



CITY OF BROWNSVILLE

Council Meeting

Tuesday – September 22nd, 2015

Regular Session 7:00 p.m.

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September						
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Phases of the moon: 5:☉ 13:☉ 21:☉ 27:☉
Holidays and Observances: 7: Labor Day

October						
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Phases of the moon: 4:☉ 12:☉ 20:☉ 27:☉
Holidays and Observances: 12: Columbus Day (Most regions), 31: Halloween

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Phases of the moon: 3:☉ 11:☉ 19:☉ 25:☉
Holidays and Observances: 11: Veterans Day, 26: Thanksgiving Day



CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, September 22nd, 2015

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA (*Below are possible additions*)
 - A. 6) **Dan Holt** – Templeton Fence Concern
 - B. 9) **Resolution 2015.23**: Adding right-of-way on North Avenue
 - C. 9) **Resolution 2015.24**: Authorize ICMA-RC Amendment
 - D. 10) **Action Items**: Cyber Policy
- 5) MINUTES: July 28th, 2015
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Darrel Tedisch – Emergency Preparedness
 - B. Mr. & Mrs. Housley – Neighborhood Nuisances
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

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



9) LEGISLATIVE:

- A. **Resolution 2015.22:** Legal & Engineering Fees
- B. **Ordinance 754:** Discharge of Weapons (*Second Reading*)
- C. Arbor Day Proclamation

10) ACTION ITEMS:

- A. Adopt of Criminal Justice Information Services (CJIS) Policy
- B. Authorize Surplus Sale
- C. Dead End for Washington Street
- D. Planning Commission Recommendation – Fence Encroachments
- E. Park Board Recommendation – Remington Park Options
- F. Melero Lease Agreement

11) DISCUSSION ITEMS:

- A. Elected & Appointed Officials Availability
- B. Code Interpretation Disputes & Associated Legal Fees
- C. July & August 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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July 28th, 2015

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

PUBLIC: Linda McCormick, Norman Simms, Rick Dominguez, Robert Johnson, Sal and Leda Sepulveda (The Times), Lt. Michele Duncan & Sgt. Greg Klein (LCSO), Bob Babcock, Kaye Fox, June Schlosser, Rob & Caryn Shepherd, Dot Marsh, Chenowith Robertson, Kim Clayton, Joni Nelson, John Morrison, John Cavill, Karl & Deborah Jones, Gary & Mari Vanderstelt, Allen Buzzard, Shih-Lih Shen, and Doug Block.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Additions to the agenda include Mrs. Linda McCormick under Public Hearings and a Garden Club MOU under Action Items.

MINUTES: Councilor Cole made a motion to approve the June 23rd, 2015 meeting minutes as presented. Councilor Chambers seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

Stand By Me Celebration – SBM Chairman Linda McCormick was present and reviewed SBM events for Council. She reported that she was very pleased with the overall outcome of the event, with over 200 people attending. She reported that the Green Cross building next door was open, holding one of their free marijuana giveaways. The Green Cross folks were instructing the people coming in to their facility to go next door to the American Legion and sign the SBM guest book and take a picture of their signature. This picture would then be posted on the Green Cross Facebook page; it was held as a sort of contest. The picture takers were also capturing sign in information (names and addresses) meant to be private for the SBM organizers. American Legion Commander Rick Dominguez stepped in and asked folks to stop and desist, and to vacate the premises. He accidentally touched the cell phone of one lady, and she is accusing him of assault. She has lodged a complaint with the American Legion organization, and Mr. Dominguez is now under investigation. Commander Dominguez spoke in his defense to clarify the situation. He, the Brownsville American Legion Post, and SBM organizers are very distressed with this treatment by their Green Cross neighbors and patrons, and are seeking legal counsel in regards to their guest book, etc.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** Lieutenant Michele Duncan and Sergeant Greg Klein were present. Lt. Duncan addressed the SBM and American Legion folks stating that simply taking pictures is not a crime, but if Green Cross is profiting from the activity, perhaps something could be done. LCSO will continue to show a force on Thursdays for the foreseeable future. (Mr. McDowell remarked that it has been suggested that the free giveaway day may change as well.) Sgt. Klein stated that they had to uphold the law, but beyond that, they would prosecute. He then reported that in June LCSO spent 211.5 hours in Brownsville including 14.75 traffic hours, 12 citations 3 warnings, 3 MVA's, and 8 adult arrests. They continue to work



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on the dog situation on Oak and Coshow Streets. Mr. Claasen will be following up with Officer Putney, Dog Control. Sgt Klein has been in contact with the District Attorney's office in regards to an educational training for the Council. Mr. McDowell asked that Council email him dates that were available for them and he will schedule the training accordingly. Lt. Duncan again stated that the LCSO is very committed to maintaining Brownsville as a safe community at all times. McDowell reminded Council that with the new laws that have been passed, there is a certain amount of marijuana can be freely exchanged between consenting adults. With that said, it is the intention of Council that no one is allowed to smoke marijuana publicly on the streets, they would also like the parking laws enforced, etc. Mayor Ware commented that their presence has been noted by a lot of the local constituents, and it is much appreciated.

2. **Public Works.** Mr. Frink reported that Public Works has had 5 water leaks this month. They have also repaired the pressure reducing valves, and all of the paving has been done as of June 30th. There is more paving to be done, and the City will get to it as the budget allows. The Park hosts have been doing a good job, as well as the seasonal help. There has been some tree activity in the park this month. A large cottonwood tree split and was leaning precariously over the river. Staff cordoned off the area and called in Buena Vista Arbor Care for an emergency tree fall. The tree was taken down, and still remains in the river. It will be removed by the end of the summer; Staff is waiting on a few more quotes and options. There are also 5-6 high hazard trees in the park that will be removed this year, and then Staff will begin the reforest part of the project. Mr. Frink would like to publicly thank Neal and Sue Karo for watering the Blakely Park and also Irene Corbett for watering at the Library Park. Councilor Cole inquired about the outcome of the USDA Rural Development inspection held recently. Mr. Frink assured Council that the City passed with flying colors. Drought conditions were mentioned, but Mr. Frink assured Council that the City is fine at this time, but Public Works will be keeping a close eye on the situation.
3. **Administrator's Report.** – Mr. McDowell placed miscellaneous items on Council's desk tonight including the Organizational Prospectus and Council Goals. There are group notes on the areas that the City is responsible for. Mr. McDowell updates the project outlook once or twice a year. This information is very important for Council as it speaks directly to the projects that the City will be working on during the budget year. McDowell would like to thank Linn County Road Department for their work on the traffic study for the upcoming WCMF. They will be conducting traffic counts during normal operations and during the WCMF weekend. Ford Family Foundation will be conducting another leadership seminar in our area. City Staff has signed up to participate in the program. It will include some weekend time commitment. Mr. Frink will be headed to Salt Lake City for supervisory training this fall. It should be a great training opportunity for him. The Cascade West Council of Governments State of the Union address will be held at their mid-September session. Mr. McDowell asked that anyone that wants to go to let him know by August 1st. McDowell continues to work on the economic development movement with Mayor Ware, Mayor Paula Aziz and City Administrator Gary Marks of Lebanon, Mayor Gurley and Craig Martin of Sweet Home. They are having discussions about education and what outcomes they are driving towards in our local area. There have been confirmed cougar sightings in town on three different occasions. The situation will continue to be monitored. On Oak Street there is a property that continues to drain into the public street. After conferring with the City Attorney, the City sent a letter to the property owner informing them that the City would be extending the drainage pipe to the property and urging them



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to finish the project. Mr. McDowell publicly thanked Public Works and Ms. Liz Coleman for helping to organize the 4th of July event. The Pioneer Picnic event went fairly well; key return can be improved on for next year. A memorial for Bob Waibel was one of the featured events this year. Mr. McDowell informed Council that there would be a pre-construction meeting on Friday July 31st, in Council chambers. The annual audit will begin August 3rd, and the auditors will be in house most of the week. On the Emergency Preparedness front, Staff is having a difficult time getting folks to commit. The bottom line is the City has an ordinance; however we will need help from community partners such as the school and the local fire departments to accomplish this goal. There was a good committee put together a few years ago, but it dissolved due to one person on the committee. Staff is not abandoning this project; we are just having a difficult time getting around on this issue. Councilor Cole asked if representatives from Pacific Power and Northwest Natural Gas are involved? McDowell replied yes, but not at our level. They are active at the County level, and we have access to all that information. Councilor Cole inquired about the bell at the front of City Hall. Mr. Frink stated that it would be reinstalled soon.

4. Library Report. No comments.
5. Court Report. No comments.
6. Council Comments. No comments.
7. Citizen Comments. Allen Buzzard, 220 School Avenue, stated that he is a member of the American Legion, and he couldn't be more pleased with the dignified service Commander Rick Dominguez exhibits at the Legion. Mr. Buzzard also informed Council that he has a name for the subdivision he resides in, North Quarry Neighbors. He said they have formed a consortium, not an association, of the four separate subdivisions up there. He said that there has been some preliminary interest in further developing Remington Park, and asks that Council hold off on any decision on the Park before they bring a proposal to Council. They also intend to finish the sign at the front entrance of the development. John Morrison extended a thank you to Linda McCormick for her work on the *Stand By Me* event. He says it seems to be a troublesome time with neighbors lately. Hopefully we can get back to the place where everyone is getting along again. All of the Chamber events are staffed by volunteers, and small communities work best when people are getting along. Kaye Fox, 203 Kirk, stated that during a family event she had family members suffer severe allergy attacks due to the tall weeds on the property next door. She is asking that Council make it more important to get a hold of this program. Her opinion on the Spay and Neuter Program is that it should not be funded with the City's treasury. This pet project could be funded by special groups, and not run through the City at all.

LEGISLATIVE:

1. R 2015.20 Assign Loans to LCHRP. Councilor Cole made a motion to approve R 2015.20 assigning loans to LCHRP. Councilor Shepherd seconded the motion, and it passed unanimously.
2. R 2015.21: Secretary of State – Audits Division. Mr. McDowell explained the resolution for Council. He stated that in our FYE 2014 audit report sent to the State there were comments stating that the City was in non-compliance with several



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items. Three out of the four exceptions were issues that need to be resolved by the auditors during the actual audit process. Our auditor this year was a different member from their firm, and so may not have fully understood all of the processes undertaken by the City. We are hopeful that the City will not have these exceptions next year due to conversations we will be having with our auditor this year. The fourth exception dealt with appropriated and unappropriated balances in the Resolution sent to Linn County. Linn County did not agree with the way the resolution was written, and asked for it to be written differently, and the City complied as they are the folks who actually levy City funds. Budget law is actually written two different ways, and we have shared our consternation with our auditor and with the State. *Councilor Cole made a motion to approve R 2015.21 as presented. Councilor Gerber seconded the motion, and it passed unanimously.*

3. O 754: Discharge of Weapons (First Reading). Mr. McDowell presented two options for Council, Model A or B. Model A allows weapons discharge on lots of sufficient size; Model B basically only allows shooting at any shooting or target range maintained or provided by the City of Brownsville, any public or private school or the Brownsville Christian Church. *Councilor Cole made a motion to read Model A by title only. Councilor Gerber seconded the motion.* Discussion ensued. Mayor Don Ware is in favor of Model B stating that he doesn't think that Staff needs to be taking time to work through the permitting process, paperwork, etc. that Model A will require. He stated that if Council passed Model A, the current time consuming process would continue. Councilor Cole is in favor of Model A, and stated that with explicit criteria, Staff time should be minimal. Mr. McDowell commented that if Council did not like either Model, ideas from Council would be welcome. Councilor Cole maintains that if Council put in very clear features, she thinks it would reduce time for Staff. Councilor Neddeau asked the question of what law have we passed that someone doesn't complain about? It's not possible to please everyone; there will be people that will complain, regardless of the laws that Council passes. Councilor Shepherd agrees with Mayor Don Ware and stated that he thought the Christian Church is agreeable to letting people use their range. *A roll call vote was called for. All those in favor of Model A: Councilor Cole, Councilor Neddeau, Councilor Gerber. Those opposed: Councilor Chambers, Councilor Shepherd, Councilor Van Sandt, and Mayor Don Ware. Motion failed.*

Councilor Van Sandt made a motion to read Model B by title only. Councilor Chambers seconded the motion, and a roll call vote was called for. All those opposed: Councilor Cole, Councilor Neddeau, and Councilor Gerber. All those in favor: Councilor Chambers, Councilor Shepherd, Councilor Van Sandt, and Mayor Don Ware. Motion passed.

4. O 756: Prohibiting Recreational Sales by Medical Marijuana Dispensaries (Emergency). *Councilor Cole made a motion to read by title only. Councilor Gerber seconded the motion, and it passed unanimously.* Discussion was called for. Mr. McDowell stated that since Council is in recess next month, this ordinance will need to be passed as an emergency. This law, if approved on an emergency basis, will take effect immediately, and will stay on the books until repealed. If we don't pass this law now before the State may pass a law that would require us to



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allow dispensaries, we would not be able to pass this law later. *Councilor Gerber made a motion to approve O 756 as presented. Councilor Cole seconded the motion and it passed unanimously.* Councilor Chambers asked if this ordinance forbids marijuana dispensaries from selling recreational marijuana. Mr. McDowell answered in the affirmative.

5. O 757: Prohibiting the Establishment of Marijuana Facilities in the City of Brownsville (Emergency). *Councilor Gerber made a motion to read by title only. Councilor Van Sandt seconded the motion, and it passed unanimously.* Discussion was called for. Mr. McDowell stated that this ordinance will be filed with the Secretary of State Oregon Health Authority, and once on file, they will not issue any licenses for marijuana facilities in Brownsville. The City will then have an official vote in November 2016. Keep in mind the City will not receive any State Revenue Sharing for marijuana sales. Also good to remember is this ordinance is for sales, not giveaways. *Councilor Gerber made a motion to approve O 757. Councilor Van Sandt seconded the motion, and it passed unanimously.* Discussion was called for. Councilor Shepherd stated that he has had a lot of people asking him why we would be voting again. The first vote was an advisory vote only; simply for Council information. Council desired a vote of the people on what they would like in their town relating to marijuana so that they could act accordingly.

ACTION ITEMS:

1. Spay/Neuter Voucher Program. Councilor Chambers spoke about this issue. She stated that the City had recently spent over \$2,800 for one neighborhood cat problem alone. \$2,500 for this program would be an effort to prevent this in the future, and thinks that this would be money well spent. Councilor Chambers sees cats all over town and these are decimating the wildlife population. Cats can have litters at 4 months old, and it is really sad to see these animals just thrown out there. Councilor Cole is concerned about the health issue for neighborhoods. Councilor Van Sandt wondered how many people would take advantage of this program? Councilor Cole suggested trying this for a year and calling it an experiment? Councilor Shepherd asked if this program would be income dependent? Councilor Chambers responded that it would not. Councilor Shepherd said it might be easier to sell the idea if it was. Mr. McDowell weighed in stating that as a Staff this program is a stretch at best for a town our size. Water rates have just gone up in July (3%), and Staff will be getting railed for a program like this when folks have a hard time paying their water bills. If Council goes ahead with this idea, he would strongly suggest some criteria for the program. One idea would be to “dial in” some ideas to bring back to Council. Councilor Cole offered to help Councilor Chambers compile some criteria for this program. Councilor Neddeau agrees with everything, except the City funding this kind of pet project! Councilor Gerber stated that she was reluctant to fund this program due to so many other community needs, and Mayor Don Ware agreed with her. He would like to take a vote and get this matter behind Council tonight. Cole commented that there is not a complete proposal before Council at this time. Gerber also comment that feral cats are not likely to be brought in for spaying or neutering, so the cat over population is not necessarily going to diminish. *Councilor Shepherd made a*



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motion to table this matter until more information is available at the October meeting. Councilor Gerber seconded the motion. Discussion was called for. Councilor Van Sandt would like to see the program address more about feral cats as well.

Councilor Shepherd withdrew his motion.

Councilor Gerber made a motion to table this matter until the October meeting as Councilor Cole will not be at the September meeting. Councilor Cole seconded the motion. A roll call vote was called for. In favor of the motion: Councilor Cole, Councilor Chambers, Councilor Van Sandt, Councilor Gerber. Opposed to the motion: Councilor Neddeau, Councilor Shepherd, and Mayor Don Ware. Motion passed.

2. Garden Club MOU. Councilor Gerber made a motion to approve the Garden Club MOU. Councilor Cole seconded the motion and it passed unanimously. Councilor Chambers asked how much this MOU has cost the City this year. Approximately \$775 was the response from McDowell.

DISCUSSION ITEMS:

1. Weed and Nuisance Abatement Update. McDowell updated Council on the nuisance program. Staff will be going out for Phase 2 postings and RFA's (Request for Action) letters. The City contractor just finished up Phase 1 due to two large cleanup projects the City has been working on this spring. Staff will go out around August 7th – 10th and compile a list of properties not in compliance. If compliance is not met, the properties will be abated around mid-September. Remember, our nuisance code does not apply to aesthetic standards; it is mainly for fire danger. Staff is trying to encourage folks to work with their neighbors on nuisance issues as much as possible. RFA's have been working very well and largely compliance has been met with this method. McDowell suggested that in the fall or early winter, Council may want to rent a van and take a drive around town with Staff to evaluate and review the City's nuisance program.
2. 2015 Water System Improvements Project. Mr. McDowell informed Council that after going out for bid, the City will be unable to fund all the projects for the year. The bid was awarded to Stettler Supply Company for \$301,564 for Schedules A & B which includes the GR 12 project and the Averill Street project. Preconstruction this Friday for anyone who wants to attend.
3. Master Project Outlook List (FY 2015-2016). Council will find this information on the desk tonight. McDowell met with Staff last week, assigned tasks, and will collectively be working on this project list as the year progresses. Keep in mind, we will be unable to complete everything on the list.
4. June Financials. No questions or concerns.



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5. Space Port. McDowell informed Council of an interesting project in relation to Economic Development. Truth or Consequences and the State of New Mexico, spent \$209 million in tax payers money to build a space port. This space port will launch people for \$250,000 a pop into space and the outer orbit for 15 minutes. This is interesting to see how much risk this state took in search of economic development.
6. R 2014.15. McDowell reviewed this fee schedule which regulates what we can charge. The list will stand for 2015 as is.

CITIZENS COMMENTS – Kaye Fox stated that it is hard to have a neighborly weed abatement conversation with a vacant lot. Allen Buzzard returned to the podium and had several questions about Remington Park. Discussion ensued. Mr. Buzzard stated that they may have interest in improving Remington Park. McDowell responded that if they would bring something (probably some sort of lease agreement) before Council, it would definitely be considered.

EXECUTIVE SESSION entered into at 8:52 p.m.

- Council will be discussing a real property transaction and the performance of the chief executive officer.
- 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.

Executive session adjourned at 9:01 p.m., and the Council meeting was reconvened.

COUNCIL COMMENTS – Councilor Cole stated that she had come up with a brilliant idea! She would like to have Councilors come in to City Hall and field complaints to help relieve Staff. Councilors would take information, and then relay it to Staff as necessary. Mr. McDowell loves the idea and the energy of this; Staff would love to show Council what we do on a daily basis. Lots of folks have complaints, and sometimes just need to be heard. If Council does not know the Brownsville Municipal Code, it may cause more problems. LC District Attorney's Office would like to come down and do some training on the marijuana issue the City has been dealing with. Mr. McDowell requested that Council email him times that are available for them, and he will get the meeting scheduled.

Along those lines, Councilor Chambers asked about clarification on the pot giveaways and how they could be able to be doing that without a license. McDowell indicated that they



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could because they were giving marijuana away within the limits allows by law. McDowell stated that lots of folks have come into City Hall very upset about the situation. Councilor Van Sandt asked what was their point? It seems like pure aggravation on their part. Councilor Gerber felt that “depriving the situation of oxygen” seems to be the best policy. Councilor Shepherd stated that they are definitely not good neighbors. Councilor Chambers suggested perhaps doing a peaceful protest, perhaps with parking, etc. She has been threatened with a recall as well. Councilor Chambers also stated that she felt that Mayor Don Ware’s behavior of taking photographs with them, etc., is sending the wrong message to the town. As Mayor she would hope for better behavior from him.

ADJOURNMENT: *Councilor Gerber moved to adjourn at 9:15 p.m. Councilor Cole seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell Mayor Don Ware



City Administrator Report

September 22nd, 2015

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

Note: The most important section is the first one 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 that it is part of Council Goals that are on the Council room wall or in the City budget.

"Shared joys make a friend, not shared sufferings."
– Friedrich Nietzsche, German Philosopher

"Several excuses are always less convincing than one."
– Aldous Huxley, British Author

"If you want to make enemies, try to change something."
– Woodrow Wilson, U.S. President



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

ADDITIONS OR DELETIONS TO AGENDA (Below are *possible additions*)

6) PUBLIC HEARINGS OR PRESENTATIONS:

Dan Holt – Templeton Fence Concern

Mr. Holt is upset because he wanted to build a fence that extended to the public right-of-way. The City requested that he stop his project.

The Planning Commission had a work session where this issue was discussed. The outcome was to recommend that Council not allow private fences to extend upon the public right-of-way.

9) LEGISLATIVE:

Resolution 2015.23: Adding right-of-way on North Avenue

Council authorized the purchase of a one foot strip that was owned by a private company who became defunct. Fortunately, the City was able to purchase the one foot strip that was preventing development.

Council will need to incorporate the one foot strip into the existing right-of-way as a matter of procedure.

Resolution 2015.24: Authorize ICMA-RC Amendment

In order to implement action Council took on the City Administrator's contract, an amendment to the current agreement with ICMA-RC will have to take place.



10) ACTION ITEMS:

Cyber Policy: Still working on this issue with CIS.



City Administrator Report

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. Darrel Tedisch – Emergency Preparedness

Mr. Tedisch is an invited guest of Council. Mrs. Christine Harrison again expressed her concern surrounding the topic of Emergency Preparedness. I explained the City's concerns to Mrs. Harrison explaining the reasons the Committee has failed in the past. I also explained that this project is far more than a one man show – it must a community effort.



Mr. Tedisch is an Emergency Management Specialist and has worked for the City of Albany in the capacity as Fire Chief among other positions. Darrel is very active in Linn County organizing emergency discussions and training exercises. Darrel will be discussing the importance of emergency preparedness and sharing some strategies for successful implementation.

B. Mr. & Mrs. Housley – Neighborhood Nuisances

The Housley's are very dissatisfied with the Brownsville Municipal Code and enforcement so much so that they have decided to list their property for sale. I have included pictures forwarded to the City by the Housley's. Administrative Assistant Tammi Morrow and I have met with Mrs. Housley to discuss the limitations of the Code and how Staff enforces the laws that are in place.

9) LEGISLATIVE:

A. Resolution 2015.22: Legal & Engineering Fees

This Resolution is patterned after the resolution adopted by Council several years ago for machinery and personnel costs. The Resolution is necessary to streamline the process of development and to allow the City to have more force of law when billing such items to other parties.

B. Ordinance 754: Discharge of Weapons (*Second Reading*)

This Ordinance has been prepared for a second reading.

From July 2015 Meeting: At the direction of Council after last meeting, I have drafted two ordinances for Council's consideration. Ordinance 754 (*Model A*) allows discharge of weapons on private property when the property has certain topographical features that would accommodate such an activity. Ordinance 754 (*Model B*) I have deemed this model the "Councilor Van Sandt" option which is to add the Brownsville Christian Church as a place where discharge is permitted into the ordinance, while banning all other private property situations.

As stated at the last meeting, no matter what is passed, some people will not follow the law.

What is Council being asked to do?

Decide whether or not to pass the ordinance.

C. Arbor Day Proclamation

Mayor Ware passes a proclamation declaring the purpose and celebration for Arbor Day.





City Administrator Report

10) ACTION ITEMS:

A. Adopt of Criminal Justice Information Services (CJIS) Policy

Council may remember the audit of the Court Information System (LEDS) by the Oregon State Police. These are the policies that the City is required to adopt to be in compliance with State Law. The policies have been reviewed and approved by Municipal Court Administrator Jan Henry. Policies were also forwarded to Judge Lemhouse.



What is Council being asked to do?

Make a motion adopting the CJIS policy as an appendix of the Brownsville Employee Handbook.

B. Authorize Advertisement of Surplus Sale

The City has a few inventory items that can be considered surplus. The City will hold a sale at the Public Works Shop at 400 Hume Street and accept sealed bids for items. The City tries to hold a surplus sale every odd year and it is time to do some housecleaning once again. Public Works Superintendent Karl Frink will be providing a list of items.

C. Dead End on Washington Street

Each end of Washington Street starts and stops at the Central Linn School District's property. Does Council want to placed dead end signs at the end of each street? I hope to have more information for the meeting.

D. Planning Commission Recommendation – Fence Encroachments

The Planning Commission recommends unanimously that the City not allow fence encroachments on public right-of-ways.

The Commission feels that this was the legislative intent of passing the fence and accessory structure ordinances last Summer.

E. Park Board Recommendation – Remington Park Options

The Parks & Open Space Advisory Board unanimously supports pursuing an agreement for the improvement of Remington Park.

The Board still feels strongly that the equipment should be removed from the park.

F. Melero Lease Agreement

Council & Staff will consider the possible lease of a portion of the right-of-way to Mr. & Mrs. Melero of Millhouse Street. Originally, this was a separate piece of property but somehow has been consolidated into part of the right-of-way of Millhouse Street.



11) DISCUSSION ITEMS:

A. Elected & Appointed Officials Availability



City Administrator Report

Staff has been experiencing several concerns regarding availability of officials for meetings and other requirements of these positions. Council and Staff should review these matters to find the best approach for addressing these concerns.

B. Code Interpretation Disputes & Associated Legal Fees

The City has been trending toward an end that is costing the general public unnecessarily. Many times, Staff is challenged with an interpretation of an ordinance or standard of the City. This causes a chain reaction of events to occur that can, most often, led to conversation with the City Attorney. I strongly feel that Council should consider passing some type of resolution that would let people know that they will be charged if the City Attorney rules in favor of the City.

C. July & August Financials

WCMF Traffic Plan & Linn County Road Dept. – Enclosed is the full traffic study as completed by the Linn County Road Department. Friday was the most traffic which doubled normal numbers. All of the numbers are very low, even though they are double.

Weed & Nuisance Abatements Update – *From July 2015 Meeting:* Administrative Assistant Tammi Morrow and I are happy to report that during a recent inspection, things were looking pretty good. The City's contractor still has a few properties to attend to but will get them completed this weekend. Staff will be starting round two after the audit which is scheduled for the week of August 3rd through the 7th.



2015 Water System Improvements Project – Currently under construction. Public Works Superintendent Karl Frink saved the day by stopping the contractor, on a hunch, just before they ruptured the water main!!! Kudos to Karl!

Public Works Superintendent Karl Frink – Attended a week long training course in Utah.

Spay/Neuter Voucher Program – Council tabled this discussion for October 2015. *From 06.23.2015:* I have enclosed information provided by Councilor Chambers about some of the program particulars.

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

- ▶ **Computer Meltdown** – EI have spent countless hours recovering all my data and the City website due to a problem stemming from a cancelled download of Windows 10. Fortunately, I was able to recover the data and the website.
- ▶ **Volunteer Party** – Ewe had a good time celebrating the City's Volunteer's on September 16th, 2015. Thank you to Staff who put together this wonderful gathering!!
- ▶ **League of Oregon Cities Annual Conference** – EI have been invited to speak at the LOC Annual Conference on nuisance abatement programs.
- ▶ **Valley Telephone Contract** – Executed the contract and installed the new phone system. We are working out a few new concerns.





City Administrator Report

- ▶ **Surveyor** – One of the parties has not yet completed their portion of the agreement.
- ▶ **BCS Audit** – There are several concerns we are still working out from the field work completed the first week of August.
- ▶ **WCMF & LCCO** – The debrief is scheduled to happen in October.
- ▶ **WNHS Paperwork** – WNHS has collected all of the necessary paperwork and associated files
- ▶ **Sent Project Letter** – We sent out a letter to a wide section of Brownsville for the 2015 Water System Improvements project. You should have received this via e-mail. It is also posted on-line.
- ▶ **Loren Landau Request** – The new owner of the Brownsville Mobile Home Park is questioning the City's rate structure. We are currently reviewing our structure, system and looking at options.
- ▶ **NAPA Annual Sale** – I granted permission for Napa to close half of Park Avenue as per usual. Steve LaCoste contacted the Museum and local residents. Public Works assisted with setting up the signs.
- ▶ **Liquivision Inspections** – Public Works Superintendent Karl Frink hired Liquivision to inspect the water reservoirs. No concerns were reported while they were on site.



STATUS UPDATES – Projects, proposals and actions taken by Council

Stand by Me Celebration – Chamber is considering hiring an event planner for the 30th Anniversary Celebration. I will have an oral update for this year's event.

Active: 2015 Water Line Projects – Currently under contract for completion.

Active: GR-12 Update – Currently under contract for completion.

Active: CJIS Update/Employee Handbook – The CJIS portion is prepared and ready for approval as noted above. I have decided to hold off on the Employee Handbook update until October or November 2015.

From 03.24.15: CJIS (Criminal Justice Information System). The City received the requirements from the Oregon State Police. Municipal Court Administrator Jan Henry and I will be working toward making these changes. I will also be attempting to update the Employee Handbook as these changes will be a part of that document. I hope to have this done in the next two months, but it will more than likely be June 2015. The City's time frame will be dependent on what the CJIS folks will allow.

Active: McFarland Cascade & Noise Mitigation – *From 05.26.15* – McFarland is in the process of obtaining a building permit through Linn County and are currently working with a sound engineer to make additional improvements.

From 04.24.15 – The County did not allow them to add it to their last permit.

Active: Central Linn School District Property Development – I will meeting with Superintendent Gardner to discuss this issue. I should have an oral report for Council Tuesday night.



City Administrator Report

From 06.23.15: Mayor Ware attended a tour of various facilities in Corvallis with Superintendent Gardner, a few School Board members and members from Willamette Neighborhood Housing Services (WNHS). This is regarding a possible project at the district office property on Blakely Avenue.

Active: S. Oak Street Drainage – The City will be forwarding a letter explaining the Public Works will be installing a line they will be required to tap into.



From July 2015 Meeting: The property owner was contacted and the City Attorney has been consulted. I will have an oral report for Council.

Active: Central Linn Recreation Association Proposal – *From 06.23.15:* Council is being asked to exercise the option year for this agreement.

Active: Water Rights Update – *From 02.24.2015:* The City will proceed with engineering for GR 12 as discussed at last meeting.

From 11.25.2014: Staff is still investigating information and possibilities. I will hope to have an oral report for Council at the meeting.

From 10.28.2014: Michael Mattick, Water Master, stopped in to discuss some possibilities. City Engineer Jon Erwin is currently researching the implications. I hope to have more information at for the meeting.

Active: City Hall Phase I – Staff is working on collecting estimates for the completion of the concrete work.

Pending: Visit Linn Coalition (VLC) Update – VLC has been on recess this Summer.

Pending: Park Board Recommendation – Parks & Open Space Advisory Board is waiting on information from Staff regarding project possibilities for street trees downtown.

From July 2015 Meeting: The Park Board has discussed this issue for over five years. The chief problem is that the trees are part their useful life and have caused damage to the sidewalks. The Board originally looked at street tree grates as a solution but the option is costly. The Board asked the Staff to look into possible funding options for this kind of project.



Pending: Medical & Recreational Marijuana Discussion – Planning to address an explanation for the upcoming City Newsletter.

From July 2015 Meeting: The cost of the advisory question election was \$130.42.

Pending: Council Pictures Concept – *From 05.26.15:* I would like Council to consider photographs for the website.

Pending: Utility & General Ledger Software – Staff is still exploring options.

From 05.26.15: Staff needs to add a few more dollars to the budget to make this work properly and the timing for this project is off. I will be discussing this in the Budget Committee meeting.

Pending: Business Registration Progress – *From 02.24.2015:* Staff is working on gaining 100% compliance. It has been difficult with all of the other pressing issues.



City Administrator Report

Tabled Thoughts

- ✦ Spay/Neuter Program Discussion
- ✦ Animals Research & Ideas (*Chambers & McDowell*)
- ✦ RV Discussion (*Ware, Cole & McDowell*)



Pending: Recreational Vehicles – This item will be addressed in the future as part of Council goals possibly.

From 11.25.2014: Mayor Ware & Councilor Cole have not had an opportunity to discuss this issue. I have placed some information in the packet that does somewhat address this issue.

Pending: Animals – *From 01.27.2015:* Councilor Chambers and I hope to have some ideas together for Council review after the first of the year.

Stalled: Garbage Language – Trash is starting to become a problem around town again. Below is the City of Albany's language that may be useful:

18.30.260 Accumulation of rubbish or garbage.

All exterior property and premises, and the interior of every structure, should be free from any accumulation of rubbish or garbage so as not to harbor insects and rodents, produce dangerous or offensive gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard. (Ord. 5647 § 1 (Exh. C), 2006).

18.30.265 Disposal of rubbish.

Every occupant of a structure should dispose of all rubbish or garbage in a clean and sanitary manner by placing such rubbish or garbage in containers which are free from holes and covered with tight-fitting lids. (Ord. 5647 § 1 (Exh. C), 2006).

The City would also need to consider a time frame that is appropriate and a procedure to abate quickly. If this sounds better, Staff can proceed with further research.

Pending: Economic Development Strategy – *From 05.26.15:* Mayor Ware and Councilor Chambers have not had a chance to meet on this topic mostly due to budget season and illness.

From 02.24.2015: Council and Staff continue working on these issues.

From 05.27.14: Staff had an opportunity to explain some of the finer points of Urban Growth Boundary expansions and history and the State of Oregon at the last Chamber of Commerce meeting. Hopefully, this will lead to better understanding of the requirements that must be met for such a procedure.

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.



City Administrator Report

Complete: Smith System Development Charge (SDC) Agreement – The document has been recorded by Linn County.

Stalled: Address Mapping – *From 12.16.2014:* Mark Stevens of the Brownsville Rural Fire District's Volunteer Association and I have had some initial discussions based on Council's decision last month to allow the curbs to be painted. We will be sitting down after the first of the year to develop some ideas.

Pending: Recreational Vehicles & Travel/Storage Trailers – *From 06.24.2014 meeting:* Please refer to the report entitled, "2014 Proposed Changes (First Installment)" that is included as part of the packet for more details. Staff will also be providing a brief presentation regarding this and other zoning issues as have been previously discussed at the Council Retreat on April 19th.

Pending: Canal Company Update – *From 06.23.15:* I was unable to attend the meeting due to scheduling confusion on the part of the officers. Officers for the upcoming year will be John Holbrook President, Gary Shepherd Vice-President and Cindy Clark Secretary-Treasurer. Udell Engineering wants \$3,000 to check the culvert in question that was installed in 2006. Udell wants to make sure they have the data they need to determine the impact. The Company decided to move forward with talking to the City about a joint agreement that would move the mission of the Company into a workable solution that could be beneficial for all who benefit from the Mill Race.

From 05.26.15: No action.

From 12.16.2014: Several things have transpired that I will report at Council meeting.

From 05.27.14: The City continues to be willing to work toward a quasi-governmental agreement that may assist the Canal Company by better serving those who benefit from the canal.

PAST MEETINGS – Memory Information

Moody Court & Unenumerated Nuisance – Everything looks in order. Cat numbers are normal.

From 11.25.2014: The City has paid out \$2,875 to have cats removed from the neighborhood. The City forwarded the letter that is part of the packet at the request of Council. Staff will have an oral report for the meeting.

Stalled: Sweet Home Economic Development Group – *From 10.28.2014:* Chamber President Jon Morrison and I were put on hold in our efforts to discuss partnership options with this group.

Pending: Darrin Lane & Kirk Avenue – *From last meeting:* I had an extensive conversation with Linn County Road Master Darrin Lane recently. Mr. Lane gave a brief history of the Kirk Avenue concept, to which I have added a little research, which is as follows:

March 5th, 2001: Kirk Avenue is initially discussed at Council meeting with Mr. Lane and the County Commissioners. County must determine how to a City street a County road in order to expend funds for the proposed improvements.

Spring 2002: The County indicates to the City that it is possible for the County to deem Kirk Avenue a County interest based on McKercher Road. The City starts planning for drainage projects.

October 2006: The City completes the Galbraith Street storm sewer project.

Administrator's Report





City Administrator Report

February 28th, 2008: Linn County Road Master Darrin Lane discusses the logistics of Kirk Avenue with Council. Survey crews are sent to town shortly thereafter to work on a rough design. There are several rules and requirements and multiple property issues that are cause for concern for any proposed construction project.

Meanwhile, County Staff is working on developing the Gateway project in conjunction with the Oregon Department of Transportation. City Staff is focusing on the multimillion dollar Wastewater project. The Economy starts falling apart. The Veterans Hospital is announced in Lebanon. Linn County Commissioners move a whopping \$19,000,000 out of the Road Department's funds to assist with the development. The Commissioners have also taken a \$2,000,000 from the Road Department to assist the Sheriff's Office funding issues. The Road Department is not as financially stable as it was in 2001 or even 2007 for that matter.

2009-2010: Several update conversations.

January 2011: Council asks for an update. The County indicates that they will not start a new project until the Gateway project is complete.

June 2012: Council decides to scale back the project to an overlay.

June 22nd, 2012: Staff meets with Mr. Lane who felt that the first block from Main to Averill could be done with curbs and sidewalks. The rest of Kirk Avenue could be an overlay. Mr. Lane projected the cost to be between \$600,000 & \$800,000. Lane indicated that in the next year or two the County would probably be able to get this project. Lane also indicated at that time that the City would not need to financially participate, if we could be patient.

Mr. Lane indicated that his Department is currently overloaded with Federal bridge projects. The County is still interested in helping the City but timing is difficult.

Outcome

If the City is in a hurry to get this project completed, they can set up a local improvements district (LID) and assess the costs to the affected properties or the City can wait until it is budgeted in Linn County's budget.

What does Council want to see on Kirk Avenue? Overlay or reconstruction?

From the September 4th, 2012 meeting: Darrin Lane Stopped for a visit on August 7th and indicated that County Engineer Chuck Knoll is working on the subsurface investigations.

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 in need.

Respectfully Submitted,

S. Scott McDowell



Library Advisory Board

Librarian's Report

August 2015

Here are a few facts about our library the month of August 2015. We have received 65 new books for the library. Volunteers donated 127.75 hours to our library. There were 1,672 materials checked out. 403 adult fiction books; 153 adult non-fiction books; 113 audio books; 434 children's books; 458 junior books; 51 junior reference books and 60 large print books.

Our website changed this summer. We have moved from www.brownsville.plinkit.org to www.brownsvillecommunitylibrary.org. Plinkit was a free web-hosting service provided to Oregon public libraries developed and supported by the Oregon State Library and paid for by the IMLS through LSTA funds. The new website is configured very similarly to the old one and the company has been very good to work with.

This past month I worked on finalizing the Library Statistical Report for the 2014/15 year. It is a challenge each year to remember which numbers go where. I have been getting better at keeping notes for this once a year process. This report will not be available until early 2016. There are past Statistical Reports available at the following web address: <http://www.oregon.gov/osl/LD/Pages/statsploregon.aspx>

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherri Lemhouse".

Sherri Lemhouse
Librarian

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR AUGUST 2015**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	33	3	0	36	
Violations	12	1	12	1	
Contempt/Other	43	3	2	44	
TOTALS	88	7	14	81	

BALANCE SHEET FOR THE MONTH

Court Revenue

Total Deposits +	\$ 1,939.00
Total Bail Forfeits +	\$ 420.00
Total Bail/Bank Fees -	\$ (420.00)
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ (50.00)
Total NSF's -	\$ -

Court Payments

City	\$ 1,338.00
Restitution	\$ 74.42
Oregon Dept Revenue	\$ 395.58
Linn County	\$ 81.00
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 1,889.00</u>	TOTAL COURT PAYMENTS	<u>\$ 1,889.00</u>
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Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 1,338.00
STATE	\$ 395.58
COUNTY	\$ 81.00
	\$ 74.42
*REFUND/RESTITUTION	\$ 50.00

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 1,717.59
ENDING	\$ 2,362.17



2015-2016 Council Goals

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

Goals 2015-2016

1. Focus on the Fundamentals.
 - *Protect Brownsville's Treasury.*
 - *Active Capital Improvements Plan Implementation.*
 - *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*
2. Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*
3. Economic Development Plan.
 - *Discuss Land Options with McFarland Cascade.*
 - *Participate in Regional Efforts & Opportunities.*
 - *Support Youth Activities in Cooperation with CLRA.*
4. Community Development Plan.
 - *Refine Zoning Rules & Requirements.*
 - *Consider & Adopt New Policies & Standards.*
 - *Finish & Implement a Sidewalk Program.*
 - *Improve Partnerships with CLSD.*



2015-2016 Council Goals

5. Capital Improvements Plan.

- *Execute 2015 Water Improvements Project Contracts.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- *Estimate City portion of Kirk Avenue Improvements.*

6. Organizational Development.

- *Implement Accountability System for all Officials.*
- *Focus on Council Development.*

7. Emergency Preparedness Plan.

- *Compose a Written Emergency Plan.*
- *Work with Area Partners on a continual Community Education Program.*
- *Develop Agreements with Community Partners.*

Who we are?

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

What do we want for Brownsville?

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

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



2015-2016 Council Goals

GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect Brownsville's Treasury.*
- *Active Capital Improvements Plan Implementation.*
- *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*

Plan: Staff will continue to strictly adhere to the annually adopted budget working within the necessary parameters to keep rates as low as possible while providing vital services effectively. Staff will execute the planned projects found in the FY 2015-2016 budget as time and priority allow.

Staff will bid, construct and complete the 2015 Waterline Project. Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial for the next fiscal year.

Staff will continue to strive for excellence in all relational aspects of service delivery. McDowell serves on the State's OPRD Grant Advisory Committee, the Visit Linn Coalition, the Ford Foundation's Go Team Effort and works with CIS and the LOC as needed. Frink works with various groups including 811.

2. Water Rights.

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

Plan: Currently working on the redevelopment of the GR12 well site east of the Main Street bridge. Council has determined that this water source would double the current water capacity for the City. The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that exist in other areas of Brownsville.

3. Economic Development Plan.

- *Discuss Land Options with McFarland Cascade.*
- *Participate in Regional Efforts & Opportunities.*
- *Support Youth Activities in Cooperation with CLRA.*

Plan: Continue working with East Linn communities and the Ford Foundation. Continue working with the Brownsville Chamber of Commerce, Visit Linn Coalition and the Bi-Mart Willamette Country Music Festival to drive local financial viability of businesses. Discuss future options with McFarland Cascade.

Continue to work with the CLRA to develop and strengthen youth activities as a vital community amenity.

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

4. Community Development Plan.



2015-2016 Council Goals

- *Refine Zoning Rules & Requirements.*
- *Consider & Adopt New Policies & Standards.*
- *Finish & Implement a Sidewalk Program.*
- *Improve Partnerships with CLSD.*

Plan: Council would like to continue looking at ways to effect overall livability including right-of-way management. Install sidewalk into Pioneer Park from the Rec Center. Fully develop the City's sidewalk inventory plan getting the plan ready for approval by Council. Continue to try to develop an effective working relationship with the CLSD to assist with their community development plans.

5. Capital Improvements Plan.

- *Execute 2015 Water Improvements Project Contracts.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- *Estimate City portion of Kirk Avenue Improvements.*
- **Wastewater Treatment & Collections**
 - Council has budgeted for a well for the South Plant.
 - Council understands that nearly 45% of the collection lines are in need of replacement.
- **Kirk Avenue Improvements**
 - Council has determined that the first block of Kirk from Main Street to Averill Street will be fully reconstructed with sidewalks, curb and gutter improvements. The remainder of Kirk Avenue will be a grind and overlay project.
 - Council's only other alternative is to execute the project as a City project and assess all abutting property owners according to the project cost.

6. Organizational Development.

- *Implement Accountability System for all Officials.*
- *Focus on Council Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve individually in their role as community leaders working together to accomplished shared organizational goals with Staff. Council implement accountability aspects of all officials both elected and appointed. Proper training and execution of responsibilities is vital for the overall health of the organization.

7. Emergency Preparedness Plan.

- *Compose a Written Emergency Plan.*
- *Work with Area Partners on a continual Community Education Program.*
- *Develop Agreements with Community Partners.*

Plan: A larger community effort is necessary for this task. Staff will work on the internal plan for the City.



2015-2016 Council Goals

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 two of those models:

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

**Acceptable
Conduct**
vs.
**Unacceptable
Conduct**



2015-2016 Council Goals

THE PROCESS OF PROGRESS

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

LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks
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



ORDINANCE 754 (Second Reading)

AN ORDINANCE AMENDING TITLE 9 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 9, SECTION 9.20.010; DISCHARGE OF WEAPONS

Current Language:

9.20.010 Discharge of weapons.

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.

- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow except with the permission of the affected property owner or other person lawfully in control of the property. Any discharge permitted under this section shall only be at inanimate targets and no projectile so discharged may leave the property upon which permission to discharge was granted. Failure to abide by these provisions shall constitute a violation of this section.

- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
 1. By any person in the defense or protection of his/her property or family;
 2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.
 3. At any other private location, the property owner shall apply for a special permit for weapons discharge. Local law enforcement and the City Administrator shall approve such permits based upon determining factors such as property location, is the property of suitable size, noise levels, design and configuration and any other relevant factors to safely allow such use. [Ord. 742, 2014; Ord. 724, 2010; Ord. 601 § 20, 1990; 1981 Compilation § 4-4.20.]

Proposed Language:

9.20.010 Discharge of weapons.

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.

- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow. Failure to abide by these provisions shall constitute a violation of this section.

- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
 1. By any person in the defense or protection of his/her property or family;
 2. At any shooting or target range maintained or provided by the City of Brownsville, any public or private school or the Brownsville Christian Church.



ORDINANCE 754 (Second Reading)

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this _____ day of _____,
2015.

Mayor

City Administrator



RESOLUTION NO. 2015.22

A RESOLUTION SETTING THE COSTS FOR ENGINEERING COSTS AND LEGAL FEES ASSOCIATED FOR WORK PERFORMED ON BEHALF OF OTHERS BY THE CITY

WHEREAS, during the course of development and other projects, City resources are utilized to ensure compliance with the Brownsville Municipal Code and various other Federal, State and County laws to complete projects by interested private and non-profit parties; and

WHEREAS, the following rate schedule for the associated engineering costs and legal fees shall be utilized when invoices are sent to any contractor, subcontractor, resident, property owner or other entity for these resources and services; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

SECTION I. City Engineer Jon Erwin charges the following rates for services provided:

<i>Engineer I</i>	\$105.00	per hour
<i>Drafting</i>	\$ 70.00	per hour
<i>CAD</i>	\$ 15.00	per hour
<i>Surveying</i>		Cost plus 15%
<i>Outside Consultants</i> <i>(i.e. Electrical, Structural, Geotechnical)</i> ..		Cost plus 15%
<i>Mileage</i>	\$ 0.50	per mile

SECTION II. City Attorney Speer Hoyt LLC charges the following rate for services provided:

\$184.00 per hour

SECTION III. Rates shall be market rates and are subject to change without notice.

SECTION IV. The City may change service providers at any time.

SECTION V. The City shall charge 3% interest on all accounts past due by thirty (30) days.

PASSED AND ADOPTED by the Council of the City of Brownsville this 22nd day of September, 2015.

S. Scott McDowell
City Administrator

Don Ware
Mayor

Local Government Law Group PC

a member of SPEER HOYT LLC

Carolyn H. Connelly
Christy K. Monson
Ross M. Williamson*
Lauren A. Sommers
Diana Moffat
J. Kenneth Jones, *Of Counsel*
Russell D. Poppe, *Of Counsel*
John A. Wolf, *Of Counsel*
*Admitted in Washington

April 6, 2015

Scott McDowell
City of Brownsville
P.O. Box 188
Brownsville, OR 97327

Re: Attorney Hourly Rate Increase

Dear Scott:


As you likely know, we have not raised our hourly rates since we started providing legal services to the City. As is true of each of our municipal clients, our costs continue to increase. Because of these increases, it is necessary to raise our hourly rate for the City by \$4 (approximately 2.22%) for a new rate of \$184 per hour. This new rate will be effective July 1, 2015.

Rates for each project are shown on your billing statement. If, at any time, there is ever a question regarding billing, please promptly contact us. Billing issues should never interfere with a good attorney-client relationship. Additionally, if you feel there has been a miscommunication between our office and the City, please contact us immediately. We value our client relationships. Your recommendations on how we can improve our service to your City are always welcome.

We look forward to continuing to work with the City. Thank you for allowing us to be of service.

Sincerely yours,

LOCAL GOVERNMENT LAW GROUP, PC



Carolyn H. Connelly Christy K. Monson Ross M. Williamson Lauren Sommers
 chc@speerhoyt.com christy@speerhoyt.com ross@speerhoyt.com lauren@speerhoyt.com

RMW:cad

F:\Clients\Wun\Brownsville, City of\General\General 2015\LTR - 2016 Fee Increase RMWcad 04.02.15.docx

ERWIN CONSULTING ENGINEERING LLC
BILLING RATES - 2015
33923 Bond Road
Lebanon, OR 97355
541/259-2190
Employer I.D. No. 26-1541524

Description	Rate
Engineer I	\$105/Hour
Drafting	\$70/Hour
CAD	\$15/Hour
Surveying	Cost plus 15%
Outside Consultant's (Electrical, Structural, Geotechnical)	Cost plus 15%
Mileage	\$0.50/mile

After recording, please return to:
 City of Brownsville
 255 N. Main Street
 P.O. Box 188
 Brownsville, OR 97327



CITY OF BROWNSVILLE

Phone: 541.466.5880

LEASE AGREEMENT

This Agreement made this _____ day of October, 2015, by and between the CITY OF BROWNSVILLE, a municipal corporation, hereinafter referred to as Lessor, and Mr. Brock Melero & Mrs. Cathy Melero, residents, hereinafter referred to as Lessee:

WITNESSETH

That said Lessor, in consideration of the covenants herein mentioned, does hereby lease unto the said Lessee, for a period of ten (10) years from the 1st day of October, 2015, to and including the 30th day of September 2025, the following described property, to-wit:

A northeastern portion of the Millhouse Street right-of-way encompassing an area of eight feet (8') by twelve feet (12') more or less immediately adjacent to the property known as 407 Kay Avenue and the property known as 125 Millhouse Street.

And the said Lessee does hereby promise and agree to pay said Lessor rental of One Dollar (\$1.00) per annum, payable on the 1st day of October and a like payment on the first day of October thereafter to and including October 2025.

The parties hereby agree as follows:

1. The leased premises are to be utilized by only the Lessee.
2. Lessee agrees to maintain such site in a clean condition and to provide normal maintenance.
3. The lease agreement shall be reviewed every three (3) years by Council.

IN WITNESS WHEREOF, said parties have hereunto set their hands the day and year hereinafter stated:



Lessee:

Brock Melero
Property Owner

Date

Cathy Melero
Property Owner
STATE OF OREGON }
 }
 County of Linn }

Date

This instrument was acknowledged before me on the day of _____, 2015, by Brock Melero and Cathy Melero.

Notary Public

My Commission Expires: _____



Lessor:

S. Scott McDowell
City Administrator

Date

STATE OF OREGON }
 }
County of Linn }

This instrument was acknowledged before me on the ____ day of _____, 2015, by S. Scott McDowell as City Administrator of the City of Brownsville, an Oregon Municipal Corporation, on its behalf.

Notary Public

My Commission Expires: _____



www.ci.brownsville.or.us

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

July 22, 2015

Dan & Lacie Holt
130 Fields Court
Brownsville, OR 97327

Subject: Fence Permit

Dear Mr. and Mrs. Holt,

It has come to our attention that a fence is being erected on your property at 130 Fields Court. As of June 1st, 2015, all new fences require a permit from the City of Brownsville. Any fence over 7 feet requires an additional permit from Linn County. I have enclosed a City fence permit application; please complete and return to the City as soon as possible, along with the \$30.00 fee. I have also enclosed a Linn County Building permit application if your fence is over 7 feet (County building permits require review and valuation). I will be out of the office from July 23rd to July 28th, and be back in the office on Wednesday July 29th. Please contact Scott McDowell at City Hall if you need assistance prior to my return.

Regards,

A handwritten signature in blue ink that reads "Elizabeth E. Coleman". The signature is fluid and cursive, with a long horizontal flourish at the end.

Elizabeth Coleman
City of Brownsville

APPENDIX B

RECOMMENDED ROLES AND ACTIVITIES

INDIVIDUALS AND FAMILIES RECOMMENDED ROLES AND ACTIVITIES

INDIVIDUALS AND FAMILIES PRE-DISASTER CHECKLIST

- Mitigate home vulnerabilities by adding hurricane shutters, bracing cripple walls, anchoring bookshelves, maintaining a defensible firebreak around the house and pruning overhanging tree limbs among other strategies.
- Develop an individual/family disaster preparedness and recovery plan, seeking assistance from service providers as necessary. See www.ready.gov.
- Participate in ongoing community-wide planning initiatives, including those specifically focused on pre-disaster disaster preparedness, recovery and mitigation.
- Provide community input on potential community disaster risks, potential impacts, and recovery planning through the use of voting, comment, organized efforts and other means. Community input should consider building codes, flood plain management, proposed developments and environmental and natural resources rule making initiatives.
- Purchase and maintain an appropriate and adequate level of hazard and flood insurance.
- Assist others in obtaining planning guidance and tools.
- Maintain supplies of food, water and battery-powered communications devices.

Table 24

INDIVIDUALS AND FAMILIES POST-DISASTER CHECKLIST

- Implement individual and family recovery plans.
- Reach out to others who may need assistance.
- Participate in post-disaster community recovery planning if possible.
- Establish metrics to evaluate recovery progress and achievement of disaster recovery objectives for individuals and families.
- Rebuild safer and stronger.

Table 25



PRIVATE SECTOR RECOMMENDED ROLES AND ACTIVITIES

PRIVATE SECTOR PRE-DISASTER CHECKLIST

- Build relationships with community emergency managers and other recovery officials to have an active voice in the recovery process.
- Develop, test and implement business continuity and restoration plans. Take into account worker safety and health and potential employee unavailability or attrition due to a disaster.
- Educate and train employees to implement mitigation measures and preparedness activities consistent with business continuity plans.
- Use internal communications channels to inform employees about preparedness efforts for work that address individual and family needs.
- Carry adequate insurance to rebuild damaged facilities and to survive a disruption of work.
- Incorporate mitigation measures in design and construction.
- Mitigate risks from disasters by relocating from hazardous areas, hardening facilities and elevating critical infrastructure.
- Identify products, services and technical assistance that would be needed for recovery. Align these needs with business sector resources that can be available in a post-disaster environment.
- Participate and assume a leadership role in local recovery planning; articulate anticipated needs in a disaster and assist in identifying resources available to support recovery.

Table 26

PRIVATE SECTOR POST-DISASTER CHECKLIST

- Implement business continuity plans.
- Communicate status of operations and supply chains as well as restoration challenges and timelines to local, State, Tribal or Federal recovery managers.
- When possible, support employees impacted by the disaster by providing critical information on the recovery process through accessible and multilingual internal communications efforts.
- Provide volunteers, leaders, technical assistance, commodities and facilities as willing and able.
- Form business recovery groups or task forces to assist one another and to communicate more effectively with government and community leaders.
- Research available funding sources and types of funding; understand the application processes of assistance programs.
- Assist small and local businesses in acquiring assistance.
- Rebuild safer and stronger.
- Establish metrics to evaluate recovery progress and the achievement of private sector disaster recovery objectives.

Table 27

NONPROFIT SECTOR RECOMMENDED ROLES AND ACTIVITIES

NONPROFIT SECTOR PRE-DISASTER CHECKLIST

- Build relationships with community emergency managers and other recovery officials to have an active voice in the recovery process.
- Co-host stakeholder workshops in various accessible locations in the community to determine priority recovery issues that are informed by affected neighborhoods.
- Incorporate mitigation in the design and construction of places of employment and promote mitigation to employees.
- Implement lessons learned from disaster efforts into the planning process for the State Voluntary Organizations Active in Disaster (VOAD).
- Actively participate in local pre-disaster recovery planning, articulating resources and capabilities and establishing partnership and support linkages with local VOADs.
- Provide training related to post-disaster activities implemented by the organization.
- Educate clients on the importance of mitigation strategies.
- Establish systems and processes for nonprofit organizations, government agencies and individuals in remote areas to request post-disaster assistance.

Table 28

NONPROFIT SECTOR POST-DISASTER CHECKLIST

- Deliver recovery resources and support services to vulnerable and underserved groups, individuals and communities as necessary.
- Provide emotional and psychological care; include training for caregivers.
- Supply housing repair, reconstruction and rehabilitation services that comply with applicable building codes and standards, zoning regulations and design standards.
- Communicate and coordinate needs and capabilities to local, State and Tribal authorities with the Voluntary Agency Liaison Specialists (VALS).
- Participate in the post-disaster community planning process.
- Promote partnerships among all nongovernmental organizations (NGOs) conducting disaster recovery work.
- Serve as subject matter experts (SMEs) on subjects based on agency experience – for example, offer techniques for the handling of unsolicited donated goods or unaffiliated volunteers.
- Coordinate recovery programs and services with other entities involved in recovery including government emergency management officials to ensure a unified recovery process that maximizes effectiveness of the overall effort.
- Establish metrics to evaluate recovery progress and the achievement of nonprofit disaster recovery objectives.

Table 29

LOCAL GOVERNMENT RECOMMENDED ROLES AND ACTIVITIES

LOCAL GOVERNMENT PRE-DISASTER CHECKLIST

- Lead local preparedness, pre-disaster recovery and mitigation planning.
- Engage community mapping initiatives that visually depict or otherwise identify known vulnerable geographic areas and infrastructure systems, at-risk subpopulation groups, economically disadvantaged neighborhoods/communities, resource available areas, and projected post-disaster impacts.
- Encourage individuals and families to prepare for their recovery.
- Use internal communications channels to inform employees about preparedness efforts for work and that address individual and family needs.
- Pre-identify a structure for managing recovery, including identifying duties of a Local Disaster Recovery Manager (LDRM) for managing recovery.
- Establish agreements and mechanisms to address surge capacity needs.
- Ensure plans, agreements and operational initiatives address the provision of disability-related assistance and functional needs support services.
- Institute mechanisms for immediate post-disaster damage assessments (i.e., train community residents and business owners, recruit PDA volunteers, expand on Citizen Corps efforts) and develop a routine process for informing State officials about disaster impacts.
- Ensure compliance with local, State and Federal civil rights obligations.
- Develop building and accessibility codes and land use standards as well as enforcement mechanisms which can reduce vulnerability to future disasters.

Table 30

LOCAL GOVERNMENT POST-DISASTER CHECKLIST

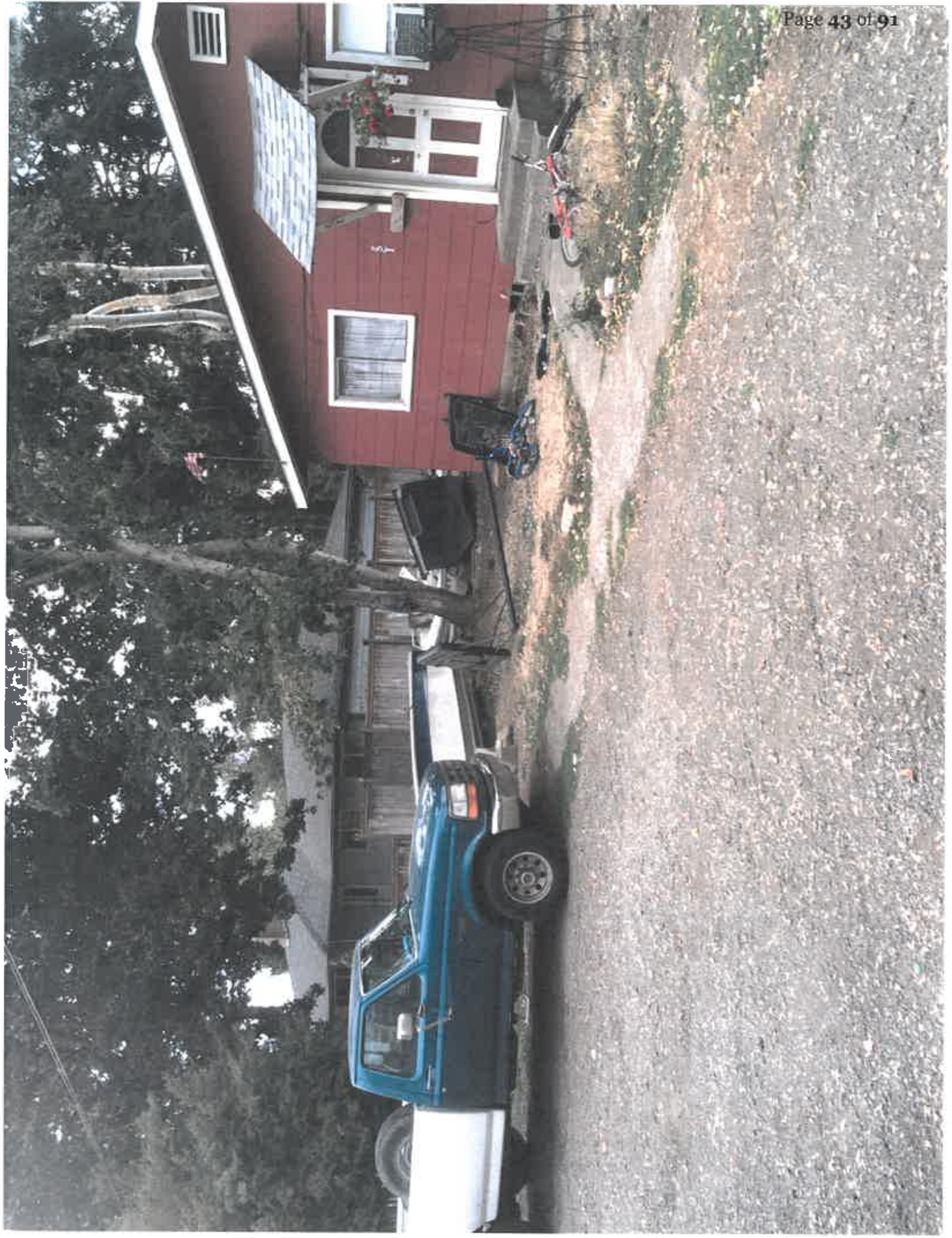
- Organize, develop, implement and modify recovery, mitigation and land use plans as needed.
- Appoint Local Disaster Recovery Manager (LDRM) and define activities and duties.
- Ensure integrated efforts across government offices, the private sector and nongovernmental organizations (NGOs) during the formulation and implementation phase of recovery projects and activities, including raising and leveraging recovery funds.
- Lead efforts to restore and revitalize all sectors of the community, including local critical infrastructure and essential services, business retention and the redevelopment of housing units damaged, disrupted or destroyed by the disaster.
- Manage rebuilding so that risk reduction opportunities are optimized and comply with standards for accessible design.
- Communicate and coordinate with other levels of government involved in recovery.
- Undertake an appropriate community planning process – see Chapter 10 “Community Considerations.”
- Establish metrics to evaluate and communicate progress and the achievement of local disaster recovery objectives to all populations.

Table 31









**City of Brownsville Traffic Evaluation
Bi-Mart Willamette Country Music Festival
August 5, 2015 to August 18, 2015**

Summary

Two weeks of traffic data were collected from August 5th through August 18th to compare the traffic of a normal summer weekend to the traffic during the Bi-Mart Willamette Country Music Festival (BWCMF) weekend. Based on the data from five counter locations, it was found that the heaviest traffic surges were on Thursday and Friday from drivers going toward the venue. The same magnitude of traffic surge was not observed when the event ended on Sunday, suggesting that drivers exited the venue using another route, presumably State Highway 228.

Discussion

Five sets of counters were successfully placed on the roads to collect traffic data. The five counters were located at the following locations and are shown on the attached Traffic Counter

Locations map:

- Seven Mile Ln (South of Forry Dr)
- Main St (Just North of Kirk Ave)
- Kirk Ave (Just East of Main St)
- Northern Dr (East of Kirk Ave)
- Gap Rd (North of Lake Creek Dr)

The attached Traffic Count Data table shows the Average Daily Traffic (ADT) for each travel direction as well as the total ADT for each road over this two week period. It appears that 2,500 to 3,000 vehicles per day came into Brownsville from the North using Brownsville Road, and about one half of all southbound traffic turned onto Kirk Avenue and the other half continues down Main Street.

A detailed Seven Day Volume table is provided for each location and displays the variability of the traffic from hour to hour. The peak traffic hour for the weekend occurred on Friday between 4pm and 5pm. The Peak Traffic Hour map displays the traffic on each of the five counted roads during this hour. The map also includes assumed peak traffic amounts for Brownsville Road based on the collected data.

The traffic amounts during the normal weekend were subtracted from the traffic amounts during the BWCMF weekend to observe how much traffic could be attributed to the event. These values are shown in the Estimated Event Traffic table.

The Estimated Event Traffic table also provides percentages for Incoming Traffic and Outgoing Traffic. The Incoming Traffic is the sum of the values from the traffic lane directed toward the

venue from Thursday August 13th to Monday August 17th. The Outgoing Traffic is the sum of the values from the traffic lane directed away from the venue over that same five-day period. Negatives were not included because they suggest the road had no additional traffic from the event. These Incoming and Outgoing amounts were then added to find the Total Additional Traffic for the Festival Weekend for each of the five counter locations.

For Main Street, the Incoming traffic and Outgoing traffic were roughly equal. For the other four roads, there was a noticeable imbalance between traffic going toward the venue and traffic headed away from the venue.

For Kirk Avenue, which becomes Northern Drive, over 75% of the event traffic was toward the venue. For Gap Road, nearly 65% of the event traffic was toward the venue. For Seven Mile Lane the outgoing traffic was heavier; nearly 70% of the event traffic was traveling away from the venue. Although the majority of the Seven Mile Lane traffic was headed away from the event, the surge was still the greatest on Thursday and Friday of the BWCMF weekend. These percentages suggest that although festival-goers drove in on Gap Road and Kirk Avenue/Northern Drive, they exited using alternate routes such as Seven Mile Lane and Highway 228.

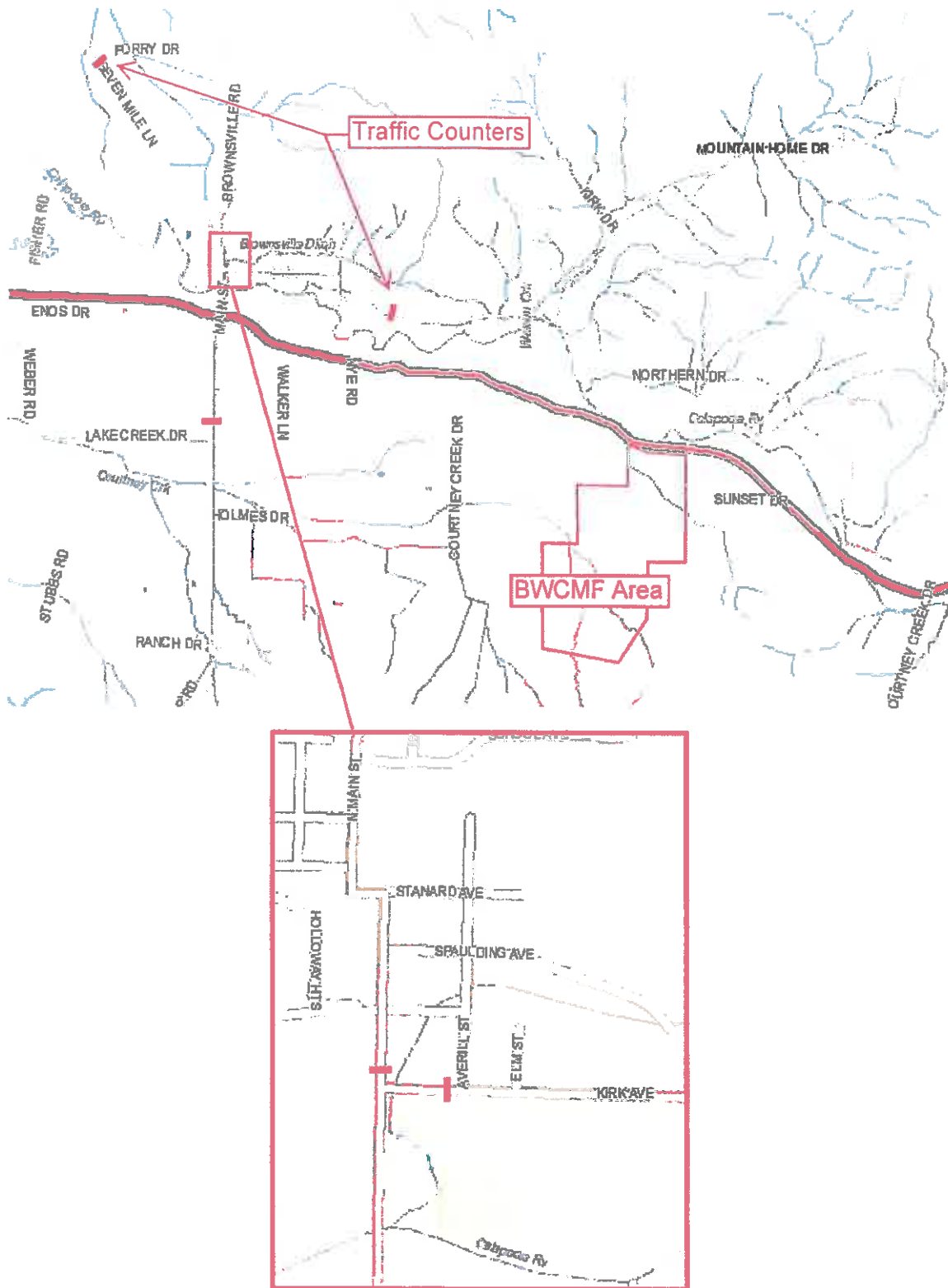
Lauren Haga

Prepared by: Lauren Haga, Civil Engineering Intern
Linn County Road Department

Reviewed by: Chuck Knoll, PE (Civil, Environmental)
Linn County Engineer

CR Knoll

Brownsville Traffic Counter Locations



City of Brownsville Traffic Count Data

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
8/5/2015	8/6/2015	8/7/2015	8/8/2015	8/9/2015	8/10/2015	8/11/2015	8/12/2015	8/13/2015	8/14/2015	8/15/2015	8/16/2015	8/17/2015	8/18/2015

NORTHERN DR														
Eastbound traffic was going toward the festival														
Travel Direction	East	West	East	West	East	West	East	West	East	West	East	West	East	West
Directional ADT	223	205	223	192	228	221	175	167	137	169	195	197	185	186
Total ADT	428		415		449		342		306		392		371	
Travel Direction	East	West	East	West	East	West	East	West	East	West	East	West	East	West
Directional ADT	223	205	223	192	228	221	175	167	137	169	195	197	185	186
Total ADT	428		415		449		342		306		392		371	

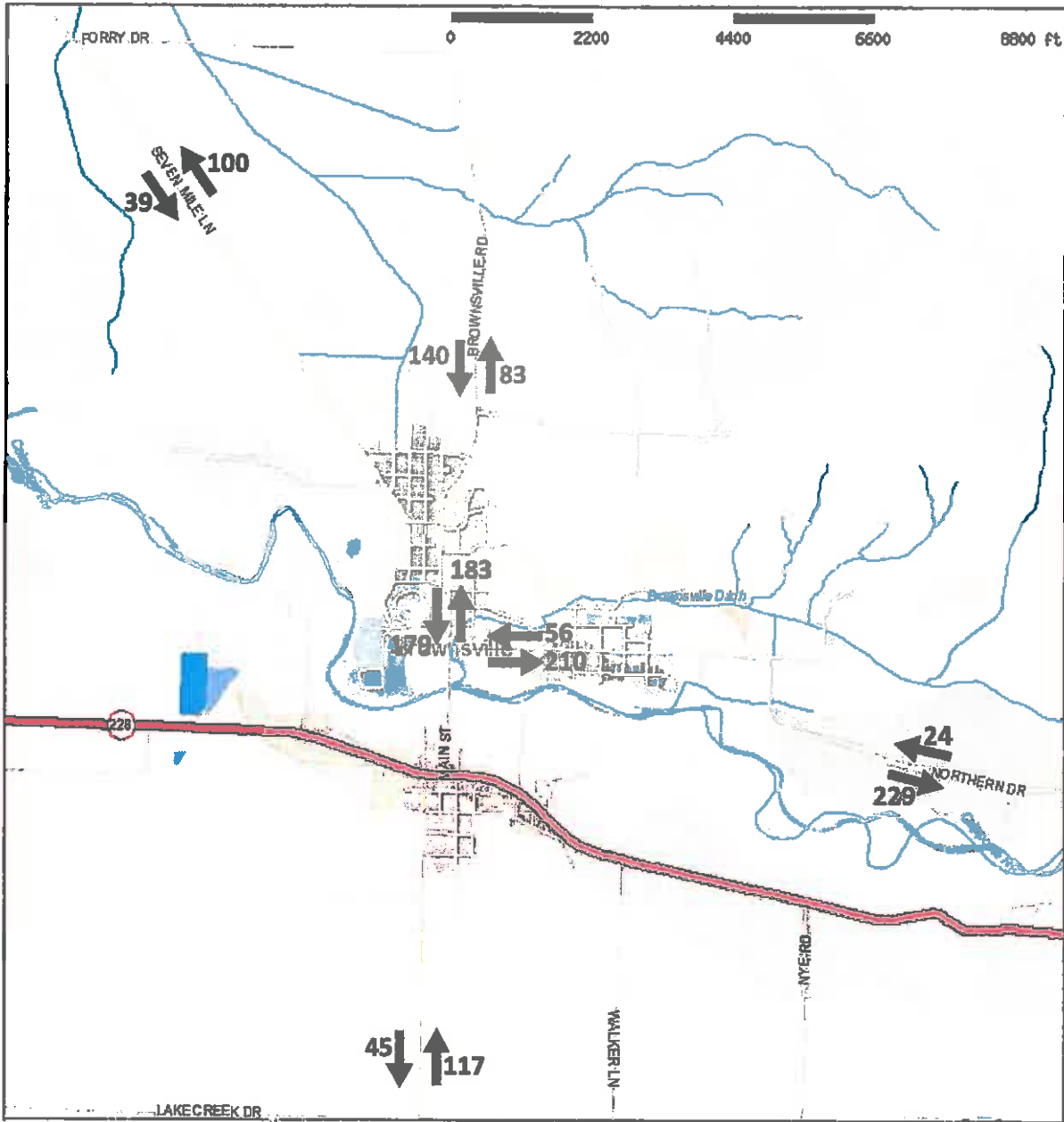
KIRK AVE														
Eastbound traffic was going toward the festival														
Travel Direction	East	West	East	West	East	West	East	West	East	West	East	West	East	West
Directional ADT	684	837	669	869	747	912	579	712	551	648	635	826	610	785
Total ADT	1521		1538		1659		1291		1199		1461		1395	
Travel Direction	East	West	East	West	East	West	East	West	East	West	East	West	East	West
Directional ADT	684	837	669	869	747	912	579	712	551	648	635	826	610	785
Total ADT	1521		1538		1659		1291		1199		1461		1395	

MAIN ST														
Southbound traffic was going toward the festival														
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	1864	1751	1833	1561	2017	1804	1755	1588	1534	1411	1792	1688	1841	1664
Total ADT	3615		3394		3821		3343		2945		3480		3505	
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	1864	1751	1833	1561	2017	1804	1755	1588	1534	1411	1792	1688	1841	1664
Total ADT	3615		3394		3821		3343		2945		3480		3505	

GAP RD														
Northbound traffic was going toward the festival														
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	732	614	702	583	717	566	534	467	478	410	641	555	697	562
Total ADT	1346		1285		1283		1001		888		1196		1279	
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	732	614	702	583	717	566	534	467	478	410	641	555	697	562
Total ADT	1346		1285		1283		1001		888		1196		1279	

SEVEN MILE LN														
Southbound traffic was going toward the festival														
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	514	438	483	408	488	432	405	351	432	317	494	400	473	407
Total ADT	952		891		920		756		659		884		880	
Travel Direction	North	South	North	South	North	South	North	South	North	South	North	South	North	South
Directional ADT	514	438	483	408	488	432	405	351	432	317	494	400	473	407
Total ADT	952		891		920		756		659		884		880	

City of Brownsville Traffic Evaluation
Bi-Mart Willamette Country Music Festival
Peak Traffic Hour: Friday 8/14/2015, 4:00pm-5:00pm



 **Linn County Disclaimer** This product is for informational purposes only and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

↑ = Counter Data ↑ = Presumed Value

Estimated Event Traffic: Bi-Mart Willamette Country Music Festival

Thursday	Friday	Saturday	Sunday	Monday
8/13/2015	8/14/2015	8/15/2015	8/16/2015	8/17/2015

NORTHERN DR	East	West	East	West	East	West	East	West	East	West
	582	88	1430	177	670	228	401	409	-1	54

Total Incoming Traffic:	3083	76%
-------------------------	------	-----

Total Outgoing Traffic:	956	24%
-------------------------	-----	-----

Total Additional Traffic from the Festival Weekend:	4039	Vehicles
---	------	----------

KIRK AVE	East	West	East	West	East	West	East	West	East	West
	556	84	1272	-1	612	223	349	395	-18	-29

Total Incoming Traffic:	2789	80%
-------------------------	------	-----

Total Outgoing Traffic:	702	20%
-------------------------	-----	-----

Total Additional Traffic from the Festival Weekend:	3491	Vehicles
---	------	----------

MAIN ST	North	South	North	South	North	South	North	South	North	South
	259	423	129	510	418	400	590	261	253	-45

Total Incoming Traffic:	1594	49%
-------------------------	------	-----

Total Outgoing Traffic:	1649	51%
-------------------------	------	-----

Total Additional Traffic from the Festival Weekend:	3243	Vehicles
---	------	----------

GAP RD	North	South	North	South	North	South	North	South	North	South
	146	32	297	60	190	74	169	201	-67	92

Total Incoming Traffic:	802	64%
-------------------------	-----	-----

Total Outgoing Traffic:	459	36%
-------------------------	-----	-----

Total Additional Traffic from the Festival Weekend:	1261	Vehicles
---	------	----------

SEVEN MILE LN	North	South	North	South	North	South	North	South	North	South
	488	59	396	52	282	105	124	263	-70	125

Total Incoming Traffic:	604	32%
-------------------------	-----	-----

Total Outgoing Traffic:	1290	68%
-------------------------	------	-----

Total Additional Traffic from the Festival Weekend:	1894	Vehicles
---	------	----------

Location : Northern Dr
 Cross Street : Kirk Ave
 Mile Post : 5.068

Site: CR76720150804mp.5.068

Seven Day Volume

Interval	Wed 8/5/2015		Thu 8/6/2015		Fri 8/7/2015		Sat 8/8/2015		Sun 8/9/2015		Mon 8/10/2015		Tue 8/11/2015		Mon - Fri Average		7 Day Average			
	Start	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	
12:00 AM - 1:00 AM	0	1	2	0	1	1	0	0	1	1	2	0	0	0	1.4	2.4	1.6	2.3	0.9	
1:00 AM - 2:00 AM	1	3	3	0	0	0	0	0	1	1	0	0	1	0.2	1.0	0.3	0.9	1.1	1.1	
2:00 AM - 3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.4	0.0	0.3	0.0	0.3	
3:00 AM - 4:00 AM	2	1	1	3	2	2	0	0	1	1	3	1	1	2.2	0.4	1.6	0.3	1.6	0.3	
4:00 AM - 5:00 AM	3	1	1	5	1	4	0	0	1	1	2	2	1	3.8	0.8	3.1	0.6	3.1	0.6	
5:00 AM - 6:00 AM	12	1	1	12	4	9	3	2	3	3	8	3	3	10.0	2.8	8.0	2.0	8.0	2.0	
6:00 AM - 7:00 AM	12	9	9	3	10	8	6	6	3	3	12	8	9	8.8	7.8	7.6	6.0	6.0	6.0	
7:00 AM - 8:00 AM	10	4	4	9	5	6	5	5	1	1	9	5	8	8.2	4.4	6.7	4.4	4.4	4.4	
8:00 AM - 9:00 AM	10	8	8	17	11	11	9	9	6	6	12	6	12	12.4	8.0	11.0	7.3	11.0	7.3	
9:00 AM - 10:00 AM	12	12	12	12	12	10	9	9	10	10	14	11	16	12.8	10.8	11.9	9.3	11.9	9.3	
10:00 AM - 11:00 AM	11	13	13	8	13	22	8	14	19	19	18	18	4	12.6	12.8	13.7	11.6	13.7	11.6	
11:00 AM - 12:00 PM	12	11	11	17	17	23	18	18	15	15	16	16	9	15.6	11.4	15.9	10.7	15.9	10.7	
12:00 PM - 1:00 PM	18	16	16	11	9	24	12	12	16	16	16	16	9	15.6	12.6	15.1	14.6	15.1	14.6	
1:00 PM - 2:00 PM	9	14	14	16	12	16	9	9	11	11	12	14	14	13.4	13.8	12.4	12.4	12.4	12.4	
2:00 PM - 3:00 PM	21	13	13	15	22	17	14	14	15	15	14	14	17	15.6	19.0	14.9	17.4	14.9	17.4	
3:00 PM - 4:00 PM	13	29	29	13	25	9	18	9	13	13	15	16	12	11.2	11.1	11.1	20.3	11.1	20.3	
4:00 PM - 5:00 PM	13	16	16	8	19	11	21	9	9	9	12	14	16	12.0	16.8	11.7	15.7	11.7	15.7	
5:00 PM - 6:00 PM	13	17	17	18	18	11	22	9	17	17	14	14	17	14.6	16.6	14.1	15.7	14.1	15.7	
6:00 PM - 7:00 PM	12	15	15	4	14	17	18	16	6	6	7	7	14	10.8	15.6	10.9	14.0	10.9	14.0	
7:00 PM - 8:00 PM	9	16	16	10	11	6	13	9	8	8	10	10	9	8.0	12.8	8.0	11.4	8.0	11.4	
8:00 PM - 9:00 PM	9	14	14	5	4	8	5	5	8	8	8	8	6	7.2	10.6	7.0	9.6	7.0	9.6	
9:00 PM - 10:00 PM	1	1	1	4	4	2	3	3	5	5	1	1	1	1.8	5.4	2.4	4.3	2.4	4.3	
10:00 PM - 11:00 PM	3	3	3	0	4	3	2	2	1	1	1	1	1	1.6	2.6	1.6	3.0	1.6	3.0	
Totals	205	428	223	192	223	221	228	167	169	137	197	195	186	185	200.2	210.8	191.0	195.1	191.0	195.1
Combined	47.9	52.1	46.3	41.5	53.7	49.2	50.8	34.2	30.6	44.8	50.3	49.7	50.1	49.9	411.0	386.1	386.1	411.0	386.1	411.0
Spilt (%)																				

Peak Hours

12:00 AM - 12:00 PM	15	15	17	15	22	11	14	10	19	7	18	15	16	17	13.4	13.4	13.7	11.6	11.6
Volume	0.63	0.75	0.85	0.75	0.61	0.69	0.70	0.63	0.68	0.58	0.75	0.94	0.67	0.61	0.76	0.88	0.83	0.88	0.88
Factor																			
12:00 PM - 12:00 PM	21	31	21	30	29	29	20	22	20	19	18	20	20	19	17.2	22.4	16.6	21.3	21.3
Volume	0.75	0.86	0.58	0.63	0.60	0.66	0.83	0.79	0.63	0.79	0.75	0.83	0.71	0.79	0.69	0.93	0.85	0.93	0.93
Factor																			

Location : Northern Dr
 Cross Street : Kirk Ave
 Mile Post : 5.068

Site: CR76720150804mp.5.068

Seven Day Volume

Interval	Wed 8/12/2015		Thu 8/13/2015		Fri 8/14/2015		Sat 8/15/2015		Sun 8/16/2015		Mon 8/17/2015		Tue 8/18/2015		Mon - Fri Average		7 Day Average			
	Start	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	
12:00 AM - 1:00 AM	0	1	2	0	2	1	7	35	3	37	5	5	0	4	0	1	1.6	2.6	11.4	3.0
1:00 AM - 2:00 AM	0	2	0	1	0	2	2	1	1	4	2	1	0	2	1	0.6	1.4	1.1	1.4	
2:00 AM - 3:00 AM	0	0	1	0	0	2	2	1	1	1	0	0	1	0	0	0.2	0.6	0.4	0.6	
3:00 AM - 4:00 AM	0	0	0	0	1	2	2	1	0	1	0	0	0	0	0	0.2	0.4	0.4	0.3	
4:00 AM - 5:00 AM	2	0	2	2	0	0	0	1	2	2	1	2	0	0	1.0	0.2	1.0	1.1	0.3	
5:00 AM - 6:00 AM	1	0	2	1	4	0	0	3	0	2	2	2	4	0	2.6	0.2	2.6	2.5	0.1	
6:00 AM - 7:00 AM	13	2	9	9	12	1	1	7	0	1	9	2	8	3	10.2	2.0	10.2	8.4	1.4	
7:00 AM - 8:00 AM	11	7	10	6	12	9	9	5	5	5	14	14	10	8	11.4	6.8	11.4	9.6	6.1	
8:00 AM - 9:00 AM	15	4	13	3	10	10	10	14	6	6	16	16	15	9	13.6	6.0	13.6	11.9	7.1	
9:00 AM - 10:00 AM	8	5	10	10	17	26	26	17	21	19	11	11	10	10	15.8	6.0	15.8	16.4	13.0	
10:00 AM - 11:00 AM	15	8	20	13	35	54	54	29	33	33	40	34	16	12	23.6	12.0	23.6	25.7	21.3	
11:00 AM - 12:00 PM	23	10	17	18	21	72	72	33	50	24	33	33	7	7	17.8	20.0	17.8	20.9	29.6	
12:00 PM - 1:00 PM	11	10	14	16	31	108	108	27	53	29	45	45	11	16	20.2	36.6	20.2	21.9	40.1	
1:00 PM - 2:00 PM	13	18	22	22	38	135	135	30	71	39	78	78	8	8	17.2	55.2	17.2	21.7	51.6	
2:00 PM - 3:00 PM	9	17	28	28	30	166	166	21	99	25	68	68	9	9	16.2	55.2	16.2	19.4	59.3	
3:00 PM - 4:00 PM	12	13	25	25	24	229	229	27	142	26	72	72	10	10	17.0	52.0	17.0	18.9	61.6	
4:00 PM - 5:00 PM	14	19	29	29	30	235	235	34	114	35	59	59	10	10	16.2	70.2	16.2	20.4	78.9	
5:00 PM - 6:00 PM	15	20	32	32	18	163	163	34	75	16	49	49	10	10	14.6	77.8	14.6	17.6	78.9	
6:00 PM - 7:00 PM	15	14	26	26	22	151	151	27	31	31	31	31	5	5	16.4	56.4	16.4	20.0	55.4	
7:00 PM - 8:00 PM	9	15	11	11	22	98	98	10	45	15	24	24	8	8	12.8	56.2	12.8	12.7	50.0	
8:00 PM - 9:00 PM	5	15	9	15	8	74	74	5	19	34	17	17	5	5	10.2	33.2	10.2	14.0	28.9	
9:00 PM - 10:00 PM	7	13	8	9	12	55	55	6	26	35	9	9	8	8	6.6	23.2	6.6	10.4	21.6	
10:00 PM - 11:00 PM	0	3	1	8	27	22	14	6	9	71	3	3	4	4	6.6	15.2	6.6	18.0	12.6	
Totals	205	207	280	805	398	1658	395	845	578	538	251	194	157	153	258.2	603.4	258.2	323.4	628.6	
Combined	412	1085	74.2	19.4	80.6	31.9	124.0	68.1	111.6	48.2	56.4	43.6	50.6	49.4	30.0	861.6	70.0	34.0	952.0	
Split (%)	49.8	50.2	25.8	74.2	19.4	80.6	31.9	68.1	51.8	48.2	56.4	43.6	50.6	49.4	30.0	70.0	34.0	66.0		

Peak Hours

Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor
12:00 AM - 12:00 PM	15	0.75	8:00 AM - 10:15 AM	10	0.83	10:15 AM - 11:00 AM	24	0.64	9:45 AM - 11:00 AM	35	0.80	11:00 AM - 12:00 AM	72	0.78	12:00 AM - 1:00 PM	35	0.49	1:00 PM - 1:15 AM	50	0.89
12:00 PM - 12:00 PM	23	0.82	1:15 AM - 4:30 PM	23	0.64	4:30 PM - 5:00 PM	31	0.68	5:00 PM - 1:00 PM	38	0.86	1:00 PM - 4:15 PM	245	0.94	4:15 PM - 4:30 PM	39	0.61	4:30 PM - 10:45 PM	116	0.62
			4:30 PM - 3:30 PM	23	0.64	3:30 PM - 5:00 PM	101	0.68	5:00 PM - 1:00 PM	245	0.94	4:15 PM - 4:30 PM	143	0.94	4:30 PM - 10:45 PM	116	0.62	1:00 PM - 12:00 PM	78	0.75
			3:30 PM - 1:00 PM	31	0.86	1:00 PM - 4:15 PM	38	0.86	4:15 PM - 4:30 PM	245	0.94	4:30 PM - 10:45 PM	143	0.94	10:45 PM - 1:00 PM	78	0.75	12:00 PM - 4:30 PM	22	0.61
			1:00 PM - 4:15 PM	38	0.86	4:15 PM - 4:30 PM	245	0.94	4:30 PM - 10:45 PM	143	0.94	10:45 PM - 1:00 PM	78	0.75	1:00 PM - 1:30 PM	13	0.65	1:30 PM - 5:30 PM	17	0.61
			4:15 PM - 4:30 PM	245	0.94	4:30 PM - 10:45 PM	143	0.94	10:45 PM - 1:00 PM	78	0.75	1:00 PM - 1:30 PM	13	0.65	1:30 PM - 5:30 PM	17	0.61	5:30 PM - 12:00 PM	20.2	0.81
			4:30 PM - 10:45 PM	143	0.94	10:45 PM - 1:00 PM	78	0.75	1:00 PM - 1:30 PM	13	0.65	1:30 PM - 5:30 PM	17	0.61	5:30 PM - 12:00 PM	20.2	0.81	12:00 PM - 4:30 PM	79.4	0.97
			10:45 PM - 1:00 PM	78	0.75	1:00 PM - 1:30 PM	13	0.65	1:30 PM - 5:30 PM	17	0.61	5:30 PM - 12:00 PM	20.2	0.81	12:00 PM - 4:30 PM	79.4	0.97	4:30 PM - 10:45 PM	23.4	0.71
			1:00 PM - 1:30 PM	13	0.65	1:30 PM - 5:30 PM	17	0.61	5:30 PM - 12:00 PM	20.2	0.81	12:00 PM - 4:30 PM	79.4	0.97	4:30 PM - 10:45 PM	23.4	0.71	10:45 PM - 11:00 AM	29.6	0.85
			1:30 PM - 5:30 PM	17	0.61	5:30 PM - 12:00 PM	20.2	0.81	12:00 PM - 4:30 PM	79.4	0.97	4:30 PM - 10:45 PM	23.4	0.71	10:45 PM - 11:00 AM	29.6	0.85	11:00 AM - 12:00 PM	29.6	0.85

Location : Kirk Ave
 Cross Street : Main St
 Placement : Just East of Main St Intersection

Site: BrownsvilleKirkAve20150804

Seven Day Volume

Interval	Wed 8/5/2015		Thu 8/6/2015		Fri 8/7/2015		Sat 8/8/2015		Sun 8/9/2015		Mon 8/10/2015		Tue 8/11/2015		Mon - Fri Average		7 Day Average	
	Start	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East
12:00 AM - 1:00 AM	9	7	6	6	7	6	10	9	7	3	5	3	2	0	5.8	4.4	6.6	4.9
1:00 AM - 2:00 AM	4	4	0	1	2	0	2	1	8	9	2	2	3	0	3.6	2.0	4.9	3.0
2:00 AM - 3:00 AM	7	2	0	0	2	0	0	0	4	3	2	3	4	1	3.0	1.4	3.6	1.6
3:00 AM - 4:00 AM	1	1	2	2	2	0	0	0	4	5	4	4	2	2	2.2	1.0	2.1	1.6
4:00 AM - 5:00 AM	4	2	3	3	2	5	1	1	2	0	3	3	3	3	3.0	4.0	2.6	3.0
5:00 AM - 6:00 AM	4	12	3	3	2	8	2	4	3	4	4	4	4	4	3.4	9.8	3.1	3.0
6:00 AM - 7:00 AM	3	33	6	6	7	32	2	10	0	0	5	5	4	30	32.4	3.1	3.1	8.1
7:00 AM - 8:00 AM	19	47	13	13	14	37	5	15	5	1	14	14	13	30	32.4	3.9	11.9	25.7
8:00 AM - 9:00 AM	15	63	14	14	18	55	7	23	5	17	15	15	13	4	14.6	37.8	3.9	29.3
9:00 AM - 10:00 AM	26	43	25	25	27	52	23	35	12	31	20	18	23	13	15.0	56.8	12.4	46.3
10:00 AM - 11:00 AM	39	42	25	25	28	42	21	50	13	46	18	20	25	13	24.2	50.2	22.3	45.3
11:00 AM - 12:00 PM	40	48	25	25	41	67	32	32	22	37	41	41	34	25	27.0	44.0	24.1	45.1
12:00 PM - 1:00 PM	42	40	38	37	57	66	39	58	30	52	36	36	39	39	40.2	52.6	38.6	50.6
1:00 PM - 2:00 PM	42	40	38	37	57	66	39	58	30	52	36	36	39	39	40.2	52.6	38.6	50.6
2:00 PM - 3:00 PM	34	51	54	54	41	50	40	40	49	46	43	43	43	43	46.4	62.4	49.3	62.6
3:00 PM - 4:00 PM	32	61	35	35	94	63	40	57	39	39	53	53	55	59	41.4	54.2	42.7	53.4
4:00 PM - 5:00 PM	67	48	61	61	52	82	43	43	51	51	57	57	55	55	49.0	58.6	46.3	55.6
5:00 PM - 6:00 PM	57	67	53	53	45	41	46	49	41	45	48	48	46	46	49.8	57.2	48.0	54.3
6:00 PM - 7:00 PM	63	50	67	67	61	59	56	47	49	49	62	62	57	57	52.0	56.6	59.3	55.3
7:00 PM - 8:00 PM	48	49	59	59	70	52	30	44	48	40	49	49	44	44	54.0	49.4	49.7	47.3
8:00 PM - 9:00 PM	42	48	40	40	40	32	31	34	47	53	48	48	31	41	42.2	34.6	41.3	37.1
9:00 PM - 10:00 PM	45	36	41	41	32	30	37	28	20	34	38	38	39	39	39.0	30.6	36.0	30.7
10:00 PM - 11:00 PM	30	24	39	39	28	24	18	13	24	18	21	21	21	14	27.8	19.6	25.9	18.4
11:00 PM - Totals	16	10	17	17	23	13	22	8	12	4	12	12	15	7	16.6	8.8	16.7	8.0
Combined	684	837	659	659	747	912	579	712	551	648	635	826	610	785	669.0	845.8	639.3	798.4
Split (%)	45.0	55.0	43.5	56.5	45.0	55.0	44.8	55.2	46.0	54.0	43.5	56.5	43.7	56.3	44.2	55.8	44.5	55.5

Peak Hours

12:00 AM - 1:00 AM	40	63	31	63	41	67	32	55	22	46	41	56	34	58	36.2	58.4	33.6	50.6
Volume	0.91	0.88	0.78	0.88	0.93	0.80	0.80	0.92	0.50	0.72	0.79	0.93	0.65	0.76	0.89	0.95	0.92	0.94
Factor	0.88	0.84	0.94	0.89	0.55	0.81	0.82	0.82	0.74	0.79	0.72	0.68	0.91	0.77	0.91	0.88	0.96	0.90

Location : Kirk Ave
 Cross Street : Main St
 Placement : Just East of Main St Intersection

Site: BrownsvilleKirkAve20150804

Seven Day Volume

Interval	Wed 8/12/2015		Thu 8/13/2015		Fri 8/14/2015		Sat 8/15/2015		Sun 8/16/2015		Mon 8/17/2015		Tue 8/18/2015		Mon - Fri Average		7 Day Average		
	Start	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West	East	West
12:00 AM - 1:00 AM	13	6	5	1	16	8	18	44	18	17	11	13	8	5	10.6	6.6	12.7	17.7	
1:00 AM - 2:00 AM	7	3	7	2	5	3	9	8	5	5	3	2	4	0	5.2	2.0	7.4	4.3	
2:00 AM - 3:00 AM	4	1	0	1	2	1	2	0	2	2	3	1	0	0	1.8	0.8	2.3	1.1	
3:00 AM - 4:00 AM	1	0	3	1	3	1	2	2	2	2	1	0	1	0	1.8	0.4	1.9	1.0	
4:00 AM - 5:00 AM	3	5	3	3	2	3	2	2	3	3	3	4	4	3	2.4	3.6	2.4	3.3	
5:00 AM - 6:00 AM	2	4	2	2	1	9	7	7	1	1	2	8	2	5	1.8	7.2	1.7	6.7	
6:00 AM - 7:00 AM	3	33	6	28	5	25	10	10	0	0	3	26	1	30	3.6	28.4	2.6	22.9	
7:00 AM - 8:00 AM	8	37	9	32	13	37	8	16	5	5	11	37	14	42	11.0	37.0	9.7	29.7	
8:00 AM - 9:00 AM	14	54	15	62	29	59	23	28	10	10	19	19	16	59	18.6	58.0	18.0	48.6	
9:00 AM - 10:00 AM	25	52	22	53	35	51	29	39	19	19	26	63	17	44	25.0	52.6	24.7	49.6	
10:00 AM - 11:00 AM	16	44	27	47	61	71	68	68	22	22	30	76	30	70	32.8	61.6	33.3	62.3	
11:00 AM - 12:00 PM	29	45	46	49	85	58	41	73	41	50	34	60	29	52	44.6	52.8	47.1	55.3	
12:00 PM - 1:00 PM	34	63	46	56	115	63	60	85	60	60	39	57	36	52	54.0	58.2	58.0	61.1	
1:00 PM - 2:00 PM	46	72	70	60	153	68	92	76	116	88	41	56	44	49	70.0	61.0	79.7	67.0	
2:00 PM - 3:00 PM	54	73	103	59	184	60	87	72	94	72	43	41	44	61	85.6	58.8	87.0	62.6	
3:00 PM - 4:00 PM	33	46	83	58	178	60	111	71	91	91	61	51	47	54	78.4	54.2	84.9	57.6	
4:00 PM - 5:00 PM	46	58	102	58	210	56	165	72	87	87	51	41	47	47	88.4	58.8	99.1	61.1	
5:00 PM - 6:00 PM	67	54	124	84	270	44	136	68	74	74	65	49	54	52	116.0	56.6	112.9	58.4	
6:00 PM - 7:00 PM	68	67	154	73	207	64	112	54	62	48	61	53	47	47	106.3	63.4	106.3	59.9	
7:00 PM - 8:00 PM	60	58	123	57	190	50	67	43	47	55	40	42	59	60	94.4	50.2	83.7	49.9	
8:00 PM - 9:00 PM	34	31	108	44	112	43	35	34	37	37	26	28	37	35	63.4	36.2	57.3	37.9	
9:00 PM - 10:00 PM	51	35	77	35	71	36	35	19	40	55	31	10	38	24	53.6	28.0	49.0	30.6	
10:00 PM - 11:00 PM	37	31	58	20	37	18	33	25	31	60	28	17	17	11	35.4	19.4	34.4	26.0	
11:00 PM - Totals	12	10	32	11	35	23	22	19	18	117	9	4	12	5	20.0	10.6	20.0	27.0	
Combined	1549	882	1225	953	2019	911	1191	935	900	1043	617	797	634	789	1032.4	866.4	1036.1	901.4	
Spill (%)	43.1	56.9	56.2	43.8	68.9	31.1	56.0	44.0	46.3	53.7	43.6	56.4	44.6	55.4	54.4	45.6	53.5	46.5	

Peak Hours

Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor			
12:00 AM - 12:00 PM	29	0.73	10:45 AM - 11:00 AM	46	0.77	9:45 AM - 10:00 AM	85	0.82	8:45 AM - 9:00 AM	71	0.93	7:45 AM - 8:00 AM	66	0.79	6:45 AM - 7:00 AM	41	0.68	5:45 AM - 6:00 AM	37	0.84	4:45 AM - 5:00 AM	76	0.76
12:00 PM - 12:00 PM	74	0.88	11:00 AM - 11:15 AM	62	0.86	10:15 AM - 10:30 AM	71	0.93	9:15 AM - 9:30 AM	66	0.79	8:15 AM - 8:30 AM	79	0.90	7:15 AM - 7:30 AM	41	0.68	6:15 AM - 6:30 AM	37	0.84	5:15 AM - 5:30 AM	76	0.76
12:00 PM - 12:00 PM	74	0.88	10:00 AM - 10:15 AM	62	0.86	9:15 AM - 9:30 AM	71	0.93	8:15 AM - 8:30 AM	66	0.79	7:15 AM - 7:30 AM	79	0.90	6:15 AM - 6:30 AM	41	0.68	5:15 PM - 5:30 PM	76	0.76	4:15 PM - 4:30 PM	67	0.67
12:00 PM - 12:00 PM	74	0.88	9:00 AM - 9:15 AM	62	0.86	8:15 AM - 8:30 AM	71	0.93	7:15 AM - 7:30 AM	66	0.79	6:15 AM - 6:30 AM	79	0.90	5:15 PM - 5:30 PM	41	0.68	4:15 PM - 4:30 PM	67	0.67	3:15 PM - 3:30 PM	64	0.89
12:00 PM - 12:00 PM	74	0.88	8:00 AM - 8:15 AM	62	0.86	7:15 AM - 7:30 AM	71	0.93	6:15 AM - 6:30 AM	66	0.79	5:15 PM - 5:30 PM	79	0.90	4:15 PM - 4:30 PM	41	0.68	3:15 PM - 3:30 PM	64	0.89	2:15 PM - 2:30 PM	81	0.84
12:00 PM - 12:00 PM	74	0.88	7:00 AM - 7:15 AM	62	0.86	6:15 AM - 6:30 PM	71	0.93	5:15 PM - 5:30 PM	66	0.79	4:15 PM - 4:30 PM	79	0.90	3:15 PM - 3:30 PM	41	0.68	2:15 PM - 2:30 PM	64	0.89	1:15 PM - 1:30 PM	81	0.84
12:00 PM - 12:00 PM	74	0.88	6:00 AM - 6:15 PM	62	0.86	5:00 PM - 5:15 PM	71	0.93	4:00 PM - 4:15 PM	66	0.79	3:00 PM - 3:15 PM	79	0.90	2:00 PM - 2:15 PM	41	0.68	1:00 PM - 1:15 PM	64	0.89	12:00 AM - 12:00 PM	81	0.84
12:00 PM - 12:00 PM	74	0.88	5:00 AM - 5:15 PM	62	0.86	4:00 PM - 4:15 PM	71	0.93	3:00 PM - 3:15 PM	66	0.79	2:00 PM - 2:15 PM	79	0.90	1:00 PM - 1:15 PM	41	0.68	12:00 AM - 12:00 PM	62	0.89	11:00 AM - 11:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	4:00 AM - 4:15 PM	62	0.86	3:00 PM - 3:15 PM	71	0.93	2:00 PM - 2:15 PM	66	0.79	1:00 PM - 1:15 PM	79	0.90	12:00 AM - 12:00 PM	41	0.68	11:00 AM - 11:00 AM	62	0.89	10:00 AM - 10:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	3:00 AM - 3:15 PM	62	0.86	2:00 PM - 2:15 PM	71	0.93	1:00 PM - 1:15 PM	66	0.79	12:00 AM - 12:00 PM	79	0.90	11:00 AM - 11:00 AM	41	0.68	10:00 AM - 10:00 AM	62	0.89	9:00 AM - 9:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	2:00 AM - 2:15 PM	62	0.86	1:00 PM - 1:15 PM	71	0.93	12:00 AM - 12:00 PM	66	0.79	11:00 AM - 11:00 AM	79	0.90	10:00 AM - 10:00 AM	41	0.68	9:00 AM - 9:00 AM	62	0.89	8:00 AM - 8:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	1:00 AM - 1:15 PM	62	0.86	12:00 AM - 12:00 PM	71	0.93	11:00 AM - 11:00 AM	66	0.79	10:00 AM - 10:00 AM	79	0.90	9:00 AM - 9:00 AM	41	0.68	8:00 AM - 8:00 AM	62	0.89	7:00 AM - 7:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	12:00 AM - 12:00 AM	62	0.86	11:00 AM - 11:00 AM	71	0.93	10:00 AM - 10:00 AM	66	0.79	9:00 AM - 9:00 AM	79	0.90	8:00 AM - 8:00 AM	41	0.68	7:00 AM - 7:00 AM	62	0.89	6:00 AM - 6:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	11:00 AM - 11:00 AM	62	0.86	10:00 AM - 10:00 AM	71	0.93	9:00 AM - 9:00 AM	66	0.79	8:00 AM - 8:00 AM	79	0.90	7:00 AM - 7:00 AM	41	0.68	6:00 AM - 6:00 AM	62	0.89	5:00 AM - 5:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	10:00 AM - 10:00 AM	62	0.86	9:00 AM - 9:00 AM	71	0.93	8:00 AM - 8:00 AM	66	0.79	7:00 AM - 7:00 AM	79	0.90	6:00 AM - 6:00 AM	41	0.68	5:00 AM - 5:00 AM	62	0.89	4:00 AM - 4:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	9:00 AM - 9:00 AM	62	0.86	8:00 AM - 8:00 AM	71	0.93	7:00 AM - 7:00 AM	66	0.79	6:00 AM - 6:00 AM	79	0.90	5:00 AM - 5:00 AM	41	0.68	4:00 AM - 4:00 AM	62	0.89	3:00 AM - 3:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	8:00 AM - 8:00 AM	62	0.86	7:00 AM - 7:00 AM	71	0.93	6:00 AM - 6:00 AM	66	0.79	5:00 AM - 5:00 AM	79	0.90	4:00 AM - 4:00 AM	41	0.68	3:00 AM - 3:00 AM	62	0.89	2:00 AM - 2:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	7:00 AM - 7:00 AM	62	0.86	6:00 AM - 6:00 AM	71	0.93	5:00 AM - 5:00 AM	66	0.79	4:00 AM - 4:00 PM	79	0.90	3:00 PM - 3:00 PM	41	0.68	2:00 PM - 2:00 PM	62	0.89	1:00 PM - 1:00 PM	81	0.84
12:00 PM - 12:00 PM	74	0.88	6:00 AM - 6:00 AM	62	0.86	5:00 PM - 5:15 PM	71	0.93	4:00 PM - 4:15 PM	66	0.79	3:00 PM - 3:15 PM	79	0.90	2:00 PM - 2:15 PM	41	0.68	1:00 PM - 1:15 PM	62	0.89	12:00 AM - 12:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	5:00 AM - 5:15 PM	62	0.86	4:00 PM - 4:15 PM	71	0.93	3:00 PM - 3:15 PM	66	0.79	2:00 PM - 2:15 PM	79	0.90	1:00 PM - 1:15 PM	41	0.68	12:00 AM - 12:00 AM	62	0.89	11:00 AM - 11:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	4:00 AM - 4:15 PM	62	0.86	3:00 PM - 3:15 PM	71	0.93	2:00 PM - 2:15 PM	66	0.79	1:00 PM - 1:15 PM	79	0.90	12:00 AM - 12:00 PM	41	0.68	11:00 AM - 11:00 AM	62	0.89	10:00 AM - 10:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	3:00 AM - 3:15 PM	62	0.86	2:00 PM - 2:15 PM	71	0.93	1:00 PM - 1:15 PM	66	0.79	12:00 AM - 12:00 PM	79	0.90	11:00 AM - 11:00 AM	41	0.68	10:00 AM - 10:00 AM	62	0.89	9:00 AM - 9:00 AM	81	0.84
12:00 PM - 12:00 PM	74	0.88	2:00 AM - 2:15 PM	62	0.86	1:00 PM - 1:15 PM	71	0.93	12:00 AM - 12:00 PM	66	0.79	11:00 AM - 11:00 AM	79	0.90	10:00 AM - 10:00 AM	41	0.68	9:00 AM - 9:00 AM	62	0.89	8:00 AM - 8:00 AM		

Location : Main St
 Cross Street : Kirk Ave
 Placement : Just North of Kirk/Main Intersection

Site: BrownsvilleMainSt20150804

Seven Day Volume

Interval	Wed 8/5/2015		Thu 8/6/2015		Fri 8/7/2015		Sat 8/8/2015		Sun 8/9/2015		Mon 8/10/2015		Tue 8/11/2015		Mon - Fri Average		7 Day Average	
	Start	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North
12:00 AM - 1:00 AM	10	7	7	2	8	6	15	11	16	12	15	12	7	9	9.2	5.0	11.0	7.3
1:00 AM - 2:00 AM	11	4	7	2	5	3	7	4	12	6	15	7	10	8.0	2.4	8.4	4.4	
2:00 AM - 3:00 AM	2	3	2	2	3	4	6	2	6	6	6	3	2	2.4	2.6	3.4	3.0	
3:00 AM - 4:00 AM	4	6	6	6	3	7	3	6	3	3	1	2	4	3.8	6.2	3.6	5.4	
4:00 AM - 5:00 AM	6	12	9	9	10	7	7	7	5	5	5	8	7	8.0	10.2	7.6	9.0	
5:00 AM - 6:00 AM	21	36	11	41	13	29	4	11	6	6	6	15	13	14.6	38.0	11.7	29.6	
6:00 AM - 7:00 AM	27	98	27	76	29	81	19	28	9	16	20	35	32	30.0	83.0	25.4	65.6	
7:00 AM - 8:00 AM	72	100	70	99	69	81	43	41	19	16	79	64	65	68.0	96.4	57.4	77.6	
8:00 AM - 9:00 AM	99	111	88	100	89	89	96	74	53	53	100	78	89	88.6	98.8	84.6	86.3	
9:00 AM - 10:00 AM	105	98	113	90	90	95	83	81	70	65	65	104	95	98.0	95.0	91.9	88.7	
10:00 AM - 11:00 AM	120	96	126	98	113	109	130	107	125	81	108	87	113	117.4	107.2	120.3	105.4	
11:00 AM - 12:00 PM	109	124	106	100	131	109	120	109	141	130	130	94	124	112.8	106.8	109.3	107.3	
1:00 PM - 2:00 PM	112	86	61	73	158	148	147	128	130	141	129	129	115	141.2	94.2	116.3	104.1	
2:00 PM - 3:00 PM	126	115	144	92	165	112	136	113	130	129	126	127	122	116.0	107.6	118.3	112.4	
3:00 PM - 4:00 PM	165	113	170	121	184	140	123	131	121	131	113	154	144	141.2	105.6	137.6	109.6	
4:00 PM - 5:00 PM	164	134	219	124	152	129	137	123	101	102	102	127	124	159.4	121.6	150.1	121.7	
5:00 PM - 6:00 PM	169	131	210	146	182	126	135	117	118	118	118	153	153	179.6	131.0	155.7	121.3	
6:00 PM - 7:00 PM	147	111	156	116	142	85	106	96	113	83	83	121	184	151.4	106.8	164.4	127.1	
7:00 PM - 8:00 PM	87	88	98	96	102	85	83	82	102	102	70	114	103	100.8	86.2	98.4	83.3	
8:00 PM - 9:00 PM	80	47	95	66	79	58	95	85	60	64	64	89	66	56.8	68.4	58.4	70.1	
9:00 PM - 10:00 PM	52	71	54	46	64	57	65	51	60	22	50	53	54	33.6	25.2	34.7	53.3	
10:00 PM - 11:00 PM	38	30	31	31	45	27	53	40	22	22	29	26	28	33.6	16.2	34.7	27.9	
Totals	1864	1751	1833	1561	2017	1804	1755	1588	1534	1411	1792	1688	1841	1869.4	1693.6	1805.1	1638.1	
Combined	3615		3394		3821		3343		2945		3480		3505		3563.0		3443.3	
Spilt (%)	51.6	48.4	54.0	46.0	52.8	47.2	52.5	47.5	52.1	47.9	51.5	48.5	52.5	52.5	47.5	52.4	47.6	

Peak Hours

Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor
12:00 AM - 1:00 AM	120	0.88	10:00 AM - 11:00 AM	134	0.80	8:00 PM - 9:00 PM	80	0.87	6:00 PM - 7:00 PM	147	1.11	4:30 PM - 5:00 PM	172	0.93
1:00 AM - 2:00 AM	124	0.82	11:00 AM - 12:00 PM	106	0.85	9:00 PM - 10:00 PM	71	0.83	7:00 PM - 8:00 PM	111	0.88	5:00 PM - 6:00 PM	136	0.83
2:00 AM - 3:00 AM	134	0.80	12:00 PM - 1:00 AM	131	0.89	10:00 PM - 11:00 PM	52	0.83	8:00 PM - 9:00 PM	156	1.16	4:30 PM - 5:00 PM	231	0.93
3:00 AM - 4:00 AM	131	0.89	1:00 AM - 2:00 AM	119	0.85	11:00 AM - 12:00 PM	79	0.85	9:00 PM - 10:00 PM	142	1.02	3:45 PM - 4:30 PM	146	0.89
4:00 AM - 5:00 AM	119	0.85	2:00 AM - 3:00 AM	132	0.85	12:00 PM - 1:00 AM	85	0.85	10:00 PM - 11:00 PM	133	0.89	3:45 PM - 4:30 PM	213	0.85
5:00 AM - 6:00 AM	132	0.85	3:00 AM - 4:00 AM	109	0.88	1:00 AM - 2:00 AM	102	0.88	11:00 PM - 12:00 PM	118	0.80	4:30 PM - 5:00 PM	184	0.90
6:00 AM - 7:00 AM	109	0.88	4:00 AM - 5:00 AM	133	0.85	2:00 AM - 3:00 AM	83	0.88	12:00 PM - 1:00 AM	118	0.80	5:00 PM - 6:00 PM	148	0.88
7:00 AM - 8:00 AM	133	0.85	5:00 AM - 6:00 AM	109	0.88	3:00 AM - 4:00 AM	95	0.91	1:00 AM - 2:00 AM	122	0.90	6:00 PM - 7:00 PM	139	0.91
8:00 AM - 9:00 AM	133	0.85	6:00 AM - 7:00 AM	132	0.85	4:00 AM - 5:00 AM	82	0.91	2:00 AM - 3:00 AM	118	0.80	7:00 PM - 8:00 PM	154	0.71
9:00 AM - 10:00 AM	109	0.88	7:00 AM - 8:00 AM	109	0.88	5:00 AM - 6:00 AM	102	0.71	3:00 AM - 4:00 AM	118	0.80	8:00 PM - 9:00 PM	146	0.68
10:00 AM - 11:00 AM	133	0.85	8:00 AM - 9:00 AM	132	0.85	4:00 AM - 5:00 AM	74	0.71	4:00 AM - 5:00 PM	122	0.90	9:00 PM - 10:00 AM	169	0.94
11:00 AM - 12:00 PM	109	0.88	9:00 AM - 10:00 AM	109	0.88	5:00 AM - 6:00 PM	114	0.89	6:00 AM - 7:00 AM	122	0.90	10:00 AM - 11:00 AM	142	0.89
12:00 PM - 1:00 AM	133	0.85	10:00 AM - 11:00 AM	132	0.85	6:00 AM - 7:00 AM	114	0.89	7:00 AM - 8:00 AM	122	0.90	11:00 AM - 12:00 PM	184	0.87
1:00 AM - 2:00 AM	109	0.88	11:00 AM - 12:00 PM	109	0.88	7:00 AM - 8:00 AM	114	0.89	8:00 AM - 9:00 AM	122	0.90	12:00 PM - 1:00 AM	135	0.89
2:00 AM - 3:00 AM	133	0.85	12:00 PM - 1:00 AM	109	0.88	8:00 AM - 9:00 AM	114	0.89	9:00 AM - 10:00 AM	122	0.90	1:00 AM - 2:00 AM	179.6	0.95
3:00 AM - 4:00 AM	109	0.88	1:00 AM - 2:00 AM	132	0.85	9:00 AM - 10:00 AM	114	0.89	10:00 AM - 11:00 AM	122	0.90	2:00 AM - 3:00 AM	131.0	0.97
4:00 AM - 5:00 AM	133	0.85	2:00 AM - 3:00 AM	109	0.88	10:00 AM - 11:00 AM	114	0.89	11:00 AM - 12:00 PM	122	0.90	3:00 AM - 4:00 AM	166.1	0.97
5:00 AM - 6:00 AM	109	0.88	3:00 AM - 4:00 AM	132	0.85	11:00 AM - 12:00 PM	114	0.89	12:00 PM - 1:00 AM	122	0.90	4:00 PM - 5:00 PM	127.1	0.96
6:00 AM - 7:00 AM	133	0.85	4:00 AM - 5:00 AM	109	0.88	12:00 PM - 1:00 AM	114	0.89	1:00 AM - 2:00 AM	122	0.90	5:00 PM - 6:00 PM	166.1	0.96
7:00 AM - 8:00 AM	109	0.88	5:00 AM - 6:00 AM	132	0.85	1:00 AM - 2:00 AM	114	0.89	2:00 AM - 3:00 AM	122	0.90	6:00 PM - 7:00 PM	127.1	0.96
8:00 AM - 9:00 AM	133	0.85	6:00 AM - 7:00 AM	109	0.88	2:00 AM - 3:00 AM	114	0.89	3:00 AM - 4:00 AM	122	0.90	7:00 PM - 8:00 PM	127.1	0.96
9:00 AM - 10:00 AM	109	0.88	7:00 AM - 8:00 AM	132	0.85	3:00 AM - 4:00 AM	114	0.89	4:00 AM - 5:00 PM	122	0.90	8:00 PM - 9:00 PM	127.1	0.96
10:00 AM - 11:00 AM	133	0.85	8:00 AM - 9:00 AM	109	0.88	4:00 AM - 5:00 PM	114	0.89	5:00 PM - 6:00 PM	122	0.90	9:00 PM - 10:00 AM	127.1	0.96
11:00 AM - 12:00 PM	109	0.88	9:00 AM - 10:00 AM	132	0.85	5:00 AM - 6:00 PM	114	0.89	6:00 PM - 7:00 PM	122	0.90	10:00 AM - 11:00 AM	127.1	0.96
12:00 PM - 1:00 AM	133	0.85	10:00 AM - 11:00 AM	109	0.88	6:00 PM - 7:00 PM	114	0.89	7:00 PM - 8:00 PM	122	0.90	11:00 AM - 12:00 PM	127.1	0.96

Location
 Cross Street
 Placement

Main St
 Kirk Ave
 Just North of Kirk/Main Intersection

Site: BrownsvilleMainS20150804

Seven Day Volume

Interval	Wed 8/12/2015		Thu 8/13/2015		Fri 8/14/2015		Sat 8/15/2015		Sun 8/16/2015		Mon 8/17/2015		Tue 8/18/2015		Mon - Fri Average		7 Day Average	
	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South
12:00 AM - 1:00 AM	11	10	12	6	12	9	82	9	111	19	22	7	7	6	12.8	7.6	36.7	9.4
1:00 AM - 2:00 AM	9	2	9	9	7	4	19	4	32	5	9	6	4	2	7.6	4.6	12.7	4.6
2:00 AM - 3:00 AM	4	4	5	1	8	4	2	2	16	2	11	3	3	3	6.2	3.1	7.0	3.1
3:00 AM - 4:00 AM	5	8	4	10	4	6	2	2	4	3	4	8	2	2	3.8	6.8	3.6	6.7
4:00 AM - 5:00 AM	6	15	5	11	6	13	6	6	5	4	10	9	4	7	6.2	11.0	6.0	9.4
5:00 AM - 6:00 AM	24	53	10	48	11	32	4	4	15	11	20	40	4	43	15.4	43.2	13.7	34.0
6:00 AM - 7:00 AM	28	88	32	98	28	63	33	33	24	24	45	89	31	91	32.8	85.8	31.6	67.1
7:00 AM - 8:00 AM	63	100	65	103	51	105	59	59	19	41	90	89	72	97	68.2	98.8	59.9	83.1
8:00 AM - 9:00 AM	77	95	96	92	93	94	109	87	77	53	108	95	90	95	92.8	94.2	92.9	87.3
9:00 AM - 10:00 AM	91	98	117	118	116	107	145	121	106	82	145	107	88	77	111.4	101.4	115.4	101.4
10:00 AM - 11:00 AM	92	97	112	94	143	137	149	133	170	121	154	96	113	94	122.8	103.6	133.3	110.3
11:00 AM - 12:00 PM	122	105	102	119	155	148	165	143	145	125	151	110	106	115	127.2	119.4	135.1	123.6
12:00 PM - 1:00 PM	137	114	123	120	113	179	152	152	164	158	138	100	130	103	128.2	119.8	136.7	131.9
1:00 PM - 2:00 PM	118	105	149	121	133	162	132	132	144	170	123	102	116	89	127.8	119.2	130.7	131.4
2:00 PM - 3:00 PM	147	98	133	118	146	140	134	134	21.1	140	135	128	128	106	137.8	118.0	132.4	134.4
3:00 PM - 4:00 PM	146	113	180	124	174	212	117	142	114	153	145	114	120	97	153.0	132.0	142.3	136.4
4:00 PM - 5:00 PM	172	137	193	163	183	179	158	162	123	123	157	121	172	101	175.4	140.2	165.4	145.7
5:00 PM - 6:00 PM	183	155	179	133	144	208	123	160	115	125	180	139	166	150	170.4	157.0	155.7	152.9
6:00 PM - 7:00 PM	159	103	167	158	106	171	92	123	98	101	128	87	141	105	140.2	124.8	127.3	121.1
7:00 PM - 8:00 PM	132	85	108	128	112	108	96	90	118	64	88	61	88	67	105.6	89.8	106.0	86.1
8:00 PM - 9:00 PM	107	76	104	106	84	109	84	80	97	49	88	51	77	70	92.0	82.4	91.6	76.6
9:00 PM - 10:00 PM	83	84	99	51	74	67	80	51	142	35	59	48	51	44	73.2	58.8	84.0	54.3
10:00 PM - 11:00 PM	28	39	59	32	109	38	94	38	110	22	27	26	25	18	49.6	30.6	64.6	30.4
Totals	1958	1801	2092	1984	2146	2314	2173	1988	2124	1672	2045	1643	1763	1597	2000.8	1867.8	2043.0	1857.0
Combined	3759	479	4076	487	4460	4161	4161	478	3796	440	3688	3360	3360	475	3868.6	3900.0	3900.0	476
Split (%)	52.1	47.9	51.3	48.7	48.1	51.9	52.2	56.0	56.0	44.0	55.5	44.5	52.5	47.5	51.7	48.3	52.4	47.6

Peak Hours

12:00 AM - 1:00 AM	122	110	117	119	155	148	174	143	170	138	154	110	125	115	127.2	138	135.1	123.6
Volume	0.85	0.72	0.81	0.93	0.92	0.82	0.82	0.85	0.87	0.80	0.88	0.81	0.92	0.87	0.95	0.92	0.96	0.92
Factor	0.93	0.82	0.81	0.87	0.88	0.82	0.79	0.89	0.76	0.89	0.92	0.85	0.88	0.85	0.88	0.88	0.91	0.91

Location : Gap Rd
 Cross Street : Lake Creek Dr
 Mile Post : 2.994

Site: CR77020150804mp.2.994

Seven Day Volume

Interval	Wed 8/5/2015		Thu 8/6/2015		Fri 8/7/2015		Sat 8/8/2015		Sun 8/9/2015		Mon 8/10/2015		Tue 8/11/2015		Mon - Fri Average		7 Day Average		
	Start	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North
12:00 AM - 1:00 AM	2	5	0	2	1	3	1	4	2	1	2	3	1	7	1.4	4.2	1.4	3.9	
1:00 AM - 2:00 AM	3	3	2	1	0	1	0	3	1	0	1	1	2	3	1.8	2.0	1.4	2.1	
2:00 AM - 3:00 AM	0	1	3	1	0	0	0	0	0	1	1	1	2	0.8	1.0	0.6	1.3		
3:00 AM - 4:00 AM	3	2	1	1	1	3	0	0	1	1	2	2	2	1.6	1.8	1.3	1.3		
4:00 AM - 5:00 AM	3	7	2	7	4	4	1	1	1	1	4	6	5	3.6	5.6	3.0	4.4		
5:00 AM - 6:00 AM	19	5	2	3	4	4	2	3	3	3	18	1	21	20.4	3.2	16.1	3.6		
6:00 AM - 7:00 AM	42	13	28	14	26	15	7	8	2	6	28	9	12	30.4	12.6	23.0	10.6		
7:00 AM - 8:00 AM	38	21	39	25	41	25	14	14	6	3	44	30	41	40.6	27.0	31.9	22.4		
8:00 AM - 9:00 AM	42	21	32	30	45	33	23	23	9	3	28	28	39	39.0	32.4	32.4	27.4		
9:00 AM - 10:00 AM	38	39	40	37	34	35	18	16	21	12	37	26	32	34.4	36.4	31.6	34.4		
10:00 AM - 11:00 AM	32	40	27	33	37	41	28	27	9	32	28	34	34	31.2	38.2	29.9	37.4		
11:00 AM - 12:00 PM	43	53	35	30	37	56	31	31	23	23	30	30	30	35.0	42.2	32.7	39.6		
12:00 PM - 1:00 PM	36	42	29	40	37	59	47	46	42	34	32	38	33	33.4	49.2	36.6	43.0		
1:00 PM - 2:00 PM	41	52	40	48	42	59	40	47	24	42	42	42	42	41.4	49.6	38.7	45.7		
2:00 PM - 3:00 PM	35	60	28	44	35	31	47	46	37	37	28	28	33	31.8	47.6	34.7	45.7		
3:00 PM - 4:00 PM	35	47	47	48	38	58	41	42	34	46	37	37	33	38.6	49.0	38.3	47.6		
4:00 PM - 5:00 PM	51	58	43	79	33	66	41	42	36	50	48	41	36	46.6	70.0	41.3	64.4		
5:00 PM - 6:00 PM	40	84	31	94	35	75	20	32	34	38	36	36	45	37.4	82.0	36.1	72.0		
6:00 PM - 7:00 PM	35	62	29	50	29	51	28	26	33	36	29	29	32	30.8	57.8	30.7	50.7		
7:00 PM - 8:00 PM	28	34	37	44	24	29	23	26	34	29	25	25	25	27.8	32.2	28.0	30.9		
8:00 PM - 9:00 PM	25	33	30	33	21	19	18	26	18	24	18	22	21	23.0	25.8	21.6	25.6		
9:00 PM - 10:00 PM	17	12	24	20	11	33	13	8	13	13	21	15	15	17.6	19.6	16.3	17.7		
10:00 PM - 11:00 PM	2	13	9	14	8	11	5	13	9	7	9	10	5	6.6	12.0	6.7	11.4		
Totals	614	732	583	702	566	717	467	534	410	478	555	641	582	580.0	697.8	539.6	643.0		
Combined	1346		1285		1283		1001		888		1196		1279		1277.8		1182.6		
Split (%)	45.6	54.4	45.4	54.6	44.1	55.9	46.7	53.3	46.2	53.8	46.4	53.6	45.5	45.4	54.5	45.4	54.6	45.6	54.4

Peak Hours

12:00 AM - 12:00 PM	46	53	40	42	48	60	35	41	31	42	46	43	48	47	41.4	42.6	34.6	40.1
Factor	0.77	0.83	0.83	0.70	0.80	0.79	0.73	0.73	0.78	0.88	0.82	0.83	0.80	0.90	0.91	0.78	0.89	0.80
12:00 PM - 12:00 PM	51	86	47	94	46	76	49	56	42	57	48	82	63	47.6	82.0	42.1	72.0	
Factor	0.80	0.69	0.84	0.81	0.82	0.86	0.82	0.88	0.75	0.79	0.86	0.76	0.88	0.94	0.83	0.91	0.87	

Location : Gap Rd
 Cross Street : Lake Creek Dr
 Mile Post : 2.994

Site: CR77020150804mp.2.994

Seven Day Volume

Interval	Wed 8/12/2015		Thu 8/13/2015		Fri 8/14/2015		Sat 8/15/2015		Sun 8/16/2015		Mon 8/17/2015		Tue 8/18/2015		Mon - Fri Average		7 Day Average	
	Start	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South
12:00 AM - 1:00 AM	3	5	1	4	0	6	6	4	26	5	6	6	3	3	2.6	4.0	6.4	4.3
1:00 AM - 2:00 AM	1	1	0	2	2	2	3	3	1	1	2	2	1	2.0	1.4	2.7	1.9	
2:00 AM - 3:00 AM	0	2	1	1	4	2	4	3	3	1	3	3	0	1.6	1.7	2.0	2.0	
3:00 AM - 4:00 AM	1	0	1	1	4	2	7	0	4	4	1	1	1	1.6	1.2	2.7	1.1	
4:00 AM - 5:00 AM	6	6	6	6	5	5	2	2	1	1	7	5	5	5.8	5.6	4.6	4.6	
5:00 AM - 6:00 AM	23	8	21	21	27	7	8	5	4	4	23	23	19	22.6	5.0	17.9	4.9	
6:00 AM - 7:00 AM	26	17	17	27	22	15	16	12	8	8	22	13	33	14	15.4	15.4	14.3	
7:00 AM - 8:00 AM	42	20	20	37	37	24	20	17	12	11	45	45	43	40.8	22.6	33.7	19.7	
8:00 AM - 9:00 AM	52	34	34	47	47	24	31	15	19	20	55	55	32	46.6	26.8	40.4	24.1	
9:00 AM - 10:00 AM	32	31	31	33	24	30	34	27	25	28	62	62	34	37.0	33.4	34.9	31.7	
10:00 AM - 11:00 AM	28	36	36	32	47	42	35	33	43	31	54	54	38	39.8	37.8	39.6	36.1	
11:00 AM - 12:00 PM	35	47	47	27	31	60	40	40	27	32	57	57	38	37.6	35	36.4	44.4	
12:00 PM - 1:00 PM	32	28	28	34	42	58	46	46	45	50	34	32	27	32.8	40.4	36.4	46.1	
1:00 PM - 2:00 PM	33	49	49	39	43	37	34	34	44	44	34	32	29	33.2	55.8	34.9	57.9	
2:00 PM - 3:00 PM	29	47	47	35	54	98	42	78	31	31	33	33	33	33.0	56.4	34.0	62.3	
3:00 PM - 4:00 PM	29	63	63	39	59	107	90	90	28	100	37	37	49	34.6	62.8	33.6	72.0	
4:00 PM - 5:00 PM	46	75	75	48	99	117	57	57	38	59	36	36	51	38.4	80.8	36.1	74.3	
5:00 PM - 6:00 PM	33	61	61	41	89	112	24	24	20	20	45	45	26	44.8	85.0	38.3	75.3	
6:00 PM - 7:00 PM	46	75	75	41	95	100	27	23	33	47	45	45	33	44.8	73.8	31.9	65.4	
7:00 PM - 8:00 PM	29	29	29	25	57	40	21	21	40	23	23	23	22	23.6	34.8	25.6	32.6	
8:00 PM - 9:00 PM	31	29	29	31	37	34	34	34	27	27	15	15	16	21.0	28.0	21.3	26.9	
9:00 PM - 10:00 PM	19	11	11	28	24	15	14	14	54	54	12	12	13	19.8	13.8	23.9	13.0	
10:00 PM - 11:00 PM	11	8	8	13	16	15	22	6	58	58	7	7	6	11.2	12.0	19.4	10.7	
Totals	583	689	615	848	626	1014	541	724	611	647	647	574	529	600.0	748.0	593.1	730.1	
Combined	1272	1463	1640	1265	1258	1221	1144	1348.0	1323.3	1323.3	55.5	44.8	55.2					
Split (%)	45.8	54.2	42.0	58.0	38.2	61.8	42.8	57.2	48.6	51.4	53.0	46.2	53.8	44.5	55.5	44.8	55.2	

Peak Hours

Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor	Interval	Volume	Factor												
12:00 AM - 12:00 PM	52	0.87	8:00 AM - 8:00 AM	47	0.73	12:00 PM - 12:00 PM	48	0.92	4:00 AM - 4:00 AM	57	0.89	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	81	0.75	4:15 PM - 4:15 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91
12:00 AM - 12:00 PM	47	0.73	8:00 AM - 8:00 AM	47	0.73	12:00 PM - 12:00 PM	49	0.82	4:00 AM - 4:00 AM	60	0.88	8:00 AM - 8:00 AM	46	0.82	12:00 PM - 12:00 PM	81	0.75	4:15 PM - 4:15 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91
12:00 AM - 12:00 PM	47	0.73	8:00 AM - 8:00 AM	47	0.73	12:00 PM - 12:00 PM	49	0.82	4:00 AM - 4:00 AM	60	0.88	8:00 AM - 8:00 AM	46	0.82	12:00 PM - 12:00 PM	81	0.75	4:15 PM - 4:15 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91
12:00 AM - 12:00 PM	47	0.73	8:00 AM - 8:00 AM	47	0.73	12:00 PM - 12:00 PM	49	0.82	4:00 AM - 4:00 AM	60	0.88	8:00 AM - 8:00 AM	46	0.82	12:00 PM - 12:00 PM	81	0.75	4:15 PM - 4:15 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91	8:00 AM - 8:00 AM	49	0.82	12:00 PM - 12:00 PM	105	0.91

Location : Seven Mile Ln
 Cross Street : Ferry Dr
 Mile Post : 15.467

Site: SevenMileBrownsvilleCheck

Seven Day Volume

Interval	Wed 8/5/2015		Thu 8/6/2015		Fri 8/7/2015		Sat 8/8/2015		Sun 8/9/2015		Mon 8/10/2015		Tue 8/11/2015		Mon - Fri Average		7 Day Average		
	Start	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South
12:00 AM	4	1	1	1	4	1	1	4	1	1	0	1	7	1	3.4	1.4	2.7	1.1	1.1
1:00 AM	2	1	1	1	0	0	1	1	3	3	2	2	2	2	1.4	0.8	2.0	0.9	0.9
2:00 AM	0	0	1	1	2	2	3	3	0	0	0	0	0	0	0.8	0.4	1.1	1.9	1.9
3:00 AM	0	0	1	0	1	2	1	3	0	0	0	0	0	0	0.2	1.0	0.6	0.6	1.1
4:00 AM	1	3	3	4	2	3	1	1	1	1	2	2	1	1	1.2	3.0	1.1	2.4	2.4
5:00 AM	0	15	15	2	2	2	1	2	1	1	4	1	1	1.8	12.6	1.6	1.6	10.1	10.1
6:00 AM	7	17	17	4	4	5	2	2	2	2	7	7	14	6.0	16.4	4.9	13.0	13.0	13.0
7:00 AM	11	38	38	13	13	10	6	6	6	6	16	16	14	12.8	34.2	10.3	25.7	25.7	25.7
8:00 AM	7	31	31	17	17	13	8	8	8	8	15	15	17	13.8	34.0	11.9	28.1	28.1	28.1
9:00 AM	20	29	29	18	18	24	15	15	15	15	14	14	25	20.2	25.8	20.1	24.9	24.9	24.9
10:00 AM	32	30	30	18	19	22	22	25	23	23	30	30	21	24.6	27.0	24.4	26.4	26.4	26.4
11:00 AM	23	15	15	16	15	24	25	27	23	23	25	25	23	22.2	21.6	23.0	22.0	22.0	22.0
12:00 PM	24	29	29	20	22	41	32	32	30	16	34	34	22	28.2	26.2	29.4	26.1	26.1	26.1
1:00 PM	24	27	27	31	24	31	29	33	30	31	31	31	25	35.0	26.4	34.7	26.6	26.6	26.6
2:00 PM	37	29	29	38	27	34	28	38	23	28	43	43	39	41.2	25.2	38.9	23.4	23.4	23.4
3:00 PM	43	28	28	47	27	47	27	38	20	20	49	49	29	43.8	27.2	47.7	26.0	26.0	26.0
4:00 PM	51	27	27	51	35	39	20	31	24	20	44	44	29	54.8	22.2	48.3	22.7	22.7	22.7
5:00 PM	48	25	25	54	28	52	35	37	31	31	57	57	42	53.2	27.2	47.7	26.0	26.0	26.0
6:00 PM	73	22	22	50	23	52	23	37	27	27	64	64	36	54.8	23.8	48.3	22.7	22.7	22.7
7:00 PM	40	28	28	34	21	38	17	27	17	17	34	34	21	36.4	18.2	32.3	16.1	16.1	16.1
8:00 PM	20	16	16	26	8	25	20	22	14	14	19	19	13	23.0	15.4	21.6	16.3	16.3	16.3
9:00 PM	26	10	10	17	10	12	11	8	20	20	15	15	17	17.4	10.8	16.4	11.6	11.6	11.6
10:00 PM	14	11	11	17	10	15	9	18	8	8	4	4	10	12.0	8.2	12.3	7.0	7.0	7.0
11:00 PM	7	5	5	7	1	8	8	6	4	4	4	4	7	6.6	3.2	6.1	3.6	3.6	3.6
Totals	514	438	438	483	408	488	432	405	351	342	317	484	400	473	488.4	417.0	455.6	393.3	393.3
Combined	952	891	891	920	756	659	53.6	46.4	51.9	48.1	54.8	45.2	53.8	46.3	905.4	848.9	848.9	46.3	46.3
Spilt (%)	54.0	46.0	46.0	54.2	45.8	53.0	47.0	53.5	46.4	51.9	48.1	54.8	45.2	53.8	46.3	53.9	46.1	53.7	46.3

Peak Hours

12:00 AM - 10:30 AM	33	42	20	43	28	39	27	31	25	24	30	42	30	40	25.4	39.8	25.6	30.3	30.3
12:00 PM - 12:00 PM	0.63	0.75	0.63	0.72	0.78	0.70	0.84	0.86	0.52	0.67	0.83	0.70	0.68	0.91	0.88	0.94	0.93	0.91	0.91
12:00 PM - 6:00 PM	73	32	57	38	55	36	43	30	37	46	60	32	68	28	55.2	28.6	49.0	29.7	29.7
12:00 PM - 6:00 PM	0.70	0.73	0.89	0.73	0.72	0.82	0.98	0.94	0.62	0.72	0.79	0.73	0.85	0.54	0.78	0.87	0.88	0.88	0.88

Location : Seven Mile Ln
 Cross Street : Forry Dr
 Mile Post : 15.467

Site: SevenMileBrownsvilleCheck

Seven Day Volume

Interval	Wed 8/12/2015		Thu 8/13/2015		Fri 8/14/2015		Sat 8/15/2015		Sun 8/16/2015		Mon 8/17/2015		Tue 8/18/2015		Mon - Fri Average		7 Day Average	
	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South	North	South
12:00 AM - 1:00 AM	3	3	3	2	3	1	5	24	2	35	3	5	3	0	3.0	2.2	3.1	10.0
1:00 AM - 2:00 AM	1	0	2	0	1	0	4	6	3	4	1	2	0	1.0	0.6	1.7	1.9	
2:00 AM - 3:00 AM	0	0	0	1	1	0	1	1	1	7	0	2	1	0.4	0.8	0.6	1.7	
3:00 AM - 4:00 AM	0	1	0	1	2	0	1	1	1	2	2	1	2	1.2	0.8	1.1	1.0	
4:00 AM - 5:00 AM	2	4	1	3	0	3	2	2	1	1	3	3	1	1.4	3.0	1.4	2.6	
5:00 AM - 6:00 AM	2	11	2	13	1	11	1	7	1	6	2	13	3	2.0	12.2	1.7	10.6	
6:00 AM - 7:00 AM	6	21	5	16	4	19	3	9	1	3	7	19	7	5.8	18.6	4.7	15.0	
7:00 AM - 8:00 AM	14	38	16	42	14	30	15	18	5	3	12	20	20	15.2	36.6	13.7	29.1	
8:00 AM - 9:00 AM	12	33	15	31	18	32	14	14	14	12	15	15	11	14.2	34.0	14.1	28.3	
9:00 AM - 10:00 AM	19	25	28	33	27	24	19	31	14	20	21	46	18	19.8	30.0	18.9	28.7	
10:00 AM - 11:00 AM	24	22	27	34	42	27	39	35	35	30	7	45	33	29.4	32.4	31.6	32.4	
11:00 AM - 12:00 PM	20	33	32	27	42	22	50	34	38	34	18	21	19	26.2	36.8	31.3	36.0	
12:00 PM - 1:00 PM	35	23	46	22	56	41	50	44	50	45	18	37	32	37.4	31.0	38.3	32.9	
1:00 PM - 2:00 PM	19	24	68	27	70	26	66	44	31	31	23	36	30	40.6	29.0	45.6	27.0	
2:00 PM - 3:00 PM	33	32	74	22	83	32	59	24	63	50	30	42	40	45.4	26.8	60.3	26.3	
3:00 PM - 4:00 PM	35	26	92	29	100	42	69	22	70	64	30	39	42	59.4	28.8	64.7	31.3	
4:00 PM - 5:00 PM	48	32	91	32	100	39	69	22	64	32	30	36	40	64.0	32.8	70.9	27.4	
5:00 PM - 6:00 PM	61	23	121	31	101	25	70	33	52	24	47	29	44	74.8	27.0	86.3	25.3	
6:00 PM - 7:00 PM	50	20	113	41	98	20	60	19	35	26	55	23	53	73.8	26.4	82.9	15.4	
7:00 PM - 8:00 PM	36	18	94	18	57	20	40	9	25	13	22	16	26	47.0	17.2	42.9	19.3	
8:00 PM - 9:00 PM	24	19	70	13	34	17	28	1	23	43	13	14	32	34.6	15.0	32.0	16.4	
9:00 PM - 10:00 PM	21	17	50	18	26	15	21	9	15	33	21	11	19	27.4	14.6	24.7	16.4	
10:00 PM - 11:00 PM	9	14	8	9	12	13	6	14	10	68	15	3	9	10.6	8.8	9.9	18.0	
Totals	470	440	971	467	884	484	687	456	556	580	414	525	479	643.6	471.8	637.3	485.0	
Combined	910	1438	32.5	1368	35.4	1143	39.9	1136	51.1	939	55.9	922	1115.4	42.3	1122.3	56.8	43.2	
Split (%)	51.6	48.4	67.5	64.6	60.1	60.1	48.9	51.1	44.1	55.9	52.0	48.0	57.7	42.3	56.8	43.2		

Peak Hours

12:00 AM - 12:00 PM	26	43	32	42	43	32	50	42	43	38	22	70	34	42	29.4	38.6	31.6	36.0
Volume	0.59	0.83	0.73	0.53	0.77	0.73	0.89	0.75	0.67	0.73	0.61	0.80	0.71	0.88	0.80	0.80	0.85	0.86
Factor																		
12:00 PM - 12:00 PM	68	34	130	41	117	44	77	44	81	70	57	37	53	80.8	33.4	74.6	36.4	
Volume	0.68	0.94	0.96	0.79	0.77	0.69	0.88	0.61	0.84	0.63	0.75	0.71	0.78	0.88	0.84	0.89	0.89	
Factor																		



THESE POLICIES WILL BE ADDED TO THE EXISTING EMPLOYEE HANDBOOK AS PART OF THE FOLLOWING SECTION:

CJIS APPENDIX

Local Agency Security Officer & Terminal Agency Coordinator

CJIS System Officer (CSO)

- ▶ The CSO, or designee, shall ensure that a Terminal Agency Coordinator (TAC) is designated within each agency that has devices accessing CJIS systems.
- ▶ Ensure each agency having access to CJIS has someone designated as the Local Agency Security Officer (LASO).

Local Agency Security Officer (LASO)

- ▶ **Local Agency Security Officer (LASO)** – The primary Information Security contact between a local law enforcement agency and the CSA under which this agency interfaces with the FBI CJIS Division. The LASO actively represents their agency in all matters pertaining to Information Security, disseminates Information Security alerts and other material to their constituents, maintains Information Security documentation (including system configuration data), assists with Information Security audits of hardware and procedures, and keeps the CSA informed as to any Information Security needs and problems.
- ▶ **Each LASO shall:**
 1. Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
 2. Identify and document how the equipment is connected to the state system.
 3. Ensure that personnel security screening procedures are being followed as stated in this policy.
 4. Ensure the approved and appropriate security measures are in place and working as expected.
 5. Support policy compliance and ensure CSA ISO is promptly informed of security incidents.

<p>Employee Handbook Update: <i>Addition of CJIS Policies</i></p>



Terminal Agency Coordinator (TAC)

- ▶ The TAC serves as the point-of-contact at the local agency for matters relating to CJIS information access. The TAC administers CJIS systems programs within the local agency and oversees the agency's compliance with CJIS systems policies.

Media Protection Policy

Purpose:

The intent of the Media Protection Policy is to ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g. within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.

This Media Protection Policy was developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy 5.1 dated 7/13/2012. The City of Brownsville may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

Scope:

The scope of this policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed or physically moved from a secure location from the City of Brownsville. This policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized City of Brownsville personnel shall protect and control electronic and physical CJI while at rest and in transit. The City of Brownsville will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the City of Brownsville Local Agency Security Officer (LASO). Procedures shall be defined for securely handling, transporting and storing media.

Media Storage and Access:

Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

To protect CJI, the City of Brownsville personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.

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2. Restrict access to electronic and physical media to authorized individuals.
3. Ensure that only authorized users remove printed form or digital media from the CJI.
4. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures. *(See Sanitization Destruction Policy)*
5. Not use personally owned information system to access, process, store, or transmit CJI unless the City of Brownsville has established and documented the specific terms and conditions for personally owned information system usage. *(See Personally Owned Device Policy)*
6. Not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
7. Store all hardcopy CJI printouts maintained by the City of Brownsville in a secure area accessible to only those employees whose job function require them to handle such documents.
8. Safeguard all CJI by the City of Brownsville against possible misuse by complying with the Physical Protection Policy, Personally Owned Device Policy, and Disciplinary Policy.

Take appropriate action when in possession of CJI while not in a secure area:

1. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
2. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and /or privacy screens. CJI shall not be left in plain public view. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
 - a. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copiers used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - b. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
 - c. Lock or log off computer when not in immediate vicinity of work area to protect CJI. Not all personnel have same CJI access permissions and need to keep CJI protected on a need-to-know basis.
 - d. Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI. *(See Physical Protection Policy)*

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Media Transport:

Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use. “Electronic media” means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

Dissemination to another agency is authorized if:

- ▶ The other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or
- ▶ The other agency is performing personnel and appointment functions for criminal justice employment applicants.

The City of Brownsville personnel shall:

1. Protect and control electronic and physical media during transport outside of controlled areas.
2. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.

The City of Brownsville personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

- ▶ Use of privacy statements in electronic and paper documents.
- ▶ Limiting the collection, disclosure, sharing and use of CJI.
- ▶ Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
- ▶ Securing hand carried confidential electronic and paper documents by:
 - ▶ Storing CJI in a locked briefcase or lockbox.
 - ▶ Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
 - ▶ For hard copy printouts or CJI documents:
 - a. Package hard copy printouts in such a way as to not have any CJI information viewable. That are mailed or shipped, agency must document procedures and only release to authorized individuals. **DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.** Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery.
 - b. Not taking CJI home or when traveling unless authorized by City of Brownsville LASO. When disposing confidential documents, use a shredder.

Electronic Media Sanitization and Disposal:

The agency shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic

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media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures. For end of life media policy, refer to "Sanitization Destruction Policy".

Breach Notification and Incident Reporting:

The agency shall promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports.

Roles and Responsibilities:

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. City of Brownsville personnel shall notify his/her supervisor or LASO, and an incident-report form must be completed and submitted within 24 hours of discovery of the incident. The submitted report is to contain a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident. (Agency Discretion)
2. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI records.
3. The LASO will ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.

The CSA ISO will:

1. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.
2. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
3. Act as a single POC for their jurisdictional area for requesting incident response assistance.

Penalties:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Questions:

Any questions related to this policy may be directed to the City of Brownsville's LASO:

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LASO Name:	LASO Phone:	LASO email:
State C/ISO Name:	C/ISO Phone:	C/ISO email:

Other Related Policy Reference:

- ▶ See Media Sanitization and Destruction Policy
- ▶ Media Disposal Policy
- ▶ Physical Protection Policy

Physical Protection Policy

Purpose:

The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice Information (CJI). All physical, logical, and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI. This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

This Physical Protection Policy was developed using the FBI's *CJIS Security Policy 5.1* dated July 13, 2012. The intended target audience is City of Brownsville personnel, support personnel, and private contractor/vendors with access to CJI whether logically or physically. The local agency may complement this policy with a local policy; however, the *CJIS Security Policy* shall always be the minimum standard and local policy may augment, or increase the standards, but shall not detract from the *CJIS Security Policy* standards.

Physically Secure Location:

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured. Restricted non-public areas in the City of Brownsville shall be identified with a sign at the entrance.

Visitors Access:

A visitor is defined as a person who visits the City of Brownsville facility on a temporary basis who is not employed by the City of Brownsville and has no unescorted access to the physically secure location within the City of Brownsville where FBI CJI and associated information systems are located.

Visitors shall:

1. Check in before entering a physically secure location by:
 - a. Completing the visitor access log, which includes: name and visitor's agency, purpose for the visit, date of visit, time of arrival and departure, name and

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- agency of person visited, and form of identification used to authenticate visitor.
- b. Planning to check or sign-in multiple times if visiting multiple physically secured locations and/or building facilities that are not adjacent or bordering each other that each has their own individual perimeter security to protect CJI.
2. Be accompanied by a City of Brownsville escort at all times to include delivery or service personnel. An escort is defined as an authorized personnel who accompanies a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.
 3. Show City of Brownsville personnel a valid form of photo identification.
 4. Follow City of Brownsville policy for authorized unescorted access.
 - a. Noncriminal Justice Agency (NCJA) like city or county IT who require frequent unescorted access to restricted area(s) will be required to establish a Management Control Agreement between the City of Brownsville and NCJA. Each NCJA employee with CJI access will appropriately have state and national fingerprint-based record background check prior to this restricted area access being granted.
 - b. Private contractors/vendors who requires frequent unescorted access to restricted area(s) will be required to establish a Security Addendum between the City of Brownsville and each private contractor personnel. Each private contractor personnel will appropriately have state and national fingerprint-based record background check prior to this restricted area access being granted.
 5. Not be allowed to view screen information mitigating shoulder surfing.
 6. Individuals not having any legitimate business in a restricted area shall be courteously escorted to a public area of the facility. Strangers in physically secure areas without an escort should be challenged. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified or call 911.
 7. Not be allowed to sponsor another visitor.
 8. Not enter into a secure area with electronic devices unless approved by the City of Brownsville Local Area Security Officer (LASO) to include cameras and mobile devices. Photographs are not allowed without permission of the City of Brownsville assigned personnel.
 9. All requests by groups for tours of the City of Brownsville facility will be referred to the proper agency point of contact for scheduling. In most cases, these groups will be handled by a single form, to be signed by a designated group leader or representative. Remaining visitor rules apply for each visitor within the group. The group leader will provide a list of names to front desk personnel for instances of emergency evacuation and accountability of each visitor while on agency premises.

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Authorized Physical Access:

Only authorized personnel will have access to physically secure non-public locations. The City of Brownsville will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

All personnel with CJI physical and logical access must:

1. Meet the minimum personnel screening requirements prior to CJI access.
 - a. To verify identification, a state of residency and national fingerprint-based record checks shall be conducted within 30 days of assignment for all personnel who have direct access to CJI and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI.
 - b. Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.
 - c. Prior to granting access to CJI, the City of Brownsville on whose behalf the contractor is retained shall verify identification via a state of residency and national fingerprint-based record check.
 - d. Refer to the *CJIS Security Policy* for handling cases of felony convictions, criminal records, arrest histories, etc.
2. Complete security awareness training.
 - a. All authorized City of Brownsville, Noncriminal Justice Agencies (NCJA) like city or county IT and private contractor/vendor personnel will receive security awareness training within six months of being granted duties that require CJI access and every two years thereafter.
 - b. Security awareness training will cover areas specified in the *CJIS Security Policy* at a minimum.
3. Be aware of who is in their secure area before accessing confidential data.
 - a. Take appropriate action to protect all confidential data.
 - b. Protect all terminal monitors with viewable CJI displayed on monitor and not allow viewing by the public or escorted visitors.
4. Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.
 - a. Report loss of issued keys, proximity cards, etc to authorized agency personnel.
 - b. If the loss occurs after normal business hours, or on weekends or holidays, personnel are to call the City of Brownsville POC to have authorized credentials like a proximity card de-activated and/or door locks possibly rekeyed.

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- c. Safeguard and not share passwords, Personal Identification Numbers (PIN), Security Tokens (i.e. Smartcard), and all other facility and computer systems security access procedures.
5. Properly protect from viruses, worms, Trojan horses, and other malicious code.
6. Web usage allowed versus prohibited; monitoring of user activity.
7. Do not use personally owned devices on the City of Brownsville computers with CJI access.
8. Use of electronic media is allowed only by authorized City of Brownsville personnel. Controls shall be in place to protect electronic media and printouts containing CJI while in transport. When CJI is physically moved from a secure location to a non-secure location, appropriate controls will prevent data compromise and/or unauthorized access.
9. Encrypt e-mails when electronic mail is allowed to transmit CJI-related data as such in the case of Information Exchange Agreements.
 - a. If CJI is transmitted by email, the email must be encrypted and email recipient must be authorized to receive and view CJI.
10. Report any physical security incidents to the City of Brownsville's LASO to include facility access violations, loss of CJI, loss of laptops, Blackberries, thumb drives, CDs/DVDs and printouts containing CJI.
11. Properly release hard copy printouts of CJI only to authorized vetted and authorized personnel in a secure envelope and shred or burn hard copy printouts when no longer needed. Information should be shared on a "need to know" basis.
12. Ensure data centers with CJI are physically and logically secure.
13. Keep appropriate City of Brownsville security personnel informed when CJI access is no longer needed. In the event of ended employment, the individual must surrender all property and access managed by the local agency, state and/or federal agencies.
14. Not use food or drink around information technology equipment.
15. Know which door to use for proper entry and exit of the City of Brownsville and only use marked alarmed fire exits in emergency situations.
16. Ensure the perimeter security door securely locks after entry or departure. Do not leave any perimeter door propped opened and take measures to prevent piggybacking entries.

Roles and Responsibilities:

Terminal Agency Coordinator (TAC)

The TAC serves as the point-of-contact at the City of Brownsville for matters relating to CJIS information access. The TAC administers CJIS systems programs within the agency and oversees the agency's compliance with FBI and state CJIS systems policies.

Local Agency Security Officer (LASO)

Each LASO shall:

1. Identify who is using the CSA (State) approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.

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3. Ensure that personnel security screening procedures are being followed as stated in this policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA ISO is promptly informed of security incidents.

Agency Coordinator (AC)

An AC is a staff member of the Contracting Government Agency (CGA) who manages the agreement between the private contractor(s)/vendor(s) and the City of Brownsville. A CGA is a government agency, whether a Criminal Justice Agency (CJA) or a NCJA, that enters into an agreement with a private contractor/vendor subject to the CJIS Security Addendum. The AC shall be responsible for the supervision and integrity of the system, training and continuing education of private contractor/vendor employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC.

CJIS System Agency Information Security Officer (CSA ISO)

The CSA ISO shall:

1. Serve as the security point of contact (POC) to the FBI CJIS Division ISO.
2. Document technical compliance with the CJIS Security Policy with the goal to assure the confidentiality, integrity, and availability of criminal justice information to the user community throughout the CSA's user community, to include the local level.
3. Document and provide assistance for implementing the security-related controls for the Interface Agency and its users.
4. ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJJ.

Information Technology Support

In coordination with above roles, all vetted IT support staff will protect CJI from compromise at the City of Brownsville by performing the following:

1. Protect information subject to confidentiality concerns—in systems, archived, on backup media, and until destroyed. Know where CJI is stored, printed, copied, transmitted and planned end of life. CJI is stored on laptops, mobile data terminals (MDTs), computers, servers, tape backups, CDs, DVDs, thumb drives, RISC devices and internet connections as authorized by the City of Brownsville.
2. Be knowledgeable of required City of Brownsville technical requirements and policies taking appropriate preventative measures and corrective actions to protect CJI at rest, in transit and at the end of life.
3. Take appropriate action to ensure maximum uptime of CJI and expedited backup restores by using agency approved best practices for power backup and data backup

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means such as generators, backup universal power supplies on CJI-based terminals, servers, switches, etc.

4. Properly protect the City of Brownsville's CJIS system(s) from viruses, worms, Trojan horses, and other malicious code (real-time scanning and ensure updated definitions).
 - a. Install and update antivirus on computers, laptops, MDTs, servers, etc.
5. Data backup and storage—centralized or decentralized approach.
 - a. Perform data backups and take appropriate measures to protect all stored CJI.
 - b. Ensure only authorized vetted personnel transport off-site tape backups or any other media that store CJI that is removed from physically secured location.
 - c. Ensure any media released from the City of Brownsville is properly sanitized/destroyed.
6. Timely application of system patches—part of configuration management.
 - a. The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.
7. Access control measures
 - a. Address least privilege and separation of duties.
 - b. Enable event logging of:
 - i. Successful and unsuccessful system log-on attempts.
 - ii. Successful and unsuccessful attempts to access, create, write, delete or change permission on a user account, file, directory or other system resource.
 - iii. Successful and unsuccessful attempts to change account passwords.
 - iv. Successful and unsuccessful actions by privileged accounts.
 - v. Successful and unsuccessful attempts for users to access, modify, or destroy the audit log file.
 - c. Prevent authorized users from utilizing publicly accessible computers to access, process, store, or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
8. Account Management in coordination with TAC
 - a. Agencies shall ensure that all user IDs belong to currently authorized users.
 - b. Keep login access current, updated and monitored. Remove or disable terminated or transferred or associated accounts.
 - c. Authenticate verified users as uniquely identified.
 - d. Prevent multiple concurrent active sessions for one user identification, for those applications accessing CJI, unless the agency grants authority based upon operational business needs.
 - e. Not use shared generic or default administrative user accounts or passwords for any device used with CJI.
 - f. Passwords:
 - i. Be a minimum length of eight (8) characters on all systems.
 - ii. Not be a dictionary word or proper name.

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- iii. Not be the same as the Userid.
- iv. Expire within a maximum of 90 calendar days.
 - v. Not be identical to the previous ten (10) passwords.
 - vi. Not be transmitted in the clear or plaintext outside the secure location.
 - vii. Not be displayed when entered.
 - viii. Ensure passwords are only reset for authorized user.
- 9. Network infrastructure protection measures.
 - a. Take action to protect CJI-related data from unauthorized public access.
 - b. Control access, monitor, enabling and updating configurations of boundary protection firewalls.
 - c. Enable and update personal firewall on mobile devices as needed.
 - d. Ensure confidential electronic data is only transmitted on secure network channels using encryption. No confidential data should be transmitted in clear text.
 - e. Ensure any media that is removed from a physically secured location is encrypted in transit by a person or network.
 - f. Not use default accounts on network equipment that passes CJI like switches, routers, firewalls.
 - g. Make sure law enforcement networks with CJI shall be on their own network accessible by authorized personnel who have been vetted by the City of Brownsville. Utilize Virtual Local Area Network (VLAN) technology to segment CJI traffic from other noncriminal justice agency traffic to include other city and/or county agencies using same wide area network.
- 10. Communicate and keep the City of Brownsville informed of all scheduled and unscheduled network and computer downtimes, all security incidents and misuse. The ultimate information technology management control belongs to City of Brownsville.

Front desk and Visitor Sponsoring Personnel

Administration of the Visitor Check-In / Check-Out procedure is the responsibility of identified individuals in each facility. In most facilities, this duty is done by the Front desk or Reception Desk.

Prior to visitor gaining access to physically secure area:

1. The visitor will be screened by the City of Brownsville personnel for weapons. No weapons are allowed in the agency except when carried by authorized personnel as deemed authorized by the City of Brownsville.
2. The visitor will be screened for electronic devices. No personal electronic devices are allowed in any agency facility except when carried by authorized personnel as deemed authorized by the City of Brownsville.
3. Escort personnel will acknowledge being responsible for properly evacuating visitor in cases of emergency. Escort personnel will know appropriate evacuation routes and procedures.
4. Escort and/or Front desk personnel will validate visitor is not leaving agency with any agency owned equipment or sensitive data prior to Visitor departure.

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All City of Brownsville personnel and supporting entities are responsible to report any unauthorized physical, logical, and electronic access to the City of Brownsville officials. For City of Brownsville, the point of contacts to report any non-secure access is:

LASO Name:	LASO Phone:	LASO email:
AC Name:	AC Phone:	AC email:
State C/ISO Name:	C/ISO Phone:	C/ISO email:

Penalties:

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and / or termination.

Violation of any of the requirements in this policy by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

Personally Owned Devices

A personally owned device is any technology device that was purchased by an individual and was not issued by the City of Brownsville. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. Threats to mobile handheld devices stem mainly from their size, portability, and available wireless interfaces and associated services. No devices, either purchased by an individual or by the City of Brownsville shall be allowed to access, transmit or otherwise any information contained in any affiliated Municipal Court related information including but not limited to CJIS, LEDS, MAJIC etal.

Disposal of Media Policy and Procedures

Purpose:

The purpose of this policy is to outline the proper disposal of media (physical or electronic) at City of Brownsville. These rules are in place to protect sensitive and classified information, employees and City of Brownsville. Inappropriate disposal of City of Brownsville and FBI Criminal Justice Information (CJI) and media may put employees, City of Brownsville and the FBI at risk.

Scope:

This policy applies to all City of Brownsville employees, contractors, temporary staff, and other workers at City of Brownsville, with access to FBI CJIS systems and/or data, sensitive and classified data, and media. This policy applies to all equipment that processes, stores,

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and/or transmits FBI CJI and classified and sensitive data that is owned or leased by City of Brownsville.

Policy:

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by City of Brownsville.

Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

- 1) shredding using City of Brownsville issued shredders.
- 2) placed in locked shredding bins for private contractor to come on-site and shred, witnessed by City of Brownsville personnel throughout the entire process.
- 3) incineration using City of Brownsville incinerators or witnessed by City of Brownsville personnel onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the City of Brownsville methods:

- 1) **Overwriting (*at least 3 times*)** – an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
- 2) **Degaussing** – a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
- 3) **Destruction** – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from City of Brownsville's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

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Enforcement:

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

CJIS Security Awareness Training

General:

The essential premise of the CJIS Security Policy is to provide appropriate controls to protect the full lifecycle of Criminal Justice Information (CJI), whether at rest or in transit. The CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI data. This policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

The CJIS Security Policy provides Criminal Justice Agencies (CJA) and Noncriminal Justice Agencies (NCJA) with a minimum set of security requirements for the access to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division systems and information and to protect and safeguard (CJI). This minimum standard of security requirements ensures continuity of information protection. The essential premise of the CJIS Security Policy is to provide the appropriate controls to protect CJI, from creation through dissemination; whether at rest or in transit.

The CJIS Security Policy integrates presidential directives, federal laws, FBI directives, the criminal justice community's Advisory Policy Board (APB) decisions along with nationally recognized guidance from the National Institute of Standards and Technology (NIST) and the National Crime Prevention and Privacy Compact Council (Compact Council).

The complete CJIS Security Policy is available on LEADS website at:
www.oregon.gov/osp/cjis

There are three levels of CJIS Security Training:

- ▶ **Level 1 CJIS Security Training:** Baseline security awareness training for all authorized personnel with access to CJI. *(This level is designed for people with unescorted access to areas in which CJI is processed; this training is provided via CJIS Online)*
- ▶ **Level 2 CJIS Security Training:** Baseline security awareness training for all authorized personnel with both physical and logical access to CJI. *(This level is designed for people who access CJI as part of their normal duties via LEADS; this training will be provided via CJIS Launchpad, NOT CJIS Online)*
- ▶ **Level 3 CJIS Security Training:** Baseline security awareness training for

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personnel with information technology roles (*This level is designed for all information technology personnel including system administrators, security administrators, network administrator, desktop support, etc.; this training is provided via CJIS Online*)

The CJIS Security Policy requires that all personnel who have access (Level 1) to CJI shall receive security awareness training within six (6) months of their appointment or assignment and biennially thereafter. Documentation pertaining to the materials used and those employees which receive security awareness training shall be maintained in a current status.

LEDS requires that all personnel who have access (Level 2 & 3) to CJIS systems shall receive security awareness training within sixty (60) days of their appointment or assignment and biennially thereafter.

LEDS provides the CJIS Security Awareness Training for Levels 1 & 3 online at: CJIS Online. CJIS Security Awareness Training for Levels 2 is available online at Launch Pad.

If a paper test is required, please contact LEDS Training at Training.LEDS@state.or.us.

CJIS Online - Log In for LASO (Local Agency Security Officer)/LEDSR (LEDS Representative)

The LEDS Training Unit will create an account for each agency. The LASO (Local Agency Security Officer) or LEDS Representative (LEDSR) may log into the CJIS Online system by choosing the link labeled, "LOCAL AGENCY ADMIN." The LASO/LEDSR logs in by using their first and last name along with their ORI. Initially, the password will be their agency's ORI. Once the LASO/LEDSR is logged into the system, they may update their information and change their password.

If the LASO/LEDSR forgets or needs a new password, they may contact LEDS Training at Training.LEDS@state.or.us or (503) 934-2341 or (503) 934-0300.

CJIS Online – User Management

To add a new user, go to the main menu of the CJIS Security Awareness Online application and choose IT & AGENCY USER ADMIN or VENDOR MANAGEMENT.

I. IT & AGENCY USER ADMIN

To add a new IT user, choose the IT & AGENCY USER ADMIN button. Then choose the button located on the top of the list labeled "Add New IT or Agency Employee." You will need the following information to complete the entry:

Department
 First, Last Name

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E-mail address
 Password
 Phone Number (*Preferred but Not Required*)
 Finger Print Information (*Preferred but Not Required*)

The LASO will need to assign a level of training for the user:

Level 1 CJIS Security Training
Level 3 CJIS Security Training

Once this has been completed and accepted, the new user may log in to the training application and begin the training modules. It is recommended that the user change their password the first time they log in. As the Local Agency Admin, the LASO/LEDSR does have the ability to reset passwords if needed.

To add a user that has already taken the CJIS Security Awareness training from a different agency, contact LEDS Training at:

Training.LEDS@state.or.us

LEDS Training will be able to activate the user and place the user under the new ORI.

II. VENDOR MANAGEMENT

To add a new vendor, choose the VENDOR MANAGEMENT button. Then choose the button located on the top of the list labeled "Add New Vendor." You will need the following information to complete the entry:

Vendor Company Name

Once this has been completed and accepted, return to the Admin Home page and select the VENDOR USERS MANAGEMENT button. Then choose the button located at the top of the list labeled, "Add New Vendor Employee." You will need to the Vendor from the scroll down list and choose, "Continue." You will need the following information to complete the entry:

First, Last Name
 E- mail Address
 Password

Once this has been completed and accepted, the new user may log in to the training application and begin the training modules and add the Vendor's employees. It is recommended that the user change their password the first

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time they log in. As the Local Agency Admin, the LASO/LEDSR does have the ability to reset passwords if needed.

Each vendor will be responsible for adding, modifying and status updates for their employees.

CJIS Online - User Log In

Once a user has been added by the Local Agency Admin (LASO/LEDSR), they can then log into the online application to begin their training and/or testing. The user will select the button labeled, "IT & AGENCY USERS." The user will enter in their e-mail address and the password that was selected by the Local Agency Admin (LASO/LEDSR). It is highly recommended that the user change their password after the first login. To do this, the user will select the button labeled, "MY INFO."

The user may also change/update their Name, Phone Number and E-Mail Address in the "MY INFO" area. **It is important to make sure the user's e-mail address is kept current. The system will e-mail the user 60 days prior to inform them when their certification will expire. Another e-mail will be sent 30 days prior as a reminder.**

CJIS Online - Inactive User

To inactivate or remove an IT user, choose the IT & AGENCY USER ADMIN button. Identify the user and then select the magnifying glass icon after their name. Select the EDIT button located in the top right hand corner of the Employee Personal Information box. Once the Editing Employee pop-up appears, change the status to indicate Inactive.

This will remove the user from your agency's records.

Contact the LEDS Training Unit with any questions regarding CJISONLINE or the requirements. Training.LEDS@state.or.us

CJIS Online - Reports

The CJIS Security Awareness Training program provides several reports for the LASO/LEDSR.

I. Test Activity Report

The Test Activity Report allows the LASO/LEDSR to search through their user's records for testing results. The LASO/LEDSR has the ability to select either IT users or Vendors or both. The date range can be selected to a specific day, month or year.

This report feature allows the LASO/LEDSR to review all the users who have completed the testing.



II. Certification Expiration Report

The Certification Expiration Report allows the LASO/LEDSR to search through their user's records for expiration information. The LASO/LEDSR has the ability to select either IT users; Vendors; or both.

This report features allows the LASO/LEDSR to select specific time frames; by month, time period, specific date or all dates.

This report feature also allows the LASO/LEDSR to view IT or Vendor Employees with no test history to check who needs to take the training.

III. Fingerprint Report

The Finger Print Report allows the LASO/LEDSR to search through their user's records for finger print dates. The LASO/LEDSR has the ability to select either IT users; Vendors; or both.

This report features allows the LASO/LEDSR to select specific time frames; by moth, time period, specific date or all dates.

This report feature also allows the LASO/LEDSR to view IT or Vendor Employees with no finger print data to check who needs to have finger prints taken.

Launch Pad - Log In for LEDS Representative

The LEDS Training Unit will create an account for each agency. The LEDS Representative may log into the Launch Pad system by choosing the link labeled, "nexTEST" and then "AGENCY LOGIN". The LEDS Representative logs in by using their Driver License along with their ORI. Initially, the password will be their agency's ORI. Once the LEDS Representative is logged into the system, they may update their information and change their password via the "My Info" link.

If the LEDS Representative forgets or needs a new password, they may contact LEDS Training at Training.LEDS@state.or.us or (503) 934-2341 or (503) 934-0300.

Launch Pad- User Management

The User Management function will allow you to add users, edit user's information (log in and passwords) along with making users Inactive. A listing of all your users will appear in the window. (To view only active users, click the button "Show Active Users".)

I. Add User

To add a user, Choose the Add User Button. All fields are required to be filled out except the Finger Print Date (this is optional and LEDS Training does not

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require you keep record of the finger print date in this system). You can assign a user name and password.

FOR CURRENT USERS WHOSE DATA WAS TRANSFERRED, THEIR USER NAME IS THEIR DRIVER LICENSE NUMBER, THEIR PASSWORD IS THEIR ORI. THIS FORMAT IS NOT A REQUIREMENT AND YOU MAY ISSUE NEW USER NAMES AND PASSWORDS TO MEET YOUR AGENCY'S NEEDS.

To add a user that has already taken the CJIS Security Awareness training from a different agency, contact LEDES Training at:

Training.LEDS@state.or.us

LEDES Training will be able to activate the user and place the user under the new ORI.

Launch Pad – Reports

The Reports function will allow you to run a query on your users regarding Test Activity, Expirations, Certificates along with Finger Print Reports. *(The Finger Print information is not required.)*

Certification Expiration

CJIS Security Awareness Training Certification is good for two years from the date of issue. The CJIS Security Policy requires that security awareness training is provided at least once every two years to all personnel who manage or have access to CJIS systems. Documentation pertaining to the materials used and those employees which receive security awareness training shall be maintained in a current status.

Pass/Fail Requirements

To pass the CJIS Security Awareness Training Test, the user will need to achieve at least a 70%. (Answer 18 out of 25 questions.) The certification will be valid for two years after a successful completion of the testing.

To fail, the user did not answer at least 18 of questions correctly on the test. The user will have to wait at least 1 hour before taking the test again. There are no current limitations on how many times a user is allowed to retake the test.

Testing Time Limits

The user is allowed only 1 hour to complete the tests. The user cannot leave the testing area and come back to it without having to start the testing over again.

The user is allowed to take the test as many times as needed to successfully receive a passing grade.

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E-Mail

The system will automatically e-mail the user when the user's certification is due to expire in 60 days. Another e-mail will be sent 30 days prior as a reminder.

The system will automatically e-mail the Vendor when the Vendor's certification is due to expire in 60 days. Another e-mail will be sent 30 days prior as a reminder.

The system will automatically e-mail the LASO/LEDSR if and when the users or Vendor's certification has expired.

Incident Handling and Response Plan

LEDS Security Incident Response Plan - There has been an increase in the number of accidental or malicious computer attacks against both government and private agencies, regardless of whether the systems are high or low profile. The following establishes an operational incident handling procedure for the City of Brownsville, CJIS, NCIC, and LEDSR information systems that includes adequate preparation, detection, analysis, containment, recovery, and user response activities; track, document, and report incidents to appropriate the City of Brownsville's personnel and/or authorities. City of Brownsville's **TAC/LASO/Sheriff** is the department's point-of-contact for security-related issues and will ensure the incident response reporting procedures are initiated at the local level.

Reporting Information Security Events – The department will promptly report incident information to appropriate authorities. Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the department will use email to expedite the reporting of security incidents. All Dispatchers will be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the security point-of-contact.

Reporting Procedures for Suspected and Actual Security Breaches:

- ▶ If you become aware of any policy violation or suspect that your password may have been used by someone else, first, change your password and, then, report the violation immediately to the security point-of-contact.

Virus Reporting Procedures and Collection of Security Incident Information:

- ▶ Upon identifying a problem, disconnect the network cable.
- ▶ Notify the City Administrator and the appropriate Chain-of-Command.
- ▶ Notify Municipal Court Clerk; Local Information Technology Security Administrator.

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- ▶ Notify OSP CJIS ISO at (503) 378-3055, Ext. 55002.
- ▶ Identify who will run your traffic in the meantime while you fix the problem.
- ▶ Notify applicable Contractor(s) of situation if required.
- ▶ Compile information for completing an IT Security Incident Response Form (also attached in word & pdf).
- ▶ Suspected cause for incident (Name, virus, etc.)
- ▶ Was Antivirus software running at the time of infection?
- ▶ How and when the problem was first identified?
- ▶ Has Local IT staff been notified/are they involved?
- ▶ Number of workstations infected?
- ▶ Any other equipment infected?
- ▶ Action plan for removal.
- ▶ Will infected workstations be re-imaged before reconnection?
- ▶ When was the last update of signature files?
- ▶ When was the last operating system update?
- ▶ Was any CJIS data or personnel identification information compromised?
- ▶ The LEDS system will remain disconnected from NLETS until LCSO can guarantee your systems are free from virus infection.
- ▶ Once free from infection and given clearance by the OSP CJIS ISO, the system can be reconnected to LEDS and NLETS.

Disciplinary Policy

In support of City of Brownsville's mission of public service to the citizens of Linn County, the City of Brownsville provides the needed technological resources needed to personnel to access FBI CJIS systems and information in support of the agency's mission. All agency personnel, with access to FBI Criminal Justice Information (CJI) or any system with stored FBI CJI, have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All technology equipment: computers, laptops, software, copiers, printers, terminals, MDTs, mobile devices, live scan devices, fingerprint scanners, software to include RMS/CAD, operating systems, etc., used to process, store, and/or transmit FBI CJIS is a privilege allowed by City of Brownsville, state CSO, and the FBI. To maintain the integrity and security of the City of Brownsville's and FBI's CJIS systems and data, this computer use privilege requires



adherence of relevant federal, state and local laws, regulations and contractual obligations. All existing laws and City of Brownsville regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply to personal conduct.

Misuse of computing, networking or information resources may result in temporary or permanent restriction of computing privileges up to employment termination. In some misuse situations, account privileges will be suspended to prevent ongoing misuse while under investigation. Additionally, misuse can be prosecuted under applicable statutes. All files are subject for search. Where follow-up actions against a person or agency after an information security incident involves legal action (either civil or criminal), the evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s). Complaints alleging misuse of City of Brownsville's computing and network resources and FBI CJIS systems and/or data will be directed to those responsible for taking appropriate disciplinary action.

Examples of Misuse with access to FBI CJI:

1. Using someone else's login that you are not the owner.
2. Leaving computer logged in with your login credentials unlocked in a physically unsecure location allowing anyone to access City of Brownsville systems and/or FBI CJIS systems and data in your name.
3. Allowing unauthorized person to access FBI CJI at any time for any reason. Note: Unauthorized use of the FBI CJIS systems is prohibited and may be subject to criminal and/or civil penalties.
4. Allowing remote access of City of Brownsville issued computer equipment to FBI CJIS systems and/or data without prior authorization by City of Brownsville.
5. Obtaining a computer account that you are not authorized to use.
6. Obtaining a password for a computer account of another account owner.
7. Using the City of Brownsville's network to gain unauthorized access to FBI CJI.
8. Knowingly performing an act which will interfere with the normal operation of FBI CJIS systems.
9. Knowingly propagating a computer virus, Trojan horse, worm and malware to circumvent data protection or compromising existing security holes to FBI CJIS systems.
10. Violating terms of software and / or operating system licensing agreements or copyright laws.
11. Duplication of licensed software, except for backup and archival purposes that circumvent copyright laws for use in City of Brownsville, for home use or for any customer or contractor.
12. Deliberately wasting computing resources to include streaming audio, videos for personal use that interferes with City of Brownsville network performance.
13. Using electronic mail or instant messaging to harass others.
14. Masking the identity of an account or machine.
15. Posting materials publicly that violate existing laws or City of Brownsville's codes of conduct.
16. Attempting to monitor or tamper with another user's electronic mail or files by reading, copying, changing, or deleting without explicit agreement of the owner.

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17. Using City of Brownsville's technology resources to advance unwelcome solicitation of a personal or sexual relationship while on duty or through the use of official capacity.
18. Unauthorized possession of, loss of, or damage to City of Brownsville's technology equipment with access to FBI CJI through unreasonable carelessness or maliciousness.
19. Maintaining FBI CJI or duplicate copies of official City of Brownsville files in either manual or electronic formats at his or her place of residence or in other physically non-secure locations without express permission.
20. Using City of Brownsville's technology resources and/or FBI CJIS systems for personal or financial gain.
21. Deliberately failing to report promptly any known technology-related misuse by another employee that may result in criminal prosecution or discipline under this policy.
22. Using personally owned devices on City of Brownsville's network to include personally-owned thumb drives, CDs, mobile devices, tablets on wifi, etc. Personally owned devices should not store City of Brownsville data, State data, or FBI CJI.

The above listing is not all-inclusive and any suspected technology resource or FBI CJIS system or FBI CJI misuse will be handled by Agency Name on a case by case basis. Activities will not be considered misuse when authorized by appropriate Agency Name officials for security or performance testing.

Privacy Policy

All agency personnel utilizing agency-issued technology resources funded by City of Brownsville expressly acknowledges and agrees that such service, whether for business or personal use, shall remove any expectation of privacy. Use of City of Brownsville systems indicates consent to monitoring and recording. The City of Brownsville reserves the right to access and audit any and all communications including electronic and physical media at rest, in transit and at end of life. City of Brownsville personnel shall not store personal information with an expectation of personal privacy that are under the control and management of City of Brownsville.

Personal Use of Agency Technology

The computers, electronic media and services provided by City of Brownsville are primarily for business use to assist personnel in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Misuse Notification

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, City of Brownsville shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities. ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.

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All City of Brownsville personnel are responsible to report misuse of City of Brownsville technology resources to appropriate City of Brownsville officials.

Local contact-LASO: [firstnamelast@agencyname.com](mailto:firstname.lastname@agencyname.com)

Phone:

State contact-CSA ISO: [firstnamelast@state.gov](mailto:firstname.lastname@state.gov)

Phone:

ERWIN CONSULTING ENGINEERING, LLC

33923 BOND ROAD • LEBANON • OREGON • 97355

NOTICE TO PROCEED

DATE: August 17, 2015
OWNER: City of Brownsville, OR
CONTRACTOR: Stettler Supply Company
PROJECT: 2015 Water System Improvements

CONTRACT AMOUNT: \$301,564.00

You are hereby notified to proceed with the construction of the above project. Work is to commence on this project within ten (10) days of the date of this notice and shall be completed within ninety (90) consecutive calendar days after the date shown on this notice. If the project is not completed within the specified time, or authorized alterations thereof, liquidated damages shall be applied against the Contractor and shall accrue to the Owner at the rate of \$500.00 dollars per day, for each and every day that the project remains uncompleted beyond the allowed days for completion.

Sincerely,

ERWIN CONSULTING ENGINEERING



Jon E. Erwin, P.E.

cc: *City of Brownsville*



United States Department of Agriculture

July 29th, 2015

City of Brownsville
Attn: Scott McDowell, City Manager
PO Box 188
Brownsville, OR 97327

Dear Mr. McDowell,

Thank you for meeting with me to complete this year's security inspection and compliance review for the City's water and sewer loans. The City is found to be in compliance. The next compliance review will be in six years. No further action is required from you at this time.

Should you have any questions feel free to contact me at (541) 967-5925 ext 129.

Sincerely,

A handwritten signature in blue ink that reads "Holly Halligan".

Holly Halligan
Area Specialist

Rural Development • Tangent Area Office
31978 N Lake Creek Dr., Tangent, OR 97389
Voice (541) 967-5925 ext. 4 • Fax (855) 824-6181

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 832-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



Windows Printer Test Page

Congratulations!

If you can read this information, you have correctly installed your KONICA MINOLTA bizhub 20P on SERVER-PC.

The information below describes your printer driver and port settings.

Submitted Time: 5:08:03 PM 09/16/2015
 Computer name: SERVER-PC
 Printer name: \\SERVER-PC\KONICA MINOLTA bizhub 20P
 Printer model: KONICA MINOLTA bizhub 20P
 Color support: No
 Port name(s): USB003
 Data format: RAW
 Share name: KONICA MINOLTA bizhub 20P
 Location:
 Comment:
 Driver name: KBNBIA8A.DLL
 Data file: KBB20P.DSI
 Config file: KBUIMA8A.DLL
 Help file: KBNBI08A.CHM
 Driver version: 1.01
 Environment: windows x64

Additional files used by this driver:

C:\windows\system32\spool\DRIVERS\x64\3\KBW20P.INI
 C:\windows\system32\spool\DRIVERS\x64\3\KBE20P.DAT
 C:\windows\system32\spool\DRIVERS\x64\3\KBDLMA8A.DLL (1.01)
 C:\windows\system32\spool\DRIVERS\x64\3\KBLGMA8A.DLL (1.01)
 C:\windows\system32\spool\DRIVERS\x64\3\KBENMA8A.DLL (1.01)
 C:\windows\system32\spool\DRIVERS\x64\3\KBDIMA8A.DLL (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\KBNBI08A.DSI
 C:\windows\system32\spool\DRIVERS\x64\3\KBADM08A.DAT
 C:\windows\system32\spool\DRIVERS\x64\3\BRMDA80.DLL (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\BRMDA80.EXE (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\KBMDWA80.EXE (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\KBBMMA8A.DLL (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\BRDSMA80.DLL (1.00)
 C:\windows\system32\spool\DRIVERS\x64\3\KBNBIA8A.UNF

This is the end of the printer test page.

S. Scott McDowell

From: BRIAN DALTON [brian.dalton@dallasor.gov]
Sent: Sunday, August 23, 2015 9:28 PM
To: Nikki Lesich; Patrick Long; S. Scott McDowell
Cc: Susan Muir; Kristie Marecek
Subject: Nuisance Abatement Session at the League Conference

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Today

Hi everybody.

We are just over a month away from our presentation on Nuisance Abatement on September 23rd at the League of Oregon Cities' Conference in Bend. It promises to be a great session.

I first must apologize for being out of the loop for a little while, but I think we are still on track for good things. Here is the way the presentations are shaping up:

First, here are the basics (no change from before):

NUSIANCE ABATEMENT SESSION

Riverhouse Convention Center and Hotel in Bend

LOC CONFERENCE

September 25, 2015

2:15 pm to 3:45 pm

Second, here is the course title and description for the 90-minute session:

TITLE: NUISANCE ABATEMENT

DESCRIPTION: Derelict and littered properties eat away at the livability, viability and value of our neighborhoods. Yard art - wrecked cars and soggy mattresses - are not useful as tourist draws or an indicator or economic well-being. This session will discuss the psychology of hoarding and several approaches taken by Oregon cities of different sizes to address the problem of messy properties. What are the tools of the trade? What are current trends in enforcement and mitigation? What about foreclosures and bank-owned properties? When all else fails, does city abatement work well and what are its pitfalls? Though challenging and impressively difficult, this topic speaks to the essential values of our communities and as a vital line of defense against homelessness, blight, decay and downward spirals that pull at our neighborhoods.

I trust that our presentations will fit into this scenario in useful ways. We will have lots of coordination prior to the event, so I think we will be able to cover the turf without duplication or neglecting anything important. This is a topic with lots of angles and moving parts!

MODERATOR:

Brian Dalton, Mayor, City of Dallas (pop. ~15,000) – Not an expert in the field but has been very interested in the topic during his 10 years on the Council followed by 5 years as Mayor.

PANELISTS (4):

Scott McDowell, City Manager, City of Brownsville (pop. ~1,700) - Covering small city enforcement. Focus on the importance of defining a vision, reaching that vision, the need for strong Council support of Staff through all phases of the process, the crucial necessity of following procedural elements outlined by ordinance or the city attorney and how and when to effectively use local law enforcement. Of course, small town politics will be a thread throughout. Scott will share a few, perhaps entertaining, anecdotal stories and experiences

Nikki Leisch, President, Oregon Code Enforcement Association, former Mayor of The Dalles (pop. ~15,000) - To cover the OCEA mission/function, plus enforcement in The Dalles and bank owned properties/foreclosures. Might touch on city abatement as well.

Patrick Long, Compliance Services Operations Supervisor, City of Salem (pop. ~160,000) - Will present on large city code enforcement philosophy, vision and goals.

Presenter TBD – The Psychology of Hoarding (subject matter expert).

I have tried to sum up your presentations as best I could at this unfolding stage but very much welcome you to refine your narratives. Here are some areas I think we will need to be sure that at least one of us covers:

1. Bank owned properties and foreclosures
2. City abatement as the last straw
 - a. Is this affordable? Will you ever get your money back?
3. Low hanging fruit vs. the “too tough to tackle” properties
4. Homeless camps and the like

Note that I have yet to fill the slot for the Psychology of Hoarding topic. I am working on a hot lead for the presentation, Al Barton from Wasco County, but if that does pan out we may want to cover this topic with one or more short video tapes of hoarding problems and otherwise work observations regarding the mindset of hoarders into our other presentations. In this regard, it might be useful to review a set of Powerpoint slides that Dr. Davidson provided us (sent as a separate email– I hope). She asks that you not further transmit them, but feel free to use the information.

Once we are all up on this email network, I will start to talk about a couple of telephone conferences that the League would like us to schedule to go over specifics. I (or the League) will be in touch regarding a mutually agreeable date/time for these 2 events.

Here are some details I hope we would be able to work out in the meantime:

- Do you want to do your own intros or would you like me to do them? I think I can do a good, concise, friendly job of it so that you don't have to brag about yourself in public and I would be pleased to do it.

- They want to know how long each of us will be speaking. If you give me your estimated time of presentation, I can blend it all together. Assuming 5 minutes for Moderator work in the beginning and 5 minutes at the end, then if

there are 4 presenters that would be 20 minutes each. I think we will fill the 20 minutes for the Psychology of Hoarding with something (videos?) in one way or another, so I would plan for an average of 20 minutes each.

- Next is the issue when to take questions. We'll talk about that some more but the main point is do we want to take questions any time they come up? Or at the end of each presentation? Or at the end of the whole program? In any case, we will have to guess how much time will be taken up with questions on each subject and allow for that. This topic might stimulate lots of questions.

- As moderator, I think it is useful to know that I like to conduct informative, focused, mildly humorous sessions that have lots of good takeaways for the audience. Further you are likely to find that I like to begin the session exactly on time and very much like to keep the action moving along on schedule. This tends to capture and keep interest in the presentation. I would much rather finish early to allow one-on-one after-presentation conversations than to go over the allotted time limit. I think you can almost count on me ending the formal session on time no matter what (sorry – 21 years in the Regular Army).

Here are some items that the League Staff would like to have in hand **on or before September 10** (you can provide this to me or directly to them):

- Do you need any Audio-Visual support? For example, do you have a video or PowerPoint to show? Do you need clickers, laser pointers, sound, hookup to the internet or flip charts or anything else like that?

- Any handouts that you want the League to copy. If you bring you own brochures or other handouts just bring them straight to the session.

- They don't require speaker bios anymore (not in the brochure) but they will put them on the League web page if you would like to submit them. Seems like a good idea.

- A copy of any Audio-Visual presentation aid that you will show (PowerPoint, video, CD-ROM/DVD, something on a thumb drive, etc.

For any logistics arrangements you need to make (lodging, timing, locations, check-in, etc.) I suggest you contact Kristie [kmarecek@orcities.org] at the League who will get you all registered for the conference. All you will need to do is find the registration booth at the Riverhouse and you can pick everything up there when you arrive.

I hope that this is all helpful. Again, I think this is going to be a great, well-attended session.

I think at this point that it might be a good idea to keep all of us in the email loop ("reply all" and so forth) on any information or ideas which involve the group. This would seem to be a good foundation for our eventual conference calls. It will be ideal to work as a team on this.

Thanks everybody!

Stay well!

Brian

MONTH END RECAP

	2016					
	REVENUE	EXPENDITURES	YTD	%	Unexpended	
1 GENERAL	\$ 9,799.79	\$ 86,362.35	\$ 145,916.54	12.58%	\$ 1,092,607.46	1
2 WATER	\$ 28,281.36	\$ 28,366.77	\$ 66,700.29	6.55%	\$ 953,749.71	2
SEWER	\$ 22,280.27	\$ 15,413.91	\$ 45,377.65	9.92%	\$ 536,622.35	3
4 STREETS	\$ 4,478.09	\$ 10,911.62	\$ 24,174.44	4.94%	\$ 465,025.56	4
5 WATER BOND	\$ -	\$ -	\$ -	0.00%	\$ 77,678.00	5
6 SEWER BOND	\$ -	\$ -	\$ -	0.00%	\$ 397,654.00	6
7 SEWER DEBT FEE	\$ 8,881.63	\$ -	\$ 19,634.31	15.71%	\$ -	7
8 BUILDING & EQUIPMENT	\$ -	\$ -	\$ -	0.00%	\$ 436,500.00	8
9 WATER RESERVE	\$ -	\$ -	\$ -			9
10 HOUSING REHAB	\$ -	\$ -	\$ -			10
11 WATER SDC	\$ -	\$ -	\$ -			11
12 SEWER SDC	\$ -	\$ -	\$ -			12
13 STORMWATER SDC	\$ -	\$ -	\$ -			13
14 BIKEWAY/PATHS	\$ -	\$ -	\$ -			14
15 LIBRARY TRUST	\$ -	\$ -	\$ -			15
16 CEMETERY	\$ 1,000.00	\$ -	\$ -			16
17 TRANSIENT ROOM TX	\$ -	\$ -	\$ -			17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -			18
19 LAND ACQUISITION	\$ -	\$ -	\$ -			19
20 COMMUNITY PROJECTS	\$ -	\$ 2,204.25	\$ 3,833.26	2.15%	\$ 174,566.74	20
	\$ 74,721.14	\$ 143,258.90				

KeyBank Accounts

General	\$ 31,404.68	2015-2016	YTD	% of Total
Utility	\$ 18,850.00	Appropriated	\$ 286,002.18	5.54%

DEBT Payments

Water	\$ 54,928.00
Wastewater	\$ 396,307.00
Totals	

**Oregon State Treasury
Community Improvements**

Total Debt	\$ 1,349,225.00
Water	\$ 12,371,610.00
Wastewater	\$ 13,720,835.00
Total	\$ 13,720,835.00