

Historic
Brownsville

Welcomes you home





Understanding City Hall

Brownsville incorporated in 1876 which means the City became a recognized corporation under State Law which defines the Powers & Duties of a Municipal Corporation. (ORS 221.005 through 221.106)

Cities are required to follow the laws of the State which are found in the Oregon Revised Statutes (ORS). Some specific laws can be found in the Oregon Administrative Code (OAC). Federal Laws and Rules also apply.

Locally, the City operates generally under a charter. A charter is basically the City's constitution; it grants specific powers and duties for appointed and elected officials.

Basic Types of Government Structures



Municipality – Brownsville

**School District – Central Linn
Schools**

**Special District – Brownsville
Rural Fire**

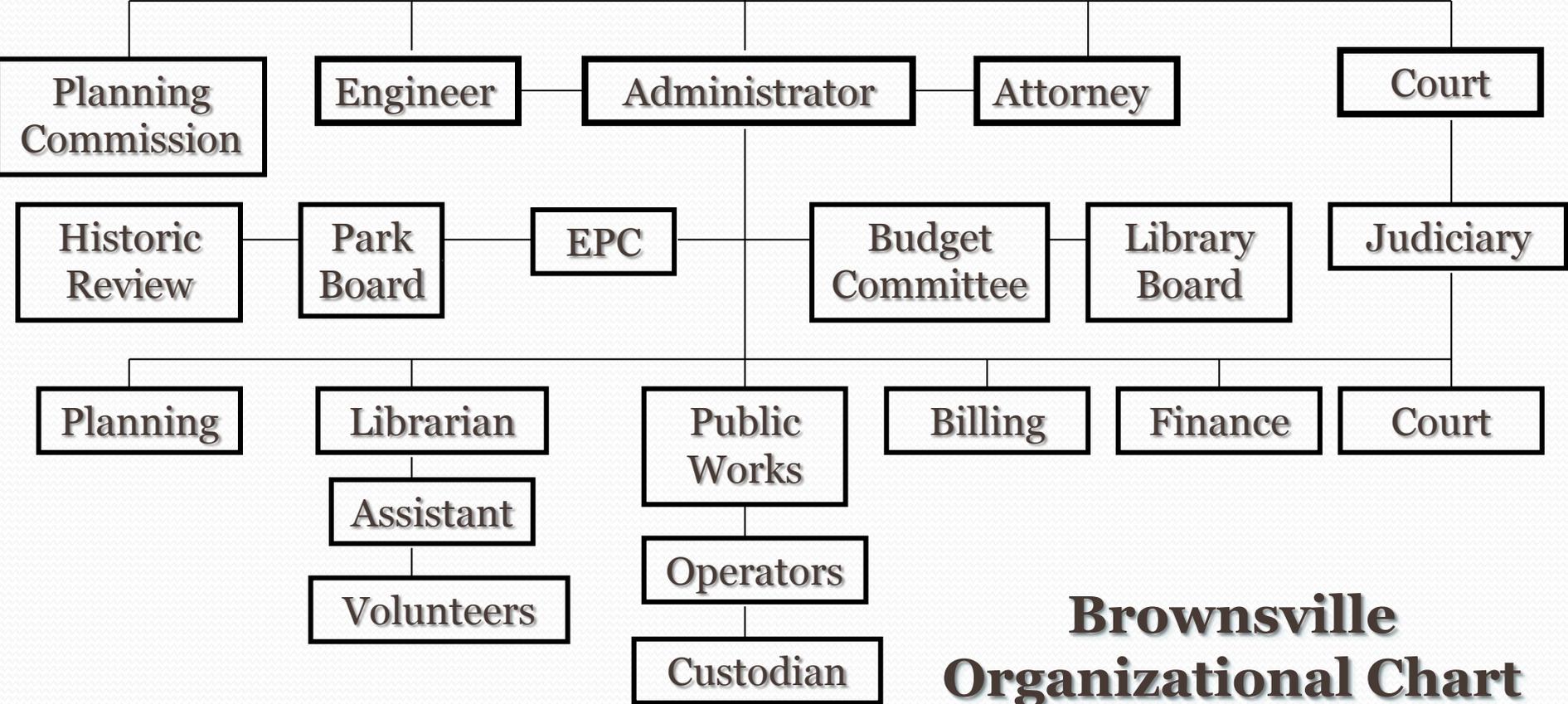
County – Linn

State

Federal

Citizens

Mayor & Council



Brownsville Organizational Chart

What Does the City Do?



Water Services.

Wastewater Services.

Planning & Zoning Services.

Police Protection.

Municipal Court.

Parks & Recreation Opportunities.

Library Services.

Roads, Drainage & Street Lights.

Cemetery Services.

Personnel

Karl Frink – Superintendent

Josh Kometz – Operator

Andrew James – Operator



**P
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Water Supply & Distribution

** Plant, Chemicals & Testing*

** Hydrants, Valves & Piping*

**W
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Roads

** Maintenance & Upkeep*

** Signage & Street Sweeping*

Parks & Public Grounds

** Mowing & Tree Care*

** General Upkeep & Maintenance*

Wastewater Treatment & Collections

** Plants, Chemicals & Testing*

** Plugs & Backups*

Drainage

** Maintenance and Installation*

Facilities

** Improvements*

** General Upkeep & Maintenance*

Public Works

The City must comply with the rules and regulations promulgated by the Federal Environmental Protection Agency (EPA) as adopted and enforced by the State of Oregon.

The City must comply with the rules and regulations promulgated and enforced by The Department of Human Services (DHS) for all water quality issues. The City must publish an annual Consumer Confidence Report (CCR). The City is also required to have an approved Water Master Plan on file.

The City must comply with the rules and regulations promulgated and enforced by The Department of Environmental Quality (DEQ) for all wastewater quality issues.

The City is required to have licensed individuals operating the Utility System; which the City has in Karl Frink. The City is also required to do extensive testing on the water and wastewater and provides weekly and monthly reports to both agencies.

Public Works

The City also deals with the Oregon Department of Transportation on all issues regarding OR 228. The City is not allowed by current laws to move as much as a tree without the expressed consent of ODOT. Any work performed by the City in the State's right-of-way must be accompanied by a permit; even to access City owned utilities.

The Linn County Road Department has responsibility for several roads in town including Main Street, Washburn Street and Seven Mile Lane. The City must obtain a permit to work in these right-of-way areas as well.

The City requires Commercial Drivers Licenses (CDL) for certain equipment to be operated and must follow drug testing rules and guidelines as enforced by the Federal Highway Administration.

The City does apply pesticides and herbicides under the rules and requirements of the Department of Agriculture. Karl Frink & Marvin Borntrager are licensed and certified to perform these operations.

Fun Facts



The City produces nearly 90,000,000 gallons of water every year.

*The City bills water consumption by the cubic foot.
There are 7.48 gallons in one cubic foot.*

One gallon of water weighs 8.34 pounds.



The City operates two reservoirs on the hill above Carlson's Hardware. One is 1.1 M gallons and the other is .25 M gallons.



The water is treated at the Water Plant and pumped up the hill. The distribution system is gravity flow from there.

Fun Facts



The City is responsible for 49,090 linear feet of paved roadway;
9.29 miles...



The City is responsible for 60,442 linear feet of water lines;
11.44 miles...



The City is responsible for 56,180 linear feet of sewer lines;
10.64 miles...



The City is responsible for 17,010 linear feet of storm sewer lines;
3.22 miles...

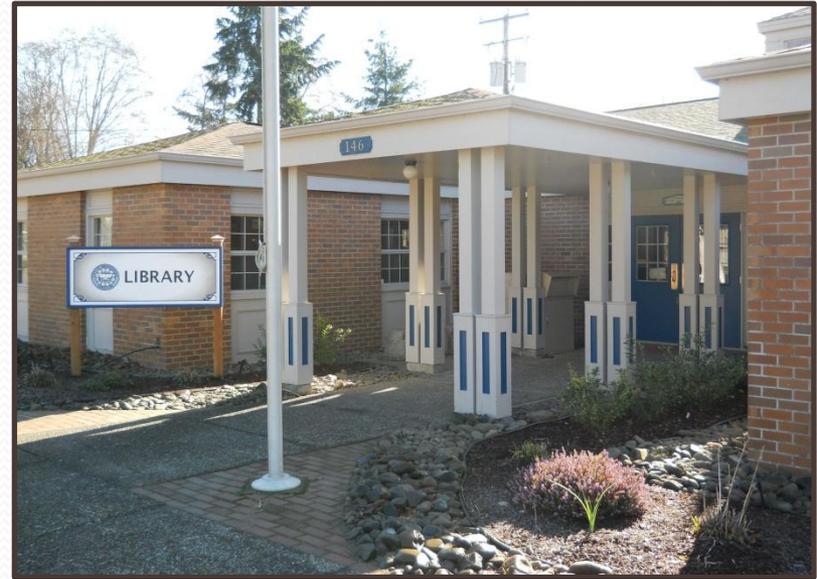
Library

Personnel

*Sherri Lemhouse Librarian
(Part-time)*

Nettie Reed, Assistant (Saturdays)

Volunteers: 15 - 25



Groups

Library Advisory Board (ORS 357.400 through 357.621) was created by Council for the purpose of advising Council on Library Operations as defined in the Brownsville Municipal Code.

Women's Study Club are responsible for originally creating the Library.

Friends of the Library donate resources to the Library.

Library

Fun Facts

Offers nearly 20,000 volumes.

Offers magazines, newspapers and periodicals.

Offers local historical documents.

Offers public computers.

Offers a large community room used for various purposes.

Annual circulation is approximately 13,000.



Parks

The City operates over 30 Acres of Parks including Pioneer Park, Kirk's Ferry Park and Blakely Park.

Parks offer camping, basketball, playgrounds, ball fields, horseshoe pits, a covered dining pavilion with kitchen, summer swimming in the Calapooia and a covered stage.



Annual Events include the Pioneer Picnic, the Fourth of July Celebration and the Festival of Tents among others.

The City hires Park Care Takers who typically start the week before Memorial Day and work until the week after Labor Day.

Cemetery

The Cemetery is nearly 8 Acres.

The City Offers plots for sale for \$250 each.

The City is in the process of cleaning headstones and repairing broken ones.



The City is also in the process of healing relationships with the Cemetery Association.

The City would like to have an on-going volunteer program for upkeep and cleaning.

Police & Court

Personnel

*Jan Henry, Court Administrator
(County IGA)*

Judge Jad Lemhouse (Contractual)

*Robert Snyder, Prosecutor
(Contractual)*

Brad Kelley, Sergeant

Corey Putney, Deputy

Mike Rossiter, Deputy

George Sutton, Deputy



Planning

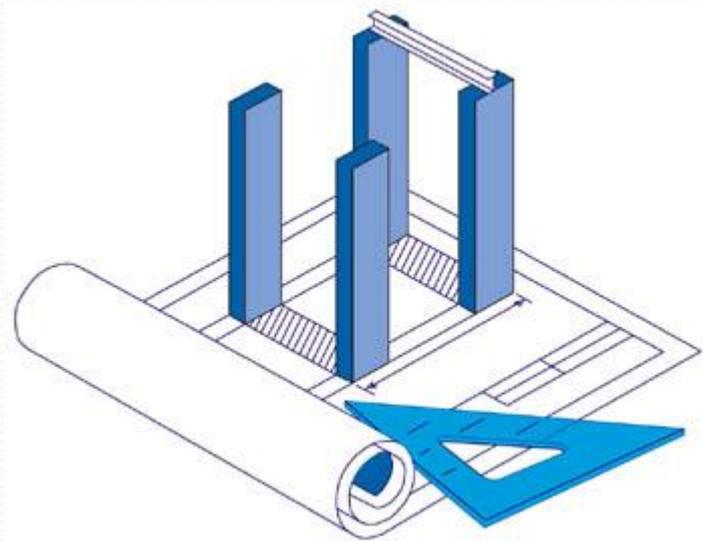
Personnel

*Elizabeth Coleman,
Administrative Assistant*

Jon Erwin, Erwin Consulting

Governing Body

Planning Commission



The Planning Commission (ORS 227.010 through 227.170, 227.175 and 227.180) is required by State Law. The Commission is directly responsible for the enforcement of the Zoning Code & the Comprehensive Plan. The Commission handles variances, plats, subdivision and building plan reviews, easements, lot line adjustments and other property development issues.

Planning



The City has an Intergovernmental Agreement (IGA) with Linn County which allows the City to be a drop off point for building permits. The City does not enforce building permits; we simply make sure that the information provided is consistent with the Linn County Building Code and forward to the Linn County Building Department. All responsibility for the enforcement of the Building Code rests with Linn County per the IGA. People building in the City must go to Albany for Electric permits. The County has very comprehensive requirements including permits for hot water heaters and wood stoves.

Weed & Nuisance Abatement are conducted by the Planning Department to ensure compliance with the Brownsville Municipal Code.

Planning



All developments are required to submit plans per the Brownsville Municipal Code. Those plans are reviewed and approved by the City Engineer and the City Planner. The Public Works Superintendent is responsible for ensuring that the utility system integrity is maintained when the improvements are made by any developer.

The State of Oregon keeps a close eye on all Land Use Planning requirements through the Department of Land Conservation & Development Department (DLCD). The Urban Growth Boundary (UGB), Annexation and “Build-able” Lands Inventory are all under the strict guidelines of the DLCD. Senate Bill 100 is still the standard in Oregon; it has done a very good job protecting farm & forest lands.



Kevin Rogers
Fire Chief

Fire Safety

The Brownsville Rural Fire District is considered a Special District with its own taxing powers and requirements under State Law. The District operates with one full-time Fire Chief and the rest of the Firefighters are volunteer. They have two locations in town; Main Street & Blakely. The City maintains a Class 4 ISO rating which is very good.

Finances

Personnel

S. Scott McDowell

Tammi Morrow

Jannea Deaver

*Boldt, Carlisle & Smith
City Auditor*

Governing Body

Council

Budget Committee



The Budget Committee is required by the Oregon Budget Law (ORS 294.305–294.565) and requires the seven members of Council and seven members of the community to work together to develop an annual budget for the City. Budget Committee members serve a three year term. Meetings are held in April and legislation is passed through May & June. All final budgets are due to the County by the second week of July.

Finances

The City uses the Oregon State Treasury. The City also maintains five primary accounts at KeyBank for the segregation of certain funds and actual transactions.

Main Account (OST - LGIP)

\$4.3 M

The City has five KeyBank accounts:

1. General
2. Utilities
3. Court
4. Park



Finances

The City budget comprises thirty-six pages of account breakdowns for both Revenues and Expenditures. The budget is a one year snapshot of activity projected by the Budget Officer for general government uses.



The budget breaks down generally in four major fund types: General, Special Revenue, Enterprise and Trust Funds. Cost Centers within these funds for General include Administration, Park & Cemetery, Fire, Law and Operations. Special Revenue includes Housing Rehabilitation, Water & Sewer Bond Funds, Bikeway, Transient Room Tax and Streets & Drainage. Enterprise Funds include Water & Sewer Administration and Operations. Trust Funds include Cemetery and Library.

Finances

The City follows rules and requirements enforced by the Department of Revenue and the widely recognized Governmental Accounting Standards Board (GASB) sets many financial policies and practices.



The day-to day business of the City runs through nearly every level of the organization. Jannea, Elizabeth and Tammi handle the billing and collecting for the Utility Accounts, Court Fines and Building Permits, respectively.

Bills owed by the City are physically paid by Jannea, signed and approved by Scott and one of the elected officials. Employees are required to pull a purchase order for any purchase. All purchase orders are approved by Scott; regular monthly bills are reviewed by Scott. Any irregular bills owed are generally handled by Scott and Tammi.

All purchases are made in accordance with organizational procedure and are in-line with the final budget document recommended by the Budget Committee and passed by Council.

Personnel

Position Descriptions were updated in November of 2007. All employees follow the policies and procedures as defined in the Employee Handbook which was also updated in 2007 and again in 2010. The Library Advisory Board Manual governs the Library as well as the Volunteer Manual.



Everyone working with the City is covered by Worker's Compensation. Reporting is required annually and Council must pass a Resolution for verification purposes. The City Attorney and City/County Insurance Services provide valuable resources for keeping policies and procedures accurate with current laws. Training sessions are offered through the League of Cities and others for compliance issues. Council instituted a Performance Evaluation System in November of 2007 which requires every employee to be evaluated by their supervisor on an annual basis.

Agreements & Contracts

The City maintains relationships through agreements and contracts with several non-profit groups to provide recreational opportunities for the citizens of Brownsville.



Examples include the Recreation Center Board who operates leagues for youth of the community and surrounding areas. The Rec Board is responsible for programming and administration and the City provides the space and maintains the building. The Central Linn School District and the Calapooia Food Alliance are in an agreement for community garden sites behind the school on the south side of town and for the use of Kirk's Ferry Park. The Chamber of Commerce, Calapooia Food Alliance and the Gerber Family are in an agreement for community garden sites and a croquet court immediately adjacent to Pioneer Park. The Picnic Association is in an agreement for the Picture Gallery. The City has lease agreements with the Calapooia Watershed Council and the Senior Citizens Center.

The Role of Councilor

Formulation of Public Policy

Policy is often, “what” and administration is typically viewed as “how” something will get done. Generally, Council forms the policy and staff is responsible for carrying out those goals.

Two Basic ‘Hats’ as a Councilor:

1. Convener – host, join, mediate with the public and each other regarding community issues.
2. Advocate – promote, advance, support a specific position or point of view.



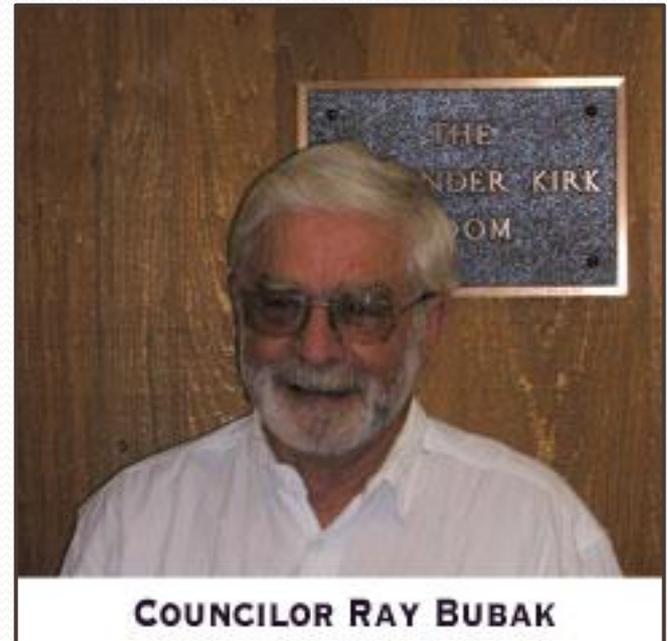
You know versus People know: *The interesting thing about American politics is the people want someone in office who has all the answers but then wants them to listen to their ideas... David Gergen*

The Role of Councillor

The trick to being effective is knowing when to switch hats between being an advocate for an issue and being a convener for the sake of the meeting.

Mayor – presides over meetings and is a regular voting member of Council according to the Charter.

Council President – runs Council meetings in the absence of the Mayor. The Mayor and Council President are responsible for Council conduct and personnel issues for the City.



"You can please all the people some of the time, and some of the people all the time, but you cannot please all the people all the time." – Abraham Lincoln (Variation)

The Role of Councilor

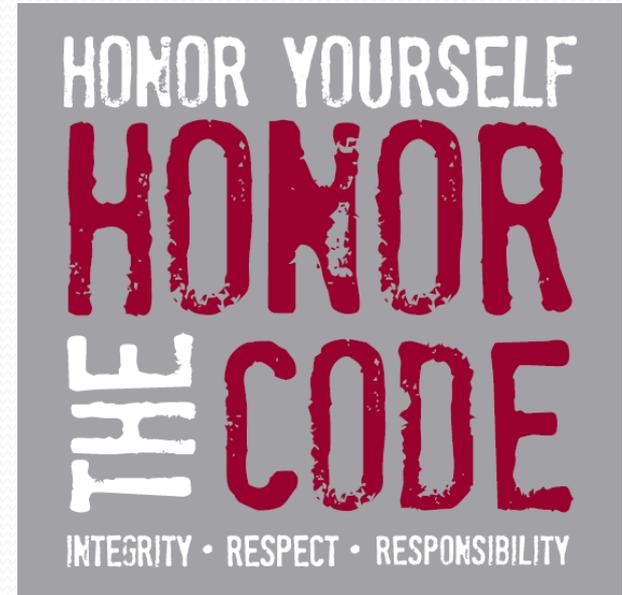
Council Rules

Roberts Rules and meeting procedure.

General business conduct at a public meeting.

Public Meetings Law (ORS 192.610 to 192.710)

The law gives members of the public the right to attend all meetings of public bodies even if the board or committee is purely advisory. Convenient, public place, non-discriminatory, reasonable notice, written minutes are some of the basic requirements. Executive Sessions are private sessions which can be held to discuss certain private matters as described by law.



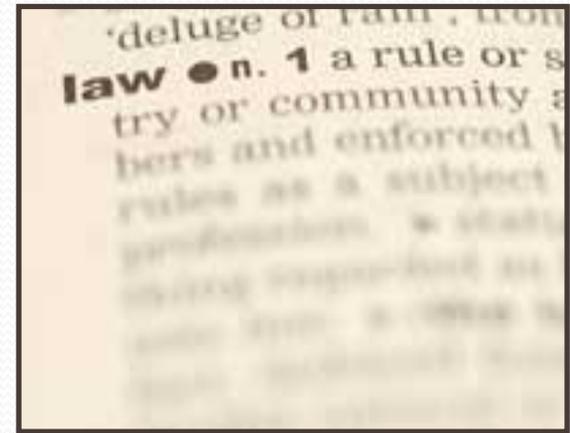
The Role of Councilor

Forms of Council Action

Ordinance – a general law of the City; a legislative action applicable to all citizens or to a certain groups within a community. Examples are establishing a sign code, allowing Social Gaming or levying the Transient Room Tax.

Resolution – a written legislative action that expresses the consensus of council concerning actions that are temporary, short-term or granting special privileges. Commonly used for adopting the budget, entering into contracts, tracking special expenditures and other administrative actions.

Motions – less formal than the other two forms. Generally used for common or ordinary tasks of Council such as approving minutes, delegating actions to staff or adjourning meetings.



The Mayor has the ability to pass a **Proclamation**. The purpose of a Proclamation is to state appreciation or express an interest in an accomplishment of a person or group.

The Role of Councilor

Methods of Adoption

Ordinance – an ordinance adoption must have two readings. Council can make a motion to read the ordinance by title only but action cannot be taken on the adoption of the ordinance until the second meeting. Thirty days after the Council has passed the ordinance, it comes into effect. Council does have the power to adopt an “emergency” ordinance. That is done by a special motion which waives the thirty day waiting period.

Resolution – provides a written record of the action of Council; goes into effect immediately.

Motion – provides a witness of action in the minutes and records of Council.

The Role of Councilor

Types of Meetings

Regular Council Session – is a typical meeting of Council run under Robert's Rules of Order with a specific agenda to be discussed and addressed; has inputs for reports and opportunity for Council to discuss items of business in open session.

Town Hall – a meeting held by Council to discuss a particular issue, idea or concept with members of the general public.

Quasi-Judicial Hearing – happen during regular meetings most often; zoning hearings and certain personnel issues require this function. Council acts strictly by procedures required for the type of hearing and must base their decision on the evidence as presented at the meeting.

The Role of Councilor

Ethics Law

The State Legislature is in the process of amending laws that were passed last legislative session. Historically, Councilors in small communities have only been required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethic Commission (OGEC) which was very broad and trusting of elected officials. The current law requires extensive reporting of any gift valuing more than \$50 of any person, group or entity with a legislative or administrative interest in the City, including relatives. Officials have to file quarterly reports (QPOD) and OGEC is required by law, until amended, to post certain personal information such as family members names on the Internet.



The Golden Rule – do not accept gifts within reason and declare any potential conflict of interest when discussing applicable topics. This requires not being involved in the discussion or the vote on the issue or topic.

The Role of Councilor

Intergovernmental Agreements (IGA) & Contracts

The City of Brownsville has entered into these agreements and contracts to provide services to the residents of the community. Examples of these agreements and contracts include the Oregon Economic & Community Development Department (OECDD), the United States Department of Agriculture (USDA), the Oregon Department of Transportation, Linn County Building Department, Rec Center Board, Pioneer Picnic Association and the Picture Gallery, Central Linn School District, Calapooia Food Alliance (Community Gardens), Chamber of Commerce (Croquet Courts), Judge Lemhouse's Services, the City Administrator's Services, Park Caretakers Services to name a few.

The City also enters into contracts to have vital services performed during the course of the year. Most of those contracts are job or work specific.

The Role of Councilor

Public Interaction

1. Public Meetings & Hearings
2. Advisory Committees
3. Neighborhood Associations
4. Public Opinions and Surveys
5. Volunteers
6. One on One



Media Relations – typically the City has uses the Mayor and Administrator when discussing issues with the media.



The End