Safety Award again this year for no reportable accidents; a testament to our Staff for doing a great job! He also noted that the City celebrated 35 years with CIS this year.



McDowell briefly discussed the Dam Operators Article included in the packet and the possible ramifications for the City. This will likely tie back into TMDL and will create future requirements. Council will remember that Oregon's TMDL plan was not approved by the United States Environmental Protection Agency. Expect major changes to all TMDL plans.

5. **Citizen's Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Resolution 2020.12 – Election to Receive State Revenue Sharing.** *Councilor Block made a motion to approve R 2020.12. Councilor Gerber seconded the motion, and it passed unanimously.*
2. **O 784 – Public Facilities.** Mr. McDowell talked about this ordinance last month. Theoretically someone could rent a City room, and stay all night. As that is not Council's intent, this ordinance will set parameters for room rentals. *Councilor Gerber moved to read O 784 by title only. Councilor Hansen seconded the motion, and it passed unanimously. Mayor Ware read by title only. Councilor Neddeau made a motion to approve O 784 as an emergency, as presented. Councilor Block seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **ODOT and Highway 228 | Traffic Calming Planters.** McDowell stated that in front of Council tonight is a request to recommend to ODOT to remove the traffic calming devices on Highway 228. The planters have never lived up to what they were designed to do. *Councilor Block made a motion to authorize Mayor Ware and Mr. McDowell to write a letter to ODOT requesting removal of these planters on Highway 228. Councilor Neddeau seconded the motion, and it passed unanimously.*
2. **Adopt CIS Cybersecurity Policy.** McDowell stated that CIS is requiring the City to implement a cybersecurity policy by the end of the month. McDowell tailored it to the City's situation as much as possible. Mayor Ware stated that he thought the policy was overcomplicated and overdone. *Councilor Neddeau moved to approve the policy as presented. Councilor Gerber seconded the motion and it passed unanimously.*
3. **Consider Setting a Live Executive Session.** Mr. McDowell asked that Council consider setting a live executive session to discuss several matters. By consensus Council agreed to set the session for June 5th, 2020 at 5:00 p.m. in the Community Room.

DISCUSSION ITEMS:

1. **Pioneer Park | Camping, Events, and Rentals.** McDowell informed Council that several events have been cancelled due to the COVID-19 pandemic. Pioneer Picnic has rescheduled their event for August in the hopes that enough of the State's restrictions will be lifted to hold their annual picnic. Some events are in a holding pattern, hoping for the best at this point. It is important to remember that the City of Brownsville did not shut any businesses down or cancel any events. The State of Oregon did. The State is rolling out the reopening in phases. We are currently in Phase I and may enter into



Phase II on June 5th, 2020 if everything goes according to Governor Brown's plan. Theoretically, Phase III could be implemented by June 26th, 2020, which would allow for larger gatherings and events.

The City receives 2-3 inquiries about camping in Pioneer Park every day. Currently, camping is still closed. It is important to remember that Pioneer Park is a park that allows camping, not a campground. McDowell stated that the plan is that when State and County campgrounds open for camping, Pioneer Park will as well. The camp hosts cleaning the bathrooms twice a day due to new protocols. Again, lots of rentals have cancelled, many are still waiting. The City has not required cancellations, folks are doing it themselves.

2. **Corona Virus Pandemic Information & Website Coverage.** McDowell navigated to the website and shared it on the teleconference. He reported that the website is virtually a wealth of information on its own, but you can also hit the hot links and navigate to other pages such as the CDC, State of Oregon, etc. The Google link can take you to a map that shows county to county case numbers and a ton of other information. McDowell reported that he has had many phone calls at City Hall from businesses and community members about Phase I requirements. Again, the City is not initiating the requirements for Phase I, the State is. McDowell encourages folks to check with the State on advice for any particular requirement and guidance that is unclear.
3. **April Financials.** No comments.
4. **Coronavirus Loans.** McDowell reported that the CDBG is offering additional loan money to cities to extend to their community businesses. Many cities have forged ahead and done just that. This funding may or may not come back to the cities. An alternate plan is to reach out to Corey Wright at RAIN or Mr. McDowell to get more information. McDowell stated that we have already had some programs in place pre-COVID-19. McDowell stated that he has had varying opinions from Mayor Ware and Councilor Block and would like input from Council. No comments were made.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: No comments.

ADJOURNMENT: *Councilor Gerber moved to adjourn the Council meeting at 7:58 p.m. Councilor Block seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



Council Work Session Minutes

June 5th, 2020

Members of Council met this day in the Community Room, 255 N. Main Street on Friday, June 5th, 2020 at 5:00 p.m. for an Executive Session and a work session. The work session began at 6:15 p.m.

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

Absent: No one.

Public: No one was present.

Councilor Block and McDowell reviewed the contractual agreement between the City and the Linn County Sheriff's Office. Councilor Block has served as liaison for four years. Block is concerned that the City is not reaching the goal of 25 citations per month. Councilor Hansen said that he did not care about the numbers as long as safety was the priority. Mayor Ware suggested 20 citations be the mark. Councilor Gerber suggested a number of hours instead of a specific number of citations. McDowell explained the discussion with the Sheriff's Office about hours vs. citations. Harrisburg went to Coburg for traffic enforcement services because the Sheriff's Office was unable to consistently meet the hours required by Harrisburg.

Discussion ensued.

Councilor Chambers was concerned about the narrative report and speeding. Motorists grossly over the speed limit were given warnings when others were given tickets for doing less. Chambers is concerned about perceived discrimination that this report shows.

The history of the last six years was briefly reviewed. Overall, the Sheriff's Office has done a great job with communication over several years. Sergeant Klein has taken care of many issues that were very delicate. The Office has also consistently met 15 citations per month.

McDowell will be setting up a meeting with the partner cities and the Linn County Sheriff's Office very soon.

Discussion was held about holding one more teleconference due to meeting room size limitations and the Public Meetings Law. Procuring the necessary equipment to hold a live meeting with attendees in a different room may prove difficult. McDowell will continue to monitor the situation, but Council should plan on a teleconference for at least one more meeting. Meeting with masks on will hamper communication and the recording for the meeting.

McDowell asked about posting large documents to the website and simply including a page in the agenda packet directing members and the public to the web address. The Parks Master Plan is 118 pages, and the budget is 36 pages which would make the upcoming packet well over 200 pages. Council agreed to including a page directing members to the website. McDowell said that if anyone is interested in a hard copy, please let Administrative Assistant Tammi Morrow or himself know.

The meeting adjourned at 7:06 p.m.



Council Work Session Minutes

APPROVED:

ATTEST:

Scott McDowell
City Administrator

Don Ware
Mayor



City Administrator Report

June 23rd, 2020

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

One liner of the month



I have a stepladder because my real ladder left when I was kid.



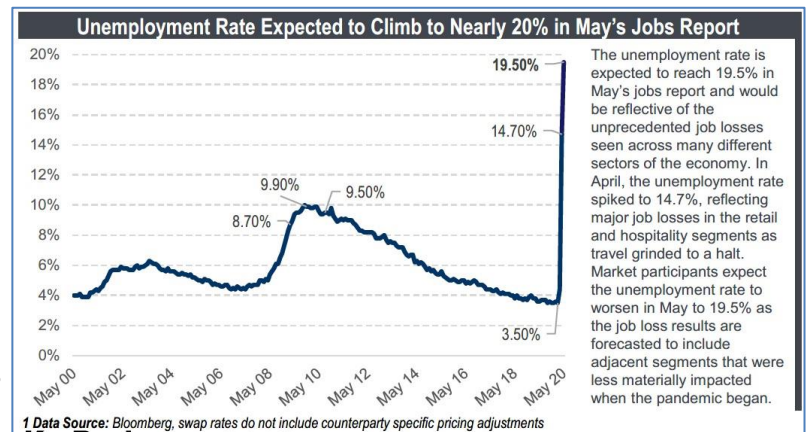
Note: The first section of this report provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals. When you see this symbol, ☐, it means more information will be provided at the meeting.

“People don’t make changes because things are wonderful.”
~ Jamaica Kincaid, *Writer*

“People generally see what they look for, and hear what they listen for.”
~ Harper Lee

“It is never too late to be wise.”
~ Daniel Defoe, *Journalist*

“The butterfly does not look back upon its caterpillar self... it simply flies on.”
~ Guillermo del Toro, *Writer*



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. FY 2020 – 2021 Budget Public Hearing – Mayor Ware open the floor to anyone from the public wishing to speak about the budget. Council will need to finalize the budget by passing the necessary legislation. The City does not know the full financial impacts of the Coronavirus Pandemic and may have to adjust the budget over the course of the upcoming fiscal year.

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.



City Administrator Report

★ Approve the FY 2020-2021 Budget and recommend the same to Council.

Enclosed is a document showing the 2020 Sewer Delinquent Accounts for approval.

Please view the website listed in the Table of Contents of the Agenda Packet to view the budget.

9) LEGISLATIVE:

A. **Resolution 2020.13: Adopting FY 2020-2021 Budget Adoption** – Each year Council must pass three resolutions to certify the passage of the annual budget. The City has historically accomplished this by adopting one resolution in accordance with State law. The resolution adopts the upcoming fiscal year's budget, makes appropriations, imposes & categorizes taxes. Any changes to the budget at this point would require a special meeting of Council.

What is Council being asked to do?

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

B. **Resolution 2020.14: Water Rates Annual Adjustment** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities.

14.2% April Oregon unemployment rate

What is Council being asked to do?

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

Please use the rates below to compare with the new, proposed resolution:

Water Rates FY 2019 - 2020

MONTHLY SERVICE CHARGE

In-City

Base Rate	0 - 300 c.f.	\$ 26.19
Additional From	301 - 600 c.f.	\$ 1.70 per hundred c.f.
	601 - 1000 c.f.	\$ 1.89 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.94 per hundred c.f.
	1501+ c.f.	\$ 2.11 per hundred c.f.

Out-of-City

Base Rate	0 - 300 c.f.	\$ 39.29
Additional From	301 - 600 c.f.	\$ 2.20 per hundred c.f.
	601 - 1000 c.f.	\$ 2.46 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.69 per hundred c.f.
	1501+ c.f.	\$ 2.76 per hundred c.f.

C. **Resolution 2020.15: Sewer Rates Annual Adjustment** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities.

What is Council being asked to do?

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

Please use the rates below to compare with the new, proposed resolution:

Water Rates FY 2019 - 2020



City Administrator Report

In-City Sewer Charges:

Average Usage =	0 - 300 c.f.	\$ 35.71
	400 - 500 c.f.	\$ 41.99
	600 - 800 c.f.	\$ 45.37
	900 + c.f.	\$ 50.11
Sewer Only		\$ 45.37
Out-of-City Sewer Charges		\$ 54.22

D. Resolution 2020.16: Year End Transfers FY 2019.2020 – Each year Council passes a fiscal year end transfer resolution to properly account for transactions that happened during the fiscal year that may have exceeded line item spending limits.

What is Council being asked to do?

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

E. Mayoral Proclamation: Pioneer Picnic Recognition – A proclamation recognizing the Linn County Pioneer Picnic Association’s Annual Event.

10) ACTION ITEMS:

A. Approve Delinquent Assessments – Annually, Council includes delinquent assessments over a certain amount, so the City can recuperate sewer utility costs.

B. Equipment Trailer Opportunity – Staff has obtained quotes for an equipment trailer. The new dump truck came with towing capability and came in under budget. Staff is requesting Council consider the purchase of an equipment trailer.

What is Council being asked to do?

Consider whether to purchase an equipment trailer with remaining funds. The purchase was not planned, but an opportunity has presented itself.

C. Walnut Street Alley Vacation Request – Mr. Scott Gese is requesting the City vacate an alley intersecting two of his properties. There is a six and a half foot (6.5’) easement dividing his two lots. Historically, “pig” alleys or livestock alleys were platted throughout town. Over the years, the City has eliminated these alleys when requested. The City has no utilities in this area and due to the steep nature of the terrain, the future ability of the City to make use of this alley is non-existent.

D. Adopt Revised Park Master Plan – Park Board is recommending the revision to the Park Master Plan made by Staff. The Board and Council hope to pursue funding from the State of Oregon for the renovation of the Central Linn Recreation Center and reconstruction of the Pavilion in Pioneer Park.

E. Utility Shutoff Procedures – The City modified the utility shutoff procedures due to the Coronavirus Pandemic. Staff is recommending Council return to the normal operating procedures for City owned utilities.



City Administrator Report

11) DISCUSSION ITEMS:

- A. **Council Elections Advertisement** – The City Charter requires notice for any upcoming election of Council members. Candidates must complete the required elections form and pay the \$10 fee to be added to the November ballot. The City will accept candidates until August 24th, 2020, 4:30 p.m. P.S.T.
- B. **Recreational Vehicles Ordinance** ☒ – Recreational vehicles continue to be a problem around town. I am recommending Council ask for an ordinance revision from City Attorney Ross Williamson.
- C. **Annual Master Checklist Review** – The list is on the website. Please view the website listed in the Table of Contents of the Agenda Packet to view the document.
- D. **May Financials**

Ratings Scale for Long-Term Bonds

Letter Grade	Grade	Capacity to Repay
AAA	Investment	Extremely strong
AA+, AA, AA-	Investment	Very strong
A+, A, A-	Investment	Strong
BBB+, BBB, BBB-	Investment	Adequate
BB+, BB	Speculative	Faces major future uncertainties
B	Speculative	Faces major uncertainties
CCC	Speculative	Currently vulnerable
CC	Speculative	Currently highly vulnerable
C	Speculative	Has filed bankruptcy petition
D	Speculative	In default

(Source: "About Credit Ratings," Standard & Poor's.)

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

Reopening Plans ☒ – The Library and City Hall reopened with specific rules and guidance from the State of Oregon. Staff will give a brief review of those parameters.

Pioneer Park: Camping, Events & Rentals ☒ – Staff will discuss and review the operating premise used in making choices for the Summer season.

CIS Cybersecurity Policy – Staff forwarded the approved policy to CIS for review. Staff will begin implementing the requirements of the plan as soon as possible.

From 05.26.2020: 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.

ODOT & Highway 228: Traffic Calming Planters – Contact has been made with ODOT as approved by Council.

From 05.26.2020: 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.



City Administrator Report

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.

Equipment Update – The City received the new dump truck! Staff continues to wait on equipment procurements including the new service truck.



Planning: The Minefield of Private Developments

Every city strives for dynamic private developments. Private developments lead to housing, commercial & industrial growth that employ citizens, provide places to live and serve as a stable tax base. Cities implement several processes that attempt to streamline the development process. Processes like Planning Commission reviews, permitting, and public works standards aim to ensure that each development meets basic requirements for public health and safety purposes.


The main challenge for a developer is how to make an adequate profit for the investment made in any given property. The chief challenge for the city is to make sure the necessary requirements are met. The bottom line is that development costs a lot of money. The trick for the city is to ensure that the taxpayers of the city do not have to pay for that development.

So, that is where the game begins.

There are many tactics employed as an attempt to skirt rules and requirements and it is the responsibility of the city to ensure that public requirements are being met. Not every developer tries to get around the rules, but generally city staff must stay vigilant throughout the process to make sure the project is completed correctly.

Staff sees many tactics like multiple points of contact, the old “he said, she said,” “that’s not the way they do it in Corvallis,” passive-aggressive strategies, push-pull strategies and much more. Plans are not complete, drawings lack sufficient detail and intentions are not communicated correctly. This is why cities have a structured, multi-layered approach for development.

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](#).



Our City Staff works closely together to handle these issues as they arise. And it is not always easy, in fact it can be downright difficult. So, the next time you hear a rumor or whispers around town, I hope you feel compelled to contact City Hall. Getting the information right and to the right people saves taxpayers money. Ultimately, someone has to pay for the development.



City Administrator Report

STATUS UPDATES – Projects, proposals and actions taken by Council

Emergency Response | Ad Hoc Committee | COVID-19 – *From 05.26.2020:* 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 16th, 2020 working through Council meeting on March 31st, 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.

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 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.

Active: Emergency Community Outreach – Volunteers are getting more difficult to come by as people head back to work and other activities.

From 05.26.2020: 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.

Stalled: Neighborhood Facilitation Effort – One family moved from Brownsville and the other two families decided not to meet after the one-month mark. Everything seemed to be going well until a few heated e-mail exchanges last week.

From 05.26.2020: 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



City Administrator Report

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.

Pending: Linn County Pioneer Picnic Association – The Association plans on having a reverse parade where folks drive around and look at decorated properties, an open picnic where folks bring their own lawn chairs and lunch, a princess coronation by invitation only, a church service and maybe someone giving a brief presentation about the history of Picnic.

From 05.26.2020: The Association finalized the agreement with the City for annual Picnic preparations. The group has rescheduled the event for August 14th & 15th 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.

Active: CIS Appraisal Review – Staff completed all insurance reviews for the upcoming year.

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.

Active: Chamber of Commerce – Chamber officially postponed Antique Faire until the second week of September or October. Citywide Garage Sale is moving forward.

Active: Park Signs and Public Communication Efforts – Delayed by the Coronavirus Pandemic. Ms. MacQueen did finish Camping Full signs for use.

From 05.26.2020: 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.

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	Traffic Citations	Traffic Warnings	Hours
2020	May	4	6	214
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



City Administrator Report

2019	October	12	29	217.5
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
<i>Subtotal</i>		252	402	3808
Total Average		14	22.333	211.56
		Cites	Warnings	Hours

Pending: Quarterly LCSO Meeting – Staff will be coordinating a meeting in July or August.

Completed: Boldt, Carlisle & Smith – Administrative Assistant Tammi Morrow went through the entire fiscal year and accounted for the differences noted in the reports. The problem has been resolved for now.

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 with Western Collections Bureau, Inc. Staff cancelled the contract with Alliance One for failure to perform duties.

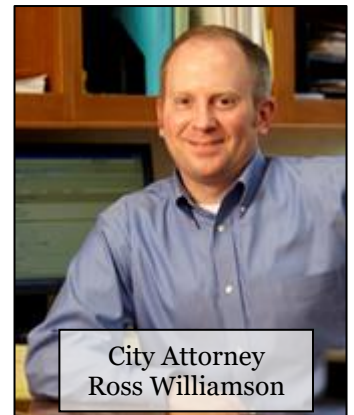
From 12.17.19: Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance’s legal department.

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



City Attorney
Ross Williamson



City Administrator Report

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.

Stalled: 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

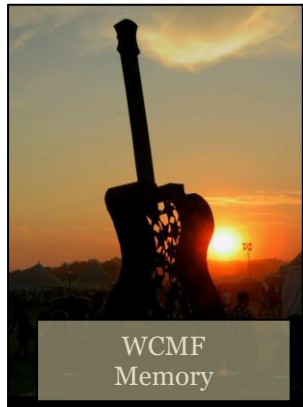
Stalled: Facilities Review Committee Recommendation Outcomes – *From 11.26.19:* The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies, and options.

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.

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



City Administrator Report

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 16th, 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 – Staff is working on gathering the group for a face-to-face to determine next steps with RAIN and with MVP.

From 05.26.2020: 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.

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.

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 28th, 2020, 7:00 p.m.
 - 2. July 28th, 2020, 7:00 p.m.
- 4.0. Council Decision**
 - 1. September 15th, 2020, Regular Council Session
- 5.0. Agreement Implementation**
 - 1. Draft Agreements



City Administrator Report

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.

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: 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



June 2020

PLANNING AT A GLANCE

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

•	Lot Repave, ADA Access, Drainage	1111 N Main St.
• Mechanical	Add A/C	855 NP Loop
• Mechanical	Ductless HP	715 Kirk Ave
• Mechanical	Pellet Stove Insert	900 Ash St.
• Structural	Replace Foundation Piers	223 Holloway Hts
• Structural	New SFD	219 School Ave
• Mechanical	HP/AH Gas Stove	217 Kirk Ave
• Mechanical	Install AC/Gas Furnace	826 Oak St.
• Structural	Duplex	370 Spaulding
• Structural	Duplex	372 Spaulding
• Structural	Foundation Repair	222 Putman Ave
• Structural	Garage	234 Holloway Hts
• Structural	Duplex	368 Spaulding
• Structural	New SFD	605 Calapooia Ave
• Fence		336 E Blakely Ave

Updates

Buildable Lands Inventory

Still in process.

River's Edge Subdivision

Henshaw Drive Sewer & Onsite Sanitary Sewer Installation in process.

Elizabeth E. Grewer



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: **May**

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	6
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	5
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	73

TOTAL HOURS SPENT: BROWNSVILLE 214

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	20			20	
Violations	77	1	4	74	
Contempt/Other	63			63	
TOTALS	160	1	4	157	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 916.50	City	\$ 603.50
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 234.00
Total Bail Held -	\$ -	Linn County	\$ 79.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 916.50</u>	TOTAL COURT PAYMENTS	<u>\$ 916.50</u>
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Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 603.50
STATE	\$ 234.00
COUNTY	\$ 79.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 916.50</u>



Library Advisory Board

Librarian's Report

May 2020

Here are a few facts about our library the month of May 2020. We have received 26 new books for the library. Volunteers donated 8.5 hours to our library. These hours are from LAB members and the Friends of the Library Treasurer. There were no volunteers in the building due to COVID-19. There were 674 materials checked out. 213 adult fiction books; 91 adult non-fiction books; 35 audio books; 183 children's books; 126 junior books; 5 junior reference books and 21 large print books. These books were checked out through a no contact procedure. Patrons call or email to request books. The Librarian pulls materials and wipes down covers with a 5% bleach solution. Books are air dried and wrapped in brown paper. The finished book package is placed on a book cart outside the front door for patron to pick up.

In May we held 9 virtual children's programs with 301 participants. There will not be in person programs for the foreseeable future.

This whole process has been an emotional rollercoaster. I am looking forward to reopening to patrons and volunteers. Due to the quarantine, the Library will remain open the last week of June.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



RESOLUTION NO. 2020.13
RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Council for the City of Brownsville hereby adopts the budget for Fiscal Year 2020-2021 in the sum of \$6,616,415, including transfers totaling \$1,800, now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1st, 2020 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administration	\$	356,600
Parks & Cemetery	\$	1,099,525
Community Room	\$	0
Library	\$	184,250
Law	\$	316,605
Operations	\$	442,100
Transfers (Out)	\$	<u>0</u>
Fund Total	\$	2,399,080

WATER FUND

Administration	\$	317,750
Operations	\$	333,900
Transfer (Out)	\$	<u>0</u>
Fund Total	\$	651,650

SEWER FUND

Administration	\$	278,565
Operations	\$	674,550
Transfers (Out)	\$	<u>0</u>
Fund Total	\$	953,115

STREET FUND

Personal Services	\$	143,350
Materials & Services	\$	76,600
Capital Outlay	\$	103,500
Transfers (Out)	\$	<u>1,800</u>
Fund Total	\$	325,250

BUILDINGS & EQUIPMENT

Capital Outlay	\$	<u>105,000</u>
Fund Total	\$	105,000

SEWER SDC

Capital Outlay	\$	<u>180,000</u>
Fund Total	\$	180,000

TRANSIENT ROOM TAX

Transient Room	\$	<u>2,250</u>
Fund Total	\$	2,250

LAND ACQUISITION

Capital Outlay	\$	<u>9,995</u>
Fund Total	\$	9,995

COMMUNITY PROJECTS

Materials & Services	\$	20,000
Capital Outlay	\$	<u>48,500</u>
Fund Total	\$	68,500

SEWER BOND

Bond Payments	\$	<u>305,050</u>
Fund Total	\$	305,050

WATER BOND

Bond Payments	\$	<u>46,802</u>
Fund Total	\$	46,802

Appropriated Total	\$5,046,692
Unappropriated Total	<u>\$1,569,723*</u>
Total Budget	\$6,616,415

* **Note:** Unappropriated balances are from all accounts including General, Water, Sewer Street, Housing Rehabilitation, Cemetery Trust, Library Trust, Bikeway/Footpath, Water SDC, Buildings & Equipment, Transient Room Tax, Community Projects, Water System Reserve, Land



RESOLUTION NO. 2020.13

Acquisition, Water Bond, Sewer Bond, Stormwater SDC, Sewer SDC, and where money was not appropriated for expenditure.

RESOLUTION IMPOSING AND CATAGORIZING TAXES

BE IT RESOLVED that the Council for the City of Brownsville hereby imposes the taxes as provided in the adopted budget at the rate of \$6.9597 per \$1,000 of assessed value for operations; and in the amount of \$49,236 for Water Bond Debt Service; and in the amount of \$41,922 for Sewer Bond Debt Service; and that these taxes are hereby imposed and categorized for tax year 2020-2021 upon the assessed value of all taxable property within the district.

	Subject to the General Government Limitation	Excluded from the Limitation
GENERAL FUND	\$6.9597/\$1,000	0
WATER BOND DEBT SERVICE FUND	0	\$ 49,236
SEWER BOND DEBT SERVICE FUND	0	\$ 41,922
DELINQUENT SEWER ASSESSMENT	0	\$ 2,778.83

Passed and adopted by the Council of the City of Brownsville this 23rd day of June, 2020.

Approved:

Attest:

S. Scott McDowell
Budget Officer/City Administrator

Don Ware
Mayor



RESOLUTION NO. 2020.14

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR '20-'21 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE II. WATER REGULATIONS (ORDINANCE NO. 534); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

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

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

WATER SERVICE CONNECTION FEE

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

Water Service Connection Fee \$ 1,200.00

Larger services shall be charged based upon additional materials costs and reasonable installation charges.

MONTHLY SERVICE CHARGE

In-City

Base Rate	0 - 300 c.f.	\$ 26.97
Additional From	301 - 600 c.f.	\$ 1.75 per hundred c.f.
	601 - 1000 c.f.	\$ 1.94 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.00 per hundred c.f.
	1501+ c.f.	\$ 2.17 per hundred c.f.

Out-of-City

Base Rate	0 - 300 c.f.	\$ 40.46
Additional From	301 - 600 c.f.	\$ 2.26 per hundred c.f.
	601 - 1000 c.f.	\$ 2.53 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.77 per hundred c.f.
	1501+ c.f.	\$ 2.84 per hundred c.f.

Water Capital Improvement Fee \$2.50

METER TEST FEE

Flow test deposit* \$ 40.50

* To be returned if meter registers more than 3% fast.



RESOLUTION NO. 2020.14

TURN-OFF FEE

Customer Requested Turn-off	\$ 15.00
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ACCOUNT DEPOSIT

New Accounts	\$ 100.00
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RESTORATION CHARGE

City Initiated Turn-off	\$ 15.00
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DELINQUENT ACCOUNTS

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

RETURNED CHECK CHARGE

Each Check Returned by Bank	\$ 45.00
-----------------------------	----------

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

This Resolution shall become effective July 1st, 2020 upon being passed and approved by the City Council.

Passed and approved by the City Council this 23rd day of June, 2020.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



RESOLUTION NO. 2020.15

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR ‘20-‘21 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE I. SEWER REGULATIONS (ORDINANCE NO. 489); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

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

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

WHEREAS, at the direction of financial advisors have set rates in accordance with projections of expenditures to retire debt incurred by said improvements to meet contact requirements with the State’s Infrastructure Finance Authority (IFA) formerly known as the Oregon Economic & Community Development Department (OECD) and refunded bonds completed in 2016. Rates must be maintained to meet debt obligations.

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

SEWER SERVICE CHARGES

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

The monthly rates shall be as follows:

In-City Sewer Charges:

Average Usage	=	0 - 300 c.f.	\$ 36.78
		400 - 500 c.f.	\$ 43.25
		600 - 800 c.f.	\$ 46.73
		900 + c.f.	\$ 51.61
Sewer Only			\$ 46.73



RESOLUTION NO. 2020.15

Out-of-City Sewer Charges	\$ 55.84
Sewer Debt Service (<i>Monthly Flat Rate Charge</i>)	\$ 15.00

APPLICATION, PERMIT & INSPECTION

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

Sewer Service Connection Fee	\$ 100.00
------------------------------	-----------

RETURNED CHECK CHARGE

Each Check Returned by Bank	\$ 45.00
-----------------------------	----------

BE IT FURTHER RESOLVED that all prior Resolutions setting rates and fees as authorized by Ordinance No. 489 and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** are hereby repealed.

This Resolution shall become effective July 1st, 2020.

Passed and approved by the City Council on this 23rd of June, 2020.

Mayor Don Ware

Attest:

City Administrator S. Scott McDowell

**RESOLUTION NO. 2020.16**

A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN FUNDS FOR THE FISCAL YEAR 2019-2020 BUDGET

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

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

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

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

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

<u>Transfer From:</u>	<u>Transfer To:</u>	
Library		
100.040.950.000.00.00 Contingency	100.040.540.000.00.00 Benefits	\$6,500.00
	Total	\$6,500.00
Law		
100.050.950.000.00.00 Contingency	100.050.683.000.00.00 State UAS	\$1,000.00
	100.050.685.000.00.00 County UAS	750.00
	Total	\$1,750.00
General Fund – Operations		
100.060.950.000.00.00 Contingency	100.060.510.000.00.00 Salaries	\$6,500.00
	100.060.654.000.00.00 Shop Expense	\$1,000.00
	Total	\$7,500.00
Water – Operations		
200.060.950.000.00.00 Contingency	200.060.654.000.00.00 Shop Expense	\$1,000.00
	Total	\$1,000.00
Sewer – Administration		
210.010.950.000.00.00 Contingency	210.010.654.000.00.00 Shop Expense	\$1,000.00
	Total	\$1,000.00
Streets		
100.060.950.000.00.00	300.000.654.000.00.00 Shop Expense	\$1,000.00
	Total	\$1,000.00

Total Amount Transferred \$18,750.00

PASSED AND ADOPTED by the City Council of the City of Brownsville this 23rd day of June 2020.

Don Ware, Mayor

ATTEST:

S. Scott McDowell, City Administrator
R 2020.16



133rd Annual
Linn County Pioneer Picnic
"Pioneer Farming"

PROCLAMATION

WHEREAS, 2020 marks the 133rd Annual Linn County Pioneer Picnic in Brownsville when we welcome hundreds of visitors to our community; and

WHEREAS, the Pioneer Picnic is a county-wide event and the City's recognition of this event is fitting and appropriate; and

WHEREAS, due to the COVID-19 pandemic and social distancing requirements, the activities for this year have been altered; and

WHEREAS, the community has taken on new ways to continue the celebration through a modified celebration; and

WHEREAS, the community of Brownsville can show their support and celebrate Pioneer Picnic week by decorating their homes and businesses during the week of August 9th – 16th, 2020.

NOW, THEREFORE, I, Mayor Don Ware do hereby proclaim August 9th through, August 16th, 2020, as the Linn County Pioneer Picnic - a time for the City of Brownsville to show their fondness and memories of Pioneer Picnic!

I further solicit the cooperation of all members of the community in honoring our Picnic Queen and her Court and this years theme of Pioneer Farming.

Proclaimed this 23rd day of June 2020.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



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



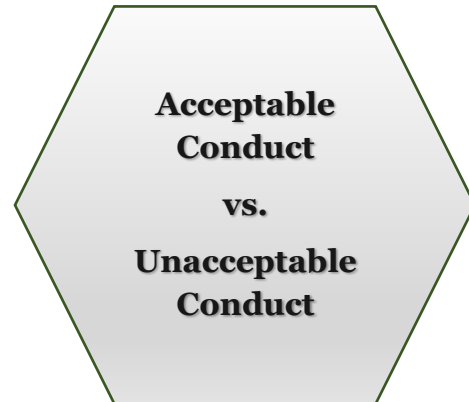
2019-2020 Council Values

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.

-
- ★ 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 5th, 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.

-
- ★ 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.

-
- ★ 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.

- ★ 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.



- ★ 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 28th, 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 28th, 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 28th, 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.

-
- ★ 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.

Council Meeting
Tuesday, June 23rd, 2020
Location: Teleconference

Documents for Council Consideration

FY 2020.2021 Budget

<https://www.ci.brownsville.or.us/citycouncil>

or

<https://www.ci.brownsville.or.us/bc-budget>

Park Master Plan

<https://www.ci.brownsville.or.us/citycouncil>

FY 19.20 Master Things To Do List (TTDL)

<https://www.ci.brownsville.or.us/citycouncil>

Please contact City Hall and ask for Administrative Assistant Tammi Morrow or City Administrator Scott McDowell if you would like a hard copy of any of these documents.

City of Brownsville
2020 Sewer Delinquent Accounts

<u>Tax Account #</u>	<u>Name & Address</u>	<u>Amount</u>
289724	Fred Anderson P.O. Box 86 Brownsville, OR 97327	\$365.31
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
TOTAL		\$2,788.83

Updated: June 17, 2020



Fee: 250.00

Request for City Council to Initiate Vacation Proceedings

PETITIONER

Date MAY 27, 2020

Name SCOTT A. GESE

Mailing Address P.O. BOX 204 BROWNSVILLE, OR. 97327

Phone Number 541-466-5062

DESCRIPTION OF SUBJECT PROPERTY

Legal Owner SCOTT A. GESE Phone 541-466-5062

Mailing Address P.O. BOX 204 BROWNSVILLE, OR. 97327

Tax Lot No. 400 Township 13S Range 02W Section 31CB

Address of Property: 119 WALNUT AVE. BROWNSVILLE OR 97327

PURPOSE FOR WHICH THE GROUND IS PROPOSED TO BE USED

PERSONAL PROPERTY

REASON FOR PROPOSED VACATION

THE ALLEY IS ABANDONED. THIS IS THE FIRST STEP IN A PROPOSED
PROPERTY LINE ADJUSTMENT.

1. Map of area to include the land lying on either side of the street, alley, or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in no case to exceed 200', and the land for a like lateral distance on either side of the street for 400' along its course beyond each end of the part proposed to be vacated.
2. Consent form signed by all legal owners of all property abutting the street, alley, or portion thereof proposed to be vacated.

I consent to allow Scott A. Gese to pursue the vacation of the abandoned six foot alley that borders the South property line of lot 300 Walnut Ave. Brownsville, Oregon 97327 and the North property line of lot 200 Walnut Ave. Brownsville, Oregon 97327.

I am the owner of both of these properties.

Sign:  Cynthia Anderson

Date: 5/26/2020

Vicinity Map (Added by City Administrator)



S. Scott McDowell

From: League of Oregon Cities <leagueoforegoncities@orcities.org>
Sent: Friday, June 12, 2020 1:58 PM
To: mayor@ci.brownsville.or.us
Subject: LOC Bulletin - June 12 edition

[View this email in your browser](#)



The Bulletin

June 12, 2020



Helping Your City Advance Racial Equity

The National League of Cities (NLC) has developed a guide for local leaders to promote racial equity in their community. Developed by the NLC's Race, Equity and Leadership (REAL) department, this guide outlines six key steps a municipality can take to improve outcomes for all its residents. [Download the guide](#)



Responding to Racial Tension in Your Community

Tackling issues related to race can be a daunting task, particularly in the heat or aftermath of an incident that has led to a racial crisis in your community. The National League of Cities interviewed several current and former municipal leaders who have been through crises with racial tension to develop this tactical and strategic guide. It includes checklists as well as important ground principles to help local leaders respond effectively. [Download the guide](#)



Virtual Conversation: Black Leadership in U.S. Healthcare and Health Policy

Virtual Conversation: Black Leadership in U.S. Healthcare

State of Reform, a non-profit organization, will host a conversation on June 19 with three thoughtful senior health care executives and health care leaders, discussing their experience working to transform U.S. health care, their experience as African American leaders, and the role the health care sector can play to address structural inequality and racism in American society. [Read more](#)



Governor Announces Pause on Reopening Counties

At a media briefing this morning, Governor Brown noted that Coronavirus outbreaks are occurring across the state. The OHA reported Thursday that Oregon had reached a single-day high in Coronavirus cases with 178.

[Read the press release](#)

[View the press conference](#)



Joint Emergency Board Authorizes Over \$300 Million in CARES Act Funding

The legislative E-Board met remotely last week to consider funding for a wide range of COVID-19 relief efforts, including additional resources for housing, energy assistance, small business assistance, rural broadband capacity and mental health services.

[Read more](#)



LOC Advocating for Water/Sewer Ratepayer Assistance

The LOC advocacy team has been contacting key legislators, legislative leadership and the governor's office to request state funds to assist Oregonians struggling to pay water and sewer bills due to financial hardships from COVID-19. City data is requested to assist our advocacy efforts. [Read more](#)



CDC Releases Additional Multilingual COVID-19 Resources

The U.S. Centers for Disease Control (CDC) has developed a [communication toolkit](#) to help public health professionals, health departments, community organizations, and healthcare systems and providers reach populations needing COVID-19 prevention messaging in their native languages. Migrant and immigrant communities have been hard hit by COVID-19, and city leaders are encouraged to use their networks to distribute this information.

S. Scott McDowell

From: National League Of Cities (NLC) <news@nlc.org>
Sent: Saturday, June 13, 2020 4:04 AM
To: admin@ci.brownsville.or.us
Subject: How Racism is Destroying the Infrastructure of America

[View in browser.](#)



How Racism is Destroying the Infrastructure of America

Building equitable communities requires reviewing and changing existing policies, practices, and procedures in all governmental institutions through the lens of equity. Local leaders need to step into the uncomfortable—and ask tough questions of themselves and their staff about how they will remove longstanding racial biases and inequities.

[Consensus is Growing: More Emergency Funding is Essential for Local Governments](#)

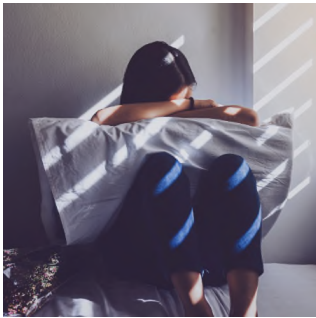


On Thursday, June 11, the National League of Cities (NLC) hosted local and federal elected officials for an audience of hundreds of local leaders and Congressional staff in a virtual briefing on America’s economic recovery. [Read more.](#)



How Portland Got PPE to Its Most Vulnerable

To help protect the health of residents and caregivers, the city and county launched the Joint Volunteer Information Center, and created a project to obtain, package, and deliver personal protective equipment (PPE) free of charge for caregivers, people with disabilities and people who are immunocompromised. [Read more.](#)



When “Stay-at-Home” is Not an Option: Domestic Violence in the Time of COVID-19

Dramatic declines in reports of domestic violence and child abuse might otherwise be cause for celebration — but amidst COVID-19, it is actually a source of great concern for advocates and city leaders. [Read more.](#)

News

[Cities and towns need the resources to lead](#)

Kinston – June 12, 2020

['We need help': Small cities face fiscal calamity from virus](#)

Associated Press – June 10, 2020

[City Prepares For Budgeting Amid COVID Revenue Dip](#)

Yankton Daily Press & Dakotan – June 8, 2020

Announcements

WEBINAR: Make Early Learning a Priority

Local leaders have a stake in how well children in their communities are doing. Investing early will mean better academic outcomes, less crime, better health outcomes, a more prepared workforce, increased earnings and less spending on social services long term. [Register here.](#)

RESOURCE: What COVID-19 Means For City Finances

Local leaders and municipal workers were and continue to be on the frontlines of minimizing the spread and preparing to reopen, while minimizing the financial burden of mass unemployment and industry shutdowns on residents and businesses. [Download here.](#)

City Council Decision Making to Address Racial Inequities & Repair Harm

City councils can apply a racial equity lens to key decision points outside of formal legislation. The operations of city departments can be tailored to address the structural causes of racial inequities. [Learn more.](#)

Job Postings

[Director of Economic Development](#) -- City of Ennis, TX

[City Clerk](#) -- City of San Antonio

[Finance Director](#) -- City of Durango, CO



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This message was intended for: admin@ci.brownsville.or.us

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Powered by [Higher Logic](#)

S. Scott McDowell

From: Rep. Marty Wilde <wildefororegon@gmail.com>
Sent: Thursday, June 4, 2020 6:19 AM
To: mayor@ci.brownsville.or.us
Subject: Black Lives Matter



Black lives matter. But we live in a culture and a country that systematically behaves as if they don't, whether it is through discrimination in the law, the failure to investigate crimes committed against people of color or valuing their interests less in conversations about health, education, and the environment. I say this as a person who comes from a position of privilege that enables me to escape the cost of pernicious racism.

When I served as a Police Commissioner in Eugene, we saw how it was not just a few 'bad apples' but rather a culture that empowered them. From that perspective, it was not just one officer who killed George Floyd, it was a culture that let three other officers stand by while it happened. In Eugene, working with the police, we were able to begin the work of tackling and changing this culture by using tools like body cameras, gathering data about the perceived race of people officers stopped to help them recognize implicit bias, and strengthening civilian oversight of the police.

It was a hopeful moment when the police chief was invited to speak at a Black Lives Matter protest. But in the fight against individual misconduct, overt racism and for changing policies to help reduce unconscious bias and increase transparency, we're not there yet. Not even close. The need for continued progress is immediate, urgent and the personal responsibility of each and every one of us.



BLACK
LIVES
MATTER

Militarization of Policing. The military should not serve as front line police. As someone who has served in the military for 26 years, both on active duty and as a National Guardsman, including serving as a Domestic Operations Legal Advisor, I have seen the impulse to use the military in policing frequently. It's almost always a bad idea. We aren't trained for crowd control, while the State Police are. I was pleased to see the Governor provide 100 troopers to assist with local law enforcement, with 50 National Guardsmen serving in support roles. In those communications, transportation, and logistics roles, we are doing a job we're trained to do and freeing up police to handle traditional law enforcement functions. (As always, my views are my own, and are not necessarily those of the Department of Defense or Air Force.)

The Military and Racial Justice. Recently, the Air Force Chief of Staff, Chief Master Sergeant of the Air Force, and Lieutenant General James Slife at Air Force Special Operations Command (my boss) have all weighed in on the importance of promoting racial justice, both inside the military and in society. I'm proud to stand with them. We have work to do. CMSgt Wright's statement is [here](#).

S. Scott McDowell

From: Corey Wright <wrighcor@gmail.com>
Sent: Monday, June 1, 2020 10:40 AM
To: mayor@ci.brownsville.or.us; S. Scott McDowell
Subject: Brownsville City Council Video Update on Entrepreneurship Work by Oregon RAIN

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Mayor Ware, Councilors, and Scott,

I hope you are all doing well, in spite of these turbulent times. I wanted to share a [quick video update](#) made for the City of Brownsville, regarding our work supporting entrepreneurs and businesses in your community. Here is the link to that video: <https://youtu.be/G9F3LEQJZT8>

Please reach out if you have any questions. Thank you again for supporting entrepreneurs in Brownsville, and let me know if there is anyone from your business community I can help!

Sincerely,

[Corey Wright](#) | Venture Catalyst with [Oregon RAIN](#)
503-507-8812 / wrighcor@gmail.com

Property, Liability and Workers' Compensation Insurance Renewal Proposal

July 2020



Steve Uerlings, CIC, ARM, CRM
Senior Vice President

Deidre Thede, CIC
Account Manager



BARKER-UERLINGS
INSURANCE

Corvallis Location
340 NW Fifth Street
Corvallis, OR 97330
541-757-1321
800-284-1321

Albany Location
321 1st Ave. E Suite 1B
Albany, OR 97321
541-248-3698
800-284-1321

June 11, 2020

**CITY OF BROWNSVILLE
PROPERTY INSURANCE RENEWAL ANALYSIS
FOR 7/1/2020 - 7/1/2021**

As of 6/11/2020

COVERAGE	2019 - 2020 CIS	2020 - 2021 CIS
Property Including Equipment Breakdown	\$16,928	\$20,211
Buildings	\$16,333,428	\$18,151,609 (1)
Contents	\$2,057,226	\$1,578,195
Property in Open	\$798,353	\$825,804
Deductible	\$1,000	\$1,000
Mobile Equipment	\$310,911	\$304,911
Deductible	\$1,000	\$1,000
Earthquake	Included	Included
Limit	\$5,000,000	\$5,000,000
Deductible	\$25,000	\$25,000
Excess Earthquake	\$13,500	\$13,500
Limit	\$5,000,000	\$5,000,000
Flood (limits & deductibles vary by flood zone)	Included	Included
Limit	\$5,000,000	\$5,000,000
Deductible	\$25,000	\$25,000
Excess Cyber Liability (limits over \$50,000 in Liability Policy)	\$1,260	\$1,260
Limit	\$450,000	\$450,000
Excess Crime (limits over \$50,000 in Property Policy)	\$880	\$880
Employee Dishonesty Limit	\$400,000	\$400,000
Faithful Performance of Duty	\$50,000	\$50,000
Forgery or Alteration	Included	Included
Inside Premises- Theft of Money & Securities	Included	Included
Inside Premises- Robbery, Safe Burlary	Included	Included
Outside Premises	Included	Included
Computer Fraud	Included	Included
Money Orders and Counterfeit Paper Currency	Included	Included
Funds Transfer Fraud	Included	Included
Deductible	\$1,000	\$1,000
Impersonation Fraud Coverage	\$100,000	\$100,000
Deductible	\$50,000	\$50,000
TOTAL CIS PROPERTY	\$32,569	\$35,851
	Total Dollar Change	3,283
	Total Percentage Change	10.08%
Flood Insurance 2-28-20 to 2-28-21	\$4,407	\$5,257
City Shop - 400 Hume Street, Brownsville		
Building	\$183,000	\$201,300 (2)
Contents	\$60,800	\$63,800
Deductible	\$2,000	\$2,000
	Total Dollar Change	\$850
	Total Percentage Change	2.61%

Footnotes:

(1) Property values are based on recent CIS property appraisal and have not been trended.

(2) CIS values the Building at \$357,000, Contents at \$188,600, Property in the Open is valued at \$23,700 and is not covered under the flood policy.

CITY OF BROWNSVILLE
LIABILITY INSURANCE RENEWAL ANALYSIS
FOR 7/1/2020 - 7/1/2021

COVERAGE	2019 - 2020 CIS	2020 - 2021 CIS
Tort Liability	\$11,625	\$12,513
Limit Per Occurrence	\$5,000,000	\$5,000,000
Annual Aggregate	\$15,000,000	\$15,000,000
Deductible	\$0	\$0
Automobile Liability	\$2,077	\$2,255
Limit Per Occurrence	\$5,000,000	\$5,000,000
Uninsured Motorists	\$200,000	\$200,000
Deductible	None	None
Automobile Physical Damage	\$1,129	\$1,209
Comprehensive Deductible	Per Schedule	Per Schedule
Collision Deductible	Per Schedule	Per Schedule
Total Premium	\$14,831	\$15,977
	Total Dollar Change	1,147
	Total Percentage Change	7.73%

Footnotes:

**CITY OF BROWNSVILLE
RENEWAL PREMIUM SUMMARY
FOR 7/1/2020 to 7/1/2021**

Coverage	2019 - 2020 CIS	2020 - 2021 CIS
Property	\$16,928	\$20,211
Excess Earthquake	\$13,500	\$13,500
Excess Cyber Liability	\$1,260	\$1,260
Excess Crime	\$880	\$880
General Liability	\$11,625	\$12,513
Automobile Liability	\$2,077	\$2,255
Automobile Physical Damage	\$1,129	\$1,209
Total CIS Package	\$47,399	\$51,829
Flood Insurance	\$4,407	\$5,257
P&C Risk Management Consulting Fee	\$2,800	\$2,800
TOTAL PREMIUMS	\$54,606	\$59,886

Total Dollar Change	\$5,280
Total Percentage Change	8.82%

City of Brownsville Property/Casualty Loss Ratio Summary

Last Five Full Fiscal Years Plus Current at 5/31/2020



General Liability

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$11,104	\$0	0	0%
2015-2016	\$11,640	\$0	0	0%
2016-2017	\$12,782	\$632	1	5%
2017-2018	\$13,208	\$145,000	1	1098%
2018-2019	\$13,438	\$5,925	2	44%
2019-2020	\$14,091	\$0	1	0%
Totals:	\$76,263	\$151,557	5	199%

Overall Loss Ratio:

199%

Average Claim Cost:

\$30,311

Auto Liability

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$1,719	\$0	0	0%
2015-2016	\$1,815	\$0	0	0%
2016-2017	\$2,497	\$750	1	30%
2017-2018	\$2,298	\$4,979	1	217%
2018-2019	\$2,327	\$0	0	0%
2019-2020	\$2,518	\$0	0	0%
Totals:	\$13,174	\$5,729	2	43%

Overall Loss Ratio:

43%

Average Claim Cost:

\$2,864

Auto Physical Damage

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$979	\$0	0	0%
2015-2016	\$1,097	\$0	0	0%
2016-2017	\$1,317	\$1,104	1	84%
2017-2018	\$1,374	\$0	0	0%
2018-2019	\$1,347	\$0	0	0%
2019-2020	\$1,368	\$0	0	0%
Total:	\$7,483	\$1,104	1	15%

Overall Loss Ratio:

15%

Average Claim Cost:

\$1,104

Property

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$23,063	\$0	0	0%
2015-2016	\$18,810	\$0	0	0%
2016-2017	\$19,564	\$0	0	0%
2017-2018	\$18,424	\$0	0	0%
2018-2019	\$20,164	\$0	0	0%
2019-2020	\$20,519	\$0	1	0%
Totals:	\$120,544	\$0	1	0%

Overall Loss Ratio:

0%

Average Claim Cost:

\$0

Workers' Compensation

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$6,997	\$290	1	4%
2015-2016	\$7,592	\$0	0	0%
2016-2017	\$7,893	\$0	0	0%
2017-2018	\$7,310	\$0	0	0%
2018-2019	\$7,919	\$0	0	0%
2019-2020	\$15,125	\$0	0	0%
Totals:	\$52,836	\$290	1	1%

Overall Loss Ratio:

1%

Average Claim Cost:

\$290

All Lines of Coverage

Coverage Year	Premium	Losses	Claims	Loss Ratio
2014-2015	\$43,862	\$290	1	1%
2015-2016	\$40,954	\$0	0	0%
2016-2017	\$44,053	\$2,486	3	6%
2017-2018	\$42,615	\$149,979	2	352%
2018-2019	\$45,195	\$5,925	2	13%
2019-2020	\$53,621	\$0	2	0%
Totals:	\$270,299	\$158,680	10	59%

Overall Loss Ratio:
59%

Average Claim Cost:
\$15,868



Deductible	10 Yr Liab Premium a	10 Yr Initial Premium b	10 Yr Deductible Collected c	10 Yr Per Occ Ded Premium d	10 Yr Savings (+) or Loss (-) e (a - d)
\$1,000	\$145,098	\$139,294	\$4,382	\$143,676	\$1,422
\$2,500	\$145,098	\$133,490	\$8,882	\$142,372	\$2,726
\$5,000	\$145,098	\$124,784	\$16,361	\$141,145	\$3,952
\$10,000	\$145,098	\$116,078	\$22,286	\$138,365	\$6,733
\$25,000	\$145,098	\$101,568	\$37,286	\$138,855	\$6,243
\$50,000	\$145,098	\$87,059	\$62,286	\$149,345	-\$4,247
\$100,000	\$145,098	\$87,059	\$112,286	\$199,345	-\$54,247

Legend

- a Rate x Exposure: Basis for all plans
- b Premium that would have initially been paid on an Per Occ Ded plan at renewal (a - Per Occ credit)
- c Total deductible that would have been collected during the previous 10 year period
- d Final amount that would have been paid if on a Per Occ Ded plan (b + c)
- e Compares what would have been paid if on a Per Occ Ded plan (d) to standard premium (a) (a - d)

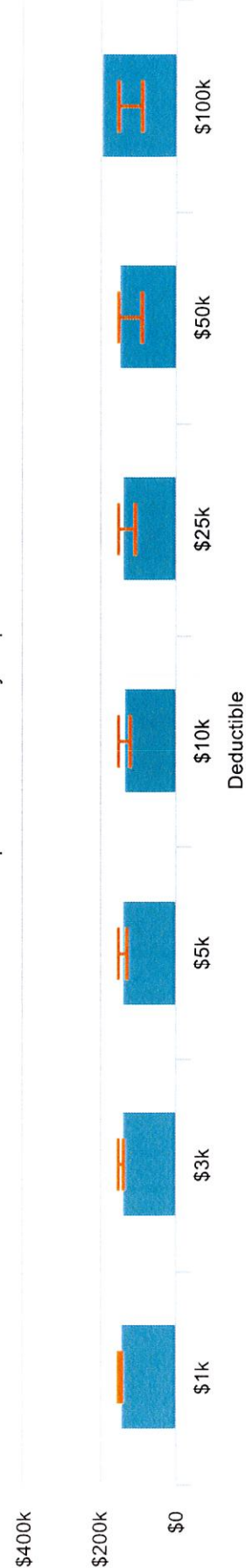
Liability Per Occurrence Deductible Plan Options Compared to a Standard Liability Plan

Savings (+) or Loss (-) are over a 10 year period



Liability Per Occurrence Deductible Plan Options Compared to a Standard Liability Plan

Premium comparison over a 10 year period



Top whisker line = Standard plan premium Bottom whisker line = Min liability Bar = Per Occ Deductible plan premium

June 5, 2020

Dear Chief Administrative Official:

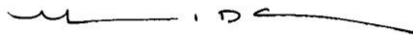
For the past three months, seven policy committees have been working to identify and propose specific actions as part of the LOC's effort to develop a pro-active legislative agenda for the 2021 session. They have identified legislative objectives as set forth in the enclosed ballot and legislative recommendation materials. These objectives span a variety of issues and differ in the potential resources required to seek their achievement. Therefore, it is desirable to prioritize them in order to ensure that efforts are focused where they are most needed.

While the attached ballot reflects the top policies developed in each of the policy committees, each undertook a broad look at a range of issues impacting cities. Many issues reflect the LOC's ongoing mission to support cities' work and their home rule authority to develop and use a variety of tools to meet the needs of residents. Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the LOC's 2021 legislative agenda. After your city council has had the opportunity to review the proposals and discuss them with your staff, please return the enclosed ballot indicating the top four issues that your city council would like to see the LOC focus on during the 2021 session. **The deadline for response is August 7, 2020.** The board of directors will then review the results of this survey of member cities, along with the recommendations of the policy committees, and determine the LOC's 2021 legislative agenda.

Your city's participation and input will assist the board in creating a focused set of specific legislative targets that reflect the issues of greatest importance to cities. If you have individual questions about the ballot topics do not hesitate to reach out to committee members who serve on the seven policy committees. Thank you for your involvement, and thanks to those among you who gave many hours of time and expertise in developing these proposals.

Do not hesitate to contact me or Jim McCauley, Legislative Director, with additional questions.

Sincerely,



Mike Cully
Executive Director



Jim McCauley
Legislative Director

Please mark 4 boxes with an X or check mark that reflects the top 4 issues that your city recommends be added to the priorities for the LOC’s 2021 legislative agenda.

City of: _____

Legislation

A. Beer and Cider Tax Increase	
B. Broadband Infrastructure and Technical Assistance Funding	
C. Building (Reach) Code – Energy Efficiency Local Option	
D. COVID-19 Economic Recovery Investments	
E. Digital Equity and Inclusion	
F. Expedited Siting for Shelter and Affordable Housing	
G. Green Energy/Renewables – Expanded Local Option	
H. Housing and Services Investment	
I. Increased Budgetary Flexibility During Budgetary Emergency	
J. Infrastructure Financing and Resilience	
K. Local Climate Action Planning Resources	
L. Local Energy Generation Project Support	
M. Local Speed Setting Authority	
N. Long Term Transportation Infrastructure Funding	
O. Low-Income Energy Efficiency and Affordability Programs	
P. Marijuana Tax Local Rate Limitation Increase	
Q. Mental Health Service Delivery	
R. Municipal Broadband and Municipal Pole Protection	
S. New Mobility Services	
T. Photo Enforcement Safety Cameras	
U. Property Tax Reform	
V. Reducing Wastewater Impacts from Wipes and Other “Non-Flushables”	
W. Right-of-way/Franchise Fees Authority Preservation	
X. State Highway Funds Formula	
Y. Tort Liability Reform	
Z. Water Utility Rate and Fund Assistance	

In addition to your ranking of the priorities shown above, please use this space to provide us with any comments (supportive or critical) you may have on these issues, or thoughts on issues or potential legislative initiatives that have been overlooked during the committee process.):

MONTH END RECAP

		MAY 2020		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 22,178.32	\$ 90,202.11	\$ 752,786.27	39.04%	\$ 1,175,603.73	1
2	WATER	\$ 29,095.19	\$ 19,610.27	\$ 316,283.23	49.23%	\$ 326,166.77	2
3	SEWER	\$ 31,552.76	\$ 16,929.95	\$ 243,689.83	28.08%	\$ 624,185.17	3
4	STREETS	\$ 15,895.63	\$ 12,168.79	\$ 150,573.57	39.40%	\$ 231,626.43	4
5	WATER BOND	\$ 173.53	\$ -	\$ 46,627.50	62.73%	\$ 27,708.50	5
6	SEWER BOND	\$ 553.69	\$ -	\$ 304,043.20	95.30%	\$ 15,000.80	6
7	SEWER DEBT FEE	\$ 11,443.54	\$ -	\$ 123,366.70	98.69%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 480.70	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 2,075.88	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 262.63	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 2,190.98	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 5,636.66	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 2,084.65	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 167.27	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 9.06	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 10.15	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 2.59	\$ -	\$ 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	\$ 201.16	\$ 600.00	\$ 23,708.41	12.18%	\$ 170,891.59	20
		\$ 124,014.39	\$ 139,511.12	\$ 1,970,777.54			

Key Bank Account

General Checking \$ 402,782.66

Oregon State Treasury

Community Improvements \$ 4,929,855.96

Project Escrow Holding \$ 0.94

TOTAL OST / LGIP \$ 0.02



2019-2020	YTD	% of Total
Appropriated	\$ 5,823,485.00	33.84%

Annual Bond Payment

	Totals
<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
	\$ 352,427.00

Total Bonded Debt

<i>Water</i>	\$ 855,840.92
<i>Wastewater</i>	\$ 5,390,581.09
	\$ 6,246,422.01