



Council Meeting

Tuesday – June 26th, 2018
7:00 p.m. in Council Chambers

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Note: FY 2018-2019 Budget is included separately.

◀ **July 2018** ▶

MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

◀ **August 2018** ▶

MO	TU	WE	TH	FR	SA	SU
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20	21	22	23	24	25	26
27	28	29	30	31	1	2

◀ **September 2018** ▶

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



CITY OF BROWNSVILLE

Council Meeting

Tuesday, June 26th, 2018

Location: City Hall in Council Chambers

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 22nd, 2018
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Budget Public Hearing – FY 2018-2019 (*Budget Passage*)
 - B. Sweet Home Sanitation & Recycling – Scott Gagner/Brian White
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. 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 list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



9) LEGISLATIVE:

- A. **Resolution 2018.13:** FY 2018-2019 Budget Adoption (*Annual*)
- B. **Resolution 2018.14:** Water Rate Adjustments (*Annual*)
- C. **Resolution 2018.15:** Sewer Rate Adjustments (*Annual*)
- D. **Resolution 2018.16:** Year End Transfers FY 2017-2018
- E. **Resolution 2018.17:** Emergency Solid Waste Rate Increase (*Two Options*)
- F. **Resolution 2018.18:** Marijuana Ballot Measure

10) ACTION ITEMS:

- A. Approve Delinquent Assessments
- B. Authorize Festival Shuttle Agreement Signatures
- C. Alyrica Franchise Agreement Negotiations

11) DISCUSSION ITEMS:

- A. Drone Policy
- B. Kirk Avenue & Beyond – Why Effective Policy Matters
- C. Annual Master Checklist Review
- D. May Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



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May 22nd, 2018

ROLL CALL: Mayor Don Ware called the meeting, a joint session with the Park & Open Space Advisory Board, to order at 7:00 p.m. with Councilors Gerber, Neddeau, Block, Shepherd, Chambers and Thompson present. Members of the Park & Open Space Advisory Board included Pat Cook, Betsy Ramshur, Rick Dominguez, Brandie Simon, and Marilyn Grimes. Administrative Assistant Tammi Morrow, Public Works Karl Frink and City Administrator Scott McDowell were also present

PUBLIC:

Kim Clayton, Linda McCormick, Cyndi Anderson, Mark Penrod, Diana Knight, Jon and Connie Erwin, Elizabeth Coleman, Chenoweth Robertson, Kevin Sullivan, Tammy Cook, Kim Roman, Marilyn Grimes, Steve Brenner, Blaine and Katie Cheney, Jordan Parrish (*The Times*), Rick Dominguez, Debra Wyne, Kaye Fox, Brandie Simon, Marilee Frazier, President and CEO Kevin Sullivan (*Alyrica*), Deputy Brandon Thurman (*LCSO*), and Tia Wood.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell added items to the agenda, 10) C. Street bids, and 11) B. November marijuana ballot measure.

MINUTES: Councilor Block made a motion to approve the April 24th, 2018 meeting minutes and May 3rd, 2018 Budget Committee minutes as presented. Councilor Shepherd seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Jon Erwin Recognition.** Mayor Don Ware presented a proclamation and pen set to Mr. Erwin in recognition of his nearly 25 years of service to the City of Brownsville as the City Engineer. Council expressed their appreciation for a job well done and wished him well in his retirement endeavors.
2. **Danny Bivens – Parking Challenge.** Danny Bivens was present to address Council on a parking issue at 503 Spaulding Avenue. Mr. Bivens stated he purchased the property about two years ago as well as two small lots in the area. Bivens intended to build a garage on the extra lots and was given the okay by Linn County. He was then told by the City that he couldn't build just a garage on a property because you must have a primary residence on the property first. Bivens came back to the City to ask for a street vacation and the City said no, because the Canal Company owns land in between the properties among other reasons.

Mr. Bivens is here tonight to ask the City to vacate Putnam Street at his residence. He said the properties above him could be accessed by Amelia Street. Bivens has had problems with people parking in his driveway (which is actually Putman Street) to access the adjacent properties. Mr. McDowell spoke at this point and say that we cannot vacate the street due to utilities located in that street. The Canal Company owns an actual piece of property, not just an easement. The City is currently in the process of contacting the Canal Company, so things are a bit up in the air right now, at best. Any street vacation needs to go through Staff before coming to Council and there is certainly not enough information for Council to



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make a decision tonight on this matter. McDowell encouraged Mr. Bivens to meet with Staff next week and discuss the issue to determine what can be done.

3. **Alyrica – President Kevin Sullivan.** President Kevin Sullivan from Alyrica was present to speak to Council about the possibility of coming to Brownsville to provide high-speed Internet service. He stated that Alyrica is looking for a City that needs Internet access and they have created a plan going forward. What he needs from Council is a note of welcome and a franchise agreement in order to commit to investing in placing fiber Internet in the City. Mr. Sullivan stated that most of his lines will be aerial, about 80%. After a survey the poles appear to be in very good shape and the cable spot that was vacated leaves a spot for their needs. Some areas will have to be underground. The timeframe is late fall or winter to start the project. It will optimistically be finished in about a year but may take up to three years.

Mayor Don Ware asked what kind of commitment is needed from Council. Sullivan replied that realistically his company needs about 48% of the market to be feasible. He would need to reach this goal within about three years from installation. He stated that he already has some customers in Brownsville on Alyrica's wireless system now. He has contacted them, and they are 100% happy with the service they are receiving. This fiber-optic line would offer high-speed Internet service and telephone. Prices for the service ranged from \$99 per month to as low as \$19 a month for the phone service. Mr. McDowell welcomed them enthusiastically. He asked Mr. Sullivan if he needed a formal letter from the Mayor. Sullivan replied in the affirmative. They will collectively begin to start sampling franchise agreements for Council review. *(Councilor Gerber arrived at this point of the meeting.)* McDowell stated that we are desperately in need of higher quality Internet and the City is extremely excited about this opportunity. U.S. Senator Merkley recently provided funding opportunities that may apply to the City as well.

4. **Public Hearing: Proposed Use of State Revenue Sharing.** Mayor Don Ware opened the hearing. No comments were made, the hearing was closed.
5. **Public Hearing: Budget FY 2018 – 2019.** Mayor Don Ware opened the hearing. No comments were made, the hearing was closed.
6. **Recreational Buildings – Town Hall.** Mr. McDowell stated that tonight we are having a joint meeting with the Parks and Open Spaces Committee to review the condition of buildings in Pioneer Park and the repair/replacement priorities. We will take a small break to rearrange the room for the projector slideshow.

Mr. McDowell then gave a brief overview of the report submitted from Inspections Unlimited. Highlights of his presentation included how did we get here, funds included in the budget, and aging assets were discussed. Community events, memorials, and the lottery for the Pavilion were also discussed. McDowell recommended forming a subcommittee to bring back an in-depth study for Council. He suggested appointing two Council members with one alternate, two Park Board Members, and two Community Members to sit on the panel. The committee's purpose will be to determine needs, develop associated costs, explore funding strategies, and provide a recommendation for Council's consideration. Members appointed are Linda Chambers, Carla Gerber, and Doug Block as an alternate from Council. Park Board representatives will be Rick Dominguez and Brandie Simon. Central Linn Recreation Association representative is Blaine Cheney. Debbie Wyne will represent Pioneer Picnic and events in general.



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Additional folks interested in being on this committee should contact Mr. McDowell.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** Deputy Brandon Thurman (LCSO) was present to recap the month of April. There were 14 traffic citations, 21 traffic warnings, with 42 traffic hours spent overall. Total hours for the month are 203. Deputy Newman moved up to Detective Division and Scott Muney is the new Brownsville Deputy. Deputy Muney comes to us from Stayton; he was traffic enforcement there.
2. **Public Works.** Public Works Superintendent Karl Frink reported that Public Works has been busy this month. They are working on engineering for the Robe Street Waterline project. The engineer on the project is Dyer Engineers headed by Ryan Quigley who is very familiar with Brownsville, having worked for Erwin Engineering for many years. On May 15 the City switched from the wells to the Calapooia River. Public works and is working on Oak Street project grinding out in repaving of a portion of that Street. They are working on replacing street signs and working on the bridge out by the cemetery.

The Park Caretakers, Don and Carol Neddeau, have officially started their duties this past Monday. They worked half a season last year and did a fabulous job we are excited to have them back. Joel Pynch recently passed away and a bike rack in Memorial has been erected in his memory. Public Works staff is also working on a permanent ramp by the Pavilion and mowing and weeding the cemetery for Memorial Day. These projects constitute a tremendous amount of work but are almost finished and ready. The community room is getting new can lights installed and painted drywall repair should be finished up this week. The backstop in the Park has been replaced. Frink recently purchased a quick attach safety equipment for the backhoe. This purchase will eliminate safety hazards and back strain possibilities; it's a nice safety upgrade to have.

3. **EPC Update – Tammi Morrow.** Ms. Morrow given up EPC update. The committee met on May 17th, 2018. Upcoming events include the CLES safety play day end of the year activity. They have been in contact with the CLHS to facilitate EPC activities next school year. City staff has ordered clipboards waterproof pens and writing paper for emergency events. The supplies will be stored at various locations around town. Staff is also working on a contact sheet that will feature names, pictures, and contact information for Staff, Council and EPC committee members.

September 20th, 2018 was chosen as the community outreach education date. The share will feature an ice cream social held at the American Legion from 6:00 to 8:00 p.m. This event will be promoted through the local paper and the fall City newsletter. The committee would like to encourage Council to complete the 100 & 200 NIMS training online. Please let McDowell or Morrow know if you need that link sent to you again. Ms. Morrow has completed the 100 NIMS training class.

4. **Administrator's Report.** McDowell informed Council of the total meltdown of his computer. The website was created and implemented through this computer and McDowell has been unable to resurrect the website. Some of the links still work, but many are not operational. Staff is working on implementing a new website, which we had been planning on doing anyway. We've experienced lots of



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technical difficulties with the new website provider; the new launch may be the end of June. This is a huge tool to lose. The City hopes to have it up as soon as possible.

McDowell reported that Go Team, regional economic development project, is on track. They are rallying around some really great projects; the progress is directly related to Mr. McDowell's time and energy invested in this project. The Go Team will be adding capacity in our area, phenomenal progress. Council recently approved a \$500 Economic Northwest study expenditure to cover a portion of this study. This study has since been completed, and it is fascinating. The group had a debrief meeting to look at the study and great conversations were had; the effort seems to be really moving forward. Mayor Ware thanked Mr. McDowell for all of his hard work on this project. McDowell in turn thanked staff for always being here and enabling him to go out and accomplish these things for Brownsville.

McDowell reminded Council of the camping changes being implemented in Pioneer Park. It is important to remember Pioneer Park is a park, not a campground. Camping will only be allowed on Friday, Saturday, and Sunday and will be extended around holidays. This will be a challenging year as folks adjust to the new system. Agreements and pavilion rentals will be allowed to camp per agreement requirements.

McDowell recently attended a meeting with Art Fish and John Pascone about the Enterprise Zone legislation and opportunity.

McDowell referenced Council to page 73 of the packet which included an article from Kristina Surfus, director of legislative affairs for the National Association of Clean Water Agencies in Washington, D.C. this article talked about TMDL and its implications. The writing on the wall here does not look promising, we will continue to work on this as we move forward. The voluntary matrix has turned into a mandatory matrix. McDowell and Frink will continue to monitor the situation and keep Council apprised.

Staff continues to monitor the on-going situation at 382 Kirk Avenue. The property is going through the foreclosure process and property managers are currently waiting on the legal process to take its course prior to cleanup. It appears that June 8th, 2018 is the soonest the City could post the property for cleanup. McDowell intends on posting the property that day unless anything changes.

5. **Library Report.** No comments.
6. **Court Report.** No comments.
7. **Council Comments.** No comments.

CITIZEN COMMENTS.

Mayor Ware asked that citizens remember comments need to be limited to three minutes per audience member. When you step to the podium please state your name and address prior to commenting for the public record. Councilor Gerber reminded the citizens that Council cannot interact with the public during this time.

Danny Bivens asked if there is a future plan for erosion in the Park. McDowell recapped the history of this process for Mr. Bivens. Basically, there is no easy



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solution that is cost-effective, and the City has decided to retreat. There is funding in the budget to move the playground equipment as needed; it is frustrating for the City as well. Council continues to monitor City priorities.

Kim Roman was present to talk about the farm animal ordinance. She said she has talked to many residents who have no idea about the ordinances; they are not involved. She said this ordinance is about more than just the farm animal ordinance, pretty soon we are just like other big cities. Roman said Brownsville is an unusual community just like it was 40, 50, and or 60 years ago. Let's keep it that way.

Cyndi Anderson, Stanard Avenue, stated that she has lived here almost 40 years. She has to pinch yourself daily; they love it here. She thanked all for serving as Council members and Staff. She is here tonight to talk about her roosters. She has a two-year-old grandson that lives in Portland that loves to come see her roosters. She wants to preserve the community like it is for future generations. She also owns an Air B & B and the guests there say they love hearing the roosters. Anderson showed pictures of her grandson and roosters for Council to see. She also distributed earplugs for those folks that don't like the sound of the roosters, and distributed a handout on conflict resolution.

Tia Wood, Spaulding Avenue, was also present to talk about the farm animal ordinance. The quaintness of Brownsville is what brought her and her family here. She thinks folks should be able to raise a pig for 4-H if they want to. She hears roosters in the distance and believes they are fun.

LEGISLATIVE:

- A. Resolution 2018.11: Election to Receive State Revenue Sharing.** *Councilor Gerber moved to approve R 2018.11. Councilor Block seconded the motion, and the motion passed unanimously.*
- B. Resolution 2018.12: Enterprise Zone Designation.** *Councilor Gerber made a motion to approve R 2018.12 as presented. Councilor Shepherd seconded the motion, and it passed unanimously.*
- C. Ordinance 772 – Nuisance Abatements (Second Reading).** *Councilor Block made a motion to read O 772 by title only. Councilor Gerber seconded the motion, and it passed unanimously. McDowell stated that the only things changing are the items in yellow highlight. Councilor Gerber made a motion to approve O 772. Councilor Shepherd seconded the motion, and it passed unanimously.*
- D. Ordinance 773 – Attractants (Second Reading).** *Councilor Chambers made a motion to read O 773 by title only. Councilor Neddeau seconded the motion, and it passed unanimously. Council Chambers asked if this ordinance applies to cats as well. Mr. McDowell stated that basically this ordinance is for anyone putting out food that can attract nuisance animals. The City must have force of law or we don't have any way to assist in situations that get out of control. Cats, turkeys and other animals can become nuisances. Folks are not safeguarding foodstuffs. The City has had folks tell us they put out 50 pounds of cat food for feral cats every week. These feral cats then cause problems for*



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neighboring property owners. When neighbors complained they are often met with hostility. This ordinance will allow staff to go out in a situation and have the opportunity to try to handle the issue. *Councilor Gerber moved to approve O 773. Councilor Shepherd seconded the motion, and it passed unanimously.* Councilor Chambers asked for clarification on how this ordinance will be enforced. McDowell responded that the rules will not come into play unless there is a problem. If there is a warranted complaint, Staff will pursue the situation.

E. Ordinance 774 – Noise. (Second Reading). *Councilor Chambers made a motion to read O 774 by title only. Councilor Gerber seconded the motion, and it passed unanimously. Councilor Gerber made a motion to approve O 774. Councilor Block seconded the motion.* Councilor Chambers commented that this ordinance is not about neighbors blaring music. McDowell responded that that is correct. This ordinance allows the City to have a criterion to follow in a situation like McFarland Cascade coming to town. McFarland Cascade did not have to comply and remedy the situation when the City received noise complaints after they built their peeling plant west of town. They did significant upgrades and sound baffling to mitigate the noise complaints on their own accord. Again, this ordinance will give the City a standard to follow. *The motion was voted on and passed unanimously.*

F. Ordinance 775 – Animals. (Second Reading). *Councilor Block moved to read by title only. Councilor Shepherd seconded the motion, and it passed unanimously. Councilor Shepherd made a motion to approve O775. Councilor Block seconded the motion.* Mayor Ware stated that the reason for this ordinance is to give the City the ability to enforce the laws. McDowell responded that certain prohibitions, like exotic animals, are not permitted outside. Chickens need to be confined to the owner's property; this is for the welfare of the animals and humans alike. Sheep, bees and roosters will be dealt with by administrative review for the peace health and safety of all. There will be difficulties with some of these issues in the future. People need to keep and care for animals responsibly. Councilor Gerber stated that complaints will be driven by neighbors and others, and investigated from there. *The motion was voted on and passed unanimously.*

ACTION ITEMS:

- 1. Dollar General Recognition and Proclamation.** McDowell has prepared a proclamation thanking Dollar General for their recent new construction located on Main Street. Staff has taken a lot of flak about the establishment of this business in charming Brownsville. The City did not actively recruit Dollar General, nor any other development over the last two decades or more. People and companies are able to buy land wherever they chose and do what they will with it, if it is allowed by local codes. The Dollar General is a good company. They offer products needed by the community at large, they will provide local jobs and this store will help many



Council Minutes

in residents of our community by providing groceries and other goods at affordable price points.

2. **Paving Project – N. Oak Street.** Mr. McDowell reported that Mr. Frink put together the specifications for this project and he did a great job. He has taken the time to meet with these bidders. Knife River and North Santiam Paving Company have both submitted bids for the project. North Santiam Paving Company came in as the lowest bid. *Councilor Gerber moved to authorize Mr. McDowell and/or Mayor Ware to negotiate and accept the bid from North Santiam Paving. Councilor Block seconded the motion, and it passed unanimously.*
3. **November Ballot Measure.** Mr. McDowell has been in contact with City Attorney Ross Williamson to find out what the City needs to do to put the marijuana measure on the November ballot. The attorney recommends doing all of the items listed in his email that McDowell provided for Council. *Councilor Block made a motion to direct Mr. McDowell to go forth and include everything as recommended by the City Attorney. Councilor Shepherd seconded the motion, and it was approved unanimously.*

DISCUSSION ITEMS:

1. **April Financials.** No comments.

CITIZEN COMMENTS. Diana Knight, Hausman Avenue, stated that she would like to see a better definition on what is an abandoned, feral, or stray cat. In the past she has taken on many, many cats that businesses and others have abandoned. Many of these cats are outdoor cats; they are owned and fed outside. Not feeding cats is a direct violation of new State law she said. She would like Council to address that issue.

Kim Roman spoke next. She said the house they bought came with a cat. His food is outside. Outside cats eat the mice, and that is good for everyone. She doesn't think that she should not be allowed to feed her cat outside.

Marilyn Grimes, Oak Street, stated that she had trapped an outside cat and gotten her fixed, and then gave away the kittens. She is a responsible pet owner.

COUNCIL COMMENTS. Councilor Chambers commented that the new ordinance will not forbid folks from helping starving cats. Feeding 40 cats as opposed to one is much different. McDowell commented that we are a City that allows cats to be outside, unlike other cities.

Councilor Shepherd addressed the scolding letter Council received from Allen Buzzard. The letter is not accurate and not appreciated.

ADJOURNMENT: *Councilor Shepherd moved to adjourn at 8:45 p.m. Councilor Block seconded the motion, and it passed unanimously.*

S. Scott McDowell
City Administrator

Don Ware
Mayor



City Administrator Report

June 26th, 2018

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

One liner of the month

Don't sweat petty things and don't pet sweaty things.



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

“True peace is not merely the absence of tension...
it is the presence of justice and brotherhood.”
~ *Dr. Martin Luther King Jr.*

“Each generation imagines itself to be more intelligent
than the one that went before it, and wiser than the
one that comes after it.”
~ *George Orwell, Writer*

“After the darkest moment comes the light.”
~ *Joseph Campbell, Mythologist*



Dr. Martin Luther King, Jr.

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

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. **FY 2018 – 2019 Budget Public Hearing & Adoption** – Mayor Ware will open the floor for anyone from the public wishing to speak about the budget as proposed by the Budget Committee.

Items included by the Budget Committee in this FY 2018-2019 budget are below:

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$127,003.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$49,950.
- ▶ Approve delinquent sewer assessments in the amount of \$4,972.47.
- ▶ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ▶ Approve Historic Use of State Revenue Sharing.
- ▶ Approve the FY 2018-2019 Budget and recommend the same to Council.



City Administrator Report

- B. Sweet Home Sanitation & Recycling** – Mr. Scott Gagner will be talking about the financial implications and the future of recycling. Council will be asked to make a decision on an additional rate increase due to the impacts of policy changes made by China. I have provided two resolutions for Council's consideration. One option continues with recycling (+11.76%) and the other options suspends the recycling program (+5.23%).



What is Council being asked to do?

Pass one of the resolutions.

9) LEGISLATIVE:

- A. Resolution 2018.13: FY Budget 2018-2019 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 and imposes and categorizes taxes. Any changes to the budget at this point would require a special meeting of Council.

What is Council being asked to do?

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

- B. Resolution 2018.14: Water Rates Annual Adjustments** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities.

What is Council being asked to do?

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

- C. Resolution 2018.15: Sewer Water Rates Annual Adjustments** – Each year Council passes a sewer rate resolution. This resolution includes a 3% increase to the rates as stated above.

What is Council being asked to do?

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

- D. Resolution 2018.16: Year End Transfers FY 2017-2018** – 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. Resolution 2018.17: Emergency Solid Waste Rate Increase** – There are two options for this legislation; one is highlight in green and the other in yellow. I have named one the Recycling Option which would increase the existing rates by 11.76% and the other I have called other the Landfill Option which would result in a 5.23% increase. I have included several documents for your review from Sweet Home Sanitation. Basically, all the haulers in Linn County have launched a massive re-education campaign in hopes to clean up the recycling stream following the publications put forth by the Oregon Refuse & Recycling Association (ORRA).



City Administrator Report

The Linn County Solid Waste Advisory Committee (SWAC) also recently recommended rate changes to the Linn County Commissioners due to the change in China's policy. Other recycling markets such as India, Vietnam and Malaysia are being flooded with material from around the World. China simply chose to enforce a rule they have had for ten years beginning in late 2017. The policy requires recycling material be clean to a level of 0.5%. Typically, the Oregon recycling stream is about 9-10%. In the United States, the facilities that handle recycling are not designed to clean below a 3% level, so even if every person prepared their recycling materials perfectly, the U.S. would not be able to meet the new standard.



The State does not require communities to recycle when the costs eclipse landfill rates. The State of Oregon is allowing communities to landfill the material temporarily in hopes that the market will rebound. The bottom line is that haulers had a commodity in recyclable material. Haulers were receiving over \$30/ton until last October; now haulers are paying \$70 to \$80/ton to recycle the same material. Even more recently, China has not been accepting any material.

What is Council being asked to do?


Determine which option you feel best meets Brownsville's needs.

- F. **Resolution 2018.18: Marijuana Ballot Measure** – Council requested City Attorney Ross Williamson to prepare a ballot measure question for marijuana facilities in Brownsville. The enclosed resolution is the result of Staff's work to meet Council's request. Please carefully read the resolution and let me know if you have any questions. I think Mr. Williamson did a good job making the question clear for the voters.

What is Council being asked to do?

Pass the ordinance to prepare for the November ballot measure.

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. **Authorize Festival Shuttle Agreement Signatures** – For the last several years, Council has facilitated a contract between the Central Linn School District and the Brownsville Chamber of Commerce. Council should authorize Mayor Ware and City Administrator Scott McDowell to execute the contract if it is something Council wishes to continue. The Brownsville Chamber of Commerce Executive Board voted unanimously to continue this service through this year.
- C. **Alyrica Franchise Agreement** – Included in your agenda packet is a review copy of the franchise agreement prepared by Staff for negotiations with Alyrica. Council is being asked to pass this by motion, so Staff can begin negotiations with Alyrica. Council will be asked to memorialize the franchise agreement by  **ALYRICA** passing an ordinance once the negotiations have been finalized. President Kevin Sullivan provided a template agreement and City Attorney Mark Wolf and I prepared the version you have in the agenda packet.



City Administrator Report

11) DISCUSSION ITEMS:

- A. **Drone Policy** – Councilor Thompson asked for this agenda item. Councilor Thompson would like Council to discuss and consider whether or not a policy should be formulated for this activity.
- B. **Effective Policy Matters** – A quick review of lessons that should be learned by the situation at 382 Kirk Avenue.
- C. **Annual Master Checklist Review** – I will provide a quick overview of the ‘Master Things To Do List’ for this past fiscal year.
- D. **April Financials**



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

- ▶ *ICMA Recycling Webinar shared major insights to the China Sword policy and the implications for the entire solid waste industry.*
- ▶ *Attended the SWAC meeting.*
- ▶ *Paula Bivens came to a meeting with Administrative Assistant Elizabeth Coleman and I. Danny Bivens did not attend.*
- ▶ *Administrative Assistant Elizabeth Coleman and I have been in multiple meetings sorting requirements for the development north of Brownsville.*
- ▶ *The Chamber of Commerce decided to make the Citywide Garage Sale a three-day event. The Chamber decided to provide portables for the Antique Fair, Festival Shuttle and Citywide Garage Sale for those individual events instead of leaving them in certain locations all season.*
- ▶ *Bill Palmer left Boldt, Carlisle & Smith LLC to take a position with Linn County. Tasha Harrell will be the new lead auditor.*
- ▶ *Met Brian Latta and Hilary Norton to review economic development strategies and outcomes.*
- ▶ *Karl and I met with Ryan Quigley to review the Robe Street waterline project and to discuss the cemetery bridge. I also spoke with Jared McClain about the City’s progress on the bridge.*
- ▶ *Met with Scott Gagner Sweet Home Sanitation to review 382 Kirk Avenue and 517 Averill.*
- ▶ *Tammi and I posted the first round of weed abatements.*
- ▶ *Elizabeth and I attended a meeting with Linn County Planning & Building Director Robert Wheeldon to review a potential housing project south of town.*
- ▶ *Carol and I completed the CJIS audit with the help of Nick Harris from OSP.*
- ▶ *Provided financial information for S & P for the last fiscal year. The City’s status has been upgraded from A- to A+/Stable.*
- ▶ *Asked Jessica Meyer if she was interested in providing judgeship services for the Municipal Court beginning in 2019.*



Tasha Harrell, CPA



City Administrator Report

- ▶ *Posted several properties for weeds and nuisances with Administrative Assistant Tammi Morrow.*
- ▶ *Attended the Bi-Mart Willamette Country Music Festival's hearing before the Marion County Commissioners.*
- ▶ *Completed the insurance reviews and coverages for all City property etc. with Deidre Theide of Barker-Uerlings Insurance.*
- ▶ *Met with Cody Wright, RAIN Consultant, on the economic developments plans for Brownsville.*



HAPPENINGS

Danny & Paula Bivens: Parking ☒ – At the last Council meeting, Danny Bivens was present to discuss an issue regarding his property. The property issue Bivens attempted to address with Council had already been reviewed several times. Administrative Assistant Elizabeth Coleman provided answers from Linn County and provided a clear path for development to potentially occur on the property. Coleman has provided the information in multiple formats.

Danny Bivens did not show up to the meeting he requested. Paula Bivens attended the meeting.

What the issue boils down to is Linn County says one of their lots is not a 'legal lot of record.' According to Paula, the other lot would cost too much to develop. The County will require them to go through an administrative process that will make the lot one of legal record. Once that process is complete, the City will require the Bivens to apply for a variance to the Planning Commission due to lot size requirements of the Brownsville Municipal Code. The Planning Commission will have to apply certain criteria to determine if the lot meets the requirements for a variance.

Staff continues to field questions.

Linn County Commissioners & Buffer Zone ☒ – *From April 26, 2018:* Council decided at the last meeting to move forward preparing the necessary legislation to have marijuana zoning issues on the ballot in November. City Attorney Ross Williamson indicated Council has until the end of August to pass the necessary legislation. Due to the computer incident this month, I will be preparing the legislation for June or July. Mr. Dave Kinney and Staff are still working on the pieces needed for the Linn County Commissioners.

From 03.27.2018: Mayor Ware and I visited with Linn County Commissioner, Board Chair, Roger Nyquist at the direction of Council to determine what the City's options are regarding the buffer zone request. Linn County Building & Planning Director Robert Wheeldon also attended the meeting. Basically, Linn County took the opportunity to review and consider the buzzer zone concept as proposed by Council Resolution 2017.18. Commissioner Nyquist indicated that the buffer zone concept is not a viable option according to legal advice received by the Commissioners. The State Legislature allowed and required marijuana uses in EFU (Exclusive Farm Use) land which legally binds the County. They both indicated the State of Oregon has pre-empted efforts to properly regulate marijuana primarily due to this EFU requirement.

Commissioner Nyquist said that the County would consider pursuing an exemption if the City could show that the Urban Growth Boundary (UGB) was expanding. Mayor Ware shared that the City is in the process of looking at the UGB and land inventory right now. Administrative Assistant Elizabeth Coleman and I have talked with Planning Consultant Dave Kinney about providing the City with a proposed UGB expansion to the south for future housing. As explained at the last Council meeting, south Brownsville is the most logical, compatible and available land for future residential growth.



City Administrator Report

Placing a light industrial application in the middle of a residential area is in direct conflict with the State's Land Use Compatibility Statement (LUCS) as required by State Law.

U.S. Attorney Issues Marijuana Priorities and Expresses Concerns

U.S. Attorney for the District of Oregon Billy Williams issued a statement this week, detailing his concerns with overproduction in the Oregon marijuana industry and outlining the priorities his office will use in enforcing federal marijuana laws. While marijuana is legal for recreational and

medical uses in Oregon, producing, possessing and distributing it remains prohibited under the federal Controlled Substances Act. Guidance offered by Williams is similar to what was given under the previous administration. Federal resources will be focused on the following areas:

- Overproduction and out-of-state sales;
- Marijuana operations where firearms or other public safety threats are present;
- Organized crime;
- Minors accessing marijuana; and
- Marijuana on federal land.

The document, which may be found [here](#), also clearly states that the above areas are the priorities. Williams would not give a blanket statement that any commercial marijuana activity would be immune from federal scrutiny. Enforcement actions could take the form of criminal prosecution, civil forfeiture or administrative actions. Williams did praise the establishment of a grant program established by the Oregon Legislature in 2018 designed to assist local governments with marijuana enforcement.

Contact: Scott Winkels, Intergovernmental Relations Associate – swinkels@orcities.org

Linn County Sheriff's Office Contract – Sergeant Greg Klein indicated the SO will have two deputies available to work the Fourth of July. Below is a table showing the Sheriff's Office activity over the last six months:

LCSO Month-to-Month Comparison

Year	Month	Traffic Citations	Traffic Warnings	Total Hours
2018	May	6	19	207
2018	April	14	21	203
2018	March	19	36	208.5
2018	February	5	14	201
2018	January	23	29	220
2017	December	11	15	214

Solid Waste Advisory Committee (SWAC) Meeting – The Committee recommended a 10% Rate of Return to the Linn County Commissioners for all County solid waste franchises. The adjustment included rates that would cover concerns about recycling. The understanding is that another adjustment may need to be done given the ever-changing policy situation in China. All franchises put out public education based on the (ORRA) language Council received at your last meeting. I have included a few examples in the agenda packet.

From 05.22.2018: The next meeting is scheduled for the end of May. I expect the Committee to increase fees for all waste haulers in Linn County because of the increased costs associated with the



City Administrator Report

change in China's recycling policy. I've included some information from Mr. Scott Gagner regarding some of the recent changes since the last meeting.

From 03.27.2018: I will provide an oral report on the meeting outcome. The China restrictions on recycling are causing financial concerns for haulers **and will** change the way items are recycled. The SWAC's next meeting will be at the end of May.



Biltmore Estates Atrium

Alyrica Franchise Agreement – City Attorney Mark Wolf, Speer Hoyt LLC, and I have reviewed the proposed franchise agreement from Alyrica. Included in the agenda packet is the initial draft. Council will be asked to approve this initial draft Tuesday night. Negotiations with Alyrica will then begin.

From 05.22.2018: Alyrica President Kevin Sullivan will discuss his company's plans to create a fiber-optic system for Brownsville. Alyrica is a local Internet Service Provider from Philomath, Oregon. Alyrica recently installed a fiber-optic system in the City of Halsey. The City's next steps include working with Alyrica to develop a franchise agreement, and perhaps supporting their efforts with Pacific Power.

From 03.27.2018: Alyrica President Kevin Sullivan is slated to attend the May Council meeting. Staff will be working with Alyrica to develop a franchise agreement. Alyrica is currently working on designing a fiber optic system for Brownsville. Mr. Sullivan reported that they would need about a 50% market saturation for the project to work. Mr. Sullivan also shared some other options for business that need faster service right now. Interested parties can contact Alyrica to explore those options. Pricing will be very reasonable, based on the service being provided.

STATUS UPDATES – Projects, proposals and actions taken by Council

Active/Pending: Canal Company Solvency ☒ – President John Holbrook phoned and indicated that the Canal Company is still in existence. Holbrook has filed the appropriate paperwork with the State of Oregon. The Company does not have any other officers and is attempting to setup a meeting. Holbrook provided a valid insurance certificate for the operation of the pumps. Public Works Superintendent Karl Frink turned on the pumps several weeks ago.

From 02.27.2018: The letter was forwarded to Mr. Holbrook. I have included it in the agenda packet for your information.

From 02.27.2018: Last year all officers except for President John Holbrook resigned from the Canal Company Board. Council must determine if the pumps will be operated this year. Staff will discuss details at the meeting. Basically, the Company would have to show that it is in proper standing to operate as an entity and have insurance in order for the City to operate the pumps.

Active: Weeds & Nuisance Abatement Program ☒ – Administrative Assistant Tammi Morrow and I posted several properties on June 6th, 2018. Rickey Currier's crew have been retained to mow five properties this first round. Staff also continues to follow-up on 382 Kirk Avenue and is working to address other nuisance issues.



City Administrator Report

End of the FY Projects – **From 05.22.2018:** Below is a list of projects Staff is trying to complete before the end of the fiscal year among others.

1. ~~Robe Street Waterline Engineering~~
2. ~~N. Oak Street Paving & Cemetery Bridge~~
3. ~~Website Launch~~
4. ~~Dust Control~~
5. ~~General Ledger & Utility Billing Software Installation~~
6. ~~Linn County Planning & Building Department Discussion~~
7. ~~Budget Finalization Steps~~
8. ~~Review all Insurance Coverages & submit to CIS~~



Biltmore Estates Greenhouse

OSU Internship Program – I did not have time to follow-up on this with major deadlines looming and the computer issues I've been experiencing.

From 02.27.2018: The City may have a unique opportunity to use an intern for the next few months to assist with some specific projects.

Active: Land Inventory – **From 01.23.2018:** Administrative Assistant Elizabeth Coleman and I met with Dave Kinney to begin the process of preparing a land use inventory study as approved in this year's budget. Mr. Kinney will begin talks with Linn County GIS as they will play a key role in analyzing and compiling data. Council must be ready to make some future decisions that could cause community controversy. Once some of the initial data is compiled, we will have Mr. Kinney present the information to Council to determine course of action. I have included the current zoning map. The City is practically out of volume commercial and light industrial land. Staff feels that the State will allow the City to add these areas. Staff will also analyze the housing needs. The concern with housing, as previously discussed with Council, the City has many areas that are designated, but providing necessary utilities will be challenging and, in some areas, not financially feasible. The other issue with housing is the amount of open farm land around residential zones. Basically, the City seems to have ample land for housing developments on paper.

Mr. Kinney indicated that this entire process from start to finish will take about a year and half. Council will have several decisions to make along the way.

Discussing this issue with Staff, it became very clear that the south side of Brownsville is the most likely area for future housing development which highlights the concern over the proposed marijuana operation along Gap Road.

Active: Utility & General Ledger Software – Council authorized Staff to move forward with a contract with Harris Computer Systems. The process has been slow for a variety of reasons. Internet speed is one major barrier.

Active: Website Update – Staff continues to work on the new website.

From 03.27.2018: The City has hired Municode to assist with creating a new website. The new website will take about three months to launch. Administrative Assistant Elizabeth Coleman and I continue to work on revisions and content.



City Administrator Report

Cascade West Council of Governments Regional Policy Efforts ☒ – The Board is actively moving forward working on proposals and options for policy change.

From 02.27.2018: Below are initial concepts for the regional legislative approach:

- 1. Address Administrative ODOT Issues
- 2. Housing Affordability & Availability
- 3. Wetlands
- 4. Adverse Cost Impacts to Local Governments caused by the State Legislation
- 5. Disaster Resiliency Funding
- 6. Land Use Planning Reform

Active: Go Team Next Steps ☒ – Cities are moving forward collectively with RAIN. Cody Wright was recently hired to work with the eight cities Brownsville has partnered with. The group is also working on the broader effort with all cities from the region, Linn & Benton counties.

From 04.24.2018: I have met with several Linn County cities who are ready to move forward with a collective economic development proposal. A meeting will be scheduled soon with the Cascade West Council of Governments for discussion. Brian Latta, Harrisburg City Manager, and I recently met with Melissa Murphy from Biz Oregon to discuss the regional approach cities are taking to accomplish specific economic development goals.



Inside Fort Sumter

From 01.27.2018: Several cities are developing an executable checklist to be collectively active on economic development opportunities. This effort is based on the Go Team RLED effort. I will have an oral report for Council. Council authorized \$500 toward a regional study being completed by EcoNorthwest at the last regular session Council meeting.

From 09.26.2017: I attended a regional economic development discussion at LBCC with Go Team members Joann McQueary and John Morrison. Corvallis, Albany, Linn County, Oregon State University, Linn-Benton Community College, the Cascades West Council of Governments and the State of Oregon were all represented at the meeting. The Go Team recently met to talk about outcomes of this larger, regional approach.

See past reports for historical information.

Active: Water Rights & Jon Erwin – **From 02.27.2018:** The Oregon Water Resources Department (OWRD) has issued a few letters to the City recently that City Engineer Jon Erwin, Public Works Superintendent Karl Frink and I have reviewed. The City recently removed the hold we placed on one permit concerned the water curtailment issue. It appears that the State will continue that particular water right at the current rate which is vital for the City’s water needs.

Active: Vintage Trailers Event – Mr. Long continues work on the ‘Rally by the River.’



City Administrator Report

Active: Development Properties – Staff continues to work on the Rivers Edge Development. Many other projects are being pursued and are currently in process.



ITEMS PENDING – Tabled, On Hold, Stalled or Waiting

Pending: Coleman & Kinney – *From 2016:* FEMA Implications regarding insurance and flood impact technical reviews.

PAST MEETINGS – Memory Information

WNHS Update – Recently announced the following:

Willamette Neighborhood Housing Services was awarded money from the state for the Veteran's Home Improvement Program. We need a few more eligible veterans to spend down our current funding. Please include the following information in utility billings for the next two months:

"VETERANS HOME IMPROVEMENT FUNDING AVAILABLE! If you are a U.S. armed services veteran and homeowner, you may be eligible for a no-payment 0% interest loan for home repairs. If your income is low or moderate, you have equity in your home and need home repairs, please contact Willamette Neighborhood Housing Services at 541-752-7220 ext. 300."

Homeowners: You may be eligible for a no-payment 0% interest loan for home repairs. If your income is low or moderate, you have equity in your home and need home repairs, please contact Willamette Neighborhood Housing Services at 541-752-7220 ext. 300.

Willamette Neighborhood Housing Services will be embarking on a merger. I have included the e-mail in your materials for your review.

Please refer citizens to the following websites for more information:

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

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

Completed: Linn County Transportation System Plan – *From 07.25.2017:* Councilor Gerber and I attended a public meeting regarding the Linn County Transportation System Plan (TSP)...

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

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



City Administrator Report

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

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "SM", representing S. Scott McDowell.

S. Scott McDowell



Public Works Report

June 19th, 2018

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of June.
- *Distribution System* – No water leaks this month. One water meter was replaced. We are currently engineering new water lines for Robe Street. One new water service was installed on North Ave, with several others in the process of getting installed.
- *Cross Connection Program*- Public Works is currently updating our records and preparing for the annual backflow testing. The City's annual testing is generally scheduled for July.
- *Water Treatment Plant* –All of the analysis equipment has been calibrated to factory specifications. One distribution pump has failed and will be sent to Star Motor for needed repairs. One filter has been cleaned, scraped, seasoned and is now back in use.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows.

Sewer:

- *North Lagoons* – We are currently spraying weeds and will soon be flail mowing the entire facility.
- *South Lagoons*- We are currently spraying weeds and will soon be flail mowing the entire facility.
- *Collection System*- Currently we have one new sewer connection on Northpoint Loop, with several other connections in the process of getting connected.
- *Misc.* – Nothing additional to report.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Public Works is currently working on street rehabilitation projects for this year. The City received a copy of the contract on June 19th, however a start date has not been established at this time. All effected residents will receive adequate notice before this project begins. The flower beds and tree wells along Main Street have been weeded and new bark mulch applied.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Street sign work continues as time allows. Many new locations require locates to be called in before we can bore holes to place sign posts. We are currently working on replacing the existing bridge on the road to the cemetery. The current bridge is an un-engineered wood structure that has no weight capacity rating. The bridge is aged, signs of rot are appearing.

Parks:

- *Pioneer Park* – Public works was very busy cleaning, repairing, mowing, spraying and weed trimming for Pioneer Picnic. The park hosts have been very helpful assisting with the preparations in the park.
- *Blakely Park* – This park has been cleaned up and mowed.
- *Kirk's Ferry Park* – This park has been cleaned up, mowed.
- *Remington Park* –This park has been cleaned and mowed.

Cemetery:

- *Grounds* – Nothing to report this month.

Library:

- **Grounds-** This facility has been mowed as needed. The flower beds have been weeded and new bark mulch applied.
- **Buildings-** Nothing to report this month.

Downtown

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

City Hall:

- **Buildings-** Nothing to report this month.
- **Grounds** –The grass is mowed and maintained weekly, or as needed. The flower beds have been weeded and new bark mulch applied.
- **Community Center-** One closet door latch has been repaired.

Rec. Center:

- **Grounds-** The grass is mowed weekly or as needed.
- **Buildings-** Nothing to report from this facility this month.

Public Works:

- **Grounds-** The grass is mowed weekly.
- **Buildings-** Cleaning and organizing continues as time allows.
- **Misc.** – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- **Backhoe-** A quick change bucket attachment has been installed and working well. We are still in a learning curve, but overall a very good investment.
- A new posthole auger has been ordered to facilitate boring holes for street sign posts, fence posts and other miscellaneous tasks performed by public works.

K7 - 10



PLANNING AT A GLANCE

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

- | | |
|---------------------------------------|--------------------|
| • Mechanical (HP w/2 Air Handlers) | 623 Washburn St. |
| • Structural (Single Family Dwelling) | 855 NP Loop |
| • Mechanical (HP Upstairs) | 808 Oak St. |
| • Mechanical (Heat Pump/AC) | 932 Kirk Ave. |
| • Structural (14X20 Garden Shed) | 111 Kirk Ave. |
| • Structural (24X60 Shop) | 725 Amelia Ave. |
| • Structural (Install 2 Dormers) | 401 Moyer Ave. |
| • Structural (MH Placement Permit) | 1301 Ash St. |
| • Mechanical (HP w/2 Indoor Heads) | 1145 Oak St. |
| • Fence | 628 Oak St. |
| • Fence | 500 Loucks Way #18 |

Updates

River's Edge: Depot Avenue/Henshaw Drive

The Planning Commission has received the River's Edge preliminary Covenants, Conditions & Restrictions (CCnR's) and the Architectural Design Plans for review. Those plans will be officially modified and/or approved at a regular meeting when the Final Development Plans that include Henshaw Drive Improvements, Public Improvements, & Floodplain Development requirements are submitted.

Glorietta Bay/Lepman Mini Storage Facility: Depot Avenue

The Glorietta Bay/Lepman Mini Storage facility project is moving forward slowly. Site preparation and the foundation for the first set of storage units has been poured.

Development: Streamlining the Process

Over the last few years Staff has implemented changes to development procedures to assist contractors, developers, & property owners through the building process. Staff's goal is to help streamline the process with developers and contractors when working with Linn County and the City. This is not always easy when developers that work outside the Linn County & City of Brownsville jurisdictions assume the building process is the same everywhere, or developers who have been used to doing things a certain way. Communication is an important piece of the development process, without it, an already long process can be unnecessarily time consuming. We will get there...hopefully.

Elizabeth E. Copwa

"There is some good in the worst of us and some evil in the best of us. When we discover this, we are less prone to hate our enemies." - Martin Luther King, Jr.

The biggest communication problem is we do not listen to understand, we listen to reply...



LINN COUNTY SHERIFF'S OFFICE

Bruce W. Riley, Sheriff

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

2018

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

FOR THE MONTH OF: May

TRAFFIC CITATIONS: -----	6
TRAFFIC WARNINGS: -----	19
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	1
ADULTS ARRESTED: -----	1
JUVENILES CITED / VIOLATIONS: -----	1
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	77
TRAFFIC HOURS -----	24
ADMINISTRATION HOURS -----	29

TOTAL HOURS SPENT IN: BROWNSVILLE 207

CONTRACT HOURS= 200 HOURS

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

By: Sergeant Greg Klein

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR MAY 2018**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	37	1	1	37	
Violations	67	10	16	61	
Contempt/Other	49			49	
TOTALS	153	11	17	147	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 2,755.00	City	\$ 2,183.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ -
Total Bail Held -	\$ -	Linn County	\$ 112.00
* Total Refund/Rest -	\$ 55.00	State Misc.	\$ 405.00
Total NSF's -	\$ -	DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 2,700.00</u>	TOTAL COURT PAYMENTS	<u>\$ 2,700.00</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	\$ 2,183.00
STATE	\$ 405.00
COUNTY	\$ 112.00
*REFUND/RESTITUTION	\$ 55.00
TOTAL:	<u>\$ 2,755.00</u>



Library Advisory Board

Librarian's Report

May 2018

I am excited to report that the Library will be getting a new sign. We will have a 'Library Happenings' sign painted with events happening through the end of the year. This sign will be placed on the back of the City Hall reader board. Community members and guests to our fair City will be able to see what is happening as they exit Park Street to Main. I am proud of our Library Advisory Board for coming up with this idea!

I attended a webinar session sponsored by the ARSL entitled 'Building a Culture of Learning for Library Boards' this past month. I was looking for ideas to keep our meetings vital and interesting. The speaker lined out three characteristics of a library board: 1) Expectation (what we expect from a board member and how we train them); 2) Strategic Priority; 3) An Accountability Factor. When we need a new member, we look around at who we would like to work with and recruit that person. I send out prior meeting documents and the City's R 718 Elected Official Conduct as 'training'. Strategic Priority encourages us to promote a culture of learning among library board and staff through monthly updates as well as promoting continuing educational opportunities. Accountability could include an end of the year Board assessment and self-assessment of how we think our board met our goals. I will be thinking about fun ways to incorporate more continuing education for myself, staff and library boards.

Everything is set for the Scholastic Book Fair (June 26 – July 5); Summer Reading Program (Friday's of July); and Lawyer in the Library (July 10). The yearly maintenance is planned for the week of June 19 – 23 (closed). It was bittersweet to attend the Learning Tree Preschool Promotion this past week. They have been my buddies for the past year and I will miss them every other week at their special story time.

Here are a few facts about our library the month of May 2018. We have received * new books for the library. Volunteers donated 167 hours to our library. There were 1,452 materials checked out. 469 adult fiction books; 171 adult non-fiction books; 106 audio books; 417 children's books; 190 junior books; 55 junior reference books and 44 large print books.

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

Respectfully submitted,
Sherri Lemhouse
Librarian



RESOLUTION NO. 2018.13

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Council for the City of Brownsville hereby adopts the budget for Fiscal Year 2018-19 in the sum of \$5,884,968, including transfers totaling \$253,649, now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1st, 2018 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administration	\$	344,550
Parks & Cemetery	\$	228,950
Community Room	\$	5,000
Library	\$	166,300
Law	\$	264,740
Operations	\$	354,750
Transfers (Out)	\$	<u>0</u>
Fund Total	\$	1,364,290

WATER FUND

Administration	\$	282,900
Operations	\$	524,800
Transfer (Out)	\$	<u>101,849</u>
Fund Total	\$	909,549

SEWER FUND

Administration	\$	244,895
Operations	\$	244,450
Transfers (Out)	\$	<u>150,000</u>
Fund Total	\$	639,345

STREET FUND

Personal Services	\$	125,000
Materials & Services	\$	88,200
Capital Outlay	\$	185,000
Transfers (Out)	\$	<u>1,800</u>
Fund Total	\$	400,000

BUILDINGS & EQUIPMENT

Capital Outlay	\$	<u>284,000</u>
Fund Total	\$	284,000

TRANSIENT ROOM TAX

Capital Outlay	\$	<u>3,200</u>
Fund Total	\$	3,200

COMMUNITY PROJECTS

Capital Outlay	\$	<u>46,500</u>
Fund Total	\$	46,500

SEWER BOND

Bond Payments	\$	<u>307,260</u>
Fund Total	\$	307,260

WATER BOND

Bond Payments	\$	<u>47,167</u>
Fund Total	\$	47,167

SEWER SDC

Capital Outlay	\$	<u>100,000</u>
Fund Total	\$	100,000

Appropriated Total	\$4,101,311
Unappropriated Total	\$1,783,657*

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



RESOLUTION NO. 2018.13

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 \$49,950 for Water Bond Debt Service; and in the amount of \$127,003 for Sewer Bond Debt Service; and that these taxes are hereby imposed and categorized for tax year 2018-2019 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/\$1000	0
WATER BOND DEBT SERVICE FUND	0	\$ 49,950
SEWER BOND DEBT SERVICE FUND	0	\$ 127,003
DELINQUENT SEWER ASSESSMENT	0	\$ 4,972.47

Passed and adopted by the Council of the City of Brownsville this 26th day of June, 2018.

Attest:

Don Ware
Mayor

S. Scott McDowell
Budget Officer/City Administrator

City of Brownsville

255 N. Main St.
Brownsville, OR 97327

Sewer Delinquent Accounts

<u>Tax Account #</u>	<u>Name & Address</u>	<u>Amount</u>
285029	Donald Venteicher P.O. Box 282 Brownsville, OR 97327	\$581.96
281465	Barbara Williams 110 Coshow Ave. Brownsville, OR 97327	\$774.12
306965	Brownsville Car Wash P.O.Box 12 Brownsville, OR 97327	\$611.96
848629	Keith Reister P.O. Box 65 Halsey, OR 97348-0065	\$492.54
307088	Sanford Shipp 424 Washburn St Brownsville, OR 97327	\$562.10
281788	Seth Neddeau 1108 Oak St Brownsville, OR 97327	\$492.54
282141	Jeanne Parker 333 Willson Ave Brownsville, OR 97327	\$628.16

Updated: May 09, 2018

City of Brownsville

255 N. Main St.
Brownsville, OR 97327

282901

Sharon Williams
517 Averill St.
Brownsville, OR 97327

\$829.09

Total \$4,972.47



RESOLUTION NO. 2018.14

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR '18-'19 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
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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.	\$ 25.43
Additional From	301 - 600 c.f.	\$ 1.66 per hundred c.f.
	601 - 1000 c.f.	\$ 1.84 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.89 per hundred c.f.
	1501+ c.f.	\$ 2.05 per hundred c.f.

Out-of-City

Base Rate	0 - 300 c.f.	\$ 38.15
Additional From	301 - 600 c.f.	\$ 2.14 per hundred c.f.
	601 - 1000 c.f.	\$ 2.39 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.62 per hundred c.f.
	1501+ c.f.	\$ 2.68 per hundred c.f.

Water Capital Improvement Fee	\$2.50
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METER TEST FEE

Flow test deposit*	\$ 40.50
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RESOLUTION NO. 2018.14

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

TURN-OFF FEE

Customer Requested Turn-off \$ 15.00

ACCOUNT DEPOSIT

New Accounts \$ 100.00

RESTORATION CHARGE

City Initiated Turn-off \$ 15.00

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, 2018 upon being passed and approved by the City Council.

Passed and approved by the City Council this 26th day of June, 2018.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



RESOLUTION NO. 2018.15

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR 2018-2019 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 contract 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.	\$ 34.67
		400 - 500 c.f.	\$ 40.77
		600 - 800 c.f.	\$ 44.05
		900 + c.f.	\$ 48.66
Sewer Only			\$ 44.05

**RESOLUTION NO. 2018.15**

Out-of-City Sewer Charges	\$ 52.65
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
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RETURNED CHECK CHARGE

Each Check Returned by Bank	\$ 45.00
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BE IT FURTHER RESOLVED that all prior Resolutions setting rates and fees 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, 2018.

Passed by the City Council on this 26th of June, 2018.

Mayor Don Ware

Attest:

City Administrator S. Scott McDowell



RESOLUTION NO. 2018.16

A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN FUNDS FOR THE FISCAL YEAR 2017-2018 BUDGET

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

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

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

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

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

Transfer From:

Transfer To:

General Administration

		Amount:
100.010.950.000.00.00 Contingency	100.010.619.000.00.00 Misc. (Refunds & Reimburse)	\$500
	100.010.623.000.00.00 Budget Advertisement	\$132
	100.010.624.000.00.00 Public Hearings	\$678
	100.010.627.000.00.00 Legal	\$132
	100.010.665.000.00.00 Office Supplies	\$650
	100.010.671.000.00.00 Dues & Annual Fees	\$477
	Total	\$2,569

Parks, Rec & Cemetery

100.020.950.000.00.00 Contingency	100.020.520.000.00.00 Extra Help	\$2,878
	100.020.720.000.00.00 Buildings, Grounds, Trees	\$4,910
	Total	\$7,788

Library

100.020.950.000.00.00 Contingency	100.040.674.000.00.00 Conference	\$177
	Total	\$177

Law

100.050.950.000.00.00 Contingency	100.050.649.000.00.00 Public Defenders	\$3,750
	Total	\$3,750

General Fund – Operations

100.060.950.000.00.00 Contingency	100.060.635.000.00.00 Engineer	\$2,273
	100.060.646.000.00.00 LC Building Dept Contract	\$44,000
	Total	\$46,273

Water - Administration

200.010.950.000.00.00 Contingency	200.010.600.000.00.00 Utility Deposit Refunds	\$5,998
	200.010.615.000.00.00 Permits & Annual Fees	\$927
	200.010.665.000.00.00 Office Supplies	\$350
	200.010.671.000.00.00 Dues	\$1,580
	Total	\$8,855



Water – Operations

200.060.950.000.00.00 Contingency	200.060.654.000.00.00 Shop Expense	\$100
	Total	\$100

Sewer – Administration

210.010.950.000.00.00 Contingency	210.010.665.000.00.00 Office & Oper. Supplies	\$800
	Total	\$800

Total Amount Transferred \$70,312

PASSED AND ADOPTED by the City Council of the City of Brownsville this 26th day of June 2018.

Don Ware, Mayor

ATTEST:

S. Scott McDowell, City Administrator



RESOLUTION 2018.17

A RESOLUTION INCREASING SOLID WASTE RATES BY 11.76% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, changes commonly known as China Sword have caused major disruptions in recycling for communities all over the World, and;

WHEREAS, solid waste rates must increase to properly absorb the requirements of the new regulations, and;

WHEREAS, the Franchisee and the City are implementing these rates as a short-term measure to address these policy changes, and;

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

Residential Service:	2018
Cans and Carts	
1-20 gallon weekly	\$13.57
1-35 gallon weekly	\$30.27
1-90 gallon weekly	\$37.67
Other Services:	
Yard Debris Only	\$6.11
Recycling Only	\$6.11
Recall Fee	\$10.94
Access Fee	\$7.22
Extra Can/bag/box (up to 32gallon)	\$4.77
Commercial Service:	
90 gallon cart	\$38.37
35 gallon cart	\$32.90
<i>1 Yard Container</i>	
Rental	\$62.18
Once per Month	\$85.01


RESOLUTION 2018.17

Every Other Week	\$105.04
Weekly	\$134.73
2X per Week	\$242.73
Extra Dump	\$38.72
<i>1.5 Yard Container</i>	
Rental	\$62.18
Once per Month	\$92.34
Every Other Week	\$120.93
Weekly	\$164.31
2X per Week	\$312.20
Extra Dump	\$44.48
<i>2 Yard Container</i>	
Rental	\$62.18
Once per Month	\$99.51
Every Other Week	\$134.84
Weekly	\$213.69
2X per Week	\$383.41
Extra Dump	\$49.66
<i>3 Yard Container</i>	
Rental	\$62.18
Once per Month	\$108.70
Every Other Week	\$205.36
Weekly	\$307.83
2X per Week	\$552.69
Extra Dump	\$55.25
<i>4 Yard Container</i>	
Rental	\$62.18
Once per Month	\$127.75
Every Other Week	\$213.74
Weekly	\$358.78
2X per Week	\$645.36
Extra Dump	\$89.73


RESOLUTION 2018.17
Temporary 4 Yard Container

3 Days	\$113.31
Extra Dump	\$89.73
Demurrage per Day After 3 Days	\$4.08
3 Tab Roofing (3 days)	\$168.50
Extra Dump	\$132.92

Roll-Off Services:

20 Yard Box/per Haul	\$185.16
30 Yard Box/per Haul	\$211.64
48 Yard Box/per Haul	\$238.08
Tonnage	\$78.78
Delivery	\$34.23
Demurrage – after 3 days	\$9.25
Relocation Fee	\$64.57
Monthly Rental	\$104.10

This Resolution shall become effective July 1st, 2018.

Passed by the City Council on this 26th day of June 2018.

Don Ware
Mayor

Attest:

S. Scott McDowell
City Administrator



RESOLUTION 2018.17

A RESOLUTION INCREASING SOLID WASTE RATES BY 5.23% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, changes commonly known as China Sword have caused major disruptions in recycling for communities all over the World, and;

WHEREAS, solid waste rates must increase to properly absorb the requirements of the new regulations, and;

WHEREAS, the Franchisee and the City are implementing these rates as a short-term measure to address these policy changes, and;

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

Residential Service:	2018
Cans and Carts	
1-20 gallon weekly	\$12.78
1-35 gallon weekly	\$28.52
1-90 gallon weekly	\$35.47
Other Services:	
Yard Debris Only	\$5.76
Recycling Only	\$5.76
Recall Fee	\$10.30
Access Fee	\$6.80
Extra Can/bag/box (up to 32gallon)	\$4.49
 Commercial Service:	
90 gallon cart	\$36.13
35 gallon cart	\$30.98
<i>1 Yard Container</i>	
Rental	\$58.55
Once per Month	\$80.05

**RESOLUTION 2018.17**

Every Other Week	\$98.91
Weekly	\$126.87
2X per Week	\$228.57
Extra Dump	\$36.46

1.5 Yard Container

Rental	\$58.55
Once per Month	\$86.96
Every Other Week	\$113.87
Weekly	\$154.73
2X per Week	\$293.98
Extra Dump	\$41.88

2 Yard Container

Rental	\$58.55
Once per Month	\$93.70
Every Other Week	\$126.98
Weekly	\$201.22
2X per Week	\$361.04
Extra Dump	\$46.77

3 Yard Container

Rental	\$58.55
Once per Month	\$102.36
Every Other Week	\$193.38
Weekly	\$289.87
2X per Week	\$520.53
Extra Dump	\$52.03

4 Yard Container

Rental	\$58.55
Once per Month	\$120.29
Every Other Week	\$201.27
Weekly	\$337.84
2X per Week	\$607.71
Extra Dump	\$84.49



RESOLUTION 2018.17

Temporary 4 Yard Container

3 Days	\$106.70
Extra Dump	\$84.49
Demurrage per Day After 3 Days	\$3.84
3 Tab Roofing (3 days)	\$158.67
Extra Dump	\$125.17

Roll-Off Services:

20 Yard Box/per Haul	\$174.35
30 Yard Box/per Haul	\$199.29
48 Yard Box/per Haul	\$224.19
Tonnage	\$74.18
Delivery	\$32.23
Demurrage – after 3 days	\$8.71
Relocation Fee	\$60.80
Monthly Rental	\$98.03

This Resolution shall become effective July 1st, 2018.

Passed by the City Council on this 26th day of June 2018.

Don Ware
Mayor

Attest:

S. Scott McDowell
City Administrator

Sweet Home Sanitation Brownsville - Proposed Rates

Effective July 1, 2018
With Continued Recycling

	Rate adjustment % 11.76%		
	2018 Current Rates	Continued Recycling	Total Adjusted With Continued Recycling
Residential Service:			
Cans and Carts			
1-20 gallon weekly	\$12.14	\$1.43	\$13.57
1-35 gallon weekly	\$27.09	\$3.18	\$30.27
1-90 gallon weekly	\$33.71	\$3.96	\$37.67
Other Services			
Yard Debris Only	\$5.47	\$0.64	\$6.11
Recycling Only	\$5.47	\$0.64	\$6.11
Recall Fee	\$9.79	\$1.15	\$10.94
Access Fee	\$6.46	\$0.76	\$7.22
Extra Can/bag/box (up to 32gallon)	\$4.27	\$0.50	\$4.77
Commercial Service:			
90 gallon cart	\$34.33	\$4.04	\$38.37
35 gallon cart	\$29.44	\$3.46	\$32.90
1 Yard Container			
Rental	\$55.64	\$6.54	\$62.18
Once per Month	\$76.07	\$8.94	\$85.01
Every Other Week	\$93.99	\$11.05	\$105.04
Weekly	\$120.56	\$14.17	\$134.73
2X per Week	\$217.20	\$25.53	\$242.73
Extra Dump	\$34.65	\$4.07	\$38.72
1.5 Yard Container			
Rental	\$55.64	\$6.54	\$62.18
Once per Month	\$82.63	\$9.71	\$92.34
Every Other Week	\$108.21	\$12.72	\$120.93
Weekly	\$147.03	\$17.28	\$164.31
2X per Week	\$279.36	\$32.84	\$312.20
Extra Dump	\$39.80	\$4.68	\$44.48
2 Yard Container			
Rental	\$55.64	\$6.54	\$62.18
Once per Month	\$89.04	\$10.47	\$99.51
Every Other Week	\$120.66	\$14.18	\$134.84
Weekly	\$191.21	\$22.48	\$213.69
2X per Week	\$343.08	\$40.33	\$383.41
Extra Dump	\$44.44	\$5.22	\$49.66
3 Yard Container			
Rental	\$55.64	\$6.54	\$62.18
Once per Month	\$97.27	\$11.43	\$108.70
Every Other Week	\$183.76	\$21.60	\$205.36
Weekly	\$275.45	\$32.38	\$307.83
2X per Week	\$494.64	\$58.15	\$552.79
Extra Dump	\$49.44	\$5.81	\$55.25

Sweet Home Sanitation Brownsville - Proposed Rates

Effective July 1, 2018
With Continued Recycling

	Rate adjustment %		
	2018 Current Rates	Continued Recycling	Total Adjusted With Continued Recycling
4 Yard Container			
Rental	\$55.64	\$6.54	\$62.18
Once per Month	\$114.31	\$13.44	\$127.75
Every Other Week	\$191.26	\$22.48	\$213.74
Weekly	\$321.04	\$37.74	\$358.78
2X per Week	\$577.48	\$67.88	\$645.36
Extra Dump	\$80.29	\$9.44	\$89.73
Temporary 4 Yard Container			
3 Days	\$101.39	\$11.92	\$113.31
Extra Dump	\$80.29	\$9.44	\$89.73
Demurrage per Day After 3 Days	\$3.65	\$0.43	\$4.08
3 Tab Roofing (3 days)	\$150.78	\$17.72	\$168.50
Extra Dump	\$118.94	\$13.98	\$132.92
Roll-Off Services:			
20 Yard Box/per Haul	\$165.68	\$19.48	\$185.16
30 Yard Box/per Haul	\$189.38	\$22.26	\$211.64
48 Yard Box/per Haul	\$213.04	\$25.04	\$238.08
Tonnage	\$70.49	\$8.29	\$78.78
Delivery	\$30.63	\$3.60	\$34.23
Demurrage – after 3 days	\$8.28	\$0.97	\$9.25
Relocation Fee	\$57.78	\$6.79	\$64.57
Monthly Rental	\$93.15	\$10.95	\$104.10

Sweet Home Sanitation Brownsville - Proposed Rates

Effective July 1, 2018
With Landfill Concurrence

Rate adjustment %

5.23%

	2018 Current Rates	Landfill Concurrence	Total Adjusted With Landfill Concurrence
Residential Service:			
Cans and Carts			
1-20 gallon weekly	\$12.14	\$0.64	\$12.78
1-35 gallon weekly	\$27.09	\$1.42	\$28.51
1-90 gallon weekly	\$33.71	\$1.76	\$35.47
Other Services			
Yard Debris Only	\$5.47	\$0.29	\$5.76
Recycling Only	\$5.47	\$0.29	\$5.76
Recall Fee	\$9.79	\$0.51	\$10.30
Access Fee	\$6.46	\$0.34	\$6.80
Extra Can/bag/box (up to 32gallon)	\$4.27	\$0.22	\$4.49
Commercial Service:			
90 gallon cart	\$34.33	\$1.80	\$36.13
35 gallon cart	\$29.44	\$1.54	\$30.98
1 Yard Container			
Rental	\$55.64	\$2.91	\$58.55
Once per Month	\$76.07	\$3.98	\$80.05
Every Other Week	\$93.99	\$4.92	\$98.91
Weekly	\$120.56	\$6.31	\$126.87
2X per Week	\$217.20	\$11.37	\$228.57
Extra Dump	\$34.65	\$1.81	\$36.46
1.5 Yard Container			
Rental	\$55.64	\$2.91	\$58.55
Once per Month	\$82.63	\$4.33	\$86.96
Every Other Week	\$108.21	\$5.66	\$113.87
Weekly	\$147.03	\$7.70	\$154.73
2X per Week	\$279.36	\$14.62	\$293.98
Extra Dump	\$39.80	\$2.08	\$41.88
2 Yard Container			
Rental	\$55.64	\$2.91	\$58.55
Once per Month	\$89.04	\$4.66	\$93.70
Every Other Week	\$120.66	\$6.32	\$126.98
Weekly	\$191.21	\$10.01	\$201.22
2X per Week	\$343.08	\$17.96	\$361.04
Extra Dump	\$44.44	\$2.33	\$46.77
3 Yard Container			
Rental	\$55.64	\$2.91	\$58.55
Once per Month	\$97.27	\$5.09	\$102.36
Every Other Week	\$183.76	\$9.62	\$193.38
Weekly	\$275.45	\$14.42	\$289.87
2X per Week	\$494.64	\$25.89	\$520.53
Extra Dump	\$49.44	\$2.59	\$52.03

Sweet Home Sanitation Brownsville - Proposed Rates

Effective July 1, 2018
With Landfill Concurrence

	Rate adjustment %	5.23%	
	2018 Current Rates	Landfill Concurrence	Total Adjusted With Landfill Concurrence
4 Yard Container			
Rental	\$55.64	\$2.91	\$58.55
Once per Month	\$114.31	\$5.98	\$120.29
Every Other Week	\$191.26	\$10.01	\$201.27
Weekly	\$321.04	\$16.80	\$337.84
2X per Week	\$577.48	\$30.23	\$607.71
Extra Dump	\$80.29	\$4.20	\$84.49
Temporary 4 Yard Container			
3 Days	\$101.39	\$5.31	\$106.70
Extra Dump	\$80.29	\$4.20	\$84.49
Demurrage per Day After 3 Days	\$3.65	\$0.19	\$3.84
3 Tab Roofing (3 days)	\$150.78	\$7.89	\$158.67
Extra Dump	\$118.94	\$6.23	\$125.17
Roll-Off Services:			
20 Yard Box/per Haul	\$165.68	\$8.67	\$174.35
30 Yard Box/per Haul	\$189.38	\$9.91	\$199.29
48 Yard Box/per Haul	\$213.04	\$11.15	\$224.19
Tonnage	\$70.49	\$3.69	\$74.18
Delivery	\$30.63	\$1.60	\$32.23
Demurrage – after 3 days	\$8.28	\$0.43	\$8.71
Relocation Fee	\$57.78	\$3.02	\$60.80
Monthly Rental	\$93.15	\$4.88	\$98.03



RESOLUTION NO. 2018.18

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 6, 2018, TO REFER TO THE VOTERS OF THE CITY OF BROWNSVILLE, OREGON, A BAN ON MARIJUANA REGISTRATIONS AND LICENSES WITHIN THE CITY AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT

WHEREAS, ORS 475B.968 provides that a city council may adopt an ordinance to be referred to the electors of the city prohibiting the establishment of certain state-registered and state-licensed marijuana businesses in the area subject to the jurisdiction of the city; and

WHEREAS, the Brownsville City Council desires to call an election and refer the question of whether to allow the operation of certain medical marijuana and recreational marijuana businesses to the voters of the City of Brownsville,

**NOW, THEREFORE, THE CITY OF BROWNSVILLE
RESOLVES AS FOLLOWS:**

Section 1. A city election is called for the purpose of submitting to the qualified electors of the City of Brownsville a ban on medical marijuana processing sites, medical marijuana dispensaries, recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the City of Brownsville.

Section 2. If the measure is adopted by the voters of the City of Brownsville, the following proposed Brownsville Municipal Code Sections 5.25.020, 5.25.030, and 5.25.040 shall take effect on December 7th, 2018:

5.25.020 Prohibition.

No person, business, or entity may establish, maintain, or operate a marijuana facility within the city limits of the City of Brownsville. The establishment, maintenance, or operation of a marijuana facility by any person, business, or other entity within the city limits of the City of Brownsville in violation of this chapter is declared to be a public nuisance. This prohibition shall not apply to any marijuana facility that lawfully existed prior to adoption of this provision or any marijuana facility that meets the requirements of ORS 475B.968(8) or 475B.968(9).

5.25.030 Definitions.

For the purposes of this chapter and in accordance with Oregon Revised Statutes Chapter 475B, a “marijuana facility” includes:

- (a) Marijuana processing sites registered under ORS 475B.840;
- (b) Medical marijuana dispensaries registered under ORS 475B.858;



- (c) Marijuana producers that hold a license issued under ORS 475B.070;
- (d) Marijuana processors that hold a license issued under ORS 475B.090;
- (e) Marijuana wholesalers that hold a license issued under ORS 475B.100;
- (f) Marijuana retailers that hold a license issued under ORS 475B.105;
- (g) Marijuana producers that hold a license issued under ORS 475B.070 and that the Oregon Liquor Control Commission has designated as an exclusively medical licensee under ORS 475B.122;
- (h) Marijuana processors that hold a license issued under ORS 475B.090 and that the commission has designated as an exclusively medical licensee under ORS 475B.127;
- (i) Marijuana wholesalers that hold a license issued under ORS 475B.100 and that the commission has designated as an exclusively medical licensee under ORS 475B.129;
- (j) Marijuana retailers that hold a license issued under ORS 475B.105 and that the commission has designated as an exclusively medical licensee under ORS 475B.131; and
- (k) Any combination of the entities described in this section.

5.25.040 Violations and Enforcement.

The establishment, maintenance, or operation of a marijuana facility by person, business, or other entity within the City of Brownsville in violation of the requirements of this chapter will be subject to any and all enforcement remedies available to the city by law, including but not limited to penalties pursuant to Chapter 1.05 of the Brownsville Municipal Code, abatement pursuant to Chapter 8.30 of the Brownsville Municipal Code and the filing of an appropriate action and pursuit of an appropriate remedy including but not limited to declaratory or injunctive relief in a court of competent jurisdiction.

Section 3. The ballot title for this measure shall be as follows:

CAPTION: Prohibiting Certain Commercial Marijuana Facilities in Brownsville

QUESTION: Shall the City of Brownsville prohibit new commercial marijuana facilities within the City?

SUMMARY: If adopted, this measure would prohibit the establishment and operation of new medical marijuana businesses registered with the Oregon Health Authority and new recreational marijuana businesses licensed with the Oregon Liquor Control Commission. This measure would only apply to new businesses and would allow any preexisting businesses to continue operating. This measure would not prohibit medical marijuana grows or personal recreational grows otherwise allowed by state law. This measure also would not prohibit possession of marijuana within the City if otherwise allowed by state law. If this measure is approved, the City of Brownsville would not be eligible to receive distributions of state marijuana tax revenues.

Section 4. The City Council orders this City election to be held in the City of Brownsville, Oregon, concurrently with the general election, on the 6th day of November, 2018, in



accordance with the provisions of Chapter 254 of the Oregon Revised Statutes. The ballots shall be counted and tabulated and the results certified as provided by law.

Section 5. The election shall be conducted by Linn County. The County Clerk for Linn County is hereby instructed to prepare ballots and to take other actions necessary to conduct the election.

Section 6. If a majority of the legal voters of the City voting on this measure approve this measure, the Brownsville Municipal Code amendments in Section 2 of this Resolution shall take effect December 7th, 2018.

Section 7. The explanatory statement for this measure attached as Exhibit A to this Resolution is hereby approved by the Council.

Section 8. This Resolution, including the proposed ballot title and explanatory statement shall be delivered to the City Recorder on the date of its adoption.

Section 9. The City Recorder shall give notice of this measure as required by law and take such other actions and otherwise proceed with the election as provided by law.

Section 10. This Resolution shall become effective July 2nd, 2018.

ADOPTED by the Brownsville City Council this 26th day of June, 2018.

Mayor Donald Ware

Attest:

S. Scott McDowell, City Administrator



Exhibit A

Explanatory Statement

If approved, this measure would prohibit the establishment of new medical marijuana processing sites, medical marijuana dispensaries, recreational marijuana producers, recreational marijuana processors, recreational marijuana wholesalers, and recreational marijuana retailers within the City of Brownsville. Lawfully existing commercial marijuana operations would be allowed to continue operation.

Approval of this measure would not prohibit medical marijuana grows allowed under the Oregon Medical Marijuana Act. Approval of this measure would also not prohibit personal recreational marijuana grows (four plants per household) allowed by state law. This measure also would not prohibit possession of medical or recreational marijuana within the City if the possession is otherwise allowed by state law.

Approval of this measure would impact City revenues. Ten percent of state marijuana tax revenues are distributed to cities. If approved, this measure would make the City of Brownsville ineligible to receive any distributions of state marijuana tax revenues. In addition, approval of this measure would prevent the City of Brownsville from collecting a local city tax on recreational marijuana retail sales.

The commercial marijuana facilities impacted by this measure are producers, processors, wholesalers, retailers and dispensaries. Medical marijuana processing sites compound or convert marijuana into concentrates, extracts, edible products, and other products intended for medical use. Medical marijuana dispensaries facilitate the transfer of marijuana and marijuana products between patients, caregivers, processors, and growers. Medical marijuana processing sites and medical marijuana dispensaries are regulated by the Oregon Health Authority.

Recreational marijuana producers manufacture, plant, cultivate, grow or harvest recreational marijuana. Recreational marijuana processors compound or convert marijuana into concentrates, extracts, edible products, and other products intended for recreational use. Recreational marijuana wholesalers purchase and resell marijuana to other licensed facilities. Recreational marijuana retailers sell recreational marijuana to consumers. Recreational marijuana producers, processors, wholesalers and retailers are regulated by the Oregon Liquor Control Commission.



2017-2018 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. Brownsvillians 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:



2017-2018 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

LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks

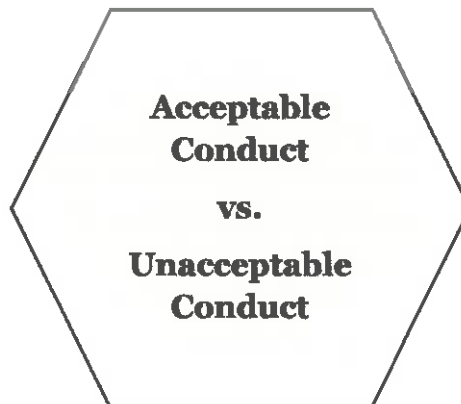


2017-2018 Council Values

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





2017-2018 Council Goals

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



GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

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

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

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



2017-2018 Council Goals

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

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

April 2018 Update: The Cascade West Council of Governments is actively working on a policy advocacy agenda for the upcoming session in 2019.

Council will be hosting a Town Hall meeting as part of a Council meeting to discuss the current condition of the structures in Pioneer Park and the Central Linn Recreation Center. Inspections Unlimited completed their report recently.

Staff is working on several administrative projects for the end of the fiscal year including a water line reconstruction project on Robe Street, website redevelopment, new general ledger and utility billing software among other projects.

McDowell continues to serve of the SWAC which recently worked on recycling issues. A meeting in late May will determine how the County decides to handle new restriction created by China.

Council is awaiting a response for the Brownsville Canal Company regarding the operation of the pumps for the Mill Race.

January 2018 Update: Staff will be racing to June to complete several projects including a website redesign, new software selection & implementation and working on the land use inventory project and consider fiber optic internet options to name a few. Recent developments around marijuana still take a lot of time away from other priorities.

City Administrator S. Scott McDowell is involved in a regional policy advocacy movement with the Cascade West Council of Governments. Many positive things are happening around this effort. Mayor Ware & COG's Executive Director Fred Abousleman have been in communication with local, state representatives about this new approach and they are interested as well. McDowell is still working on regional economic development issues which are a part of the Go Team/RLED effort. Recently, McDowell resigned from the OPRD Grant Advisory Committee citing personal reasons. McDowell is also serving in an advisory role to the Chamber of Commerce's Board of Directors instead of being a director.

Council will be hosting a town hall style meeting to discuss the future of Pioneer Park and the Central Linn Rec Center. The structures are in need of attention if they are to last another 25 years. Council hopes, through a series of meetings and maybe a subcommittee, to develop a plan



2017-2018 Council Goals

for lasting improvements. Staff has secured nearly all agreements from community partners for the upcoming event season in Pioneer Park.

2. Water Rights.

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

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

April 2018 Update: Staff will be working with Mr. Erwin to transition to another City Engineer over the next few months. Mr. Erwin will retire soon. He has served the City for nearly twenty-five (25) years.

January 2018 Update: City Engineer Jon Erwin, Public Works Superintendent Karl Frink and City Administrator Scott McDowell have been working on various letters received from Oregon Water Resources Department. Staff has not had time to review the procurement of any upstream water rights to date, but is still interested in pursuing any opportunities that may be there for the City.

3. Economic Development Plan.

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

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

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

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

April 2018 Update: Many meetings have been happening locally for a regional effort. The group will be meeting with the Cascade West Council of Governments soon to determine the COG's involvement with the group and how economic development will work in the future. The City is currently working on being included in an enterprise zone resolution which will provide certain tax incentives to possible job creators. Council should see this legislation in May.

Brownsville was part of a successful grant opportunity through the State of Oregon, which included Lebanon, Sweet Home, Halsey, Harrisburg, Adair Village, Philomath & Monroe. Policy Advocacy



2017-2018 Council Goals

is moving at the Cascade West Council of Governments and developments are progressing on addressing bureaucratic responses from the State.

Dollar General has finished and are planning a Grand Opening. A few new businesses have opened this year and are doing well downtown. Several residential developments are in the planning and construction phase as the market continues to thrive.

January 2018 Update: City Administrator Scott McDowell has been working with regional partners to advance common economic development goals. The effort is from the Council supported Go Team/RLED effort as mentioned above. Staff is also working on the initial data for the buildable lands inventory. Council will have to budget over the next fiscal year to accomplish this goal. The future of Brownsville depends on developable land. The City is nearly out of Volume Commercial and Light Industrial options for potential businesses. Council voted unanimously to move forward with a cooperative study by EcoNorthwest to possibly advance a regional approach.

4. Community Development Plan.

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

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

April 2018 Update: Council is currently considering several ordinances that were identified in March of 2017. The Central Linn School District Board recently sold the Blakely Avenue property to a group interested in using the property as a Christian school.

The EPC continues their work toward the goals established by Council.

January 2018 Update: Council will be reviewing several ordinances in January that were identified during the goal setting session last March. Council will make decisions on which items to move forward over the next few months.

The Emergency Preparedness Committee (EPC) exceeded their own expectations doing many things for community preparedness. Please refer to the report provided to Council in the November 28th, 2017 agenda packet. The EPC will be meeting in February to outline goals for 2018.

Councilor Shepherd, Administrative Assistant Elizabeth Coleman, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell met with the Central Linn School District Board to get approval and outright ownership of the Central Linn Rec Center. The Board voted unanimously to remove the revision clause from the deed language. Superintendent Gardiner



2017-2018 Council Goals

facilitated nicely during this process. Council is currently in the process of reviewing all of the structures to determine need at the Rec Center and Pioneer Park. Council will be meeting with community partners to make future plans for the facilities.

5. Capital Improvements Plan.

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

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

April 2018 Update: Council authorized a contract and agreement with The Dyer Partnership Engineers & Planners, Inc. to work on the Robe Street water line project. Staff is working on completing street improvements as well as looking at a solution for the bridge at the cemetery.

January 2018 Update: Public Works Superintendent Karl Frink and City Administrator Scott McDowell did not recommend the downtown sanitary sewer project due to the projected costs associated with the reconstruction. The City simply did not have the money. The Main Street waterline was also put off due to costs. The City has budgeted enough to possibly complete the Robe Street waterline project, but a few logistical issues are still presenting challenges.

6. Organizational Development.

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

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

April 2018 Update: Council discussed meeting conduct and operational ways to better handle situations as they arise during public meetings.

January 2018 Update: Council should consider holding a work session to discuss recent developments and plan for certain pressing issues that are putting a strain on City Hall. Council could discuss positive ways to impact the community on a number of issues and refocus a few of the goals. November will be a big election for the City and Council should be prepared.



Date: 5/23/18

To: S. Scott McDowell
255 N. Main Street
Brownsville, OR 97327

RE: Request for Recycling Rate Adjustment

Mr. McDowell,

As we have been discussing over the past several months, the China-induced recycling market crisis has become an overwhelming burden for solid waste companies across Linn County and the West Coast. Sweet Home Sanitation is certainly no exception and has felt the full weight of this burden. To recap, roughly 12 months ago (June 2017) Pioneer Recycling paid us approximately \$30 per ton for mixed recycling. Starting last September, exporters began to increase pricing in the event that China would follow through with their ban. Costs continued to increase as material recovery facilities (MRFs) slowed down their processing lines and added personnel to improve quality. China imposed their effective ban on January 1, and they have not flinched so far. MRF's have cleaned the material up enough to keep it moving to alternative Asian destinations and even some domestic mill applications. The biggest source of contamination has proven to be non-program plastics and, simply put, household garbage that has never been allowed in the program. As of - May 2018, Pioneer charges us \$84 per ton for the same material they paid us \$30 per ton a year ago. When transportation and handling costs are factored in, the cost per ton rose from an average of \$26.04/ton in 2017 to a current cost of \$118.47/ton, an increase of 355%.

To isolate the impact of the recycling issue on our business, we borrowed a single-item rate making tool used by the Washington State Utilities and Transportation Commission most often used to determine the impact of spikes in fuel costs in between general rate filings. Adapting it for recycling, the methodology starts with the baseline recycling expense as a percentage of revenue, which for Sweet Home was 3.3%. That percentage is multiplied by the 355% increase in recycling expense to arrive at the 11.76% change in revenue required to recover the increased cost. Assuming we process the same volume of mixed recycling as we did in 2017, our additional expense per year to provide recycling services is \$257,251.

With the potential of double digit rate increases, we believe it's important to present options. There is an economic component of the State's definition of a recyclable material. If it costs more to recycle the material than to dispose of it in a landfill, the material fails the economic test. In 2017, the economic test clearly defined our commingle mix as recyclable. Commingle now fails the test, and landfilling is an option, subject to the DEQ's concurrence with our conclusion. For comparison purposes using the same model, landfilling the City's mixed



recycling would realize an increased cost of \$114,550 for the year. These costs would require a 5.23% rate increase.

Our Exhibit entitled Sample Rates Worksheet contains examples of the commodity-induced increase for key sample rates under both the recycling and landfilling options.

We understand it is never the intent of the City to landfill recycling, however the extent of this recycling crisis is severe and unprecedented. The City must decide its priorities. Most Oregon communities have elected to retain their recycling programs, and we at Sweet Home Sanitation believe that recycling continues to add long term environmental benefits that aren't currently reflected in its cost. We encourage the City to continue to recycle. Regardless of the City's decision, we believe that a review of recycling prices in 6 months is important to determine if rate or system adjustments are necessary. Accordingly, we recommend that language be incorporated that would allow either party the right to request a sooner rate adjustment to follow any rapid, drastic market fluctuations.

Other franchises of Sweet Home Sanitation's have considered conducting work session(s) to review and discuss this proposal with council. I can and will make myself available any time that works for you and the council. I look forward to hearing back from you very soon.

Best Regards,

Scott Gagner
Sweet Home Sanitation
Office: 541-367-2535
1325 18th Avenue
Sweet Home, OR 97386

Commodity Surcharge Worksheet (Solid Waste)

INPUTS	a) Company Name	ALL AREAS
	b) Proposed Effective Date	July 1, 2018
	c) Last Completed Rate Filing with the City or County	\$2,188,418

July 1, 2018

OUTPUTS	1) Allowable Commodity Surcharge	11.76%
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Line No.		Continued Recycling	Landfill Concurrence
1. Base period information from last General Rate Review.			
2	Base Revenue	\$ 2,188,418	\$ 2,188,418
3	Base Commodity Revenue (Expense)	\$ (72,478)	\$ (72,478)
4	Base Year	December 31, 2017	December 31, 2017
2. Calculate the Percentage of total net revenue made up by commodity values (The Base Commodity Ratio)			
7	Base Commodity Revenue (Expense)	\$ (72,478)	\$ (72,478)
8	Divided by Base Revenue	+ \$ 2,188,418	+ \$ 2,188,418
9	Equals Base Commodity Ratio	= -3.31%	= -3.31%
3. Calculate the Percentage Change in the Base Commodity Ratio			
12	Current Weighted Average Commodity Price	\$ (118.47)	\$ (87.20)
13	Minus Base Period Average Commodity Price	- \$ (26.04)	\$ (26.04)
14	Equals Difference in Commodity Price	= \$ (92.43)	\$ (41.16)
15	Percentage Increase (Decrease) in the Commodity Ratio	= 354.94%	158.05%
4. Calculate percentage revenue increase needed to return to base profitability (recycling commodity value effect only).			
18	Base Commodity Revenue (Expense) as % of Base Revenue (Line 9)	-3.31%	-3.31%
19	Multiplied by the Percentage Increase (Decrease) in the Commodity Ratio (Line 15)	x -354.94%	-158.05%
20	Equals Percentage Change in Revenue Required to Return to Base Conditions	= 11.76%	5.23%
21	Minus Activation Threshold (minimum change required to trigger a rate adjustment)	- 0.00%	0.00%
22	Equals Allowable Commodity Increase as a % of Base Revenue	= 11.76%	5.23%
5. Calculate Gross Dollar Change in Revenue Required to return to base profitability (recycling commodity value effect only).			
25	Allowable Commodity Increase as a % of Base Revenue (Line 22)	11.76%	5.23%
26	Multiplied by Base Revenue (Line 2)	x \$ 2,188,418	\$ 2,188,418
27	Equals Allowable Commodity Increase (Decrease) to Restore Base Net Revenue Conditions	= \$ 257,251	\$ 114,550
6. Commodity Surcharge Revenue Test. Verify that the commodity change in revenue is replaced by a combination of changed collection rates and revenues reserved by the activation threshold.			
29	Annual Tons from Base Year:	\$ 2,783	\$ 2,783
30	Average Price from Base Year (Line 13)	x \$ (26.04)	\$ (26.04)
31	Base Year Material Sales Revenue (Expense) (Calculated, and Line 3)	= \$ (72,478)	\$ (72,478)
32	Current materials price (Line 12)	\$ (118.47)	\$ (87.20)
33	Current Year Materials Sales Revenue (Expense) (Line 29 x Line 32)	\$ (329,728)	\$ (187,028)
34			
35	Change in Material Sales Revenue (Line 33-Line 31)	\$ (257,251)	\$ (114,550)
36	Less Change in Material Sales If less than Threshold Percentage of Revenue (Negative Line 35 if Line 22 is 0)	\$ -	\$ -
37	Plus Allowable Commodity Increase (Decrease) in Collection Revenues (Line 27)	+ \$ 257,251	\$ 114,550
38	Plus Activation Threshold (minimum to trigger a rate adjustment) (Negative Line 21 x Line 2)	+ \$ -	\$ -
39	Sum Should Equal Zero	\$ (0)	\$ (0)

5/23/18 2:16 PM

Commodity Surcharge Worksheet

Reduction in Revenue	\$ (257,251)	\$ (114,550)
Check	\$ 257,251	\$ 114,550
	\$ -	\$ -

Monthly Revenue Loss	\$ 21,437.55	\$ 9,545.84
Catch Up Months:	0	0
Revenue subject to Recapture:	\$ -	\$ -
% Increase to Recapture Revenue:	0.00%	0.00%
Combined Go Forward and Recapture Rate Adjustment:	11.76%	5.23%

Sweet Home Sanitation
China-Induced Market Disruption
Pro Forma Rate Adjustments Excluding Other Factors

Commingle Pricing as of

May-18

Baseline Commodity Revenue (Cost) /Ton:

\$ (26.04)

\$ (26.04)

Current Commodity Price/Ton:

\$ (118.47)

\$ (67.20)

(Landfill Rate)

Per Month Rates Assuming:

	Current	Continued Recycling*			Landfill Concurrence			Continued Recycle Cost
		Residential & Commercial Rates	Jul-18	% Change	Residential & Commercial Rates	Jul-18	% Change	
Brownsville								
35 Gallon Weekly	\$ 27.09	\$ 3.18	\$ 30.27	11.76%	\$ 1.42	\$ 28.51	5.23%	\$ 1.76
90 Gallon Weekly	\$ 33.71	\$ 3.96	\$ 37.67	11.76%	\$ 1.76	\$ 35.47	5.23%	\$ 2.20
1 Yard Weekly	\$ 120.56	\$ 14.17	\$ 134.73	11.76%	\$ 6.31	\$ 126.87	5.23%	\$ 7.86
2 Yard Weekly	\$ 191.21	\$ 22.48	\$ 213.69	11.76%	\$ 10.01	\$ 201.22	5.23%	\$ 12.47

* Continued recycling may involve increased residual waste or landfilling out the back side of material recovery facilities
 **Catch Up Rate Adjustments are set as of the date shown. Delayed implementation will increase the rate adjustment.

Recycling Markets Update

May 2018

No good news to report on the Chinese market front – not only were additional scrap items added to the ban in April, on May 4, the Chinese government suspended the China Certification and Inspection Group (CCIC) North America for one month, halting inspections and certificate issuance from May 4 through June 4. Because CCIC NA is believed to be the only pre-shipment inspection company to receive an import license since February, this effectively shuts down all scrap exports to the country. The Chinese government will continue to accept shipments sent before May 3 that contain CCIC certificates, but without guarantee of entry. Those shipments will be subject to 100% inspection that could include further lab testing, reported to cost upward of \$20,000.

City and county elected officials have continued to support needed collection program increases to help ORRA-member businesses weather this storm, and that partnership continues to be very much appreci-

ated. ORRA is tracking information about program changes and rate changes as received, so please send updates (surcharge or new rates, name of jurisdiction and effective date of change) to Kristan Mitchell, kristanm@orra.net.

The first meeting of the DEQ Recycling Steering Committee was held May 10, and ORRA members were well-represented. Much of the meeting was devoted to brainstorming, and following meetings will likely narrow the focus of the group. The next meeting will be in late June. Here's the link to the DEQ's website that includes the Steering Committee Agenda, Charter, and Long-Term Planning Process and Scope Documents (scroll down page to Long Term Planning Header): <http://www.oregon.gov/deq/mm/Pages/Stakeholder-Resources.aspx>. The regular Recycling Markets "check in" meetings will happen monthly instead of every other week, and ORRA will update members when those meetings are scheduled.

The next meeting of the DEQ's Communications Subcommittee is on May 24. The Committee will continue its work on messages, media outreach and contamination reduction efforts, including compiling a library of materials that can be accessed, adapted and used by recycling programs. If you have materials you are willing to share with the Subcommittee, please reach out to Kristan at the email address above.

If you have questions about market issues, please don't hesitate to contact the ORRA office.



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www.general-equip.com

S. Scott McDowell

From: Scott Gagner <Scott.Gagner@WasteConnections.com>
Sent: Monday, June 4, 2018 11:20 AM
To: 'S. Scott McDowell'
Subject: RE: Sweet Home Sanitation Memo - Request for Recycling Rate Adjustment

Follow Up Flag: Follow up
Flag Status: Flagged

Scott,

The language I promised you is as follows:

“(19) “Recyclable material” means any material or group of materials that can be collected and sold for recycling at a net cost equal to or less than the cost of collection and disposal of the same material.”

This is known as the Economic Test RE Recycling. The excerpt is from 459.005(19);
https://www.oregonlegislature.gov/bills_laws/ors/ors459.html

Let me know if you have any questions.

Thanks,

Scott Gagner
Site Manager



Office: 541-367-2535
Cell: 541-780-4778
1325 18th Avenue
Sweet Home, OR 97386



Accepted Commingled Recycling

Paper/ Cardboard

- Newspaper including adds and inserts
- Corrugated Cardboard Boxes
- Direct Mail
- Cereal, Cracker & Shoe Boxes (Chipboard)
- Office paper- copier and printer paper, file folders, note paper, computer paper, brochures, magazines & catalogs



Metal

- Steel (Tin) Cans
- Aluminum Cans



Plastic Bottles

- Plastic Bottles- #1 PET & #2 HDPE
- Soda bottles, water bottles, milk jugs,
- Orange Juice bottles & jugs, detergent
- Cleaning solution bottles



DO NOT RECYCLE

Plastic Bags & Plastic Film of all kinds

**Paper Milk & Paper Juice Cartons
Trash**

Diapers

Wire, Rope, Chain,

Christmas Lights

No #3-#7 Plastic Items

Flower pots

Shredded Paper

Medical Waste of any Type








Fabric (Textiles) of any type

Garden Hoses

Wood



Guide to Plastic Recycling Codes

Symbol	Acronym	Full name and uses
	PET	Polyethylene terephthalate - Fizzy drink bottles and frozen ready meal packages.
	HDPE	High-density polyethylene - Milk and washing-up liquid bottles
	PVC	Polyvinyl chloride - Food trays, cling film, bottles for squash, mineral water and shampoo.
	LDPE	Low density polyethylene - Carrier bags and bin liners.
	PP	Polypropylene - Margarine tubs, microwaveable meal trays.
	PS	Polystyrene - Yoghurt pots, foam meat or fish trays, hamburger boxes and egg cartons, vending cups, plastic cutlery, protective packaging for electronic goods and toys.
	Other	Any other plastics that do not fall into any of the above categories. For example melamine, often used in plastic plates and cups.

RECYCLE RIGHT

MIXED RECYCLING GUIDE*



Paper & Cardboard

- Junk mail
- Greeting cards (no foil or glitter)
- Magazines
- Newspaper
- Phone books
- Paperback books
- Paper bags
- Paperboard (like cereal & cracker boxes)

Papel y Cartón

- Correo no Deseado
- Tarjetas de felicitación (sin aluminio o glitter)
- Revistas
- Periódicos
- Libros telefónicos
- Libros de tapa blanda
- Bolsas de papel
- Cartón



Plastics

- Bottles
- Jugs

Plásticos (no lids)

- Botellas
- Gallones

Metal

- Steel (tin cans)
- Aluminum cans

Metal

- Latas de acero (estaño)
- Latas de aluminio

Don't forget:



Empty.
Vacío.



Clean.
Limpio.



Dry.
Seco.



RepublicServices.com/corvallis
RepublicServices.com/albany-or

EMPTY. CLEAN. DRY.
VACÍO. LIMPIO. SECO.

*If you have glass recycling, there are no changes to this service



We'll handle it from here.



www.ci.brownsville.or.us

City Hall
255 N. Main Street • P.O. Box 188
Brownsville, OR 97327 • 541.466.5666
Fax 541.466.5118 • T1/TDD 800.735.2900

May 31st, 2018

Alyrica Networks Inc.
President & CEO Kevin Sullivan
521 N. 19th Street, Suite B
Philomath, OR 97370
541.929.3330

Re: Brownsville, OR | Welcome

Dear Mr. Sullivan,

On behalf of the City of Brownsville, I would like to welcome you and your company to town! I've been excited about the possibility of your company coming to town since I first heard of your work in the City of Halsey. Council and I were thrilled last Tuesday evening to learn of your progress toward designing a fiber optic system in Brownsville.

Many of our businesses and citizens do not have the capacity with the current infrastructure. Your system will provide a huge improvement and benefit to all and bring the City into a new era of internet speed and efficiency. Please contact Mr. Scott McDowell if you need anything. We look forward to becoming part of the Alyrica family of communities.

Cordially,


Don Ware
Mayor

c: Council
Public Works Superintendent Karl Frink
City Administrator S. Scott McDowell
File

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**CITY PROPOSAL June __, 2018
City of Brownsville
Ordinance 2018-**

An ordinance granting a franchise agreement between the City of Brownsville (City) and Alyrica Networks, Inc. (Grantee) and dated this _____ day of _____, 2018.

1. **Grant of Franchise.** City grants to Grantee, its successors and assigns, a non-exclusive franchise to construct, operate and maintain telecommunications facilities in, under, and over the surface of the City's Public Rights-of-Way ("Franchise") subject to the terms of this Agreement.

2. **Term.** The initial term of this Franchise shall be for ten years from the effective date of this ordinance, unless terminated sooner as provided in this Agreement. Thereafter, the Agreement shall automatically renew for up to five renewal terms of one year each, unless terminated by either party by giving written notice of its intention to terminate not less than sixty (60) days prior to the end of any renewal term. Every three (3) years, beginning after the adoption of this Franchise, Grantee shall present to the City Council a general overview of Grantee's current and future operations within the City. The intent behind this presentation is to keep the Council informed of Grantee's current and future services, development, and infrastructure.

3. **Fee.** In consideration of the rights and privileges granted by this Franchise, the Grantee shall provide the following compensation to City:

Grantee shall pay annually as a franchise fee to the City an amount equal to six percent (6%) of Grantee's annual Gross Revenues, as defined in Section 3.3 below or Three Thousand Dollars (\$3000) per year, whichever is greater. At the end of the initial term, the franchise fee shall be either six percent (6%) of Grantee's annual Gross Revenues or Three Thousand and Five Hundred Dollars (\$3500), whichever is greater.

 - 3.1 Notwithstanding any provision herein to the contrary, at any time during the term of this Franchise, City may elect by way of City Council ordinance or resolution to increase the franchise fee amount imposed on all telecommunications franchisees, as may then be allowed by State law and the Federal Telecommunications Act of 1996, Section 253. City shall provide Grantee written notice of such increase following the adoption of the applicable ordinance by City. The increase shall be effective sixty (60) days after City has provided Grantee with such notice.

 - 3.2 The parties acknowledge and agree that for any facilities not contemplated under this Agreement, Grantee shall be subject to additional agreements and may be charged added compensation, which shall be memorialized in writing.

 - 3.3 Gross Revenues means any and all compensation in whatever form (grant, subsidy, exchange, or otherwise) received directly or indirectly by Grantee for

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any Communications Services (as defined below) provided to a customer located within the City, including but not limited to: revenues from customers; any fees related to Grantee's Communications Services; use, access, or attachment charges paid to the Grantee by other Communications Services or carriers, and revenue from the sale or lease of any Grantee Facilities, including wire, cable, facility, pole, duct, conduit or similar transmission equipment. All such revenues remain subject to applicable federal statutes and exceptions including those that may exclude revenues from internet access services. Customers who are served solely via wireless, which is provided using no other wireline connection from Grantee, will not be included in Gross Revenues, wherever located.

- 3.4 **Communication Services:** Any service provided for the purpose of transmission of information including, but not limited to, voice, video, or data, without regard to the transmission protocol employed, whether or not the transmission medium is owned by the provider itself and whether or not the transmission medium is wireline. Communications Services include all forms of telephone services and voice, video, data or information transport, but does not include: (1) cable service; (2) open video system service, as defined in 47 C.F.R. 76; (3) private communications system services provided without using the public rights-of-way; (4) over-the-air radio or television broadcasting to the public-at-large from facilities licensed by the Federal Communications Commission or any successor thereto; (5) direct-to-home satellite service within the meaning of Section 602 of the Telecommunications Act.
- 3.5 **Grants.** If the City contributes to, or matches, any federal or state grant, Grantee shall . . .
4. **Payment.** Franchise fees will be due and payable annually, thirty (30) days after the effective date of this Ordinance. Franchise fee payments not received by the City on or before the due date shall be assessed interest at the rate of one percent (1%) compounded monthly. Interest shall be due on the entire late payment from the date on which the payment was due until the date on which the City receives the payment.
- 4.1 Each payment shall be accompanied by a written report to the City, verified by an officer or other authorized representative of Grantee, containing an accurate statement of Grantee's Gross Revenues and the computation basis and method. Such reports shall be in a form satisfactory to the City.
- 4.2 No acceptance of any payment by the City shall be construed as an accord that the amount paid is, in fact, the correct amount, nor shall the acceptance of any payment be construed as a release of any claim the City may have for further or additional sums payable.
- 4.3 All amounts paid shall be subject to audit and confirmation by the City, provided that such audit is completed within three years of the date the audited payment is due. If no such audit is conducted within the three-year period, then any claim

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that the City might have had for additional compensation shall be waived.

4.3.1 Grantee shall reimburse the City for the costs of such audit if Grantee has paid 95% or less of the franchise fee owing for the period at issue upon receipt.

4.3.2 If Grantee underpaid by 5% or more of the amount due, Grantee shall pay interest on the unpaid amount compounded at the annual rate of three percent (3%) compounded monthly. Interest shall be due on the entire underpayment from the date on which payment was due until the date on which full payment is received.

4.3.3 If the Grantee disputes the City's determination of underpayment, grantee may petition the Linn County Circuit Court for a determination of the amount, if any, owed by Grantee, in accordance with paragraph 11.3.

4.4 All Grantee's books, maps, and records directly concerning its calculation of franchise fee payments to the City shall be open for audit by the City, upon no less than seven (7) days' prior written notice, during normal business hours at a mutually agreeable location within 30 miles of the City.

4.5 Payment of the franchise fee shall not exempt Grantee from the payment of any license fee, permit fee, tax, or charge on the business, occupation, property or income of Grantee that may be lawfully imposed by the City or any other taxing authority.

5. **Municipal Code, Charter and General Ordinances Apply.** Unless the context requires otherwise or expressly otherwise defined herein, words and phrases used in this Franchise shall have the same meaning as defined in the City Municipal Code. All applicable provisions of the City Municipal Code are incorporated by reference and made a part of this Franchise, specifically including the City's fee schedule as adopted by the City Council. In the event of any inconsistencies between the terms of this Franchise and the Code, this Franchise shall control. The Charter of the City of Brownsville and ordinances, rules, and regulations of the City now in effect or adopted in the future, are incorporated by reference and made a part of this Franchise. Nothing in this Franchise shall be deemed to waive the requirements of the various codes, regulations, and ordinances of the City.

6. **City Regulatory Authority.** In addition to the provisions herein contained, City reserves the right to adopt such additional ordinances and regulations as may be deemed necessary in the exercise of its police power for the protection of the health, safety and welfare of its citizens and their properties, or exercise any other rights, powers, or duties required or authorized under the Constitution of the State of Oregon, the laws of Oregon or City ordinances. Specifically, the City reserves the right to:

6.1 Construct, install, maintain, remove, relocate, replace, and operate any City

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facility, Rights-of-Way, or public place.

- 6.2 Do any work that City may find desirable on, over, or under any Rights-of-Way or public place in accordance with all applicable federal, state or local regulations.
- 6.3 Exercise any power that the City currently holds, or may hereafter be authorized or granted by the laws of the State of Oregon or the City Charter or ordinances.
- 6.4 Vacate, alter, or close any Rights-of-Way or public place. Whenever the City shall vacate, alter, or close any Rights-of-Way or public place for the convenience or benefit of any person or governmental agency or instrumentality, the City shall provide Grantee with reasonable notice for such actions. If any Rights-of-Way or portion thereof used by Grantee is vacated by the City during the term of this Franchise, unless the City Council specifically reserves to Grantee the right to continue its installation in the vacated Rights-of-Way or Grantee secures such right from an appropriate third party who will have title to the area, Grantee shall at its own expense relocate that portion of its Facilities and restore, repair, or reconstruct the Rights-of-Way where such relocation has occurred to the same or better condition as before the relocation, unless otherwise instructed by the City. In the event of failure, neglect, or refusal of Grantee, after written notice from the City, to relocate the portions of its Facilities or to restore, repair, or reconstruct the Rights-of-Way, the City may do such work or cause it to be done at Grantee's sole cost and expense. Upon receipt of a demand for payment from City, Grantee shall promptly reimburse the City for the costs the City incurred. If City Right of Way construction, work or plans require Grantee to relocate or remove facilities within the Right of Way and City is digging or trenching within the affected Right of Way, City should notify Grantee within a reasonable time so that Grantee and City may coordinate all Right of Way work and so that Grantee may use the open trenches to move or relocate Grantee's facilities.
- 6.5 Abate any nuisance or dangerous condition.
- 6.6 In addition to the reservations herein and existing applicable ordinances, adopt such additional regulations for the construction, maintenance, and operation of Grantee's Facilities as the City finds necessary in the exercise of its police powers or for the orderly development of the City (including but not limited to: zoning, land use, historic preservation ordinances, standard specifications, design standards and drawings, other safety or construction standards, and other applicable requirements), or for the protection of City Facilities.

7. Indemnity.

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- 7.1 Grantee agrees and covenants to indemnify, defend and hold the City, its officers, agents and employees, harmless from any claim for injury, damage, loss, liability, cost or expense, including court and appeal costs and attorney fees or expenses, arising from any casualty or accident to person or property directly by reason of any negligent construction, excavation or any other act done under this Franchise, by or for Grantee, its agents or employees, or by reason of any neglect or omission of Grantee to keep its Facilities in a safe condition, but not to the extent that such casualty or accident is directly caused by negligence or willful misconduct of the City, its officers, agents or employees or any third party. The City shall provide Grantee with prompt notice of any such claim, which Grantee shall defend with counsel of its own choosing. No settlement or compromise of any such claim will be done by the Grantee without the prior written approval of the City. Grantee and its agents, contractors and others shall consult and cooperate with the City while conducting its defense of the City.
- 7.2 Grantee also shall indemnify the City for any damages, claims, additional costs or expenses assessed against or payable by the City arising out of or resulting, directly, from Grantee's failure to remove, adjust or relocate any of its Facilities in the City Rights-of-Way in a timely manner, when required to do so, unless Grantee's failure arises directly from the City's negligence or willful misconduct.
- 8. Construction, Relocation, Removal.**
- 8.1 Subject to the terms of this Franchise and the Code, Grantee may construct, operate and maintain its Facilities. All construction and maintenance of any and all of Grantee's Facilities within City Rights-of-Way shall, regardless of who performs such installation or construction, be and remain the responsibility of Grantee. Grantee shall apply for and obtain all permits necessary for installation or construction of any such facilities, and for excavation and laying of any facilities within City Rights-of-Way.
- 8.2 At least two weeks prior to beginning construction in any City Rights-of-Way, the parties shall provide each other with a construction schedule, including a digging or trenching schedule, so that the parties may coordinate all Right of Way work and so that they may use any open trenches to repair, move or relocate facilities.
- 8.3 Grantee may make excavations in the City Rights-of-Way, subject to obtaining permits from the City. Prior to doing such work, Grantee must give appropriate notices to any other franchisees, licensees or permittees of the City owning or maintaining facilities that may be affected by the proposed excavation. Grantee shall, at its own expense, restore any damage or disturbance caused to City property as a result of its operation, construction, or maintenance of its Facilities to the same or better condition of such property immediately prior to such damage or disturbance.

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- 8.4 In the event that emergency repairs are necessary for Grantee's facilities in City Rights-of-Way, Grantee shall immediately notify the City of the need for such repairs. Grantee may immediately initiate such emergency repairs, and shall apply for appropriate permits the next business day following discovery of the emergency.
- 8.5 Grantee shall comply with the terms and conditions of ORS Chapter 757, governing the location of underground facilities (the "One-Call statutes").
- 8.6 Grantee shall, at its own expense, temporarily or permanently remove, relocate, change or alter the position of any of its facilities when directed to do so by City. If such relocations, changes, or alterations are for the sole benefit for a private, non-governmental third party, Grantee may seek reimbursement for such expenses from the private non-governmental third party.
- 8.7 All construction practices and installation of equipment shall be done in accordance with all applicable sections of the then current version of the National Electric Safety Code, in accordance with good engineering practices and performed by qualified maintenance and construction personnel.
- 8.8 The Grantee shall at all times employ ordinary care and shall use industry accepted methods and devices preventing failures and accidents. To the extent possible, the Grantee shall use utility poles, conduits and other facilities already existing in the City Rights-of-Way.
- 8.9 Whenever any existing utilities are located underground within a public right of way of the City, Grantee shall also locate its facilities underground. Whenever any overhead electric utilities are relocated underground, Grantee shall also relocate its facilities underground. Any and all such installation and relocation under this paragraph shall be without expense to the City.
- 8.10 Relocation of Facilities. City shall have the right to require Grantee to change the location of any facilities within the public Rights-of-Way when the public convenience requires such change; and the expense thereof shall be paid by Grantee. Should Grantee fail to remove or relocate any such Facilities by the date established by City, the City may effect such removal or relocation, and the expense thereof shall be paid by Grantee, including all costs and expenses incurred by the City due to Grantee's delay. City shall give Grantee reasonable advanced written notice to relocate its facilities prior to the date established by the City as the deadline for relocation. If at any time, in case of fire or other disaster in the Franchise territory, it shall become necessary in the reasonable judgment of City to cut or move any facilities, such cutting or moving may be done and any repairs rendered necessary thereby shall be made by Grantee, at its sole expense. City shall indemnify, protect and hold Grantee, its officers, employees and agents harmless against and from all damages, claims, loss, liability, cost or

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expense resulting from damage to property, or injury or death, to any third person caused by Grantor's cutting or moving any of the wires, equipment or other facilities. City shall take reasonable efforts to notify Grantee prior to acting under this subsection.

- 8.11 Upon completion of construction of any new Facilities, Grantee shall promptly furnish City with two (2) sets of "as built" plans showing the exact location and construction details of all of Grantee's Facilities. New plans will be furnished promptly for any additions or modifications. All plans shall be full sized "as built" plans unless mutually agreed to otherwise.
- 8.12 **Discontinuance.** Whenever Grantee intends to discontinue using any Facilities, Grantee shall submit for City's approval a complete description of the Facilities and the date on which the Grantee intends to discontinue using the Facilities. Grantee may remove the Facilities or request that City permit it to remain in place. City may require the Grantee to remove the Facilities. Grantee shall complete such removal in accordance with a schedule set by City. Until such time as Grantee removes the Facilities as directed by City, or until the rights to and responsibility for the Facilities are accepted by another person having authority to construct and maintain such Facilities, Grantee shall be responsible for all necessary repairs and relocations of the Facilities, as well as street repairs, in the same manner and degree as if the Facilities were in active use, and Grantee shall retain all liability for such Facilities.

9. Reservation of City Rights.

- 9.1 Nothing in this Franchise shall be construed to prevent the City from constructing sewers, water systems, electric systems, grading, paving, repairing or altering any street or constructing or establishing any other public work or improvement. Grantee's Facilities shall be constructed and maintained in such manner as not to interfere with City sewers, water systems, electric systems or any other Facilities of the City.
- 9.2 If any of the Grantee's Facilities interfere with any City systems or Facilities, including but not limited to: sewer, water, electric systems, street or public improvement, Grantee shall remove or replace its Facilities as directed by the City. Any and all such removal or replacement by Grantee shall be without expense to the City. Should Grantee fail to remove, adjust or relocate its Facilities by a reasonable date established by the City, the City may undertake such removal, adjustment or relocation, and the expense thereof shall be paid by Grantee, including all costs and expenses incurred by the City due to Grantee's delay.

10. **Assignment.** Grantee's rights under this Franchise may not be assigned or transferred without the prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No such consent shall be required for an assignment by Grantee to a corporate affiliate; provided, however, that the Grantee,

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not more than thirty (30) calendar days following such assignment, provides the City with written notice of the assignment and the assignee agrees in writing to be bound by the terms of this Agreement.

10.1 Grantee and the proposed assignee or transferee shall provide and certify the following information to the City not less than sixty (60) days prior to the proposed date of transfer or assignment:

10.1.1 Complete information setting forth the nature, terms and condition of the proposed transfer or assignment;

10.1.2 All information required of a telecommunications franchise applicant with respect to the proposed transferee or assignee; and

10.1.3 Any other information reasonably required by the City.

10.2 No transfer shall be approved unless the assignee or transferee has the legal, technical, financial and other requisite qualifications to comply with the terms of this Franchise.

10.3 Grantee shall reimburse the City for all direct and indirect fees, costs, and expenses reasonably incurred by the City in considering a request to transfer or assign the Franchise.

10.4 Any transfer or assignment of this Franchise without prior approval of the City under this section shall be void.

10.5 Grantee shall not lease or sublease any of its pipes, wires, conduits, or other Facilities, in the public Rights-of-Way.

11. Miscellaneous Provisions.

11.1 If any section, provision, or clause of this Franchise is held by a court of competent jurisdiction to be invalid or unenforceable, or is preempted by federal or state laws or regulations, the remainder of this Franchise shall not be affected, unless the City determines such section, provision, or clause was material to the City's agreement to grant the Franchise to the Grantee.

11.2 Grantee shall not be relieved of its obligations to comply with any of the provisions of this Franchise by reason of any failure of the City to enforce prompt compliance, nor does the City waive or limit any of its rights under this Franchise by reason of such failure or neglect.

11.3 This Franchise should be governed by the laws of the State of Oregon. Any litigation between the City and the Grantee arising under or regarding this Franchise shall occur, if in the state courts, in the Linn County Circuit Court, and if in the federal courts, in the United States District Court for the District of

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Oregon.

- 11.4 Any notice provided for under this Franchise shall be sufficient if in writing and (1) delivered personally to the following addressee or deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), or (3) sent by facsimile transmission addressed as follows, or to such other address as the receiving party shall specify in writing:

If to the City: City of Brownsville
P.O. Box 188
Brownsville, OR 97327
FAX: 541-466-5118

Attn: City Administrator

If to the Grantee: Alyrica Networks, Inc.

Attn: General Counsel, Alyrica
521b N. 19th St.
Philomath, Oregon 97370

Any such notice, communication or delivery shall be deemed effective and delivered upon the earliest to occur of actual delivery, three business days after depositing in the United States mail, one business day after shipment by commercial air courier or the same day as facsimile transmission (or the first business day thereafter if faxed on a Saturday, Sunday or legal holiday).

12. **Other Authority Superseded.** Upon effectiveness of this Franchise, any and all authority to operate previously granted to Grantee by the City shall be superseded by this Franchise.
13. **Cable Authority.** This Franchise does not authorize the Grantee to operate a cable system or provide video programming, as defined by 47 U.S.C.A § 522 (Supp. 1997).
14. **Insurance.**
- A. The Grantee shall maintain throughout the term of the Franchise insurance in amounts at least as follows:

Workers' Compensation	Statutory Limits
Commercial General Liability	[\$1,000,000] per occurrence, Combined Single Liability (C.S.L) [\$2,000,000] General Aggregate

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Auto Liability including coverage [\$1,000,000] per occurrence C.S.L.
 On all owned, non-owned hired
 Hired autos Umbrella Liability

Umbrella Liability [\$1,000,000] per occurrence C.S.L.

- B. The City shall be added as an additional insured, arising out of work performed by Grantee, to the above Commercial General Liability, Auto Liability and Umbrella Liability insurance coverage.
- C. The Grantee shall furnish the City with current certificates of insurance evidencing such coverage upon request.
- D. The limits of the insurance shall be subject to any changes as to maximum constitutional and statutory limits of liability imposed on municipalities of the State of Oregon during the term of the Franchise.
15. **Counterparts.** This Agreement may be executed by the Parties in one or more counterparts.
16. **Revocation and Termination.** In addition to all other rights which City has pursuant to law or in equity, City reserves the right to revoke, terminate, or cancel this Franchise, and all rights and privileges pertaining thereto, in the event that Grantee violates any material provision of this Franchise. The provisions pertaining to excavation and restoration; provision of City internet services, relocation, compensation, damages, insurance, and transfer are hereby deemed to be material to the performance of this Franchise. Further, revocation may occur upon the following:
- A. Grantee practicing any fraud upon Grantor or any Subscriber, as determined by final court adjudication specifically finding the existence of such fraud.
- B. Grantee becoming insolvent, unable or unwilling to pay its debts, or is adjudged bankrupt.
- C. Grantee misrepresenting a material fact in the application for or negotiation of, or renegotiation of, or renewal of, this Franchise.
17. **Revocation Procedures.**
- 17.1 City shall provide Grantee with a written notice stating the cause of the revocation or termination and its intent to terminate or revoke the Franchise. City shall allow Grantee a minimum of thirty (30) days after service of the notice in which to correct or begin substantial correction of the violation. If, at the end of the thirty (30) day period, Grantee has not corrected or made

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substantial progress towards correction of the matter, the Franchise shall, at the option of City, become null and void and Grantee shall thereafter be entitled to none of the privileges or rights herein extended to it under this Franchise. City may at its option, pursue any other and different or additional remedy provided to it by law or in equity.

- 17.2 Grantee shall be provided with an opportunity to be heard at a public hearing before the City Council prior to the termination or revocation of the Franchise. The City Council shall hear any persons interested therein, and shall determine whether or not any failure, refusal, or neglect by Grantee has occurred.
- 17.3 Any revocation of this Franchise shall be by formal action of the City Council by ordinance.
- 17.4 For repeated violations of this Franchise occurring without good cause, City may, and in addition to any other remedies provided herein, assess damages against Grantee for failure to adhere to material provisions of this Franchise. In lieu of revocation as described above, damages of One Hundred Dollars (\$100.00) per day for each material violation may be assessed. The imposition of liquidated damages is subject to the notice, hearing, and timeline requirements as provided in this subsection 15. Grantee shall be liable for full payment of all liquidated damages imposed under this Section.
- 17.5 Grantee may seek judicial review of any City Council decision to terminate or revoke this Franchise in accordance with paragraph 11.3, above. Upon such judicial review, the court shall try the matter granting any deference due to Grantee under Oregon law. Additionally, upon such judicial review, Grantee may also bring any and all other claims, in law or equity, in tort or contract, relating to or in any way arising out of the City's termination or revocation of this Franchise.
18. **Administrative Fee.** Grantee agrees to pay City the actual costs of administering this Agreement, including the costs related to administrator time spent reviewing drafts, negotiating with Grantee, and the costs of legal review.

Adopted by the City Council of the City of Brownsville this ___ day of _____, 2018.

First reading
 Second reading
 Adoption
 Effective

Approved:

, Mayor

Attest:

, City Administrator

Accepted: Grantee accepts the Franchise and Ordinance and agrees to be bound by its lawful terms and conditions.

By: _____

Date: _____

Printed Name: _____

Title: _____



Above and Beyond

UAV Inspections Beyond Visual Line of Sight Require Future Integration Into National Airspace

By Jamare Bates, Black & Veatch

With Amazon and others announcing plans to use drones to deliver consumer goods right to customers' doorsteps, interest in this technology has reached new heights. In the commercial space, many industries are excited about how operations can be supported with unmanned aerial vehicles (UAVs).

The military, commercial enterprises, public safety agencies and media companies understand the incredible potential of UAV technology. Utilities, insurance companies and construction firms also can benefit from using unmanned

aircraft systems (UAS). There are many applications that are suited for UAS and as technology and regulations continue to evolve, more capabilities will be realized. Federal Aviation Administration (FAA) regulations currently allow only visual line of sight (VLOS) flights, but many groups are exploring beyond visual line of sight (BVLOS) applications for future implementation.

BVLOS UAV APPLICATIONS

Imagine being able to set a preprogrammed flight plan and send a camera-equipped UAV to inspect bridges, dams,

telecommunications towers or electric transmission lines in remote areas. The benefits include:

- **Detailed asset data capture.**

UAVs can capture high-definition images that can detect rust on a single bolt, a hairline crack in a dam, or wear and tear on transformers or transmission lines. This allows for preventive utility maintenance that could avert a service outage, improve the performance of the electricity grid or a telecommunications network, and ultimately save money for the utility

and its customers.

- **Improved technician safety.** Moving technicians away from manned aircraft operations reduces the risk of injury.
- **Increased frequency of inspections.** A typical utility might conduct two inspections per year of rural transmission lines. UAV-based inspections will be less expensive and easier to conduct, so companies could schedule more frequent inspections.
- **Increased data quality.** As sensor technologies improve, UAVs can be used to

collect all kinds of data, including thermal imaging, hyperspectral imagery, high-definition photos, 4K-resolution video and light detection and ranging (LiDAR) point clouds.

- **Data analysis.** With more data available, analysis can provide valuable insight to inform intelligent business decisions. The long-term result is better asset risk management, enhanced ability to invest in capital improvements and efficient use of operations and maintenance budgets.

Several obstacles, both regulatory and technical, must be overcome before the full benefits of BVLOS UAV technology can be realized.

EVOLVING FAA REGULATIONS

On the regulatory side, the National Airspace System (NAS) is the purview of the FAA, which is trying to strike a balance between public safety and pressure from industry to integrate the commercial use of UAVs, because no one wants a stray drone getting into the path of a commercial airliner or crashing into a pedestrian. At the same time, the benefits are so clear that the FAA, working with NAS, is moving as quickly as it can to enable UAS traffic management. The agency has set 2020 as a target date for allowing companies to deploy BVLOS UAV flights for specific use cases.

UAS regulations have come a long way from when use of commercial UAVs was not allowed at all. In 2015, the FAA began allowing commercial flights but required any commercial operator to be a manned aircraft pilot.

In 2016, under intense pressure, the FAA relaxed those rules to allow people to pass a written test to become certified to fly a UAV. Today more than 75,000 people have obtained Remote Pilot Certification from the FAA.

FAA rules remain strict, however. Aircraft must weigh less than 55 pounds, remain below 400 feet, fly during daylight

Xcel Energy Gains FAA Approval to fly UAV Beyond Line of Sight

Xcel Energy announced that it will be the first utility in the nation to routinely fly unmanned aircraft beyond the operator's visual line of sight (BVLOS) when it begins surveying transmission lines near Denver, Colorado.

The Federal Aviation Administration (FAA) announced in mid-April that it authorized the flights.

"Xcel Energy is honored to be the first utility to conduct flights that will enhance grid reliability and safety for our employees and the public," said Ben Fowke, Xcel Energy's chairman, president and CEO, in a press release. "With this groundbreaking decision, we are advancing the use of technology that improves our efficiency and provides cost savings for our customers."

Starting this summer, the company will routinely operate drones BVLOS within a designated area approximately 20 miles north of Denver International Airport. Licensed pilots will remotely operate a small, unmanned helicopter weighing less than 55 pounds. Xcel Energy will use advanced command-and-control technology to ensure safe operations while it inspects transmission lines, according to the press release.

To conduct the flights, the company is currently working with several industry leaders including Harris Corp., Northern Plains UAS Test Site, Phoenix Air UNMANNED, LLC and Altus Intelligence. When the transmission inspections are completed in the Denver area, Xcel Energy will work with the FAA to extend its BVLOS operations in other states where the company provides electric service.

For several years, Xcel Energy has been collaborating with the FAA to develop operational and safety requirements for unmanned aircraft operations in the utility industry. Most recently, in January 2017, Xcel Energy entered into a Partnership for Safety Program (PSP) with the FAA to operate drones for power line inspections within visual sight of operators. The work demonstrated how unmanned aircraft improve productivity and safety as the technology allows for inspections to be completed without the use of trucks, helicopters or other utility equipment. Xcel Energy inspects more than 320,000 miles of electricity and natural gas infrastructure to ensure the safety and reliability of its energy system.



Photo credit: Harris Corp.

hours and cannot fly over people.

Currently, companies can use UAVs as long as the certified pilot on the ground can see the aircraft within his visual line of sight, which limits deployments to around three-quarters of a mile. Regulations allow UAV pilots to wear glasses or contact lenses, but the use of binoculars for tracking line of sight aircraft is not permitted.

PART 107 WAIVERS

Entities that want to perform BVLOS flights must apply for a Part 107 waiver, and those that receive a waiver must operate under specific guidelines. One such waiver was recently granted for a demonstration project in which Rockwell Collins, working closely with Black & Veatch; successfully demonstrated a BVLOS UAV flight along almost 10 miles of

power line infrastructure owned by Ameren Corp., located near Newton, Illinois.

Rockwell Collins is a global aviation company with expertise in flight deck avionics, cabin electronics, cabin interiors, information management, mission communications and simulation and training for commercial and military customers. It provided the command and control data link and operations management technology, while Black & Veatch managed engineering, design and procurement of the temporary radio network. Because BVLOS flights can be executed much further away from a UAV pilot, to ensure constant command and control, a dedicated network might need to be developed to ensure seamless communication between the aircraft and the remote pilot in command on the ground.

The demonstration proved that the technology can yield the benefits of VLOS inspections at a larger scale, but BVLOS won't reach its potential until the FAA resolves the regulatory and air traffic control system issues.

The regulatory landscape is clearly evolving. In March, the FAA announced it will expand tests of its drone airspace authorization program. The automated system will provide faster processing of airspace authorization requests for UAS operators and enable multiple BVLOS operations at low altitudes.

The FAA deployed the prototype of its fully automated low-altitude authorization and notification system at several air traffic facilities last November. Based on that early success, the agency began a nationwide beta test on April 30 that deploys the system at nearly 300 air traffic facilities covering approximately 500 airports. The final deployment will begin in September.

UAV operators can receive near real-time airspace authorizations, which allow operators to quickly plan their flights. Air traffic controllers also can see where planned UAV operations will take place.

SOLVING TECHNICAL ISSUES WITH ADVANCED DATA COLLECTION AND ANALYSIS

Today, when conducting asset inspections in a manned aircraft, the technician typically makes visual observations and manually logs and records the asset conditions. In an integrated UAV inspection solution, data can not only be collected electronically, but also can use a back-end system for downloading, accessing and analyzing information. As UAVs can collect massive amounts of images, videos or sensor readings, this data analysis can truly provide value for operations and maintenance programs.

Black & Veatch has performed multiple successful VLOS flights over dams, transmission lines, solar fields and streams, as part of a stream restoration project. Successful Black & Veatch UAV applications include:

- **Wakarusa Wastewater Treatment Plant (Lawrence, Kansas).** UAVs performed construction progress monitoring, including 3-D modeling, photos and video.
- **Tenaska Westmoreland (Smithton, Pennsylvania).** A

UAV monitored transmission lines as they were being built to track progress. Flights around the powerblock and laydown yards also helped track where construction materials were located, as well as provide an overall rough inventory. Some 3-D photogrammetry was also conducted. The multiple pictures of equipment on site from all angles helped create a colored 3-D mesh/model at scale.

A full ecosystem for UAV-based information collection would include gathering imagery and analysis for asset management, system monitoring, and risk analysis and capital investment prioritization.

IMPLEMENTING A UAV INSPECTION PROGRAM

There are many moving parts when it comes to developing and implementing a UAV program. Key considerations include: regulatory, legal, insurance and technology systems integration; new business process development and implementation; and, post-flight data processing, analytics and remediation.

In addition, utilities must think about developing new risk and other analytical algorithms to exploit new data, deploying new and upgraded platforms to scale, and implementing automation and navigational techniques both from structure to structure and around individual structures.

Over time, new algorithms will allow operations and maintenance systems to learn which data points to look for to identify defects and make recommendations to remediate defects.

THE UAV FUTURE

Based on evolving FAA regulations and flight applications, UAVs will continue to become more mainstream. Construction sites will more commonly be monitored by UAVs. Drones could be buzzing around your neighborhood, delivering groceries and packages. In addition, BVLOS fixed-wing aircraft could be flying preplanned routes to access remote transmission lines, telecommunications towers, dams, bridges and other structures soon.

The expected proliferation of UAVs could impact data networks as well, as data requirements should drive the establishment of new, high-bandwidth networks that can transfer inspection data or potential changes to design strategies for future infrastructure in real-time, making UAV inspections even more valuable. | PGI



Jamare Bates is the director of unmanned aircraft systems operations at Black & Veatch and has helped develop the company's UAV-based infrastructure inspection capabilities. He is a FAA-certified remote UAV pilot and a licensed Professional Engineer in Virginia. Bates has more than 15 years of civil engineering experience including project management, maintenance contractor management, as well as design of storm, sanitary sewer, water and site design; plus, structural design of bridge decks, piers, abutments, retaining walls and stormwater control structures.



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 (503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org

RECEIVED
 City of Brownsville
 JUN 13 2018
 Clerk

June 6, 2018

Dear Chief Administrative Official:

For the past three months, eight policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2019 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 League'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 but were not included in the ballot. Additional issues, such as addressing the housing shortage and the opioid crisis, are multifaceted and did not fit concisely into policy priorities. However, they remain as work the League intends to accomplish as it works with large groups of stakeholders in search of solutions.

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 League's 2019 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 League focus on during the 2019 session. **The deadline for response is August 3, 2018.** 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 League's 2019 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. 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 Craig Honeyman, Legislative Director, with questions.

Sincerely,

Mike Cully
 Executive Director

Craig Honeyman
 Legislative Director

P.S. If you are reviewing the hard copy of this ballot and would like to view the linked material please visit the following web address and click on the links there:

<http://www.orcities.org/Portals/17/Legislative/2019PolicyBallotInformation.pdf>

Please check or mark 4 boxes with an X that reflects the top 4 issues that your city recommends be added to the priorities for the League's 2019 legislative agenda.

City of: _____

Legislation

A. 9-1-1 Tax	<input type="checkbox"/>
B. Annexation Flexibility	<input type="checkbox"/>
C. Auto Theft	<input type="checkbox"/>
D. Beer and Cider Tax Increase	<input type="checkbox"/>
E. Broadband Infrastructure	<input type="checkbox"/>
F. Carbon Cap-and-Invest Program Adoption	<input type="checkbox"/>
G. City Comparability for Compensation	<input type="checkbox"/>
H. Green Energy Technology Requirement Changes	<input type="checkbox"/>
I. Infrastructure Financing and Resilience	<input type="checkbox"/>
J. Least Cost Public Contracting	<input type="checkbox"/>
K. Local Control Over Speed Limits on City Streets	<input type="checkbox"/>
L. Lodging Tax Definition Broadening	<input type="checkbox"/>
M. Mental Health Investment	<input type="checkbox"/>
N. Permanent Supportive Housing Investment	<input type="checkbox"/>
O. PERS Reform	<input type="checkbox"/>
P. PERS Unfunded Liability Revenue Stream Dedication	<input type="checkbox"/>
Q. Place-Based, Water Resource Planning (Program Support)	<input type="checkbox"/>
R. Property Tax Reform	<input type="checkbox"/>
S. Qualification Based Selection (QBS)	<input type="checkbox"/>
T. Right-of-Way and Franchise Fee Authority	<input type="checkbox"/>
U. Safe Routes to School Match	<input type="checkbox"/>
V. Small Area Cell Deployment	<input type="checkbox"/>
W. Speed Cameras	<input type="checkbox"/>
X. Speed Limit Methodology	<input type="checkbox"/>
Y. Third Party Building Inspection	<input type="checkbox"/>
Z. Tobacco Taxes Share Increase	<input type="checkbox"/>
AA. Waste Water Technical Assistance Program	<input type="checkbox"/>
BB. Wetland Development Permitting	<input type="checkbox"/>
CC. Wood Smoke Reduction Program Support	<input type="checkbox"/>

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.):

This is an addendum to the original ballot sent out on Friday, June 8th, 2018. It is due on August 3, 2018 like the original ballot

City of: _____

Please mark 4 boxes with an X or check mark that reflects the 4 issues that your city least wants to pursue as part of the League's 2019 legislative agenda.

Legislation

A. 9-1-1 Tax	<input type="checkbox"/>
B. Annexation Flexibility	<input type="checkbox"/>
C. Auto Theft	<input type="checkbox"/>
D. Beer and Cider Tax Increase	<input type="checkbox"/>
E. Broadband Infrastructure	<input type="checkbox"/>
F. Carbon Cap-and-Invest Program Adoption	<input type="checkbox"/>
G. City Comparability for Compensation	<input type="checkbox"/>
H. Green Energy Technology Requirement Changes	<input type="checkbox"/>
I. Infrastructure Financing and Resilience	<input type="checkbox"/>
J. Least Cost Public Contracting	<input type="checkbox"/>
K. Local Control Over Speed Limits on City Streets	<input type="checkbox"/>
L. Lodging Tax Definition Broadening	<input type="checkbox"/>
M. Mental Health Investment	<input type="checkbox"/>
N. Permanent Supportive Housing Investment	<input type="checkbox"/>
O. PERS Reform	<input type="checkbox"/>
P. PERS Unfunded Liability Revenue Stream Dedication	<input type="checkbox"/>
Q. Place-Based, Water Resource Planning (Program Support)	<input type="checkbox"/>
R. Property Tax Reform	<input type="checkbox"/>
S. Qualification Based Selection (QBS)	<input type="checkbox"/>
T. Right-of-Way and Franchise Fee Authority	<input type="checkbox"/>
U. Safe Routes to School Match	<input type="checkbox"/>
V. Small Area Cell Deployment	<input type="checkbox"/>
W. Speed Cameras	<input type="checkbox"/>
X. Speed Limit Methodology	<input type="checkbox"/>
Y. Third Party Building Inspection	<input type="checkbox"/>
Z. Tobacco Taxes Share Increase	<input type="checkbox"/>
AA. Waste Water Technical Assistance Program	<input type="checkbox"/>
BB. Wetland Development Permitting	<input type="checkbox"/>
CC. Wood Smoke Reduction Program Support	<input type="checkbox"/>

S. Scott McDowell

From: Tammy Knight <tammyknightrdh@gmail.com>
Sent: Friday, June 1, 2018 6:25 PM
To: admin@ci.brownsville.or.us
Subject: Kudos to Elizabeth

Hello!

We wanted to take a few minutes to draw your attention to an employee "issue".

Her name is Elizabeth.

She's absolutely wonderful.

We've lived here in Brownsville since September 2016.

We didn't know the laws of Linn County and to be honest, we've leaned on her pretty hard since we had so many questions about our home remodel.

Every time she's researched and tried her best to answer each question with thoughtfulness and integrity. I'm not sure what we would have done had she not given us the tools and the confidence to move forward on several different projects. Other than our sidewalk hopscotch idea (which was sadly nixed), she has came up with solutions that worked for both us and the City.

Even our contractors, (Combat Construction) were discussing her at lunch one day and said they wished every town they work in had someone like her.

"She makes being a contractor in this town easy....she's great"

You probably already know you have a wonderful staff, but we wanted to point it out again.

Sincerely,
Wes and Tammy Knight
415 Templeton St
Brownsville
541-908-9494



Oregon

Kate Brown, Governor

Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

March 22, 2018

Scott McDowell
255 N. Main Street
PO Box 188
Brownsville, OR 97327

Re: Review and Acceptance of the 2018 TMDL Implementation Plan Annual Report for the City of Brownsville

Dear Scott McDowell,

Thank you for submitting the Brownsville 2018 TMDL Implementation Plan Annual Report. The Department has reviewed your report and finds that the report complies with the annual reporting requirement.

Based on the report, and our discussion on 5/21/2018, ongoing efforts or standard business practices that support the protection of water quality remain underway despite setbacks in documenting all actions for the annual report.

Year five of Brownsville's current TMDL implementation cycle will end on December 31, 2018. The draft, revised TMDL Implementation Plan Matrix for the next five year cycle is due by September 30, 2018. Prior to this date, I will work with you to develop specific metrics in order to better capture and report implementation progress in annual reports. Brownsville will also provide reasonable assurance and an interim timeline in the revised Matrix for all incomplete strategies and actions in the current Matrix.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton
Willamette TMDL Basin Coordinator

ec: Zach Loboy, Watershed Manager, DEQ



When you're a CIS member, you receive coverage that's specifically tailored to meet your unique needs.

CIS Benefits Rates Adopted

In short: Good news ---- most CIS Benefits rate changes decreased a little from the "not-to-exceed" rates announced at the CIS Annual Conference or remained at zero.

The CIS Board of Trustees adopted CIS Benefits rate changes for the 2019 year that are a bit lower than the preliminary rates announced at the CIS Conference in February.

Here are the final adopted rate changes for Benefits members with fewer than Benefits rate changes are effective Jan. 1, 2019.

CIS Benefits: Cities (EBS)

Medical	Dental	Life/LTD
<i>Pooled rates (groups <100) +/- experience mods</i>	<i>Pooled rates (groups <100) +/- experience mods</i>	
CIS/Regence: 9.0% (was 9.1%)	CIS/Delta Dental: 0% (no change)	Basic Life: -14% Supp. Life: -10% (no change)
Kaiser: 0.2% (was 5.4%)	Kaiser: 0.5% (was 2.5%)	LTD: -20% STD: 0% (no change)
VSP Vision: 0%	Willamette Dental: 8.4% (no change)	

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Continued from front

CIS Benefits: Counties (AOCIT)

Medical	Dental	Life/LTD
<i>Pooled rates (groups <100) +/- experience mods</i>	<i>Pooled rates (groups <100) +/- experience mods</i>	
CIS/Regence: 5.7% (was 7.0%)	CIS/Delta Dental: 0% (no change)	Basic Life: -14% Supp. Life: -10% (no change)
Kaiser: 0.1% (was 5.25%)	Kaiser: 0.25% (was 2.2%)	LTD: -20% STD: 0% (no change)
VSP Vision: 0.7% (was 4.0%)	Willamette Dental: 8.1% (no change)	

The detailed Benefits rates (by plan and coverage tier) are now posted to the CIS website.

Why Did Benefits Rates Go Up This Year?

In short: Claims and the cost of reinsurance represent 93 cents of every benefits dollar. That means the cost of claims is the most significant factor influencing benefits rate changes. And those claims made a big difference in setting rates for 2019, especially for CIS Benefits-member cities.

After several years of rate changes at 5 percent or under, the 9 percent rate change for cities in the CIS/Regence medical plan came as a surprise to many members. What happened to turn things in another direction?

Claims are the biggest part of the puzzle. Claims for the 2017 year, on which the 2019 renewal is based, were higher than expected. For cities, claims exceeded revenue in almost every month of 2017. Large claims for serious illnesses contributed to that, as eight claims alone cost \$4.18 million.

Once we know how much claims were in the past, we have to project what they will cost in the future. Rather than just looking at how much claims went up in the most recent year, CIS tries to create stability by using a medical inflation factor that represents the average rate of change in the previous five+ years. For the past few years, that factor has been 7 percent.

When claims experience is better than expected, like it was when CIS set rates for 2017 and 2018, it creates a lower base for multiplying claims by the medical inflation factor. When claims are higher than expected, the base is higher.

And, there's the question of revenue, as there is in every budget. Once the expenses are determined for the upcoming year, the total is compared with the revenue that's expected. The assumption is that the number of covered individuals and the plans members select will remain the same, so we're comparing apples to apples. Because the rate change for cities was only a little over 3 percent in 2018, revenue didn't increase as fast as claims did. When

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"The Board dedicated \$1.2 million for cities and \$939,000 for counties to offset a portion of claims over \$400,000."

compared to the expected expense for 2019, the gap was bigger than it was the year before, and higher rates were required for 2019 to close the gap.

Ironically, the counties have a lower increase than the cities in 2019, because they had a higher rate increase than cities in 2018. County claims experience also was worse than expected, but compared with the cities, the gap between revenue and expense was smaller, so a smaller rate increase was needed.

Rates would have been even higher for both cities and counties, had the CIS Board of Trustees not decided to use reserves to lower the increase. The Board dedicated \$1.2 million for cities and \$939,000 for counties to offset a portion of claims over \$400,000.

More good news: for the first three months of 2018, claims for both cities and counties are better than expected. There are fewer large claims than at the same time last year, too. If that trend continues, it'll be a positive factor when rates are set for Jan. 1, 2020. But remember — it's still very early in the year and experience can change quickly.

CIS Property/Casualty Trust Rates Changes Adopted

***In short:** Even more good news — Property/Casualty Trust rates, on average, will remain flat for members with all lines of coverage.*

The Property/Casualty (P/C) average rate changes adopted by the Board reflect the announcements at the CIS Conference. Property/Casualty Trust changes are effective July 1, 2018.

Now underway... CIS HR Roundtables!

Through mid-June, members of CIS Hire to Retire (H/R) and Pre-Loss teams will continue their travels to communities across Oregon to participate in "HR Roundtables." The roundtable format provides for constructive conversations with and among CIS members that focus on the HR issues and needs faced by their respective organizations. By learning from other members who have faced similar situations, and from receiving on-the-spot "best practices" advice from the H/R/Pre-Loss team members, CIS anticipates that attendees will receive targeted, "personal" training that they can immediately implement in their own organizations.

The H/R/Pre-Loss teams also want to know how CIS can best partner with our members to address the issues they face. Whether it be through on-site, formal trainings, Pre-Loss or H/R assistance, on-demand trainings (like webinars and podcasts), or technology, CIS wants to hear about it. Lunch or breakfast is served at these two-hour Roundtables, which are provided at no cost to CIS Liability program members.

Information and invitations for the Roundtables have been sent to the primary HR contact for each CIS member with 10 or more employees. Members wishing to ensure they are on the email list for the HR Roundtables, or who have questions about them, should send an email to HR@cisoregon.org.



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Overall, for Members with All Coverages	0.0%
Liability	0.0%
Property	7.5%
Workers' Compensation	-2.1%
Auto Physical Damage	0.0%

The rates are built into the calculation of P/C Trust renewals for 2018-19, which are underway. It's important to note that rates are only one part of the calculation of what a member will pay, starting in July. A member's exposures and claims experience are the other significant factors.

An example is a member that has a jail. Per-jail-bed rates will increase 20 percent for 2018-19, reflecting the increased cost of jail claims. In comparison, members that don't have jails, and that have no other changes in exposures and experience, may see a slight decrease.

New Coverages Make CIS Workers' Comp a Better Value

***In short:** While workers' compensation benefits are statutory, all workers' comp programs are not alike. Several new coverages and features, focused on reducing claims and costs for cities and counties, make CIS' workers' comp program especially attractive in 2018-19.*

A number of new coverages and features to serve member needs and reduce the cost of claims will be added to CIS' workers' compensation program on July 1. Together, they create additional value in a program that is tailored to its member-owners' needs.

The enhancements are:

- A telephonic nurse triage service to jump-start the healing process for CIS-member employees injured on the job. The nurse will help the employee assess the type of care needed for the injury, and can even call ahead to ensure quick treatment by the employee's provider of choice;
- Family lodging coverage to help family members stay nearby when an injured employee needs out-of-town medical treatment;
- Critical incident coverage that provides counseling for staff in the event of a significant workplace event. This is in addition to the critical incident grants already in place to support counseling for first responders;
- Mediation coverage to help resolve conflicts in the workplace, other than labor/bargaining-related disputes; and,
- An online tool to allow members to track workplace incidents, whether or not they become workers' compensation claims.

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CIS provides Workers' Compensation coverage with a focus on "People First."

Other new features are already in place for CIS workers' compensation members are:

- MyCIS, a mobile web app designed to keep employees safe. CIS' workers' comp members can visit my.cisoregon.org for safety tips, ergonomic tips, safety videos, OSHA information and much more (CIS Learning Center login needed); and,
- An OSHA 300 log reporting tool, developed with the guidance of members, provides an automatically-generated OSHA 300 log with only a few keystrokes.

These features are in addition to:

- CIS24, that provides peace of mind and quick treatment to members with both CIS medical and workers' comp coverage, assuring medical providers that the injured employee's medical bills will be paid, whether it's by workers' compensation or medical insurance;
- Safety courses through CIS' free, online learning management system;
- A return-to-work program led by Moira Przybylowski, who uses her seemingly-magical skills to get an injured employee back on the job, while providing return-to-work grants and recovering thousands in return-to-work dollars for the member;
- Grants to help employers produce job descriptions with accurate physical requirements;
- \$3 million in employer liability coverage; and
- The ability of CIS Workers' Comp and Pre-Loss staff to join forces when the employee has both workers' compensation and employment claims, and work toward a global settlement, potentially saving many thousands of dollars.

Members interested in taking advantage of all that CIS' workers' compensation program has to offer should contact their local agent or CIS.

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New High Deductible Health Plans on the Horizon

In short: *The federal government has the last word on deductibles for Health Savings Account, and expected action by the IRS is prompting CIS to terminate existing high deductible health plans and replace them with plans that will meet IRS requirements.*

A lot has changed since 2007, when CIS first introduced high deductible health plans (HDHPs), including the number of CIS Benefits members that have adopted an HDHP for their employees. For an HDHP to be paired with tax-favored Health Savings Accounts (HSAs), they must meet the minimum deductible amounts set by the federal government. Those minimums are currently \$1,300 for single coverage and \$2,600 for a family; the IRS increases them every year.

With deductibles of \$1,500/\$3,000 that have been in place for the past 11 years, two of the four CIS HDHP w/HSA plans (HDHP-1 & HDHP-3) are coming very close to being out of compliance with the IRS' minimum deductible amounts. If the IRS continues its past practice of deductible increases, we expect our plans will still be compliant through the end of 2019.

However, in order to ensure we are compliant for several years to come, the CIS Board of Trustees approved putting termination dates on all four HDHP plans as of Dec. 31, 2019, and replacing them with new plans on Jan. 1, 2020. Those with collective bargaining agreements in effect as of April 6, 2018 that specify coverage on an HDHP plan beyond Dec. 31, 2019, will be able to continue that plan through the end of the current collective bargaining agreement (CBA). But since the IRS has the last word, if the IRS increases the minimum deductible amount requirements more than expected and our plans become non-compliant due to the federal action, members will not be able to continue with the plan, even if the CBA is still in effect.

CIS Benefits staff will be reaching out to all members on HDHP-1 and -3 to talk through collective bargaining situations and any other challenges.

Even though only two of the four plans are close to not meeting the deductible requirements, all HDHP plans will be terminated in order to make consistent plan design changes. New plan designs will be introduced before the end of the year; member feedback on features that would make those HDHP plans attractive is welcomed.

CIS Employment Law Podcast!

Join our very own CIS Pre-Loss Attorney, Katie Kammer for a lively employment law podcast called *Kammersations!* Katie's fun and engaging podcast features employment law updates and tips for dealing with issues that can arise at work. Katie is an expert in employment law and equally gifted at making complicated employment law topics approachable and easily understandable.

What's a podcast?

A podcast is a series of digital audio files that can be streamed on demand or downloaded to your device and listened to at a later time.

Accessing *Kammersations*

You can stream or download episodes from the CIS website at www.cisoregon.org/podcasts

New Episode: *With Personnel Record Requests, It's Worth a Second Look*

Have you ever gotten a request from a current or former employee asking for a copy of their personnel file? It might be tempting to treat it as just another task on your never-ending to-do list, and getting it done as soon as possible. But in this episode, Katie explains why it's worth slowing down, mindfully evaluating the request, and strategically responding to it.

Learn more by listening to this episode of *Kammersations*, available at www.cisoregon.org/podcasts.



Quarterly Report

Continued from previous page



Pictured above: Rick Freud, CIS's newest litigation attorney.

Meet Rick Freud

Attorney Rick Freud (pictured left) has joined CIS' liability litigation team, defending members — particularly those in law enforcement — in court. Rick comes to CIS from the Multnomah County District Attorney's office, where he prosecuted criminal defendants and worked on behalf of abused and neglected children in child dependency cases.

A native New Yorker, Rick served in the Manhattan District Attorney's office before moving to Oregon in 2013. He's a graduate of Brooklyn Law School.

The internal litigation team continues to achieve the goal of providing the best in representation to members while saving money.

Remembering the 2018 Conference

In short: What an event! Check out the highlights of the CIS Annual Conference, Feb. 28 – Mar. 2, 2018 on CIS' new Facebook page at www.facebook.com/cisoregon.org. Below, read what some of your peers had to say about the Conference, and save the date for next year — Feb. 27 – Mar. 1, 2019 in Salem, OR.

The CIS personnel always shine at conference. Every employee of CIS is so committed to their work and the company as a whole, it speaks to the culture and quality of CIS.

I've been attending the conference for 4 years now. I have to say this is the best conference I've been to yet.

The conference is always refreshing and helps to put some of the issues back in front of the mind.

The conference was — as always — excellent. I always leave the conference with ideas about how to improve our policies/practices. My coworkers who could not attend appreciated the online streaming options.

Recordings of select sessions are now available on our website at www.cisoregon.org/conferencematerials.



citycounty insurance services
cisoregon.org



2017-2018 Project Outlook

PROJECT

NOTES:

- 1. Marijuana ☉ (Council & Staff)**
Time Frame: On Going (Please refer to 2014-2015 FY Annual Checklist)
(Please refer to 2015-2016 FY Annual Checklist)
(Please refer to 2016-2017 FY Annual Checklist)
- | | |
|--|------------|
| <input checked="" type="checkbox"/> Planning Commission CU Denial | 07.31.2017 |
| <input checked="" type="checkbox"/> OLCC Policy Implementation | Pending |
| <input checked="" type="checkbox"/> Legal Avenue Exploration | On Going |
| <input checked="" type="checkbox"/> Council Hears CU Appeal | 09.19.2017 |
| <input checked="" type="checkbox"/> Council Decision on CU Appeal | 09.26.2017 |
| <input checked="" type="checkbox"/> City forward Council Outcome Letter | 09.27.2017 |
| <input checked="" type="checkbox"/> Ordinance Changes (Bradburn/Williams) | 09.26.2017 |
| <input checked="" type="checkbox"/> LUBA Executive Session | 10.24.2017 |
| <input checked="" type="checkbox"/> Special Meeting (Simpson & Raschein) | 11.14.2017 |
| <input checked="" type="checkbox"/> Council Information Delivery (LCBD/LCCO) | 11.15.2017 |
| <input checked="" type="checkbox"/> Council Grow Flip-flop | 11.28.2017 |
| <input checked="" type="checkbox"/> LUCS (Simpson) | 11.28.2017 |
| <input checked="" type="checkbox"/> Council Appeal (Neddeau PC) | 12.13.2017 |
| <input checked="" type="checkbox"/> Council Info Appeal (Raschein) | 12.15.2017 |
| <input checked="" type="checkbox"/> Grow Operation South Brownsville | 01.23.2018 |
| <input checked="" type="checkbox"/> Marijuana Ordinance 770 | 01.23.2018 |
| <input checked="" type="checkbox"/> Marijuana Ordinance 770 (Ross Land Use Angles) | 01.31.2018 |
| <input type="checkbox"/> Grow Operation LCCO Hearing (Cancelled) | 02.27.2018 |
| <input checked="" type="checkbox"/> Ware & Nyquist Meeting | 02.27.2018 |
| <input checked="" type="checkbox"/> Kinney working on UGB Expansion | 03.19.2018 |
| <input checked="" type="checkbox"/> Council Measure 56 Discussion | 03.27.2018 |
| <input checked="" type="checkbox"/> Council Decision: Vote in November 2018 | 04.24.2018 |
| <input checked="" type="checkbox"/> Council Determine Requirements | 05.22.2018 |
| <input checked="" type="checkbox"/> Council Complete Election Language | 06.26.2018 |
| <input type="checkbox"/> Council FWD UGB Information | 0x.xx.2018 |
| <input type="checkbox"/> File Election Information with LCCO | 0x.xx.2018 |

- 2. Website Update ★ (McDowell)**
Time Frame: 11.2017 – 02.2018
- | | |
|--|----------------------|
| <input checked="" type="checkbox"/> Prepare Logistics | 12.27.2017 |
| <input checked="" type="checkbox"/> Prepare Specifications | 01.11.2018 |
| <input checked="" type="checkbox"/> Investigate Companies | 01.31.2018 |
| <input checked="" type="checkbox"/> Hire Consultant | 02.22.2018 |
| <input checked="" type="checkbox"/> Design Options | 03.01.2018 |
| <input checked="" type="checkbox"/> Manage Content | |
| <input checked="" type="checkbox"/> Complete Edits | March, April, May... |
| <input type="checkbox"/> Go Live | |
| <input type="checkbox"/> Finalize Contract | |

- 3. Update Capital Improvements Plan ☉ [CUPSS Development]**
Time Frame: 09.2017 – 01.2018
- | | |
|---|--|
| <input type="checkbox"/> Review Current CIP | |
|---|--|



2017-2018 Project Outlook

PROJECT

- Make Changes
- Frink & McDowell Review
- Adopt New Plan
- Council Approval

NOTES:

4. **Robe Street Water Improvements Project** * (Frink, Erwin & McDowell)

Time Frame: 10.2017 – 06.2018

- | | |
|---|------------|
| <input checked="" type="checkbox"/> Develop Engineering & Documents | 12.06.2017 |
| <input checked="" type="checkbox"/> Get Another Engineering Quote | 02.01.2018 |
| <input checked="" type="checkbox"/> Council Authorize Contract | 02.27.2018 |
| <input checked="" type="checkbox"/> Contract Finalized | 03.08.2018 |
| <input checked="" type="checkbox"/> Budget Inclusion | 05.22.2018 |
| <input checked="" type="checkbox"/> Bid Deadline | 07.18.2018 |
| <input type="checkbox"/> Execute Contracts | |
| <input type="checkbox"/> Pre-Construction Meeting | |
| <input type="checkbox"/> Letter to Residents | |
| <input type="checkbox"/> Mobilization & Construction | |
| <input type="checkbox"/> Weekly Inspections | |
| <input type="checkbox"/> Execute Mid-Point Check | |
| <input type="checkbox"/> Complete Punch List Items | |
| <input type="checkbox"/> Move Money to Escrow | |
| <input type="checkbox"/> Execute Final Check | |
| <input type="checkbox"/> Finalize Contract | |

5. **Street Paving & Rehabilitation Projects** * (Frink & McDowell)

Time Frame: 09.2017 – 06.2018

- | | |
|---|---------------|
| <input checked="" type="checkbox"/> Create Specifications | 02.06.2018 KF |
| <input checked="" type="checkbox"/> Include Cemetery Bridge & Roll FY | 04.24.2018 |
| <input checked="" type="checkbox"/> Request & Obtain Quotes | 05.04.2018 |
| <input checked="" type="checkbox"/> Execute All Quote | 05.22.2018 |
| <input checked="" type="checkbox"/> Council Motion of Acceptance | 05.22.2018 |
| <input checked="" type="checkbox"/> Execute Contract | 06.20.2018 |
| <input type="checkbox"/> Pre-Construction Meeting | |
| <input type="checkbox"/> Letter to Residents | |
| <input type="checkbox"/> Mobilization & Construction | |
| <input type="checkbox"/> Punch List Items | |
| <input type="checkbox"/> Finalize Contract | |
| <input type="checkbox"/> Execute Final Check | |

6. **Land Inventory** * (Kinney, Coleman & McDowell)

Time Frame: 11.2017 – 06.2018

- | | |
|---|------------|
| <input checked="" type="checkbox"/> Review & Prepare Scope (Kinney & Coleman) | 01.04.2018 |
| <input checked="" type="checkbox"/> Council Update | 01.23.2018 |
| <input checked="" type="checkbox"/> Engage Linn County GIS (Kinney) | 01.30.2018 |
| <input type="checkbox"/> Engage DLCD | |
| <input type="checkbox"/> Review Details | |
| <input type="checkbox"/> Final Edit | |



2017-2018 Project Outlook

PROJECT

- Submit to State
- Complete Contracts
- Payment Checks

NOTES:

<p>7. General Ledger & Utility Billing Software Upgrade * <i>(Deaver, Morrow & McDowell)</i> Time Frame: 09.2017 – 06.2018</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> COG Software Coordination Effort <input checked="" type="checkbox"/> Software Reviews (JD) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Black Mountain <input checked="" type="checkbox"/> Banyon <input checked="" type="checkbox"/> Caselle <input checked="" type="checkbox"/> Harris <input checked="" type="checkbox"/> Accela <input checked="" type="checkbox"/> Review Initial Specifications & Sheets <input checked="" type="checkbox"/> Create Specification Sheet <input checked="" type="checkbox"/> Request & Obtain Quotes <input checked="" type="checkbox"/> Council Acknowledgement <input type="checkbox"/> Execute Contract <input type="checkbox"/> Conversion & Training <input type="checkbox"/> Punch List Items <input type="checkbox"/> Finalize Contract <input type="checkbox"/> Execute Final Check 	<p><i>Stalled</i></p> <p><i>02.01.2018</i></p> <p><i>02.05.2018</i></p> <p><i>02.05.2018</i></p> <p><i>February</i></p> <p><i>February</i></p> <p><i>March</i></p> <p><i>03.27.2018</i></p> <p><i>In Process</i></p>
<p>8. Zoning Code Provisions Review * (Coleman, McDowell & Frink) Time Frame: 10.2017 – 02.2018</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Current Standards <input type="checkbox"/> Council Approval 	<p><i>IN PROGRESS</i></p>
<p>9. City Hall Safety Improvements © (Staff) Time Frame: 09.2017 – 12.2017</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review CIS Recommendations <input type="checkbox"/> Decide on Solutions <input type="checkbox"/> Create Specifications <input type="checkbox"/> Obtain Quotes <input type="checkbox"/> Create Contract <input type="checkbox"/> Execute Contract <input type="checkbox"/> Finish Construction <input type="checkbox"/> Finalize Punch List Items <input type="checkbox"/> Finalize Contract 	<p><i>01.05.2018</i></p> <p><i>IN PROGRESS</i></p>
<p>10. Canal Company © (Council & McDowell) Time Frame: 10.2017 – 06.2018</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Received Two Resignations <input checked="" type="checkbox"/> Council sent Solvency/Insurance Request 	<p><i>09.20.2017</i></p> <p><i>03.14.2018</i></p> <p><i>No Reply...</i></p>



2017-2018 Project Outlook

PROJECT

- Holbrook Makes Contact
 - Confirms positive IRS Status
 - Confirms solvency issue
 - Provides Insurance
- KF: Initiate Startup
- Disbanding Conversation
- Review Implications

NOTES:

05.24.2018
05.24.2018
05.24.2018
05.25.2018
05.25.2018

Projects to Finalize in July & August

11. Shuttle to Town MOU ☉ (McDowell)

Time Frame: 04.2018 – 07.2018

- Chamber Determination 06.01.2018
- Part of Shuttle to Town Committee
- Create MOU 05.27.2018
- Negotiate Contract with CLSD Pending
- Discuss details with outside parties
- Solidify Details
- Coordination with WCMF
- Finalize Contract
- Debrief of Event

12. Budget Finalization Process ☉ (McDowell & Morrow)

Time Frame: 07.2018

- Certify Budget
- Budget Checklist Update
- Complete Compilation
- Microfund – Populate FY 2017-18
- Budget Documents Forward '18
- Schedule Forward '17

13. Antique Faire Preparations (Frink & McDowell)

Time Frame: 07.31.2018

- Provide Signs
- Open Back Gate
- Electricity & Vendors
- Move rocks for staging
- Caretakers Arrangements
- Chain down in back for chicken people

14. Fourth of July Preparations (Frink & McDowell)

Time Frame: 06.2018 – 07.2018

- Prepare Caretakers
- Rent Light Banks (Karl: 2 Total)
- Coordinate Volunteer Help (Liz)
- Contact Vendors
- Contact Sweet Home Sanitation (Scott) 30 Cans



2017-2018 Project Outlook

PROJECT

- Order Additional Toilets (*SM: 10 Best Pots*)
- Execute Cleanup

NOTES:
06.05.2018

15. **Park Projects** (*Frink, Coleman & McDowell*)

Time Frame: 09.2017 – 06.2018

Pioneer

- Cleanout River Debris
- Paint Sidewalk Distance Indicators
- Playground Relocation
- Execute Contracts

Kirk's Ferry

- Fill Work

Remington Park

- Open Space Property

Agreements & Miscellaneous

Time Frame: Various

FY 2017-2018 Agreements Reviews

- ◆ Wickett & Slaughter at 729 N. Main Street Flower Agreement [*Next Review: 09.2017*]
[*Completed: 05.2014*]
- ◆ Calapooia Food Alliance [*Next Review: 09.2017*] [*Completed: 05.2014*]
- ◆ Calapooia Food Alliance (*Kirk's Ferry*) [*Pending: 09.2017*]
- ◆ Chamber of Commerce [*Next Review: November 2017*] [*Completed: 12.2013*]
- ◆ Solid Waste: Sweet Home Sanitation [*Next Review: November 2017*]
[*Completed: 01.22.2013*]
- ◆ Valley Telephone Services Agreement [*Annual*] [*Next Review: June 2018*]

Annual Agreements

- | | |
|--|---|
| <ul style="list-style-type: none"> ◆ Senior Center Agreement
[<i>Next Review: November 2017</i>] ◆ Prepare Annual Park Agreements <ul style="list-style-type: none"> <input type="checkbox"/> Eugene Kennel Club (<i>D. Berry</i>) <input type="checkbox"/> Willamette Agility Group
(<i>C. Widdell & J. Oaks</i>) <input type="checkbox"/> Festival of Tents (<i>D. Rainbolt</i>) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Revenge Cycling (<i>K. Graham</i>) <input type="checkbox"/> Miscellaneous Bicycle, Motorcycle & Running Events ◆ Sattler Planning & IT Agreement
[<i>Next Review: January 2018</i>] ◆ DAS ORCPP Agreement
[<i>Next Review: May 2018</i>] |
|--|---|

Future Agreement Reviews

- | | |
|---|--|
| <ul style="list-style-type: none"> ◆ LCSO Agreement
[<i>Next Review: 07.2018</i>]
[<i>Completed: 07.2017</i>] ◆ Brownsville Garden Club
[<i>Next Review: 07.2018</i>]
[<i>Completed: 07.2015</i>] | <ul style="list-style-type: none"> ◆ Central Linn Recreation Board
[<i>Next Review: 12.2019</i>]
[<i>Completed: 03.01.2017</i>] ◆ Operations Agreement
[<i>Annual</i>]
[<i>Next Review: July 2018</i>] |
|---|--|



2017-2018 Project Outlook

PROJECT

- ◆ Brownsville Art Association
[Next Review: December 2019]
[Completed: 01.2016]
- ◆ Pioneer Picnic Association
[Next Review: November 2019]
[Completed: 05.19.2017]
- ◆ Nealon Mowing Services

NOTES:

- [Next Review: December 2019]
[Completed: 03.01.2017]
- ◆ McDowell Administrator
[Next Review: November 2021]
[Completed: 04.25.2017]
{Plus Two Year Option}

Rolling Agreements

- ◆ Court Administrator (*C. Humphreys*)
- ◆ Planning Consultant (*D. Kinney*)
- ◆ Engineering Consultant (*J. Erwin*)
- ◆ DOR Marijuana Tax Collection
- ◆ Linn County Building Department
- ◆ Linn County Court Clerk Services
- ◆ Benton County General Services
- ◆ Linn County Justice of the Peace
- ◆ ODOT Emergency Services
- ◆ Halsey Public Works Mutual Aid
- ◆ BCS Payroll Agreement
- ◆ Speer Hoyt Legal Services
- ◆ Barker-Uerlings Insurance Services
- ◆ James Land Lease Agreement

Franchise Agreements

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

General Staff Duties, Responsibilities & Other Things

- ▶ Day to Day Operations
- ▶ Website Maintenance
- ▶ Weekly Deposits
- ▶ Monthly Utility Billing
- ▶ Month End Financials
- ▶ Financial Management
 - Bond Payments
 - Bank Reviews
 - Audit Items
- ▶ Citizen Concerns & Complaints
- ▶ Water & Wastewater Testing
- ▶ Water & Wastewater Reports & Processing
- ▶ Utility Emergencies
- ▶ Routine Maintenance
- ▶ Grounds Maintenance
- ▶ Vehicle Maintenance
- ▶ State Law Changes
- ▶ Programmatic Changes
- ▶ State Reporting
- ▶ Committees & Boards Developments
 - ✦ Council
- ✦ Planning Commission
- ✦ Park Board
- ✦ Library Advisory Board
- ✦ Historic Review Board
- ▶ Resolutions & Ordinances
- ▶ Council Packets
- ▶ Newsletters
- ▶ Consumer Confidence Report
- ▶ Utility Emergency Plans
- ▶ Community Emergency Plans
- ▶ Brownsville Handbook Update
- ▶ Volunteer Management
- ▶ Business Registration Program
- ▶ Zoning & Permits
- ▶ Computer Issues
- ▶ Update Prospectus
- ▶ Go Team
- ▶ Visit Linn Coalition
- ▶ Executive Board (Chamber)
- ▶ Oregon Parks & Recreation Department Grant Advisory Board



2017-2018 Project Outlook

PROJECT

- ▶ Linn County Project Advisory Committee
- ▶ Linn County Solid Waste Advisory Committee
- ▶ Cascades West Council of Governments
- ▶ League of Oregon Cities & Region III
- ▶ Cascade West Council of Governments Policy Advocacy
- ▶ State DAS ISS
- ▶ Linn County Planning & Building Discussions
- ▶ China Sword & Recycling Emergency

NOTES:

- ▶ Gap Road Marijuana Development
- ▶ Computer Failure & Website Loss
- ▶ Town Hall & Committee Formation
- ▶ River's Edge Development
- ▶ Dollar General Development
- ▶ Lepman Development
- ▶ Linn County Planning & Building Department Discussion

Pending

16. Remington Park Agreement (McDowell)

HOLD

Time Frame: Pending

- Prepare Draft Agreement
- Continue Negotiations

17. Certified Local Government

Time Frame: On-going

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

18. Playground Equipment (McDowell & Frink)

Time Frame: 11.2017 – 02.2018

- Discuss Logistics
- Prepare Specifications
- Investigate Specialty Companies
- Park Board Approval
- Council Conference

19. Water Filter Project ☉ (Frink, Erwin & McDowell)

Time Frame: 10.2017 – 05.2018

- Create Specifications
- Request & Obtain Quotes
- Execute All Quote
- Council Resolution of Special Conditions & Acceptance
- Execute Contract
- Pre-Construction Meeting
- Mobilization & Construction



2017-2018 Project Outlook

PROJECT

NOTES:

<input type="checkbox"/> Punch List Items <input type="checkbox"/> Finalize Contract <input type="checkbox"/> Execute Final Check	
---	--

<p>20. City Hall Mini Subs (Staff & McDowell) Time Frame: 12.2016 – 02.2017</p> <input type="checkbox"/> Create Specifications <input type="checkbox"/> Request & Obtain Quotes <input type="checkbox"/> Execute Quote Tabulation <input type="checkbox"/> Execute Contract <input type="checkbox"/> Mobilization & Construction <input type="checkbox"/> Punch List Items <input type="checkbox"/> Finalize Contract <input type="checkbox"/> Execute Final Check	
--	--

<p>21. Budget Process (Morrow & McDowell) Time Frame: 02.2018</p> <input checked="" type="checkbox"/> Prepare & Review Checklists <input checked="" type="checkbox"/> Refer to Budget Checklists <input checked="" type="checkbox"/> Council May Budget Hearing <input checked="" type="checkbox"/> Council June Final Budget Hearing <i>Pass Appropriates and Taxing Resolutions</i> <i>Authorize Utility Liens</i>	<p>01.30.2018 April 2018 05.22.2018 06.26.2018</p>
<input type="checkbox"/> Finalizes in July - Certified to County & GL entry	

<p>22. Staff Prospectus ★ (McDowell) Time Frame: On-going</p> <input type="checkbox"/> Continue to Define the New Era <input type="checkbox"/> Create Shared Expectations <input type="checkbox"/> Monitor Execution	
---	--

<p>23. Public Works ROW Maintenance Checklist (Frink) Time Frame: 11.2016 – 01.2017</p> <input type="checkbox"/> Create Photo Checklist <input type="checkbox"/> Seasonal Employees Training Piece <input type="checkbox"/> Demonstrate Workload <input type="checkbox"/> Council Review	
--	--

<p>24. Wastewater Collections Cleaning Checklist (Frink) Time Frame: 12.2016 – 05.2017</p> <input type="checkbox"/> Identify Areas <input type="checkbox"/> Contact Inspection Service <input type="checkbox"/> Review Findings <input type="checkbox"/> Complete Recommendations <input type="checkbox"/> Create Maintenance Checklist <input type="checkbox"/> Implement Cleaning Process	
---	--



2017-2018 Project Outlook

PROJECT

NOTES:

- 25. Internal Controls Project** ●
- Time Frame:** 09.2016 – 02.2017
- Low Cost policy Adoptions
 - Develop Written Standards
 - Implement Policy Recommendations
 - Provide Council Drafts
 - Council Approval
 - Incorporate New Procedures

Complete

- 26. Weed Abatements (Phase II)** ● (McDowell & Morrow)
- Time Frame:** 08.2018 – 09.30.2018
- ~ Fire Concerns did not allow this to happen ~
- Execute Spreadsheets
 - Pull Contractor PO
 - Execute Necessary Paperwork
 - Execute Final Contract
 - Review Work
 - Pay Contractor(s)
 - Send Invoices to Property Owners

- 27. September Newsletter** ● (Morrow)
- Time Frame:** 8.2017 – 09.2017
- Call for Articles 08.23.2017
 - Staff Complete Necessary Articles 09.22.2017
 - Staff Assemble 09.25.2017
 - Edit Reviews 09.28.2017
 - Copy 09.28.2017
 - Prepare for Mailing including Out-of-Town copies 09.28.2017
 - Prepare Post Office (Bulk Process) 09.29.2017
 - Post to WS 10.02.2017
 - Send 09.29.2017

- 28. Arbor Day** ● (Coleman)
- Time Frame:** 08.2017 – 10.2017
- Contact Partners 09.07.2017
 - Contact the State
 - Determine Planting Location 09.12.2017
 - Park Tree Planting: Discuss with Frink 09.12.2017
 - Make Arrangements for Refreshments (Optional) 10.10.2017
 - Event Day 10.14.2017

- 29. Hire Park Caretakers** ● (Frink, Morrow & McDowell)



2017-2018 Project Outlook

PROJECT

NOTES:

<p>Time Frame: 11.2017 – 04.2018</p> <p><input checked="" type="checkbox"/> Negotiations (<i>Don & Carol Neddeau</i>) ~OR~</p> <p> <input type="checkbox"/> Prepare Advertisement</p> <p> <input type="checkbox"/> Prepare Questionnaire</p> <p> <input type="checkbox"/> Interviews</p> <p><input type="checkbox"/> Prepare Contract</p> <p><input type="checkbox"/> Execute Contract</p>

<p>30. Central Linn School District (CLSD) Facilities Discussions</p> <p>Time Frame: Pending/On Going</p> <p><input checked="" type="checkbox"/> Halsey Discussions 09.26.2017</p> <p><input checked="" type="checkbox"/> Information Sharing</p> <p><input checked="" type="checkbox"/> Council Updates (<i>Rebecca Schneider</i>) 09.26.2017</p>
--

<p>31. TMDL Five Year Review ● ★ (<i>McDowell & Frink</i>)</p> <p>Time Frame: On Going</p> <p><input checked="" type="checkbox"/> Review TMDL Plan 09.19.2017</p> <p><input checked="" type="checkbox"/> Continue Periodic Updates of Council 11.28.2017</p> <p><input checked="" type="checkbox"/> Review Implementation Items 01.23.2018</p> <p><input checked="" type="checkbox"/> Council Report Review & Approval 01.23.2018</p> <p><input checked="" type="checkbox"/> File Matrix Update 01.29.2018</p>

<p>32. OPRD Grant Advisory Responsibilities ● (<i>McDowell</i>)</p> <p>Time Frame: 08.2017 – 06.2018 [<i>Year 7 – Excused; Last Year</i>]</p> <p><input checked="" type="checkbox"/> Submit Resignation 12.28.2017</p> <p><input type="checkbox"/> Finish Report (<i>See Notes</i>)</p> <p><input type="checkbox"/> Attend Debrief (<i>Salem</i>)</p> <p><input type="checkbox"/> Review Grants & Requests</p> <p><input type="checkbox"/> Salem Conference</p>
--

<p>33. Christmas Decorations ● (<i>Frink & McDowell</i>)</p> <p>Time Frame: 11.2017 – 01.2018</p> <p><input checked="" type="checkbox"/> Make Installation Arrangements 11.27.2017</p> <p><input checked="" type="checkbox"/> Make Removal Arrangements 01.03.2018</p>
--

<p>34. Judges Pro-Tempore ● (<i>McDowell</i>)</p> <p>Time Frame: 01.2018</p> <p><input checked="" type="checkbox"/> Create Resolution 01.02.2018</p> <p><input checked="" type="checkbox"/> Council Approval 01.23.2018</p>

<p>35. Hire Inspection Services ● (<i>McDowell & Frink</i>)</p> <p>Time Frame: 09.2017 – 10.2017</p> <p><input checked="" type="checkbox"/> Engage Inspection Services (<i>CLRC & Pioneer Park</i>) 08.31.2017</p> <p><input checked="" type="checkbox"/> Prepare Specifications</p> <p><input checked="" type="checkbox"/> Finalize Contract 11.28.2017</p> <p><input checked="" type="checkbox"/> Council Discussion (<i>March Town Hall TBA</i>) 11.28.2017</p>

2017-2018 Master TTDL

● = First Six Months; ● = Last Six Months; ★ = All Year



2017-2018 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Report Completed	04.17.2018
<input checked="" type="checkbox"/> Complete Final Payment	05.17.2018

36. Boldt, Carlisle & Smith ● (Deaver, Morrow & McDowell)	
<i>Time Frame:</i> 08.2017 – 12.2017	
<input checked="" type="checkbox"/> Schedule Audit (10.23-10.27)	May 2017
<input checked="" type="checkbox"/> Pre-Audit Information Gathering	09.18.2017
<input checked="" type="checkbox"/> Prepare Information	09.22.2017
<input checked="" type="checkbox"/> Execute Checklists	09.29.2017
<input checked="" type="checkbox"/> Complete Engagement Letter	10.17.2017
<input checked="" type="checkbox"/> Prepare Information	12.04.2017
<input checked="" type="checkbox"/> Answer Follow-Up Questions	01.02.2017
<input checked="" type="checkbox"/> Track Completion	Various
<input checked="" type="checkbox"/> Review Audit	01.04.2018
<input checked="" type="checkbox"/> Provide M D & A Report	01.02.2018
<input checked="" type="checkbox"/> File with Secretary of State	01.27.2018
<input checked="" type="checkbox"/> File with S & P	01.28.2018
<input checked="" type="checkbox"/> Council Resolution 2018.04	01.23.2018
<input checked="" type="checkbox"/> File with Secretary of State	01.30.2018
<input checked="" type="checkbox"/> Billing Question	01.31.2018
<input checked="" type="checkbox"/> YE AJE's	02.28.2018
<input checked="" type="checkbox"/> Finalize Contract	

37. EPC Follow-Up * (McDowell & Morrow)	
<i>Time Frame:</i> 09.2017 – 06.2018	
<input checked="" type="checkbox"/> Order PDF Software	09.06.2017
<input checked="" type="checkbox"/> Fix Website	09.08.2017
<input checked="" type="checkbox"/> Council Strategy Discussion	11.28.2017
<input checked="" type="checkbox"/> Council Report	01.23.2018
<input checked="" type="checkbox"/> Emergency Plan	02.27.2018

38. Evaluations ● (McDowell & Frink)	
<i>Time Frame:</i> 10.2017 – 01.2018	
<input checked="" type="checkbox"/> Vacation Cash Out Option (November Payroll)	11.19.2017
<input type="checkbox"/> Perform Evaluations	
<input checked="" type="checkbox"/> Calculate Potential Increases	
<input checked="" type="checkbox"/> Prepare Benefits Letters	
<input checked="" type="checkbox"/> Prepare Payroll Changes	
<input checked="" type="checkbox"/> Send Payroll Changes to BCS	
<input checked="" type="checkbox"/> Execute Personnel Meetings	

39. March Newsletter ⊕ (Morrow)	
<i>Time Frame:</i> 1.2018 – 03.2018	
<input checked="" type="checkbox"/> Call for Articles	02.06.2018
	03.14.2018
<input checked="" type="checkbox"/> Staff Write Necessary Articles	03.30.2018



2017-2018 Project Outlook

PROJECT	NOTES:
<input checked="" type="checkbox"/> Staff Assembly <input checked="" type="checkbox"/> Edit Reviews <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies <input checked="" type="checkbox"/> Prepare Post Office (<i>Bulk Process</i>) <input checked="" type="checkbox"/> Post to WS <input checked="" type="checkbox"/> Send	04.03.2018 04.04.2018 04.04.2018 04.05.2018 04.05.2018 04.06.2018 04.05.2018
40. Central Linn Recreation (CLRA) Partnership * <i>(Deaver, Morrow & McDowell)</i> Time Frame: On Going <input type="checkbox"/> Blaine Cheney Rebranding Process <input type="checkbox"/> Administrative Policies <ul style="list-style-type: none"> <input type="checkbox"/> Operational Policies <input type="checkbox"/> Facility Management <input type="checkbox"/> Equipment Management <input type="checkbox"/> Capital Improvements Components <input type="checkbox"/> Management Policies <input type="checkbox"/> Develop Basic Position Descriptions <input type="checkbox"/> Develop Basic Things to Do Checklist <input type="checkbox"/> Develop Training Program <input type="checkbox"/> Fine Tune Programmatic Logistics <input type="checkbox"/> Develop General Maintenance Guidelines & Procedures <input type="checkbox"/> Create New Fee Structures <input type="checkbox"/> Create Fundraising Committee	
41. Backhoe Implement ⑥ (Frink & McDowell) Time Frame: 09.2017 <input checked="" type="checkbox"/> Identify Implements <input checked="" type="checkbox"/> Pull Purchase Order <input checked="" type="checkbox"/> Procure Equipment <input checked="" type="checkbox"/> Add to CIS Insurance List	09.11.2017 02.06.2018 03.28.2018 05.08.2018 05.15.2018
42. Event Agreement Negotiations (McDowell) Time Frame: 12.2017 – 02.2018 <input checked="" type="checkbox"/> Chamber of Commerce <i>(Process – Street Closures, freezer, storage, receipt books etc.)</i> <input checked="" type="checkbox"/> Pioneer Picnic (<i>New as of 2017</i>) <input checked="" type="checkbox"/> Mid Valley Bike Club Overnight <input checked="" type="checkbox"/> Trailer Rally Opportunity { <i>Replace EPC</i> } <input checked="" type="checkbox"/> Willamette Valley Cycling Tour (<i>Revenge</i>) <input type="checkbox"/> Willamette Agility Group <input type="checkbox"/> Festival of Tents	03.26.2018 12.2017 12.2017 01.2018
43. Hire Seasonal Public Works (Frink, Morrow & McDowell) Time Frame: 01.2018 – 04.2018 2017-2018 Master TTDL	



2017-2018 Project Outlook

PROJECT	NOTES:
<input checked="" type="checkbox"/> Negotiations (<i>Clint Taskinen</i>) ~OR~ <input checked="" type="checkbox"/> Prepare Advertisement <input checked="" type="checkbox"/> Prepare Questionnaire <input checked="" type="checkbox"/> Interviews <input checked="" type="checkbox"/> Prepare Contract <input checked="" type="checkbox"/> Execute Contract	04.10.2018 05.03.2018 04.30.2018 05.10.2018
44. Records Project ★ (<i>Deaver, Coleman, Morrow & McDowell</i>) Time Frame: 09.2016 – 06.2017 <input checked="" type="checkbox"/> Line Out Filing Cabinets <input checked="" type="checkbox"/> Organize E-Files (Ordinances & Resolutions) <input checked="" type="checkbox"/> Create Easement File <input checked="" type="checkbox"/> Create Contracts File	IN PROGRESS
45. Fireproof Filing Cabinets (<i>Deaver & McDowell</i>) Time Frame: 01.2018 <input checked="" type="checkbox"/> Decide on Specifications <input checked="" type="checkbox"/> Shop Cabinets <input checked="" type="checkbox"/> Order Cabinets <input checked="" type="checkbox"/> Install Cabinets [Five (5) Total]	04.27.2018 04.27.2018 06.18.2018
46. CIS/Barker-Uerlings ☉ (<i>McDowell & Staff</i>) Time Frame: 01.2018 – 07.2018 <input checked="" type="checkbox"/> Annual Survey <input checked="" type="checkbox"/> Attend Annual Conference (<i>February</i>) <input checked="" type="checkbox"/> Pass Workers Compensation Resolution <input checked="" type="checkbox"/> Review Workers Compensation Figures (<i>JD</i>) <input checked="" type="checkbox"/> Review General Liability Coverage (<i>KF</i>) <input checked="" type="checkbox"/> Review Flood Insurance (<i>KF</i>) <input checked="" type="checkbox"/> Mobile Equipment List (<i>KF</i>) <input checked="" type="checkbox"/> Property Coverage Review <input type="checkbox"/> Open Enrollment (<i>July</i>)	02.05.2018 03.02.2018 03.27.2018 05.25.2018 05.25.2018 05.25.2018 05.25.2018 05.25.2018
47. Brownsville Municipal Code & Policy Review ☉ (<i>Staff & Council</i>) Time Frame: 08.2017 – 06.2018 <input checked="" type="checkbox"/> Review Code Goals <input checked="" type="checkbox"/> Make Recommendations <input checked="" type="checkbox"/> Council Approval <input checked="" type="checkbox"/> Prepare & Update Checklists in Council Agenda Packets <input checked="" type="checkbox"/> Refer to Policy Checklists in Council Agenda Packets	December '17 February '18
48. Dust Control & Greg Tilley (<i>Frink</i>) Time Frame: 05.2018 <input type="checkbox"/> Prepare & Review Streets [Grader Broke Down '17] <input type="checkbox"/> Fax Greg List of Streets <input type="checkbox"/> Add Pearl Street (<i>Check with Lemhouse</i>) City paid ¼ of 735' Last 3 FY	IN PROCESS

MONTH END RECAP

	MAY 2018		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 27,462.71	\$ 34,039.33	\$ 649,861.09	50.34%	\$ 641,198.91	1
2 WATER	\$ 28,386.59	\$ 19,630.64	\$ 266,986.86	34.36%	\$ 510,013.14	2
3 SEWER	\$ 28,092.52	\$ 6,622.89	\$ 183,258.61	29.01%	\$ 448,416.39	3
4 STREETS	\$ 15,995.12	\$ 3,587.97	\$ 128,869.62	24.57%	\$ 395,630.38	4
5 WATER BOND	\$ 152.34	\$ -	\$ 46,573.44	65.21%	\$ 24,847.56	5
6 SEWER BOND	\$ 1,142.69	\$ -	\$ 305,385.25	92.50%	\$ 24,778.75	6
7 SEWER DEBT FEE	\$ 10,550.15	\$ -	\$ 128,330.29	38.87%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 707.70	\$ -	\$ -	0.00%	\$ 615,200.00	8
9 WATER RESERVE	\$ 84.80	\$ -	\$ -	0.00%	\$ 79,340.00	9
10 HOUSING REHAB	\$ 431.86	\$ -	\$ -	0.00%	\$ 201,210.00	10
11 WATER SDC	\$ 2,282.42	\$ -	\$ -	0.00%	\$ 46,180.00	11
12 SEWER SDC	\$ 6,042.01	\$ -	\$ -	0.00%	\$ 296,704.00	12
13 STORMWATER SDC	\$ 2,193.27	\$ -	\$ -	0.00%	\$ 61,461.00	13
14 BIKEWAY/PATHS	\$ 191.46	\$ -	\$ -	0.00%	\$ 41,398.00	14
15 LIBRARY TRUST	\$ 12.86	\$ -	\$ -	0.00%	\$ 5,968.00	15
16 CEMETERY	\$ 1,155.56	\$ -	\$ -	0.00%	\$ 72,570.00	16
17 TRANSIENT ROOM TX	\$ 13.10	\$ -	\$ 3,040.00	87.61%	\$ 430.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ 9,972.00	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ -	19
20 COMMUNITY PROJECTS	\$ 467.65	\$ 5,545.10	\$ 15,161.60	7.55%	\$ 185,588.40	20
	\$ \$125,364.81	\$ \$69,425.93	\$ 1,599,136.47			

Key Bank Account
 General Checking \$ 111,596.83
 Appropriated \$ 5,260,043.00
 YTD % of Total 30.40%

Oregon State Treasury \$ 4,778,779.51
Community Improvements \$ 6,090.73
TOTAL OST / LGIP \$4,784,870.24

DEBT Payments
 Water \$ 45,327.00
 Wastewater \$ 486,663.00
Totals

Total Debt
 Water \$ 745,639.00
 Wastewater \$ 5,975,539.00
Total \$ 6,721,178.00