



CITY OF BROWNSVILLE

Council Meeting Tuesday – May 23rd, 2017

Regular Session 7:00 p.m.

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◀ **June 2017** ▶

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, May 23rd, 2017

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: April 25th, 2017
May 11th, 2017 (*Budget Committee*)
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Proposed Use of State Revenue Sharing
 - B. Budget Public Hearing – FY 2017-2018
 - C. Council Policy & Planning Considerations
 - D. TMDL – Plan Review (*Required*)
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)

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



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

9) LEGISLATIVE:

- A. **Resolution 2017.09: Election to Receive State Revenue Sharing**

10) ACTION ITEMS:

- A. Adopt Revised Park Master Plan

11) DISCUSSION ITEMS:

- A. Transient Room Tax Information
- B. April Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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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April 25th, 2017

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

PUBLIC: Sergeant Greg Klein (*LCSO*), Elizabeth Coleman, Jannea Deaver, Jorden Parrish (*The Times*), John Morrison, Kim Clayton, Allen Buzzard, Austin Hunsaker, Madeline Decker, JoAnn Neddeau, Katie Cheney, Alice and Roger Tetamore, Edward Sherwood, and Phil and Kaye Fox.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell would like to add Katie Cheney to the agenda to discuss the CLRA basketball program. McDowell also add a discussion about planning issues with Administrative Assistant Elizabeth Coleman. McDowell also noted that Council has new chairs; they are adjustable up and down, forward and back. There is a new City medallion on the wall, thanks to Staff, Administrative Assistant Tammi Morrow and Public Works Superintendent Karl Frink. Special thanks to Mr. Floyd Corbett for some fancy welding. Council will notice new coasters. Coasters have been disappearing, so Staff implemented paper cardboard coasters. The new goal board has also been hung on the wall.

MINUTES: Councilor Cole made a motion to approve the March 28th, 2017 meeting minutes as presented. Councilor Shepherd seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Linn County Mental Health Month Proclamation – Katherine Henderson.** Katherine Henderson thanked Council for their past support of Mental Health Month. Henderson requested support again this year asking Council to proclaim May as Brownsville's Mental Health Month. Ms. Henderson is taking this message all across Linn County. She would also like to bring the mental first aid training to Brownsville in the future.

Mayor Don Ware proclaimed May 2017 as Brownsville's Mental Health Month.

2. **Transient Room Tax Proposal – Allen Buzzard.** Mr. Buzzard initiated a discussion with Council surrounding transient room tax, air B&B's, and other forms of accommodation. He will be providing Council with a formal proposal on the topic and wanted input from them on what data they would like to see included. Council questions focused on surrounding local TRT rates and how a proposed tax reduction might be recoverable for the Chamber of Commerce who would be directly impacted by a reduction. Councilor Chambers congratulated Buzzard on establishing himself as a successful Air B & B owner.
3. **CLRA – Katie Cheney.** Mrs. Cheney currently serves as the Basketball Director for the CLRA. She stated that there were 108 children signed up for basketball, and the season consumed over 800 volunteer hours. She expressed appreciation for City Hall Staff for helping with registration. She is hoping that next year all



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registration will be happening online. McDowell expressed his appreciation to Mrs. Cheney for her professionalism and outstanding organizational skills she brings to the program.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** LCSO Sergeant Klein reported that they have fulfilled 205 hours for the City with 20 traffic citations, 10 warnings issued, and 8 hours dedicated to traffic. They have recently cited 1 dog owner, and is sending out emails reminding the deputies to be watching for loose dogs as the weather improves. Klein also stated that they have been receiving complaints about marijuana. They will investigate those complaints and do call and get confirmation from OMMP to make sure folks are registered and legal.
2. **Planning.** Mrs. Elizabeth Coleman expressed positive outcomes on recent policy changes that have occurred. At first residents and contractors were resistant to the idea of standards, but as Staff works through the process with applicants they have a changed perspective. Coleman has received a lot of positive reinforcement from applicants. People are beginning to understand that policy changes and standards are for their protection as well as the City's. Mrs. Coleman stated that having these standards has really been great and it has allowed her to apply the rules equally. She is feeling very encouraged about the whole process. When folks call and request information, she now has standards to send out that cover sidewalks, streets, sewers, and other appurtenances. Councilor Cole asked what she would like to see from Council in the future. Mrs. Coleman stated that policy is critical and that Staff looks for direction from Council as needed when moving through the policies and processes. One of her goals is to have applications on-line so that folks don't always need to come see her before getting the information that they need. Potentially this could save a lot of Staff time if folks are more prepared when they get to City Hall.
3. **Public Works.** Public Works Superintendent Karl Frink reported that the last few weeks have been quite busy; lots of mowing, a couple of water leaks, and the installation of the new water line on Ash Street have been his main focus. A developer is adding three more homes on Ash Street, and as the water line was undersized for the development, a new larger water line has been installed and also a new sewer line. ExcaDrain is the contractor, and has passed all testing, so they are now in the process of connecting new lines to existing services. The old line will be abandoned.

Public Works continues to discharge from the WWTP. The last allowed day is April 30th. This year it is likely that the City will have to run irrigation to discharge the extra water load. DEQ has issued the city's NPDES permit; they will be out for an inspection on Thursday, April 27th, 2017. PW has graded all streets in town and arrangements have been made for street lines to be repainted this Spring; as soon as staff time and weather allows. Councilor Shepherd asked for Mr. Frink to check the parking lines on Park Avenue next to the picture gallery. Shepherd reported one side of the street is sized too small for even an average size car.

Frink reported that PW is struggling to keep up with the park right now. Vandalism seems prevalent again, so that has caused some extra repair. It has been too wet to mow the cemetery yet, but they are hoping to get that done before Memorial Day Weekend. Gutters at City Hall have been replaced.



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Councilor Neddeau asked about further erosion in the Park. Frink responded that it has gotten much worse; they have taken down the caution tape and installed construction fencing.

4. **Library Report.** No comments.
5. **Administrator's Report.** Mr. McDowell reported that he recently witnessed youth exhibiting suspicious behavior in Library park near the Museum. He went around the block and then found them climbing underneath the Museum's railroad cars. He asked them to clear the area, which they did. He would like to remind Council to keep an eye out when you're out and about. The past few years have been filled with vandalism to our public facilities and all we can do collectively to minimize damage is helpful. Report to Linn County Sheriff as needed.

The Go Team and COG have moved some pieces regionally. Several players are possibly coming together to do some great things. McDowell thanked Council for the recent letters written in support of recreational immunity. The bill came out of the Senate in unanimous support to restore. It is now in the House. Mayor Don Ware recently talked with Phil Barnhart and he was encouraged that it would pass the House as well. It is too early to tell just yet; more letters may be needed.

The Drug Takeback Initiative is happening here at City Hall on April 29th from 12:30 – 1:30 p.m. This is a safe way to dispose of pharmaceuticals that are outdated or no longer needed. Doris Johnston from Pacific Power recently retired. Her replacement, Allen Meyer stopped in and provided literature on where we get our power. They have a strong commitment to wind and solar and are actively working towards those goals. There is information downstairs if anyone is interested.

The OGEC process is complete. Only one official had his paperwork rejected; overall, the process seemed to work better than last year. Mr. Frink and Mr. McDowell receive an average of one email a week around TMDL with new things to do. They will respond with a packet of what is actually happening. In the past many of Staff's concerns were dismissed by the EPA as not happening, and now we have evidence to the contrary. It is imperative to remember that Brownsville has no storm water system and no funds with which to implement TMDL.

Staff has recently entered into an agreement with COG to upgrade the City's general ledger and utility billing software with Accela. Staff will be starting on the conversion in May and June, and will be very busy with that project and others. McDowell will be unavailable without an appointment in order to complete all projects before fiscal year end, June 30th. Central Linn Community Foundation will be hosting a thank-you dinner, invitations for Council are on your desk. The League of Oregon Cities was recently hacked with a phishing scam; this seems to be happening more and more and are very concerning.

McDowell reminded Council that the first budget meeting is scheduled for this Thursday, April 27th, 2017. Councilor Gerber is out of town, and Kim Clayton will be joining the group.

6. **Library Report.** No comments.



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7. **Court Report.** No comments.
8. **Council Comments.** No comments.
9. **Citizen Comments.** No comments.

LEGISLATIVE:

1. **Resolution 2017.08 – State Shared Revenue Verification of Services.** *Councilor Gerber moved to approve R 2017.08. Councilor Cole seconded the motion, and the motion passed unanimously. McDowell commented that this funding is dwindling, down to about \$26,000 from \$48,000 ten years ago.*
2. **Ordinance 767 – Public Parking (Second Reading).** *Councilor Gerber moved to read O 767 by title only. Councilor Cole seconded the motion, and it passed unanimously. Mayor Don Ware read the ordinance by title only. Councilor Shepherd moved to approve O 767. Councilor Chambers seconded the motion, and the motion passed unanimously.*
3. **Older Americans Month Proclamation.** *Mayor Don Ware proclaimed May 2017 as Brownsville’s Older American’s Month.*

ACTION ITEMS:

1. **Linn County Sheriff’s Contract.** *Mr. McDowell has been working with joint regional small cities in an effort to gain more services and/or reduce costs of the LCSO contract. He and Mayor Don Ware would like authorization to sign said contract when finalized. Councilor Cole made a motion to authorize the Mayor and the City Administrator to execute this agreement as necessary. Councilor Shepherd seconded the motion and the motion passed unanimously.*
2. **Brownsville Parts and Service – Road Closure Request.** *Councilor Gerber moved to approve this road closure. Councilor Shepherd seconded the motion and it was approved unanimously,*
3. **OLCC Renewals.** *Councilor Cole made a motion to approve OLCC renewals. Councilor Gerber seconded the motion and the motion passed unanimously.*
4. **Meal on Wheels Request.** *Councilor Cole made a motion to approve \$1,100 for the Meals on Wheels Program for this year due to Federal cutbacks and financial shortfalls. Councilor Gerber seconded the motion and the motion passed unanimously.*
5. **Alley Vacation Request.** *Staff would like to recommend vacating the alley at 210 School Avenue requested by owner Joe Lynch. This alley was created long ago and was called a “pig alley” which basically facilitated moving livestock through town. Most cities have since vacated these alleys. This particular owner when building his house was forced to comply with standards that would support*



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3 residences on the property. This vacation would be in line with that plan and those standards. *Councilor Cole made a motion to approve this alley vacation. Councilor Gerber seconded the motion. The motion passed unanimously.* Councilor Shepherd asked if Mr. McDowell is certain that the City will not need this property. McDowell responded that basically it is an eight-foot-wide easement and for all intents and purposes is not usable. In the past, the City has vacated easements and, in some cases, right-of-ways that were later needed, this is certainly not the case here.

DISCUSSION ITEMS:

1. **Policy and Planning Considerations.** McDowell stated that Council has been doing a great job in relation to policy decisions lately. They have clarified rules to preserve peace and safety. There are a lot more policies to review and update. Councilor Cole and Councilor Gerber are currently working on health and safety in relation to nuisances. Councilor Block and Councilor Chambers are working on RV's. Staff hopes to have some of this information to Council by May for review. June is stacked with the software conversion and fiscal year end. It is extremely important for Council to remember that policy is one of the most important responsibilities in their role as a Council, but that it will take time to get through the needed work. The new goals board is on the wall. McDowell would like Council to dial in the policy document. Council should provide some direction and focus and be prepared to discuss it at the next meeting. Council will also need to spend some time and thought around planning future projects such as the park buildings, CLRC, telecommunications, and upcoming water system improvements. McDowell has also been approached with additional, miscellaneous community projects. McDowell said that it is important for residents to remember that there is a process for Council considering such items. The process must be followed for proper consideration. There are many projects that the City has taken on from the past. These historical projects have merit and add to the livability of Brownsville, but they will need to be prioritized.
2. **Odor Complaints.** McDowell has recently received marijuana odor complaints. Spring and Fall are marijuana harvest seasons according to OLCC. Odor complaints are hard to deal with and properly address. Sergeant Klein has addressed a few, and he said LCSO has contacted OMMP to make sure that the folks had the proper licensure, but beyond that there is not a lot that they can do. McDowell has contacted OMMP as well, and they really had no recommendations for resolution on these issues. Odor complains are extremely subjective.

Last year the south lagoons water level fell very low due to the extremely dry weather, dispensing a fairly strong odor. This year Mr. Frink and Mr. McDowell had a preemptive conversation with AMI about possible odor concerns this coming year.

3. **Alyrica.** McDowell followed up on a Council conversation initiated in November around the possibility of Alyrica coming to town to provide broad band internet services. Alyrica is currently in Halsey and getting services to each household.



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Through CenturyLink the City basically has DSL. Fiber optic is the highest speed you can have. The cost will likely be higher, but you will have much greater internet speeds and, hopefully, better reliability. McDowell is encouraging folks to contact Alyrica and let them know that we are very interested in having them in our community. He hopes to have a link on the website soon to facilitate this process. Alyrica said they will be in touch on a reporting method.

4. March Financials. No comments.

CITIZENS COMMENTS – Kaye Fox, Kirk Avenue, was present and stated that she is in support of the Meals on Wheels program contribution. She suggested that we ask for our donation of funds to be used within our city when giving to the Cascades West Council of Governments.

COUNCIL COMMENTS – No comments.

EXECUTIVE SESSION – Council entered into executive session at 8:24 p.m.

- Council will be discussing a real property transaction.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- A final decision may be made after this Session.

Councilor Cole moved to exit executive session at 8:37 p.m. Councilor Gerber seconded the motion, and it passed unanimously.

Executive session adjourned at 8:37 p.m.

Councilor Gerber moved to authorize McDowell to go forth with a courtesy letter surrounding a real property transaction. Councilor Shepherd seconded the motion, and it passed unanimously.

ADJOURNMENT: *Councilor Gerber moved to adjourn the Council meeting at 8:38 p.m. Councilor Block seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell Mayor Don Ware



Budget Committee Minutes

May 4th, 2017

Members of the Budget Committee met this day in regular session at City Hall, Brownsville, Oregon at 7:00 p.m.

Present: Chair Don Andrews, Mayor Don Ware, Councilor Doug Block, Councilor Mandy Cole, Councilor Lynda Chambers, Councilor Carla Gerber, Councilor Gary Shepherd, Councilor Mike Neddeau, Kim Clayton, Kaye Fox, Rick Dominguez, Marilyn Grimes, Allen Buzzard, Mike McDaniel, Administrative Assistant Tammi Morrow and Budget Officer S. Scott McDowell.

Absent: All members were present.

Public: No one was present.

Presiding: Don Andrews.

The meeting was called to order and resumed at 7:00 p.m. by Chair Andrews.

Mr. McDowell took roll call as noted above. *Mr. Ware made a motion to approve the April 27th, 2017 minutes as presented. Mr. Shepherd seconded the motion, and it passed unanimously.*

Chair Andrews opened the floor for public comment. No members of the public were present, so the public comment discussion was closed.

Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. McDowell discussed the process of reviewing the budget. He will be reviewing notes on each page and answering questions as needed. McDowell started on page 2. McDowell briefly reviewed the revenues received by the City. A majority of our General Fund health consists of the carry over amount from the previous year. McDowell explained that this year he started one month earlier than usual due to scheduling issues, but remains assured that the numbers will be close at the end of the fiscal year.

Page 3, McDowell explained that funds were added to line item 27 to include projects being carried out by the EPC. Mr. Buzzard asked where the projection came from exactly. McDowell explained that he had reviewed what they wanted to accomplish based on Council's direction and determined an amount that would more than cover the associated costs. Councilor Block asked about the increase for Economic Development on line item 26. McDowell said that Council may be asked to contribute to the regional economic development effort that the City has been working on for the past two years. Councilor Block asked what would be the outcomes of this appropriation. McDowell said that rural Linn County would actually have a dedicated professional working on attracting and retaining local businesses, not only in Brownsville but in all rural areas of Linn County. McDowell showed the money set aside for the General Ledger & Utility Billing Software.



Budget Committee Minutes

Mr. Buzzard asked McDowell about the frequency of software changes. McDowell explained the work with the Cascade West Council of Governments over the last year and half. The reason McDowell reached out to the Cascade West Council of Governments was due to a request from their new Executive Director Fred Abousleman. McDowell said that new software costs between \$50,000 and \$60,000 every five or six years plus the annual maintenance cost of \$4,200. The new associated costs will be a quarter of that amount and the City will be going to a cloud service so those conversion costs will no longer be necessary. McDowell reported that the annual fee will be \$3,625. He is excited about this opportunity for the City and the Cascade West Council of Governments. Many other communities will be able to benefit from this effort.

Page 4, McDowell reviewed the river bank issue in Pioneer Park. The Parks & Open Space Advisory Board have recommended the money being set aside over the last few fiscal years, for new playground equipment, be used for the relocation of the playground. The City has lost a lot of real estate this year. Council's plan is to retreat from the location. Mr. Andrews asked if the line item included road improvements and such. The line item does include the amounts needed to make the necessary improvements. McDowell said that line item 21 includes money for the Park, Rec Center and Cemetery. The City spends a lot of money maintaining the City's assets and facilities.

Page 5, McDowell explained that this page is an artifact from when the building was shared with the Brownsville Rural Fire District. McDowell, may in the future, include these amounts under General Operations.

Page 6, Councilor Cole asked if we were about done fixing the Library. McDowell recounted all the projects over the last few years; reported that the City is under contract with 1st Rate Roofing for a new roof. Discussion ensued over continual maintenance on assets.

Page 7, McDowell reviewed negotiations between the joint contract cities and the LCSO. The law enforcement agreement will increase by 4.19% this year and 3.58% next fiscal year. McDowell talked about how Council landed on that particular amount. The new agreement will be tied to the labor union agreement the Sheriff's Office has with their union. LCSO Union agreements are three year collective bargaining agreements. McDowell pointed out a few accounts that were added to this page due to changes in the way the City had historically conducted checks out of this account. All accounts were consolidated into one general account starting FY 2016-2017.

Page 8, McDowell highlighted line item 6 and discussed the reason for the expenditure. The City will be completing necessary processes required by State Law to add Volume Commercial and Light Industrial land to the City. The City will also be taking a look at Residential land, but there are some obstacles that could prevent the City from moving forward on that front. Council is looking at policies right now to address part of those concerns. McDowell pointed out line item 33 which includes money for fireproof cabinets.

McDowell explained that historically the City has transferred money from the General Fund to buildings and equipment and community projects. He reminded the Committee that for



Budget Committee Minutes

the last four fiscal years, due to GASB rules, the City is keeping the money in the General Fund for the projects associated with each fund instead of transferring money to other funds.

McDowell touched on the historic imbalance between the Water & Sewer account. It fluctuates due to the projects being done in any particular fiscal year. This year's budget does include money for the sand filters at the water plant and Robe Street water line. The budget does appropriate money for engineering and preparing for the downtown sewer project. McDowell showed the transfer from Sewer to Water to help fund the water project. McDowell explained interfund borrowing and how happy he was to not have to worry about that accounting nightmare because Brownsville did not require that to be done.

Mr. McDaniel asked about staff training and the licensure held by the employees. McDowell reviewed the licenses held mostly by Public Works Superintendent Karl Frink and indicated that the City does have an incentive plan in place to encourage staff to continue to add licensures and certifications. The City does everything we can to keep licensed operators and good employees. Discussion ensued.

Page 19, McDowell pointed out the transfer to the Bikeway Path. He also talked about line item 5 indicating that he had added some money for the City to carry out certain requirements of the TMDL Plan. Discussion ensued. Basically, the City does not have a stormwater system and has been working with representatives to point out the huge financial burden this program will cause small towns.

McDowell reviewed how the Water and Sewer bonds were calculated this year due to the refinancing. The City calculates the payment high in order to yield the correct amount due, based on Linn County's projections for collectible taxes. Councilor Cole asked about the uncollectible rate. McDowell said it was 93.7% for this fiscal year.

Page 23, the City will be only putting back \$10,000 toward the vactor this year. Mrs. Fox asked some questions about the vactor. Council Shepherd discussed some of the associated costs with owning a vactor. Discussion ensued.

McDowell shared with the Committee that Page 24 is where the City is reserving the \$2.50 capital improvements fee that appears monthly on the customer's bill. The money will be used for the Water Treatment Plant upgrade in 2025. Due to the refinancing, the City will be attempting to push out the bond needed for the Water System. McDowell said 2020 was the year discussed for last several years for the proposed improvements, but the City will not be able to refinance or pay off any of the debt until February 2025. McDowell reviewed what was to be included in the Water Treatment System bond based on the Water Master Plan completed in 2012.

McDowell explained the trust funds, the Transient Room Tax, and the Housing Rehabilitation Fund. The City can receive donations in trust funds for specific purposes. McDowell explained that every year, starting this year, the City provides those funds to the Brownsville Chamber of Commerce for marketing/tourism purposes. McDowell shared a few of the other projects the City has worked with the Chamber on using these funds. McDowell



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reminded the Committee about the details of the Housing Rehabilitation Fund and shared a few future ideas.

McDowell discussed SDC fees, their purpose and their overall yield. It is very difficult for small towns to generate meaningful income to actually accomplish major capital projects due to the limitations placed on these monies by State Law.

Page 35, McDowell shared the items that would be spent out of this fund. McDowell did not transfer money into this fund this year, rather the City will be spending down money that is already in this account. Items include the nuisance abatement program, Tree City USA and some safety improvements around City Hall. McDowell eluded to a situation that had happened this past year that raised concerns about employee safety. McDowell consulted with CIS to review the current layout looking for ways to better safeguard staff. Kim Clayton reviewed a situation that could have been very volatile for Council.

McDowell, having no further pages to review, turned the meeting back over to Chair Andrews.

Chair Andrews asked if there were any further thoughts or discussion. Agenda Item # 6 – Possible Uses of State Revenue Sharing was discussed. Typically this funding is used for public safety, such as the electricity to operate the street lights. Mayor Ware asked if we could go forth and make the necessary motions. After checking, McDowell indicated that the Committee will need to table and reconvene next week due to State requirements.

Mr. Shepherd motioned to table the meeting until Thursday, May 11th at 7:00 p.m. Mr. Block seconded. The vote to table the meeting was unanimous. The discussion was tabled until that time. The meeting was tabled at 8:50 p.m.

ATTEST:

S. Scott McDowell
Budget Officer

Don Andrews
Budget Committee Chair



City Administrator Report

May 23rd, 2017

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

One liner of the month

☺ The early bird gets the worm, but the second mouse gets the cheese. ☺

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.

"Every gain made by individuals or societies is almost instantly taken for granted."

~ Aldous Huxley, Writer

"Plans are worthless, but planning is everything."

~ Dwight D. Eisenhower, 34th U.S. President

"Humor has a tremendous place in this sordid world... If you can see things out of whack, then you can see how things can be in whack."

~ Theodore Seuss Geisel, Writer



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

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. Proposed Use of State Revenue Sharing** – Mayor Ware will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing. The Budget Committee recommended using the funds for public safety (*street lights*) as has been the City's past practice. Council has a corresponding resolution to pass Tuesday evening.
- B. Budget Hearing FY 2017-2018** – Mayor Ware will leave the floor open 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 2017-2018 budget are below:

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

"A budget
 is telling your money
where to go
 instead of wondering
where it went."

Dave Ramsey



City Administrator Report

- C. **Council Policy & Planning Considerations** – Please be ready to discuss the enclosed document that shows the policy topics and process required by Council from the goal setting session in March. I will provide a brief overview of the points during the presentation.
- D. **TMDL Plan Review** – Council is required to discuss the TMDL Plan throughout the year. The approved matrix will be on Council's desk Tuesday evening. We will discuss what should be done this year to stay in compliance with the adopted Plan.

9) LEGISLATIVE:

- A. **Resolution 2017.09: Election to Receive State Revenue Sharing** – The City is required by the Department of Administrative Services and the Oregon Revised Statutes to pass this resolution annually in order to receive State Revenue Sharing.

What is Council being asked to do?

Pass this annual resolution if the City wishes to receive State Revenue Sharing.

10) ACTION ITEMS:

- A. **Adopt Revised Park Master Plan** – Parks & Open Space Advisory Board recommended this Plan for Council passage at their meeting held on May 3rd, 2017. The Board has been working on the plan since January. I have sent the Plan to each Councilor electronically and we have a public copy on file at City Hall.

What is Council being asked to do?

Review and consider the language. Pass if you feel the Park Master Plan is ready to adopt.



11) DISCUSSION ITEMS:

- A. **Transient Room Tax Information** ☒ – Councilor Lynda Chambers provided tax rates from communities around the State of Oregon for Council's information.

From 04.25.2017: Mr. Allen Buzzard will be present asking for Council to reconsider the 6% Transient Room Tax and consider a lower rate... The Transient Room Tax has been in place for over a decade. Council made a change in 2007-2008 to remove City camping fees. The ordinance required Council to provide the money to an organization providing marketing opportunities for tourism. The City has given the money to the Chamber of Commerce. The Chamber uses the money to fund their annual contract with the Albany Visitor's Association (AVA). The AVA provides tremendous support each year for events and to areas businesses who are a part of the Chamber.

- B. **April Financials**

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

- ▶ Hosted Budget Committee meetings for the upcoming fiscal year.
- ▶ Practicing with actors for Carriage Me Back.
- ▶ Reviewed Master Park Plan with Park Board.



City Administrator Report

- ▶ *Speaking & Training Opportunity at CLHS.*
- ▶ *Public Works Superintendent Karl Frink and Baseball/Softball Diamond Concerns – CLRA.*
- ▶ *Sent OLCC Renewal Support letter.*
- ▶ *Attended E-911 budget meeting in Tangent.*
- ▶ *Finished Budget Committee Process and forwarded LB 1 form to The Times.*
- ▶ *Worked on Insurance Renewals with Karl and Jannea.*
- ▶ *Ash Street Water Line Finalization Process.*
- ▶ *Park Caretakers arrival and training started.*

HAPPENINGS

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

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

DEQ Wastewater Survey – I thought it would be good for Council to review the DEQ's inspection of the City's facilities. The report showcases how well Public Works Superintendent Karl Frink and the Public Works crew keep the City's facilities.



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

STATUS UPDATES – Projects, proposals and actions taken by Council

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

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



City Administrator Report

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

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



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

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



Active: Emergency Preparedness Committee (EPC) Meeting Update ☑ – I will have an oral report.

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

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

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

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

Active: Utility & General Ledger Software – Administrative Assistant Tammi Morrow and Administrative Assistant Jannea Deaver are busy working on conversion logistics and details. The contract for services has been executed. The contract will save the City approximately \$26,000.

From 03.28.2017: Staff will be meeting with the Cascade West Council of Governments to review software costs, logistics and determine possible installation schedules. I will have a report for Council. Staff participated in a utility billing demo with Accela on March 8th, 2017. The overall take away was that the software did not seem to be as user friendly or robust as our current system. Cost and future compatibility will be the drivers on this decision.

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

- A. *Setting up Appointments* – it is greatly appreciated when you set up appointments with Staff so that we can be prepared to dedicate time to your questions or conversation.



City Administrator Report

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



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

ITEMS PENDING – Tabled or On Hold

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

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

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

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

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

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

PAST MEETINGS – Memory Information

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

Pending: Park Board & Public Works – *From 09.27.2016*: Public Works Superintendent Karl Frink and crew will be removing the road west of the playground structure this Fall. Council and the Park



City Administrator Report

Board passed a retreatment strategy to deal with the ever encroaching Calapooia River. Staff plans on creating a cul-de-sac by the dumpster north of the playground to accommodate traffic per the plan.

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

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

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

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

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

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

Pending: Canal Company Conversations – The next meeting is set for May 30th at 6:00 in Council Chambers. The leadership of the Canal Company continue to explore their legal options.

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

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

From 05.24.2016: The Canal Company met on May 9th, 2016 at 7:00 p.m. in Council Chambers. Mr. John Holbrook was re-elected as President. Mr. Gary Shepherd was re-elected as Vice-President and Ms. Cindy Clark was re-elected as Secretary/Treasurer. Mrs. Fox discussed the basic themes she shared with Council at the last meeting. I explained Council's position. The outcome of the conversation was that a



City Administrator Report

committee of the Canal Company was formed to further investigate the concept that has been discussed for several years. The committee will be meeting initially in June. The Canal Company set a follow-up meeting to be held in September with everyone. The Canal Company went from an umbrella insurance policy of \$2 M to \$1 M due to costs.

Coleman & Kinney – FEMA Implications –Pending.

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



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

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

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

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

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

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

Respectfully Submitted,

S. Scott McDowell

- *Blakely Park* – This park is mowed weekly.
- *Kirk's Ferry Park* – This park is mowed weekly.
- *Remington Park* –Public works will be grinding out the stumps soon. This park is mowed weekly.

Cemetery:

- *Grounds* –Several burial plots and headstone placements have been marked out. All of the fallen branches and debris have been cleaned up around the cemetery. We are currently mowing, trimming, collecting cut grass and general clean up of the cemetery for Memorial Day weekend.

Library:

- *Grounds*- This area is mowed weekly.
- *Buildings*- A few minor building maintenance items have been repaired. The roofing contract has been awarded to 1st Rate Roofing. We are waiting to hear back from 1st Rate Roofing to schedule a start date for this work.

Downtown

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

City Hall:

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

Rec. Center:

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

Public Works:

- *Grounds*- The grass is mowed weekly.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.





Public Works Report

May 18th, 2017

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of May.
- *Distribution System* – One water leaks this month. Public Works will soon be replacing the water line on Howe Street. The current line is an old steel 1 inch line serving two customers; the new line will be a two inch PVC line, which will balance the pressure for the two services much better. The waterline on Ash Street from Hausman Avenue is near complete. The new water services have been connected; the final inspection and punch list are complete. The contractor is working on the items listed on the punch list. The asphalt replacement is scheduled to be replaced Wednesday, May 24th.
- *Cross Connection Program*- All backflows have been installed and approved for use.
- *Water Treatment Plant* –The calibration of all instruments are complete for this quarter.
- *Misc.* – Nothing further to report this month.

Sewer:

- *North Lagoons* – Discharge to the river is complete at this facility. Due to an electrical failure, we were only able to discharge for 4 days, totaling 2.797 million gallons discharged. The lagoon levels are higher than normal, which will require us to discharge to the irrigation system this summer.
- *South Lagoons*- Discharge from this facility is complete for the year. An additional 3.221 million gallons were discharged in the month of April. The lagoon levels are about 1.5 feet deeper than normal this time of year. We hope to minimize, or even eliminate any odor problems this summer with the lagoon levels at a higher level.
- *Collection System*- One new sewer connection on Sage Street.
- *Misc.* – I met with Bob Dickson from DEQ to perform our facilities inspection on April 28th. Overall, DEQ was very happy with our operations and were only able to identify a few minor deficiencies during the inspection. A copy of the inspection report has been included in this month's City Council packets.

Streets:

- *Mowing/Tree Maintenance* – Tree maintenance will begin once weather conditions become favorable to safely perform this work.
- *Asphalt/ Gravel Road Maintenance* –All of the street painting and marking is scheduled to be repainted soon. This work includes City Hall and downtown parking lots, curbing in front of the Art Center, two cul-de-sacs and all of the street painting. Public works will grade all of the gravel street in the month of May once the grader is operable. We are currently working on our 1942 road grader to aid in the grading process.
- *Storm Drainage* – All catch basins will be scheduled to be cleaned in May.
- *Misc.* – Street sign work continues as time allows. Many new locations require locates to be called in before we can bore holes to place sign posts.

Parks:

- *Pioneer Park* –Maintenance of the park is in full swing. Weekly mowing, trash collection and facility cleaning is ongoing. Weed spraying is complete. The new park hosts, Curtis and Tammy Bayer arrived May 17th and set to begin working May 20th. We are excited to have them join us for another busy summer this year.



PLANNING AT A GLANCE

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

- | | |
|--|----------------------|
| • (Mechanical) Replace Electric Furnace | 515 Fisher Street |
| • (Building) Detached Garage 20X20 | 601 Calapooia Avenue |
| • (Plumbing) Install Tankless Water Heater | 101 Kisling Avenue |
| • (Mechanical) Replace 40' Gas Line | 101 Kisling Avenue |
| • (Mechanical) Install Ductless HP w/Air Handler | 500 Loucks Way # 2 |
| • (Plumbing) Installation of 1 Bathroom (ATF) | 925 Oak Street |
| • (Mechanical) Replace Gas Line – 2 Outlets | 620 Oak Street |
| • (Mechanical) Install Gas Range | 620 Oak Street |
| • (Mechanical) Replace Gas Furnace/AC Coil, WH, | 1188 Linn Way |
| • (Building) New Manufactured Home | 1309 Ash Street |
| • (Building) New 24X30 Detached Garage | 1309 Ash Street |
| • (Mechanical) Replace A/C Unit | 715 Westview |

Land Use Applications

Request for Council to Initiate Vacation Proceedings **210 School Avenue**
Council approved the request to initiate vacation proceedings at the April 25th meeting. I met with the property owners to go over the next steps; a consent form will be signed and notarized, their surveyor will provide a legal description of the land to be vacated to the City, notice of the vacation will be ran in The TIMES for two consecutive weeks-prior to the June Council meeting. An Ordinance will be passed and recorded as permanent record with Linn County.

Property Line Adjustment **410 Faust Street**
Still in process. A review was forwarded to the surveyor for changes to be made.

Updates

Clayton Homes is working toward site preparation of the three new parcels at the end of Ash Street. A building permit has been submitted to the City for the first manufactured home, when the punch list for the water & sewer line has been completed and payment is distributed, the placement process of the manufactured homes will begin. The mini-storage unit project on Depot is currently on hold, due to a litigious situation. The large parcel at the end of Depot Avenue is now under new ownership.

Elizabeth Coleman



LINN COUNTY SHERIFF'S OFFICE

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

2017

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

FOR THE MONTH OF:	April	
TRAFFIC CITATIONS: -----		2
TRAFFIC WARNINGS: -----		4
TRAFFIC CRASHES: -----		0
ADULTS CITED / VIOLATIONS: -----		1
ADULTS ARRESTED: -----		4
JUVENILES CITED / VIOLATIONS: -----		0
JUVENILES ARRESTED: -----		0
COMPLAINTS/INCIDENTS INVESTIGATED: -----		63
TRAFFIC HOURS -----		12.5
TOTAL HOURS SPENT IN:	BROWNSVILLE	226

CONTRACT HOURS= 202 HOURS

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

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	28	0	0	28	
Violations	37	8	11	34	
Contempt/Other	38	0	5	33	
TOTALS	103	8	16	95	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 3,314.60	City	\$ 2,889.00
Total Bail Forfeits +		Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 314.24
Total Bail Held -	\$ -	Linn County	\$ 111.36
* Total Refund/Rest	\$ -	State Misc.	\$ -
Total NSF's	\$ -	DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 3,314.60</u>	TOTAL COURT PAYMENTS	<u>\$ 3,314.60</u>
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Credit given for Community Service	\$ -
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Other Credit Allowed Against Fines	\$ -
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TOTAL NON-REVENUE CREDIT ALLOWED	<u>\$ -</u>
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TOTAL CASH PAYMENTS TO:

CITY	\$ 2,889.00
STATE	\$ 314.24
COUNTY	\$ 111.36
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 3,314.60</u>



Library Advisory Board

Librarian's Report

April 2017

Here are a few facts about our library the month of April 2017. We have received 30 new books for the library. Volunteers donated 177.5 hours to our library. There were 1,365 materials checked out. 397 adult fiction books; 156 adult non-fiction books; 98 audio books; 330 children's books; 261 junior books; 44 junior reference books and 79 large print books.

This month our Library joined the Edge Initiative. This subscription is paid for by the State of Oregon Library Division. Edge helps public libraries better serve their communities through improved technology services. THE EDGE TOOLKIT is based on a national set of benchmarks for public libraries to evaluate their technology services, and includes resources, recommendations, and tools for strategic planning and community engagement. I have finished the Assessment and have received our personalized Recommendations Report. The benchmarks compare libraries of similar size across the United States. Benchmarks include: Staff Knowledge, Planning and Policies, Technology Management, Strategic Partnerships, Strategy and Evaluation, and Meeting Key Community Needs. Our Library should focus on the last three categories. I am looking for a couple volunteers to help work through this process.

Also in April I attended the annual Oregon Library Association (OLA) Conference in Salem. OLA has joined forces with the school librarians. It made for interesting conversation at the lunch table to find out how our jobs are the same and different. I learned ways that I can improve as a professional and in the everyday business of Library. In the coming year, I am hoping to begin an open-ended programing focusing on youth 6 – 14. I am hopeful that families with children of all ages will enjoy these programs too.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherri Lemhouse". The signature is stylized with a large initial "S" and a long horizontal stroke that curves upwards at the end.

Sherri Lemhouse
Librarian



RESOLUTION NO. 2017.09

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

The City of Brownsville ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2017-2018.

Passed by Council this 23rd day of May, 2017.

Approved by the Mayor this 23rd day of May, 2017.

Don Ware
Mayor

S. Scott McDowell
City Administrator
Attest

I certify that a public hearing before the Budget Committee was held on May 4th and May 11th, 2017 and a public hearing before the City Council was held on May 23rd, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing at three separate public meetings.

S. Scott McDowell
City Recorder



2017-2018 Council Goals

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



GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

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

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

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



2017-2018 Council Goals

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

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

2. Water Rights.

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

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

3. Economic Development Plan.

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

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

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

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

4. Community Development Plan.

- *Refine Zoning Rules & Requirements.*



2017-2018 Council Goals

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

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

5. Capital Improvements Plan.

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

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

6. Organizational Development.

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

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



2017-2018 Council Values

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

Council Vision Statement

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

A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. 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.



2017-2018 Council Values

What do we want for Brownsville?

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

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

Organizational Development

1. ***Elected & Appointed Officials.*** People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. ***Staff.*** People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. ***Organizational Axiom.*** Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

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

THE PROCESS OF PROGRESS

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



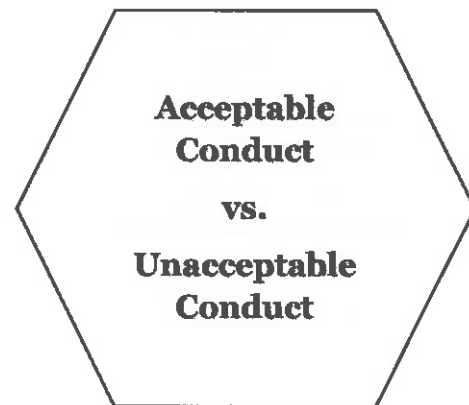
2017-2018 Council Values

LEXIPOL'S 10 FAMILIES OF RISK MODEL

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

How are expectations set in City Government?

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion





Policy & Planning Considerations

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

Policy

Brownsville Municipal Code

Title 8 – Health & Safety

- Nuisances**
- Junk**
- Weeds**
- Trash**
- Junk Vehicles**

Council Assignment: Councilor Cole & Councilor Gerber
Staff Assignment: S. Scott McDowell & Tammi Morrow
Timeline: May – 1st Council Discussion
 June – Possible 1st Reading
 July – Possible 2nd Reading

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

Title 15 – Uniform Development Code

RV Uses & Parking

Council Assignment: Councilor Block & Councilor Chambers
Staff Assignment: S. Scott McDowell, Tammi Morrow & Elizabeth Coleman
Timeline: May – 1st Council Discussion
 June – Possible 1st Reading
 July – Possible 2nd Reading

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



Noise Mitigation

Council Assignment:

Staff Assignment:

Timeline:

S. Scott McDowell & Elizabeth Coleman

June – 1st Discussion

Overview:

To create guidelines for Commercial & Light Industrial noise levels.

Agriculture in Residential Areas (Animals & Uses)

Council Assignment:

Staff Assignment:

Timeline:

S. Scott McDowell & Elizabeth Coleman

September – 1st Discussion

Overview:

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

Public Works Standards & Infill

Staff Assignment:

Timeline:

S. Scott McDowell, Elizabeth Coleman & Karl Frink

May – 1st Council Discussion

June – Possible 1st Reading

July – Possible 2nd Reading

Overview:

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

Title 6 – Animals

Farm Animals

Council Assignment:

Staff Assignment:

Timeline:

S. Scott McDowell & Tammi Morrow

November – 1st Council Discussion

Overview:

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

Attractant

Council Assignment:

Staff Assignment:

Timeline:

S. Scott McDowell & Tammi Morrow

December – 1st Council Discussion

Overview:

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



Title 12 – Streets and Sidewalks

Right-of-Way Infringements

Council Assignment:

Staff Assignment:

Timeline:

S. Scott McDowell, Tammi Morrow & Karl Frink

October – 1st Council Discussion

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

Title 13 – Utilities

Water Curtailment

Staff Assignment:

Timeline:

S. Scott McDowell, Tammi Morrow & Karl Frink

February – 1st Council Discussion

Overview:

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

P l a n n i n g

- A. **Park Buildings** – Assess structures to determine next steps for rehabilitation.
- B. **Recreation Center** - Assess structure to determine next steps for rehabilitation. Last year, a subcommittee of Council reviewed costs that were in excess of \$750,000 for needed remodeling if the building is to last into the future.
- C. **Picture Gallery** – A conversation with the Linn County Pioneer Picnic Association (LCPPA) will happen in September to discuss the future of the Picture Gallery. Several years ago, the City was told that the foundation was not worth replacing due to the general condition of the structure. The City had a lease agreement with the LCPPA that expired in 2012. The City and the LCPPA have been going year to year. It is time to discuss the future of this structure.
- D. **Telecommunications Franchise** – Staff is working on language and will engage CenturyLink this Summer. The franchise is set to expire in September. The City is very interested in getting fiber optic internet for residents.
- E. **Water Treatment Plant** – The City is hoping to stretch out a system replacement until 2025.



- F. **Water Reservoir** – The City needs to replace the 250,000 gallon water reservoir. Council decided that the replacement will need to wait for the WTP bond. Staff estimates the new 1,000,000 gallon reservoir to cost over a million dollars. The City is following the Water Master Plan that was completed in 2012.
- G. **History Plaques** – Mayor Ware would like to discuss infusing pieces of history throughout town and has a few ideas to run by Council.
- H. **City Shop** – Council has discussed location and the associated flooding concerns with this facility. Council should make a decision on this issue.



Oregon State Lodging Local City and County Room Tax Contact Information

**Local taxes may have changed since this table was published.
Contact your city or county taxing authorities for the most recent information.**

County	Jurisdiction	Rate	Phone	Fax
Baker	County-wide	7% tax May–October	(541) 523-8221	(541) 523-8340
		5% tax November–April		
Benton	Corvallis	9% city tax	(541) 766-6990	(541) 754-1729
Clackamas	Lake Oswego	6% city tax	(503) 635-0260	(503) 699-7457
	Oregon City	4% city tax	(503) 496-1525	(503) 657-3339
	Sandy	3% city tax	(503) 668-5767	(503) 668-8714
	Wilsonville	5% city tax	(503) 570-1596	(503) 682-1015
	County-wide	6% county tax	(503) 742-5000	(503) 742-5401
Clatsop	Astoria	9% city tax	(503) 325-5821	(503) 325-2997
	Cannon Beach	8% city tax	(503) 436-5056	(503) 436-2050
	Gearhart	7% city tax	(503) 738-5501	(503) 738-9385
	Seaside	8% city tax	(503) 738-5511	(503) 738-5514
	Warrenton	12% city tax	(503) 861-2233	(503) 861-2351
	Unincorporated	7% city tax	(503) 325-8522	(503) 338-3638
Coos	Bandon	6% city tax	(541) 347-2437	(541) 347-1415
	Coos Bay	7% city tax	(541) 269-8915	(541) 267-5912
	Coquille Indian Tribe	8% tribal tax	(541) 756-0904	(541) 756-0847
	Lakeside	7.5% city tax	(541) 759-3011	(541) 759-4325
	North Bend	7% city tax	(541) 756-8500	(541) 756-8527
Crook	Prineville	8.5% city tax	(541) 447-5627	(541) 447-5628
Curry	Brookings	6% city tax	(541) 469-1123	(541) 469-3650
	Gold Beach	6% city tax	(541) 247-7029	(541) 247-2212
	Port Orford	7% city tax	(541) 332-3681	(541) 332-3830
Deschutes	Bend	10.4% city tax	(541) 693-2127	(541) 385-6675
	Redmond	9% city tax	(541) 923-7735	(541) 548-0706
	Sisters	8% city tax	(541) 323-5222	(541) 549-0561
	Unincorporated	7% county tax	(541) 383-4399	(541) 749-2902

County	Jurisdiction	Rate	Phone	Fax
Douglas	Reedsport	5%–7% city tax	(541) 271-3603	(541) 271-2809
	Roseburg	8% city tax	(541) 492-6866	Not available
	Sutherlin	5% city tax	(541) 459-2856	Not available
	Winston	5% city tax	(541) 679-6739	(541) 679-0794
Gilliam	None	None	(541) 384-6321	(541) 384-2166
Grant	County-wide	8% county tax	(541) 575-1798	(541) 575-2248
Harney	Burns	9% city tax	(541) 573-5255	(541) 573-5622
	Hines	8% city tax	(541) 573-2251	(541) 573-5827
Hood River	Cascade Locks	7% city tax	(541) 374-8484	(541) 374-8752
	Hood River	8% city tax	(541) 387-5252	(541) 387-5289
	Unincorporated	8% city tax	(541) 386-1301	(541) 387-6894
Jackson	Ashland	9% city tax	(541) 488-5300	(541) 552-2059
	Central Point	9% city tax	(541) 664-3321	(541) 664-6384
	Jacksonville	9% city tax	(541) 899-1231, ext. 313	(541) 899-7882
	Medford	9% city tax	(541) 774-2030	(541) 774-2528
	Phoenix	6% city tax	(541) 535-1955	(541) 535-5769
	Rogue River	6% city tax	(541) 582-4401	Not available
	Shady Cove	6% city tax	(541) 878-3757	(541) 878-2226
	Talent	6% city tax	(541) 535-1566	(541) 535-7423
Jefferson	Madras	9% city tax	(541) 475-2344	(541) 475-7061
	Metolius	6% city tax	(541) 546-5533	Not available
Josephine	Grants Pass	9% city tax	(541) 450-6035	(541) 479-0812
Klamath	County-wide	8% county tax	(541) 883-4202	(541) 850-5385
Lake	County-wide	6% county tax	(541) 947-6030	Not available

County	Jurisdiction	Rate	Phone	Fax
Lane	Coburg	8% city tax	(541) 682-7870	(541) 485-0655
	Cottage Grove	9% city tax	(541) 942-3346	(541) 942-5125
	Creswell	8% city tax	(541) 895-2531, ext. 306	(541) 895-3647
	Dunes City	8% city tax	(541) 997-3338	(541) 997-5751
	Eugene	9.5% city tax	(541) 682-5022	(541) 682-5414
	Florence	9% city tax	(541) 997-3436	(541) 997-6814
	Junction City	8% city tax	(541) 998-2153	(541) 998-3140
	Lowell	8% city tax	(541) 937-2157	(541) 937-2936
	McKenzie River	8% city tax	(541) 682-5022	(541) 682-5414
	Oakridge	8% city tax	(541) 782-2258	(541) 782-1081
	Springfield	9.5% city tax	(541) 726-3704	(541) 726-3782
	Veneta	8% city tax	(541) 935-2191	(541) 935-1838
	Westfir	8% city tax	(541) 782-3733	Not available
	Unincorporated	8% city tax	(541) 682-4200	(541) 682-6743
Lincoln	Depoe Bay	8% city tax	(541) 765-2361	(541) 765-2129
	Lincoln City	9.5% city tax	(541) 996-2151	(541) 996-1284
	Newport	9.5% city tax	(541) 574-0621	(541) 574-0609
	Waldport	7% city tax	(541) 264-7417	(541) 264-7418
	Yachats	7% city tax	(541) 547-3565	(541) 547-3063
	Unincorporated	9% city tax	(541) 265-4142	(541) 265-5466
Linn	Albany	9% city tax	(541) 917-7505	(541) 917-7511
	Lebanon	9% city tax	(541) 258-4212	(541) 258-4950
	Sweet Home	6% city tax	(541) 367-5128	(541) 367-5113
Malheur	Ontario	9% city tax	(541) 881-3242	(541) 881-3262
Marion	Detroit	8% city tax	(503) 854-3496	(503) 854-3232
	Keizer	6% city tax	(503) 390-3700	(503) 393-9437
	Salem	9% city tax	(503) 588-6040	(503) 588-6354
	Silverton	9% city tax	(503) 873-5321	Not available
	Stayton	7% city tax	(503) 769-3425	(503) 769-1456
	Sublimity	7% city tax	(503) 769-5475	(503) 769-2206
	Woodburn	9% city tax	(503) 982-5222	Not available
Morrow	Heppner	5% city tax	(541) 676-9618	(541) 676-9650

County	Jurisdiction	Rate	Phone	Fax
Multnomah	Fairview	6% city tax	(503) 674-6247	(503) 666-0888
	Gresham	6% city tax	(503) 618-2445	(503) 661-6073
	Portland	6% city tax plus 2% tourism tax	(503) 865-2857	(503) 823-5189
	Troutdale	6.95% city tax	(503) 674-7231	(503) 667-0524
	Wood Village	6% city tax	(503) 489-6853	(503) 669-8723
	County-wide	5.5% county tax	(503) 988-3440	Not available
Polk	None	None	(503) 623-9264	(503) 623-0721
Sherman	Condon	6% city tax	(541) 384-2711	(541) 384-2700
Tillamook	Bay City	9% city tax	(503) 377-2288	(503) 377-4044
	Garibaldi	8% city tax	(503) 322-3327	(503) 322-3737
	Manzanita	9% city tax	(503) 368-5343	(503) 368-4145
	Nehalem	9% city tax	(503) 368-5627	(503) 368-4175
	Rockaway Beach	9% city tax	(503) 355-2291	(503) 355-8221
	Tillamook	10% city tax	(503) 842-2472, ext. 3466	(503) 842-3445
	Wheeler	9% city tax	(503) 368-5767	(503) 368-4273
	County	1% county tax for all cities; except 2% for Garibaldi	(503) 842-3408	(503) 842-1819
	Unincorporated	10% city tax	(503) 842-3408	(503) 842-1819
Umatilla	Hermiston	2.5%–8% city tax	(541) 567-5521	(541) 567-5530
	Milton-Freewater	7% city tax	(541) 938-8206	Not available
	Pendleton	8% city tax	(541) 966-0331	(541) 966-0352
	Umatilla	3.5% city tax	(541) 922-3226, ext. 104	Not available
Union	La Grande	5% city tax	(541) 962-1313	(541) 963-3333
	County-wide	3% county tax	(541) 963-1001	(541) 963-1079
Wallowa	Enterprise	3% city tax	(541) 426-1496	(541) 426-3395
	County-wide	5% county tax	(541) 426-7753	(541) 426-5901
Wasco	The Dalles	8% city tax	(541) 296-5481, ext. 1	Not available
Washington	County-wide	9% county tax	(503) 846-4448	(503) 846-4464
Wheeler	None	None	(541) 763-2191	(541) 763-2026
Yamhill	Newberg	6% city tax	(503) 538-9421	Not available



Ash Street Waterline Replacement and Sewer Extension Project Final Inspection Walk-Thru and Punch List

Final inspection conducted on May 15, 2017, by:

- ✓ Karl Frink, Public Works Superintendent
- ✓ S. Scott McDowell, City Administrator

Punch List items:

1115 Ash Street:

- Finish grade disturbed area along street and finish with grass seed.
- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.
- Driveway apron asphalt varies in thickness. Edges are very thin and frail. Finished edge is very uneven, is not wide enough to accommodate entire driveway width.

1117 Ash Street:

- Driveway apron varies in thickness. Edges of apron are unfinished, thin and frail.
- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.

1119 Ash Street:

- Dirt along street south of driveway contains large rocks. Remove rocks, smooth and place grass seed.
- Driveway apron asphalt varies in thickness. Edges are very thin and frail. Finished edge is very uneven.
- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.

1235 Ash Street:

- Driveway apron asphalt varies in thickness. Edges are very thin and frail. Finished edge is very uneven, is not wide enough to accommodate entire driveway width. Apron previously extended into drive about twice as far as new patch.
- Apply shoulder rock minimum 3 feet out from edge of asphalt.
- New asphalt patch has large convex area approximately 3'x4' creating a large puddle in street.
- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.

1301, 1305, 1309 Ash Street (Clayton Homes):

- Meter boxes should match grade of driveway. Center water meter and valves in box so all valves are easily accessible.

1225 Ash Street:

- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.
- Gravel area along street contains asphalt spoils and trench spoil debris spread throughout area. Asphalt and debris needs to be removed and re-graded.

1126 Ash Street:

- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.
- Gravel area along street contains asphalt spoils and trench spoil debris spread throughout area. Asphalt and debris needs to be removed and re-graded.

1124 Ash Street:

- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.
- Disturbed area in grass area need to be re-graded, smoothed and grass seed applied.

1120 Ash Street:

- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.

1116 Ash Street:

- Water meter sits too high in box. Water meter must be lowered down to approximately 6 inches below meter box lid. Center water meter and valves in box so all valves are easily accessible.

End of Street:

- Gravel and debris piled up along fence. Area needs to be re-graded to match surrounding grade.
- Edge of asphalt is unfinished, frail, thin and uneven.
- Asphalt gap between new driveway access and existing street needs to be asphalted. Area is within the public right-of-way.

Inspection Notes

- Almost all water meters are too high in meter boxes and are nearly touching the lids. Most curb stop valves are covered up by the meter box and are completely inaccessible
- All of the edges of the new asphalt are unfinished, weak, and uneven, we were able to flake off the new edges with a meter lid puller. Driveway aprons need to extend the entire width of the driveway plus two feet (one foot on either side) and radius pattern used.
- The finished grade work along the east side of the street contains a lot of trench spoils, large rock and asphalt. All of this debris needs to be removed from this area.
- All finish grade of asphalt shall match existing grade and must properly drain water to edge of street. The large birdbath in front of 1235 Ash exceeds any standard and will have to be repaired/replaced to eliminate this problem.

All items listed on this punch list do not meet minimum requirements for City of Brownsville and must be adjusted, repaired, replaced until the minimum requirements are met. It is advisable to consult and have city staff onsite while repairs are performed in order to meet or exceed minimum requirements. City Staff will require a minimum 24 hour notice for onsite inspection and consultation.



Oregon

Kate Brown, Governor

Department of Environmental Quality

Western Region Salem Office

4026 Fairview Industrial Dr SE

Salem, OR 97302-1142

Office: (503) 378-8240

Fax: (503) 373-7944

TTY: 711

April 28, 2017

Mr. Karl Frink
Public Works Superintendent
City of Brownsville
PO Box 188
Brownsville, OR 97327

RE: WQ-City of Brownsville Wastewater Treatment Facility
File No. 11770
EPA No. OR002007-9
Linn County
Inspection Report

Dear Mr. Frink:

On April 27, 2017, I inspected the City of Brownsville wastewater treatment facility in an effort to evaluate compliance with the terms and conditions of National Pollutant Discharge Elimination System (NPDES) permit No. 102206. Thank you for taking the time to take part in the inspection of the facility.

The City of Brownsville sewage treatment plant is a stabilization lagoon system with an average dry weather design flow of 0.247 MGD. The facility consists of two sets of wastewater treatment lagoons and a sanitary sewage collection system; a north treatment facility and a south treatment facility. The north treatment facility serves approximately 33 percent of the resident population. During the winter, the effluent from the north two cell lagoon system is chlorinated and pumped to a effluent flow measurement structure located at the south treatment facility where it is dechlorinated using Sulphur dioxide, sampled and measured for flow prior to being discharged to the Calapooia River through a multiport diffuser. The pipeline from the north treatment facility to the south structure acts as the chlorine contact chamber for disinfection with an approximate contact time of 66 minutes. During the summer, the north effluent is either held in the lagoons or chlorinated and land applied by spray irrigation as needed on adjacent 25 acres of city owned property. The south treatment system consists of three lagoon cells that total approximately 24.2 acres of storage. The south lagoon system is designed to hold during the summer season and discharge during the winter season to the Calapooia River through the same Outfall 001 as the treated effluent from the north system. The effluent is chlorinated in a chlorine contact chamber and then flows to the same flow measurement structure that receives the flow from the north system. It is dechlorinated with Sulphur dioxide and discharged to the river. Samples and flow measurements are collected and recorded in the flow measurement structure using an ISCO auto sampler. The south treatment and collection system serves the remaining resident population.

US-EPA Inspection Checklist

The standard DEQ Inspection Report Checklist was completed and is attached to this report for your information.

NPDES Permit Evaluation

The current permit is due to expire on June 30, 2017. The permittee submitted a timely renewal



Mr. Karl Frink
April 28, 2017
Page 2

application that DEQ has determined to be administratively and technically complete. The current permit expiration date will be administratively extended until DEQ can complete a renewal permit. Review of the Discharge Monitoring Reports (DMRs) indicated that the facility has been correctly calculating and reporting all results for the parameters listed in the permit. Review of the facility records indicates the facility has been maintaining records for at least three years. All of the submittals to date required in the present NPDES permit have been received by DEQ. The facility did not have a QA/QC manual of procedures for calibrating and measuring pH, chlorine residual, and temperature that are conducted on site. You stated that this would be corrected and done for all future measurements. All other collected samples are sent out to a contract laboratory – Analytical Laboratory Group in Eugene, Oregon.

Split Sampling

DEQ did not conduct any split sampling with the facility. The facility sends the collected samples for analysis to Analytical Lab Group in Eugene, Oregon.

Plant Walk-Through

A walk-through of the treatment facilities was performed as part of the inspection. Influent flow was being measured and recorded at the south treatment facility. No effluent was being discharged at the time of the inspection from the south lagoons which have enough storage to hold through the summer season. Influent and effluent was being measured and recorded for the north lagoon treatment system. The discharge will be discontinued to the Calapooia River from this system by the end of the month, April 2017. The north lagoons will discharge through Outfall 002 during the summer season as necessary using land application for irrigation on the City's 25 acre parcel adjacent to the lagoons. The lagoons were well maintained and the dike walls around all the lagoon cells had very little vegetation growing on the rip rap rock side walls. The small amount of vegetation that was present had not been sprayed or mowed to date. You stated that this would be done as soon as the weather would allow it. All of the equipment and pumps and flow measuring devices were in excellent condition and very well maintained.

The facility uses refrigerated, computerized ISCO auto-samplers to collect 24-hour composite samples for the influent and effluent. The samplers have computerized temperature controls for the refrigeration. However, the facility did not have any NIST certified, wet bulb mercury thermometers in the units to verify that the temperatures were adequate for sample preservation. You stated that those would be bought and installed immediately. I stated that the thermometers are only good for one year according to the certification and that they should be replaced every year.

Lab Walk-Through

This facility does not have their own laboratory for testing and contracts with Analytical Lab Group in Eugene, Oregon for testing samples. The lab provides sample bottles and chain of custody sheets for recording sample collection and transfer/transport of samples. The facility personnel collects samples and puts into a cooler with ice and laboratory personnel pick up and transports the samples to the laboratory. The contract laboratory has their own QA/QC program. I compared the laboratory bench sheets with DMR recorded results for E. coli bacteria, Total Coliform bacteria, BOD₅, and TSS and nutrients. DMR recorded results matched up with the laboratory bench sheet results. The facility has not been keeping calibration records for the pH meter or the chlorine meter. I said that the facility needed to start doing this from now on and you stated that the facility would start keeping those records.

This concludes the findings of the April 27, 2017, NPDES compliance inspection. This facility is in

Mr. Karl Frink
April 28, 2017
Page 3

very good condition and the public works staff are doing an excellent job maintaining and operating this facility. If you have any questions regarding this report please contact me at (503) 378-5039.

Respectfully,



Robert A. Dicksa
Senior Water Quality Specialist
Western Region-Salem Office

RAD:

x:\RDICKSA\Inspections\Inspections Brownsville-Inspection Report17.doc

cc: Water Quality File-Salem



DEQ Water Compliance Inspection Report (EPA 3560)

Section A: National Data System Coding

File Number: 11770 Permit Number: 102206
 NPDES#: OR0020079 Inspector Code: ST6-State Facility Type: Municipal
 Inspection Date: 4/27/2017 Inspection Type(s): Compliance Evaluation (Non-sampling)

Section B: Facility Data

Facility Name: BROWNSVILLE STP Permit Effective: 6/22/2001 Permit Expiration: 6/30/2017
 Site Location: 1.4 MI NW OF CITY LIMITS ON 7 MILE Mailing Address: PO Box 188
 LANE Brownsville, OR 97327-0188
 BROWNSVILLE, OR
 Entry Date: 4/27/2017 Prep. Time: 2.00 Inspection Time: 4.00 Post Proc. Time: 3.00
 On-Site Representative: Frink, Karl On-Site Phone: (541) 466-5666
 Additional On-Site Representative(s):

Section C: Areas Evaluated During Inspection

- Permit
- Laboratory
- Records/Reports
- Facility Site Review
- Flow Measurement
- Compliance Schedules
- Self-Monitoring Program
- Sludge Handling/Disposal
- Sanitary Sewer Overflow
- Effluent/Receiving Waters
- Operations & Maintenance

Section D: Summary of Findings

Violations Not Entered

Notes:

Signature: Robert Dickson Date: 4/28/2017
 Inspector: Bob Dickson

Signature: _____ Date: _____
 Manager: Nomura, Ranei



DEQ WQ Inspection Report Checklist

NPDES Minor and WPCF Permits

Permittee's name: City of Brownsville File #: 11770

Facility's address and location: Hwy 223, Brownville, OR 97327

Primary DEQ inspector name: Robert Dickson Inspection Date: 4-27-17

Date of last inspection, findings, and permittee response: _____

I. PRE-INSPECTION PREPARATION

(Complete this section prior to going to facility)

1.	Y	N	na	Are monthly Discharge Monitoring Reports complete and on time? If no, explain:
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Make copy of random DMR to compare with permittee records.)</i>
	Y	N	na	Are monthly Discharge Monitoring Reports meeting permit limits? If no, explain:
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Y	N	na	Are monthly Discharge Monitoring Reports signed by an authorized person? If no, explain:
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Y	N	na	Have other required reports (I/I, Biosolids, Recycled Water) been submitted on time? If no, explain:
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Y	N	na	Any SSOs or other reportable noncompliance reported timely? (Bring copies of reports) If no, explain:
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4.	Y	N	na	Has the permittee included a report with all permit violations and taken corrective action? If no, explain:
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	Y	N	na	If under a compliance schedule or MAO, are they on schedule? If no, explain:
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	Y	N	na	Has the permittee complied with Schedule D permit requirements? If no, explain:
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Order split sample kit from DEQ lab. Summarize results of previous split sampling events:

No split samples. Permittee contracts Analytical Lab group, Eugene, OR

DEQ WQ Inspection Report Checklist

Inspection Date 4-27-17

Permittee Brownsville

II. OPENING CONFERENCE

(Introductions, present credentials, and explain inspection objectives)

List people present (include other DEQ and EPA employees):

Name	Title	Phone Number	Email
Karl Frink	Public Works Superintendent	541-466-3394	Publicworks@ci.brownsville.or.us

III. FACILITY SITE REVIEW

List any facility modifications since last inspection:

1.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are all treatment units operable? If no, explain:
2.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Is there excessive scum buildup, grease, foam, or floating sludge in or on any of the treatment units? If yes, explain:
3.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Are tank weirs level? If no, explain:
4.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Is there any indication of a hydraulic overload? If yes, explain:
5.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are there any noxious odors leaving the site? If yes, explain:
6.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are there any unsafe conditions (e.g., slicks, faulty guardrails, missing grating)? If yes, explain:
7.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Is there any evidence of severe corrosion in any piping or equipment? If yes, explain:
8.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are there any breaks or leaks in any chemical feed lines or other piping? If yes, explain:
9.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Is there any surcharging of influent lines, overflow weirs, or other structures? If yes, explain:
10.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	If the facility receives hauled waste (e.g., septage), is this done in accordance with a hauled waste plan? If no, explain
11.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Is there any evidence of spills at the hauled waste receiving facility? If yes, explain:

DEQ WQ Inspection Report Checklist
 Inspection Date 4-27-17

Permittee Brownsville

III. FACILITY SITE REVIEW				
12.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Does the facility have any storm drains?
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	If yes, are any chemicals and/or wastes stored where they could spill into storm drains?
	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Is there any dry weather flow in the storm drain? If yes, explain:
13.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Does the facility have any floor drains? If yes, where are they and where do they discharge? Are any chemicals/oils/wastes stored in the vicinity of the floor drain?

IV. EFFLUENT/RECEIVING WATER				
1.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are there any floating solids, oil sheen, color, or foam in the effluent? If yes, explain:
2.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are there any floating solids, oil sheen, color, foam or a recognizable plume in the receiving water? If yes, explain:

V. FLOW MEASUREMENT				
What type of influent meter is used? <u>HACH SE 200 ULTRASONIC Flow Meter</u>				
Primary element reading: Instantaneous flow reading: <u>753 gpm</u> Flow from chart:				
What type of effluent meter is used? <u>HACH SC 200 ULTRASONIC Flow Meter</u>				
Primary element reading: Instantaneous flow reading: <u>648 gpm</u> Flow from chart:				
1.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are influent (if applicable) and effluent flow measuring device(s) professionally calibrated, at least once per year? If no, explain: <u>Flow meters are calibrated to manufacturers specifications onsite quarterly.</u>
2.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is the calibration of the flow measuring device(s) checked between the annual professional calibrations at least three times per year? (Recommendation only) If no, explain frequency. If yes, do facility personnel record the results of these additional tests, and are the results within 10 percent accuracy?
3.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are all effluent flow measuring devices clean and free of debris and deposits? If no, explain:
4.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are the sides of the flume(s) throat vertical and parallel? If no, explain:
5.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is the effluent weir level? If no, explain:
6.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Is there any leakage around any of the flow measuring devices? If yes, explain:

VI. SELF MONITORING

List all required monitoring done in-house:

pH, Flow, Chlorine, Temp

List all required monitoring done by outside laboratory and name of laboratory:

BOD₅, TSS, E. coli, Total Coliform, TKN, NO₂ + NO₃ -N, NH₃, Total P.

1.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Does the facility have a written laboratory QA/QC manual? If no or NA, explain: <i>Facility only does pH, Cl₂ residual, & Temp onsite. operator will draft QA/QC & SOP per DEQ inspectors instructions</i>
2.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Does the laboratory QA Manual include all the following? If no, explain:
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Organization and Responsibilities?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Sample Control and Documentation?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	SOP Procedures for Analytical Methods?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Training Requirements?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Equipment Maintenance and Calibration Procedures?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Calibration Procedure and Detection Limits Corrective Action Procedures?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Quality Control and Calculations?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Performance Audits?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Evaluating Data for Precision & Accuracy?
	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Reporting and Record Keeping?
3.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Is the QA/QC manual being used by facility personnel? If no, explain:
4.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are the influent and effluent sampling locations representative of the waste stream? If no, explain:
5.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are the correct effluent sample types (grab or composite) taken? If no, explain:
6.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are composite samples: <input checked="" type="checkbox"/> flow-proportioned or <input type="checkbox"/> time-proportioned? If not flow-proportioned, explain:
7.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are composite samples cooled to ≤6°C during the compositing period? If ice or gel packs are used, is the temperature of the final sample recorded? If no, explain:

DEQ WQ Inspection Report Checklist

Inspection Date 4-27-17

Permittee

Brownsville

VI. SELF MONITORING				
13.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are the correct analytical testing procedures used and holding times met? If no, explain:
14.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	If Colilert is used for bacterial analysis, is Quanti-Tray/2000 used? If not, are samples diluted at least 10:1?
15.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are laboratory method detection limits for all parameters tested less than the permit limits? If no, explain:
16.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Is the permittee conducting quality control standards, sample duplicates, spikes and blanks as per the QA manual? If no, explain:
17.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is the permittee calibrating and maintaining all laboratory instruments and equipment on the periodic basis specified in the QA Manual? (Annual calibrations for thermometers and balances are required; annual calibrations for all other laboratory instruments are recommended but are not required.) If no, explain: <i>All meters calibrated but NO records kept. Instructed operator to keep records of calibration.</i>
18.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are the thermometers calibrated annually using a NIST-certified thermometer or does the facility purchase new NIST-certified thermometers yearly? If no, explain: <i>Instructed operator to purchase thermometers</i>
19.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Are the reagents (including pH buffers) and standards being used expired? If no, explain: <i>All within holding times</i>
20.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is proper laboratory grade laboratory pure water available for specific analyses? If no, explain:
21.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are laboratory safety devices (eyewash and shower, fume hood, proper labeling and storage, pipette suction bulbs) available? (<i>Recommendation only</i>) If no, explain
22.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Are reagents and solvents used for the analyses properly stored? If no, explain:
23.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Does the permittee cross-check its calculations? (<i>Recommendation only; however, no cross-checking may result in misreporting which is a violation of the permit – DMRs are certified to be accurate by signature.</i>) If not, explain:
24.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Does the permittee use the correct lab formulae to calculate final results? If no, explain:

DEQ WQ Inspection Report Checklist

Inspection Date 4-27-17

Permittee Brownsville

VII. PERMIT/RECORDS/REPORTS				
1.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	Is a copy of the current permit onsite? If no, explain:
2.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	If the permit is expired or due to expire within 180 days, has a reapplication been submitted? If no, explain:
3.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	Are the records and reports maintained by the permittee for at least 3 years? If no, explain: <u>10 yrs</u>
4.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	If the facility monitors any permitted parameter more frequently than required by the permit, using approved test methods, are these additional results included in its DMR calculations? If no, explain:
5.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	Check a random DMR against analytical results reported on the facilities bench sheets. Are they consistent? If no, explain:

VIII. OPERATIONS AND MAINTENANCE

Classification of System (NA for industrial permits): Treatment II Collections II

List all operators and include classification levels. Note which operators are designated supervisors (or environmental supervisor for industrial permits):
Karl Frink T-II, C-II

1.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>	Does the permittee have a written O&M manual? If no, explain:
2.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	<input type="checkbox"/>	Staff (FTE) needed from O&M manual: _____ Number of staff (FTE): _____ Is the facility adequately staffed? If no, explain:
3.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	Does the wastewater treatment facility have an alarm system for all essential equipment? <input checked="" type="checkbox"/> Does the facility check its alarm systems? How often? <u>weekly</u> <input checked="" type="checkbox"/> When were the alarm systems last checked? <input checked="" type="checkbox"/> Are alarms sent to qualified personnel who can respond immediately?
4.	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	na <input type="checkbox"/>	Are routine and preventive maintenance (PM) scheduled performed and recorded? Type of PM tracking system: <input type="checkbox"/> electronic <input type="checkbox"/> paper <input type="checkbox"/> other: _____ Check a random equipment unit against recommendations. Has it been maintained adequately? If no, explain:
5.	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>	na <input type="checkbox"/>	Does the facility maintain written procedures for responding to emergencies such as power failures, floods, fires, and other natural disasters? If no, explain: <u>operator will write up a list of Procedures.</u>
6.	Y <input checked="" type="checkbox"/>	N <input checked="" type="checkbox"/>	na <input type="checkbox"/>	Does the facility maintain a written list of contacts for emergencies? If no, explain: <u>operator will write up list of emergency contacts</u>

DEQ WQ Inspection Report Checklist
 Inspection Date 4-27-17

Permittee Brownsville

VIII. OPERATIONS AND MAINTENANCE				
7.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is a logbook (electronic or paper) kept that documents all facility activities on a daily basis? If no, explain:
8.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Does the facility maintain an inventory of spare parts, either at the facility or close by, sufficient to keep all of its treatment units operational? If no, explain:
9.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Does the facility have standby power for all treatment units? If no, explain:
10.	<input checked="" type="checkbox"/> Y	<input type="checkbox"/> N	<input type="checkbox"/> na	Is the standby power regularly exercised under load? If no, explain:

IX. SANITARY SEWER OVERFLOWS (NA for Industrial Permits)				
1.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	Do they have a written CMOM program? How are maintenance activities tracked? Is the complete collection system cleaned and inspected on a 5 year rotation?
2.	<input type="checkbox"/> Y	<input checked="" type="checkbox"/> N	<input type="checkbox"/> na	Have any SSOs occurred since the last inspection? Are these SSOs reported within 24 hours verbally and followed up with a letter in 5 days? If no, explain:
3.	<input type="checkbox"/> Y	<input type="checkbox"/> N	<input checked="" type="checkbox"/> na	List the locations, amounts, surface water impacts, causes, and corrective actions taken for each SSO:

X. OTHER NPDES SPECIFIC REPORTS/REQUIREMENTS	
1.	
2.	
3.	N/A
4.	
5.	

XI. CLOSING CONFERENCE

Review findings and explain the next steps.

Further consideration may be needed to determine whether findings are violations.

1.	operator to write up QA/ QC ^{QC} for test performed onsite
2.	operator to write up BOP List of daily duties of operation
3.	operator to write up Emergency Response Plan & List of contacts
4.	Discussed future of Net DMR, operator has taken Webinar
5.	TRAINING online and plans on taking classroom Training when available.
6.	
7.	
8.	
9.	



Linn County Road Department

*Providing safe and efficient transportation to
citizens and visitors of Linn County.*

2017 Summer Projects Schedule of Work

WEEK 1 CHIP SEALS

Monday: <i>July 31</i>	Gap Rd.	City limits to Washington	Double Shot	0.45 mi	
	Weber Rd.	Hwy 228 to Lake Creek	Double Shot	0.99 mi	
	Malpass Rd.	Nixon to Lake Creek	Double Shot	1.00 mi	2.44 mi
Tuesday: <i>August 01</i>	Lake Creek Dr.	Peoria to Waggener Rd.	Single Shot	7.18 mi	7.18 mi
Wednesday: <i>August 02</i>	Lake Creek Dr.	Waggener Rd. to Gap Rd.	Single Shot	3.78 mi	
	Gap Rd.	City limits to Northernwood	Single Shot	4.43 mi	8.21 mi
	<i>FOG SEAL:</i>	<i>Tuesday single shots</i>			
Thursday: <i>August 03</i>	Gap Rd.	Northernwood to Dmnd. Hill	Single Shot	3.20 mi	
	Diamond Hill	Gap Rd. to Belts Dr.	Single Shot	2.61 mi	5.81 mi
	<i>FOG SEAL:</i>	<i>Wednesday single shots</i>			
Friday: <i>August 04</i>	<i>FOG SEAL:</i>	<i>Thursday single shots</i>			

WEEK 2 CHIP SEALS

Monday: <i>August 07</i>	Fayetteville Dr.	Bridge 13-188 to Hwy 99E	Single Shot	3.15 mi	
	Boston Mill Dr.	Hwy 99E to Roberts Rd.	Single Shot	1.25 mi	
	Ridge Dr.	Seven Mile Ln. to Parker	Double Shot	1.5 mi	5.9 mi
Tuesday: <i>August 08</i>	Seven Mile Ln.	I-5 to Hwy 34	Single Shot	1.88 mi	
	Tangent Dr.	Seven Mile Ln. to Hwy 34	Single Shot	2.64 mi	
	Goltra Rd.	Hwy 34 to Spicer Dr.	Single Shot	3.12 mi	7.64 mi
	<i>FOG SEAL:</i>	<i>Monday single shots</i>			
Wednesday: <i>August 09</i>	Conser Rd.	Cooper Rd. to Old Salem	Single Shot	5.49 mi	
	Conser Rd.	Old Salem Rd. to dead end	Single Shot	0.08 mi	
	Kamph Dr.	Shady Ln. to Scrael Hill Rd.	Single Shot	1.08 mi	6.65 mi
	<i>FOG SEAL:</i>	<i>Tuesday single shots</i>			
Thursday: <i>August 10</i>	Kamph Dr.	Scrael Hill Rd. to Cyrus Rd.	Single Shot	2.71 mi	(fog seal)
	Red Bridge Rd.	Spicer Dr. to the canal	Double Shot	0.27 mi	
	Red Bridge Rd.	Canal to RR tracks	Double Shot	1.08 mi	4.06 mi
	<i>FOG SEAL:</i>	<i>Wednesday single shots</i>			
Friday: <i>August 11</i>	<i>FOG SEAL:</i>	<i>Thursday single shots</i>			



Linn County Road Department

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2017 Summer Projects Schedule of Work

WEEK 3 CHIP SEALS

Monday: <i>August 14</i>	Lochner Rd. Red Bridge Rd.	City Limits to Ellingson RR tracks to Hwy 20	Double Shot Double Shot	0.93 mi 1.82 mi	0.93 mi
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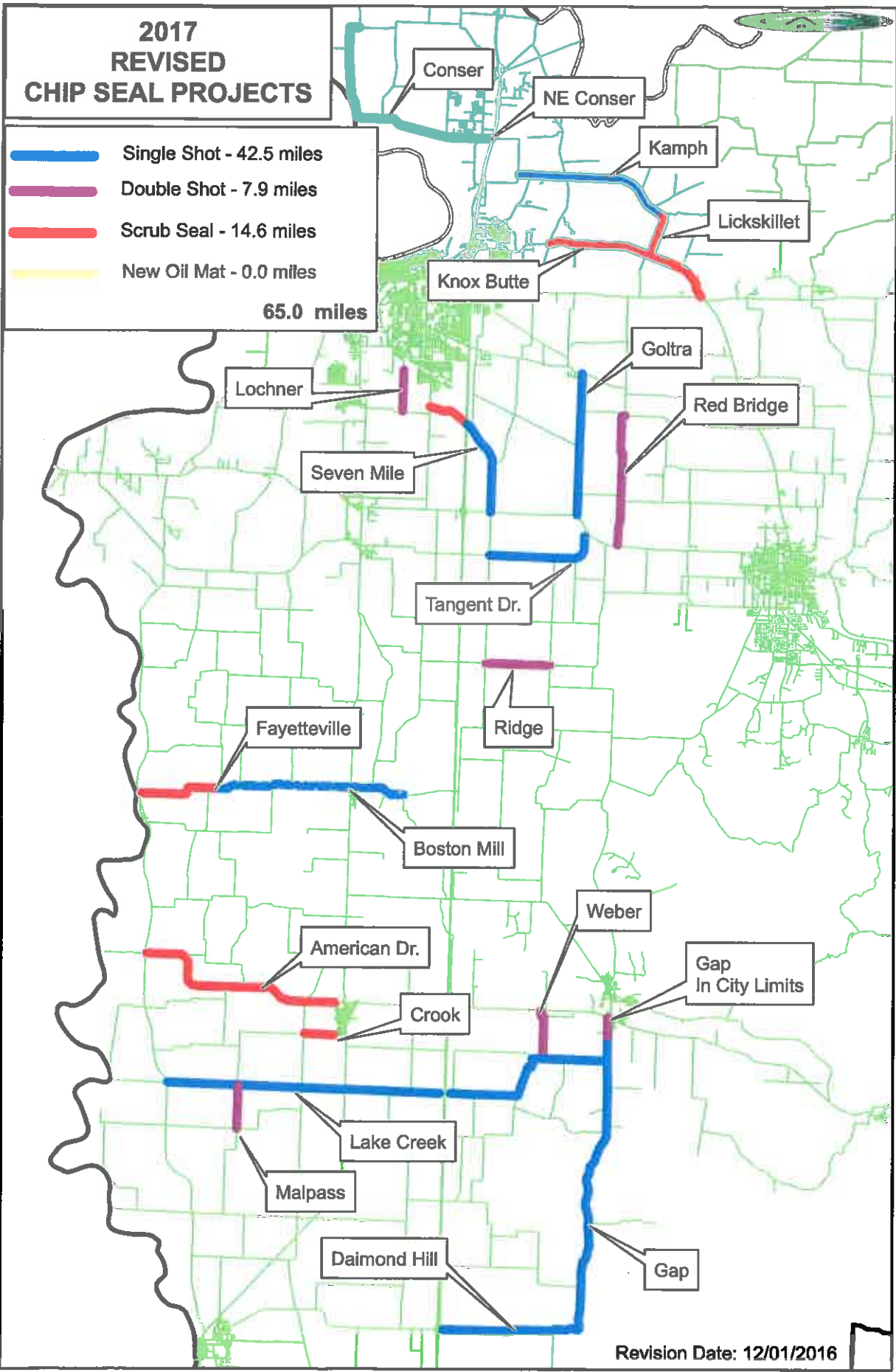
SCRUB SEALS

Tuesday: <i>August 15</i>	Licksillet Rd. Knox Butte	Knox Butte to Cyrus Scravel Hill Rd. to Hwy 226	Scrub Seal Scrub Seal	0.93 mi 4.09 mi	5.02 mi
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Wednesday: <i>August 16</i>	Seven Mile Ln. Fayetteville Dr. Crook Dr. <i>FOG SEAL:</i>	I-5 to Columbus Rd. Peoria Rd. to Peckinpaugh Hwy 99E to Powerline Rd. <i>Tuesday scrub seals</i>	Scrub Seal Scrub Seal Scrub Seal	1.32 mi 1.96 mi 0.97 mi	4.25 mi
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Thursday: <i>August 17</i>	American Dr. <i>FOG SEAL:</i>	Hwy 99E to Peoria Rd. <i>Wednesday scrub seals</i>	Scrub Seal	5.30 mi	5.30 mi
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Friday: <i>August 18</i>	<i>FOG SEAL:</i>	<i>Thursday scrub seals</i>			
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League of Oregon Cities Bulletin Honorable Mentions

House Passes Municipal Water Supply Bill

On a vote of 35-23, the House passed HB 2099-A on Tuesday and sent it to the Senate for likely consideration by the Senate Environment and Natural Resources Committee, chaired by Senator Michael Dembrow (D-Portland). The bill was introduced at the request of the League and the Special Districts Association of Oregon as a legislative fix to a 2013 Oregon Court of Appeals decision in which fish persistence conditions, which were adopted in statute in 2005, were applied retroactively to municipal water permits that were issued prior to 1998. Without a legislative fix, the impact of the court's decision would be a retroactive reduction of existing water supply for 10-15 communities.

HB 2099-A clarifies that any water used up until December 11, 2013 (the date of the court's decision) would not be subject to fish persistence conditions. Prior to the court's decision, the conditions were applied to permits on a prospective basis, which provided needed certainty for communities to invest in infrastructure and accommodate growth. The bill also requires that impacted communities participate in a meeting with the Oregon Department of Fish and Wildlife within one year of receiving an extension on their permit. The purpose of the meeting would be to receive data on potential impacts that the municipal permit might have on fish, and to develop voluntary strategies to minimize or avoid those impacts.

Finally, a specific provision in the bill would address an infrastructure project in Hood River by indicating that the capacity of the project would be acknowledged as water developed for determining the application of fish persistence conditions under the city's permits. The provisions of HB 2099-A would have no impact on existing requirements calling for these communities to adopt a water management and conservation plan if they have not already done so.

Contact: Tracy Rutten, Intergovernmental Relations Associate – trutten@orcities.org

Marijuana Bill Expands Civil Enforcement Options

The Joint Marijuana Regulation Committee, co-chaired by Senator Ginny Burdick (D-Portland) and Representative Ann Lininger (D-Lake Oswego), has approved legislation that would discourage property owners from engaging in, or allowing others to engage in, illegal marijuana activities. SB 1057 allows district attorneys to pursue liens on a property when an owner knowingly sells, produces or processes marijuana or marijuana products in a manner contrary to state law or local ordinance. The legislation basically applies to marijuana, there is a similar provision in existing law relative to unlawful liquor productions and sales. Other portions of the lengthy bill expand both OLCC agent authority and seed-to-sale tracking for medical growers wishing to sell in the recreational market.

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



Medford Held Not Liable in Building Codes Lawsuit

In a decision issued in *Farnworth v. Rossetto* on Wednesday, the Oregon Court of Appeals determined that the city of Medford had no duty to conduct inspections for compliance with statewide building codes, or a duty to specifically check for the presence of a weather barrier.

In Oregon, the state promulgates a statewide building code. A municipality may assume responsibility for the administration and enforcement of a building inspection program to determine compliance with the state's building code. Medford has a building inspection program that is based on the standards established in the state's building code, and issues certificates of occupancy after inspecting and determining that new buildings are compliant with those standards.

The plaintiffs in this case hired a builder to construct their home in 2004, and the city issued a certificate of occupancy after conducting a building inspection. In 2014, the plaintiffs discovered that their home had been damaged by water due to the absence of a weather barrier. Because the statewide building code requires weather barriers, the plaintiffs sued the city and alleged it was negligent in issuing the certificate of occupancy, as the building lacked the state-required weather barrier.

The court explained that while municipalities often have a duty to the public based on a statutory requirement to carry out a certain function, no such duty applies in the case of inspections for compliance with the state's building code. In other words, since the state does not require cities to inspect buildings for compliance with the state's building code, a city cannot be held negligent if it voluntarily inspects and permits a building that does not meet the state's requirement.

As an example, the court cited a case in which the city of Eugene was liable for issuing a permit to a taxi driver even though the driver did not have the requisite insurance coverage (see *Brennen v. City of Eugene*, 285 Or 401 (1979)). In that case, the city had a statutorily-imposed duty to make sure that each taxi driver carried an adequate insurance policy. Thus, issuing the permit to a driver with inadequate insurance constituted a breach of that duty, and the city was liable for negligence when a passenger was injured.

Contact: Phillip Thoennes, Assistant General Counsel – pthoennes@orcities.org

S. Scott McDowell

From: SHERONDA ALLEN <sallen@linnsheiff.org>
Sent: Monday, May 01, 2017 11:28 AM
To: Brownsville - Scott; Harrisburg - Brian; Harrisburg - Michele; Mill City - Stacie; Scio - Ginger; Scio - Sheila; 'timeseditor@centurytell.net'
Cc: GREG KLEIN; MICAH SMITH
Subject: Drug Take Back Event

Thank you all for allowing us to participate in your cities and use your buildings/parking lots. We had wonderful weather and a pretty good turn out in each city. We took in 78 pounds of drugs/medications from the public on Saturday.

We had great feedback from people saying they were thankful for this even and never knew where to turn these items. We even had one lady bring in multiple medications that she said was dated back to 1937. The bottles were pretty neat looking.

I informed all people dropping off that the DEA and local law enforcement agencies hold this even twice a year (April and October) and that Linn County Sheriff's Office has a drug drop-off box in the lobby that is available 365 days a year & 24 hours a day.

Thank you,

Sheronda Allen
Service Aide - Property/Evidence
Linn County Sheriff's Office
Desk: (541) 917-6653
sallen@linnsheiff.org



Brownsville, OR

Linn County, 97327

What is Livability?

Livable communities have diverse features that satisfy the needs of people of all ages, incomes and abilities. Learn more about AARP's Livability Index at www.aarp.org/livabilityindex.

Above Average
67 - 100+



This community does not score above average in any of the seven Livability categories.

Average
34 - 66



- 60**  **ENVIRONMENT**
CLEAN AIR AND WATER
- 54**  **OPPORTUNITY**
INCLUSION AND POSSIBILITIES
- 52**  **ENGAGEMENT**
CIVIC AND SOCIAL INVOLVEMENT
- 51**  **NEIGHBORHOOD**
ACCESS TO LIFE, WORK, AND PLAY
- 41**  **HOUSING**
AFFORDABILITY AND ACCESS
- 40**  **HEALTH**
PREVENTION, ACCESS, AND QUALITY
- 39**  **TRANSPORTATION**
SAFE AND CONVENIENT OPTIONS

Below Average
0 - 33








This community does not score below average in any of the seven Livability categories.

Learn how you can make your community more livable and raise your score, visit www.aarp.org/livabilityindex.
For policy research and analysis on livable communities, visit www.aarp.org/livablepolicy.
For general resources on livable communities, including AARP's Network of Age-Friendly Communities, visit



They say home is where the heart is—and the same holds true for the Livability Index. Housing is a central component of livability. Deciding where to live influences many of the topics the Index covers. We spend more time in our homes than anywhere else, so housing costs, choices, and accessibility are critical. Great communities provide housing opportunities for people of all ages, incomes, and abilities, allowing everyone to live in a quality neighborhood regardless of their circumstances.

Attribute Measure		Median US Neighborhood	Value
 Housing accessibility Basic passage	Percentage of housing units with extra-wide doors or hallways, floors with no steps between rooms, and an entry-level bedroom and bathroom: measured at the metro area scale, higher values are better.	2.6%	2.6%
 Housing options Availability of multi-family housing	Percentage of housing units that are not single-family, detached homes: measured at the neighborhood scale, higher values are better.	18.8%	3.3%
 Housing affordability Housing costs	Monthly housing costs: measured at the neighborhood scale, lower values are better. Monthly costs are capped at \$4,000.	\$999	\$1,050
 Housing affordability Housing cost burden	Percentage of income devoted to monthly housing costs: measured at the neighborhood scale, lower values are better.	18.4%	21.8%
 Housing affordability Availability of subsidized housing	Number of subsidized housing units per 10,000 people in a county: measured at the county scale, higher values are better.	124	71

Policies

Housing accessibility State and local inclusive design laws	No Policy	<input type="radio"/>
Housing affordability State and local housing trust funds	No Policy	<input type="radio"/>
Housing options State manufactured housing protections	No Policy	<input type="radio"/>
Housing affordability State foreclosure prevention and protection	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>



What makes a neighborhood truly livable? Two important qualities are access and convenience. Compact neighborhoods make it easier for residents to reach the things they need most, from jobs to grocery stores to libraries. Nearby parks and places to buy healthy food help people make smart choices, and diverse, walkable neighborhoods with shops, restaurants, and movie theatres make local life interesting. Additionally, neighborhoods served by good access to more distant destinations via transit or automobile help residents connect to jobs, health care, and services throughout the greater community.

Attribute Measure		Median US Neighborhood	Value
Proximity to destinations Access to grocery stores and farmers' markets	Number of grocery stores and farmers' markets within a half-mile: measured at the neighborhood scale, higher values are better.	0.0	1.9
Proximity to destinations Access to parks	Number of parks within a half-mile: measured at the neighborhood scale, higher values are better.	0.0	0.0
Proximity to destinations Access to libraries	Number of libraries located within a half-mile: measured at the neighborhood scale, higher values are better.	0.0	1.0
Proximity to destinations Access to jobs by transit	Number of jobs accessible within a 45-minute transit commute: measured at the neighborhood scale, higher values are better.	0	0
Proximity to destinations Access to jobs by auto	Number of jobs accessible within a 45-minute automobile commute: measured at the neighborhood scale, higher values are better.	55,312	11,319
Mixed-use neighborhoods Diversity of destinations	Mix of jobs within a mile: measured at the neighborhood scale, higher values are better.	0.81	0.92
Compact neighborhoods Activity density	Combined number of jobs and people per square mile: measured at the neighborhood scale, higher values are better.	3,567	145
Personal safety Crime rate	Combined violent and property crimes per 10,000 people: measured at the county scale, lower values are better.	304	294
Neighborhood quality Vacancy rate	Percentage of vacant housing units: measured at the neighborhood scale, lower values are better.	8.8%	8.1%

Policies

Mixed-use neighborhoods State and local TOD programs	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>

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TRANSPORTATION
 SAFE AND CONVENIENT OPTIONS

How easily and safely we're able to get from one place to another has a major effect on our quality of life. Livable communities provide their residents with transportation options that connect people to social activities, economic opportunities, and medical care, and offer convenient, healthy, accessible, and low-cost alternatives to driving.





Attribute Measure		Median US Neighborhood	Value
Convenient transportation options Frequency of local transit service	Total number of buses and trains per hour in both directions for all stops within a quarter-mile: measured at the neighborhood scale, higher values are better.	0	0
Convenient transportation options Walk trips	Estimated walk trips per household per day: measured at the neighborhood scale, higher values are better.	0.73	0.67
Convenient transportation options Congestion	Estimated total hours that the average commuter spends in traffic each year: measured at the metro area scale, lower values are better.	17.4	0.0
Transportation costs Household transportation costs	Estimated household transportation costs: measured at the neighborhood scale, lower values are better.	\$10,791	\$13,440
Safe streets Speed limits	Average speed limit (MPH) on streets and highways: measured at the neighborhood scale, lower values are better.	28.0	26.9
Safe streets Crash rate	Annual average number of fatal crashes per 100,000 people: measured at the neighborhood scale, lower values are better.	7.6	33.2
Accessible system design ADA-accessible stations and vehicles	Percentage of transit stations and vehicles that are ADA-accessible: measured at the metro area scale, higher values are better.	81.7%	82.6%

Policies

Safe streets State and local Complete Streets policies	No Policy	<input type="radio"/>
Convenient transportation options State human services transportation coordination	No Policy	<input type="radio"/>
Convenient transportation options State volunteer driver policies	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>



Good communities maintain a clean environment for their residents. Great communities enact policies to improve and protect the environment for generations to come. The Livability Index looks at air and water quality. It measures communities' actions to create resilience plans to prepare for emergencies and natural disasters, and it awards points to states that have policies promoting energy efficiency and that protect consumers from having their utilities cut off during extreme weather events.

Attribute Measure		Median US Neighborhood	Value
 Water quality Drinking water quality	Percentage of the population getting water from public water systems with at least one health-based violation during the past year: measured at the county scale, lower values are better.	0.50%	1.87%
 Air quality Regional air quality	Number of days per year when regional air quality is unhealthy for sensitive populations: measured at the county scale, lower values are better.	8.0	2.0
 Air quality Near-roadway pollution	Percentage of the population living within 200 meters of a high-traffic road where more than 25,000 vehicles pass per day: measured at the neighborhood scale, lower values are better.	0.00%	0.03%
 Air quality Local industrial pollution	Toxicity of airborne chemicals released from nearby industrial facilities: measured at the neighborhood scale from 0 to 311,000, lower values are better.	0.00	0.00

Policies

Resilience State utility disconnection policies	No Policy	<input type="radio"/>
Resilience Local hazard mitigation plans	No Policy	<input type="radio"/>
Energy efficiency State energy efficiency scorecard	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>



Community conditions influence health behaviors. Healthy communities have comprehensive smoke-free air laws, offer easy access to exercise opportunities, and have high-quality health care available. Because health is so deeply related to quality of life, many other categories of livability in this Index include metrics related to health. For example, access to healthy foods, jobs and education, number of walk trips, lower speed limits, social engagement measures, and air and water pollution are all related to health. Where you live matters.

Attribute Measure		Median US Neighborhood	Value
Healthy behaviors Smoking prevalence	Estimated smoking rate: measured at the county scale, lower values are better.	20.3%	23.1%
Healthy behaviors Obesity prevalence	Estimated obesity rate: measured at the county scale, lower values are better.	27.8%	31.3%
Healthy behaviors Access to exercise opportunities	Percentage of people who live within a half-mile of parks and within 1 mile of recreational facilities (3 miles for rural areas): measured at the county scale, higher values are better.	83.2%	70.3%
Access to health care Health care professional shortage areas	Severity of clinician shortage: measured at the health professional shortage area scale from 0 to 25, lower values are better. Read more about Health .	0	10
Quality of health care Preventable hospitalization rate	Number of hospital admissions for conditions that could be effectively treated through outpatient care per 1,000 patients: measured at the hospital service area scale, lower values are better.	62.1	56.1
Quality of health care Patient satisfaction	Percentage of patients who give area hospitals a rating of 9 or 10, with 10 indicating the highest level of satisfaction: measured at the hospital service area scale, higher values are better.	67.3%	61.0%

Policies

Healthy behaviors State and local smoke-free laws	No Policy	<input type="checkbox"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="checkbox"/>



A livable community fosters interaction among residents. From social engagement to civic action to Internet access, residents' individual opportunities to connect and feel welcomed help lessen social isolation and strengthen the greater community. The Index explores and examines the different ways in which residents engage with and support their communities, and how they impact livability as a whole.





Attribute Measure		Median US Neighborhood	Value
Internet access Broadband cost and speed	Percentage of residents who have access to three or more wireline Internet service providers, and two or more providers that offer advertised maximum download speeds of 50 megabits per second: measured at the neighborhood scale, higher values are better.	0.0%	0.0%
Civic engagement Opportunity for civic involvement	Number of civic, social, religious, political, and business organizations per 10,000 people: measured at the county scale, higher values are better.	7.3	9.9
Civic engagement Voting rate	Percentage of people ages 18 years or older who voted in the last presidential election: measured at the county scale, higher values are better. Voting rates are bounded at 30% and 85%.	55.6%	59.0%
Social engagement Social involvement index	Extent to which residents eat dinner with household members, see or hear from friends and family, talk with neighbors, and do favors for neighbors: measured at the metro area scale from 0 to 2, higher values are better.	0.98	0.96
Social engagement Cultural, arts, and entertainment institutions	Number of performing arts companies, museums, concert venues, sports stadiums, and movie theaters per 10,000 people: measured at the county scale, higher values are better.	0.6	0.7

Policies

Internet Access State barriers to community broadband	No Policy	<input type="radio"/>
Civic engagement Early, absentee, or mail-in state voting laws	No Policy	<input type="radio"/>
Equal rights Local human rights commissions	No Policy	<input type="radio"/>
Equal rights Local LGBT anti-discrimination laws	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>



America was built on opportunity—and our nation’s many thriving communities are no different. The degree to which a community embraces diversity and offers opportunities to residents of all ages and backgrounds is important to overall livability. Backed by a strong regional economy and fiscally healthy local governments, welcoming communities provide residents an equal chance to earn a living wage and improve their well-being, from jobs to education.

Attribute Measure		Median US Neighborhood	Value
 Equal opportunity Income inequality	Gini coefficient (the gap between rich and poor): measured at the county scale from 0 to 1, lower values are better.	0.46	0.40
 Economic opportunity Jobs per worker	Number of jobs per person in the workforce: measured at the metro area scale, higher values are better. Jobs are capped at 1.0 job per person.	0.75	0.64
 Education High school graduation rate	Adjusted 4-year high school cohort graduation rate: measured at the school district scale, higher values are better.	81.3%	74.1%
 Multi-generational communities Age diversity	Age-group diversity of local population compared to the national population: measured at the neighborhood scale from 0 to 1, higher values are better.	0.87	0.87

Policies

Local fiscal health Local government creditworthiness	No Policy	<input type="radio"/>
Economic opportunity State minimum wage increase	No Policy	<input type="radio"/>
Equal opportunity State expansion of the Family and Medical Leave Act	No Policy	<input type="radio"/>
Commitment to livability State and local plans to create age-friendly communities	No Policy	<input type="radio"/>

MONTH END RECAP

		APRIL 2017		YTD	%	Unexpended
	REVENUE	EXPENDITURES				
1	GENERAL	\$ 18,052.81	\$ 44,968.95	\$ 589,189.21	50.42%	\$ 579,335.79
2	WATER	\$ 24,397.76	\$ 25,242.44	\$ 239,509.04	38.68%	\$ 379,740.96
3	SEWER	\$ 27,087.18	\$ 16,009.06	\$ 187,890.11	38.59%	\$ 299,034.89
4	STREETS	\$ 12,974.78	\$ 12,301.77	\$ 126,918.52	33.09%	\$ 256,681.48
5	WATER BOND	\$ 75.93	\$ -	\$ -	0.00%	\$ 85,003.00
6	SEWER BOND	\$ 626.53	\$ -	\$ 354,192.89	94.16%	\$ 21,982.11
7	SEWER DEBT FEE	\$ 10,482.26	\$ -	\$ 109,718.32	87.77%	
8	BUILDING & EQUIPMENT	\$ 404.98	\$ -	\$ -	0.00%	\$ 665,500.00
9	WATER RESERVE	\$ 1.27	\$ -	\$ -	0.00%	\$ 78,229.00
10	HOUSING REHAB	\$ 222.73	\$ -	\$ -	0.00%	\$ 199,875.00
11	WATER SDC	\$ 75.27	\$ -	\$ -	0.00%	\$ 74,145.00
12	SEWER SDC	\$ 298.62	\$ -	\$ -	0.00%	\$ 273,965.00
13	STORMWATER SDC	\$ 56.57	\$ -	\$ -	0.00%	\$ 53,126.00
14	BIKEWAY/PATHS	\$ 112.53	\$ -	\$ -	0.00%	\$ 38,398.00
15	LIBRARY TRUST	\$ 6.63	\$ -	\$ -	0.00%	\$ 5,931.00
16	CEMETERY	\$ 575.64	\$ -	\$ -	0.00%	\$ 68,025.00
17	TRANSIENT ROOM TX	\$ 86.94	\$ -	\$ 3,610.00	82.05%	\$ 790.00
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,972.00
20	COMMUNITY PROJECTS	\$ 212.49	\$ 1,750.00	\$ 13,547.50	8.66%	\$ 142,952.50
		\$ 95,750.92	\$ 100,272.22	\$ 1,514,857.27		

Key Bank Account
 General Checking \$ 84,229.32 2016-2017 YTD Appropriated \$ 4,747,544.00 % of Total 31.91%

Oregon State Treasury
 Community Improvements \$ 4,324,676.91 DEBT Payments Water \$ 54,928.00 Wastewater \$ 397,654.00 Totals

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