



# Council Meeting

Tuesday – May 28<sup>th</sup>, 2019  
7:00 p.m. in Council Chambers

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**Note:** FY 2019-2020 Proposed Budget is included with this agenda packet. A public copy is available on-line and at City Hall.



## **CITY OF BROWNSVILLE**

### **Council Meeting**

**Tuesday, May 28<sup>th</sup>, 2019**

**Location: City Hall in Council Chambers**

### **AGENDA**

**Regular Session**

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: April 23<sup>rd</sup>, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Central Linn Rec Center Basketball Report – Katie Cheney
  - B. Cascade West Council of Governments
  - C. Proposed Use of State Revenue Sharing
  - D. Budget Public Hearing – FY 2019-2020
  - E. Richard Hall & Timothy Smith – Variance Request Appeal
  - F. Municode Reservation Module Overview
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Library
  - E. Court
  - F. Council

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.



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.

9) LEGISLATIVE:

- A. **Resolution 2019.11:** Election to Receive State Revenue Sharing
- B. **Ordinance 779:** Amend General Penalties Provision, Chapter 1.05, of the Brownsville Municipal Code (*First Reading*)

10) ACTION ITEMS:

- A. Linn County Museum Closure Request

11) DISCUSSION ITEMS:

- A. Canal Company & the Mill Race
- B. Linn County Sheriff's Office Contract
- C. April Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



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April 23<sup>rd</sup>, 2019

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

**PUBLIC:** Kim Clayton, Jamie Cross, Elizabeth Coleman, Don Neddeau, Allen Buzzard, Phil and Kaye Fox, Sarah Helgeson, Kathryn Henderson, Captain Kevin Guilford (*Linn County Sheriff's Office*), Bryan Bradburn, and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell added two items to the agenda: 1) Kathryn Henderson (Mental Health Advisory Board), and 2) 8 Cities RAIN IGA. One item was deleted; Central Linn Rec Center's Katie Cheney was removed from the agenda this month.

**MINUTES:** Councilor Block made a motion to approve the March 26<sup>th</sup>, 2019 meeting minutes as presented. Councilor Neddeau seconded the motion, and it passed unanimously.

### **PUBLIC HEARINGS OR PRESENTATIONS:**

1. **Child Abuse Prevention & Awareness – Sarah Helgeson.** Sarah Helgeson is the program coordinator for Linn County. The month of April is nationally recognized as Child Abuse Prevention & Awareness month. Linn County is rated rather high, 9<sup>th</sup> out of 36 counties in the State of Oregon for child abuse. The group has put up blue pinwheels throughout town to raise awareness and encourage folks to take trainings to help children get the assistance they need.
2. **Older Americans Mental Health Month – Kathryn Henderson.** Ms. Henderson serves on the Mental Health Advisory Board. She appreciates Council proclaiming May as Older Americans Mental Health Month. She stated that a lot of their work centers around increasing awareness. The goal is for all to talk openly around our mental health issues, and to listen non-judgmentally. She thanked Council for their support. Mayor Ware asked Mr. McDowell to read the proclamation to the audience. Mayor Ware then made the official proclamation with Council's confirmation.
3. **Canal Company (CC) & the City.** Mr. McDowell presented a slide show regarding the Canal Company. McDowell briefly recounted the three meetings that Councilor Block, Councilor Thompson and Administrative Assistant Tammi Morrow and he attended. McDowell talked about the Canal Company's purpose and history. The CC filed articles of incorporation in April 1965. Past and current history were discussed. Officers and members have been entertaining the idea of dissolution. If dissolution were to happen, it would not serve the members of Company nor the City well. McDowell highlighted a few options for working with the CC: 1) do nothing, 2) propose a drainage taxing district (which would be extremely difficult to get folks to pass to tax themselves), 3) create a partnership with the City establishing a city-wide utility, or 4) create a partnership with the City establishing a city-wide utility with a certain amount set aside for funding to be diverted to the Councilor Block noted that approximately 221 homes are affected.



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CC for them to pay for insurance, improvements, and other necessary expenses. Canal Company obstacles and challenges include general lack of knowledge and purpose of the Canal Company and the Mill Race, lack of cooperation, strong personalities, and personal histories among other issues.

Benefits to forming a partnership would include the City taxpayers not footing the entire bill for the CC, maintenance is easier to contract, operational funds would be available for the CC, and standards would be established for culverts and drainage. McDowell reminded Council that the canal is critical drainage for the City. The one year that it did not run, the town had excessive amounts of mosquitoes in town due to the standing water in the ditch. For years the City has been content to pay for the electricity for the pumps, but it is time to forge a partnership before it is too late. The City has been a good steward and responsible partner for the Canal Company. It is time to explore and establish an agreement. Folks have been receiving benefits without financially contributing for those services received. Councilor Chambers stated that she thought the City needed to move forward. McDowell will bring the issue back to Council in May for further action.

### **DEPARTMENT REPORTS:**

1. **LCSO Sheriff's Report.** Captain Kevin Guilford arrived late due to a meeting in Harrisburg that ran long. He reported that in March there were 14 traffic citations, and 35 warnings, 27.5 hours for traffic enforcement, and 204 hours overall. The marijuana ordinance was discussed. Guilford said that it might be a good idea for Mr. McDowell to ask for an LCSO officer to accompany him when citing these nuisances. It can quickly turn into a volatile situation. Council asked Guilford to keep an eye on an issue centering around parking in the cul-de-sacs in south Brownsville. The homeless camping situation was addressed briefly. It is likely that Brownsville will continue to use our past practice of trespassing folks when necessary regardless of their living situation or status. There may well come a time when camping will not be allowed in Pioneer Park for a variety of reasons.
2. **Public Works.** Public Works Superintendent Karl Frink reported that the new automated water reading system is up and running. It has been a real success. It took about 2 hours to read all the meters in town! It is also likely that this number will decrease as Frink gets more accustomed to the system. He has spent considerable time tracking down the 53 meters that were unidentifiable. He spent 16 hours alone looking for a meter that does not exist. It had been sent back due to a broken screen. All meters in town are now 100% accounted for and operational. Mrs. Deaver has also done a complete audit of the billing side of the project. Overall, the meters are a great upgrade for the City, and should serve us well for years to come. Frink extended an invitation to any of the Council who would like to ride along when he does readings.

Frink talked about equipment repairs and acquiring new equipment to replace old and obsolete equipment.

Frink recapped the river discharging that will cease on April 30<sup>th</sup>. Both facilities filled up very fast this year due to the amount of rain we have gotten. He is uncomfortable with the high levels going into summer. It is important to remember that when the pond levels are low, the odor can be strong and sometimes that is just the way it is due to future storage needs.



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Mr. Frink has been working with DEQ with processing all reports electronically. It is now required to file electronically, but their system is poorly written, so it has been a struggle.

Frink reported that mowing has begun in Pioneer Park. They have started late due to the heavy rains. They will have to mow the two ball fields twice a week to try to deal with the heavy grass load. Some appliances in the pavilion need replacement or maintenance. He has a call in for repairs now.

3. **Administrator's Report.** Mr. McDowell reminded Council that the Budget Committee will meet this Thursday, April 25<sup>th</sup>, 2019, here in Council chambers at 7:00 p.m. Hopefully, the Committee will be able to complete the process in two meetings like last year.

McDowell shared an excerpt from the budget message with Council highlighting the river bank changes in Pioneer Park at the direction of Councilor Gerber. Basically, in 2011 Council spent a lot of time, energy, and funds to try to find a solution to the bank erosion problem. The City hired a River Design Group out of Corvallis to research solutions. The basic outcome boiled down to two options. Both options were quite costly, with one option being too risky and the other option being too costly. Council basically decided to retreat from the bank at that time. It is likely that the playground equipment will need to be moved this year. The Park Board will review locations and McDowell will bring their recommendation back for Council review.

Last month, the City experienced issues with getting the utility billing out on time. Surprisingly, the issue centered around our software provider, not the new meters. Thank you to Administrative Assistant Jannea Deaver and Public Works Superintendent Karl Frink for a job well done!

McDowell also reported that all officials successfully completed their responsibility with Oregon Government Ethics Commission. Thank you everyone!

The City received a thank you from State Representative Marty Wilde for hosting a town hall meeting here last month. Thanks go out to Mayor Ware, Councilor Hansen and Councilor Block. McDowell also received a thank you from the City of Sweet Home for speaking at their annual goals retreat.

Kevin Sullivan, Alyrica, reports that they have had a hiccup from their engineering firm. They are still very interested in coming to Brownsville and are actively working on project development.

*The September Council meeting is scheduled for September 24<sup>th</sup>, 2019. If Council has no objections, the meeting will be moved to September 17<sup>th</sup>, 2019 due to scheduling conflicts. Council concurred.*

McDowell shared a few thoughts on Planning and Development as written in the report for Council. The City is always in a difficult spot when it comes to new development or, even, redevelopment. No one wants to be told "no" when they want to do a project, but they often want to tell their neighbors "no" due to perceived or real changes being proposed on the given property. It is important to remember that private property issues, if allowed by local laws and zoning, are private property issues. It is the City's responsibility to protect the public's investment in water, sewer and street infrastructure, among other interests, and to make sure that local rules and regulations are followed. The City also works closely with Linn County and, in some cases, the State of Oregon and NFIP.



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4. **Library Report.** No comments.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** Mr. Allen Buzzard, School Avenue, complimented Administrative Assistant Tammi Morrow on her work for the grant for Jacob's Kits. He also complimented Superintendent Frink on his performance for the City. Buzzard stated that Frink works very hard for the City, and handles things with great humor. He also suggested that Council should send a thank you to Darin Lane, Linn County Road Department for the great work they did on cleaning the bridge recently. Mayor Ware stated that a thank you has already been sent.

### **LEGISLATIVE ITEMS:**

1. **Resolution 2019.09 – Annual Audit.** *Councilor Gerber moved to approve R 2019.09, as presented. Councilor Block seconded the motion, and it passed unanimously.*
2. **Resolution 2019.10 – Verification of Services.** *Councilor Block moved to approve R 2019.10, as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Ordinance 778 – Social Gaming Modification (First Reading).** *Councilor Gerber made a motion to read O 778 by title only. Councilor Block seconded the motion, and it passed unanimously.*  
*Councilor Gerber made a motion to approve O 778 as an emergency. Councilor Chambers seconded the motion, and it passed unanimously.*
4. **Older Americans Month.** Mayor Don Ware proclaimed May as *Older American Month* in Brownsville.

### **ACTION ITEMS:**

1. **Urgent Care Letter Request.** Mr. McDowell has heard from several sources that the Urgent Care Clinic located at the Pioneer Villa may be closing. It may be prudent to send a letter explaining how critical this service is to our rural community. *Councilor Hansen made a motion to authorize Mayor Ware to send a letter highlighting the need for these services in our rural area. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Marijuana Nuisance Ordinance.** McDowell reviewed the marijuana nuisance ordinance for Council and the audience. Council passed a marijuana ordinance last year. It is a reactive, not proactive, meaning that the City does not actively look for these nuisances, they are complaint driven by neighbors or affected parties. Over the course of last summer, McDowell along with Administrative Assistant Tammi Morrow, Councilor Block and Councilor Shepherd and others visited on site 43 times. Basically, the ordinance cannot be posted until a strong and consistent odor





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persists. The City Administrator has to witness that a nuisance does in fact exist. After multiple visits, in August, Staff determined that a nuisance did exist. Staff effectively posted the property per Brownsville Municipal Code. The property owner did not comply with the nuisance abatement request. Staff then asked LCSO to cite the nuisance violation into court. They declined per advice from the District Attorney.

After a conversation at Council, LCSO cited another violation into court. One based on sight lines. Council is being asked to review the circumstances regarding ordinance enforcement tonight to ensure that the ordinance is hitting the goal and intention of Council. The only modification that McDowell would recommend would be to authorize him, or his designee, to issue the citation. Council would like McDowell to request a LCSO presence when serving any citations for safety's sake. The marijuana nuisance ordinance seems to be a no-win situation. If you nullify, or do away with the ordinance, folks are going to be upset. If you do cite these nuisances into court, growing season will be effectively over giving no remedy to affected neighboring property owners. Overall, it seems best to move forward and have something on the books, as opposed to no ordinance. McDowell related a call to City Hall from a person inquiring about ordinances or rules regarding marijuana. The State does require grow sites to complete a LUCS, or Land Use Compatibility Statement, if they decide to grow for multiple cardholders. So, in those instances, the ordinance does provide neighbors with some remedy or even a deterrent. *Councilor Gerber made a motion to authorize Mr. McDowell to go forth and propose new language for the marijuana ordinance to be brought to Council in May. Councilor Neddeau seconded the motion, and it passed unanimously.*

3. **Linn County Pioneer Picnic – Road Closure.** *Councilor Block moved to approve this road closure request. Councilor Hansen seconded the motion, and it passed unanimously.*
4. **Stand by Me – Road Closure.** *Councilor Gerber moved to approve this road closure request. Councilor Hansen seconded the motion, and it passed unanimously.*
5. **EPC Partnership Request – Fire District Request.** *Councilor Gerber made a motion to approve a partnership request with the local fire departments for \$1,000. Councilor Neddeau seconded the motion, and it passed unanimously. The project installs mini triage kits in every classroom in the Central Linn community.*
6. **OLCC License Renewals.** *Councilor Block made a motion to approve the OLCC renewals as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
7. **TMDL Five Year Plan Approval.** *McDowell stated that after 6 months of discussion, DEQ did finally remove the items Council had opposed. Mayor Ware will write a letter accepting the updated five-year plan. Councilor Gerber moved to*



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approve the plan. Councilor Hansen seconded the motion, and it passed unanimously.

8. **Eight Cities and RAIN IGA.** Oregon RAIN and 8 City Collaborative have requested funding for future work this upcoming fiscal year. Councilor Gerber moved to fund this request and to authorize McDowell and Ware to collaborate with RAIN. Councilor Hansen seconded the motion, and it passed unanimously.

### **DISCUSSION ITEMS:**

1. **Canal Company & the Mill Race.** Council consensus would like McDowell to reach out to the Canal Company and ensure that insurance has been obtained to start and run the pumps for the year.
2. **Linn County Sheriff's Office Contract.** McDowell informed Council that the contract is not ready yet. Collectively, the cities and the County are not interested in renewing a contract until the labor negotiations are finished. The cities would like to tie contract execution to service performance. The quarterly meetings seem to be helping; Councilor Block has been very consistent attending these meetings.
3. **March Financials.** Councilor Block commented that they looked good.

**CITIZENS COMMENTS** – Kaye Fox, Averill Street, addressed the Canal Company debacle. She thinks that the entire membership should be involved before anything final happens.

**COUNCIL COMMENTS** – No comments.

**ADJOURNMENT:** Councilor Block moved to adjourn the Council meeting at 8:34 p.m. Councilor Gerber seconded the motion, and it passed unanimously.

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City Administrator S. Scott McDowell      Mayor Don Ware



## Budget Committee Minutes

May 2<sup>nd</sup>, 2019

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

**Present:** Chair Don Andrews, Mayor Don Ware, Councilor Doug Block, Councilor Lynda Chambers, Councilor Dave Hansen, Councilor Mike Neddeau, Gary Shepherd, Kaye Fox, Rick Dominguez, Mike McDaniel, Administrative Assistant Tammi Morrow and Budget Officer S. Scott McDowell.

**Absent:** Kim Clayton, Councilor Tricia Thompson, and Councilor Carla Gerber were all excused.

**Public:** Phil Fox.

**Presiding:** Don Andrews.

Chair Andrews called to resume deliberations from last week. *Gary Shepherd moved to resume deliberations; Kaye Fox seconded the motion.* The meeting reconvened at 7:00 p.m.

Mr. McDowell took roll call as noted above. Mrs. Chambers and Mr. Andrews suggested one correction each to the minutes for clarification purposes. *Mrs. Kaye Fox moved to accept the minutes with corrections as noted, Gary Shepherd seconded the motion, and it passed unanimously.*

Chair Andrews opened the floor for public comment and to discuss possible uses of State Revenue Sharing. No members of the public wished to speak, so the public comment discussion was closed.

Mr. Dave Hansen asked for clarification on how the membership was determined and how quorum was calculated. McDowell explained that the seven (7) members of Council are required to count toward attendance/quorum regardless if they are present or not according to State law. If a municipality is incapable of filling the same number, seven (7) in the City's case, of public members/participants, then Committee membership includes the seven (7) Council members and then the available number of public members. This year the City recognizes a thirteen (13) member Budget Committee. Quorum will be seven (7) members for a quorum. In any given year, seven (7) would be the number for a meeting to quorum, though the members could be either Councilors or public members.

Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. McDowell said that Staff increased the Water & Wastewater levy amounts as reflected on p. 1, p. 21 and p. 22. McDowell discussed each page and how the change was reflected. McDowell increased the Wastewater Bond levy amount by \$10,000 (p. 22) and the Water Bond levy amount by \$5,000 (p. 21) in order to ensure that enough money is appropriated to cover the City's obligations. McDowell said that any additional money collected would remain in the fund and be used the following year. McDowell explained that the "froth" amount is simply extra revenue that is collected on the bonds in any given year. Uncollected taxes, interest, receiving more revenue than projected on either the bond or the debt service fee causes these additional amounts to accumulate.



## Budget Committee Minutes

Last year was the first time there was a shortfall budgeted. McDowell wanted to ensure that the obligations were properly met.

**PROPOSED USES OF STATE REVENUE SHARING.** McDowell indicated that the City has historically used State Revenue Sharing funds to help pay for street lights for public safety.

### **APPROVE THE 2019-2020 BUDGET & RECOMMEND TO COUNCIL.**

1. *Gary Shepherd moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Kaye Fox and was approved unanimously.*
2. *Gary Shepherd moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$85,784. The motion was seconded by Kaye Fox and was approved unanimously.*
3. *Gary Shepherd moved to approve the levy amount needed for the Water Bond Debt in the amount of \$54,321. The motion was seconded by Dave Hansen and was approved unanimously.*
4. *Kaye Fox moved to approve a 3% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Gary Shepherd and was approved unanimously.*
5. *Gary Shepherd moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Lynda Chambers and was approved unanimously.*
6. *Gary Shepherd moved to approve the 2019-2020 Budget as presented and to recommend the same to Council. The motion was seconded by Rick Dominguez and was approved unanimously.*

In closing, Mr. McDowell reviewed the logistics of recycling materials, keeping materials or returning materials for Council's future use. McDowell said that all materials are available to everyone on-line and upon request at City Hall. Administrative Assistant Tammi Morrow will collect binders for future use. McDowell thanked everyone for taking their time to review and approve the City budget. McDowell thanked Don Andrews for serving as Chairman. McDowell said that the budget was the most important administrative task performed by the City. The budget allows the City to achieve the goals of Council, to maintain financial well-being and to provide the vital programs and services that citizens rely on every day.

**ADJOURN.** *Gary Shepherd moved to adjourn the meeting at 7:18 p.m. The motion was seconded by Mike McDaniel and was approved unanimously.*

**ATTEST:**

**APPROVED:**

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S. Scott McDowell  
Budget Officer

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Don Ware  
Mayor



# City Administrator Report

May 28<sup>th</sup>, 2019

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

## One liner of the month

Better to understand a little than misunderstand a lot.

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

“The effect of one good hearted person is incalculable.”  
 ~ Oscar Arias, Politician

“Service to others is the rent you pay for your room here on Earth.”  
 ~ Muhammad Ali, Boxer

“Stress is caused by being ‘here’ but wanting to be ‘there.’”  
 ~ Eckhart Tolle, Teacher



*Muhammad Ali*

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

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Rec Center Basketball Report** – Mrs. Katie Cheney will give a review of the Central Linn Rec Center’s Basketball Program.
- B. **Cascade West Council of Governments** – Executive Director Fred Abousleman and Deputy Director Rachael Maddock-Hughes will give an overview of services provided by the Cascade West Council of Governments and entertain any questions or any ways they can help.
- C. **Proposed Use of State Revenue Sharing** – Mayor Ware will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing. The Budget Committee recommended using the funds for public safety (*street lighting*) as has been the City’s past practice. Anyone from the public can speak to any part of the budget they choose for Council’s consideration. Council is being asked to pass the corresponding resolution (2019.11) Tuesday evening.
- D. **FY 2019 – 2020 Budget Public Hearing** – Mayor Ware will leave the floor open for anyone from the public wishing to speak about the budget as proposed by the Budget Committee. Next month, the public will have another opportunity to comment on the budget as well.

Items included by the Budget Committee in this FY 2019-2020 budget are below:



# City Administrator Report

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$85,784.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$54,321.
- ▶ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ▶ Approve Historic Use of State Revenue Sharing.
- ▶ Approve the FY 2019-2020 Budget and recommend the same to Council.



- E. **Hall & Smith Variance Request Appeal** – The Planning Commission heard a variance request on April 29<sup>th</sup>, 2019 made by Richard Hall & Timothy Smith for the property known as 368 Spaulding Avenue. The Planning Commission denied the variance request. The applicant has appealed this Planning Commission decision to Council. Council is required by the Brownsville Municipal Code to hear appeals of Planning Commission decisions brought by applicants. Council will be acting as a quasi-judicial body. Council may ask questions of the applicant, but the public record has been closed which means Council will not take public comment.

I have included several documents for your review and preparation purposes. First, I have included the original Staff Report for the variance request which was provided to the Commission. (I have highlighted the criteria and the proposed maps known as Attachment C.) Second, I have included an excerpt of the Planning Commission Minutes from the April 29<sup>th</sup>, 2019 hearing. Third, I have included definitions for the sake of Tuesday evenings discussion. Four, I have included a flow chart that shows how the City arrived at this point. Five, I have made an Appeal Process decision tree that shows how the meeting mechanics will work and shows the three decision options available to Council.

The applicant has provided a new proposed condition for Council's consideration. It is the letter from Willamette Valley Planning LLC dated May 10<sup>th</sup>, 2019. Basically, the letter indicates that the applicant is willing to restrict the property to meet all four conditions required by ordinance. The restriction includes allowing duplexes and possibly single-family homes and limiting the height of any future structures to two stories.

The zoning for this area is High Density Residential meaning the applicant could put multi-family units on the property up to three stories high.

### ***What is Council being asked to do?***

Review all provided materials and determine if the variance request meets the four criteria required by ordinance. Council must make a decision based on the decision tree outline. There are proposed conditions included in the Staff Report. If Council determines the variance can be approved with conditions, then Council may add conditions, reject conditions, or modify conditions as deemed necessary.

- F. **Municode Reservation Module Overview** – I will give a brief tour of an exciting new web tool the City has to reserve rooms and share community events.

## 9) LEGISLATIVE:



# City Administrator Report

- A. **Resolution 2019.11: Election to Receive State Revenue Sharing** – Annually, Council passes this resolution to receive State Revenue Sharing.

**What is Council being asked to do?**

Please pass the resolution.

- B. **Ordinance 779: General Penalties Provision Amendment (First Reading)** – Council directed Staff to research and review a change that would allow the City Administrator to serve citations into Municipal Court. Council discussed the implications of this change at the April Council meeting. Amending Chapter 1.05 of the Brownsville Municipal Code would accomplish this change. I have included the current language from the Brownsville Municipal Code and City Attorney Ross Williamson's e-mail explaining changes he made to the ordinance.



**What is Council being asked to do?**

Consider passage of the ordinance.

**From 04.23.2019:** Council asked Staff to review this ordinance for possible modifications for the upcoming growing season. City Attorney Ross Williamson along with a few other key people were consulted regarding possible revisions. There are a few caveats that are important to know:

- 1) A nuisance must exist. Staff must be able to clearly state in court that a nuisance exists.
- 2) The City cannot substitute proof of nuisance to an abutting property owner which make the issue between two neighbors.
- 3) Council will have to change the Peace Officer language to allow the City Administrator or designee to cite nuisance conditions into Municipal Court.
- 4) A sustained, olfactory nuisance did not exist until late August last year.

**The Problem:** Last year, I along with Administrative Assistant Tammi Morrow, Councilor Block and/or Councilor Shepherd made a total of 43 visits to an address before the smell constituted a nuisance. Olfactory sensitivity is a very individual sense which puts Staff in an awkward spot. It is possible that each growing season could have variations from year to year which could mean more noticeable odors could potentially happen earlier. However, if last year is any indication, the City would not be able to cite a nuisance violation until late August which means the "author of the nuisance" would not be in court until the third week of September. Typically, the marijuana crop is harvested about that time. Basically, the Judge would only be able to levy a fine after the fact, since the nuisance would be "abated" at that point.

Legislation that is being proposed by United States Senators Merkley & Wyden would reclassify marijuana in the Controlled Substance Act and would allow for Oregon to supply other states who allow legalized marijuana with the drug/product. If this happens, it could prove to be an economically viable option for more people to grow four plants on their property, as currently allowed by State law, which could lead to more nuisance complaints regarding growing marijuana.

**Recommendation:** Council should consider modifying the ordinance with the understanding that certain outcomes will not be possible; certain expectations will not be met. Council, by having an ordinance in place, may provide some deterrent.



# City Administrator Report

## 10) ACTION ITEMS:

- A. **Linn County Museum Closure Request** – Linn County Museum is requesting a closure Park Avenue for Saturday, August 24<sup>th</sup>, 2019 for the *Hands on History* event. Last year, the Museum hosted the first annual *Hands on History* event in Library Park and the event was a success. The City has received information from the Museum showing they have talked with neighbors.

## 11) DISCUSSION ITEMS:

- A. **Canal Company & the Mill Race** – Council was given a presentation on the Canal Company at the last meeting. I was asked to provide a timeline and strategy for moving forward. Below are general concept thoughts:

**1.0. Canal Company Leadership Discussion (June – August)**

1. Share Concept
2. Discuss Paths Forward
3. Learn Future Plans

**2.0. Targeted Public Outreach (September)**

1. Send Explanation Letter
2. Create Explanation Webpage
3. Share Concept
4. Share Meeting Schedule

**3.0. Town Hall & Public Input**

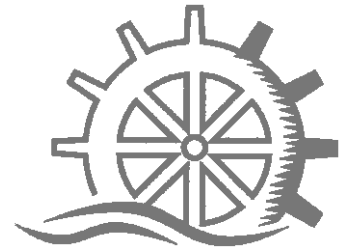
1. October 15<sup>th</sup>, 2019, 7:00 p.m.
2. November 19<sup>th</sup>, 2019, 7:00 p.m.

**4.0. Council Decision**

1. December 17<sup>th</sup>, 2019, Regular Council Session

**5.0. Agreement Implementation**

1. Draft Agreements
2. Solidify Details
3. Create Processes
4. Develop Communication Interface



**Canal Company and the City – From 04.23.2019:** I will give an overview of the Brownsville Canal Company along with some options for Council's consideration. Councilor Block and Councilor Thompson have been very helpful reviewing the details and assisting with this presentation.

**From 04.23.2019:** It is time once again time to request an insurance certificate from Mr. John Holbrook, President of the Canal Company. Council may choose to have additional conversations regarding the presentation earlier, or any other comments or questions.

**Canal Company Insurance – From 09.18.2018:** Public Works Superintendent Karl Frink turned off water as directed by the State Water Master on August 13<sup>th</sup>, 2018.

**From 06.26.2018:** President John Holbrook phoned and indicated that the Canal Company is still in existence. Holbrook has filed the appropriate paperwork with the State of Oregon. The Company does not have any other officers and is attempting to setup a





## City Administrator Report

meeting. Holbrook provided a valid insurance certificate for the operation of the pumps. Public Works Superintendent Karl Frink turned on the pumps several weeks ago.

- B. **Linn County Sheriff's Office Contract** – Sheriff Yon acknowledged and agreed to keep the current agreement in place until labor negotiations are finalized. The Sheriff also agreed that quarterly meeting and payments would continue.
- C. **April Financials**

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

- ▶ Prepared and assisted in the completion of the Budget Committee meetings.
- ▶ Attended the Parks & Open Space Advisory Board meeting to provide a general update and to discuss the erosion history and plan moving forward.
- ▶ Attended a quarterly meeting with Sweet Home & Lebanon to discuss regional issues.
- ▶ Attended the Planning Commission meeting. Planning Commission will be recommending an annexation for Council consideration at an upcoming meeting.
- ▶ Met with Holly Gosda to finish the ODOT parade documents for Picnic.
- ▶ Met with Brownsville Art Association representatives to plan for the installation of protective film on the windows.
- ▶ Attended Chamber's Executive Board Meeting.
- ▶ Participated in Carriage Me Back.
- ▶ Attended League of Oregon Cities luncheon with Councilor Block. Members of the Regional Solutions Team (RST) shared their responsibilities and how they can help navigating the State bureaucracy.
- ▶ Hired two Temporary Public Works Operators, Chuck Brown and Jake Hampton. Both are returning from previous years. Mr. Brown will work through October and Mr. Hampton will work through July/early August.
- ▶ Worked through issues on Depot Avenue & Henshaw.
- ▶ Hosted the quarterly Emergency Preparedness Committee meeting. Halsey City Administrator Hilary Norton and Councilor Hansen attended.

Policy

(fyi)

(fyi)

(fyi)

Run #2

### Planning & Development

The City is always in an interesting position when dealing with Planning & Development projects and ideas. A myriad of issues come to light during these interactions and conversations. Many times, the City does not have enough information from the customer/developer. Staff often must require a formal plan before a meaningful development conversation can take place because folks like to talk in generalities about what they are thinking or what they might do. Unfortunately, the City must know actualities to understand the necessary requirements and applicable rules. Here are a few positions the City can be in:



# City Administrator Report

1. Most attempt to bend or interpret the rules to suit their purpose.
2. People and neighboring property owners don't want anything to change.
3. Neighboring property owners don't want any development.
4. People want the City to stop the development.
5. Citizens want the City to preserve the historic nature and aesthetic.
6. Councilors may be for or against the proposed development.
7. The Planning Commission must follow State rules.
8. Staff must follow State rules, local rules & requirements, and advise all officials about the possible risks associated with law suits or other actions.

## **Why?**

Planning and developing property is very expensive. Many become uncomfortable with the process due to the large investment necessary with progress. Some are rookies and some are seasoned veterans so it can make for interesting conversations. Ultimately, the City's Public Works Standards and requirements are in place to protect the City's infrastructure and the public's investment in the community.

## HAPPENINGS

**Urgent Care Letter Request** – Samaritan is closing their location at The Villa. I have enclosed their letter. The City, nor Halsey sent a letter due to this information becoming public.

***From 04.23.2019:*** There have been unofficial conversations that Samaritan may relocate the Urgent Care Center that is currently in Halsey. Council may wish to consider sending a letter in support of the Urgent Care Center and attempt to determine Samaritan's future plans.

**EPC Update** ☑ – I will provide an update Tuesday evening.

***From 03.26.2019:*** Brownsville Fire Chief Kevin Rogers, Halsey-Shedd Fire Chief Travis Hewitt, Administrative Assistant Tammi Morrow and I met with Central Linn High School Principal Heidi Hermansen to discuss emergency preparedness education. The conversation and cooperation were very encouraging. Chief Hewitt shared a safety concept known as Jacob's Kit which would put basic triage kits in Central Linn Schools. We are working together to educate students on the importance of being ready in the event of community-wide emergencies.



**Facilities Review Committee Recommendation Outcomes** – Central Linn Recreation Association President Blaine Cheney hosted a tour of the Rec Center on May 16<sup>th</sup>. Ad hoc members attending included Halsey City Administrator Hilary Norton, Halsey Mayor Jerry Lackenbruch, Central Linn School Board Member Jen Durringer, Administrative Assistant Elizabeth Coleman and I attended. Members will reconvene to work out additional details in June.

***From 02.26.2019:*** Assistant Elizabeth Coleman, Councilor Chambers, Councilor Gerber and I hosted an initial discussion about the Rec Center with the ad hoc Joint Committee. The discussion was well-attended and positive, Good information was exchanged. The group is planning another discussion soon.

***From 01.22.2019:*** Staff is working toward a Facilities Review Committee/Group initial for February 2019. Council accepted the Facilities Review Committee's recommendation to work with the City of Halsey and the Central Linn School District on possible options.



# City Administrator Report

**Software Training** ☒ – Administrative Assistant Jannea Deaver and Public Works Superintendent Karl Frink will be working on new logistics and policies based on the new technology. Staff may be bringing up suggested policy changes for Council consideration in the future.

**Stand by Me Unveiling** – Linn County Museum's Barbara Andersen did a wonderful job partnering with the City and the Chamber to bring the Oregon Film Office's vision to life for Brownsville. Brownsville is the second city to have the Oregon Film Trail installed. Oregon Film Director Tim Williams said there would be 100 sites done by the end of the year. The Film Office is planning a major launch to promote tourism around films made in Oregon.

**Active: Oregon Film Trail Project** – The City is coordinating the installations of signs. The State is working on a press release. The Museum is planning an unveiling tour.

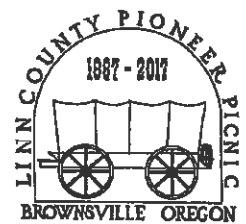
**From 03.26.2019:** All invoices have been received and paid. The City is awaiting the signs to be shipped.

**TMDL Five Year Plan Update** – The Mayor's letter approving the matrix is included in the agenda packet. ALONG WITH, a recently received letter from DEQ requiring new items.

**From 04.23.2019:** Council and Staff have worked on this update for the last three months. The Department of Environmental Quality (DEQ) has finally approved the changes requested by Council. If Council is in agreement with the matrix, then Mayor Ware should be directed to file a letter with DEQ.

**From 03.26.2019:** Karl Frink and I will provide an overview of the TMDL program, what is entailed and what the City has submitted to DEQ for consideration. The presentation will include implications and requirements of this program. DEQ made several modifications to the last draft of the five-year TMDL plan. Karl and I have sent back another draft, draft #3.

As directed by Council, I have spoken with some of the cities who have recently sued DEQ over MS4 requirements. The City is not able to join this legal effort because Brownsville is a non-MS4 city. Every other non-MS4 city is interested in working on a plan to demonstrate to the public the devastating impacts of this program to local taxpayers and rate payers, the untenable position it places all elected officials in, and time requirements on staff and other financial resources.



## STATUS UPDATES – Projects, proposals and actions taken by Council

**Active: Linn County Planning & Building Department Meeting Outcome** – I continue to move this effort forward. So far, cities have reviewed proposed County forms. We are waiting on Linn County to review IGA's and to provide training to cities. The County is also working on the State e-permitting system which will dramatically improve this process.

**From 01.22.2019:** I've worked regionally with several cities to set up a meeting with the Linn County Planning & Building Department. The goal was to provide better service to citizens building new homes and businesses. Dovetailing the efforts of the cities and the County as it relates to permitting and buildings standards is imperative to this happening. The meeting was very well received, extremely positive. Both the County and cities present have a list of tasks to complete prior to the next meeting. Linn County agreed to provide city representatives with annual training between October and February which will help keep everyone on the same page with new requirements, fee schedules and the like. More to come!



# City Administrator Report

**Active: Linn County Sheriff's Office Quarterly Meeting Outcome** – Contract pending.

**From 03.26.2019:** The City recently received the proposed rate increase from Sheriff Yon. The SO is asking for a 4.5% increase in each of the next two years. The Sheriff is still in labor negotiations, so nothing is final yet. We do need to move forward with budgeting. Council will need to make a few decisions around this issue. Below is the current contract price for this part year and what the price would be for next fiscal year:

**Current Fiscal Year:**                      2400 Total Hours                      \$67.33                      \$161,592  
 [3.58% Increase compared to the previous FY]

**FY 2019.2020:**                              2400 Total Hours                      \$70.36                      \$168,864  
 [4.5% Increase compared to the previous FY]

**Linn County Sheriff's Office Contract** – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

*LCSO Month-to-Month Comparison*

<b>Year</b>	<b>Month</b>	<b>Traffic Citations</b>	<b>Traffic Warnings</b>	<b>Hours</b>
2019	April	4	14	205.5
2019	March	15	35	204
2019	February	4	19	217
2019	January	21	44	217
2018	December	9	24	211
2018	November	15	38	204
2018	October	9	25	218.5
2018	September	36	43	203.5
2018	August	24	30	201.5
2018	July	14	18	214
2018	June	8	9	213.75
2018	May	6	19	207
2018	April	14	21	203
2018	March	19	36	208.5
2018	February	5	14	201
2018	January	23	29	220
2017	December	4	19	217
2017	November	14	35	204
<b>Subtotal</b>		244	472	3770.3
<b>Total Average</b>		13.5556	26.222	209.46
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>



# City Administrator Report

**Legislative Session Advocacy Letters** – Mayor Ware and I have been busy with letters and surveys requested by the League of Oregon Cities and various other partners.

**Oregon Water Resources Department (OWRD) and Wyatt Rolfe** – I have included money in the upcoming budget to address the Water Management & Conservation Plan.

**From 03.26.2019:** The City received a final order from OWRD on the water curtailment issue from eight years ago. Public Works Superintendent Karl Frink and I sat down with the City's Water Rights Attorney, Wyatt Rolfe, to understand the implications. Rolfe reported that the State will be requiring the City to adopt a Water Management and Conservation Plan (WMCP). Dyer Partnership will need to be involved along with procuring measuring equipment. The City will need to budget for this priority for the upcoming fiscal year. Overall, Mr. Rolfe felt that the City fared well with this being the primary outcome. The new water meters will also prove to be a huge asset in verifying the effectiveness of the City's future WMCP.

**CIVIC  
ENGAGEMENT**

**Pending: Step Up IT** – **From 03.26.2019:** I recently met with this company out of Eugene to discuss cybersecurity and I.T. They are working with Sweet Home and with other governmental agencies. I met with them a year ago, but we were not ready. A lot has happened since last year, we are in the process of getting a fiber optic system in Brownsville, we are using cloud services for Utility Billing and General Ledger, and we have automated the water distribution system, to name a few. Security and expertise will be important for City computer systems moving forward. I have provided I.T. for several years for the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

**Active: Water Rights** – **From 02.26.2019:** City Attorney Wyatt Rolfe, City Engineer Ryan Quigley, Public Works Superintendent Karl Frink and I are working on documents recently received about the City's water rights...

**Active: Alyrica Franchise Agreement** – **From 04.23.2019:** Alyrica President Kevin Sullivan indicated that things are moving slower than he had hoped due some issues with engineering. Mr. Sullivan is actively working on the project.

**From 12.18.2018:** I requested an upgrade from Alyrica for City Hall internet.

**From 11.27.2018:** The cloud computing solutions we use for the website, general ledger and utility billing are just not working adequately. Alyrica will be in town to assess City Hall and determine what other options may be available.

**From 09.18.2018:** [...] Mr. Sullivan indicated Alyrica would like to have the system built out by June 2019. Alyrica will be able to add about 100 customers a month so it may take several months before everyone is on the new system.

*Alyrica is targeting the following pricing structure:*

\$69.99 100 Mbps                      \$99.99 1 Gbps

**Active: Land Inventory** – **From 03.26.2019:** Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will required for this important project.

**From 02.26.2019:** Council will be asked to pass an ordinance that clarifies the City limits and the Urban Growth Boundary. Staff and Mr. Kinney continue working on background details.



# City Administrator Report

See past reports for more information.

**Active: Go Team Next Steps** – The group is moving along nicely with planning and regional strategies. Costarters and the Kauffman Foundation recently facilitated a visioning workshop in Halsey.

**From 03.26.2019:** Brownsville will be hosting an event in April. The flyer is enclosed in the agenda packet. The team is working with a consultant on the RLED part of economic development. A logo has been created and the member cities are discussing the details of the articles of incorporation.

**From 02.26.2019:** I recently forwarded an e-mail from RAIN that will bring you up to speed with RAIN's activities. The City's cost share was \$890.92 to make this program happen. (*Corey Wright's presentation discussed above also.*)

See past reports for historical information.

**Pending: Emergency Preparedness Partnership Request** – **From 04.23.2019:** Council is being asked to support a project that will place key emergency supplies at local public schools. The ask is for \$500 to \$1,000. Please review to the letter in the packet for more details.

**Complete: Water Meter Installations** – **From 04.23.2019:** Administrative Assistant Jannea Deaver ran into a couple of major problems with Harris Software when attempting to get the monthly utility bills in the mail. She worked admirably completing the seemingly never-ending task list that was met with many pitfalls and challenges to deliver the bills on the 5<sup>th</sup>. Residents have been very gracious which is much appreciated! Public Works Superintendent Karl Frink and Administrative Assistant Jannea Deaver are cross-checking all accounts to ensure everything is correct. ...And away we go!



The new meters are more accurate than the older mechanical ones. Below is an article that was placed in *The Times*:

## New Water Meters

There has been some confusion about the new water meters. The City would like to clarify a few points.

1. The City is **not** raising rates.

Council has historically raised rates 3% in June, effective July 1<sup>st</sup> of any given year. Since 2007, the average Water & Sewer Bill has risen from \$76.00 per month to \$88.00 per month. Council placed a \$15.00 Sewer Debt line item on the monthly bill in 2007, which is included in the total amount above, to help pay for bonds that were issued for the Water Treatment Plant & Distribution Improvements (1996) and the Wastewater Treatment Plants & Improvements (2007).

2. The new meters are more accurate than the old meters.



## City Administrator Report

When water meters get older, they register slower. The new meters accurately measure the water being used by each property as soon as water is drawn. Old meters may not start registering use until 50 or 100 gallons, as an example, move through the meter.

### 3. Old water pipes.

Many homes may have leaky water pipes. You may have a leaky faucet or toilet for example. The new meters will detect leaks immediately. This will allow for plumbing problems to be taken care of quickly.

### 4. Conservation.

The new meters will track water usage better. The City's continued use of its existing water rights will depend on adopting a Water Management and Conservation Plan. The new meters will be a critical tool for the City's water distribution system. Homeowners may also decide to install low flow toilets or energy efficient washing machines to further conserve water usage. Base rates will still be in effect.

## ITEMS PENDING – Tabled, On Hold, Stalled or Waiting

**Pending: Council Rules** – I will attempt to gather the rules review Council members for a meeting after Budget Committee meetings.

**From 03.26.2019:** As directed by Council, I spoke with City Attorney Ross Williamson about Council Rules and Council's request for consequences that would change certain behaviors that cause problems for the organization or behaviors that are not covered by City insurance.

**Pending: Marijuana Nuisance Ordinance Fix** – Update is above, under Action Items.

**From 01.22.2019:** City Attorney Ross Williamson is awaiting working on the revisions pending a future discussion I will be having with him. I am waiting on some information that will be pertinent in making a recommendation back to Council.

**Pending: Linn County Counsel Ruling** – **From 11.27.2018:** Linn County's Attorney decided to not allow the Sheriff's Office to enforce the marijuana nuisance ordinance the City had passed in the nuisance case impacting Mr. Bryan Bradburn. The ruling was a heated point of discussion at the September Council meeting. I have included City Attorney Ross Williamson's thoughts on the County's ruling and suggestions he has for Council moving forward. I had asked Williamson to review the IGA with the Sheriff's Office so that he had a complete picture of the City's possible options.

**Pending:** Public Records Resolution.

## PAST MEETINGS – Memory Information

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

**From 12.18.2018:** See the information about the merger with NEDCO. Sweet Home will be applying for CDBG funding this funding cycle.

Please refer citizens to the following websites for more information:

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



# City Administrator Report

➤ **Kirk Avenue Project History**

For the history and current status of the Kirk Avenue project, please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "SM".

S. Scott McDowell





## PLANNING AT A GLANCE

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

- |              |  |                      |
|--------------|--|----------------------|
| • Fence      |  | 851 NP Loop          |
| • Fence      |  | 1144 Linn Way        |
| • Fence      |  | 1127 Ash Street      |
| • Fence      |  | 785 Butte Street     |
| • Fence      |  | 1022 Ash Street      |
| • Mechanical | HP & Air Handler                       | 500 Loucks Way #15   |
| • Plumbing   | 3 Comp Sink                            | 209 Templeton Street |
| • Structural | SFD                                    | 803 NP Loop          |
| • Plumbing   | Relocate WH                            | 165 S Main Street    |
| • Structural | Relocate Wall                          | 410 Blakely Ave      |
| • Mechanical | Install Gas Furnace & Line w/2 outlets | 165 S Main Street    |
| • Mechanical | Install A/C                            | 1144 Linn Way        |
| • Mechanical | Install Wood Stove                     | 125 Worley Ave       |
| • Structural | Replace 36" deck & install ramp        | 755 Templeton Street |

### Updates

#### **Buildable Lands Inventory**

Still in process.

### Upcoming Hearings

#### **Conditional Use Permit - Bishop Way RV Park:**

The Planning Commission held a public hearing on April 29<sup>th</sup>, 2019. After extensive discussion and public testimony, the Planning Commission requested additional information from the applicant regarding traffic impact on Hwy 228, floodplain, landscape buffer, and security. The public will also be given the opportunity to submit written comments by June 7<sup>th</sup>. The continuance is scheduled for June 17<sup>th</sup>, 7:00pm.

**Annexation & Zone Change, Bishop Way:** The Planning Commission held a public hearing on April 29<sup>th</sup>, 2019 and voted to approve the annexation request of 1.37 acres of a 16+ acre parcel located in the Light Industrial Zone. for the mall portion of a 16+ acre parcel located in the Light Industrial Zone. Small portion is located outside the City limits but within the UGB.

#### **Variance to Access Standards to create a Flag Lot:**

The Planning Commission held a public hearing on April 29<sup>th</sup>, 2019. The application for the variance was not approved. The applicants have the right to appeal the decision to Council.

*Elizabeth E. Copelan*



# LINN COUNTY SHERIFF'S OFFICE

**Jim Yon, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

## 2019

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

**FOR THE MONTH OF: April**

TRAFFIC CITATIONS: -----	4
TRAFFIC WARNINGS: -----	14
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	4
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	1
COMPLAINTS/INCIDENTS INVESTIGATED:-----	73
TRAFFIC HOURS-----	2.5
ADMINISTRATION HOURS-----	3.5

**TOTAL HOURS SPENT: BROWNSVILLE 205.5**

**CONTRACT HOURS= 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Greg Klein**

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR APRIL 2019**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	20	0	2	18	
Violations	58	3	11	50	
Contempt/Other	63	0	1	62	
<b>TOTALS</b>	<b>141</b>	<b>3</b>	<b>14</b>	<b>130</b>	

**BALANCE SHEET FOR THE MONTH**

**Court Revenue**

**Court Payments**

Total Deposits +	\$ 2,332.00	City	\$ 1,610.10
Total Bail Released +	\$ -	Restitution	\$ 20.00
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 564.36
Total Bail Held -	\$ -	Linn County	\$ 107.54
* Total Refund/Rest -	\$ 30.00	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,302.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 2,302.00</u></b>
----------------------------	---------------------------	-----------------------------	---------------------------

Credit given for Community Service	\$ -
Other Credit Allowed Against Fines	\$ -
<b>TOTAL NON-REVENUE CREDIT ALLOWED</b>	<b><u>\$ -</u></b>

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,610.10
STATE	\$ 564.36
COUNTY	\$ 107.54
*REFUND/RESTITUTION	\$ 20.00
<b>TOTAL:</b>	<b><u>\$ 2,302.00</u></b>



## Library Advisory Board

*Librarian's Report*

April 2019

Here are a few facts about our library the month of April 2019. We have received \* new books for the library. Volunteers donated 156.25 hours to our library. There were 1,467 materials checked out. 540 adult fiction books; 152 adult non-fiction books; 95 audio books; 371 children's books; 195 junior books; 50 junior reference books and 64 large print books.

In April 2019, we held 11 children's programs with 183 participants. There were 7 programs for adults with 57 participants.

In April I placed an order for 46 new books for our collection. We welcome Katie VanderStelt as the Youth Coordinator for the Summer Reading Program. The Library Advisory Board hosted a successful and fun thank you dinner for Library Volunteers. We signed a contract for our Summer Reading Program Kick off Performer through the Lane Arts Council. We sadly said goodbye to the Rick Bartow Author Sketch Display. This was a delight to host for two months. Many community members came in and enjoyed these paintings. I am very appreciative of the opportunity to host this exhibit. This next month we have a children's LEGO Display and finished examples from our most recent ClayFest for Kids. Our fourth Lawyer in the Library Series was a success. There were 14 community members that attended the workshop on Advanced Directives with Chaplain Wesley Sedlacek from Samaritan Health Services. Comments were very favorable about the class and others who were unable to attend asked if there would be another session. Finally, had the opportunity to attend the Oregon and Washington Library Association Conference held in Vancouver. I came back with a gratitude for who I work for and with and where I serve as Librarian.

Respectfully submitted,

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

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2019.11**

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

The City of Brownsville ordains as follows:

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2019-2020.

**Passed** by Council this 28<sup>th</sup> day of May, 2019.

**Approved** by the Mayor this 28<sup>th</sup> day of May, 2019.

---

Don Ware  
**Mayor**

---

S. Scott McDowell  
City Administrator  
**Attest**

I certify that a public hearing before the Budget Committee was held on April 25<sup>th</sup>, May 2<sup>nd</sup> and May 28<sup>th</sup>, 2019 and a public hearing before the City Council was held on May 28<sup>th</sup>, 2019, giving citizens an opportunity to comment on use of State Revenue Sharing at three separate public meetings.

---

S. Scott McDowell  
City Recorder



**ORDINANCE NO. 779**

**AN ORDINANCE AMENDING BROWNSVILLE MUNICIPAL CODE CHAPTER 1.05 REGARDING THE CITY'S GENERAL PENALTY PROVISIONS FOR VIOLATION OF THE MUNICIPAL CODE**

**WHEREAS**, pursuant to Article IX, Section 2 of the Oregon Constitution and the Brownsville Charter, the City of Brownsville is a home rule municipality with all the powers that the constitutions, statutes, and common law of the United States and the State of Oregon expressly or impliedly grant or allow the City; and

**WHEREAS**, the Brownsville Municipal Code Chapter 1.05 sets out general penalty procedures as well as general sanctions for violations of the BMC that do not include specific penalty provisions; and

**WHEREAS**, the Brownsville City Council desires to amend BMC Chapter 1.05 to designate the City Administrator as a code enforcement officer capable of issuing citations for violations of the Municipal Code,

**NOW, THEREFORE, the City of Brownsville ordains as follows:**

**SECTION I.** Section 1.05.010 of the Brownsville Municipal Code is hereby amended to read as follows:

**1.05.010 Penalties.**

Except as otherwise specified, the penalty for violation of any provision of this code or other ordinance shall be a fine not to exceed \$500.00 for any one offense, each day constituting a separate offense.

**SECTION II.** Section 1.05.040 of the Brownsville Municipal Code is hereby amended to read as follows:

**1.05.040 Enforcement.**

- A. The City Administrator may direct the City Attorney to institute any necessary legal proceedings to enjoin or remedy violations of this code or other ordinances.
- B. Any peace officer of this State may issue a citation pursuant to this chapter.
- C. The City Administrator, and any other person designated in writing by the City Administrator, is an enforcement officer and specifically authorized to issue citations for violations of this Code.



**ORDINANCE NO. 779**

- D. Notwithstanding any limitations under ORS 9.160 or 9.320, in any trial of a violation, and in any enforcement proceeding, the code enforcement officer who issued the citation for the violation may present evidence, examine and cross-examine witnesses, and make arguments on behalf of the City.

**Section III.** This Ordinance shall take effect 30 days after adoption, as provided by City Charter Section 33.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR**  
this 28<sup>th</sup> day of May, 2019.

***Attest:***

***Approved:***

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell



>> **Current Brownsville Municipal Code Language** <<  
**See Ordinance 779 for proposed changes including**  
**City Attorney Ross Williamson's notes.**

## Chapter 1.05 General Penalties

### Sections:

- 1.05.010 Penalties.**
- 1.05.020 Limitation of penalties.**
- 1.05.030 No limitation of remedies.**
- 1.05.040 Enforcement.**

#### **1.05.010 Penalties.**

Except as otherwise specified, the penalty for violation of any provision of this code or other ordinance shall be a fine not to exceed \$500.00 for any one offense, each day constituting a separate offense, or by imprisonment in the City or County Jail for a period of not more than 30 days, or by both fine and imprisonment. [Ord. 749 § 1, 2014.]

#### **1.05.020 Limitation of penalties.**

Where any City offense is substantially similar to an offense defined by State statute, the maximum and minimum penalties of both fines and terms of imprisonment shall be limited to the maximum and minimum penalties provided for in the substantially similar State statute. The provisions of this section shall not be construed to affect penalties provided by this code or other ordinance which are less severe than the penalties provided for in a substantially similar state statute. For purposes of this section, a State statute is substantially similar to a City ordinance if the same conduct is proscribed and the elements of the crime, offense, violation, or infraction are the same. [Ord. 749 § 1, 2014.]

#### **1.05.030 No limitation of remedies.**

The penalties provided for by BMC [1.05.010](#) are in addition to and not in lieu of any other remedies the City may have under the Brownsville Municipal Code or other laws or regulations. [Ord. 749 § 1, 2014.]

#### **1.05.040 Enforcement.**

The City Administrator may direct the City Attorney to institute any necessary legal proceedings to enjoin or remedy violations of this code or other ordinances. Any peace officer of this State may issue a citation pursuant to this chapter. [Ord. 749 § 1, 2014.]

[Mobile Version](#)



## S. Scott McDowell

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**From:** Ross Williamson <ross@localgovtlaw.com>  
**Sent:** Monday, May 6, 2019 3:51 PM  
**To:** S. Scott McDowell  
**Subject:** Chapter 1.05 amendment  
**Attachments:** Ordinance Amend General Penalty chapter 1 05 - May 2019.docx

Hi, Scott.

Here is a draft ordinance to update BMC Chapter 1.05.

I've included a change to BMC 1.05.040 to specifically authorize the position of city administrator to be an "enforcement officer" as that term is used in ORS 153.005. This change is made with the new subsection (C). With this change, I believe you would then be authorized under Oregon law to issue citations into municipal court for violations of the BMC. I've also added a subsection (D) to make sure it is clear that you would have the authority to represent the City in any municipal court proceedings where you are the issuing enforcement officer.

In this draft ordinance, I am also proposing a change to BMC 1.05.010 to remove the option of jail time for City violations. I know that Lauren included this wording in the provision when this was first adopted in 2014, but I think removing the possibility of jail is a wise move. Over the last couple years, we have seen some defendants in municipal court make a point of alleging that they are being charged with a "crime" if the City has a general penalty provision that allows for jail time. The impact of being charged with a crime is that the defendant may be entitled to a defense attorney (public defender) and may also be entitled to a jury trial. By removing the penalty of possible jail time, we are removing this potential argument from defendants and making it clear that the City is charging folks with non-criminal violations.

If you want jail time as an option for certain Code provisions, it would be better to include that option in specific penalty provisions. I think having jail time as an optional penalty in your general penalty provision creates problems.

If you want a redline version to show the changes I am proposing, just let me know. Please let me know if you have questions or comments.

-Ross



## 2019-2020 Council Values

### **Council Vision Statement**

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

### **A Vision for Brownsville**

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsville citizens care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

### **Tag line**

***Brownsville:*** Where People Care, Business Thrives, and History Lives

### ***Who we are?***

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

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

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

### ***What do we want for Brownsville?***

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



## 2019-2020 Council Values

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

### Organizational Development

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

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

#### THE PROCESS OF PROGRESS

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



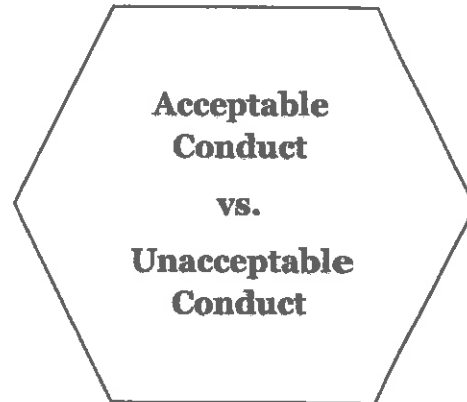
## 2019-2020 Council Values

### LEXIPOL'S 10 FAMILIES OF RISK MODEL

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

### *How are expectations set in City Government?*

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





**2019-2020 Council Goals  
(Compilation Date: April 2019)**

**Goals 2019-2020**

1. Focus on the Fundamentals.
  - *Protect and Manage Brownsville's Treasury.*
  - *Foster Cooperative and Productive Relationships in the community, with Linn County, State and Federal Agencies.*
  - *Develop Advocacy Plan.*
2. Water Rights.
  - *Explore Possible Water Source Options.*
  - *Continually work on perfecting Water Rights.*
3. Economic Development Plan.
  - *Participate in Regional Efforts and Opportunities.*
  - *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*
4. Community Development Plan.
  - *Refine Zoning Rules and Requirements.*
  - *Consider and Adopt Building Rules and Standards.*
  - *Emergency Preparedness Planning.*
  - *Support Improvements for Central Linn Rec Center.*
  - *Improve Partnership with CLSD.*
  - *Monitor Recreational Immunity.*
  - *Internet Service Provider.*
5. Capital Improvements Plan.
  - *Develop the Framework for a Sidewalk Program.*
  - *Plan and Construct Downtown Wastewater Improvements.*
  - *TMDL Exploration and Implementation Elements.*
  - *Explore Kirk Avenue Paving Options.*
  - *Pioneer Picture Gallery Discussion.*
6. Organizational Development.
  - *Continue Developing an Effective Working Relationship between Council and Staff.*
  - *Focus on Council Leadership Development.*



## GOALS PROGRESS UPDATE

### 1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative & Productive Relationships in the community, with Linn County, State & Federal Agencies.*
- *Develop Advocacy Plan. (2)*

**Plan:** Staff will continue working carefully with the annually adopted budget to ensure financial well-being. Staff will strive to keep rates as low as possible while providing services effectively and maintaining outstanding financial ratings. Staff will execute the planned projects found in the FY 2018-2019 and FY 2019-2020 budgets as time and priority allow.

Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on financial availability and the savings.

Staff will continue to strive for excellence in all relational aspects. McDowell will continue his involvement with the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, the Linn County Planning and Building Department meetings, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Mr. Frink works with various groups including 811.

Staff is also very involved at a local level. McDowell serves as a liaison to the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club, among others. Councilor Thompson serves as the liaison to the Central Linn Recreation Association (CLRA). Mayor Ware and Councilor Neddeau served on the Cascade West Council of Governments (COG) Board. Councilor Gerber serves on Cascade West Council of Government's Transportation Board.

Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

### 2. Water Rights.

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

**Plan:** The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Council recognizes water as the City's most valuable resource.

### 3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities.*
- *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

**Plan:** Continue working with partners on regional economic development efforts.



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

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

#### 4. Community Development Plan.

- *Refine Zoning Rules and Requirements.*
- *Consider and Adopt Building Rules and Standards.*
- *Emergency Preparedness Planning.*
- *Support Improvements for Central Linn Rec Center.*
- *Improve Partnership with CLSD.*
- *Monitor Recreational Immunity.*
- *Internet Service Provider.*

**Plan:** Council would like to explore ways to positively affect community livability. Council will explore building rules and standards to solidify the historic look and feel of Brownsville. The City continues working with ad hoc volunteer committee promoting community emergency preparedness efforts as defined by the Brownsville Municipal Code. Staff will work with the Brownsville Rural Fire District, Halsey-Shedd Rural Fire Protection District, the City of Halsey and the Central Linn School District to accomplish Council directives. Council will continue to explore options for the Central Linn Rec Center with various partners including the City of Halsey and the Central Linn School District. Council will continue to monitor attacks against recreational immunity through various sources such as the League of Oregon Cities (LOC) and CIS. Staff will continue to work with Alyrica to develop a new fiber optic system for Brownsville.

#### 5. Capital Improvements Plan.

- *Develop the Framework for a Sidewalk Program.*
- *Plan and Construct Downtown Wastewater Improvements.*
- *Pioneer Picture Gallery Discussion.*
- *TMDL Exploration and Implementation Elements.*
- *Explore Kirk Avenue Paving Options.*

**Plan:** Council will explore the creation of a Sidewalk Program. Plan and save for the construction of a new wastewater collection system for downtown. Council will host a Town Hall in late 2019 to discuss the future of the Pioneer Picture Gallery building. Council will continue to monitor developments of DEQ's TMDL implementation strategy. Council explore funding and construction options for Kirk Avenue.

#### 6. Organizational Development.

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

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

**City of Brownsville**

255 N. Main St.

Brownsville, OR 97327

**2019 Sewer Delinquent Accounts**

<b><u>Tax Account #</u></b>	<b><u>Name &amp; Address</u></b>	<b><u>Amount</u></b>
285029	Donald Venteicher P.O. Box 282 Brownsville, OR 97327	\$594.02
281465	Barbara Williams 110 Coshow Ave. Brownsville, OR 97327	\$665.17
713558	Mel Neagle P.O. Box 8 Brownsville, OR 97327	\$577.70
307088	Sanford Shipp 424 Washburn St Brownsville, OR 97327	\$634.52
281788	Seth Neddeau 1108 Oak St Brownsville, OR 97327	\$421.70
	Total	\$2,893.11

***Updated:*** May 13, 2019





**NOTICE OF PUBLIC HEARING  
May 28<sup>th</sup>, 2019 7:00 p.m.  
Brownsville City Hall Courtroom**

The City of Brownsville will hold public hearings before the City Council on Tuesday, May 28<sup>th</sup>, 2019, to consider a request for a Variance to Minimum Access Standards of the High-Density Residential Zone (HDR) for the parcel listed below. This hearing is an appeal to the Planning Commission decision dated April 29<sup>th</sup>, 2019, which resulted in a denial of the Variance request.

The hearing will be held at 7:00 p.m. in the upstairs Council Chambers of Brownsville City Hall on the date listed above. The Staff Report will be available for review at City Hall by 4:00 p.m., May 24<sup>th</sup>, 2019; a copy of the document may be obtained on that date for the cost of copying.

**NATURE OF PROPOSAL: Variance to Access Standards to Create a Flag Lot in the High-Density Residential Zone (HDR). Applicant wishes to divide a 1- acre parcel into a total of three parcels and requests a Variance to the minimum street frontage standard in the High-Density Residential Zone (HDR), described at 13S02W31CA Tax Lot 3601, 368 Spaulding Avenue.**

**APPLICANT: Richard B. Hall & Timothy Smith ( S & S LLC)  
PO Box 24  
Brownsville, OR 97327**

**LOCATION: Township 13 South, Range 02 West, Section 31CA, Tax Lot 3601, 368 Spaulding Avenue.**

**APPLICABLE CRITERIA:**

**Brownsville Ordinances Chapters 15.50.010 – 15.50.030 & Chapters 15.130.010 – 15.130.040**

Issues which may provide the basis for an appeal to the Land Use Board of Appeals must be raised either in writing, as described below, or in oral testimony at the public hearing. Issues shall be raised with sufficient specificity to enable all parties to respond to the issue. Failure to do so precludes appeal of the City's decision to the Land Use Board of Appeals (LUBA) based on that issue.

Written comments may be submitted by mail to the City of Brownsville, Attention: Elizabeth Coleman, P.O. Box 188, Brownsville, OR 97327 or faxed to (541) 466-5118, by 4:00 p.m., April 25th, 2019. Copies of all materials relied upon by the applicant are available for review and may be obtained for the actual cost of photocopies and postage (if needed). Please contact City Hall with any questions at (541) 466-5666.



**STAFF REPORT  
CITY OF BROWNSVILLE PLANNING COMMISSION**

**Report Date:** April 23<sup>th</sup>, 2019

**Hearing Date:** April 29<sup>th</sup>, 2019

**PROPOSAL:** VARIANCE REQUEST TO REQUIRED ACCESS STANDARDS TO CREATE A FLAG LOT IN THE HIGH-DENSITY RESIDENTIAL ZONE (HDR)

**APPLICANT(S)** RICHARD B HALL & TIMOTHY SMITH – S & S LLLC  
PO BOX 24  
BROWNSVILLE OREGON, OR 97355

**LOCATION:** T13S, R02W, SEC. 31CA, TAX LOT 3601

**ZONING:** HIGH DENSITY RESIDENTIAL

**COMPREHENSIVE PLAN  
DESIGNATION:** RESIDENTIAL

**EXHIBITS:**  
A. VICINITY MAP  
B. LOCATION MAP  
C. APPLICATION AND SITE PLAN  
D. PUBLIC WORKS REVIEW NOTES  
E. BRFD REVIEW NOTES



**SUMMARY:**

The City has received a land use application from Richard B. Hall & Timothy Smith of S & S LLC partition bare land known as 368 Spaulding Avenue. The applicant proposes to develop the parcel as a flag lot, which requires a Variance. Brownsville Municipal Code Section 15.40.040 (B) of the Brownsville Ordinances requires all lots have a minimum of fifty (50') feet of road frontage and Section 15.40.040 (E) prohibits flag lots "unless there is no other way of providing access to the property." The applicant is the contract purchaser on the parcel involved with this application.

City ordinance requires that a newly created lot have a minimum of fifty (50') feet of legal street frontage. However, "flag lots" are recognized as a permissible option when development does not allow for the full lot frontage. Although there is no official minimum size for the frontage of a flag lot, the Planning Commission has historically followed an informal policy of requiring at least thirty (30') feet of frontage for a flag lot, in order to allow adequate width for utilities to be run outside of the driveway area. In recent years, the Planning Commission has extended this policy and allowed flag lots of a twenty-five (25') width when two or more were adjacent to each other and shared a common driveway via cross-easements.

The applicant has submitted a tentative plan to show how the property will be partitioned. The plan shows three flag lots, with a total of seventy-eight (78') feet of frontage on Spaulding Avenue. A common driveway with a width of at least twenty-five (25') is shown.

**Exhibit A – Vicinity Map**



**Surrounding land uses and zoning are as follows:**

	<u>Land Use</u>	<u>Zone</u>
North:	Residential	High Density Residential/Special Development
East:	Residential	Medium Density Residential
South:	Residential	High Density Residential/Medium Density Residential
West:	Residential	High Density Residential

**None of the property is located within the 100-year flood plain.**

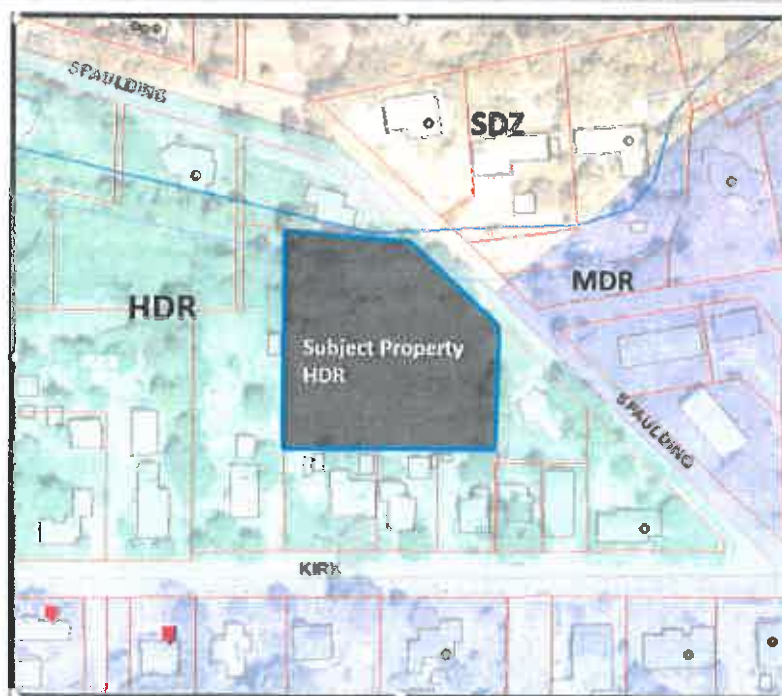


**WRITTEN PUBLIC COMMENT**

As of April 22<sup>nd</sup>, 2019, one letter has been submitted regarding the Variance application. All written public comments received after April 22<sup>nd</sup>, 2019, will be submitted into the record at the Planning Commission hearing.

**Exhibit B – Location & Zoning Map**

368 Spaulding Avenue Map 13S02W31CA Tax Lot 3601 Brownsville, OR





## UTILITIES AND PUBLIC IMPROVEMENTS

**City Utilities:** The property is served by City of Brownsville water and sewer services. Additional information on this subject is addressed by the City of Brownsville Public Works Superintendent and City Engineer later in this staff report.

**Private Utilities:** The property is served by private utilities.

## APPLICABLE CRITERIA AND REQUIREMENTS

Brownsville Ordinance (Definitions) defines "flag lot" as:

**(3) Flag Lot:** A lot which is connected to a street by a narrow strip of land which is used as access to the major portion of the lot.

Section 15.40.040(E) provides that: "Flag lots shall be prohibited unless there is no other way of providing access to the property. If allowed, the thin strip of land which provides access to the major portion of the lot from the street shall not be used in determining lot size, lot width or yard requirements. No more than two access strips to flag lots shall abut each other."

Section 15.40.040(B) states: "Access. All lots shall abut upon a publicly owned street, other than an alley, for a width of at least 50 feet; except that on a circular turn around at the end of a cul-de-sac, lots shall abut streets for a width of at least 25 feet."

Brownsville Municipal Code Section 15.130.010 authorizes the Planning Commission to grant variances to the requirements of the zoning ordinance "when it can be shown that, owing to the special and unusual circumstances related to a specific piece of property, the literal interpretation of this ordinance would cause an undue or unnecessary hardship. In granting a variance, the Planning Commission may attach conditions which it finds necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purposes of this ordinance."

**Brownsville Municipal Code Section 15.130.020 itemizes and clarifies the four factors necessary for the granting of a variance.**

- (1) Exceptional or extraordinary conditions apply to the property which do not exist generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control.
- (2) The property rights of the owner would otherwise be substantially curtailed without a variance.
- (3) The authorization of the variance shall not be materially detrimental to the purposes of this ordinance, be injurious to the property in the zone or vicinity, or any city development plan or policy.
- (4) The variance requested is the minimum variance from the provisions and standards of this ordinance which will alleviate the hardship

### Findings of Fact:

**Criteria 1:** Exceptional or extraordinary conditions apply to the property which do not exist generally to other properties in the same zone or vicinity, which conditions are a result of lot size or shape, topography or other circumstances over which the applicant has no control.



**Facts:**

1. The property is located in the High-Density Residential Zone.
2. The property 368 Spaulding has no existing primary or accessory buildings on the site.
3. The property has an eight-inch (8") sewer main running through it as partial development from a previously approved site plan in 2006.
4. The property has a twelve-inch (12") water main that runs through the property.
5. The parcel is approximately one (1) acre in size and has 66.6' of street frontage.
6. The parcel has water, sewer, and maintenance easements along the perimeter.

The applicant provides the following explanation in the Supplemental Project Narrative submitted with the application to describe unique or extra circumstances which apply:

"The one-acre parcel that is zoned for high density residential has 66.66 feet of frontage along Spaulding Avenue. Although the existing frontage along a public street exceeds the minimum width of 50-feet, it is extremely narrow for a parcel this large. Even if the owners wanted to partition the parcel into two half acre lots for single-family homes, a variance would be required to meet the lot frontage standards. Access to the site is further encumbered by the millrace slope bank and a 25-foot maintenance easement...

The limited amount of public street frontage, city's maintenance easement and drainage ditch make it difficult to subdivide the property further without obtaining a variance.

**Conclusions:**

Staff concludes the following extraordinary circumstance exists:

The shape of the parcel and the existence of multiple easements are unusual. The parcel has only sixty-six feet (66') of street frontage, which means parcel cannot be partitioned and still comply with the code frontage requirements. Though the parcel is of adequate size for partitioning, the easements along the perimeter of the lot take up a substantial area, leaving insufficient space to allow for a public improvement, such as a cul-de-sac, which would meet the Public Works Standards. The applicant has submitted a conceptual plan with three lots and a common access driveway.

**Criteria 2: The property rights of the owner would otherwise be substantially curtailed without a variance.**

**Facts:**

1. The subject parcel is zoned High Density Residential; Single Family Residences, Duplexes, & Multi-family housing is an outright permitted use for this zone.
2. The applicant provides the following explanation in reference to the curtailment of property rights without a variance: "This large parcel near the middle of town can't be further subdivided without a variance."

**Conclusions:**

The parcel is currently surrounded by single family dwellings, duplexes and one apartment complex. The conceptual site plan proposes the maximum development, which are one (1) multi-family dwelling with six (6) units on each site. The Brownsville Municipal Code permits the applicant to construct multi-family dwellings on this High-Density Residential



lot, and variance request doesn't affect the number of units allowed on the whole parcel. The property rights have not been curtailed in terms of maximum potential for this lot as an outright permitted use.

A Flag lot would not be allowed per Public Works Standards or the Brownsville Municipal Code without a variance because multiple driveways are not allowed. By granting the variance the City is preserving the property rights by requiring a lot configuration that guarantees the storm drainage utilities and maintain safety at the entry of driveways are consistent with Public Works access Standards. If the variance isn't granted, multiple driveways off Spaulding Avenue would not be allowed, per the Public Works Standards.

The Planning Commission could reach the conclusion that development for multi-family housing is already permitted on a single parcel without a partition and without a variance and the property rights have not been curtailed. The applicant should present evidence on how to comply with the criteria.

**Criteria 3:** The authorization of the variance shall not be materially detrimental to the purposes of this ordinance, be injurious to the property in the zone or vicinity, or any city development plan or policy.

**Facts:**

1. The use of the property is consistent with the Brownsville Zoning Code and Comprehensive Plan. The High-Density Residential Zone allows single family dwellings, duplexes, and multi-family housing.
2. The applicant provides the following explanation:

"The variance merely allows the parcel to be subdivided further. The applicant could develop the proposed site plan as an allowed outright use, however the owners wish to divide their portions so that each can move forward with their own development plan on the property and allow them to retain ownership as individual owner's verses a partnership. The applicant intends to install a 26-foot wide reciprocal access easement across parcel 2 and 3 to ensure access rights to all new parcels with only one curb cut along Spaulding Avenue."

**Conclusions:**

The Brownsville Municipal Code and the Planning Commission recognize there are times when flag lots are necessary for a parcel to be usable. Ordinance 15.40.040(E) indicates that flag lots shall not be allowed *"unless there is no other way of providing access to the property."* Historically, the Planning Commission has allowed the creation of flag lots when doing so appears to be the most viable option for development.

As mentioned above, the parcel is located in the High-Density Residential Zone, which allows Multi-Family Dwellings as an outright permitted use. The flag lot would allow for development by separate ownerships, with a common access driveway. Although a multi-family dwelling development can be constructed without a variance to access standards to create a flag lot, staff concludes the authorization of the variance shall not be materially detrimental to the purposes of this ordinance, be injurious to the property in the zone or vicinity, or any city development plan or policy.

**Criteria 4:** The variance requested is the minimum variance from the provisions and standards of this ordinance which will alleviate the hardship.

**Facts:**

The applicant states provided the following statement to address Criteria 4:

"The applicant has minimized the variance by equitably distributing the frontage of each lot to no less than 25-feet (assuming the city wants a 5-foot right-of-way dedication). It is important to note that the city allows a minimum of 25-feet of frontage along cul-de-sac's and that the applicant is proposing a reciprocal access easement to ensure each parcel maintains their access rights."



### Conclusions:

Historically, flag lots with a common driveway of twenty-five feet (25') have been allowed if conditions placed upon the proposal by the Planning Commission are met. The Brownsville Municipal Code permits single flag lot driveways. In this case, the provision of one flag lot driveway to serve the proposed three building lots is the minimum variance.

Staff concludes that the requested variance is the minimum variance that will alleviate the hardship.

### RECOMMENDED CONDITIONS OF APPROVAL VARIANCE

If the Planning Commission elects to approve this request, Staff recommends the following condition(s) of approval, at a minimum:

1. Variance is subject to the applicant providing a conceptual site plan suitable to the City.
2. Developer shall submit a landscaping plan for frontage to eliminate any vision clearance issues off Spaulding Way.
3. The approved flag lot location shall be considered the only driveway access for the lots; additional footage shall not be considered a private access for abutting lots.

### RECOMMENDED CONDITIONS of APPROVAL FOR LAND PARTITION

1. A final survey of the approved plat shall be completed by a registered land surveyor and comply with all applicable provisions contained in ORS Chapter 92. The final plat will include notations of all easements, including but not limited to, a non-revocable access easement, fire easement, and any utility, storm and/or maintenance easements. All easements shall be recorded in the Linn County Deed of Records.
2. A non-revocable access and maintenance easement that grants access for each parcel to use the common driveway and stipulates obligations for maintenance of the driveway and storm drainage easement shall be recorded in the Linn County Deed of Records.
3. Applicant shall comply with all requirements of applicable laws, ordinances and development regulations, including Uniform Building Code requirements and State regulations.
4. Partition plat, or separate building plot plans, shall show the buildable area for each parcel. The plots plan shall show the minimum building setbacks from property lines and existing easements as non-buildable areas.
5. No building permits will be issued by the City until the final plat has been recorded with the Linn County Clerk.
6. Partition to include ingress/egress easements for all created parcels for one (1) access point to Spaulding Way.
7. Applicant must follow all fire apparatus access requirements of the Brownsville Rural Fire Protection District.
8. A deed covenant shall state the following: **A) Developer is responsible for bringing the sewer system into compliance with City of Brownsville Public Works Standards; B) The engineering plans shall be submitted and approved by the City Engineer and DEQ (if required), C)The developer shall obtain required easements prior to City approval of the engineering plans and construction of sewer improvements, D) Sewer improvements shall be constructed to serve all lots within the minor partition, prior to the issuance of any building permits. E) The developer will abandon any or all existing sewer lines not in compliance with the city PWS, prior to the issuance of any building permits.**
9. The City Engineer & Public Works Superintendent shall review and approve all utility plans.





**POSSIBLE ACTIONS BY THE PLANNING COMMISSION**

In considering the proposed amendments, the Planning Commission may take the following actions:

1. Leave the public hearing open to a certain date and time.
2. Close the public hearing but provide the applicant and public an opportunity to submit additional written testimony by a certain date and time.
3. Close the hearing and make a decision:
  - a. Approval.
  - b. Approval subject to conditions of approval.
  - c. Deny the application.
4. Propose Conditions of Approval. If the Planning Commission elects to approve the application, Staff recommends conditions of approval are a part of the decision.

**MOTIONS**

**APPROVAL:** To grant the Variance to Richard B. Hall & Timothy Smith of S & S LLC, subject to Conditions of Approval and to adopt the Findings of Fact and Conclusions in the staff report dated April 22<sup>nd</sup>, 2019.

**DENIAL:** To deny the application because the applicant’s proposed request for a flag lot fails to meet Criteria # \_\_\_\_\_, for the following reason.

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Written Public Comment



Saturday, April 20<sup>th</sup>, 2019: Councilor Block notified me of this public comment below.

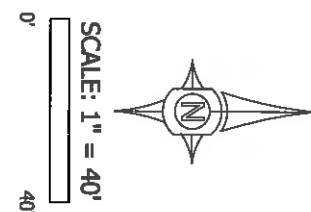
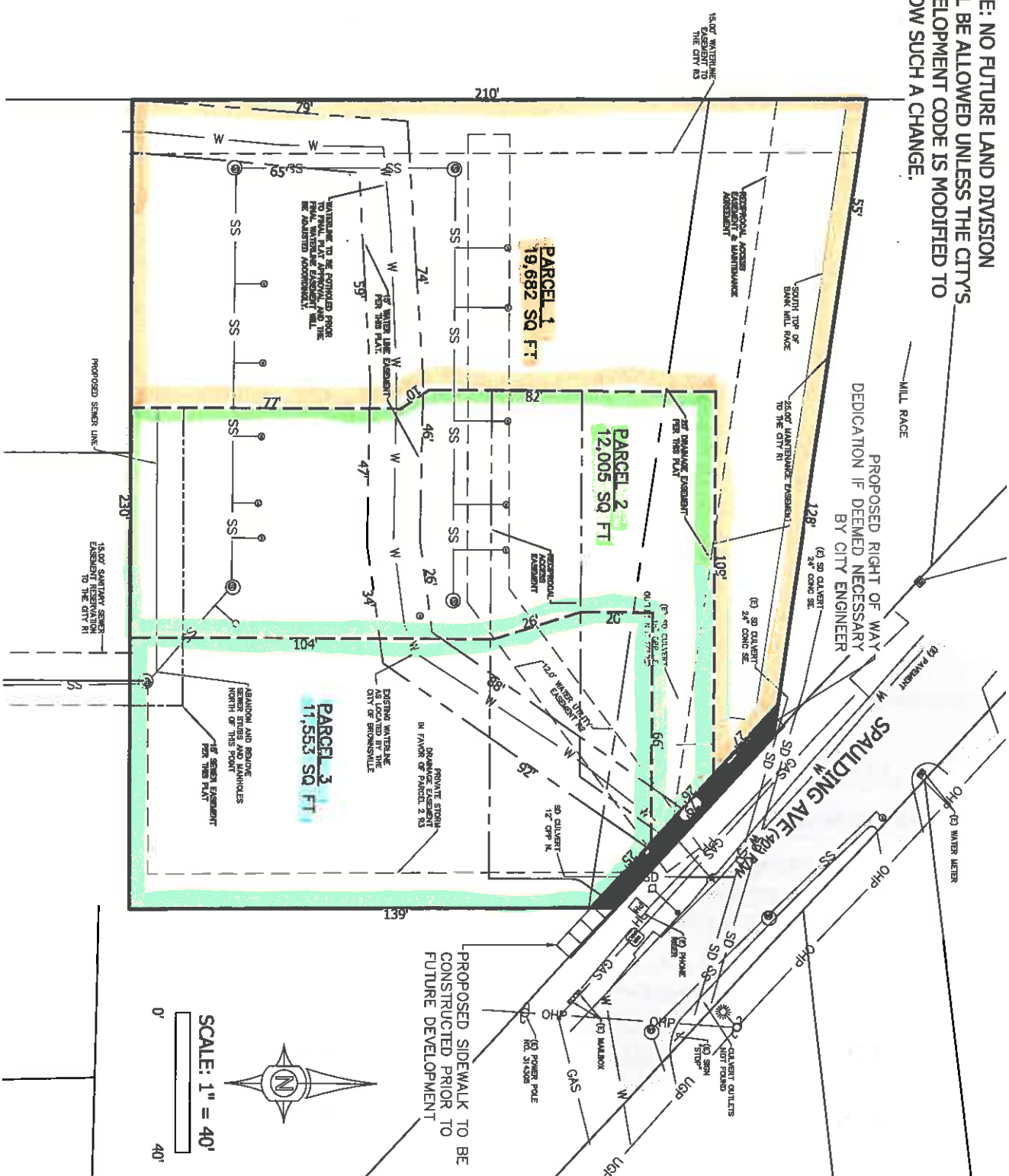
I just received this yesterday from Keren Levine

Hi councilman. Re the flag lots next door to you and across from our property; where we are residing now in Sherwood is a small, tightly packed culdesac with three flag lots and the rest of the 11 houses facing the street (1). We are fortunate to have good neighbors, elders or families, so it is not much of an issue to be so cramped in. My experience is that light and noise pollution are the biggest annoyances. Our immediate neighbor is on a flag lot. His garage light lights up my living room and their trucks wake me as they head out to work in the morning. Their cat gets into my garage too...and the multiple dogs' barking drove us to call the COPS to intercede. I just wonder if you want to mention my letter (as you probably have to recuse yourself from voting as you are a direct neighbor of this). Question I'd put to the

Council: do you want to cram housing in tight metro suburban-style or do you want to keep the small town feel in Brownsville where people can keep their shoulders down and relax in their own yards? That ain't happening here!

# ATTACHMENT C

**-NOTE: NO FUTURE LAND DIVISION WILL BE ALLOWED UNLESS THE CITY'S DEVELOPMENT CODE IS MODIFIED TO ALLOW SUCH A CHANGE.**



Sheet 3 of 4  
SCALE AS NOTED

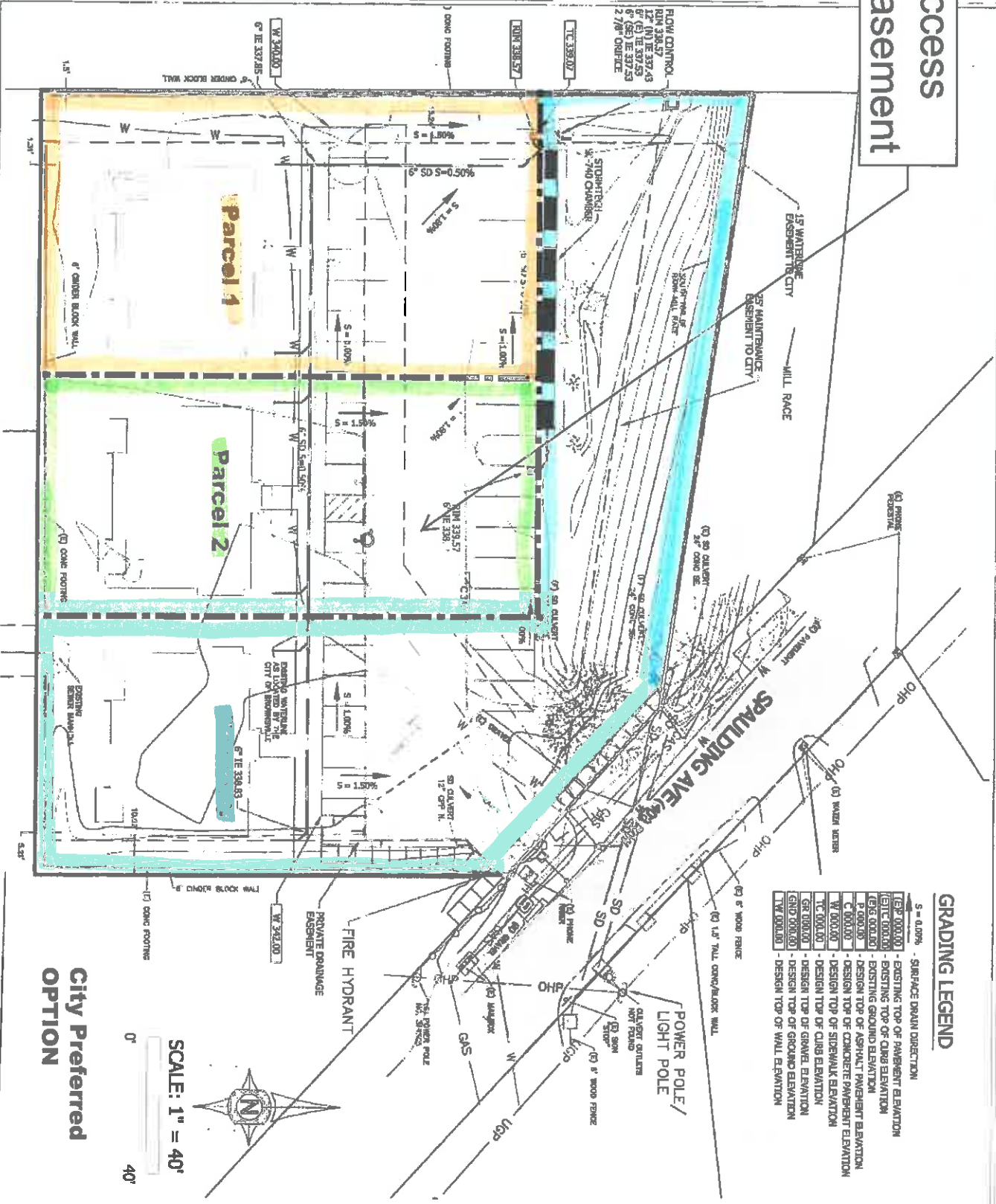


Date: 2/12/2019  
Project: 18-045 SPAULDING WAY PARTITION  
Drawn by: KWD  
Checked by: BSV

**TENTATIVE PARTITION MAP**  
**368 SPAULDING AVE**  
**BROWNSVILLE, OREGON 97327**

**UDELL ENGINEERING AND LAND SURVEYING, LLC**  
63 EAST ASH ST.  
LEBANON, OREGON, 97355  
541-451-5125

# Access Easement



### GRADING LEGEND

S = 0.02% - SURFACE DRAIN DIRECTION

(E) 2' 00.00'	- EXISTING TOP OF PAVEMENT ELEVATION
(E) 1' 00.00'	- EXISTING TOP OF CURB ELEVATION
(E) 3' 00.00'	- EXISTING GROUND ELEVATION
P 000.00'	- DESIGN TOP OF ASPHALT PAVEMENT ELEVATION
C 000.00'	- DESIGN TOP OF CONCRETE PAVEMENT ELEVATION
W 000.00'	- DESIGN TOP OF SIDEWALK ELEVATION
TC 000.00'	- DESIGN TOP OF CURB ELEVATION
GR 000.00'	- DESIGN TOP OF GRAVE ELEVATION
GD 000.00'	- DESIGN TOP OF GROUND ELEVATION
HW 000.00'	- DESIGN TOP OF WALL ELEVATION

**City Preferred Option**

SCALE: 1" = 40'

0' 40'



Sheet 4 of 4  
SCALE: AS NOTED

Date: 2/7/2019  
Project: 19-045 SPAULDING WAY PARTITION  
Drawn by: KWD  
Checked by: BSW

**PRELIMINARY GRADING & DRAINAGE PLAN**

**368 SPAULDING AVE**  
**BROWNSVILLE, OREGON 97327**

**UDELL ENGINEERING AND LAND SURVEYING, LLC**  
63 EAST ASH ST.  
LEBANON, OREGON, 97355  
541-451-5125



## Planning Commission Minutes

**Note:** These minutes have not been officially approved by the Planning Commission.

**April 29<sup>th</sup>, 2019**

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

**Present:** Commissioners Don Andrews, Gary Compton, Josh Kometz, Rob Wingren, Mike McDaniel, Steve Schilling, Kaye Fox, Planning Consultant Dave Kinney, City Administrator Scott McDowell, & Administrative Assistant Elizabeth Coleman.

**Absent:** None.

**Public:** Bud Landers, Patty Landers, Chris Harrison, Jad Lemhouse, Sherri Lemhouse, Donny Nealon, Debbie Nealon, DJ Nealon, Doug Block, Kim Clayton, Lacey Meadors, Gail Erickson, Jan Schilling, Merritt Schilling, Jack Alsman, Crystal Smith, Timothy Smith, Richard Hall, David Dodson, Brian Vandetta, Susan Richards, John McKinney, Joel Kalberer.

**Presiding:** Gary Compton.

The Pledge of Allegiance was recited.

The meeting was called to order at 7:00 p.m.

### PUBLIC HEARINGS

***Below is the excerpt pertaining to the appeal:***

#### **Variance Request to Access Standards – Richard Hall & Timothy Smith 368 Spaulding Avenue**

Chair Compton explained the process of the hearing and the required statutory statement regarding appeals. Chair Compton asked if there were any conflicts of interest, biases, or ex parte contact. None were spoken.

Mrs. Coleman provided a summary of the request for a Variance to access standards in the High-Density Residential zone. The applicants, Mr. Richard Hall & Timothy Smith of S&S LLC have proposed to partition land at 368 Spaulding Avenue and create a flag lot, allowing one access to accommodate three parcels.

Chair Compton mentioned the four criteria to be addressed for approval of a Variance, if the proposal is denied, the Planning Commission shall provide reasons for the denial. Chair Compton mentioned Criteria #2, that states the property rights of the owner would be otherwise curtailed without a variance. The staff report's conclusion for Criteria #2



## *Planning Commission Minutes*

determined the Brownsville Municipal Code allows outright development of the parcel for multi-family dwellings.

The applicants' consultant, Dave Dodson, Willamette Valley Planning, presented the proposal. Mr. Dodson pointed out challenges located on subject property such as easements, storm drainage, & water/sewer line placement. Mr. Dodson also mentioned the limited access location for the parcel due to the proximity of the Mill Race. The Brownsville Municipal Code's access standards require a minimum of fifty feet of frontage per lot but allows a Variance to access standards via flag lots when applicable. The Planning Commission has approved Variances to allow flag lots of similar widths in the past.

Mr. Dodson mentioned the proposal provides maximum development potential, approximately six, three-story multi-family dwellings per parcel, depending on lot size. However, future developers may decide to build single family residences, townhouses, duplexes, etc. Mr. Dodson spoke to staff's requirement to obtain maintenance agreements for the onsite storm drainage and retain on one lot. Mr. Dodson also concurred with the staff's recommended conditions of approval for the proposal.

Commissioner Fox asked how the Mill Race would be affected by this proposal. Mr. Dodson mentioned the Mill Race would not be altered but preserved. The proposal is located at least forty feet from the Mill Race.

Commissioner Wingren clarified with Mr. Dodson the applicants request for a Variance is to provide the developers the opportunity to have separate ownership of each parcel and develop accordingly. Each parcel could have a different residential use (single family, three-story, duplex, etc.).

Chair Compton opened the public portion of the meeting for comments. Doug Block, 350 Spaulding, was concerned about possible issues arising from the number of people in a small area with traffic, parking, etc. Gary Shepherd, 331 Kirk Avenue, was concerned about additional traffic on such a narrow street with access located on a corner, drainage onto his property, maintenance of the ditch, the instability of the wall located along the perimeter of the property, and his property values.

Kim Clayton, 350 Spaulding Avenue, was concerned about overflow parking onto Spaulding. If parking is full on the site, cars may park along the street, creating a hazard.

Chair Compton allowed the applicant to address the public concerns. Mr. Dodson addressed the street safety concern; the proposal provides a right of way extension for sidewalks with curbs and gutters. The wall should be removed and replaced with a fence. Drainage calculations will be provided by a certified engineer and reviewed by the City Engineer and staff for compliance. Mr. Dodson re-iterated the layout provided is for maximum development, based on that, the required parking is 27 spaces, and the proposal provides 38 spaces.

Mr. Kinney asked the developer's engineer to address the water quality question. Brian



## *Planning Commission Minutes*

Vandetta, Udell Engineering & Land Surveying in Lebanon, said Brownsville's Public Works Standards do not provide stormwater quality requirements. The proposed storm chamber will detain the water over a certain period of time, and trap catch basins with oil & water separators will be used. The engineer's responsibility is to analyze soil conditions, slope, etc. to calculate water volume, discharge rates, and to ensure the water release rate isn't impacted when the land is developed.

Commissioner Wingren asked if the drainage currently runs into the Mill Race, Mr. Vandetta explained the water goes into a storm drainage swale south of the Mill Race. Mr. Shepherd interjected, stating there is no storm drain and water runs onto his property. Mr. Udell responded; Oregon Drainage Law requires the downstream property owner to accept naturally occurring surface water from the upstream properties, & the upstream properties cannot increase the rate/level of surface water traveling onto the downstream properties. The proposed plan will be required to meet Oregon Drainage Law. Discussion ensued.

Mr. Dodson re-iterated that the High-Density Residential zone allows property owners to build what is currently being proposed (18 multi-family units) outright. The developers are interested in partitioning the land to allow the option of a different type of development plan (single family, duplex, multi-family) on each parcel. Mr. Vandetta added the proposed development plan is conceptual only and shows the highest and best use of the property. Mr. McKinney added the Variance could allow any combination of residential uses permitted in the High-Density Residential zone.

Applicant, Mr. Richard Hall, added the developers that are interested in purchasing this property are moving in the direction of the proposed conceptual plan of multifamily units. Mr. Hall is interested in triplexes or fourplexes. The Variance to partition the land would provide him flexibility to build smaller units.

Chair Compton closed the public portion of the hearing for Commission discussion. Commissioner Wingren said most of his questions were answered. He mentioned the area is zoned for High Density use, although it's a concern for the neighbors, the Planning Commission wouldn't be allowed to change the zoning for that specific reason.

Chair Compton mentioned to approve a Variance, all four criteria must be met; he did not believe Criteria #2, which states "the property rights of the owner will be curtailed without a variance" was met for the proposal. Staff provided in the staff report the Brownsville Municipal Code permits the applicant to construct a multi-family dwelling in the High-Density Residential zone. A Variance request does not affect the number of units allowed on the parcel. Chair Compton appreciated the reasoning behind the request from the applicants to increase flexibility for the parcel, but the basic requirement of a hardship was not met because the applicant can build to maximum capacity without a Variance.

Commissioner Andrews agreed Criteria #2 cannot be met and added there are other development alternatives for the property. Commissioner Schilling asked about the



## *Planning Commission Minutes*

number of living units allowed on a parcel. Mrs. Coleman explained the square footage of a lot in the High-Density Residential zone determines what can be built. Commissioner Schilling agreed a hardship is not present, the property can still be developed. Discussion ensued. Commissioners Fox & Kometz agreed Criteria #2 could not be met.

*Commissioner Andrews moved to grant the Variance, subject to conditions of approval, and to adopt the Findings of Fact and Conclusions in the staff report dated April 22<sup>nd</sup>, 2019. Commissioner Wingren seconded. The voted ended with a 6-1 vote against the application.*

Chair Compton explained the applicant may appeal the Planning Commission's decision to City Council. Mrs. Coleman will provide a Notice of Decision to the applicant within 5 days of the hearing.

There being no further business to discuss, the meeting was adjourned at 10:38pm.

ATTEST:

---

Elizabeth E. Coleman  
Administrative Assistant

---

Gary Compton  
Commission Chair



**D e f i n i t i o n s**

**Variance**

*an official dispensation from a rule or regulation. From Brownsville Municipal Code 15.120.010: ...In granting a variance the Planning Commission may attach conditions which is finds necessary to protect the best interests of the surround property and neighborhood...*

**Partition**

*means either an act to divide land into two or three parcels in 12 calendar months, or an area or tract of land divided by such an act.*

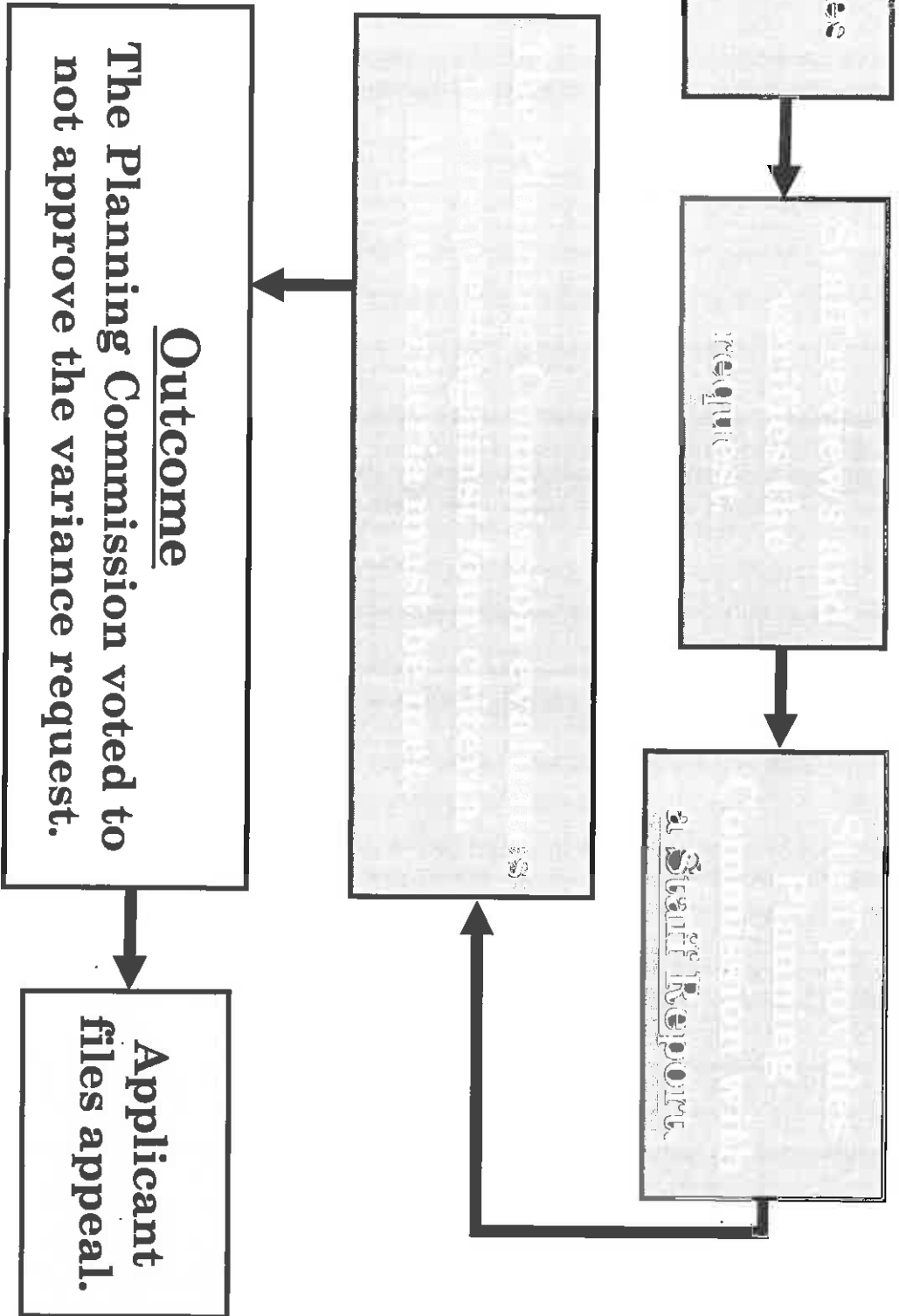
**Flag Lot**

*means a lot which is connected to a street by a narrow strip of land which is used as access to the major portion of the lot.*

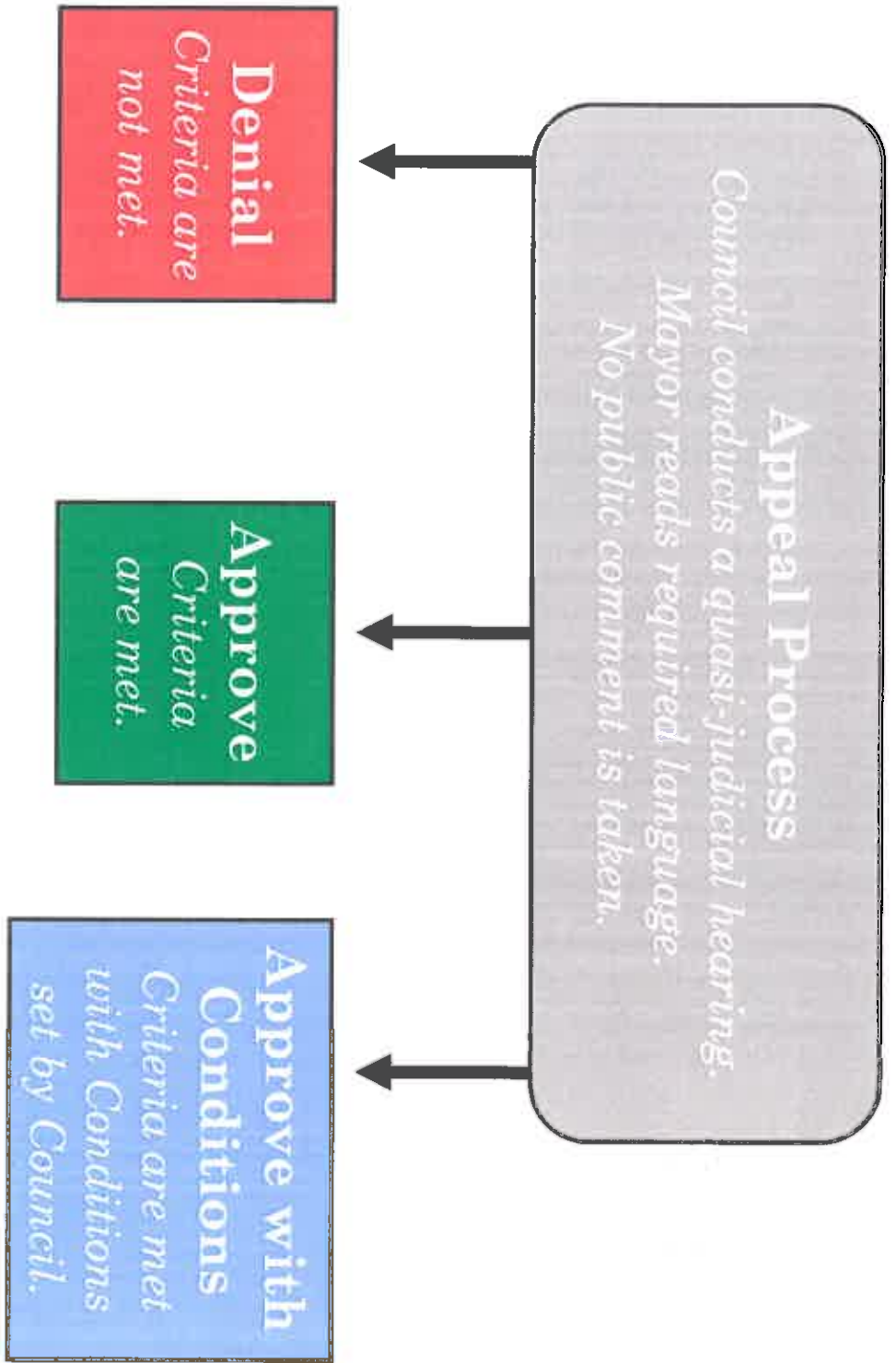
**High Density Residential**

*may include single-family, duplex, multiple-family, residential homes or residential facilities as outright permitted uses.*

**F I O W  
C h a r t**



# D e c i s i o n T r e e



WILLAMETTE VALLEY PLANNING LLC

May 10, 2019

City Administrator  
City of Brownsville  
255 N. Main Street  
Brownsville, Oregon 97327

RECEIVED  
City of Brownsville  
MAY 14, 2019  
Clerk *[Signature]*

**RE: Appeal of a Variance Request at 368 Spaulding Avenue**

Dear City Administrator and City Council Members:

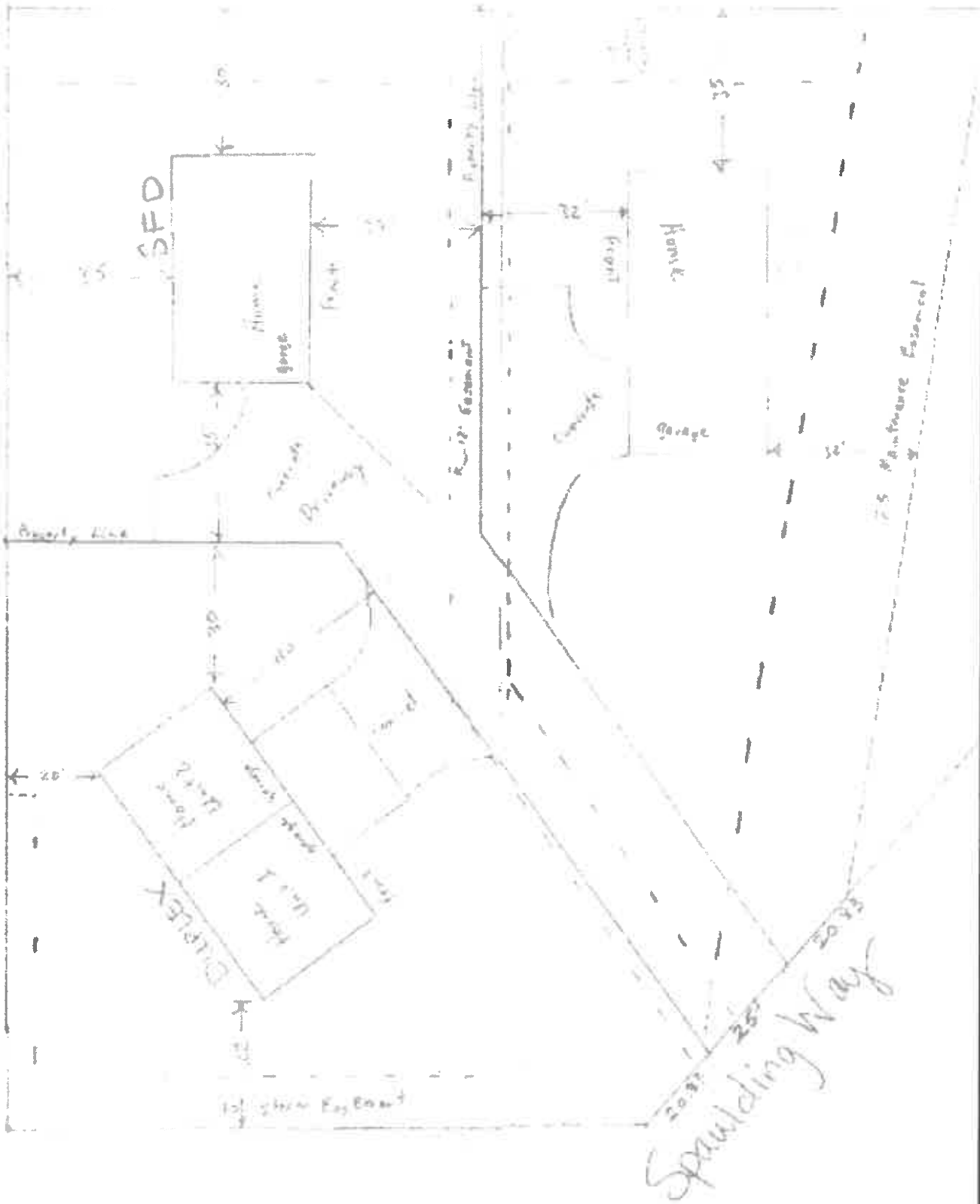
On behalf of my clients, we wish to appeal the Planning Commission's denial of the variance request for the above referenced property. Myself and my clients attended and testified at the Planning Commission hearing and therefore are affected parties with standing.

We feel the Planning Commission's findings that the applicant didn't meet the hardship criteria was influenced in part by the density of the 18-unit Conceptual Site Plan that was provided. To alleviate these concerns, the applicant is willing to impose a deed restriction on all three proposed lots that would limit the uses to single family dwellings or duplexes with a height limit of 2-stories. This would effectively reduce the density to between 3 and 6 units, considerably less than the 21 units that are allowed outright on the 1-acre parcel today. Allowing this property to be partitioned into three lots increases homeownership opportunities in Brownsville, whereas a 21 unit apartment complex would only offer rental housing options. The proposed deed restriction is very similar to the variance the Planning Commission approved for the same parcel in 2016 when two single family homes and a duplex were proposed (see attached plan).

Included with this appeal is the signed appeal form and the fee of \$100.

Sincerely,

*David Dodson*  
David j. Dodson, AICP



PLAN SUBMITTED FOR 2016 VARIANCE APPROVAL

**S. Scott McDowell**

---

**From:** JIM YON <jyon@linnsheiff.org>  
**Sent:** Wednesday, April 24, 2019 9:55 AM  
**To:** 'Brian Latta'; 'Hilary Norton'; 'admin@ci.brownsville.or.us'; 'Kevin Kreitman'; 'Ginger Allen' (ci.scio.v.allen@smt-net.com)  
**Subject:** Contract

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I received your letter. I'm fine with keeping the same rate until our contract negotiations are completed. We will can re-look at the contract at that point and fix the rate.

I'm also fine with keeping the quarterly payments and quarterly meetings.

Sheriff Jim Yon  
Linn County Sheriff's Office  
jyon@linnsheiff.org  
541-967-3950



## Udell Engineering & Land Surveying, LLC



63 East Ash Street, Lebanon, OR 97355  
Ph: 541-451-5125 • Fax: 541-451-1366

---

# Memorandum

**To:** Scott Lepman  
**From:** Brian Vandetta  
**Date:** May 14, 2019  
**Re:** Depot Ave. punch list items

---

Scott Lepman;

The following items need to be completed prior to my office sending a request to the City of Brownsville asking for their acceptance of the Depot Avenue Project.

1. Complete the construction of channels in the sanitary sewer manhole #1 in the intersection of Ash Street and Depot Ave.
2. Complete the construction of the channels in the sanitary sewer manhole #2 at the west end of Depot Ave.
3. Seal sanitary sewer manhole #2 and perform a vacuum test on the manhole to confirm a proper seal was constructed.
4. Finish grout all storm drain curb inlets.
5. Clean debris from all sewer manholes.
6. Clean debris from all storm drain curb inlets.
7. Clean debris from all water valve cans. Confirm all valves are in the open position.
8. Confirm that the rip rap blanket was installed at the storm drainage outfall. If not yet constructed then provide rip rap per plan requirements.
9. Install combination street/stop sign at the intersection of Depot Ave. and Ash Street.
10. Install all sidewalk closed signs as required on approved plans.
11. Sawcut, remove and replace full panel of broken sidewalk just north of the ADA ramp on the NW corner of the intersection of Depot Ave. and Ash Street.

This list may be added upon by the City after they are asked to accept the infrastructure project as completed.

If you have any questions regarding items on the above list please contact me for clarification.

Respectfully,

Udell Engineering and Land Surveying, LLC  
63 East Ash Street  
Lebanon, OR 97355  
Phone: 541-451-5125  
Fax: 541-451-1366

**From:** Ross Williamson  
**Sent:** Tuesday, May 7, 2019 11:33 AM  
**To:** S. Scott McDowell <[admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)>  
**Subject:** wind machines

Hi, Scott.

You asked me to look into noise regulations that might be applicable to the wind machines that are located in the Azalea Rojo vineyards.

In summary, Oregon OSHA does have “noise exposure” regulations that apply to agricultural workers. An employer should do noise exposure monitoring, and depending on the results, should implement hearing protection standards along with employee training. Enforcement of the noise exposure regulations would very likely not require any changes to the wind machines’ use, but instead just limit workers’ exposure to the machines or require workers to wear hearing protection. Since the machines are generally operated remotely anyway, it seems likely that the regulations would have no impact on the vineyard operations. I don’t see Oregon OSHA as being a resource to solve any neighbor noise complaints.

Interestingly, the use of wind machines in vineyards, orchards, and other farmland has increased over the last several years because the use of the wind machines has been seen as a more environmentally friendly frost protection measure. Older frost protection measures include chemical sprays which can have obvious impacts to the larger environment. Also used for frost protection is large-scale water application to crops to create an ice shield, which has been seen as having a large impact on aquifers and other water sources. The wind machines are seen as a better alternative in terms of environmental impacts.

With the increase in wind machine use, I have seen some news reports of litigation. But I saw no evidence that lawsuits were successful in the face of “right to farm” legislation.

I understand that there may be some “best practices” that the vineyard operator could employ to reduce the noise (proper maintenance of machines, muffler systems, etc.) and reduce the time the machines are active (dialing in when the machines are really necessary and effective based upon climate data and crop data). But, I don’t see noise nuisance complaints as having much chance of success against the overall use of the machines.

-Ross





**Samaritan  
Health Services**

RECEIVED  
City of Brownsville  
MAY 14 2019

Clerk \_\_\_\_\_

May 1, 2019

Hello Valued Client:

We will be discontinuing the services at the Halsey/Brownsville Samaritan Occupational Medicine location as of May 31, 2019. After caring for patients at the mobile medical unit for a few years, we've concluded the community would be better served by offering these services at our other locations.

We will gladly be able to assist you at any of our other Samaritan Occupational Medicine locations for services.

Our Lebanon location offers walk-in services for drug screens, breath alcohol testing, blood draws, vaccinations, TB testing and respirator fit testing.

In addition to the walk-in services listed above, we have scheduled provider visits for DOT physicals, work injuries and other employment-related exams in Corvallis, Albany, Newport and Lincoln City.

Please note location addresses, phone and fax information to the right.

We look forward to serving your company's needs!

Sincerely,

A handwritten signature in blue ink that reads "Krissi Knight".

Krissi Knight  
Manager, Samaritan Occupational Medicine

**Occupational Medicine**

1100 7<sup>th</sup> Avenue SW  
Albany, OR 97321  
541-812-5600 P  
541-812-2066 F

5234 SW Philomath BLVD  
Corvallis, OR 97333  
541-768-6211 P  
541-768-9385 F

100 Mullins Drive, Suite B2  
Lebanon, OR 97355  
541-451-7534 P  
541-812-2076 F

2930 NE West Devils Lake Rd Suite 3  
Lincoln City, OR 97367  
541-557-6427 P  
541-812-2071 F

930 SW Abbey Street  
Newport, OR 97365  
541-574-4675 P  
541-812-2064 F

[samhealth.org/OccMed](http://samhealth.org/OccMed)  
**samhealth.org**  
Email: [shsoccmed@samhealth.org](mailto:shsoccmed@samhealth.org)

**Medical Director**

Charles Pederson, MD



**OPRD Grant Cycle Announcement  
Local Government Grant Program  
2019 Grant Cycle Opens**

The Oregon Parks and Recreation Department (OPRD) is announcing the opening of the **2019 Local Government Grant Program (LGGP) grant cycle.**

**Purpose:** The LGGP is a State Lottery funded reimbursement grant program. Its purpose is to help local government agencies fund outdoor park and recreation areas and facilities, and acquire property for park purposes.

**Project Types:** Development, Rehabilitation, Acquisition, Acquisition & Development, and Planning.

**Eligible Applicants:** Cities, Counties, Metropolitan Service Districts, Park and Recreation Districts, and Port Districts.

<b>* Available Funding Projections for 2019 Cycle:</b>	Large Grants.....\$ 4,500,000 (Category Total) Small Grants.....\$ 800,000 (Category Total) Planning Grants.....\$ <u>150,000</u> (Category Total) Total ..... \$ 5,450,000
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**\* Possible Decrease in Funding:** The passage of **House Bill 2017**, the *Keep Oregon Moving* transportation bill, has created some uncertainty regarding LGGP funding. The bill calls for the possible transfer of up to \$4 million, per biennium, in Lottery funds to ODOT for bicycle and pedestrian pathway projects. OPRD will be introducing a Legislative Concept in the 2019 Session which, if adopted, will allow more flexibility in how these funds are allocated. We will do our best to keep applicants informed.

**Existing Users:** Existing users do not need to request a new access account to submit a new LGGP application.

Reminder: Your User Name is your full email address. Your Password is one set by you.

**New Users:** New users must request an access account in order to access the online grant application system. Requests may take up to 3 business days to process.

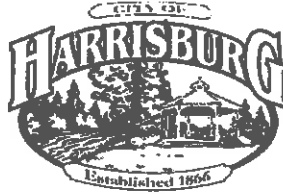
**Access:** To request an account and/or to access the applications, grant manual, application instructions, pre-application worksheet, and program schedule, go to: [oprdragrants.org](http://oprdragrants.org)

**2018 LGGP Schedule:**

- Jan 1, 2019 - Large, Small and Planning Grant Applications available online
- Feb. 7, - Live Workshop in Salem . . . . 10:00 a.m. to 12:00 p.m.
- Feb. 14 - Webinar Workshop online . . . 10:00 a.m. to 12:00 p.m.
- Apr 1 - Large Grant Applications due
- May 1 - Small Grant Applications due
- May 15 - Planning Grant Applications due
- Jun - Large Grant Application Presentations to LGGP Advisory Committee
- Sep - OPRD Commission Review of projects recommended for funding

**Registration for Workshops** is required as space is limited. To register and receive workshop notification please send contact information to Mark Cowan at [mark.cowan@oregon.gov](mailto:mark.cowan@oregon.gov)

If you are not the appropriate person to receive this, we would appreciate you forwarding this notice to the right person. Thanks!



April 8<sup>th</sup>, 2019


**Linn County Commissioners Office**  
**Attn: Mr. Roger Nyquist, Chairman**  
Linn County Courthouse, Room 201  
Albany, Oregon 97322

Dear Chairman Nyquist,

We collectively wanted to extend our appreciation to the Board of Commissioners for your continued support of RAIN in Linn County. Your support has been instrumental in the partnership that has been formed by five cities of Linn County and three cities from Benton County including Adair Village, Monroe and Philomath. Funding this important entrepreneurial development work will make a difference in our cities and County.

Thank you for your continued support of economic development efforts in Linn County!

Cordially,


  
Mayor Paul Aziz

  
Mayor Greg Mahler

  
City Manager Gary Marks

  
City Manager Ray Towry

  
Mayor Robert Duncan

  
Mayor Jerry Lachenbruch

  
City Administrator Brian Latta

  
City Administrator Hilary Norton

  
Mayor Don Ware

  
City Administrator Scott McDowell

**S. Scott McDowell**

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**From:** Hill Greg <Greg.Hill@oregonlegislature.gov>  
**Sent:** Monday, April 29, 2019 3:04 PM  
**To:** admin@ci.brownsville.or.us  
**Cc:** Jordan Brandon  
**Subject:** Municipal Court Issue

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Scott,

I've been informed by Rep. Wilde that Brownsville has an issue with municipal court funding. It's my understanding that the funding squeeze is coming from state dictated fine amounts that are too low and the share of revenue going to the state being too high. We're exploring options at the state level and if it's possible I would love your perspective on the issue and any additional information.

Thanks!

Gregory Hill  
Policy Intern  
Representative Marty Wilde  
House District 11  
503-884-4710  
He/Him/His



[www.ci.brownsville.or.us](http://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 • TT/TDD 800.735.2900

May 8<sup>th</sup>, 2019

**Department of Environmental Quality**

**Attn:** Priscilla Woolverton, *Upper Willamette TMDL Basin Coordinator*

165 E. 7th Ave., Ste. 100

Eugene, OR 97401-3049

541.687.7347

**RE:** TMDL Five Year Plan Update (E-version)

Dear Ms. Woolverton,

Attached you will find Brownsville's updated five year TMDL Plan. Council unanimously approved the attached report at the April 23<sup>rd</sup>, 2019 Council meeting. You can also find a copy of the plan on-line at <https://www.ci.brownsville.or.us/publicworks>.

Please contact Mr. McDowell or Mr. Frink with any questions you may have. Your assistance is appreciated!

Sincerely,

A handwritten signature in black ink that reads "Don Ware". The signature is written in a cursive style and is followed by a long horizontal line.

Don Ware

Mayor

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



# Oregon

Kate Brown, Governor

## Department of Environmental Quality

Western Region Salem Office  
4026 Fairview Industrial Dr SE  
Salem, OR 97302-1142  
Office: (503) 378-8240  
Fax: (503) 373-7944  
TTY: 711

April 29, 2019

S. Scott McDowell  
PO Box 188  
Brownsville, OR 97327-0188

RE: Willamette Basin Mercury Wasteload Allocations  
City of Brownsville  
Brownsville STP  
File #: 11770  
Permit #: 102206  
Linn County

Dear Permittee:

The Oregon Department of Environmental Quality is revising the Willamette Basin Mercury Total Maximum Daily Load to comply with a court order. Because your facility discharges within the Willamette Basin, DEQ is writing to share information that may affect your National Pollutant Discharge Elimination System permit.

### Overview of TMDL

A Total Maximum Daily Load, commonly called a TMDL, is required when a river, lake or stream does not meet state water quality standards and is listed on the Clean Water Act 303(d) list. A TMDL identifies the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards.

The Willamette River Basin is currently impaired for mercury. A number of fish consumption advisories are in place and many streams within the basin are on the 303(d) list of impaired waterbodies for mercury. DEQ issued a TMDL and accompanying Water Quality Management Plan in 2006 that describe required actions needed to meet the mercury water quality criteria in Willamette River Basin streams. DEQ and the U.S. Environmental Protection Agency are revising the TMDL to achieve compliance with Oregon's mercury criteria, which were updated in 2011.

### Proposed Point Source Allocations and Required Reduction

In revising the TMDL, DEQ's evaluation of mercury sources and reduction needs spans the entire basin, rather than on a stream-by-stream basis. This basin-wide evaluation looks at mercury sources by "sector," for both point sources and nonpoint sources. For NPDES permitted discharges, the proposed sectors are wastewater and stormwater. Allocations are assigned to these sectors, rather than to individual permit holders. Allocations are expressed as percent reductions needed from the sector as a whole to achieve the allowable loading capacity. For NPDES wastewater permittees, DEQ is proposing a mercury reduction of 10 percent across the sector.



### **Proposed Requirements by Permit Type**

As permits are renewed, DEQ anticipates implementing the 10 percent reduction through the following permit requirements:

#### ***Major sewage treatment permits***

- Determination of current effluent mercury level.
- Implementation of mercury minimization programs.
- Monitoring of total mercury.
- Reporting of data and mercury minimization effectiveness.

#### ***Minor sewage treatment permits***

- No additional requirements.

#### ***Major and minor industrial permits with Standard Industrial Classification codes for activities that may increase mercury in discharge (timber products, paper products, chemical products, glass, clay, cement, concrete, gypsum products, primary metal industries, fabricated metal products, and electronic instruments)***

- Determination of discharge flows and current effluent mercury level.
  - If sufficient mercury data is not available, monitoring quarterly for two years and reporting of data.
- If mercury loads are less than averaged major sewage treatment plant loads, no additional requirements.
- If mercury loads are comparable or larger than averaged major sewage treatment plant loads:
  - Implementation of mercury minimization programs.
  - Ongoing monitoring of total mercury.
  - Reporting of data and mercury minimization effectiveness.

#### ***Major and minor industrial permits without activities that may increase mercury in discharge***

- No additional requirements.

#### ***General permits for wastewater (cooling water, filter backwash, fish hatcheries, boiler blowdown, petroleum hydrocarbon cleanup, wash water, suction dredge mining, and pesticide application)***

- NPDES general permit 700PM would prohibit discharges from suction dredge mining in waterbodies that flow to Dorena Reservoir.
- No additional requirements for other general permits.

City of Brownsville

April 29, 2019

Page 3 of 3

**Next Steps**

DEQ expects the public comment period for the revised TMDL to begin in July 2019. EPA must approve the final TMDL.

**For More Information**

To learn more about the TMDL or sign up to receive notice of the public comment period, please visit DEQ's website at: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhgtmdlac2018.aspx>.

If you have questions about how these requirements may affect your permit, you may request to participate in a webinar or talk to DEQ by contacting Ranei Nomura at [Nomura.Ranei@deq.state.or.us](mailto:Nomura.Ranei@deq.state.or.us), 503-378-5081 or at the address on this letterhead.

Thank you for your ongoing efforts to protect water quality in the Willamette Basin.

Sincerely,



Ranei Nomura  
Water Quality Manager

cc: Regional Files, Salem DEQ



## Division Street crosswalk was a ‘disaster’ before hit-and-run injured 6-year-old

Matt McCally has seen all manner of bad driving from his office window facing Southeast Division Street: a car blowing out all four tires; another bursting into flames after plowing into a raised median; and countless examples of motorists failing to yield to pedestrians.

He wasn't there to witness the latest example of vehicular crime on Monday evening, when a 6-year-old girl was struck and injured by a hit-and-run driver while she walked with her mother across Division Street at 107th Avenue under a protected flashing beacon.

The hit-and-run occurred on a stretch of one of Portland -- and the state's -- most dangerous roads. Southeast Division Street is ground zero for much of what the city hopes to accomplish as it tries to eliminate all traffic fatalities by 2025 through its Vision Zero campaign.

According to police, the girl was walking with her mother at a signaled pedestrian crossing with a flashing beacon, a lone refuge for pedestrians for about five blocks in either direction of the urban highway in the Powellhurst-Gilbert neighborhood, when she was hit.

The mother and her 6-year-old daughter had activated the pedestrian crossing beacon and two lanes of cars stopped to allow them to cross. But police said preliminary investigation indicates the driver of a white sedan passed two lanes of cars on the right side and plowed through the bike lane and hit the child. The woman was not injured.

The car kept going, and the driver remains wanted by police.

Lt. Kristina Jones, a Portland Police Bureau's spokeswoman, said she didn't know whether the girl remained in the hospital, but said "she was treated and was expected to be released" with non-life-threatening injuries. Jones said language barriers were one reason she couldn't provide more information on Tuesday.

Portland has already lowered the speed limit on this five-lane stretch of Division to 30 miles per hour. It also has installed safety cameras to ticket speeders on a swath 40 blocks east of there, and plans an additional \$7 million redesign of the street to build a raised

median for dozens of blocks, add protected bike lanes and speed up transit through the corridor.

McCally said those changes wouldn't mean much without more traffic enforcement.

"I've never once seen anyone get pulled over on my stretch of Division for speeding, drunk driving, anything like that," he said from the office of his Parents for Alternate Support Solutions, a community center for adults with disabilities. "You can put all the crosswalks in you want. If there's going to be no enforcement of the law, what's going to prevent people?"

Just last week, Commissioner Chloe Eudaly, who oversees the transportation bureau, weighed in on a "brutal, heartbreaking month" on Portland streets as 9 people were killed in traffic incidents in less than two weeks.

"Infrastructure improvements will help reduce these tragedies," she wrote on Facebook. "But we cannot prevent all crashes, injuries, and deaths on our streets if drivers choose not to obey traffic laws and pay attention to the road."

The police bureau remains decimated by an estimated 120 officer vacancies and the inability to recruit or hire new cadets for those positions.

John Brady, Portland Bureau of Transportation spokesman, said in an email that the city didn't formally keep track of hit-and-run incidents, but was aware of three fatal crashes in 2019, all killing pedestrians.

Portland's latest hit-and-run occurred at an intersection that should be a safe place amid a torrent of traffic.

On Tuesday, this reporter used the crossing beacon twice, and multiple vehicles failed to stop after the lights were illuminated and an audio message in English and Spanish instructed pedestrians that it was safe to cross.

Marshall Runkel, Eudaly's chief of staff, said in an email that the driver must "be apprehended and prosecuted to the fullest extent of the law."

"There's much more we can do to make our streets more safe, and we also need to ramp up enforcement so that people know that there will be severe consequences for illegal, dangerous driving," he said.

Division is consistently marked as one of the most dangerous roads in Portland for pedestrians, bicyclists and motorists. At least 19 people have died and 129 seriously injured on Division in the last decade, city records show.

According to city transportation officials, a marked crosswalk, pedestrian beacon and pedestrian island were installed in 2016.

McCally, who has called outer Southeast Portland neighborhoods his home for his entire life, said this stretch of Division Street has been "a disaster from the beginning."

In addition to the extreme example like the car fire, McCally said he's seen frequent cars slamming into the traffic island and knocking down signs that alert drivers to watch for pedestrians.

In 2017, the city extended the pedestrian island and added more street lighting. It also extended the curb between a protected bike lane and the vehicle traffic on the north side of the intersection.

McCally said those changes only came after frequent "griping" for changes by himself and others.

Westbound travelers were continually cutting into oncoming eastbound traffic to make left turns onto 107th Avenue, he said.

"I kept bothering the city over and over and over again until they finally put these cones out here," he said, pointing to plastic wands spaced out for several feet on the edge of the raised median.

Those wands were finally largely successful in preventing drivers from heading into oncoming traffic to cut through the neighborhood.

Brady said the city plans to add two more rapid crossing beacons in the next two months on Division – at 115th and 133rd Avenues. The city will also fill in sidewalks as needed and fix curb ramps to make them wheelchair accessible between 102nd and 157th Avenues. Design on the larger project to add a center median and buffered bike lanes are still in the design phase, and construction is expected to begin in 2020.

-- Andrew Theen

[atheen@oregonian.com](mailto:atheen@oregonian.com)

503-294-4026

@andrewtheen

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[www.ci.brownsville.or.us](http://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 · TT/TDD 800.735.2900

May 16<sup>th</sup>, 2019

**Senate Committee on Workforce**

Oregon State Capitol  
900 Court Se. NE  
Salem, OR 97301

Re: HB 2408

***Chair Taylor and Members of the Senate Workforce Committee:***

The City of Brownsville is firmly opposed to HB 2408 which would apply prevailing wage rate requirements to private construction.

Cities only have few economic development tools in their toolbox to attract private investment. One of the few tools local governments use are enterprise zones. Cities rely on local enterprise zone investments to revitalize communities, create jobs, generate additional state income tax and local property tax revenues, and invest in economically distressed and underserved areas. Enterprise zones allow cities to be competitive for private investments especially when companies are choosing between Oregon and elsewhere. HB 2408 would create additional cost and administrative burden for companies. If companies decide to locate elsewhere, we would see a loss in potential job creation for construction trades that work on the project and for the permanent long-term jobs created through the enterprise zone.

Brownsville recently adopted an enterprise zone with hopes of creating a strong economic future for the City. Adding another impediment is not in the best interest of the City, the State, or any private business. Furthermore, the City strongly feels that the State should focus on adjusting the BOLI prevailing wage law for cities and counties. The antiquated threshold amount of \$50,000 burdens local taxpayers. The threshold should be adjusted so financially strapped communities can deliver public projects and amenities.

Privately invested projects should **not** be subject to undergo public procurement requirements like prevailing wage. Enterprise zones should not be restricted so that local governments can continue to compete, attract private investments, and promote job growth in our communities. Please protect this valuable economic development tool and oppose HB 2408.

Sincerely,

A handwritten signature in black ink that reads "Don Ware". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Don Ware  
Mayor

c: File



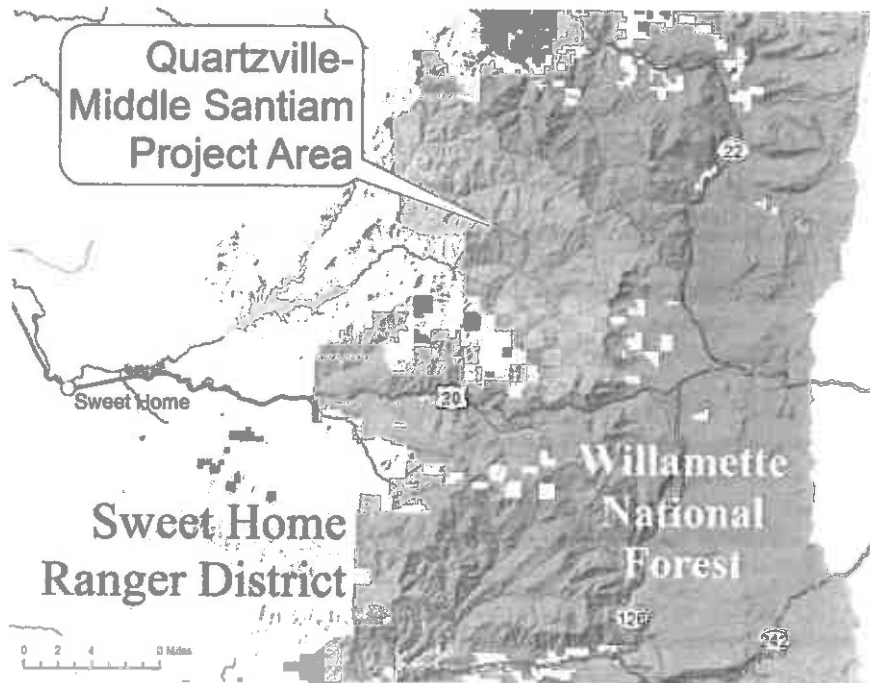
United States Department of Agriculture



# OPEN HOUSE

**June 6, 2019  
5:30 – 7:00 p.m.**

**Sweet Home Ranger Station  
4431 Hwy 20  
Sweet Home, OR 97386**



Share ideas and provide input about proposed activities for the Quartzville-Middle Santiam project. Interact with district staff who will give short presentations about restoration, timber harvests, fuels treatments, road closures and improvements to recreation sites.

Contact Joanie Schmidgall at 541-367-3809 for more information or if you need special accommodations.

USDA is an equal opportunity provider, employer, and lender.



Forest Service



## The Corps Needs Your Input!

### Willamette Valley System Operations & Maintenance Environmental Impact Statement

U.S. Army Corps of Engineers, Portland District is initiating the preparation of an Environmental Impact Statement (EIS) to address the continued operations and maintenance of the Willamette Valley System (WVS) in accordance with authorized project purposes; while meeting Endangered Species Act (ESA) obligations to avoid jeopardizing the continued existence of listed species.

Scoping is the earliest opportunity for the public to provide input regarding the "scope" of the issues to be evaluated in the EIS. Corps is seeking input on:

- How does the system impact you?
- What challenges do you see with system operations?
- What opportunities are there for improvement?
- What resources are you concerned about, natural, cultural, socioeconomic...?

**The Corps will be hosting public meetings to gather your input and share information about the project.**

#### Meeting Format:

A short presentation will be given about 30 minutes after meeting start time, followed by open house format with topic stations where you may interact with Corps staff. For those that miss the presentation, it will be repeated again at the end of the meeting.

#### Public Meeting Information

June 4, 2019	June 5, 2019	June 6, 2019*	June 12, 2019	June 13, 2019
Eugene Public Library Bascom-Tykeson Room 4-6:30pm	South Salem High School Library North Side Room 5-7:30pm	Portland State University Conference Center Willamette Room 4-6:30pm	Corvallis-Benton Public Library Main Meeting Room 5-7:30pm	Springfield City Hall Council Chambers 4-6:30pm

*\*Please visit our website for a coupon code for parking at University Place Hotel and Conference Center. You will need the code prior to parking.*

#### Other ways to comment:

**Mail** U.S. Army Corps of Engineers,  
CENWP-PME-E  
ATTN: Suzanne Hill  
P.O. Box 2946  
Portland, OR 97208-2946

**Email** [willamette.eis@usace.army.mil](mailto:willamette.eis@usace.army.mil)

#### Scoping Comment Period Ends June 28, 2019.

##### Project Website

<https://www.nwp.usace.army.mil/Locations/Willamette-Valley/System-Evaluation-EIS/>

##### Public Comment Portal

<https://cenwp.maps.arcgis.com/apps/CrowdsourcingReporter/index.html?appid=62723471dc7444f8a7256aa59f79926a>

**MONTH END RECAP**

		APRIL 2019			
	REVENUE	EXPENDITURES	YTD	%	Unexpended
1 GENERAL	\$ 15,199.75	\$ 53,794.52	\$ 614,051.49	45.01%	\$ 750,238.51
2 WATER	\$ 25,358.33	\$ 34,965.17	\$ 466,042.08	51.36%	\$ 441,306.92
3 SEWER	\$ 29,652.29	\$ 17,051.91	\$ 206,882.13	32.36%	\$ 432,462.87
4 STREETS	\$ 13,628.63	\$ 11,652.43	\$ 229,665.77	47.83%	\$ 250,534.23
5 WATER BOND	\$ 203.36	\$ -	\$ 47,161.51	65.35%	\$ 25,005.49
6 SEWER BOND	\$ 1,525.38	\$ -	\$ 307,260.20	94.47%	\$ 17,999.80
7 SEWER DEBT FEE	\$ 10,677.66	\$ -	\$ 110,371.69	88.30%	\$ -
8 BUILDING & EQUIPMENT	\$ 944.72	\$ -	\$ -	0.00%	\$ 355,000.00
9 WATER RESERVE	\$ 1,849.37	\$ -	\$ -	0.00%	\$ 264,601.00
10 HOUSING REHAB	\$ 576.50	\$ -	\$ -	0.00%	\$ 204,519.00
11 WATER SDC	\$ 113.16	\$ -	\$ -	0.00%	\$ 81,040.00
12 SEWER SDC	\$ 832.99	\$ -	\$ -	0.00%	\$ 367,753.00
13 STORMWATER SDC	\$ 169.36	\$ -	\$ -	0.00%	\$ 87,027.00
14 BIKEWAY/PATHS	\$ 182.07	\$ -	\$ -	0.00%	\$ 44,646.00
15 LIBRARY TRUST	\$ 17.17	\$ -	\$ -	0.00%	\$ 6,057.00
16 CEMETERY	\$ 207.66	\$ -	\$ -	0.00%	\$ 81,578.00
17 TRANSIENT ROOM TX	\$ 748.62	\$ -	\$ 3,040.00	56.28%	\$ 2,362.00
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,972.00
20 COMMUNITY PROJECTS	\$ 624.25	\$ 1,210.00	\$ 34,081.60	13.83%	\$ 212,418.40
	\$ 102,511.27	\$ 118,674.03	\$ 1,908,184.78		

Key Bank Account	2018-2019	YTD	% of Total
General Checking	\$ 28,923.94	\$ 5,542,706.00	34.43%

Oregon State Treasury	Annual Bond Payment	Totals
Community Improvements	Water	\$ 45,167.05
Project Escrow Holding	Wastewater	\$ 307,259.95
<b>TOTAL OST / LGIP</b>		<b>\$ 352,427.00</b>

Total Bonded Debt	Totals
Water	\$ 855,840.92
Wastewater	\$ 5,390,581.09
	<b>\$ 6,246,422.01</b>





**City of Brownsville**  
**Budget Year: 2019-2020**

**Budgeted**  
**Expenditures & Resources**  
**Tax Rate Calculation**  
**2019-2020**



	Taxes 2016-2017	Taxes 2017-2018	Taxes 2018-2019	FUND	Total Resources	Total Expenditures	Unappropriated Ending Balance	Taxes Needed To Balance	
1	\$663,321	\$683,221	\$689,973	100 GENERAL	\$2,336,300	\$1,928,390	\$407,910	\$720,105	1
2	\$0	\$0	\$0	200 WATER	\$745,600	\$642,450	\$103,150	\$0	2
3	\$0	\$0	\$0	210 SEWER	\$1,031,940	\$867,875	\$164,065	\$0	3
4	\$0	\$0	\$0	300 STREETS & DRAINAGE	\$382,200	\$311,300	\$70,900	\$0	4
5	\$0	\$0	\$0	400 DEBT SERVICE	\$0	\$0	\$0	\$0	5
6	\$0	\$0	\$0	600 HOUSING REHABILITATION	\$210,849	\$0	\$210,849	\$0	6
7	\$0	\$0	\$0	850 CEMETERY TRUST	\$8,976	\$0	\$8,976	\$0	7
8	\$0	\$0	\$0	905 SEWER CONSTRUCTION	\$0	\$0	\$0	\$0	8
9	\$0	\$0	\$0	800 LIBRARY TRUST	\$7,250	\$0	\$7,250	\$0	9
10	\$0	\$0	\$0	750 BIKEWAY/FOOTPATH	\$48,550	\$0	\$48,550	\$0	10
11	\$0	\$0	\$0	700 WATER SDC	\$97,100	\$45,000	\$52,100	\$0	11
12	\$0	\$0	\$0	500 BUILDING & EQUIPMENT	\$190,200	\$104,000	\$86,200	\$0	12
13	\$0	\$0	\$0	875 TRANSIENT ROOM TAX	\$3,935	\$2,835	\$1,100	\$0	13
14	\$0	\$0	\$0	916 COMMUNITY PROJECTS	\$194,600	\$53,500	\$141,100	\$0	14
15	\$0	\$0	\$0	550 WATER SYSTEM RESERVE	\$163,035	\$100,000	\$63,035	\$0	15
16	\$0	\$0	\$0	911 LAND ACQUISITION	\$10,185	\$8,500	\$1,685	\$0	16
17	\$58,566	\$49,770	\$47,703	450 WATER BOND	\$79,336	\$51,636	\$27,700	\$51,636	17
18	\$337,136	\$136,238	\$121,299	460 SEWER BOND	\$329,044	\$314,044	\$15,000	\$81,544	18
19	\$0	\$0	\$0	730 STORMWATER SDC	\$98,600	\$0	\$98,600	\$0	19
20	\$0	\$0	\$0	720 SEWER SDC	\$395,910	\$150,000	\$245,910	\$0	20
21	\$1,059,023	\$869,229	\$858,975	<b>TOTAL</b>	\$6,333,610	\$4,579,530	\$1,754,080	\$853,285	21
22				Tax Needed for Water Bonded Debt				\$51,636	22
23				Levy Needed for Water Bonded Debt				\$54,321	23
24				Tax Rate for Water Bonded Debt					24
25				Tax Needed for Sewer Bonded Debt				\$81,544	25
26				Levy Needed for Sewer Bonded Debt				\$85,784	26
27				Tax Rate for Sewer Bonded Debt					27
28	Estimated Levy Using Permanent Rate (Most Current Levy + 3%)				\$759,605	General Fund Taxes to Balance		\$720,105	28
29	Minus Uncollectable Taxes (5.2%)				\$720,105	Difference		\$39,499	29
30	Taxes Available for General Fund (Estimated)				\$720,105	Levy Full Permanent Tax Rate		6.9597	30

**RESOURCES**  
**General Fund**  
(100 000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2019-2020			
			Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>BEGINNING FUND BALANCE</b>				
1	\$663,321	\$689,973	\$685,000	411 BEGINNING CASH BALANCE	\$1,400,000	\$1,400,000		1
2	\$21,756	\$34,406	\$18,500	413 PRIOR TAXES	\$20,000	\$20,000		2
3	\$10,290	\$21,567	\$8,500	414 INTEREST	\$12,500	\$12,500		3
4								4
5				<b>OTHER RESOURCES</b>				5
6	\$20,020	\$17,569	\$15,000	421 STATE REVENUE SHARING	\$15,000	\$15,000		6
7	\$25,536	\$27,345	\$22,000	422 STATE LIQUOR TAX	\$24,000	\$24,000		7
8	\$2,480	\$2,135	\$1,800	423 STATE CIGARETTE TAX	\$1,800	\$1,800		8
9	\$8,293	\$9,480	\$8,000	432 NW NATURAL GAS FRANCHISE	\$8,500	\$8,500		9
10	\$6,624	\$6,788	\$6,500	434 CENTURY LINK FRANCHISE	\$4,800	\$4,800		10
11	\$38,120	\$88,232	\$16,000	441 BUILDING PERMIT FEES	\$50,000	\$50,000		11
12	\$345	\$240	\$250	442 CITY HALL RENTAL	\$250	\$250		12
13	\$80	\$40	\$100	443 KIRK ROOM RENTAL	\$100	\$100		13
14	\$21,458	\$23,695	\$10,500	444 PARK RENTAL FEES	\$18,000	\$18,000		14
15	\$660	\$700	\$500	445 COMMUNITY ROOM RENTAL	\$500	\$500		15
16	\$5,413	\$3,955	\$3,500	446 PLANNING & LAND USE FEES	\$3,500	\$3,500		16
17	\$2,649	\$2,556	\$2,500	447 LIBRARY FINES & FEES	\$2,500	\$2,500		17
18	\$4,245	\$2,675	\$3,000	448 LIEN SEARCH FEES	\$2,500	\$2,500		18
19	\$25,750	\$28,614	\$20,000	449 COURT FINES & FEES	\$25,000	\$25,000		19
20	\$0	\$0	\$25	452 CEMETERY TRUST INTEREST	\$0	\$0		20
21	\$245	\$245	\$245	454 LAND LEASE FEES	\$245	\$245		21
22	\$19,750	\$34,444	\$10,000	456 MISCELLANEOUS	\$20,000	\$20,000		22
23	\$7,750	\$5,250	\$6,500	460 PARK DEPOSITS	\$5,000	\$5,000		23
24	\$3,088	\$1,000	\$2,000	470 GRANTS	\$2,000	\$2,000		24
25				<b>TRANSFERS</b>				25
26	\$887,873	\$1,000,909	\$840,420	<b>Total resources - No Taxes</b>	\$1,616,195	\$1,616,195		26
27			\$679,574	<b>Taxes necessary to balance</b>	\$720,105	\$720,105		27
28				<b>Taxes collected in year levied</b>				28
29	\$887,873	\$1,000,909	\$1,519,994	<b>TOTAL RESOURCES</b>	\$2,336,300	\$2,336,300		29

**REQUIREMENTS SUMMARY**  
General Fund: Administration (100-010)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$91,931	\$95,217	\$124,350	510 SALARIES	\$103,460	\$103,460		1
2	\$74,520	\$73,911	\$93,250	540 BENEFITS	\$79,000	\$79,000		2
3	\$166,451	\$169,128	\$217,600	<b>TOTAL PERSONNEL SERVICES</b>	\$182,460	\$182,460		3
4				<b>Materials &amp; Services</b>				4
5	\$0	\$5	\$250	611 FILING FEES [2019: + 612,614]	\$600	\$600		5
6	\$80	\$171	\$200	612 RECORDING FEES [2019: To 611]	\$0	\$0		6
7	\$1,900	\$250	\$2,200	613 AUDIT FEES	\$2,500	\$2,500		7
8	\$0	\$0	\$100	614 EASEMENT FEES [2019: To 611]	\$0	\$0		8
9	\$1,693	\$1,555	\$1,800	619 REFUNDS & REIMBURSE ▲	\$2,000	\$2,000		9
10	\$118	\$93	\$200	621 ELECTION ADVERTISEMENT [2019: To 623]	\$0	\$0		10
11	\$616	\$731	\$650	623 ADVERTISEMENTS [2019: + 621,624-626] ▲	\$2,400	\$2,400		11
12	\$1,063	\$978	\$300	624 PUBLIC HEARINGS [2019: To 623]	\$0	\$0		12
13	\$0	\$0	\$300	625 BIDS [2019: To 623]	\$0	\$0		13
14	\$556	\$387	\$1,250	626 GEN. ADVERTISEMENTS [2019: To 623]	\$0	\$0		14
15	\$3,330	\$6,631	\$6,500	627 LEGAL	\$6,500	\$6,500		15
16	\$563	\$0	\$3,500	629 COMP. SOFTWARE & HARDWARE ▲	\$3,500	\$3,500		16
17	\$2,149	\$2,151	\$3,000	639 SERVICE CONTRACTS ▲	\$3,000	\$3,000		17
18	\$2,124	\$2,962	\$2,500	665 OFFICE SUPPLIES [2019: + 666,668]	\$3,800	\$3,800		18
19	\$0	\$0	\$500	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		19
20	\$811	\$647	\$1,200	667 POSTAGE	\$1,200	\$1,200		20
21	\$0	\$0	\$250	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		21
22	\$5,535	\$6,277	\$6,200	671 DUES & ANNUAL FEES	\$7,500	\$7,500		22
23	\$122	\$138	\$350	672 PUBLICATIONS	\$350	\$350		23
24	\$0	\$345	\$1,200	673 ORS REVISIONS/MAPS	\$1,400	\$1,400		24
25	\$3,932	\$3,398	\$7,500	674 CONFERENCES & MEETINGS	\$7,500	\$7,500		25
26	\$2,088	\$1,157	\$25,000	675 ECONOMIC DEVELOPMENT	\$18,000	\$18,000		26
27	\$649	\$3,644	\$12,500	677 HRB/PLANNING COM/GIS/EPC	\$12,500	\$12,500		27
28	\$27,329	\$31,520	\$77,450	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$72,750	\$72,750		28
29				<b>Capital Outlay</b>				29
30	\$0	\$203	\$4,500	831 SOFTWARE/HARDWARE	\$4,500	\$4,500		30
31	\$0	\$203	\$4,500	<b>TOTAL CAPITAL OUTLAY</b>	\$4,500	\$4,500		31
32	\$0	\$0	\$45,000	950 GENERAL OPERATING CONTINGENCY	\$46,500	\$46,500		32
33	\$193,780	\$200,851	\$344,550	<b>TOTAL EXPENDITURES (100.010)</b>	\$306,210	\$306,210		33

**REQUIREMENTS SUMMARY**  
General Fund: Parks, Rec & Cemetery (100-020)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$15,387	\$10,110	\$21,000	510 SALARIES	\$17,500	\$17,500		1
2	\$500	\$4,978	\$1,850	520 EXTRA HELP	\$3,200	\$3,200		2
3	\$3,249	\$3,210	\$4,000	540 BENEFITS	\$3,400	\$3,400		3
4	\$19,136	\$18,298	\$26,850	<b>TOTAL PERSONNEL SERVICES</b>	\$24,100	\$24,100		4
5				<b>Materials &amp; Services</b>				5
6	\$8,550	\$5,256	\$7,500	600 PARK DEPOSIT REFUNDS	\$5,200	\$5,200		6
7	\$752	\$690	\$2,000	645 SERVICE CONTRACTS	\$2,000	\$2,000		7
8	\$2,500	\$2,500	\$2,500	649 CLRC CONTRACT	\$3,500	\$3,500		8
9	\$2,876	\$2,423	\$3,200	653 PORTABLE TOILETS RENTAL	\$3,200	\$3,200		9
10	\$0	\$0	\$2,000	655 GRAVEL/ASPHALT	\$6,000	\$6,000		10
11	\$475	\$668	\$1,000	659 MISC. [*]	\$1,000	\$1,000		11
12	\$269	\$25	\$500	661 OPERATING SUPPLIES [2019: To 669]	\$0	\$0		12
13	\$418	\$500	\$550	663 CLEANING SUPPLIES [2019: To 669]	\$0	\$0		13
14	\$3,208	\$1,989	\$3,800	664 RESTROOM SUPPLIES [2019: To 669]	\$0	\$0		14
15	\$1,725	\$2,638	\$3,200	669 SUPPLIES [2019: + 661,663,664]	\$8,800	\$8,800		15
16	\$10,955	\$9,971	\$13,500	691 ELECTRICITY	\$13,500	\$13,500		16
17	\$13,224	\$21,409	\$16,500	720 BUILDINGS, GROUNDS & TREES	\$25,000	\$25,000		17
18	\$260	\$283	\$1,000	730 EQUIPMENT RENTAL	\$1,000	\$1,000		18
19	\$45,212	\$48,352	\$57,250	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$69,200	\$69,200		19
				<b>Capital Outlay</b>				
20	\$0	\$0	\$70,000	810 PARK/PLAYGROUND EQUIPMENT [Facilities]	\$485,000	\$485,000		20
21				800 CEMETERY RESERVE [NEW 2019]	\$70,550	\$70,550		21
22	\$3,668	\$8,190	\$35,000	816 BUILDINGS - REPAIR	\$35,000	\$35,000		22
23	\$375	\$0	\$10,000	876 EQUIPMENT NEW & REPLACEMENT	\$45,000	\$45,000		23
24	\$4,043	\$8,190	\$115,000	<b>TOTAL CAPITAL OUTLAY</b>	\$635,550	\$635,550		24
25	\$0	\$0	\$29,850	950 GENERAL OPERATING CONTINGENCY	\$25,000	\$25,000		25
26	\$68,391	\$74,840	\$228,950	<b>TOTAL EXPENDITURES (100.020)</b>	\$753,850	\$753,850		26



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
			Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018	2018-2019					
				<b>Materials &amp; Services</b>				
1	\$325	\$625	\$3,200	691 ELECTRICITY	\$0	\$0		1
2	\$1	\$228	\$1,800	694 HEATING	\$0	\$0		2
3	\$326	\$853	\$5,000	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$0	\$0		3
4	\$326	\$853	\$5,000	<b>TOTAL EXPENDITURES (100.030)</b>	\$0	\$0		4



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$36,855	\$38,764	\$54,200	510 SALARIES	\$50,000	\$50,000		1
2	\$0	\$0	\$2,000	520 EXTRA HELP	\$1,000	\$1,000		2
3	\$8,437	\$8,633	\$35,000	540 BENEFITS	\$29,680	\$29,680		3
4	\$45,292	\$47,397	\$91,200	<b>TOTAL PERSONNEL SERVICES</b>	\$80,680	\$80,680		4
5				<b>Materials &amp; Services</b>				5
6	\$2,508	\$3,054	\$3,000	645 SERVICE CONTRACT (Furnace & Follet)	\$3,200	\$3,200		6
7	\$0	\$0	\$450	649 ALARM MONITORING	\$450	\$450		7
8	\$7,396	\$6,841	\$7,500	651 BOOKS	\$7,800	\$7,800		8
9	\$677	\$760	\$1,250	662 BOOK PROCESSING MATERIALS	\$1,100	\$1,100		9
10	\$5	\$15	\$300	663 CLEANING SUPPLIES [2019: To 665]	\$0	\$0		10
11	\$231	\$94	\$300	665 OFFICE SUPPLIES	\$1,200	\$1,200		11
12	\$288	\$16	\$350	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		12
13	\$70	\$0	\$100	667 POSTAGE	\$100	\$100		13
14	\$0	\$0	\$100	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		14
15	\$0	\$87	\$100	671 DUES	\$150	\$150		15
16	\$0	\$0	\$200	672 SUBSCRIPTIONS	\$200	\$200		16
17	\$200	\$1,726	\$3,200	674 CONFERENCES	\$2,200	\$2,200		17
18	\$1,999	\$1,613	\$3,500	679 SOFTWARE/HARDWARE ▲	\$3,200	\$3,200		18
19	\$1,946	\$1,882	\$4,000	691 ELECTRICITY	\$3,200	\$3,200		19
20	\$1,448	\$1,406	\$3,200	692 NATURAL GAS	\$2,800	\$2,800		20
21	\$2,144	\$1,982	\$2,850	693 TELEPHONE & INTERNET	\$2,600	\$2,600		21
22	\$1,432	\$1,858	\$3,450	720 BUILDINGS & GROUNDS	\$3,500	\$3,500		22
23	\$245	\$0	\$2,000	730 EQUIPMENT	\$2,000	\$2,000		23
24	\$20,589	\$21,334	\$35,850	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$33,700	\$33,700		24
				<b>Capital Outlay</b>				
25	\$18,690	\$1,500	\$10,000	801 BUILDING REPAIR	\$10,000	\$10,000		25
26	\$0	\$0	\$2,000	871 OFFICE EQUIPMENT	\$2,000	\$2,000		26
27	\$0	\$0	\$4,000	861 FUTURE GEN. BUILDING ▲	\$9,000	\$9,000		27
28	\$1,298	\$936	\$1,600	821 COMPUTERS	\$1,600	\$1,600		28
29	\$19,988	\$2,436	\$17,600	<b>TOTAL CAPITAL OUTLAY</b>	\$22,600	\$22,600		29
30	\$0	\$0	\$21,650	950 GENERAL OPERATING CONTINGENCY	\$21,000	\$21,000		30
31	\$85,869	\$71,167	\$166,300	<b>TOTAL EXPENDITURES (100.040)</b>	\$157,980	\$157,980		31

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**

General Fund: Law (100-050)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$27,538	\$26,155	\$34,200	510 SALARIES	\$32,000	\$32,000		1
2	\$4,174	\$3,826	\$5,600	540 BENEFITS	\$4,800	\$4,800		2
3	\$31,712	\$29,981	\$39,800	<b>TOTAL PERSONNEL SERVICES</b>	\$36,800	\$36,800		3
4				<b>Materials &amp; Services</b>				4
5	\$0	\$0	\$4,200	632 ATTORNEY & JUDGE ▲	\$14,500	\$14,500		5
6	\$1,012	\$1,012	\$2,800	634 COMPUTER/SOFTWARE	\$2,500	\$2,500		6
7	\$149,724	\$156,000	\$165,590	637 POLICE	\$173,000	\$173,000		7
8	\$0	\$55	\$1,250	639 EXPENSE REIMBURSEMENT ▲	\$1,250	\$1,250		8
9	\$394	\$0	\$3,500	648 COURT CLERK L.C. IGA	\$2,500	\$2,500		9
10	\$2,135	\$5,950	\$2,800	649 PUBLIC DEFENDERS	\$3,200	\$3,200		10
11	\$0	\$0	\$200	659 TRIAL COSTS	\$200	\$200		11
12	\$332	\$205	\$350	665 OFFICE SUPPLIES	\$600	\$600		12
13	\$35	\$139	\$250	666 COMPUTER SUPPLIES [2019: To 665]	\$0	\$0		13
14	\$169	\$137	\$350	667 POSTAGE	\$350	\$350		14
15	\$0	\$0	\$150	671 DUES & ANNUAL FEES	\$150	\$150		15
16	\$622	\$449	\$750	676 EDUCATION	\$750	\$750		16
17	\$0	\$350	\$300	679 BOOKS	\$500	\$500		17
18	\$4,188	\$2,906	\$5,100	683 STATE UAS	\$5,000	\$5,000		18
19	\$1,292	\$1,009	\$1,350	685 COUNTY ADMIN SERVICES	\$1,500	\$1,500		19
20	\$967	\$175	\$800	690 RESTITUTION/REFUNDS	\$800	\$800		20
21	\$0	\$0	\$500	730 OFFICE EQUIP. MAINTENANCE	\$1,000	\$1,000		21
22	\$160,870	\$168,387	\$190,240	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$207,800	\$207,800		22
				<b>Capital Outlay</b>				
23	\$0	\$0	\$1,200	871 OFFICE EQUIPMENT	\$1,000	\$1,000		23
24	\$0	\$0	\$1,200	<b>TOTAL CAPITAL OUTLAY</b>	\$1,000	\$1,000		24
25	\$0	\$0	\$33,500	950 GENERAL OPERATING CONTINGENCY	\$37,350	\$37,350		25
26	\$192,582	\$198,368	\$264,740	<b>TOTAL EXPENDITURES (100.050)</b>	\$282,950	\$282,950		26

**FORM  
LB-30**
**REQUIREMENTS SUMMARY  
General Fund: Operations (100-060)**


	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$52,538	\$55,683	\$65,600	510 SALARIES	\$62,500	\$62,500		1
2	\$0	\$0	\$2,500	520 EXTRA HELP	\$2,500	\$2,500		2
3	\$33,526	\$32,848	\$37,800	540 BENEFITS	\$36,000	\$36,000		3
4	\$86,064	\$88,531	\$105,900	<b>TOTAL PERSONNEL SERVICES</b>	\$101,000	\$101,000		4
5				<b>Materials &amp; Services</b>				5
6	\$3,947	\$6,610	\$45,000	622 PLANNING	\$45,000	\$45,000		6
7	\$0	\$0	\$18,000	632 ATTORNEY	\$18,000	\$18,000		7
8	\$27,975	\$27,730	\$30,000	633 AUDITOR	\$31,500	\$31,500		8
9	\$0	\$0	\$1,500	634 COMPUTER CONSULTANT	\$5,000	\$5,000		9
10	\$827	\$6,773	\$4,500	635 ENGINEER	\$15,000	\$15,000		10
11	\$89	\$359	\$2,200	639 MISC. PERSONNEL ▲	\$1,600	\$1,600		11
12	\$247	\$50	\$3,200	645 REFUNDS & REIMBUREMENTS ▲	\$2,500	\$2,500		12
13	\$26,838	\$59,682	\$16,000	646 BUILDING DEPARTMENT CONTRACTS	\$45,000	\$45,000		13
14	\$5,825	\$5,815	\$7,500	649 SERVICE/MAINT. CONTRACTS	\$7,500	\$7,500		14
15	\$321	\$530	\$1,000	654 SHOP EXPENSE	\$1,000	\$1,000		15
16	\$0	\$0	\$1,200	659 MISC. [MAINTENANCE SUPPLIES]	\$2,500	\$2,500		16
17	\$1,387	\$1,734	\$3,000	661 PETROLEUM PRODUCTS	\$3,000	\$3,000		17
18	\$222	\$47	\$500	663 CLEANING SUPPLIES [2019: To 659]	\$0	\$0		18
19	\$0	\$195	\$3,200	679 MISC. EXPENSE REIMBURSE [2019: To 645]	\$0	\$0		19
20	\$18,179	\$16,989	\$28,500	681 INSURANCE (CIS)	\$28,500	\$28,500		20
21	\$375	\$375	\$500	684 BONDS	\$500	\$500		21
22	\$3,625	\$3,588	\$6,500	691 ELECTRICITY	\$9,700	\$9,700		22
23	\$2,588	\$1,165	\$3,000	692 NATURAL GAS	\$4,800	\$4,800		23
24	\$4,900	\$4,320	\$6,850	693 TELEPHONE, INTERNET & CELL PHONES	\$6,800	\$6,800		24
25	\$487	\$1,423	\$1,500	710 VEHICLES	\$1,800	\$1,800		25
26	\$6,006	\$3,558	\$5,200	720 BUILDINGS & GROUNDS	\$5,500	\$5,500		26
27	\$474	\$1,398	\$3,200	730 EQUIPMENT & CLOTHING	\$3,200	\$3,200		27
28	\$0	\$0	\$800	740 CELL PHONES	\$800	\$800		28
29	\$104,312	\$142,341	\$192,850	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$239,200	\$239,200		29
				<b>Capital Outlay</b>				
30	\$0	\$2,600	\$2,600	821 COMPUTER HARDWARE	\$2,600	\$2,600		30
31	\$0	\$0	\$650	871 EQUIPMENT REPLACEMENT	\$25,000	\$25,000		31
32				875 PICKUP [NEW 2019]	\$10,000	\$10,000		32
33	\$2,112	\$2,114	\$5,000	861 FURNITURE	\$3,000	\$3,000		33
34	\$1,375	\$0	\$1,500	831 COMPUTER SOFTWARE/HARDWARE	\$1,600	\$1,600		34
35	\$3,487	\$4,714	\$9,750	<b>TOTAL CAPITAL OUTLAY</b>	\$42,200	\$42,200		35
36	\$0	\$0	\$46,250	950 GENERAL OPERATING CONTINGENCY	\$45,000	\$45,000		36
37	\$193,863	\$235,586	\$354,750	<b>TOTAL EXPENDITURES (100.060)</b>	\$427,400	\$427,400		37



## City of Brownsville

INCLUSIVE - GENERAL  
(100-000)

	Actual	Actual	BUDGETED AMOUNT 2018-2019	EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$193,780	\$200,851	\$299,550	ADMINISTRATION	\$306,210	\$306,210		2
3								3
4	\$68,391	\$74,840	\$199,100	PARKS/REC/CEMETERY	\$753,850	\$753,850		4
5								5
6	\$326	\$853	\$5,000	COMMUNITY ROOM	\$0	\$0		6
7								7
8	\$85,869	\$71,167	\$144,650	LIBRARY	\$157,980	\$157,980		8
9								9
10	\$192,582	\$198,368	\$231,240	LAW	\$282,950	\$282,950		10
11								11
12	\$193,863	\$235,586	\$308,500	OPERATIONS	\$427,400	\$427,400		12
13								13
				<b>TRANSFERS</b>				
14	\$0	\$0	\$0	905 TO BUILDING & EQUIPMENT FUND	\$0	\$0		14
15								15
16			\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0		16
17								17
18			\$176,250	CONTINGENCY				18
19								19
20	\$734,811	\$781,665	\$1,364,290	<b>TOTAL RESOURCES</b>	\$1,928,390	\$1,928,390		20
21								21
22	\$734,811	\$781,665	\$1,364,290	<b>TOTAL EXPENDITURES</b>	\$1,928,390	\$1,928,390		22
23			\$155,704	<b>975 UNAPPROPRIATED FUND BALANCE</b>	\$407,910	\$407,910		23
24	\$734,811	\$781,665	\$1,519,994	<b>TOTAL REQUIREMENTS</b>	\$2,336,300	\$2,336,300		24

**RESOURCES**  
**Water Fund**  
(200-000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2019-2020			
			Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
1	\$352,520	\$437,972	\$476,000	411 BEGINNING FUND BALANCE	\$400,000	\$400,000		1
2	\$6,321	\$6,491	\$4,800	414 INTEREST	\$7,500	\$7,500		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$0	\$0	\$2,400	460 UTILITY DEPOSITS	\$1,600	\$1,600		4
5	\$312,231	\$333,895	\$318,000	461 WATER RECEIPTS	\$327,500	\$327,500		5
6	\$4,920	\$12,120	\$2,800	462 WATER CONNECTION FEES	\$6,500	\$6,500		6
7	\$3,769	\$3,175	\$4,500	463 MISCELLANEOUS	\$2,500	\$2,500		7
				<b>TRANSFERS</b>				
8				FROM GENERAL	\$0	\$0		8
9		\$120,000	\$140,000	FROM SEWER	\$0	\$0		9
10		-\$101,849	-\$101,849	904 TO WATER SYSTEM RESERVE	\$0	\$0		10
11				FROM WATER SDC	\$0	\$0		11
12	\$679,761	\$811,804	\$846,651	<b>Total resources - No Taxes</b>				12
13				<b>Taxes necessary to balance</b>				13
14				<b>Taxes collected in year levied</b>				14
15	\$679,761	\$811,804	\$846,651	<b>TOTAL RESOURCES</b>	\$745,600	\$745,600		15

**REQUIREMENTS SUMMARY**  
Water Fund: Administration (200-010)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$64,415	\$67,001	\$78,900	510 SALARIES	\$82,000	\$82,000		1
2	\$51,764	\$48,822	\$60,250	540 BENEFITS	\$58,500	\$58,500		2
3	\$116,179	\$115,823	\$139,150	<b>TOTAL PERSONNEL SERVICES</b>	\$140,500	\$140,500		3
				<b>Materials &amp; Services</b>				
4	\$6,815	\$8,422	\$5,800	600 UTILITY DEPOSIT REFUNDS	\$5,800	\$5,800		4
5	\$2,296	\$4,126	\$3,500	615 PERMITS & ANNUAL FEES	\$4,600	\$4,600		5
6	\$661	\$576	\$5,000	616 REFUNDS & REIMBURSE	\$5,000	\$5,000		6
7	\$0	\$0	\$200	623 NOTICES	\$200	\$200		7
8	\$0	\$0	\$400	625 BIDS	\$400	\$400		8
9	\$3,167	\$2,008	\$4,500	627 LEGAL	\$4,500	\$4,500		9
10	\$1,332	\$9,679	\$30,000	635 ENGINEER	\$25,000	\$25,000		10
11	\$2,330	\$3,306	\$5,000	639 SERVICE CONTRACTS ▲	\$5,000	\$5,000		11
12	\$2,252	\$2,815	\$2,800	665 OFFICE SUPPLIES	\$3,000	\$3,000		12
13	\$1,400	\$0	\$1,800	666 COMPUTER SOFTWARE & HARDWARE	\$1,500	\$1,500		13
14	\$2,043	\$1,815	\$2,600	667 POSTAGE	\$3,000	\$3,000		14
15	\$838	\$2,780	\$1,200	671 DUES	\$2,000	\$2,000		15
16	\$1,319	-\$117	\$1,500	674 CONFERENCES	\$1,500	\$1,500		16
17	\$590	\$77	\$1,350	676 EDUCATION	\$1,200	\$1,200		17
18	\$21	\$0	\$500	679 MISC. PERSONNEL ▲	\$500	\$500		18
19	\$18,179	\$16,989	\$31,500	681 INSURANCE (CIS)	\$31,500	\$31,500		19
20	\$3,657	\$3,229	\$4,800	693 TELEPHONE, INTERNET & CELL PHONES	\$4,800	\$4,800		20
21	\$0	\$694	\$1,200	730 EQUIPMENT	\$1,200	\$1,200		21
22	\$46,900	\$56,399	\$103,650	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$100,700	\$100,700		22
23	\$1,208	\$3,641	\$1,500	822 COMPUTER SOFTWARE & HARDWARE	\$3,500	\$3,500		23
24	\$166	\$371	\$1,200	831 SOFTWARE/HARDWARE [2019: To 822]	\$0	\$0		24
25	\$0	\$2,079	\$1,000	872 OFFICE EQUIPMENT	\$2,500	\$2,500		25
				<b>Capital Outlay</b>				
26	\$1,374	\$6,091	\$3,700	<b>TOTAL CAPITAL OUTLAY</b>	\$6,000	\$6,000		26
27	\$0	\$0	\$36,400	950 GENERAL OPERATING CONTINGENCY	\$37,500	\$37,500		27
28	\$164,453	\$178,313	\$282,900	<b>TOTAL EXPENDITURES (200.010)</b>	\$284,700	\$284,700		28



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$25,490	\$27,679	\$48,600	510 SALARIES	\$42,500	\$42,500		1
2	\$0	\$640	\$4,600	520 EXTRA HELP	\$4,500	\$4,500		2
3	\$0	\$0	\$3,500	530 OVERTIME	\$0	\$0		3
4	\$19,364	\$18,931	\$36,500	540 BENEFITS	\$28,600	\$28,600		4
5	\$44,854	\$47,250	\$93,200	<b>TOTAL PERSONNEL SERVICES</b>	\$75,600	\$75,600		5
				<b>Materials &amp; Services</b>				
6	\$7,286	\$7,554	\$9,800	649 MISC. SERVICE CONTRACTS	\$29,800	\$29,800		6
7	\$321	\$524	\$500	654 SHOP EXPENSES	\$650	\$650		7
8	\$1,184	\$1,167	\$4,500	655 GRAVEL/ASPHALT	\$4,500	\$4,500		8
9	\$9,892	\$14,937	\$15,000	656 CHLORINE/SODA ASH	\$17,500	\$17,500		9
10	\$5,712	\$3,180	\$7,800	657 WATER SAMPLE ANALYSIS	\$7,200	\$7,200		10
11	\$19,757	\$26,784	\$30,000	658 SYSTEM REPAIRS	\$30,000	\$30,000		11
12	\$0	\$31	\$3,000	659 MISC. EXPENSE REIMBURSE	\$3,000	\$3,000		12
13	\$1,387	\$1,864	\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000		13
14	\$21,800	\$23,555	\$32,000	691 ELECTRICITY	\$32,000	\$32,000		14
15	\$819	\$1,124	\$2,000	710 VEHICLES	\$2,000	\$2,000		15
16	\$377	\$162	\$2,200	720 BUILDINGS & GROUNDS	\$2,200	\$2,200		16
17	\$619	\$1,967	\$4,000	730 EQUIPMENT & CLOTHING	\$4,000	\$4,000		17
18	\$0	\$0	\$300	740 CELL	\$300	\$300		18
19	\$69,154	\$82,849	\$115,100	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$137,150	\$137,150		19
20	\$24,500	\$1,498	\$185,000	805 WATER LINE INSTALLATIONS	\$10,000	\$10,000		20
21	\$0	\$0	\$38,000	872 PUBLIC WORKS EQUIPMENT	\$55,000	\$55,000		21
23	\$0	\$0	\$6,000	802.003 (NEW) ELECTRICAL UPGRADES (PLC)	\$0	\$0		23
24	\$0	\$0	\$50,000	802 WATER SYSTEMS	\$30,000	\$30,000		24
25	\$375	\$0	\$2,000	872 EQUIPMENT NEW & REPLACEMENT	\$30,000	\$30,000		25
				<b>Capital Outlay</b>				
26	\$24,875	\$1,498	\$281,000	<b>TOTAL CAPITAL OUTLAY</b>	\$125,000	\$125,000		26
27	\$0	\$0	\$35,500	950 GENERAL OPERATING CONTINGENCY	\$20,000	\$20,000		27
28	\$138,883	\$131,597	\$524,800	<b>TOTAL EXPENDITURES (200.060)</b>	\$357,750	\$357,750		28

## City of Brownsville

**INCLUSIVE - WATER**  
 (200-000)


	ACTUAL	ACTUAL	BUDGETED	EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	AMOUNT Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$164,453	\$163,073	\$246,500	ADMINISTRATION	\$284,700	\$284,700		2
3								3
4	\$138,883	\$130,826	\$489,300	OPERATIONS	\$357,750	\$357,750		4
5								5
				<b>TRANSFERS</b>				
6	\$0	\$0	\$0	908 TO COMMUNITY PROJECTS	\$0	\$0		6
7	\$0	\$0	\$0	905 TO BLDG & EQUIPMENT	\$0	\$0		7
8	\$0	\$0	\$101,849	550.000.904 TO WATER SYS. RESERVE	\$0	\$0		8
9	\$0	\$0	-\$101,849	<b>TOTAL TRANSFERS</b>	\$0	\$0		9
10								10
11	\$0	\$0	\$71,900	CONTINGENCY				11
12								12
13								13
				<b>RESOURCES BY FUND</b>				
14	\$0	\$0	\$140,000	481 FROM SEWER				14
15				<i>FROM WATER SDC</i>				15
16	\$0	\$0		<b>TOTAL TRANSFERS IN</b>	\$0	\$0		16
17	\$303,336	\$293,899	\$845,851	<b>TOTAL RESOURCES</b>	\$0	\$0		17
18								18
19	\$303,336	\$293,899	\$837,649	<b>TOTAL EXPENDITURES</b>	\$642,450	\$642,450		19
20			\$9,202	<b>975 UNAPPROPRIATED ENDING BALANCE</b>	\$103,150	\$103,150		20
21	\$303,336	\$293,899	\$846,851	<b>TOTAL REQUIREMENTS</b>	\$745,600	\$745,600		21

**RESOURCES**  
**Sewer Fund**  
(210-000)



	Historical Data			RESOURCE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	\$532,661	\$531,730	\$425,000	411 BEGINNING FUND BALANCE	\$500,000	\$500,000		1
2	\$3,851	\$8,570	\$2,800	414 INTEREST	\$3,400	\$3,400		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$334,636	\$334,286	\$338,000	465 SEWER RECEIPTS	\$348,140	\$348,140		4
5	\$410	\$710	\$300	466 SEWER CONNECTION FEES	\$300	\$300		5
6	\$0	\$0	\$250	467 MISCELLANEOUS	\$100	\$100		6
7								7
				<b>TRANSFERS</b>				
8				IN [2019: 500.000.000 Buildings & Equip.]	\$180,000	\$180,000		8
9	-\$20,000	-\$130,000	\$140,000	OUT (WATER)				9
10	\$851,558	\$745,296	\$906,350	<b>Total resources - No Taxes</b>	\$1,031,940	\$1,031,940		10
				<b>Taxes necessary to balance</b>				
				<b>Taxes collected in year levied</b>				
11	\$851,558	\$745,296	\$906,350	<b>TOTAL RESOURCES</b>	\$1,031,940	\$1,031,940		11

**REQUIREMENTS SUMMARY**  
Sewer Fund: Administration (210-010)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
			Adopted Budget This Year 208-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>Personnel Services</b>				
1	\$56,724	\$58,670	\$69,420	510 SALARIES	\$68,400	\$68,400		1
2	\$38,484	\$41,894	\$51,800	540 BENEFITS	\$51,800	\$51,800		2
3	\$95,208	\$100,564	\$121,220	<b>TOTAL PERSONNEL SERVICES</b>	\$120,200	\$120,200		3
				<b>Materials &amp; Services</b>				
4	\$240	\$192	\$1,000	615 PERMITS & ANNUAL FEES	\$1,000	\$1,000		4
5	\$455	\$242	\$1,600	616 REFUNDS & REIMBURSE	\$1,500	\$1,500		5
6	\$0	\$0	\$200	625 BIDS	\$200	\$200		6
7	\$2,358	\$1,844	\$3,500	627 LEGAL	\$3,500	\$3,500		7
8	\$2,320	\$184	\$30,000	635 ENGINEER	\$30,000	\$30,000		8
9	\$2,064	\$3,878	\$4,500	639 MISC. SERVICE CONTRACTS ▲	\$5,000	\$5,000		9
10	\$0	\$205	\$500	659 MISC. [*]	\$500	\$500		10
11	\$2,252	\$2,814	\$2,000	665 OFFICE SUPPLIES [+ 668] ▲	\$3,400	\$3,400		11
12	\$1,399	\$0	\$700	666 COMPUTER SOFTWARE & HARDWARE	\$1,200	\$1,200		12
13	\$2,043	\$1,823	\$2,800	667 POSTAGE	\$3,200	\$3,200		13
14	\$0	\$0	\$150	668 COPIER SUPPLIES [2019: To 665]	\$0	\$0		14
15	\$63	\$63	\$275	671 DUES	\$275	\$275		15
16	\$1,025	-\$117	\$1,000	674 CONFERENCES	\$1,000	\$1,000		16
17	\$318	\$150	\$1,200	676 EDUCATION	\$1,200	\$1,200		17
18	\$10	\$0	\$500	679 PERSONNEL ▲	\$500	\$500		18
19	\$18,179	\$16,989	\$29,500	681 INSURANCE (CIS)	\$29,500	\$29,500		19
20	\$3,657	\$3,209	\$4,800	693 TELEPHONE, INTERNET & CELL PHONES	\$4,800	\$4,800		20
21	\$0	\$694	\$1,250	730 EQUIPMENT	\$1,200	\$1,200		21
22	\$36,383	\$32,170	\$85,475	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$87,975	\$87,975		22
23	\$166	\$0	\$1,000	873 OFFICE EQUIPMENT	\$1,000	\$1,000		23
24	\$0	\$2,079	\$1,000	865 OFFICE FURNITURE	\$2,500	\$2,500		24
25	\$1,208	\$4,012	\$2,200	833 SOFTWARE	\$0	\$0		25
26	\$0	\$0	\$5,000	803 SEWER SYSTEM FACILITY PLAN	\$5,000	\$5,000		26
				<b>Capital Outlay</b>				
27	\$1,374	\$6,091	\$9,200	<b>TOTAL CAPITAL OUTLAY</b>	\$8,500	\$8,500		27
28	\$0	\$0	\$29,000	950 GENERAL OPERATING CONTINGENCY	\$29,000	\$29,000		28
29	\$132,965	\$138,825	\$244,895	<b>TOTAL EXPENDITURES (210.010)</b>	\$245,675	\$245,675		29

**REQUIREMENTS SUMMARY**  
Sewer Fund: Sewer Operations (210-060)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$16,993	\$18,453	\$36,100	510 SALARIES	\$32,000	\$32,000		1
2	\$0	\$641	\$3,200	520 EXTRA HELP	\$3,200	\$3,200		2
3	\$0	\$0	\$3,000	530 OVERTIME	\$0	\$0		3
4	\$12,909	\$12,621	\$21,000	540 BENEFITS	\$21,000	\$21,000		4
5	\$29,902	\$31,715	\$63,300	<b>TOTAL PERSONNEL SERVICES</b>	\$56,200	\$56,200		5
6				<b>Materials &amp; Services</b>				6
7	\$2,537	\$2,404	\$4,600	649 MISC. SERVICE CONTRACTS ▲	\$4,600	\$4,600		7
8	\$321	\$524	\$1,000	654 SHOP EXPENSE	\$1,000	\$1,000		8
9	\$1,184	\$1,167	\$5,000	655 GRAVEL/ASPHALT	\$5,000	\$5,000		9
10	\$5,687	\$3,150	\$16,500	656 CHLORINE	\$16,500	\$16,500		10
11	\$11,779	\$11,456	\$17,000	657 SEWER SAMPLE ANALYSIS	\$17,000	\$17,000		11
12	\$23,070	\$9,793	\$30,000	658 SYSTEM REPAIRS	\$30,000	\$30,000		12
13	\$0	\$0	\$1,850	659 MISC. OPERATING EXPENSE ▲	\$1,500	\$1,500		13
14	\$1,387	\$1,864	\$3,200	661 PETROLEUM PRODUCTS	\$3,200	\$3,200		14
15	\$0	\$0	\$500	669 MISC. EXPENSE REIMBURSE ▲	\$500	\$500		15
16	\$11,606	\$10,347	\$14,200	691 ELECTRICITY	\$14,200	\$14,200		16
17	\$819	\$1,123	\$2,000	710 VEHICLES	\$2,000	\$2,000		17
18	\$725	\$161	\$2,400	720 BUILDINGS & GROUNDS	\$2,400	\$2,400		18
19	\$618	\$1,968	\$4,200	730 EQUIPMENT & CLOTHING	\$4,200	\$4,200		19
20	\$0	\$0	\$300	740 CELL	\$300	\$300		20
21	\$375	\$0	\$3,600	731 EQUIPMENT REPLACEMENT	\$3,600	\$3,600		21
22	\$60,108	\$43,957	\$106,350	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$106,000	\$106,000		22
23	\$0	\$0	\$10,000	873 EQUIPMENT ▲	\$55,000	\$55,000		23
24	\$0	\$0	\$12,000	853 TOOLS	\$0	\$0		24
25	\$0	\$0	\$21,000	803 SEWER SYSTEM	\$380,000	\$380,000		25
				<b>Capital Outlay</b>				
26	\$0	\$0	\$43,000	<b>TOTAL CAPITAL OUTLAY</b>	\$435,000	\$435,000		26
27	\$0	\$0	\$31,800	950 General Operating Contingency	\$25,000	\$25,000		27
28	\$90,010	\$75,672	\$244,450	<b>TOTAL EXPENDITURES (210.060)</b>	\$622,200	\$622,200		28





	ACTUAL		BUDGETED AMOUNT Adopted Budget This Year 2018-2019	EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1								1
2	\$132,965	\$138,825	\$215,895	ADMINISTRATION	\$245,675	\$245,675		2
3								3
4	\$90,010	\$75,672	\$212,650	OPERATIONS	\$622,200	\$622,200		4
5								5
6								6
7				<b>TRANSFERS</b>				7
8	-\$20,000		\$10,000	905 TO BLDG & EQUIPMENT	\$0	\$0		8
9			\$0	908 TO COMMUNITY PROJECTS	\$0	\$0		9
10			\$0	485 TO STREET	\$0	\$0		10
11	\$0	\$0	\$140,000	911 TO WATER FUND	\$0	\$0		11
12	-\$20,000	-\$130,000	\$150,000	<b>TOTAL TRANSFERS</b>	\$0	\$0		12
13								13
14			\$60,800	CONTINGENCY				14
15								15
16				<b>RESOURCES</b>				16
17				SEWER				17
18								18
19								19
20	\$202,975	\$84,497	\$906,350	<b>TOTAL RESOURCES</b>	\$1,031,940	\$1,031,940		20
21								21
22	\$202,975	\$84,497	\$639,345	<b>TOTAL EXPENDITURES</b>	\$867,875	\$867,875		22
23	\$99,225	\$474,194	\$267,005	<b>975 UNAPPROPRIATED ENDING BAL.</b>	\$164,065	\$164,065		23
24	\$302,200	\$558,691	\$906,350	<b>TOTAL REQUIREMENTS</b>	\$1,031,940	\$1,031,940		24

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Streets & Drainage Fund (300-000)



				<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>	<b>Budget Year: 2019-2020</b>			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$296,569	\$285,383	\$325,000	411 BEGINNING CASH BALANCE	\$225,000	\$225,000		1
2	\$4,277	\$5,854	\$3,800	414 INTEREST	\$3,800	\$3,800		2
3								3
				<b>OTHER RESOURCES</b>				
4	\$100,627	\$106,984	\$98,000	424 STATE HWY ALLOCATION	\$100,000	\$100,000		4
5	\$57,130	\$58,112	\$55,000	433 PACIFICORP FRANCHISE FEE	\$55,000	\$55,000		5
6	\$0	\$0	\$200	456 MISCELLANEOUS	\$200	\$200		6
7								7
				<b>TRANSFER</b>				
8	-\$1,800	-\$1,800	-\$1,800	901 TO BIKEWAY	(\$1,800)	(\$1,800)		8
9								9
10	\$456,803	\$454,533	\$480,200	<b>TOTAL RESOURCES - NO TAXES</b>	\$382,200	\$382,200		10
				TAX NECESSARY TO BALANCE				
				TAXES COLLECTED/YR LEVIED				
11	\$456,803	\$454,533	\$480,200	<b>TOTAL REQUIREMENTS</b>	\$382,200	\$382,200		11

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
Street Fund: Streets & Drainage (300-000)



	Historical Data			EXPENDITURE DESCRIPTION	Budget Year: 2019-2020			
	2016-2017	2017-2018	Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>Personnel Services</b>				
1	\$58,946	\$62,103	\$71,000	510 SALARIES	\$72,200	\$72,200		1
2	\$41,838	\$41,399	\$54,000	540 BENEFITS	\$52,200	\$52,200		2
3	\$100,784	\$103,502	\$125,000	<b>TOTAL PERSONNEL SERVICES</b>	\$124,400	\$124,400		3
				<b>Materials &amp; Services</b>				
4	\$158	\$0	\$2,500	635 ENGINEER	\$1,000	\$1,000		4
5	\$2,730	\$2,730	\$3,800	642 STREET SWEEPING & GRADING	\$3,600	\$3,600		5
6	\$4,327	\$2,481	\$15,000	649 MISC. SERVICE CONTRACTS ▲	\$12,000	\$12,000		6
7	\$321	\$524	\$1,200	654 SHOP EXPENSES	\$1,000	\$1,000		7
8	\$68	\$4,592	\$6,500	655 GRAVEL/ASPHALT	\$6,000	\$6,000		8
9	\$0	\$0	\$5,000	658 STRIPING & PAINTING	\$5,000	\$5,000		9
10	\$3,903	\$1,093	\$5,000	659 MISC. OPERATING EXPENSES ▲	\$5,000	\$5,000		10
11	\$1,003	\$195	\$4,000	661 PETROLEUM PRODUCTS	\$4,000	\$4,000		11
12	\$765	\$0	\$1,200	669 MISC. EXPENSE REIMBURSE ▲	\$1,000	\$1,000		12
13	\$33	\$0	\$500	676 EDUCATION	\$500	\$500		13
14	\$28,366	\$27,635	\$33,500	691 ELECTRICITY (Mill Race)	\$33,500	\$33,500		14
15	\$308	\$1,124	\$2,500	710 VEHICLES	\$2,500	\$2,500		15
16	\$1,457	\$2,048	\$4,200	730 EQUIPMENT & CLOTHING	\$4,200	\$4,200		16
17	\$0	\$0	\$300	740 CELL	\$300	\$300		17
18	\$880	\$0	\$3,000	731 EQUIPMENT REPLACEMENT	\$2,000	\$2,000		18
19	\$44,319	\$42,422	\$88,200	<b>TOTAL MATERIALS &amp; SERVICES</b>	\$81,600	\$81,600		19
				<b>Capital Outlay</b>				
20	\$375	\$0	\$3,000	848 EQUIPMENT [2019: SIGNS & PICKUP]	\$13,500	\$13,500		20
21	\$0	\$0	\$40,000	875 [2011: MILL RACE PUMPS]	\$40,000	\$40,000		21
				<b>Systems</b>				
22	\$0	\$34,412	\$130,000	804 STREETS	\$40,000	\$40,000		22
23	\$6,175	\$0	\$12,000	807 SIDEWALKS & PATHS	\$10,000	\$10,000		23
24	\$6,550	\$34,412	\$185,000	<b>TOTAL CAPITAL OUTLAY</b>	\$103,500	\$103,500		24
				<b>Transfers</b>				
25	\$1,800	\$1,800	\$1,800	901 TO BIKEWAY/FOOTPATH FUND	\$1,800	\$1,800		25
26	\$153,453	\$180,336	\$400,000	<b>TOTAL EXPENDITURES</b>	\$311,300	\$311,300		26
27			\$80,200	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$70,900	\$70,900		27
28	\$153,453	\$180,336	\$480,200	<b>TOTAL REQUIREMENTS</b>	\$382,200	\$382,200		28

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Debt Service Fund (400-000)



				<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>	<b>Budget Year: 2019-2020</b>			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$0	\$0	\$0	BEGINNING CASH BALANCE	\$0	\$0		1
2	\$0	\$0	\$0	PRIOR TAXES	\$0	\$0		2
3	\$0	\$0	\$0	INTEREST	\$0	\$0		3
4				TRANSFERS				4
5	\$0	\$0	\$0	<b>Total Resource Except Taxes to be Levied</b>	\$0	\$0		5
6			\$0	TAXES NECESSARY TO BALANCE	\$0	\$0		6
7	\$0	\$0		TAXES COLLECTED IN YEAR LEVIED				7
8	\$0	\$0	\$0	<b>TOTAL RESOURCES</b>	\$0	\$0		8
9				<b>REQUIREMENTS</b>				9
10	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0		10
11	\$0	\$0	\$0	<b>TOTAL PRINCIPAL</b>	\$0	\$0		11
12								12
				<b>BOND INTEREST PAYMENTS</b>				
13	\$0	\$0	\$0	1979 G.O. BONDS	\$0	\$0		13
14	\$0	\$0	\$0	<b>TOTAL INTEREST</b>	\$0	\$0		14
15								15
16	\$0	\$0	\$0	TRANSFER TO GENERAL FUND	\$0	\$0		16
17	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		17
18	\$0	\$0	\$0	<b>UNAPPROPRIATED ENDING FUND BALANACE</b>	\$0	\$0		18
19	\$0	\$0	\$0	<b>TOTAL REQUIREMENTS</b>	\$0	\$0		19

**BONDED DEBT  
Resources & Requirements**



General Obligation Bonds

**WATER BOND FUND  
(450-000)**

	Historical Data			DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget Year: 2019-2020			
	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				<b>Resources</b>				
1	\$70,677	\$129,243	\$30,000	411 BEGINNING CASH BALANCE	\$27,500	\$27,500		1
2	\$2,157	\$0	\$1,500	413 PRIOR TAXES	\$0	\$0		2
3	\$736	\$1,400	\$300	414 INTEREST	\$200	\$200		3
4								4
5	\$73,570	\$130,643	\$31,800	<b>Total Resources Except Taxes to be Levied</b>	\$27,700	\$27,700		5
6	\$55,673	\$55,673	\$15,367	TAXES NECESSARY TO BALANCE	\$46,636	\$51,636		6
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$129,243	\$186,316	\$47,167	<b>TOTAL RESOURCES</b>	\$74,336	\$79,336		8
				<b>Requirements</b>				
				<b>BOND PRINCIPLE PAYMENT</b>				
9				898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				9
10				898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				10
11	\$38,290	\$5,648	\$17,741	898.005 2016 G.O. REFUNDING	\$17,742	\$17,742		11
12				Refunded: 09.14.2016; Payments: 08.01 & 02.01				12
13	\$38,290	\$5,648	\$17,741	<b>TOTAL PRINCIPAL</b>	\$17,742	\$17,742		13
14								14
				<b>BOND INTEREST PAYMENT</b>				
15				898.001 1998 BWIP G.O. BOND #1 TO PAY 12/01				15
16				898.002 1998 BWIP G.O. BOND #2 TO PAY 12/01				16
17	\$16,637	\$40,926	\$29,426	898.005 2016 G.O. REFUNDING	\$28,894	\$28,894		17
18				Refunded: 09.14.2016; Payments: 08.01 & 02.01				18
19	\$16,637	\$40,926	\$29,426	<b>TOTAL INTEREST</b>	\$28,894	\$28,894		19
20								20
				<b>UNAPPROPRIATED BALANCE FOR NEXT YEAR</b>				
21								21
22	\$129,243	\$46,574	\$47,167	<b>TOTAL APPROPRIATED</b>	\$46,636	\$51,636		22
23			\$25,000	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$27,700	\$27,700		23
24	\$129,243	\$46,574	\$72,167	<b>TOTAL REQUIREMENTS</b>	\$74,336	\$79,336		24

**BONDED DEBT  
Resources & Requirements**



General Obligation Bonds

**SEWER BOND FUND  
(460-000)**

	Historical Data			DESCRIPTION OF RESOURCES & REQUIREMENTS	Budget Year: 2019-2020			
	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
				<b>Resources</b>				
1	\$530,143	\$513,086	\$100,000	411 BEGINNING CASH BALANCE	\$120,000	\$120,000		1
2	\$191,764	\$121,299	\$72,760	412 CURRENT TAXES	\$71,544	\$81,544		2
3	\$7,444	\$0	\$7,000	413 PRIOR TAXES	\$0	\$0		3
4	\$6,071	\$10,566	\$2,500	414 INTEREST	\$2,500	\$2,500		4
6	\$131,857	\$130,103	\$125,000	469 DEBT SERVICE FEES (Collected Monthly)	\$125,000	\$125,000		6
7	\$867,279	\$775,054	\$307,260	<b>Total Resources Except Taxes to be Levied</b>	\$319,044	\$329,044		7
8			\$119,927	TAXES NECESSARY TO BALANCE	\$71,544	\$81,544		8
9				TAXES COLLECTED IN YEAR LEVIED				9
10	\$867,279	\$775,054	\$307,260	<b>TOTAL RESOURCES</b>	\$319,044	\$329,044		10
				<b>Requirements</b>				
				<b>Bond Principal Payments</b>				
11	\$40,717			898.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)				11
12	\$40,053			898.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)				12
13		\$34,352	\$107,259	898.005 2016 G.O. REFUNDING	\$107,259	\$107,259		13
14				<b>Refunded: 09.14.2016; Payments: 08.01 &amp; 02.01</b>				14
15	\$9,867	\$9,867	\$10,913	898.003 CDBG LOAN (\$300,000) (08-09)	\$11,478	\$11,478		15
16				Issue Date: 08.2008 Payment Date: 12.2011				16
17	\$90,637	\$44,219	\$118,172	<b>TOTAL PRINCIPAL</b>	\$118,737	\$118,737		17
				<b>Bond Interest Payments</b>				
18	\$133,203			895.001 USDA RUS LOAN #1 (\$3,017,000) (08-09)				18
19	\$118,118			895.002 USDA RUS LOAN #2 (\$3,200,000) (08-09)				19
20		\$248,931	\$177,899	898.005 2016 G.O. REFUNDING	\$174,682	\$174,682		20
21				<b>Refunded: 09.14.2016; Payments: 08.01 &amp; 02.01</b>				21
22	\$12,235	\$12,235	\$11,189	895.003 CDBG LOAN (\$300,000) (08-09)	\$10,625	\$10,625		22
23				Issue Date: 08.2008 Payment Date: 12.2011				23
24	\$263,556	\$261,166	\$189,088	<b>TOTAL INTEREST</b>	\$185,307	\$185,307		24
25	\$354,193	\$305,385	\$307,260	<b>TOTAL ANNUAL PAYMENT</b>	\$304,044	\$304,044		25
26	\$354,193	\$305,385	\$307,260	<b>TOTAL APPROPRIATED</b>	\$304,044	\$314,044		26
27			\$18,000	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$15,000	\$15,000		27
28	\$354,193	\$305,385	\$325,260	<b>TOTAL REQUIREMENTS</b>	\$319,044	\$329,044		28

FORM  
LB-10

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Buildings & Equipment Fund (500-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>Resources</b>				
1	\$328,334	\$352,258	\$341,200	411 BEGINNING CASH BALANCE	\$368,000	\$368,000		1
2	\$3,924	\$6,563	\$3,800	414 INTEREST	\$2,200	\$2,200		2
				<b>TRANSFERS FROM/TO OTHER FUNDS</b>				
3	\$0	\$0	\$0	486 FROM STREET	\$0	\$0		3
4	\$0	\$0	\$0	482 FROM WATER FUND	\$0	\$0		4
5	\$20,000	\$10,000	\$10,000	481 FROM SEWER FUND	\$0	\$0		5
6	\$0	\$0	\$0	480 FROM GENERAL FUND	\$0	\$0		6
7	\$0	\$0	\$0	920 TO SEWER FUND	-\$180,000	-\$180,000		7
8	\$352,258	\$368,821	\$355,000	<b>Total Resources Except Taxes to be Levied</b>	\$190,200	\$190,200		8
9								9
10								10
11	\$352,258	\$368,821	\$355,000	<b>TOTAL RESOURCES</b>				11
				<b>REQUIREMENTS</b>				
				<b>Capital Outlay</b>				
12	\$0	\$0	\$284,000	848.001 VEHICLE ACQUISITION-VECTOR TRUCK	\$104,000	\$104,000		12
13	\$0	\$0	\$284,000	<b>TOTAL CAPITAL OUTLAY</b>	\$104,000	\$104,000		13
14	\$0	\$0	\$0	848 VEHICLE REPLACEMENT	\$0	\$0		14
15			\$284,000	<b>TOTAL APPROPRIATED</b>	\$104,000	\$104,000		15
16			\$71,000	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$86,200	\$86,200		16
17	\$352,258	\$368,821	\$355,000	<b>TOTAL REQUIREMENTS (500.000)</b>	\$190,200	\$190,200		17

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Water System Reserve Fund (550-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$39,341	\$39,353	\$39,353	411 BEGINNING CASH BALANCE	\$141,935	\$141,935		1
2								2
3	\$12	\$733	\$50	414 INTEREST	\$100	\$100		3
4			\$21,500	470 WATER C.I. FEES (Monthly Fee) [NEW '19]	\$21,000	\$21,000		4
5		\$101,849	\$101,849	482 TRANSFERS WATER FUND (IN) [NEW]	\$0	\$0		5
6	\$0	\$0	\$0	483 TRANSFERS WATER FUND (OUT)	\$0	\$0		6
7	\$39,353	\$141,935	\$162,752	<b>Total Resources Except Taxes to be Levied</b>	\$163,035	\$163,035		7
8				TAXES COLLECTED IN YEAR LEVIED				8
9	\$39,353	\$141,935	\$162,752	<b>TOTAL RESOURCES</b>	\$163,035	\$163,035		9
				<b>REQUIREMENTS</b>				
10				805 WATER SYSTEM UPGRADE [NEW 2019]	\$100,000	\$100,000		10
				<b>RESERVE FUNDS</b>				
11	\$0	\$0	\$101,849	802 FUTURE SYSTEMS (Water C.I. Fee)				11
12	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$100,000	\$100,000		12
13	\$39,353	\$141,935	\$162,752	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$63,035	\$63,035		13



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Housing Rehabilitation Fund (600-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$200,361	\$202,519	\$202,519	411 BEGINNING CASH BALANCE	\$206,649	\$206,649		1
2	\$2,158	\$3,977	\$2,000	414 INTEREST	\$4,200	\$4,200		2
3				<b>TRANSFERS FROM OTHER FUNDS</b>				3
4								4
5								5
6	\$202,519	\$206,496	\$204,519	<b>Total Resources Except Taxes to be Levied</b>	\$210,849	\$210,849		6
	\$0	\$0		TAXES NECESSARY TO BALANCE				
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$202,519	\$206,496	\$204,519	<b>TOTAL RESOURCES</b>	\$210,849	\$210,849		8
				<b>TRANSFER</b>				
9	\$0	\$0	\$0	905 TO BUILDING & EQUIPMENT	\$0	\$0		9
10	\$0	\$0	\$0	908 TO COMMUNITY PROJECTS FUND	\$0	\$0		10
11	\$0	\$0	\$0	909 TO STREET FUND	\$0	\$0		11
12	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		12
13			\$204,519	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$210,849	\$210,849		13
14	\$202,519	\$206,496	\$204,519	<b>TOTAL REQUIREMENTS (600.000)</b>	\$210,849	\$210,849		14

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Water SDC Reserve Fund (700-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$39,330	\$48,640	\$48,640	411 BEGINNING CASH BALANCE	\$64,300	\$64,300		1
2	\$729	\$816	\$400	414 INTEREST	\$800	\$800		2
3	\$8,581	\$14,860	\$32,000	455 SYSTEMS DEVELOPMENT CHARGES	\$32,000	\$32,000		3
4	\$48,640	\$64,316	\$81,040	<b>Total Resources Except Taxes to be Levied</b>	\$97,100	\$97,100		4
5				TAXES COLLECTED IN YEAR LEVIED				5
6	\$48,640	\$64,316	\$81,040	<b>TOTAL RESOURCES</b>	\$97,100	\$97,100		6
				<b>REQUIREMENTS</b>				
				<b>CAPITAL OUTLAY</b>				
7	\$0	\$0	\$0	802 WATER SYSTEM UPGRADES	\$45,000	\$45,000		7
8	\$0	\$0	\$0	<b>TOTAL CAPITAL OUTLAY</b>	\$45,000	\$45,000		8
				<b>TRANSFERS</b>				
9	\$0	\$0	\$0					9
10	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$45,000	\$45,000		10
11	\$48,640	\$64,316	\$81,040	<b>975 UNAPPROPRIATED ENDING FUND BAL</b>	\$52,100	\$52,100		11
12	\$48,640	\$64,316	\$81,040	<b>TOTAL REQUIREMENTS</b>	\$97,100	\$97,100		12

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Sewer SDC Reserve Fund (720-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$289,504	\$313,553	\$313,553	411 BEGINNING CASH BALANCE	\$355,910	\$355,910		1
2	\$2,893	\$5,721	\$2,600	414 INTEREST	\$5,000	\$5,000		2
3	\$21,156	\$36,636	\$51,600	455 SYSTEMS DEVELOPMENT CHARGES	\$35,000	\$35,000		3
4								4
				<b>TRANSFERS</b>				
5								5
6	\$313,553	\$355,910	\$367,753	<b>Total Resources Except Taxes to be Levied</b>	\$395,910	\$395,910		6
				TAXES NECESSARY TO BALANCE				
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$313,553	\$355,910	\$367,753	<b>TOTAL RESOURCES</b>	\$395,910	\$395,910		8
				<b>RESERVE</b>				
9			\$100,000	500 EMERGENCY PROJECT [New]	\$150,000	\$150,000		9
10								10
				<b>TRANSFER</b>				
11	\$0	\$0	\$0	TO SEWER CONSTRUCTION	\$0	\$0		11
12	\$0	\$0	\$100,000	<b>TOTAL APPROPRIATED</b>	\$150,000	\$150,000		12
13			\$267,753	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$245,910	\$245,910		13
14	\$313,553	\$355,910	\$367,753	<b>TOTAL REQUIREMENTS (720.000)</b>	\$395,910	\$395,910		14

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Stormwater SDC Fund (730-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$58,861	\$67,477	\$67,477	411 BEGINNING CASH BALANCE	\$82,600	\$82,600		1
2	\$200	\$1,158	\$350	414 INTEREST	\$1,000	\$1,000		2
3	\$2,400	\$13,973	\$19,200	455 STORMWATER SDC's	\$15,000	\$15,000		3
4								4
				<b>TRANSFERS</b>				
5								5
6	\$61,461	\$82,608	\$87,027	<b>Total Resources Except Taxes to be Levied</b>	\$98,600	\$98,600		6
7				TAXES COLLECTED IN YEAR LEVIED				7
8	\$61,461	\$82,608	\$87,027	<b>TOTAL RESOURCES</b>	\$98,600	\$98,600		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
10								10
				<b>CAPITAL OUTLAY</b>				
11								11
				<b>TRANSFER</b>				
12								12
13	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		13
14			\$87,027	<b>975 UNAPPROPRIATED ENDING FUND BAL.</b>	\$98,600	\$98,600		14
15	\$61,461	\$82,608	\$87,027	<b>TOTAL REQUIREMENTS (730.000)</b>	\$98,600	\$98,600		15

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Bikeway/Footpath Fund (750-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$39,473	\$42,596	\$42,596	411 BEGINNING CASH BALANCE	\$46,250	\$46,250		1
2	\$395	\$780	\$250	414 INTEREST	\$500	\$500		2
3	\$928	\$1,080		456 MISCELLANEOUS/DONATIONS	\$0	\$0		3
4				<b>TRANSFERS</b>				4
5	\$1,800	\$1,800	\$1,800	485 FROM STREET FUND	\$1,800	\$1,800		5
6								6
7	\$42,596	\$46,256	\$44,646	<b>Total Resources Except Taxes to be Levied</b>	\$48,550	\$48,550		7
8				TAXES COLLECTED IN YEAR LEVIED				8
9	\$42,596	\$46,256	\$44,646	<b>TOTAL RESOURCES</b>	\$48,550	\$48,550		9
10				<b>REQUIREMENTS</b>				10
				<b>CAPITAL OUTLAY</b>				
11	\$0	\$0	\$0	SIDEWALKS/PATHS	\$0	\$0		11
12				<b>TOTAL EXPENDITURES</b>				12
13			\$44,646	975 UNAPPROPRIATED ENDING FUND BALANCE	\$48,550	\$48,550		13
14	\$42,596	\$46,256	\$44,646	<b>TOTAL REQUIREMENTS</b>	\$48,550	\$48,550		14

FORM  
LB-10

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Library Trust Fund (800-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$5,968	\$6,032	\$6,032	411 BEGINNING CASH BALANCE	\$7,150	\$7,150		1
2	\$0	\$119	\$25	414 INTEREST	\$100	\$100		2
3	\$0		\$0	TRANSFERS FROM GENERAL FUND	\$0	\$0		3
4	\$0	\$1,000	\$0	416 STATE LIBRARY GRANT	\$0	\$0		4
5	\$0		\$0	417 DONATIONS	\$0	\$0		5
6	\$0		\$0	418 MISCELLANEOUS/GRANTS	\$0	\$0		6
7	\$5,968	\$7,151	\$6,057	<b>Total Resources Except Taxes to be Levied</b>	\$7,250	\$7,250		7
8	\$5,968	\$7,151	\$6,057	<b>TOTAL RESOURCES</b>	\$7,250	\$7,250		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIALS &amp; SERVICES</b>				
10	\$0	\$0	\$0	GRANTS, EARMARKS OR OTHER	\$0	\$0		10
11								11
				<b>TRANSFER</b>				
12								12
13	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		13
14			\$6,057	<b>975 UNAPPROPRIATED ENDING FUND BAL</b>	\$7,250	\$7,250		14
15	\$5,968	\$7,151	\$6,057	<b>TOTAL REQUIREMENTS (800.000)</b>	\$7,250	\$7,250		15

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Cemetery Trust Fund (850-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$72,170	\$78,778	\$78,778	411 BEGINNING CASH BALANCE	\$8,226	\$8,226		1
2	\$5,875	\$0	\$2,500	451 LOT SALES	\$750	\$750		2
3	\$733	\$0	\$300	414 INTEREST	\$0	\$0		3
4	\$0	\$0	\$0	458 DONATIONS	\$0	\$0		4
5	\$0	\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0		5
6	\$0	\$0	\$81,578	<b>Total Resources Except Taxes to be Levied</b>	\$8,976	\$8,976		6
7								7
8	\$78,778	\$78,778	\$81,578	<b>TOTAL RESOURCES</b>	\$8,976	\$8,976		8
9								9
				<b>REQUIREMENTS</b>				
				<b>CAPITAL OUTLAY</b>				
10								10
		\$70,552		<b>TRANSFERS (Out)</b>				
11								11
12	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$0	\$0		12
13			\$81,578	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$8,976	\$8,976		13
14	\$78,778	\$8,226	\$81,578	<b>TOTAL REQUIREMENTS (850.000)</b>	\$8,976	\$8,976		14

FORM  
LB-10

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
Transient Room Tax (875-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$6,079	\$4,177	\$4,177	411 BEGINNING CASH BALANCE	\$2,360	\$2,360		1
2	\$1,656	\$2,160	\$1,200	415 TRANSIENT ROOM TAX	\$1,550	\$1,550		2
3	\$52	\$119	\$25	414 INTEREST	\$25	\$25		3
4	\$0	\$0	\$0	TRANSFERS FROM OTHER FUNDS	\$0	\$0		4
5	\$7,787	\$6,456	\$5,402	<b>Total Resources Except Taxes to be Levied</b>	\$3,935	\$3,935		5
6	\$7,787	\$6,456	\$5,402	<b>TOTAL RESOURCES</b>	\$3,935	\$3,935		6
7								7
				<b>REQUIREMENTS</b>				
8	\$3,610	\$3,040	\$3,200	650 DISBURSEMENT [New 2017]	\$2,835	\$2,835		8
9				<b>TRANSFER</b>				9
10	\$3,610	\$3,416	\$3,200	<b>TOTAL APPROPRIATED</b>	\$2,835	\$2,835		10
11			\$2,202	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$1,100	\$1,100		11
12	\$4,177	\$3,416	\$5,402	<b>TOTAL REQUIREMENTS</b>	\$3,935	\$3,935		12



**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Sewer Improvements Construction Fund (905-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1				411 BEGINNING CASH BALANCE				1
2				414 INTEREST				2
3				<b>Total Resources Except Taxes to be Levied</b>				3
4				<b>TOTAL RESOURCES</b>				4
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
				<i>Transfers</i>				
5								5
6				480 TO GENERAL FUND				6
7				905 TO BUILDINGS & EQUIPMENT				7
				<b>CAPITAL OUTLAY</b>				
8				803 CONSTRUCTION				8
9				LAND ACQUISITION				9
10				<b>TOTAL APPROPRIATED</b>				10
11				<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				11
12				<b>TOTAL REQUIREMENTS</b>				12

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Land Acquisition Fund (911-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>RESOURCES</b>				
1	\$9,972	\$9,972	\$9,972	411 BEGINNING CASH BALANCE	\$9,985	\$9,985		1
2			\$0	413 PRIOR TAXES	\$0	\$0		2
3		\$13	\$0	414 INTEREST	\$200	\$200		3
4								4
5								5
6	\$9,972	\$9,985	\$9,972	<b>Total Resources Except Taxes to be Levied</b>	\$10,185	\$10,185		6
7								7
8	\$9,972	\$9,985	\$9,972	<b>TOTAL RESOURCES</b>	\$10,185	\$10,185		8
9								9
				<b>REQUIREMENTS</b>				
				<b>MATERIAL &amp; SERVICES</b>				
10	\$0	\$0	\$0	APPRAISAL FEES & CLOSING COSTS				10
11								11
				<b>CAPITAL OUTLAY</b>				
12				882 LAND ACQUISITION ▲	\$8,500	\$8,500		12
				<b>TRANSFER</b>				
13								13
14	\$0	\$0	\$0	<b>TOTAL APPROPRIATED</b>	\$8,500	\$8,500		14
15			\$9,972	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$1,685	\$1,685		15
16	\$9,972	\$9,985	\$9,972	<b>TOTAL REQUIREMENTS (911.000)</b>	\$10,185	\$10,185		16

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Community Projects Fund (916-000)



	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget Year: 2019-2020			
	Actual		Adopted Budget This Year 2018-2019		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	2016-2017	2017-2018						
				<b>Resources</b>				
1	\$216,958	\$204,589	\$245,000	411 BEGINNING CASH BALANCE	\$191,400	\$191,400		1
2	\$2,059	\$4,274	\$1,500	414 INTEREST	\$3,200	\$3,200		2
3								3
				<b>TRANSFERS FROM OTHER FUNDS</b>				
4	\$0	\$0	\$0	482 FROM WATER FUND	\$0	\$0		4
5	\$0	\$0	\$0	481 FROM SEWER	\$0	\$0		5
6	\$0	\$0	\$0	480 FROM GENERAL FUND	\$0	\$0		6
7	\$219,017	\$208,863	\$246,500	<b>Total Resources Except Taxes to be Levied</b>	\$194,600	\$194,600		7
8								8
9								9
10	\$219,017	\$208,863	\$246,500	<b>TOTAL RESOURCES</b>	\$194,600	\$194,600		10
11								11
				<b>REQUIREMENTS</b>				
				<b>Materials &amp; Services</b>				
12								12
13	\$4,701	\$6,644	\$20,000	639 MISC. BEAUTIFICATION ▲	\$20,000	\$20,000		13
14								14
				<b>Capital Outlay</b>				
15	\$1,065	\$8,795	\$15,000	812 BUILDING REPAIR - CITY HALL	\$20,000	\$20,000		15
16	\$5,462	\$400	\$6,500	806.002 TREE CITY USA SUPPORT	\$8,500	\$8,500		16
17	\$3,200	\$1,600	\$5,000	679 I.G. REQUESTS & CONTRIBUTIONS	\$5,000	\$5,000		17
18				<b>TOTAL CAPITAL OUTLAY</b>	\$33,500	\$33,500		18
19	\$14,428	\$17,439	\$46,500	<b>TOTAL APPROPRIATED</b>	\$53,500	\$53,500		19
20	\$204,589	\$191,424	\$200,000	<b>975 UNAPPROPRIATED ENDING FUND BALANCE</b>	\$141,100	\$141,100		20
21	\$204,589	\$191,424	\$246,500	<b>TOTAL REQUIREMENTS (916.000)</b>	\$194,600	\$194,600		21