AGENDA
Aurora City Council Meeting
Tuesday, May 08, 2012, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

1. **Call to Order of the City Council Meeting**

2. **City Recorder Calls Roll**

   Mayor Taylor
   Councilor Graupp
   Councilor Roberts
   Councilor Sahlin
   Councilor Vlcek

3. **Consent Agenda**

   I. City Council Meeting Minutes – April 10 , 2012
   II. Planning Commission Meeting Minutes – April 03, 2012
   III. Historic Review Minutes March 22, 2012.

   Correspondence

   I. Meeting Notice for Citizen Involvement Advisory Committee
   II. League of Oregon Cities Bulletin.
   III. CIS Real-Time Risk Newsletter
   IV. Update on title 17 presented by Historic Review Board
   V. Email from City Planner Wakeley

4. **Visitors**

   Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

5. **Discussion with the Parks Committee**

6. **Discussion with Traffic Safety Commission**

7. **Reports**

   A. **Police Chief's Report –** (included in your packet)

This is a public meeting and all interested citizens are invited to attend. The meeting place is not handicapped accessible; those needing assistance should contact the city Office three (3) working days before regularly scheduled meetings. The minutes of this and all public meetings are available at City Hall during regular business hours. All meetings are audio taped and may be video taped

B. **Finance Officer's Report – Financials** (included in your packets)

1. Revenue & Expense Report
2. Supplemental Budget

C. **Public Works Department's Report –** (included in your packet)
1. Monthly Status Report (Storm Water)
2. Monthly Status Report (Water)
   - **Discussion on SCA Grant Options**

A. Waste Water Treatment Plant Update (from Otis Phillips, not included in your packet)

D. **City Recorder's Report** (included in your packet)

E. **City Attorney's Report –** (not Included in your packet)
- **City of Aurora Operating Plan, Administrative Standards**
- **Final Agency Order Building Codes Division**

8. Ordinances and Resolutions

A. Resolution Number 650 A Resolution Adopting The Amended Operations Plan For Implementation Of The Building Permits Program

9. Old Business

A. Discussion on Planning Commission and Historic Review Board Proposal.

10. New Business

A. Discussion and or Action on State Revenue Sharing Distribution.
B. Discussion and or Action on Liquor License for Pacific Hazelnut Farm at 14673 Ottaway Rd Aurora.
C. Discussion and or Action on Resolution Number 626 A Resolution on Establishing Policy on Employee Health Benefits.
D. Discussion and or Action on Bids for Cleaning City Hall and Restrooms at City Park and 2nd Street.

11. Adjourn

This is a public meeting and all interested citizens are invited to attend. The meeting place is not handicapped accessible; those needing assistance should contact the city Office three (3) working days before regularly scheduled meetings. The minutes of this and all public meetings are available at City Hall during regular business hours. All meetings are audio taped and may be video taped

CONSENT AGENDA

Meeting Minutes

Correspondence

Financials

Other Items

Minutes
Aurora City Council Meeting
Tuesday, April 10, 2012 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Kelly Richardson, City Recorder,
Jan Vlcek, Finance Officer
Lyle McCuistion, Chief of Police
Bob Southard, Water Superintendent

STAFF ABSENT: Otis Phillips, Waste Water Superintendent

VISITORS PRESENT:

Jim Fisher, Aurora
Cheryl Hauser, Aurora
Jan Metger, Aurora
Julie Widing, aurora

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 7:01 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Present
Councilor Sahlin – Present
Councilor Vlcek – Absent for training excused
Mayor Taylor – Present

3. Consent Agenda

I. City Council Meeting Minutes – March 13, 2012 & January 10th, 2012
II. Planning Commission Meeting Minutes – March 06, 2012
III. Historic Review Minutes February 23, 2012.

Councilor Sahlin brought to City Recorder, Richardson that they were all missing pg 3 of the Planning Commission minutes for the March 06, 2012 meeting so we will wait for next month to review them. It was also suggested to mark question and answers more clearly in the minutes.

A motion to approve the consent agenda as stated is made by Councilor Graupp and seconded by Councilor Sahlin motion passes.

Correspondence

I. Social Media For Disaster Response and Recovery Flyer

II. **Email from Adam Silver, in regards to Cell Tower Lease Options,** the question is, are they proposing to rent space on the tower, yes I believe so (City Recorder). Councilor Vlcek states that it would be beneficial for them to come and make a presentation at the next Council meeting.

III. **League of Oregon Cities Bulletin.**

IV. **2013 Special City Allotment Grant Program,** discussion and question was asked did we apply for this last year, Southard states yes however we did not qualify. This year we know what criteria to follow and we hope to obtain the grant.

V. **LOAC Advisory Board Meeting Notice**

A motion to approve the correspondence is made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.

4. **Visitor**

Anyone wishing to address the City Council concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the City Council could look into the matter and provide some response in the future.

Jim Fisher, Aurora I have a couple of items to let you know about.
1. I would like to inform everyone of the Flag Retirement Ceremony in June, and we invite anyone to observe the flags being retired and invite you to bring any flags that are in need of retirement.
2. I am very concerned about public safety, the property next to the American Legion Hall the property still has a basement and stairs and now it is simply a large hole in the ground. Is there something that can be done about this? I believe that Mr. Eddy has been addressed on it before and I believe that this could be an issue for the city. The American Legion Hall is rented to families and this is a real issue. Mayor Taylor states at one time we required him to fence the property and at some point it was removed because of conflict, I (Mayor) believe this should be torn down and filled in. Councilor Sahlin lets Mr. Fisher know that the City now knows the process and we should follow up on this.

Cheryl Hauser asks if the North Marion library items could be moved up. Mayor Taylor explains that we are hoping too.

5. **Discussion with the Parks Committee**

- **Parks Committee Report (not in packet)** no one in attendance. Councilor Sahlin thanked former Councilor Brotherton for all his help last year with the ball field. Mayor Taylor states the Parks Committee has asked to be kept in the loop when and if decisions regarding the park are made. It is also stated that the Parks Committee is adamant that professionals 'be contacted when trees are in need of trimming.
- Public Works Superintendent Southard states the trees have been trimmed by Triple T our park maintenance company.
- Councilor Sahlin asks council if he can move forward on the purchase of a new pitching plate due to the damage to the old one from last year. Everyone on Council agrees to the purchase of the new plate.

6. **Discussion with Traffic Safety Commission**

a. **Traffic Safety Report (not Included in your packet) Council** No one from Traffic Safety was in attendance. Chief McCuistion is in training and therefore no questions can be asked.

7. **Reports**

Police Chief's Report – (included in your packet) Chief McCuistion is in Bend for training so Mayor Taylor read his report into record and as attached. Mayor Taylor asks City Attorney Koho to look into the Ordinance violations that the report refers to on the Eddy property.
Also Mayor Taylor asks Koho about the Hubbard towing contract that Chief McCuistion reported on last month. Koho states that he doesn't so far see the financial gain that the Chief was referring to however I will review it further.

- Councilor Sahlin asks the council as a whole do we really want to allow the permits for truck parking? City Attorney, Koho states that it is in our Municipal Code listed in chapter 10. The council decides to table this discussion until further review can be done.

No more questions from the Council.

A. **Finance Officer's Report – Financials** (included in your packets)

1. Revenue & Expense Report
   - Kelly and I attended the Excel training and we really learned a lot.
   - The first budget meeting will be Wednesday April 25th at 6:30 here at City Hall.
   - Grove Mueller and Swank are still interested in performing our audits. **The consensus of the Council is to continue with Grove Mueller and Swank for the City audits.**
   - I have two corrections from what is printed in the supplemental budget as follows pg 2 line 24 should read 4,000 and pg 33 line 18 should read 4,000, as a transfer.
   - Finance Officer Vlcek reads her budget message and states no line item exceeds over 10%.

No more questions from the Council.

B. **Public Works Department's Report –** (included in your packet) Southard reads his report as attached.

1. Monthly Status Report (Storm Water) Southard states that his department is working closely with the Finance Officer on next year's budget.

- We have fixed Lake Liberty and it is no more.
- The first of March a compressor on the filtration unit lost a drive belt and a key off the motor.
- We have an opportunity to purchase the steel plates and other safety equipment items at a low price and they are waiting to hear back from us.
- Councilor Sahlin asks Southard about the heavy drag for the ball field and let him know where he placed it and Southard stated he would put it in storage

No more questions for Bob from the Council.

A. Waste Water Treatment Plant Update (from Otis Phillips) there was not a lot of discussion on the report as submitted.

- Mayor Taylor states that we signed a 3 year agreement with the River Keepers and as of January 31, 2012 they had made no comments and did not respond so this situation has come to an end.

There were no more questions from the Council.

C. **City Recorder's Report** (included in your packet)

- Confirmed that the Excel training class was very good.

Gives a brief overview of the written report as submitted.

No questions from the Council.

D. City Attorney's Report – (not Included in your packet)

- The State approved our program conditionally for 1 year.
- The State did have 3 areas they would like to see us address.
  - Check list
  - A licensed code enforcement company
  - Implementation of the E-permitting process was the only area we had not planned on.
  - Mayor Taylor our timeline for implementation is. Koho States that July 1, 2012 and I do need to finalize with Marion County.
- Koho states there was no response to the letter to the former IT Dept, so I will give him a phone call.
- Councilor Graupp asked if a letter was written to Mr. Patzer and request his fine payment for his HRB fines. Koho states it will go out this week.

There were no more questions of City Attorney, Koho.

8. Ordinances and Resolutions

A. Resolution Number 649 A Resolution Adopting the Supplemental Budget for FY 2011-2012, and Re-Appropriating Funds,

GENERAL FUND	
Personal Services	245,214
Materials and Services	305,101
Capital Outlay	15,950
Transfers & contingency	116,736
Total	**$683,001**
STREET/STORM FUND	
Personal Services	23,502
Capital Outlay	30,950
Contingency	75,251
Materials and Services	**42,832**
Total	**$172,535**
WATER OPERATING FUND	
Personal Services	96,049
Materials and Services	112,280
Capital Outlay	124,750
Contingency	127,319
Total	**$460,398**

SEWER OPERATING FUND	
Personal Services	115,954
Materials and Services	136,315
Capital Outlay	30,000
Contingency	124,381
Total	**$406,650**
TOTAL Re-appropriated funds	**$ 1,722,584**

A motion is made to approve the supplemental budget and Resolution Number 649 as submitted by Councilor Graupp and seconded by Councilor Sahlin. Motion Passes Unanimously.

A. **Resolution Number 648 A Resolution Establishing The finance Charges, Involuntary Disconnection Fees and Re-Connection Fees, Door Hanger Fees, and Establishing Fees for Tampering with the Water Meter for City Water System and amending Resolution Number 532.** Resolution Number 648 was read by title only and it was discover a typo on original Resolution Number 532 which will be corrected.

A motion is made by Councilor Sahlin to approve Resolution Number 648 as amended and it is seconded by Councilor Roberts. Motion Passes Unanimously.

9. Old Business

A. Update on Discussion with Fire Department in regards to water situation. It was decided to table this situation because Councilor Vlcek is not in attendance.

10. New Business

A. **Discussion and or Action Esa and National flood Insurance Program,** Planning Chairman Joseph Schafer explains on the subject of flood plains and up and coming regulations. The document in front of you is WA litigation. FEMA has been sued from two different groups since this has gone into effect. Currently now we are looking into Oregon, and the Salmon Habitat.

Chairman Schaefer introduces Christine Shirley from DLCD, she is trying to help develop a program to help facilitate a salmon friendly program for habitat, with a minimum of confusion.

Currently the State of Oregon is looking into their program and to see if this program will not harm salmon habitat. My opinion is that this will not pass I believe that this program as listed will harm habitat. Consultation in WA formed a jeopardy decision and they agree that this would hurt the salmon habitat. Options proposed as follow;

1, Developed a model Ordinance for local government
2. Developed a check list that local government would use to follow.
3. Each applicant would have to prove to the local government agency they have met all of the FEMA items for compliance.

FEMA really didn't want everyone to gravitate to item 3; FEMA was expecting the trend to follow item 1 or 2 now there are many lawsuits pending.

Shirley states, I have been watching for the nuts and bolts of this and have been looking at the model Ordinance proposed in WA and I have determined in the State of Oregon it will not work. Oregon is now looking into an option number 4 if you will that will look at the best practices per say and look at each activity in conjunction with best management items to follow before you could build in the flood plain area, reason for this was so that if they follow all the items in the list then it could be approved. Currently in WA a biological study would need to be done and DLCD and I do not want this for Oregon, in the new handout I gave to each of you this is outlined. At this point NIMS is looking at this and have realized that option number 4 approach might be a good idea, and a work group has been formed so we can look at the specific activities and best practices that might work.

Goal 5 is the natural resource goal, if protection of salmon habitat makes us to do a full on natural resource inventory we are trying to come up with something that won't force us into a full on goal 5 implementation in Oregon. Not sure if we can achieve this, if this has to go into a full on 5 implementation this will affect every city in Oregon.

One activity at this point without full consideration is filling in the flood plain. This is an application for filling it up and then it would be taken out of the flood plain, and now communities and the fill that has been placed is now under review

City Attorney Koho asks who is and has the authority, Chairman Schaefer states, WA is saying that FEMA may not have the authority to make this stick however DLCD is hoping to not go down the same road as in WA so we do not have to do a biological study. If these rules are from bank to bank how do you regulate that? The proposal now is the entire area where there is a threat for salmon habitat. My Opinion (Schaefer) we do not want channel migration zones. So, the Oregon proposal is without the channel migration area.

Scott Brotherton, Aurora how can Federal Government come to the cities and say how we can delegate the monies an how is it that fish come first.

Answer, Aurora, is in a great place because currently Aurora doesn't let building happen in the flood plain area. So how does this pertain to Aurora, if someone came before Aurora to do a fill application for a map revision and Christine Shirley suggest not doing this. So if someone comes before you for fill application you need to get a conditional letter before any fill goes down, so that FEMA would have to do the inspection of it so your local city doesn't have to look at this.

I (Christine Shirley) suggest that the city looks at this situation and develops your own Ordinance to regulate or define what fill is and how it applies. Christine states she has language that could help us with this.

Mayor Taylor states we are concerned about the property the city owns.

Joe Fidanzo, Aurora Oregon, states my house is higher than any house along there.

Mayor Taylor in the endangered species act it states that anything you do to hurt the flood zoned or salmon habitat. So if we till it up or apply herbicides in the park anything if you can show that this will not hurt the habitat then you could move forward but if you couldn't prove it then you can't. Christine proposal is to provide a guideline to help facilitate these activities and produce a list that can be followed.

If you apply the clean water act best practices many of these I will introduce into the best practice guide that I am working on. If I can facilitate option number 4 then we will have guidelines to follow and help us.

Safest thing would be to hire a biologist to examine the park property then it will have to be approved by powers to be NOA fisheries. If financially we cannot afford this then we are ok because we do not allow building in the flood plain, and we need to look at not allowing fill applications either along with no paving or other items.

Final statement consider regulating fill and do not sign map revision for fill and if you do then allow a conditional fill application so FEMA has to look at it. Follow the best practices.

B. **Discussion and or Action on North Marion Library Association,** Cheryl Hauser of Aurora and Lori Widing, Aurora and Jan Metger, Aurora We are proud to introduce the North Marion Library association. We are currently opening our doors for patrons, and many readers in the community feel there is a large gap in the library for Aurora. We are looking into grants; we have received many positive comments. One possibility that we are researching is a book mobile and or a building. One of the fundraising ideas we are looking into is a rummage sale to produce funds for the North Marion Association. Currently we are collecting donations for the rummage sale so we can get books. It is suggested they get in contact with Daniel Kinder who is head of the Colony Days, along with Betsy Imholt. Imholt is coordinating the summer concert series in the park maybe they could be of some help. City Attorney Koho states that we did this in Keizer and we may have some books to get you started I will let you know.
The book mobile locations so far were looking at Hubbard because it is centrally located. Mayor Taylor states that we can put a letter in the news letter and possibly the city web-site. Hauser is in need of a treasurer for the committee. Jim Fisher asks if you are looking at donations now. Mayor Taylor and the City Council wish you the best.

C. **Discussion and or Action Supplemental Budget FY 2011-2012,** mostly this is just moving some dollars around to get us through. Motion is stated in the Finance Officers report section.

D. **Discussion and or Action on Liquor License for Topaz Home-style at 21668 Hwy 99E,** there is no discussion.

A motion to approve the OLCC license for Topaz 21668 Hwy 99E is made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.

E. **Discussion on Planning Commission and Historic Review Board Proposal.** Mayor Taylor has a proposal to make to Council, we have openings on both Planning Commission and the Historic Review Board, discussion on whether or not HRB has a quorum the majority of the time. Mayor Taylors' proposal is to combine the PC and HRB to be a nine member board and have HRB fill those board positions and I think that it would expedite applications and be a service to the community. I think that it would benefit both boards because they can work together and learn a lot about how each board works. I would ask that each of you think about it and give it some serious thought. I do not want to take any action please just think about it.

F. Discussion and or Action on Historic Review Board Updates, this item is tabled until next meeting.

11. Adjourn

A motion to adjourn the April 10, 2012 meeting at 9:10 pm was made by Councilor Roberts and seconded by Councilor Graupp. Motion Passes Unanimously.

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Greg Taylor, Mayor

ATTEST:

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Kelly Richardson, City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, April 03, 2012 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder
Renata Wakeley, City Planner

STAFF ABSENT:

VISITORS PRESENT: **Bill Graupp, Aurora**
Joe Fidanzo, Aurora
Greg Taylor, Aurora

1. **Call to Order of Planning Commission Meeting**

The meeting was called to order by Planning Chair Joseph Schaefer at 7:08 p.m.

2. **City Recorder Did Roll Call**

Chairman, Schaefer -	**Present**
Commissioner, Willman	**Present**
Commissioner, Gibson	**Present**
Commissioner, Graham	**Present**
Commissioner, Fawcett	**Present**
Commissioner, Braun	**Present**

3. **Consent Agenda**

Minutes

I. Aurora Planning Commission Meeting –March 13, 2012, correction on pg # 2 typo.
II. City Council – February 14 , 2012

Correspondence

I. **League of Oregon Cities Bulletin**

II. **2012 News and Events Dept Land Conservation and Development**

III. **Public Meetings Schedule LCDC**

IV. **LCDC New Notice Requirements for Code Changes**
V. **April 9th Local Officials Advisory Committee, Item 4 2012 Legislative Impacts**

A motion is made to approve the consent agenda with changes to spelling of fist to first on pg 2 and Schaefer spelt wrong by Commissioner Gibson and seconded by Commissioner Braun. Motion Passes Unanimously.

Chairman Schaefer stated that at this time nothing was pending nor did it appear any items were going to affect us at this time so no discussion.

4. Visitor

Anyone wishing to address the Planning Commission concerning items not already on the meeting agenda may do so in this section. No decision or action will be made, but the Planning Commission could look into the matter and provide some response in the future.

None of the visitors present spoke at this time.

5. New Business

A. **Discussion and or Action ESA and the National Flood Insurance Program,** Chairman Schaefer explains what will be happening and gives a brief overview of this program and Christine Shirley from DLCD. Chairman Schaefer explains that she will come and speak to us. Christine will touch on how this will impact Aurora and what our requirements will be. Chairman Schaefer mentions again that on the FEMA website there is a lot of information. I have supplied a copy of the document that shows how they are moving forward with this salmon friendly situation. There are 3 mentioned;

1. **Model ordinance**
2. **Check list** and instead of doing a model ordinance
3. **Permit by permit showing compliance,** in this situation the city takes hands off approach and the land owner or applicant has to prove to the appropriate agency that they are not affecting the salmon habitat and most of the small jurisdictions are leaning towards this approach because it takes the liability away from the city.

Question-What this does is makes the applicant have to do a Biological Study which can be very costly to say the least.

- Also the model ordinance Christine Shirley is proposing should help those cities that do not want to go with the hands off approach.
- **Mayor Taylor**, states that the reality is that on the individual property owner this is hard, I understand the permit by permit process because of the liability however this is a hardship on our citizens and on us (City) as well.
- **Chairman Schaefer** this is a situation on all Oregon cities, and they are experiencing litigation across the board, this is affecting the salmon run and salmon habitat.
- **Mayor Taylor** states that has this ever affected the salmon run during a flood situation because they are not running during the flooding season. This to me is a common sense deal. When you approach properties that are not even affected by the 100 year flood zone.
- **Chairman Schaefer explains;**
- The litigation topics are; who gave you the authority (FEMA). To make this broad statement.
- The property owner will have to follow a public process.
- **Unfunded public mandate,** first we would have to win the lottery then go through the expensive process of doing the mapping or remapping and then show that this property has already been built upon and how can it be said this hurts the salmon habitat. Especially since this land is high and dry and how can they do this.
- When does this mandate take effect, Mayor Taylor and Chairman Schaefer states that it's not a mandate yet however it is the legal outcome of the litigation and therefore it will be implemented?
- We are in situations that from the outcome of the litigation that we need to comply with this mandate and Taylor states until you can define it I am going to

ignore it and **Chairman Schaefer states** it's the applicant's burden of proof and it falls on them. To avoid having to go through the process each time FEMA is giving us 3 options the model Ordinance, check list, permit by permit.

- **Chairman Schaefer** explains that at this point we do not know the definite impact or setback requirements are. This again Christine Shirley from the DLCD is hoping to explain.

Mr. Fidanzo enquires about swapping a portion of his land for UGB , Renata explains this and shows that we have additional 18 acres of surplus and I do not see how we can swap the property.

City Planner Wakeley informs him,

- The land at the end of Park Ave this was not a part of the buildable lands inventory, since then we have adopted a flood hazard zone and in 2009 we still had shown an 18 acres of excess of R1 lands in buildable land inventory.

- PAPA which is no longer in affect because essentially they did not want to draw a line across a property.

- a property owner could apply for a comprehensive zone map amendment.

Fidanzo asks,

- If this flood plain overlay took effect in 2002 how then in 2004 were buildings and houses built and developed. How could they receive approval?

City Planner Wakeley had stated that the Sahlin property is not in the list that is part of Ordinance 418 nor are the properties to the east so all the lots you have mentioned are not included in the flood hazard overlay zone.

1. Comprehensive Plan Map amendment, with the flood plain FEMA guidelines. If it shows that only half of the property is in flood zone.
2. Secondly that this map change would need to go before DLCD and Christine Shirley would give comment. **Schaefer** hesitancy in my voice because I have not walked the property and I suspect the park property does not have a part high enough and most of it will be in the low side. **Schaefer states** the **procedure now would be a Biological Study to show that this would not be a problem with flood zone and Salmon habitat.**
3. If the comprehensive map amendment for the properties shows they may have a portion of high ground, then you would do an annexation for the property for ones located outside of the city limits. Now at the same time the city would have to show that we will not allow potential problems with the endangered species act.
4. Renata states that; possibly with Ordinance 418 there was a map done at the same time.

Fidanzo states he has obtained a copy of the survey elevations for the Fred Netter property that is located near the Fidanzo property and it show levels and my house is higher than other houses in the area. **Schaefer states** that you **should have your own survey done.**

6. Unfinished Business

A. **Discussion and or Action on Transportation Planning Rule,** it was requested of Chairman Schaefer to remove this item from the agenda until there is some updated information.

B. **Discussion and or Update on 99E Corridor Study,** City Planner Wakeley states she has been sending email updates of all the documents to each member of Planning, I have not attended the meetings so I can keep cost down. The consultant didn't really interview stake holders from Aurora about the study. Intersections with the highest crash ratings 4 out of the 6 of those are in Aurora.

So far the study is not focused on Aurora.

C. **Discussion and or Update on Historic Review Board Design Guidelines Update.** discussion on proposed changes of title 17 this update is provided by HRB and City Planner Wakeley states that when I met with the HRB I had given them my suggested changes and

Wakeley explains they are not working from the original document they are working from my suggested change document, and from the looks of these changes they are reacting as though they are being treated secondary and they are not quite understanding that changes of the code and land use issues have to go through the Planning Commission because they have to make code changes.

Chairman Schaefer states, that some of the topics that have been going around are as follows and my intention has been allowing them to run with the ball however it appears so far the ball is going flat.

1. First topic of simple solutions being taken care of such as roof, paint and landscaping projects 2,500 or below. In with speaking with Karen today these would need to be approved by an HRB member. These would only be performed on Non-Contributing properties.
2. Another suggestion was the City Planner or City staff would approve these and HRB does not like this solution they do not think the staff are experienced enough.
3. City Planner Wakeley, states that HRB would appoint one individual who would take care of these on a monthly basis. City Recorder comments that she is not comfortable with the concept of HRB member approving the application because it is very hard to get HRB members to respond to staff as it is and to exhaust staff time attempting to have someone come and do the approval just wouldn't work.

Commissioner Braun states that we do need to be more efficient at this process since it has been requested from Council.
Commissioner Graham asks if there would be any training for this type of approval process for staff, I would be comfortable with this process as long as training is provided.
Commissioner Willman agrees if training is provided.
Commissioner Fawcett asks if there is a list provided and it would be easy to approve.

Chairman Schaefer gives and example of roofing material and HRB doesn't like the shading effect and the only company that manufactures what HRB likes is a downgraded product and people don't want to use it.

Chairman Schaefer, asks are we comfortable with this assessment,

Discussion begins and Chairman Schaefer states that I think we can do this with email and web-site links and so forth to determine products.

Chairman Schaefer asks If we all agree City Planner Wakeley with training could do these types of decision, however can we ask that say a 100 dollar application fee be charged. Allot of hesitation from PC members to the fee part.

Discussion points if you are a contributing structure or a non contributing structure and if you are a contributing structure you would have to follow the strictest of rules and if you are not then the administrative review would apply, so I think that I (Chairman Schaefer) agree with this concept. HRB states that consistency is the key and if you do not have guidelines the same then you are not consistent.

If you look at classic ranch house the windows are high on the wall and if you are a child or elder it is hard to get out and firemen to get in as well. So the code in a sleeping room could be a windowsill cannot be any higher than 42 inches, so those who are remodeling a ranch house and changing the windows the planning dept then says here is a new window code so people can get out of the window.

What do you feel about a two tier concept without the radius concept?

Commissioner Fawcett agrees with the two categories, Willman agrees Graham agrees, Schaefer agrees, Braun agrees.

<u>A consensus of the Planning Commission there should be a distinction of contributing and noncontributing factor and two sets of rules and an inventory.</u>

HISTORIC REVIEW BOARD MINUTES
21420 MAIN STREET NE, AURORA
March 22nd, 2012

Staff Members Present: Sophia Kuznetsov, Administrative Assistant

Others Present: Terri Roberts, City Council Liaison

The meeting of March 22nd 2012 was called to order at 7:05 p.m. by Chairman Townsend.

Chairman takes Roll Call

Chairman Karen Townsend – Present
Member Cheryl Hauser – Present
Member Gayle Abernathy – Absent
Member James Frackowiak – Present.

CONSENT AGENDA

A motion to approve the minutes of February 23rd 2012, with corrections, was made by Cheryl Hauser, seconded by Karen Townsend, and passed unanimously.

CORRESPONDENCE

A. **March 14, 2012, Tim Norris came in asking for a 3 week extension on his project completion due to material and weather related issues.**

A motion to allow Tim Norris to extend his project for another 3 weeks was made by Cheryl Hauser, seconded by James Frackowiak, and passed unanimously

VISITORS

Mitche Graf	Aurora	21668 S Hwy 99E
Steve Braun	Aurora	21883 Airport Road, Fredrick Kiel House
Bill Grapp	Aurora	City Council Member

- Steve Braun came to the meeting to discuss that he wanted to change the window on the north side of his house into a door. HRB informed him that he needs to submit an application to the staff at City Hall and once his application is reviewed for completeness, and put into the agenda for the next meeting; the HRB members will take it up at the next scheduled meeting.

OLD BUSINESS

A. **Discussion of updating the Historic Guidelines per City Council request.**
   - The HRB members went over recommendations made by City Planner Renata on the Historic District Guidelines. Chairman Townsend will send responses to City Planner.

B. **Question regarding solar lights on sign posts for safety.**
   - HRB could not make a decision due to the fact that they weren't provided with the proposed product and therefore couldn't see how the product would fall under the Historic Guidelines. With proposed picture of product HRB will be happy to reconsider it.
   - HRB was told that applicant did not intend to provide this information.

A motion to deny Dave Foster to put solar lights on his sign was made by James Frackowiak, seconded by Cheryl Hauser, and passed unanimously.

NEW BUSINESS

A. **Discussion of letter of interest and resume for position on the Historic Review Board from Curtis Gatlin.**
   - HRB wanted to meet and interview Curtis Gatlin before making a recommendation to the council. Admin Assistant was asked to invite him to the next HRB meeting.

B. **Discussion and/or action on application for 7 wall signs and 1 A board, for Topaz Bistro located at 21668 S Hwy 99E submitted by Mitche and Tami Graf.**
   - Mitche brought in an additional sign image- Red text with white background.
   - Mitche prefers to keep the "chiller" font on which the logo was originally designed due to the fact that it's the branding of his business.
   - Discussion on the logo font being the brand of the business and Topaz was going to have the logo on all their products. (advertising, glassware and promotional materials)
   - HRB had a disagreement about how the logo fonts can be addressed under Historic Guidelines. Discussion on changing HRB guidelines font to a more flexible standard.
   - Previous approval mentioned for "Brio Gallery" by Council and "Plan It Financial" to use business logo as image on sign.
   - Concern that other business owners would not accept this decision made by the HRB.
   - "More Parking" sign falls under exempt signs and has to meet the requirements of 17.20.060.
   - Applicant was advised that wall signs for this building are limited to one per side, maximum area 6% of each façade. Applicant may choose to put information of the other proposed signs onto these three signs.

A motion to approve (2) new wall signs and (1) A-board as is with recommendations, in order to meet the maximum sign facade, that phone number and website are recommended to be added to sign made by James Frackowiak, motion fails for lack of a second.

A revised motion to approve (2) new wall signs and (1) A-board with white background and red logo font. Additional text apart from the logo is in a HRB allowed font made by Cheryl Hauser, seconded by James Frackowiak and passed with a vote 2-1 with Karen Townsend opposed.

ADJOURN

A motion to adjourn was made at 9:25 pm by Karen Townsend, seconded by Cheryl Hauser, and passed unanimously.

Karen Townsend, Chairman

Sophia Kuznetsov, Admin. Assistant

NOTICE OF FINAL DECISION
APPLICATION APPROVED BY THE HISTORIC REVIVEW BOARD
CITY OF AURORA, OREGON

Date application was heard by HRB: April 26, 2012

Date this Notice is mailed: May 1, 2012

Name of Applicant: Stephan & Retta Braun

Applicant's Mailing Address: 21883 Airport Road, Aurora Oregon 97002

Project Description: Replacing the window on the north side of the house into a door.

Subject Property Address: 21883 Airport Road, Aurora Oregon 97002

Findings:
This application is approved per the City of Aurora Design Review Guidelines for Historic District Properties, Doors– page 41, and Preservation of Significant Original Qualities of the Structure pg 27. **With one recommendation**

Comments/Recommendation:
Approved to replace window into wood door with 9 panes, painted white.

HRB recommends that the door is changed with transom having straight divides similar to an original door as in the provided picture.

The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon.

The Historic Review Board's decision is final on the date that this notice is mailed. Any party with standing may appeal this decision with the City of Aurora Municipal Code which provides that a written appeal, together with the required fee, shall be filed with the City Recorder within fifteen (15) calendar days of the date the Notice of Decision was mailed. The appeal fee schedule and forms are available from the City Recorder at City Hall, 214209 Main Street NE, Aurora, Oregon 97002.

This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.

Karen Townsend
Karen Townsend, Aurora Historic Review Board

5/1/12
Date of Signature

NOTICE OF FINAL DECISION
APPLICATION APPROVED BY THE HISTORIC REVIEW BOARD
CITY OF AURORA, OREGON

Date application was heard by HRB: April 26th 2012

Date this Notice is mailed: 5.1.12

Name of Applicant: Mike Byrnes

Applicant's Mailing Address: 14971 First St NE, Aurora Oregon 97002

Project Description: One A-Frame Sign

Subject Property Address: 14971 First St NE, Aurora Oregon 97002

Findings:

This application is approved per the Aurora Municipal Code #17.20.070, G. 1, 2, 4, 5.
Approved one (1) freestanding "A" board sign;
Approved size of 2' x 3'
Approved sign material of wood.
Approved font of Bernhard Conden;
Approved color of off white/tan background with black/dark lettering;
Approved placement location; near the stair entrance as shown in presented picture

Comments/Recommendation:

The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon.

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This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.

Karen Townsend
Karen Townsend, Vice-Chair, Aurora Historic Review Board

5/1/12
Date of Signature

NOTICE OF FINAL DECISION
APPLICATION APPROVED BY THE HISTORIC REVIVEW BOARD
CITY OF AURORA, OREGON

Date application was heard by HRB: April 26th 2012

Date this Notice is mailed: 5.1.12

Name of Applicant: Noel & Danielle Kinder

Applicant's Mailing Address: 21533 Liberty Street NE, Aurora, OR 97002

Project Description: Adding new back porch- Enclosing existing back porch for interior purposes and creating a new back porch at the rear of the house.

Subject Property Address: 21533 Liberty Street NE, Aurora, OR 97002

Findings:

This application is approved per the City of Aurora Design Review Guidelines for Historic District Properties, Avoid encasing Historic porches – page 45, #61, bullet 2.

Comments/Recommendation:

HRB recommends that pictures are taken of the house before the start of the project and given to City Hall hence that City Hall may have them on file in case a future owner may want to change rear of house back to its original appearance.

The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon

The Historic Review Board's decision is final on the date that this notice is mailed. Any party with standing may appeal this decision with the City of Aurora Municipal Code which provides that a written appeal, together with the required fee, shall be filed with the City Recorder within fifteen (5) calendar days of the date the Notice of Decision was mailed. The appeal fee schedule and forms are available from the City Recorder at City Hall, 214209 Main Street NE, Aurora, Oregon 97002.

This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.

Karen Townsend

Karen Townsend Chairman, Aurora Historic Review Board

5/1/12

Date of Signature

NOTICE OF FINAL DECISION
APPLICATION APPROVED BY THE HISTORIC REVIEW BOARD
CITY OF AURORA, OREGON

Date application was heard by HRB: April 26st 2012

Date this Notice is mailed: 5·1·12

Name of Applicant: Paul Belz-Templeman for Aurora Presbyterian Church

Applicant's Mailing Address: PO Box 78 Aurora, OR 97002

Project Description: Reroofing the Aurora Presbyterian Church.

Subject Property Address: 21553 Liberty St NE Aurora, Oregon

Findings:

This application is approved per the City of Aurora Design Review Guidelines for Historic District Properties, Preserve Original Roof Materials Where Feasible - page 39, #47.
The application was approved with onyx black roofing material.

Comments/Recommendation:

The findings and conclusions on which this decision is based are contained in the minutes for the HRB meeting at which this decision was made and audio-tape record of the HRB's meeting and deliberations. The minutes and audio-taped record are available at Aurora City Hall, 503.678.13283, 21420 Main Street, Aurora, Oregon.

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This decision is approved and this Notice of Decision serves as the Certificate of Appropriateness subject to the conditions set forth above.

Karen Townsend

Karen Towensend, Chairman, Aurora Historic Review Board

5/1/12

Date of Signature

Meeting Notice
Citizen Involvement Advisory Committee

Goal 1, Citizen Involvement: Develop a citizen involvement program that ensures the opportunity for citizens to be involved in all phases of the planning process.

AT&T Conference Line:
1-866-680-0168
Passcode:
866171

Meeting:
Tuesday, May 8, 2012 10:30am
DLCD
635 Capitol Street
Salem, Oregon 97301

First Floor Conference Room, Suite 150

Item 1 **Call to Order, Agenda Review, Notes**

Item 2 **Decision Tools for Rulemaking Workgroups**

Item 3 **Outreach Template**

Lunch Break 12-1pm

Item 4 **Public Comment**

Item 5 **Discussion of Proposed Revisions to CIAC Bylaws**

Item 6 **Update: Reports of Rulemaking Workgroups and Other Meetings**

- Central Oregon Regional Economic Analysis
- Amendments to Rules for Solar Energy on Farmland
- Greenhouse Gas Target Rulemaking

Item 7 **CIAC Business, Future Agenda Items**

- Pending Expiration of CIAC member term(s)
- Latino Cultural Festival
- Celebration of 40th Anniversary of Oregon Land Use Program

Adjourn

All times are estimates.

Items may be taken in an order different than shown on this agenda. For more information contact: Bob Rindy, (503) 373-0050, ext. 229, bob.rindy@state.or.us or Casaria Taylor, (503) 373-0050, ext. 322, Casaria.r.tuttle@state.or.us.

Next scheduled meeting: June 12, 2012, 10:00 AM (NOTE: This will be an iLinc meeting)

Meeting Notice
Land Conservation and Development Commission

BAM Subcommittee:
Thursday, May 10, 2012, 7:30AM
Land Conservation and Development
1st Floor Conference Room
635 Capitol Street
Salem, Oregon 97301

Meeting:
Thursday, May 10, 2012, 8:00AM
Land Conservation and Development
Agriculture Bldg., Basement Hearing Room
635 Capitol Street
Salem, Oregon 97301

Meeting:
Friday, May 11, 2012, 8:00AM
Land Conservation and Development
Agriculture Bldg., Basement Hearing Room
635 Capitol Street
Salem, Oregon 97301

Thursday, May 10, 2012
7:30AM – 1st Floor Conference Room, Suite 150

Budget and Management Subcommittee

The subcommittee will discuss the department's current budget information. The subcommittee will report to the full commission during this commission meeting.

Teddy Leland, Administrative Services Manager
No Public Testimony
Briefing

Thursday, May 10, 2012
8:00AM – Basement Hearing Room

Item 1 Public Comment

This part of the agenda is for comments on topics not scheduled elsewhere on the agenda. The chair may set time limits (usually three minutes) for individual speakers. The maximum time for all public comments under this agenda item will be limited to 30 minutes. If you bring written summaries or other materials to the meeting please provide the commission assistant with 20 copies prior to your testimony. The commission is unable to take action, at this meeting, on items brought to their attention in this forum.

Item 2 Request to Appeal Pursuant to ORS 197.090(2) and (3), and OAR 660-001-0201 to 0230

State law requires commission approval of the director's decision to seek review of a local government land use decision, expedited land division or limited land use decision. Only the director or department staff on the director's behalf, the applicant and the affected local government may submit written or oral testimony concerning commission approval of a director's recommendation to file or pursue appeal or an intervention in an appeal of a land use decision, expedited land division or limited land use decision.

Item 3 Periodic Review Pursuant to ORS 197.628 to 197.644 and OAR 660, division 25

The commission considers matters related to periodic review usually by way of an appeal of the department's decision or upon referral by the department of a local government's work program or work task submittal. Appeals and referrals of a periodic review work task or work program are decided by the commission. Oral argument is limited to the appellants, parties and the local government. The chair may limit time for testimony and may set time limits (usually three minutes) for individual speakers.

Albany Periodic Review Task 2

The commission will conduct a hearing to consider an appeal of the DLCD director's approval of the city of Albany's periodic review Task 2 submittal, regarding Statewide Planning Goal 5. The hearing will be conducted according to the procedures in OAR 660-025-0085 and 660-025-0160. Oral argument will be limited to the appellant and the local government. The chair may limit time for testimony and may set a time limit (usually 3 minutes) for individual speakers.

Ed Moore, South Willamette Valley Regional Representative
Amanda Punton, Natural Resources Specialist
No Public Testimony
Possible approval or remand

Item 4 Metro Urban Growth Boundary Amendment

The commission will conduct a hearing to consider a submittal by the Metropolitan Service District amending the Metro urban growth boundary. The matter was referred to the commission by the DLCD director. The hearing will be conducted according to the procedures in OAR 660-025-0085 and 660-025-0160. Oral argument will be limited to objectors and the local government. The chair may limit time for testimony and may set a time limit (usually 3 minutes) for individual speakers.

Rob Hallyburton, Community Services Division Manager
Anne Debbaut, Metro Area Regional Representative
Jennifer Donnelly, Metro Area Regional Representative
No Public Testimony
Possible approval or remand

This item's public hearing will be moved to Friday, May 11, 2012

Item 5 Public Hearing and Possible Adoption of Amendments to Coastal Zone Management Act Federal Consistency Oregon Administrative Rule, Division 35

The commission will consider adoption of amendments to division 35 rules to conform to revised federal requirements. Division 35 rules contain the state's procedures and requirements for federal consistency review under the federal Coastal Zone Management Act (CZMA).

Juna Hickner, Coastal State and Federal Relations Coordinator
Public Testimony
Adoption

This item's public hearing will be moved to Friday, May 11, 2012

Item 6 Public Hearing and Possible Adoption of Amendments to Solar Rules, Division 33

The commission will consider adoption of amendments to division 33 rules to adopt rules specifically applicable to siting photovoltaic solar power generation facilities.

Michael Morrissey, Policy Analyst
Public Testimony
Adoption

Thursday, May 10, 2012
4:00PM – Basement Hearing Room

The commission will host a reception acknowledging the retirement of John VanLandingham, former LCDC member, Richard Whitman, former Director and Lisa Howard, former LCDC assistant.

Thursday, May 10, 2012
6:00PM – Gambretti's, 325 High Street SE, Salem

The commission will host a retirement reception for former Land Conservation and Development Commissioner John VanLandingham, and acknowledging the work of former Director Richard Whitman and former Commission Assistant Lisa Howard.

Friday, May 11, 2012
8:00AM – Basement Hearing Room

Item 5 Public Hearing and Possible Adoption of Amendments to Coastal Zone Management Act Federal Consistency Oregon Administrative Rule, Division 35

The commission will consider adoption of amendments to division 35 rules to conform to revised federal requirements. Division 35 rules contain the state's procedures and requirements for federal consistency review under the federal Coastal Zone Management Act (CZMA).

Juna Hickner, Coastal State and Federal Relations Coordinator
Public Testimony
Adoption

Item 6 Public Hearing and Possible Adoption of Amendments to Solar Rules, Division 33

The commission will consider adoption of amendments to division 33 rules to adopt rules specifically applicable to siting photovoltaic solar power generation facilities.

Michael Morrissey, Policy Analyst
Public Testimony
Adoption

Item 7 Public Hearing of Territorial Sea Plan Mapping

The commission will hold a public hearing to consider amendments to division 36 rules to ...

Paul Klarin, Marine Affairs Coordinator
Public Testimony
Briefing, no action

Item 8 Discussion and Acknowledgement of the Department's 2013-15 Agency Request Budget

The commission will receive a summary and possibly approve, conceptually, the 2013-15 Agency Request Budget including potential adjustments to the department's 2013-15 base budget through policy packages.

Teddy Leland, Administrative Services Division Manager
Jim Rue, Acting Director
Public Testimony
Approval

Item 9 Citizen Involvement Advisory Committee Update

The commission will receive an update by the CIAC on their recent work.

Bob Rindy, DLCD Policy Analyst
Public Testimony
Briefing, no action

12:00PM – Lunch

1:00PM – Basement Hearing Room

Item 10 Integrated Water Resources Strategy Briefing
Representatives of the Oregon Water Resources Commission and Water Resources Department will update the commission on the status of the Integrated Water Resources Strategy effort , and will request the Commission's endorsement of the effort.

Rob Hallyburton, Community Services Division Manager
Brenda Bateman, Water Resources Department
John Jackson, Water Resources Commission Chair
Public Testimony
Endorsement

Item 11 Director's Report
The commission will receive an update by the director on recent matters concerning the department.

Jim Rue, Acting Director
No Public Testimony
Briefing, no action

Item 12 Commission Business and Reports
The commission will receive an update on the Budget and Management Subcommittee.

Teddy Leland, Administrative Services Manager
No Public Testimony
Briefing, no action

Item 13 Other
The commission reserves this time, if needed, for other business.

Adjourn

Future Proposed Commission Meetings and Topics

July 18-20, 2012 – Lakeview

- 2013-15 Agency Request Budget
- Boards and Commissions Best Practices
- Periodic Review Update
- Territorial Sea Plan Rule Amendment – Briefing
- Springfield UGB Expansion for Employment Land

September 20-21, 2012 – Salem/Independence

- Joint Meeting with LOAC
- Joint Meeting with CIAC
- Portland Metropolitan Area Scenario Planning Rule Amendment – Briefing
- Territorial Sea Plan Rule Amendment - Adoption
- Newberg UGB Decision
- Clackamas County Rural Population Coordinated Forecast Acknowledgement
- Grants Pass UGB Expansion for Residential Land
- Keizer Periodic Review

November 14-16, 2012 – Newberg

- 2010-11 Farm Forest Report
- Strategic Plan Update
- Biennial Report
- Annual Review Business Continuity Plan
- Portland Metropolitan Area Scenario Planning Rulemaking – Adoption
- Damascus Update

Oregon's seven-member Land Conservation and development Commission, assisted by the Department of Land Conservation and Development, adopts state land use goals, assures local plan compliance with the goals, coordinates state and local planning and manages the coastal zone program. Commissioners are unpaid citizen volunteers appointed by the governor and confirmed by the senate. Commissioners are appointed to four-year terms and may not serve for more than two consecutive terms. The statute establishing the commission, ORS chapter 197, also directs that members be representative of the state. The commission meets approximately every six weeks to direct the work of the department.

Current Commissioners:

Bart Eberwein (Portland)
Tim Josi (Tillamook)
Jerry Lidz (Eugene)
Sherman Lamb (Talent)
Hanley Jenkins (Union)
Greg Macpherson, Vice-chair (Lake Oswego)
Marilyn Worrix, Chair (McMinnville)

The meeting location is accessible to persons with disabilities. To request an interpreter for the hearing impaired or for other accommodations for persons with disabilities, please make requests at least 48 hours before the meeting to Casaria Tuttle at (503) 373-0050 ext. 322, Casaria.r.tuttle@state.or.us, or by TTY: Oregon Relay Services (800) 735-2900.

Public Testimony:

The commission places great value on testimony from the public. Those items on the agenda indicated for public testimony are the topics where public comment will be accepted.

People who wish to testify are requested to:

- Complete a Testimony Sign Up Form provided at the meeting handout table;
- Provide a written summary in advance to Casaria.r.tuttle@state.or.us (May 3 is the deadline to submit advance testimony). If you are unable to supply materials in advance, please bring 20 copies to the meeting for distribution to the commission, staff and members of the public;
- Recognize that substance, not length, determines the value of testimony;
- Endorse, rather than repeat, testimony of other witnesses with whom you agree.

Because of the uncertain length of time needed, the commission may address an item at any time in the meeting. Anyone wishing to be heard on an item without a set time should arrive when the meeting begins to avoid missing an item of interest. Topics not on the agenda may be introduced and discussed during the Director's Report, commission Business and Reports or Other.

LOC Bulletin

LEAGUE of Oregon CITIES

April 27, 2012

IFA Offering Attractive New Loan Terms and Grants for Eligible Projects

The Oregon Infrastructure Finance Authority (IFA) has made two important changes to its water and wastewater loan and grant programs.

First, the IFA is now offering lower, reduced interest rate loans for municipalities whose median household income is less than the statewide median income according to the American Communities Survey. Grant funding may also be available for cities with monthly sewer or water rates exceeding 1.5 percent of their median household income divided by 12.

As a result of these changes, Coos Bay and Astoria recently received roughly $4.3 million and $3.6 million respectively in 20- and 25-year loans from the IFA at an interest rate of 1.94 percent—equal to 50 percent of the IFA Direct Loan interest rate. The two cities also received $500,000 each in IFA grant funds due to high monthly user rates.

Second, the IFA is now calculating a monthly interest rate offering in addition to its quarterly rate. If the monthly rate at the time of a loan's approval is lower than the quarterly rate, a loan will be awarded at the lower rate. This "better of" rate offering, which will apply to both water/wastewater and Special Public Works Fund loans, will make IFA loans more flexible and competitive. The new policy was created in response to the fluctuating credit markets.

Additional information on the IFA's infrastructure financing programs can be found *here*.

Contact: Chris Fick, Intergovernmental Relations Associate – *cfick@orcities.org*

IN THIS ISSUE

- **Bicycle, Pedestrian and Transportation Enhancement Funds Available**
- **LOC Finance Toolkit Now Online**
- **NLC Alerts Members of Dues Scam**
- **Hazard Tree Workshop Scheduled for June 5**
- **Small Cities Support Network**
- **Oregon Local Leadership Institute Training**

Bicycle, Pedestrian and Transportation Enhancement Funds Available

State-funded grants from the Oregon Department of Transportation's (ODOT) Bicycle and Pedestrian Program, and federal funds from the Transportation Enhancement Program, are now available in a combined selection process recently approved by the Oregon Transportation Commission. The application process opens on **May 1**, and the deadline for proposals is **June 6**.

Funds will be awarded starting in July 2013.

The consolidated application/award process under ODOT's new Active Transportation Section is designed to create efficiencies and maximize available funding. All projects previously eligible for funding under the separate programs remain eligible for funding.

For more information click *here*.

Contact: Craig Honeyman, Legislative Director – *choneyman@orcities.org*

LOC Finance Toolkit Now Online

The League has developed a new resource for its member cities. The online Finance Toolkit has been designed to help cities communicate effectively with citizens, media and legislators about city finances, compression, local control, and the League's proposed constitutional amendment that would allow local voters the ability to consider an option levy outside compression for up to 10 years.

The Toolkit includes several electronic resources that will help cities develop materials that can provide a basic understanding of city finances, which can be very helpful when trying to explain the challenges cities face in today's economic climate.

To access the League's Finance Toolkit, click *here*.

NLC Alerts Members of Dues Scam

Last week, an Oregon city received an invoice from the "International League of Cities" requesting membership dues. If any League member receives a notice from this "International League of Cities," please disregard such notice. The National League of Cities (NLC) has alerted its members that this is a scam and that it's been seen before.

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Hazard Tree Workshop Scheduled for June 5

The Oregon Department of Forestry's Urban & Community Forestry Assistance Program will conduct a workshop June 5 in Baker City on evaluating potential hazards and reducing risk with living infrastructure. Continuing education credit is available for ISA Certified Arborists. A minimum of 15 attendees is needed to hold the class. For more information, click *here*.

Small Cities Support Network

Join Us: Enjoy productive networking, knowledgeable speakers and fabulous food.

Mark your calendars for these upcoming regional meetings:

Region 3: May 4 - Millersburg – 11:00 a.m. - 1:00 p.m.

Statewide Quarterly Dates:

Region 1 - May 11
Region 2 - June 13
Region 4 - May 17
Region 5 - June 29
Region 6 - June 7
Region 7 - April 25
Region 8 - April 26

Call for Agenda Items: Would you like to discuss specific topics of concern within your area? Do you have a specific guest speaker or agenda item you would like us to consider?

Regional Listserv: City officials in specific regions can receive updates and meeting announcements via e-mail by subscribing to their region's listserv.

Contact: Mandy Allen, Small Cities Support Network Coordinator – *mallen@orcities.org* or (503) 588-6550.

On the Web: *www.orcities.org/smallcities*

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Oregon Local Leadership Institute Training

Registration is now open for upcoming spring workshops. Click here to view the new spring catalog with full workshop descriptions, dates, locations and registration information.

To register, click here.

Upcoming Workshops:
(more dates and locations may be available – click here for full schedule)

Emergency Management
LGMC Approved: Core area #3: Public Safety & Emergency Management Services – 4 hrs.
~~Independence May 1~~ ***cancelled***

Government Ethics in Oregon
LGMC Approved: Core area #10: Ethics & Leadership – 4 hrs.

La Grande	May 3
Redmond	May 24
Central Point	May 31

Oregon Planning Procedures – From Application to Approval
LGMC Approved: Core area #5: Land Use Planning & Economic Development – 6.5 hrs.

La Grande	May 4

Social Media, Internet & Social Media Communications for Cities
LGMC Approved: Core area #7: Community Relations – 6 hrs.

Independence	May 8
Redmond	May 25

Leadership – Focusing on Leading in Turbulent Times
LGMC Approved: Core area #10: Ethics & Leadership – 12 hrs.
Tualatin May 10 & 11 ***class full – click here to be added to waiting list***

Click here for detailed location information.

Contact: Kim Shook, Training Coordinator – kshook@orcities.org or (503) 588-6550

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citycounty insurance services
www.cisoregon.org

News, Updates and Emerging Risk Management Issues of Interest to CIS Members
April 2012

Discretionary Immunity:

Making it Work for Your Entity

Mark Rauch, CIS General Counsel and
Scott Moss, CIS P/C Trust Manager

Spring is budget time in Oregon, and budget time is a good time to make policy choices that can provide an important defense against liability: discretionary immunity. Discretionary immunity can be an especially important tool in tough economic times when local governments are simply unable to fund or staff important maintenance and other projects that might reduce exposure to risk.

Whenever a public body becomes aware of a hazard or condition that could potentially cause harm, there is arguably a duty to remedy the problem or face liability for resulting injuries. Often, in fact, the "notice" of such hazards comes by way of written safety recommendations from CIS risk management consultants. But the entity may lack the funds to fix the problem or may have other needs to which they give a higher priority. If the problem is not fixed and there is an injury and claim, the safety recommendation (possibly now in the hands of the injured party's attorney through

READ MORE ...

DISCRETIONARY IMMUNITY

In order for discretionary immunity to apply, **four key elements** must be present:

1. **Choice**
2. **Policy**
3. **Authority**
4. **Why & How**

Questions?
Ask your CIS Risk Management Consultant.

CIS
503-763-3800 800-922-2684
www.cisoregon.org
1212 Court St. NE, Salem, OR 97301

a public record or litigation discovery request) could actually aggravate the liability picture. Does that mean we should avoid making recommendations for fear they won't be complied with promptly? Not necessarily. Again, the best approach when circumstances don't allow immediate implementation of the recommendations might be steps to implement discretionary immunity.

For example, (and these are actual facts from a CIS claim in which a city was found liable for the damage) a small city, with a small budget, has a sanitary sewer system that was installed about 80 years ago. The system has a 4 inch main. The city does a reasonable job of ongoing maintenance of its sewer lines, but is well aware the lines are both undersized and in poor condition. As a result, the lines tend to become plugged. The city's "policy" and practice has been to repair the system as it breaks down. However, there is no evidence that this "policy" been formally adopted by action of the city council. The city lacks the funds to upgrade the system. When the line becomes plugged through normal and foreseeable usage and backs up into houses causing damage, is the city liable? Under these facts, probably yes. But they likely could have avoided liability with a few simple (and cost free) steps to establish discretionary immunity.

What is "discretionary immunity"?

Public bodies historically were immune from liability altogether under the legal doctrine of "sovereign immunity" ("The King can do no wrong"). Oregon, like most states, has waived much of its sovereign immunity by passing a "Tort Claims Act" (OTCA), which provides the means and method for pursuing tort claims against pubic bodies. The OTCA also sets important conditions and limitations on public body liability, such as the 180-day notice requirement, caps on liability, and certain immunities, including discretionary immunity. Specifically, public bodies are immune from liability for:

> "Any claim based upon the performance of or the failure to exercise or perform a discretionary function or duty, whether or not the discretion is abused." ORS 30.265(c).

In practice this immunity has not proved to be as sweeping as it might sound. Courts have been fairly strict in their interpretation, as was pointed out in a recent Local Focus Legal Briefs column regarding the decision in the case of *Smith v. Bend Metropolitan Park and Recreation District*. Nonetheless, the immunity is available and the published court decisions provide good counsel on what needs to be in place for the immunity to apply ... and it need not be that difficult in most cases.

Practical steps to make it work.

While there is no clear set of instructions guaranteed to establish discretionary immunity, the case law provides guidance on key elements that should be considered.

The Oregon Tort Claims Act (ORS Chapter 30) allows public agencies to be subject to actions or suits for its torts (broadly defined as acts that cause harm). ORS 30.265 provides that public agencies, their officials and employees are immune from tort liability

for "any claim based upon the performance of or the failure to exercise or perform a discretionary function or duty, whether or not the discretion is abused." This provision, known as "discretionary immunity", is a commonly used affirmative defense to tort claims for public entities.

In order to apply discretionary immunity four key elements must be present:

- Choice
- Policy
- Authority
- Why and How

Choice – The decision maker must have considered a variety of options and judge the merits of each option including factors such as safety, budget, time, scope, impact, etc.

Policy – The decision must be part of a plan or policy, not a routine, daily operational decision.

Authority – The decision maker must be a policy maker or have been delegated authority from a policy maker.

Why and How – The decision maker must do more than make the decision, they must document why they made the decision and how they made the decision.

An easy way for entities to get the full benefit of discretionary immunity is to practice the **R-I-S-K** model of decision making:

RECOGNIZE who has decision-making authority: Ask which policy maker has the authority to make this decision. Have they formally delegated that authority? Those with proper policy-making decision authority should make the decision.

IDENTIFY alternatives and foreseeable consequences of the decision:

- What are the alternatives?
- Who is impacted by this decision?
- What is the scope/design/system?
- What is the schedule?
- What other interests are competing for resources?
- What is the cost/budget?
- What are the risks? (to people, property, reputation, financial, operational, etc)
- What are the benefits?

STRUCTURE the decision-making process. A decision making system should be in place. The system should have documented authority from the elected officials, to top management, to managers and supervisors. Decision makers should be trained on the scope of their authority, the importance of identifying options and risk, and on documenting the how and why of the decision made.

KEEP RECORDS. Decision makers must keep records of the alternatives considered, the analysis of each alternative, why and how the decision was made, and by what authority they made the decision.

A decision making risk matrix can be found under "Discretionary Immunity" in the Risk Management Library on the CIS website, www.cisoregon.org.

HRB 2012 Changes to 17.0
April 19, 2012

Note: We wonder if we can now drop references to all old ordinances. These were inserted so that the code could be compared to city ordinances that everyone had been working with prior to 2002. However, it has been 10 years and this code has now been a functioning document. Is this possible????

17.040.030
Capitalize all references to Certificate of Appropriateness. (This will then signify that there is a document by this title, or at least the title added to Notice of Decision, also capitalized.)

17.04.040
Add "demolish" following "It is unlawful. . ,----, " (This was an omission and is included in all historical ordinances. It was also pointed out to us by SHPO.)

17.40.60 Interpretation

D. Can the words "make application" be entered somewhere here? It is confusing as the language does not lead the layman to understand that the application process leads to a legal decision by the board.

The words "request" and "consideration item" appear to be too informal for the required action/decision.

E. Again, keeping a record of all decisions/interpretations/applications. 'A written record of decisions made on applications requiring an interpretation of the guidelines, etc.'

Add "interpretation" to definitions list.

17.12.040 Meetings
There are various reasons for special meetings. Sometimes there may be a fee or sometimes a fee may be waived by the HRB depending on circumstances. (for instance, the HRB may agree to meet before the next meeting if there is a design change, etc. when a timeline or seasonal issue comes up due to no fault of the applicant.) If an applicant requests a meeting because they didn't get their application in on time, there is a fee. This might also say "rescheduled meetings" of which we usually have two each year due to the holidays.

17.16.030
A. The owner must sign a form which is not always done. Previously the owner signed a general land use form that the city had (has). We have renters applying for fences, etc. as well as signs. Does the owner know what is being proposed? The city needs to be comfortable with the applicant acting for the owner.

17.16.050
A. retain "approve with modifications". This is not always the same as "with conditions" as it may refer to a mutually agreed upon design change not on the application having nothing to do with "conditions"
2. Delete admin. decision on Signs
3. Delete admin decision on Accessory dwellings

Regarding Administrative decisions with clear and objective standards. Both of the above deal with design issues and should go to the board.

Language can be written for administrative decisions on painting, roofing and landscaping projects less than $2500. Can we use the word "may" as "The HRB may appoint members on a rotating basis to fulfill a Historic Administrator position to approve, approve with conditions, approve with modifications, or deny applications for a Certificate of Appropriateness when clear and objective standards are (----?) for exterior changes to painting, roofing and landscape projects under $2500." Then if it occurs that no one can serve in that position, even temporarily due to whatever circumstances, the decision-making would revert to the whole body. In no case would it go to staff or to professional planning where the expense would be greater than a normal application.

17.16.060
Capitalize all references to Notice of Pending Decision. (Create a form Notice of Pending Decision?)

(Our experience is that if there is a form for something, it tends to be used and understood better with staff changes. Staff members are not always given time to read the codes and understand what is expected or why. Over time, protocol alone can be lost in staff transitions.)

B.
b. should be *within,* not *with* ? change to ORS requirement?

Forms suggestion:
Add the words "Certificate of Appropriateness" as a check-off feature of the Notice of Decision. If the application is approved as being appropriate (or per guidelines), the box is checked and then serves as the document required by code.

There may be instances where an application is approved but the board finds it not appropriate. An example is where a change is made to a property in advance of application and it does not meet the guidelines. (Patzer property, for instance. The garage door was made of plastic and the board did not ask them to change the door but did not want it to be considered an appropriate material that could be held up by others when referring later to the decision.)

recorder

From: recorder
Sent: Tuesday, April 03, 2012 5:51 PM
To: Karen Townsend
Cc: 'Wakeley, Renata'
Subject: RE: HRB code changes

Karen,

So you by chance have an old copy of title 17 because I am looking at your proposed changes

1. 17.12
B. Delete "planning commission"
Add "Notification of recommendations shall be forwarded to the Planning Commission."
The city council is the governing body.
The "triangle" of two equal boards with different responsibilities would have each forward their recommendations for any new standards directly to the governing body. The current language infers that Planning commission would have to pass off on these first before they are passed on the council.
Add "demolish" following "structure,. . "

I do not see where any of these changes are feasible.....in my copy of title 17 nowhere does it say Planning Commission to even delete it...

2. Question. the board did not understand why there is 181 days in one place and 120 days in another.(I do not see in my copy of title 17 where is refers to 181 day ever)

3. 17.16.080
A. Retain "approve with modifications". This may be a different situation than "with conditions" as often an exterior change is modified during the meeting to better convey historic compatibility than was originally applied for.
5. Delete "planning commission"

(again I cannot for the life of me understand what this refers to and planning commission again is not printed anywhere in the reference, so I am not sure what copy of title 17 you have)

So let me know either you have a bad copy or I am just not seeing what you are referring too,

Thank you,

Kelly Richardson
City Recorder
City of Aurora
21420 Main St. NE
Aurora, Oregon 97002
503-678-1283
PUBLIC RECORDS LAW DISCLOSURE
This email is a public record of the City of Aurora, Oregon and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule. CONFIDENTIALITY NOTICE This e-mail message contains confidential information belonging to the sender or receiver. The information in this message is intended for the addressee's use only. If you are not the intended recipient you are hereby notified that you are prohibited from reading, using, disclosing, copying, or distributing this information in any way; further, you are prohibited from taking any action

based upon the contents of this e-mail. If you have received this e-mail by mistake, please delete it immediately. For further questions call our office at 503-678-1283 ext. 2.

-----Original Message-----
From: Karen Townsend
Sent: Monday, April 02, 2012 6:37 PM
To: renata@mwvcog.org
Cc: recorder
Subject: HRB code changes

Here are changes/additions/deletions for Title 17 down to Signs:
(Please overlook any mistypes as the print on the city's email is very small and hard to read on the screen.)

17.04.030
Capitalize all references to Certificate of Appropriateness. This will then signify a real document form (even if it is combined with Notice of Decision which would also be capitalized, signifying a city form.)

17.04.040
Add "demolish" to 3rd line following "It is unlawful. . . ----, "
This was an omission and is in all historical codes including the previous Aurora codes.

17.04.060 Interpretation
D. Can the words "make application" be entered somewhere here? It is confusing as the language does not lead one to understand that the application process leads to a legal decision by the board.
The words "request" and "consideration item" appear to be too informal for the required action/decision.

E. again, keeping a record of all decisions/interpretations/applications. A written record of decisions made on applications requiring an interpretation of the guidelines, etc.

(We plan to add "interpretation" to Definitions list.)

17.12
B. Delete "planning commission"
Add "Notification of recommendations shall be forwarded to the Planning Commission."
The city council is the governing body.
The "triangle" of two equal boards with different responsibilities would have each forward their recommendations for any new standards directly to the governing body. The current language infers that Planning commission would have to pass off on these first before they are passed on the council.
Add "demolish" following "structure,. . "

17.16.030
A. The owner must sign a form which is often not done. Previously the owner signed a general land use form that the city had. We have renters applying for fences, etc. as well as signs. Does the owner know what is being asked for? The city needs to be comfortable with this.
F. Question. the board did not understand why there is 181 days in one place and 120 days in another.

17.16.080

A. Retain "approve with modifications". This may be a different situation than "with conditions" as often an exterior change is modified during the meeting to better convey historic compatibility than was originally applied for.
5. Delete "planning commission"

17.16060 Capitalize all references to Notice of Pending Decision
Create a form "Notice of Pending Decision"??

Note: Our experience is that if there is a city form for something, it tends to be used and understood better with staff changes. Staff members are not always given time to read the codes and understand what is expected. Over time, forms and protocol are lost in staff transitions.

17.16.080 Standards for decision
A. Should this also reference Sign Code chapter? as well as the other chapters in Title 17?
C. Add "approve with modifications"

17.16.090 Notice of Decision
Capitalize all references to Notice of Decision

Questions to Renata from the board:
Can we require that applicant attend a meeting where the application for a decision is presented? Currently our guidelines suggest (as does the application itself) that we recommend they attend and that if there are questions that can not be answered by the application (typically these applications are very scanty with details!) that it is possible that no decision will be made.

Suggestion: Add the words "Certificate of Appropriateness" as a check-off feature of the Notice of Decision. If the application is approved as being appropriate, this box can be checked and serve as the document needed by code.
There might be instances where an application is approved but the board finds it not appropriate. An example is where a change is made to a property in advance of application and it does not meet the guidelines (Patzer property, for instance.) The garage door was made of plastic and the board did not ask them to change the door but would not go as far as to consider it "appropriate" as it did not meet guidelines.

recorder

From: Wakeley, Renata [renatac@mwvcog.org]
Sent: Tuesday, May 01, 2012 11:12 AM
To: recorder
Cc: mayor
Subject: Mayor's request for information on Fidanzo property
Attachments: Options_FIDANZO April 2012.docx

Hi Kelly,

Can you provide the attached to the Mayor? It outlines the two potential next steps for Fidanzo in making changes to the City maps OR city development code.

If Fidanzo is ready to proceed, you can also provide him a copy of the land use application to complete and copies of the sections of the code referenced in the attached.

Let me know if I can be of further assistance in this process.

Renata Wakeley, Planner
Mid-Willamette Valley Council of Governments
105 High Street SE, Salem OR 97301
p: 503 540 1618
f: 503 588 6094

4/26/12 conference call with Mayor on Fidanzo options

a) Fidanzo submits a Quasi-Judicial application for a Zone and Comprehensive Plan Map Amendment asking the City to amend their Zone and Comprehensive Plan Maps to remove portions of his property ONLY from the Flood Hazard Overlay zone.

PROCESS: 16.80 outlines Comp Plan and Zone Map Amendment processes. Quasi-Judicial process is governed by 16.76 which requires public hearings before the PC and CC. Minimum of 20 or 10 days before first hearing date, notice to property owners within 250 feet of property and notice be published at least 10 days before first hearing in the paper. Notice to DLCD. Criteria to be met are under 16.76.120.A. and B. and 16.80. The applicant's fee is a deposit of $3,000 plus actual costs if in excess of the $3,000.

NOTES: This would not change anything for the City's park lands. Mayor and other Council and Planning Commissioners would need to declare ex-parte contacts (previous conversations with Fidanzo).

b) Fidanzo submits a Legislative Amendment application to the City asking to amend their Flood Hazard Overlay zone to allow certain development in the Flood Hazard Overlay.

PROCESS: 16.80 outlines Comp Plan and Development Code Amendment processes. Legislative Amendments governed by 16.74. Can be initiated by motion of the CC, PC, or by application of a property owner. Public hearings before the PC and CC and notice to DLCD. At least 7 days prior to 1st hearing, notice published in the paper AND mailed to any affected property owner when legislation will limit or prohibit potential uses (not applicable in this case). The applicant's fee is a deposit of $3,000 plus actual costs if in excess of the $3,000.

NOTES: Not recommended by myself or DLCD as it opens the City to liability AND another amendment is likely down the road after DLCD model "best practices".

RW notes:

1. Can I get a copy of the flood elevations from property owner to the South that Fidanzo mentioned?
2. The **quasi-judicial** process is to be used if: (1) the process is bound to result in a decision: Yes, Fidanzo would be the application. (2) the decision is bound to apply preexisting criteria to concrete facts, and (3) the action is directed at a closely circumscribed factual situation or a relatively small number of persons: Yes, Fidanzo property only.

Parks Committee
Traffic Safety

REPORTS

Police Chief

Finance Office

Public Works

City Recorder

City Attorney's

Old Aurora Colony Ox Barn, Aurora, Oregon Clark Moor Will 19666

Nat'l Historic District Founded 1856

City of Aurora

Police Department

"Partnership for a Safe Community"

Chief's Report
April 2012

INCIDENTS

Total of 9 incidents for the month of April.

- **4 Criminal Mischief incidents. 3 to City property / 1 to business**
- **2 Harassment incidents. 1 submitted to DA for review / 1 information only.**
- **1 Sexual Assault. Case submitted to DA for review.**
- **2 Agency Assists. 1 on possible suicidal subject / 1 on civil disturbance.**

Traffic Enforcement

- **50 - Traffic citations were issued for the month of April.**
- **81 - Total number of infractions cited for.**
- **17 - Warnings Given.**

Average "over the posted" speed limit from written citations – 17.88 MPH

Vehicle Maintenance

- **Driver's seat in unit 70 is torn. CCSO has agreed to change out seat for us.**

Training

- **I attended the 2012 Oregon Chief's Conference in Bend, Oregon.**
- **I assisted with training for the Canby PD T.E.T. team at the sewer treatment plant._**

Reserve Officer Activity

- **I have brought on one new reserve – Don Hemstreet (Canby Police Evidence Officer). Currently in training.**
- **Total Patrol Hours for reserve unit: 12.5**
- **Reserve Officer Maxwell's status as reserve officer in question. He requested a 90 day leave of absence which I denied. I haven't heard back from him regarding how he intends to proceed.**
- **Volunteer Trevor Fillis has been doing remodeling work around the police department which is making the place look nicer. I would like to get Council authorization to have him continue working until the repairs are completed. I have been paying him $12.00 / hour for his efforts, which have come out of the department repairs line item.**
- **Job shadow proposal with Canby PD did not pan out. Hubbard PD has said we could do this with them, though they don't have too much more activity than us.**

Administration

- **Lexipol manual discussion (how does the council wish to proceed with department manual).**
- **Several new report forms have been added to the department.**
- **Truck Exemption Parking Permit now in place, per ordinance. 1 permit issued.**

Citizen Concerns

- **Citizen reported concern regarding concerns related to public safety at the property next to the American Legion Hall, (site of burnt building).**

  I personally went to the location to view the property. I noted the foundation of the previous building to be covered with wood and sheet metal. The wood appeared to be very soft and ready to buckle due to being exposed to the weather. The basement opening is covered by rotten, broken pieces of plywood. I did walk across the corner of the covered foundation and the wood felt as if it were ready to collapse. I walked very gently but should a person put their full weight on the wood, it is my opinion the wood would buckle.

  I examined the city ordinances and discovered the following may apply.
  Chapter 8.08 (Nuisances)

  Article 3 Nuisances affecting public safety.

  8.08.40 (Nuisances attractive to children Section B / #3

  Failing to cover or fence with a suitable protective construction any well, cistern, cesspool, evacuation, or other hole of a depth of four feet or more and a top width of twelve or more inches. (Basement covering?)

  8.10.50 Dangerous Building Section A / #11

  Due to fire, building becomes

  Attractive nuisance to children.
  Harbor for transients.

  8.10.50 Dangerous Building Section A / #15

  Condition to constitute a public nuisance known to the common law or in equity jurisprudence.

- **Citizen phoned to discuss their perception the Aurora PD is still a "Speed Trap" and that we are doing damage to the business community by making traffic stops.**

  Citizen, (Richard Anderson), said he often see's the police vehicles parked on either 99E and/or Ehlen Rd, "laying in wait" for unsuspecting people. Mr. Anderson feels by the police department writing so many unnecessary tickets, it is causing the general public to not want to come to Aurora as they feel they will be cited. Mr. Anderson feels we as the police should just patrol the streets and not conduct so many traffic stops and should discontinue parking on 99E and Ehlen Road.

  I did point out there are only two roads leading into the town, (99E and Ehlen), so of course you will most likely see the police cars near these locations. I also pointed out our

traffic enforcement activities are down from the past, though we still do write tickets as needed.

I advised Mr. Anderson all roadways leading into Aurora are clearly marked with the posted speed, which we did not set and the best way for not getting a ticket would be to not speed. We agreed to disagree and the conversation ended.

General Ledger
Revenue Analysis

User: JanV
Printed: 05/04/2012 - 8:57 A
Period 10, 2012

City of Aurora
FOUNDED 1856
"National Historic Site"

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
10	GENERAL FUND					
10-111-5001	Beginning Balance	165,734.00	0.00	0.00	165,734.00	0.00
10-111-5003	Previous Levied Taxes	8,560.00	795.36	10,866.86	(2,306.86)	126.95
10-111-5004	Interest Income	550.00	0.00	487.86	62.14	88.70
10-111-5005	Franchise Fees	55,700.00	3,023.91	58,943.08	(3,243.08)	105.82
10-111-5006	Planning/Development Fees	10,000.00	50.00	4,742.25	5,257.75	47.42
10-111-5007	Building Permits & Fees	5,000.00	60.00	1,419.61	3,580.39	28.39
10-111-5008	Municipal Court Fines	149,000.00	7,656.86	122,527.29	26,472.71	82.23
10-111-5009	Towing Ordinance Fees	6,700.00	600.00	5,250.00	1,450.00	78.36
10-111-5010	Donations	0.00	40.00	40.00	(40.00)	0.00
10-111-5012	Miscellaneous Revenue	3,000.00	0.00	3,663.89	(663.89)	122.13
10-111-5013	Park Reservation Fees	1,740.00	0.00	2,800.00	(1,060.00)	160.92
10-111-5014	Copy & Misc. revenue	250.00	40.00	150.00	100.00	60.00
10-111-5101	State Liquor & Cigarette Tax	12,319.00	1,139.41	9,592.82	2,726.18	77.87
10-111-5102	Fingerprinting	160.00	20.00	120.00	40.00	75.00
10-111-5103	Cell Tower Rent	20,465.00	841.32	17,997.72	2,467.28	87.94
10-111-5212	Unanticipated revenues	0.00	0.00	0.00	0.00	0.00
10-111-5451	Business Licenses	5,000.00	210.00	6,886.00	(1,886.00)	137.72
10-111-5452	Business Licenses Surcharge	0.00	30.00	180.00	(180.00)	0.00
10-111-5456	Police Reserves/Cadets	5,000.00	0.00	448.00	4,552.00	8.96
10-111-5465	Pedestrian Safety Enforcement	0.00	0.00	0.00	0.00	0.00
10-111-5470	DUII Overtime Grant (Police)	1,000.00	0.00	0.00	1,000.00	0.00
10-111-5475	Seat Belt Enforce Grant	1,500.00	0.00	960.00	540.00	64.00
10-111-5481	Revenue Sharing	8,000.00	0.00	6,863.94	1,136.06	85.80
10-111-5490	Police Training assessments	3,000.00	0.00	2,062.00	938.00	68.73
10-111-5495	ODOT - MCSAP	11,250.00	378.15	1,160.26	10,089.74	10.31
10-111-5500	Aurora Colony Day Rev.	4,000.00	80.00	3,382.00	618.00	84.55
10-111-5501	Aurora Antique Faire Revenue	2,500.00	285.00	2,960.00	(460.00)	118.40
10-111-5503	Colony Days Concert sponsors	5,500.00	3,250.00	3,250.00	2,250.00	59.09
10-111-5606	Planning Assist Grant	1,000.00	0.00	1,000.00	0.00	100.00
10-111-5903	Transfer From Park SDC Fund	0.00	0.00	0.00	0.00	0.00
10-111-5950	Taxes Necessary To Balance	201,573.00	754.59	201,035.78	537.22	99.73

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	10 Totals:	688,501.00	19,254.60	468,789.36	219,711.64	68.09
15	CITY HALL BUILDING FUND					
15-111-5001	Beginning Balance	95,340.06	0.00	0.00	95,340.06	0.00
15-111-5004	Interest Income	200.00	0.00	290.72	(90.72)	145.36
15-111-5012	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
15-111-5450	Donations	0.00	0.00	0.00	0.00	0.00
15-111-5452	Business License Surcharges	1,200.00	0.00	1,290.00	(90.00)	107.50
15-111-5462	Enhanced Citation Revenue	14,500.00	0.00	9,748.00	4,752.00	67.23
15-111-5902	Transfer from General Fund	3,000.00	0.00	0.00	3,000.00	0.00
	15 Totals:	114,240.06	0.00	11,328.72	102,911.34	9.92
25	PARK RESERVE FUND					
25-111-5001	Beginning Balance	7,465.00	0.00	0.00	7,465.00	0.00
25-111-5004	Interest	42.00	0.00	21.59	20.41	51.40
	25 Totals:	7,507.00	0.00	21.59	7,485.41	0.29
29	PARK SDCs					
29-111-5001	Beginning Balance	17,808.86	0.00	0.00	17,808.86	0.00
29-111-5004	Interest Income	75.00	0.00	55.70	19.30	74.27
29-111-5710	SDC's Reimbursement	134.00	0.00	134.00	0.00	100.00
29-111-5720	SDC Capital Improvements	2,071.00	0.00	2,071.00	0.00	100.00
29-111-5904	Transfer from Park Renovation	0.00	0.00	0.00	0.00	0.00
	29 Totals:	20,088.86	0.00	2,260.70	17,828.16	11.25
30	STREETS/STORM FUND					
30-111-5001	Beginning Balance	85,634.00	0.00	0.00	85,634.00	0.00
30-111-5004	Interest Income	250.00	0.00	263.07	(13.07)	105.23
30-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
30-111-5020	State/City Allotment Grant	12,500.00	0.00	0.00	12,500.00	0.00
30-111-5130	Street Overlay /Maintenance	0.00	0.00	17.31	(17.31)	0.00
30-111-5150	Street Light Fees	19,152.00	3,299.08	20,065.67	(913.67)	104.77
30-111-5151	State Highway Taxes	51,888.00	3,934.00	41,689.68	10,198.32	80.35
30-111-5901	Transfer from Street SDC	0.00	0.00	0.00	0.00	0.00
30-111-5902	Transfer from Storm SDCs	3,111.00	0.00	0.00	3,111.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	30 Totals:	172,535.00	7,233.08	62,035.73	110,499.27	35.96
35	STREET/STORM RESERVES					
35-111-5001	Beginning Balance	21,594.11	0.00	0.00	21,594.11	0.00
35-111-5004	Interest Income	50.00	0.00	76.35	(26.35)	152.70
35-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
35-111-5150	Street Maintenance Fees	12,600.00	2,190.00	13,129.81	(529.81)	104.20
35-111-5904	Transfer From Street Fund	0.00	0.00	0.00	0.00	0.00
	35 Totals:	34,244.11	2,190.00	13,206.16	21,037.95	38.56
39	STREET/STORM SDCs					
39-111-5001	Beginning Balance	17,116.15	0.00	0.00	17,116.15	0.00
39-111-5004	Interest Income	25.00	0.00	55.29	(30.29)	221.16
39-111-5710	SDC Charges/Streets-Reimbursem	1,292.00	0.00	1,292.00	0.00	100.00
39-111-5715	SDC Charges/Storm-Reimbursemen	108.00	0.00	108.00	0.00	100.00
39-111-5720	SDC Charges/Streets-Improvemen	1,448.00	0.00	1,448.00	0.00	100.00
39-111-5725	SDC Charges/Storm-Improvements	212.00	0.00	212.00	0.00	100.00
	39 Totals:	20,201.15	0.00	3,115.29	17,085.86	15.42
40	WATER					
40-111-5000	Beginning Working Capital	216,093.00	0.00	0.00	216,093.00	0.00
40-111-5004	Interest Income	600.00	0.00	636.17	(36.17)	106.03
40-111-5012	Prior taxes from GO Water Bond	500.00	0.00	85.18	414.82	17.04
40-111-5201	Water Sales	209,505.00	32,279.86	202,986.54	6,518.46	96.89
40-111-5202	Meter Installation Sales	4,600.00	0.00	2,249.69	2,350.31	48.91
40-111-5203	Water Sales - Filtration	25,000.00	3,268.51	22,863.87	2,136.13	91.46
40-111-5903	Transfer from Water SDC	4,000.00	0.00	0.00	4,000.00	0.00
	40 Totals:	460,298.00	35,548.37	228,821.45	231,476.55	49.71
42	SPW PROJECT MAINTENANCE FU					
42-111-5001	Beginning Balance	21,006.00	0.00	0.00	21,006.00	0.00
42-111-5004	Interest Income	0.00	0.00	61.09	(61.09)	0.00
42-111-5602	LID #1 Assesments	736.00	0.00	736.70	(0.70)	100.10
42-111-5904	Transfer From Water Fund	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	42 Totals:	21,742.00	0.00	797.79	20,944.21	3.67
43	WATER FILTRATION SYSTEM					
43-111-5001	Beginning Balance	0.00	0.00	0.00	0.00	0.00
43-111-5004	Interest Income	0.00	0.00	0.00	0.00	0.00
43-111-5012	City's match & self help	0.00	0.00	0.00	0.00	0.00
43-111-5160	Grant revenue (ARRA)	0.00	0.00	0.00	0.00	0.00
43-111-5230	OECDD Loan	0.00	0.00	15,070.32	(15,070.32)	0.00
43-111-5903	Transfer from Water SDCs	0.00	0.00	0.00	0.00	0.00
	43 Totals:	0.00	0.00	15,070.32	(15,070.32)	0.00
45	WATER RESERVE FUND					
45-111-5001	Beginning Balance	5,811.29	0.00	0.00	5,811.29	0.00
45-111-5004	Interest Income	0.00	0.00	5,879.23	(5,879.23)	0.00
	45 Totals:	5,811.29	0.00	5,879.23	(67.94)	101.17
49	WATER SDCs					
49-111-5001	Beginning Balance	46,327.69	0.00	0.00	46,327.69	0.00
49-111-5004	Interest Income	0.00	0.00	152.52	(152.52)	0.00
49-111-5710	SDC Charges-Reimbursements	1,466.00	0.00	1,466.00	0.00	100.00
49-111-5715	SDC Charges-Improvements	6,840.00	0.00	6,840.00	0.00	100.00
	49 Totals:	54,633.69	0.00	8,458.52	46,175.17	15.48
50	SEWER					
50-111-5000	Beginning Working Capital	149,280.00	0.00	0.00	149,280.00	0.00
50-111-5004	Interest Income	330.00	0.00	507.25	(177.25)	153.71
50-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
50-111-5301	Sewer Charges	257,040.00	43,934.50	269,638.40	(12,598.40)	104.90
	50 Totals:	406,650.00	43,934.50	270,145.65	136,504.35	66.43
55	SEWER RESERVE FUND					
55-111-5001	Beginning Balance	5,398.96	0.00	0.00	5,398.96	0.00
55-111-5004	Interest Income	24.00	0.00	15.63	8.37	65.12
55-111-5902	Transfer From Sewer Fund	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
	55 Totals:	5,422.96	0.00	15.63	5,407.33	0.29
57	SEWER DEBT SERVICE					
57-111-5001	Beginning Balance	12,374.62	0.00	0.00	12,374.62	0.00
57-111-5003	Previous Levied Taxes	7,500.00	366.94	5,128.17	2,371.83	68.38
57-111-5004	Interest Income	225.00	0.00	247.55	(22.55)	110.02
57-111-5950	Taxes Necessary To Balance	283,705.00	1,031.95	273,101.20	10,603.80	96.26
	57 Totals:	303,804.62	1,398.89	278,476.92	25,327.70	91.66
59	SEWER SDC FUND					
59-111-5001	Beginning Balance	12,083.96	0.00	0.00	12,083.96	0.00
59-111-5004	Interest Income	100.00	0.00	43.94	56.06	43.94
59-111-5710	SDC Charges-Reimbursements	2,588.00	0.00	2,588.00	0.00	100.00
59-111-5715	SDC Charges-Improvements	1,476.00	0.00	1,476.00	0.00	100.00
	59 Totals:	16,247.96	0.00	4,107.94	12,140.02	25.28
	Report Totals:	2,331,927.70	109,559.44	1,372,531.00	959,396.70	58.86

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10	GENERAL FUND					
10-112	Administration					
Account Type: E01	Personnel Expenses					
10-112-6001	City Recorder	9,713.00	817.66	8,172.56	1,540.44	84.14
10-112-6002	Admin. Assistant -A.M.	2,387.00	171.60	1,762.76	624.24	73.85
10-112-6011	Finance Officer	16,376.00	1,365.04	13,618.66	2,757.34	83.16
10-112-6012	Admin. Assistant - P.M.	2,342.00	190.34	1,921.01	420.99	82.02
10-112-6014	WBA/Workmans Comp Insurance	106.00	2.05	19.65	86.35	18.54
10-112-6016	Social Security/Medicare	2,357.00	176.12	1,758.67	598.33	74.61
10-112-6017	State Unemployment Payroll Tax	1,202.00	85.18	811.39	390.61	67.50
10-112-6018	PERS	2,334.00	201.17	1,857.43	476.57	79.58
10-112-6019	Health Insurance	9,907.00	825.83	8,247.33	1,659.67	83.25
10-112-6401	Emergency Response	100.00	0.00	0.00	100.00	0.00
	Total: Personnel Expenses	46,824.00*	3,834.99*	38,169.46*	8,654.54*	81.52*
Account Type: E02	Materials & Services					
10-112-6020	Operating Materials/Supplies	0.00	0.00	0.00	0.00	0.00
10-112-6021	Contract Services	2,700.00	0.00	1,950.00	750.00	72.22
10-112-6022	Copier Lease/Maint	600.00	37.84	393.46	206.54	65.58
10-112-6024	Repair & Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
10-112-6025	Legal	28,500.00	1,875.00	20,085.00	8,415.00	70.47
10-112-6026	Insurance & Bonds	5,000.00	0.00	4,509.84	490.16	90.20
10-112-6027	Bank & Finance Charges	280.00	0.00	12.00	268.00	4.29
10-112-6028	Mileage	500.00	82.50	364.16	135.84	72.83
10-112-6029	Electricity & Heating	0.00	0.00	0.00	0.00	0.00
10-112-6030	Office Expense	6,100.00	163.11	3,696.94	2,403.06	60.61
10-112-6031	Training & Conference	4,200.00	1,037.00	2,069.50	2,130.50	49.27
10-112-6032	Audit	6,625.00	0.00	6,625.00	0.00	100.00
10-112-6033	Equipment	1,400.00	0.00	329.97	1,070.03	23.57
10-112-6035	Office Equipment Lease	250.00	0.00	181.07	68.93	72.43
10-112-6039	Ethics Commission Fee	180.00	0.00	175.60	4.40	97.56
10-112-6048	Phone & Fax	3,500.00	246.98	2,469.89	1,030.11	70.57
10-112-6052	Postage	1,300.00	0.00	2,084.20	(784.20)	160.32
10-112-6054	Miscellaneous Expense	300.00	0.00	102.08	197.92	34.03
10-112-6061	Internet Service	288.00	0.00	205.32	82.68	71.29
10-112-6062	Computer training	1,200.00	0.00	0.00	1,200.00	0.00
10-112-6090	Springbrook Lease	1,200.00	100.00	1,020.00	180.00	85.00
10-112-6304	Professional Dues & Fees	500.00	0.00	185.00	315.00	37.00
10-112-6402	Emergency response	100.00	0.00	0.00	100.00	0.00
10-112-6405	Website	0.00	0.00	769.71	(769.71)	0.00
	Total: Materials & Services	66,723.00*	3,542.43*	47,228.74*	19,494.26*	70.78*
Account Type: E03	Capital Outlay					
10-112-6403	Emergency Response	100.00	0.00	0.00	100.00	0.00
10-112-6901	Equipment	350.00	0.00	933.00	(583.00)	266.57
10-112-6906	City Hall Maintenance & Repair	1,500.00	0.00	149.45	1,350.55	9.96
10-112-6910	Software/Software Updates	0.00	0.00	0.00	0.00	0.00
10-112-6915	Software security	500.00	0.00	200.50	299.50	40.10

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-112-6920	On-Site Server	2,600.00	650.00	2,600.00	0.00	100.00
	Total: Capital Outlay	5,050.00*	650.00*	3,882.95*	1,167.05*	76.89*
Account Type: E07	Contingencies					
10-112-7501	Contingencies	0.00	0.00	0.00	0.00	0.00
	Total: Contingencies	0.00*	0.00*	0.00*	0.00*	0.00*
	10-112 Totals:	118,597.00**	8,027.42**	89,281.15**	29,315.85**	75.28**
10-113	Community Development					
Account Type: E01	Personnel Expenses					
10-113-6001	City Recorder	7,800.00	654.12	6,537.97	1,262.03	83.82
10-113-6011	Finance Officer	1,638.00	136.50	1,361.85	276.15	83.14
10-113-6014	WBA/Workmans Comp Insurance	32.00	0.55	5.40	26.60	16.87
10-113-6016	Social Security/Medicare	723.00	53.43	534.37	188.63	73.91
10-113-6017	State Unemployment Tax	368.00	25.83	237.29	130.71	64.48
10-113-6018	PERS	551.00	54.04	469.77	81.23	85.26
10-113-6019	Health Insurance	3,721.00	310.17	3,092.95	628.05	83.12
	Total: Personnel Expenses	14,833.00*	1,234.64*	12,239.60*	2,593.40*	82.52*
Account Type: E02	Materials & Services					
10-113-6026	Aurora City Council	300.00	0.00	97.00	203.00	32.33
10-113-6028	City Official Mileage	50.00	0.00	0.00	50.00	0.00
10-113-6030	Office Expense	0.00	0.00	0.00	0.00	0.00
10-113-6031	City Official Training & Conf.	500.00	0.00	0.00	500.00	0.00
10-113-6036	Aurora Planning Commission	400.00	0.00	323.00	77.00	80.75
10-113-6037	Historic Review Board	300.00	0.00	152.00	148.00	50.67
10-113-6038	Planning Consultant-City Paid	14,000.00	732.97	10,745.26	3,254.74	76.75
10-113-6039	Planning Consultant-Billed Out	6,000.00	0.00	2,178.75	3,821.25	36.31
10-113-6040	City Engineer-Billed Out	1,000.00	0.00	212.50	787.50	21.25
10-113-6041	Marion Cty Pmt Fees	5,550.00	75.32	5,608.35	(58.35)	101.05
10-113-6063	Planning Assistance Grant	1,000.00	0.00	0.00	1,000.00	0.00
10-113-6065	Publishing & Posting Fees	1,500.00	0.00	340.00	1,160.00	22.67
10-113-6066	Aurora Colony Day Exp.	4,000.00	198.42	3,571.45	428.55	89.29
10-113-6067	Aurora Antique Faire Expense	4,000.00	25.75	2,036.41	1,963.59	50.91
10-113-6200	Revenue sharing projects	7,000.00	0.00	4,479.12	2,520.88	63.99
10-113-6212	Abatement, lien filing expense	500.00	0.00	353.00	147.00	70.60
10-113-6304	Dues & Publications	3,000.00	0.00	1,703.61	1,296.39	56.79
	Total: Materials & Services	49,100.00*	1,032.46*	31,800.45*	17,299.55*	64.77*
	10-113 Totals:	63,933.00**	2,267.10**	44,040.05**	19,892.95**	68.88**
10-114	Municipal Court					
Account Type: E01	Personnel Expenses					
10-114-6001	City Recorder	3,927.00	327.07	3,269.04	657.96	83.25
10-114-6002	Administrative Assistant	1,030.00	85.80	881.37	148.63	85.57

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-114-6011	Finance Officer	1,638.00	136.50	1,361.75	276.25	83.13
10-114-6012	Admin. Assistant - P.M.	9,367.00	761.38	7,684.09	1,682.91	82.03
10-114-6014	WBA/Workmans Comp Insurance	65.00	1.42	14.26	50.74	21.94
10-114-6016	Social Security/Medicare	1,225.00	92.77	931.37	293.63	76.03
10-114-6017	State Unemployment Payroll Tax	595.00	44.85	432.05	162.95	72.61
10-114-6018	PERS	941.00	80.67	761.25	179.75	80.90
10-114-6019	Health Insurance	2,161.00	180.10	1,796.82	364.18	83.15
	Total: Personnel Expenses	20,949.00*	1,710.56*	17,132.00*	3,817.00*	81.78*
Account Type: E02	Materials & Services					
10-114-6005	Judge	7,800.00	0.00	5,950.00	1,850.00	76.28
10-114-6006	Interpreter	1,075.00	0.00	763.80	311.20	71.05
10-114-6022	Copier Lease/Maint	600.00	37.81	393.28	206.72	65.55
10-114-6030	Office Expense	500.00	33.83	264.47	235.53	52.89
10-114-6031	Training & Conference	500.00	0.00	175.00	325.00	35.00
10-114-6035	Postage Machine Lease	235.00	0.00	108.67	126.33	46.24
10-114-6047	Court Revenue Pymts to Others	50,000.00	2,552.00	35,046.36	14,953.64	70.09
10-114-6052	Postage	300.00	0.00	140.56	159.44	46.85
	Total: Materials & Services	61,010.00*	2,623.64*	42,842.14*	18,167.86*	70.22*
Account Type: E03	Capital Outlay					
10-114-6910	Software/Software Updates	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
	10-114 Totals:	81,959.00**	4,334.20**	59,974.14**	21,984.86**	73.18**
10-115	Police					
Account Type: E01	Personnel Expenses					
10-115-6005	Police Clerk	14,148.00	1,144.33	11,771.87	2,376.13	83.21
10-115-6007	Police Chief	46,390.00	3,499.93	39,389.33	7,000.67	84.91
10-115-6008	Police Officer 1	35,604.00	3,010.64	29,678.24	5,925.76	83.36
10-115-6010	Grant Wages	6,216.00	0.00	960.00	5,256.00	15.44
10-115-6011	Finance Officer	3,275.00	273.01	2,723.75	551.25	83.17
10-115-6012	MCSAP Wages (OT) - reserves	11,250.00	0.00	113.22	11,136.78	1.01
10-115-6014	WBA/Workmans Comp Insurance	3,512.00	6.68	63.49	3,448.51	1.81
10-115-6015	Personnel Expenses (Grant)	0.00	0.00	0.00	0.00	0.00
10-115-6016	Social Security/Medicare	8,083.00	585.40	6,199.44	1,883.56	76.70
10-115-6017	State Unemployment Payroll Tax	3,803.00	283.14	2,452.71	1,350.29	64.49
10-115-6018	PERS	5,906.00	364.17	3,625.85	2,280.15	61.39
10-115-6019	Health Insurance	13,850.00	632.02	12,397.77	1,452.23	89.51
	Total: Personnel Expenses	152,037.00*	9,799.32*	109,375.67*	42,661.33*	71.94*
Account Type: E02	Materials & Services					
10-115-6020	Operating Materials & Supplies	2,500.00	102.54	938.69	1,561.31	37.55
10-115-6021	Contract Services	5,800.00	589.75	3,829.16	1,970.84	66.02
10-115-6022	Copier Lease/Maint	600.00	37.81	393.28	206.72	65.55
10-115-6025	Legal Expense	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-115-6028	Mileage	600.00	0.00	317.46	282.54	52.91
10-115-6029	Electric/Heating	0.00	0.00	0.00	0.00	0.00
10-115-6030	Office Expense	6,000.00	33.83	3,519.16	2,480.84	58.65
10-115-6031	Training & Conference	4,500.00	0.00	1,230.17	3,269.83	27.34
10-115-6034	Auto Operating Exp-Leas	24,800.00	426.17	18,710.40	6,089.60	75.45
10-115-6037	Postage Machine Lease	235.00	0.00	172.46	62.54	73.39
10-115-6038	Training & Conference - Clerk	1,000.00	0.00	185.00	815.00	18.50
10-115-6048	Phone & Fax	5,000.00	276.08	2,434.82	2,565.18	48.70
10-115-6049	Insurance	3,025.00	0.00	2,442.69	582.31	80.75
10-115-6050	Equip Repairs & Maint	2,000.00	0.00	337.66	1,662.34	16.88
10-115-6051	Uniforms	1,500.00	1,250.30	1,671.30	(171.30)	111.42
10-115-6052	Postage	800.00	0.00	129.09	670.91	16.14
10-115-6061	Internet service	288.00	0.00	205.33	82.67	71.30
10-115-6101	Dispatch Services	16,300.00	0.00	4,256.50	12,043.50	26.11
10-115-6102	Investigative Materials	750.00	0.00	0.00	750.00	0.00
10-115-6304	Professional Dues & Fees	450.00	0.00	125.00	325.00	27.78
10-115-6456	Police Reserves & Cadets	5,000.00	0.00	200.00	4,800.00	4.00
10-115-6922	Server Maintenance	1,200.00	250.00	1,000.00	200.00	83.33
	Total: Materials & Services	82,348.00*	2,966.48*	42,098.17*	40,249.83*	51.12*
Account Type: E03	Capital Outlay					
10-115-6901	Equipment	8,000.00	372.00	3,860.00	4,140.00	48.25
10-115-6905	City Hall Bldg Improvements	2,000.00	84.00	382.47	1,617.53	19.12
10-115-6910	Software/Software Updates	1,000.00	0.00	0.00	1,000.00	0.00
10-115-6915	Software security	500.00	0.00	200.50	299.50	40.10
10-115-6930	Office Equipment	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	11,500.00*	456.00*	4,442.97*	7,057.03*	38.63*
	10-115 Totals:	245,885.00**	13,221.80**	155,916.81**	89,968.19**	63.41**
10-116	Public Facilities					
Account Type: E02	Materials & Services					
10-116-6020	Operating Materials & Supplies	1,500.00	22.00	1,285.13	214.87	85.68
10-116-6021	Cty Hall & Pub. Rest. Cont Ser	3,420.00	209.35	2,205.40	1,214.60	64.49
10-116-6024	Repair & Maintenance	3,000.00	0.00	426.26	2,573.74	14.21
10-116-6029	Electric/Heating	6,700.00	581.59	5,386.36	1,313.64	80.39
	Total: Materials & Services	14,620.00*	812.94*	9,303.15*	5,316.85*	63.63*
Account Type: E06	Transfer out					
10-116-6955	Trans to City Hall Bldg Fund	4,000.00	0.00	0.00	4,000.00	0.00
	Total: Transfer out	4,000.00*	0.00*	0.00*	4,000.00*	0.00*
	10-116 Totals:	18,620.00**	812.94**	9,303.15**	9,316.85**	49.96**
10-120	Park					
Account Type: E01	Personnel Expenses					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-120-6001	City Recorder	3,887.00	327.07	3,269.04	617.96	84.10
10-120-6003	Public Works Supervisor	4,621.00	385.94	3,859.37	761.63	83.52
10-120-6009	PW Assistant	3,706.00	424.98	3,049.87	656.13	82.30
10-120-6011	Finance Officer	1,638.00	136.50	1,361.85	276.15	83.14
10-120-6014	WBA/Workers Comp Insurance	382.00	0.80	7.55	374.45	1.98
10-120-6016	Social Security/Medicare	1,035.00	86.29	776.78	258.22	75.05
10-120-6017	State Unemployment Tax	513.00	41.73	332.90	180.10	64.89
10-120-6018	PERS	1,116.00	116.77	915.86	200.14	82.07
10-120-6019	Health Insurance	4,923.00	410.35	4,098.89	824.11	83.26
	Total: Personnel Expenses	21,821.00*	1,930.43*	17,672.11*	4,148.89*	80.99*
Account Type: E02	Materials & Services					
10-120-6020	Operating Material/Supplies	1,250.00	301.36	1,050.38	199.62	84.03
10-120-6021	Contract Services	2,000.00	45.00	687.50	1,312.50	34.38
10-120-6024	Repair & Maintenance	2,000.00	0.00	389.33	1,610.67	19.47
10-120-6026	Insurance & Bonds	2,000.00	0.00	1,560.86	439.14	78.04
10-120-6029	Electricity & Heating	2,700.00	99.42	2,022.73	677.27	74.92
10-120-6035	Vehicle/Equipment Maintenance	1,000.00	0.00	69.28	930.72	6.93
10-120-6052	Postage	50.00	0.00	0.00	50.00	0.00
10-120-6121	Contract Services - Janitorial	2,500.00	160.00	1,600.00	900.00	64.00
10-120-6221	Contract svcs - tree removal	4,000.00	0.00	2,200.00	1,800.00	55.00
10-120-6321	Park Maintenance Conrtractor	9,200.00	660.00	7,800.00	1,400.00	84.78
	Total: Materials & Services	26,700.00*	1,265.78*	17,380.08*	9,319.92*	65.09*
Account Type: E03	Capital Outlay					
10-120-6901	Equipment	0.00	0.00	0.00	0.00	0.00
10-120-6904	Equipment Reserve	0.00	0.00	0.00	0.00	0.00
10-120-6906	Park Bldg imprvmnt & repair	0.00	0.00	0.00	0.00	0.00
10-120-6907	Park Grounds Capital Improv	0.00	0.00	0.00	0.00	0.00
10-120-6908	Parks Design	0.00	0.00	0.00	0.00	0.00
10-120-6909	Parks surveys, studies	0.00	0.00	0.00	0.00	0.00
10-120-6915	Parks Development expense	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
	10-120 Totals:	48,521.00**	3,196.21**	35,052.19**	13,468.81**	72.24**
10-125	(No Descripton)					
Account Type: E07	Contingencies					
10-125-7501	General Fund Operating Conting	112,736.00	0.00	0.00	112,736.00	0.00
	Total: Contingencies	112,736.00*	0.00*	0.00*	112,736.00*	0.00*
	10-125 Totals:	112,736.00**	0.00**	0.00**	112,736.00**	0.00**
	10 Totals:	690,251.00***	31,859.67***	393,567.49***	296,683.51***	57.02***

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
15	CITY HALL BUILDING FUND					
15-111	Income					
Account Type: E02	Materials & Services					
15-111-6040	City Engineer	1,000.00	0.00	0.00	1,000.00	0.00
	Total: Materials & Services	1,000.00*	0.00*	0.00*	1,000.00*	0.00*
Account Type: E03	Capital Outlay					
15-111-6907	Capital Outlay - Construction	112,674.00	0.00	0.00	112,674.00	0.00
	Total: Capital Outlay	112,674.00*	0.00*	0.00*	112,674.00*	0.00*
Account Type: E04	Reserve Accounts					
15-111-6920	Reserved for Future Exp	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
	15-111 Totals:	113,674.00**	0.00**	0.00**	113,674.00**	0.00**
	15 Totals:	113,674.00***	0.00***	0.00***	113,674.00***	0.00***
25	PARK RESERVE FUND					
25-111	(No Descripton)					
Account Type: E03	Capital Outlay					
25-111-6906	Park Improvements	7,500.00	0.00	0.00	7,500.00	0.00
	Total: Capital Outlay	7,500.00*	0.00*	0.00*	7,500.00*	0.00*
Account Type: E04	Reserve Accounts					
25-111-6920	Reserve for Future Expenditure	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
25-111-6952	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
	25-111 Totals:	7,500.00**	0.00**	0.00**	7,500.00**	0.00**
	25 Totals:	7,500.00***	0.00***	0.00***	7,500.00***	0.00***
29	PARK SDCs					
29-111	(No Descripton)					
Account Type: E04	Reserve Accounts					
29-111-6907	SDC Capital Improvements	21,276.00	0.00	0.00	21,276.00	0.00
29-111-6920	Reserved for Future Expenditur	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	21,276.00*	0.00*	0.00*	21,276.00*	0.00*

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	29-111 Totals:	21,276.00**	0.00**	0.00**	21,276.00**	0.00**
	29 Totals:	21,276.00***	0.00***	0.00***	21,276.00***	0.00***
30	STREETS/STORM FUND					
30-111	(No Descripton)					
Account Type: E01	Personnel Expenses					
30-111-6001	City Recorder	1,964.00	163.54	1,634.53	329.47	83.22
30-111-6003	Public Works Superintendent	6,931.00	578.90	5,789.02	1,141.98	83.52
30-111-6009	Public Works Assistant	3,906.00	424.99	3,082.95	823.05	78.93
30-111-6011	Finance Officer	1,638.00	136.50	1,361.85	276.15	83.14
30-111-6014	WBA/Workmans Comp Insurance	876.00	0.80	7.52	868.48	0.86
30-111-6016	Social Security/Medicare	1,107.00	87.85	794.64	312.36	71.78
30-111-6017	State Unemployment Payroll Tax	542.00	42.51	331.86	210.14	61.23
30-111-6018	PERS	1,250.00	126.47	1,000.87	249.13	80.07
30-111-6019	Health Insurance	5,288.00	410.47	4,102.64	1,185.36	77.58
	Total: Personnel Expenses	23,502.00*	1,972.03*	18,105.88*	5,396.12*	77.04*
Account Type: E02	Materials & Services					
30-111-6020	Operating Material/Supplies	4,500.00	0.00	1,574.12	2,925.88	34.98
30-111-6021	Contract Services	16,000.00	0.00	504.00	15,496.00	3.15
30-111-6034	Vehicle & Equip. Oper. Expense	2,500.00	238.40	1,738.35	761.65	69.53
30-111-6035	Vehicle Repair & Maintenance	0.00	0.00	13.48	(13.48)	0.00
30-111-6049	Insurance	680.00	0.00	785.15	(105.15)	115.46
30-111-6151	Street Lighting	19,152.00	1,664.65	16,553.09	2,598.91	86.43
	Total: Materials & Services	42,832.00*	1,903.05*	21,168.19*	21,663.81*	49.42*
Account Type: E03	Capital Outlay					
30-111-6901	Equipment	0.00	0.00	0.00	0.00	0.00
30-111-6907	Capital Improvements	3,500.00	0.00	5,698.15	(2,198.15)	162.80
30-111-6925	Cap Improve w/ SCA Grant	12,500.00	0.00	0.00	12,500.00	0.00
30-111-6926	Stormwater Master Plan	13,450.00	1,345.00	2,690.00	10,760.00	20.00
30-111-6947	UIC & TMDL Compliance	1,500.00	0.00	532.90	967.10	35.53
	Total: Capital Outlay	30,950.00*	1,345.00*	8,921.05*	22,028.95*	28.82*
Account Type: E06	Transfer out					
30-111-6952	Transfer Out	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E07	Contingencies					
30-111-7501	Contingencies	75,251.00	0.00	0.00	75,251.00	0.00
	Total: Contingencies	75,251.00*	0.00*	0.00*	75,251.00*	0.00*
	30-111 Totals:	172,535.00**	5,220.08**	48,195.12**	124,339.88**	27.93**

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	30 Totals:	172,535.00***	5,220.08***	48,195.12***	124,339.88***	27.93***
35	STREET/STORM RESERVES					
35-111	(No Descripton)					
Account Type: E03	Capital Outlay					
35-111-6907	Capital Outlay	33,501.00	0.00	0.00	33,501.00	0.00
	Total: Capital Outlay	33,501.00*	0.00*	0.00*	33,501.00*	0.00*
Account Type: E04	Reserve Accounts					
35-111-6920	Reserved for Future Expenditur	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
	35-111 Totals:	33,501.00**	0.00**	0.00**	33,501.00**	0.00**
	35 Totals:	33,501.00***	0.00***	0.00***	33,501.00***	0.00***
39	STREET/STORM SDCs					
39-111	(No Descripton)					
Account Type: E03	Capital Outlay					
39-111-6930	Capital Projects	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E04	Reserve Accounts					
39-111-6920	SDC Capital Improvements	25,347.00	0.00	0.00	25,347.00	0.00
	Total: Reserve Accounts	25,347.00*	0.00*	0.00*	25,347.00*	0.00*
Account Type: E06	Transfer out					
39-111-6952	Transfer to Storm Drains	0.00	0.00	0.00	0.00	0.00
39-111-6953	Transfer to Street/Storm Fund	3,111.00	0.00	0.00	3,111.00	0.00
	Total: Transfer out	3,111.00*	0.00*	0.00*	3,111.00*	0.00*
	39-111 Totals:	28,458.00**	0.00**	0.00**	28,458.00**	0.00**
	39 Totals:	28,458.00***	0.00***	0.00***	28,458.00***	0.00***
40	WATER					
40-111	(No Descripton)					
Account Type: E01	Personnel Expenses					
40-111-6001	City Recorder	5,886.00	490.56	4,903.36	982.64	83.31
40-111-6002	Admin. Assistant - A.M.	2,568.00	300.30	3,084.80	(516.80)	120.12
40-111-6003	Public Works Supervisor	30,035.00	2,508.57	25,085.67	4,949.33	83.52
40-111-6009	Public Works Assistant	20,382.00	2,337.47	16,774.72	3,607.28	82.30
40-111-6011	Finance Officer	3,275.00	273.01	2,723.75	551.25	83.17
40-111-6014	WBA/Workmans Comp Insurance	2,306.00	3.76	36.12	2,269.88	1.57
40-111-6016	Social Security/Medicare	4,754.00	401.77	3,618.95	1,135.05	76.12

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
40-111-6017	State Unemployment Payroll Tax	2,331.00	194.31	1,525.85	805.15	65.46
40-111-6018	PERS	4,218.00	552.71	4,440.94	(222.94)	105.29
40-111-6019	Health Insurance	20,294.00	1,691.73	16,910.73	3,383.27	83.33
	Total: Personnel Expenses	96,049.00*	8,754.19*	79,104.89*	16,944.11*	82.36*
Account Type: E02	Materials & Services					
40-111-6020	Op. Materials & Supplies	16,500.00	1,098.74	13,114.68	3,385.32	79.48
40-111-6021	Contract Services	22,000.00	4,394.10	23,091.43	(1,091.43)	104.96
40-111-6022	Copier Lease/Maint	1,000.00	64.50	660.70	339.30	66.07
40-111-6024	Repair & Maintenance	7,000.00	105.00	3,561.50	3,438.50	50.88
40-111-6029	Electricity & Heating	23,500.00	1,211.69	16,967.39	6,532.61	72.20
40-111-6030	Office Expense	950.00	128.83	941.62	8.38	99.12
40-111-6031	Training & Conference	1,700.00	0.00	1,096.79	603.21	64.52
40-111-6032	Audit	3,200.00	0.00	3,200.00	0.00	100.00
40-111-6033	Communications System Lease	650.00	41.84	415.98	234.02	64.00
40-111-6034	Vehicle & Equip. Oper. Expense	3,100.00	116.18	2,382.56	717.44	76.86
40-111-6035	Vehicle Maintenance & Repairs	5,000.00	102.23	4,310.06	689.94	86.20
40-111-6039	Ethics Commission Fee	75.00	0.00	74.79	0.21	99.72
40-111-6040	City Engineer	1,275.00	0.00	1,275.00	0.00	100.00
40-111-6048	Phone & Fax	3,550.00	333.62	3,316.59	233.41	93.43
40-111-6049	Insurance	8,200.00	0.00	8,505.90	(305.90)	103.73
40-111-6051	Uniforms	500.00	0.00	462.04	37.96	92.41
40-111-6052	Postage	900.00	0.00	437.80	462.20	48.64
40-111-6053	Test Lab	2,800.00	40.00	2,540.00	260.00	90.71
40-111-6055	Filtration System Op. Expense	1,500.00	63.69	514.28	985.72	34.29
40-111-6060	Computer training	200.00	0.00	0.00	200.00	0.00
40-111-6061	Internet svcs	565.00	0.00	340.04	224.96	60.18
40-111-6062	Postage Machine lease	455.00	0.00	333.70	121.30	73.34
40-111-6090	Springbrook Lease	750.00	50.00	630.00	120.00	84.00
40-111-6202	Sensus Hardware & Software Sup	1,500.00	0.00	1,452.00	48.00	96.80
40-111-6210	Water Rights Transfers	2,860.00	0.00	2,535.73	324.27	88.66
	Total: Materials & Services	109,730.00*	7,750.42*	92,160.58*	17,569.42*	83.99*
Account Type: E03	Capital Outlay					
40-111-6901	Equipment	0.00	0.00	0.00	0.00	0.00
40-111-6902	On-site Server	1,800.00	450.00	1,800.00	0.00	100.00
40-111-6905	Fire hydrant upgrade	4,000.00	0.00	300.00	3,700.00	7.50
40-111-6906	Building Improvements	750.00	0.00	0.00	750.00	0.00
40-111-6907	Capital Improvements	0.00	0.00	0.00	0.00	0.00
40-111-6908	Water Meters/Backflow Valves	5,000.00	0.00	4,098.85	901.15	81.98
40-111-6909	Vehicle Reserve	0.00	0.00	0.00	0.00	0.00
40-111-6910	Software Update	0.00	0.00	0.00	0.00	0.00
40-111-6916	Software security	500.00	0.00	200.50	299.50	40.10
40-111-6955	Water main repairs	91,500.00	0.00	24,480.67	67,019.33	26.75
40-111-6960	Wate Filtration System	23,500.00	4,386.35	13,614.08	9,885.92	57.93
40-111-6965	Reservoir Repair & Maintenance	250.00	0.00	0.00	250.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	Total: Capital Outlay	127,300.00*	4,836.35*	44,494.10*	82,805.90*	34.95*
Account Type: E07	Contingencies					
40-111-7501	Contingencies	127,319.00	0.00	0.00	127,319.00	0.00
	Total: Contingencies	127,319.00*	0.00*	0.00*	127,319.00*	0.00*
Account Type: E08	Unappropriated Fund Balances					
40-111-7999	Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00
	Total: Unappropriated Fund Balances	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E09	Depreciation Expense					
40-111-6000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
40-111-6028	Depreciation	0.00	0.00	0.00	0.00	0.00
	Total: Depreciation Expense	0.00*	0.00*	0.00*	0.00*	0.00*
	40-111 Totals:	460,398.00**	21,340.96**	215,759.57**	244,638.43**	46.86**
	40 Totals:	460,398.00***	21,340.96***	215,759.57***	244,638.43***	46.86***
42	SPW PROJECT MAINTENANCE FUN					
42-111	(No Descripton)					
Account Type: E02	Materials & Services					
42-111-6034	Reservoir Maintenance & Repair	15,000.00	0.00	0.00	15,000.00	0.00
42-111-6035	Pump Station Maint. & Repair	7,265.00	0.00	0.00	7,265.00	0.00
	Total: Materials & Services	22,265.00*	0.00*	0.00*	22,265.00*	0.00*
	42-111 Totals:	22,265.00**	0.00**	0.00**	22,265.00**	0.00**
	42 Totals:	22,265.00***	0.00***	0.00***	22,265.00***	0.00***
43	WATER FILTRATION SYSTEM					
43-111	(No Descripton)					
Account Type: E01	Personnel Expenses					
43-111-6050	Asset Management Activity	0.00	0.00	0.00	0.00	0.00
	Total: Personnel Expenses	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E02	Materials & Services					
43-111-6040	Project Engineering	0.00	0.00	0.00	0.00	0.00
43-111-6950	Water Rates Study	0.00	0.00	0.00	0.00	0.00
43-111-6965	City's matching funds	0.00	0.00	0.00	0.00	0.00
	Total: Materials & Services	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E03	Capital Outlay					
43-111-6960	Project Construction	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
	43-111 Totals:	0.00**	0.00**	0.00**	0.00**	0.00**
	43 Totals:	0.00***	0.00***	0.00***	0.00***	0.00***
45	WATER RESERVE FUND					
45-111	(No Descripton)					
Account Type: E03	Capital Outlay					
45-111-6907	Capital Outlay	5,808.00	0.00	0.00	5,808.00	0.00
	Total: Capital Outlay	5,808.00*	0.00*	0.00*	5,808.00*	0.00*
Account Type: E04	Reserve Accounts					
45-111-6920	Reserved For Future Expediture	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
45-111-6952	Transfer to Water Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
	45-111 Totals:	5,808.00**	0.00**	0.00**	5,808.00**	0.00**
	45 Totals:	5,808.00***	0.00***	0.00***	5,808.00***	0.00***
49	WATER SDCs					
49-111	(No Descripton)					
Account Type: E04	Reserve Accounts					
49-111-6907	SDC Capital Improvements	47,454.00	0.00	0.00	47,454.00	0.00
	Total: Reserve Accounts	47,454.00*	0.00*	0.00*	47,454.00*	0.00*
Account Type: E06	Transfer out					
49-111-6952	Transfer to Water Operating	3,000.00	0.00	0.00	3,000.00	0.00
	Total: Transfer out	3,000.00*	0.00*	0.00*	3,000.00*	0.00*
	49-111 Totals:	50,454.00**	0.00**	0.00**	50,454.00**	0.00**
	49 Totals:	50,454.00***	0.00***	0.00***	50,454.00***	0.00***
50	SEWER					
50-111	(No Descripton)					
Account Type: E01	Personnel Expenses					
50-111-6001	City Recorder	5,885.00	490.59	4,903.48	981.52	83.32
50-111-6002	Admin. Assistant - A.M.	2,568.00	300.30	3,084.80	(516.80)	120.12
50-111-6003	Public Works Supervisor	4,621.00	385.93	3,859.29	761.71	83.52

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6004	WWTP Operator	56,388.00	4,720.74	46,932.41	9,455.59	83.23
50-111-6009	Public Works Assistant	9,264.00	1,062.49	7,624.88	1,639.12	82.31
50-111-6011	Finance Officer	3,275.00	273.01	2,723.75	551.25	83.17
50-111-6014	WBA/Workmans Comp Insurance	3,053.00	4.24	41.72	3,011.28	1.37
50-111-6016	Social Security/Medicare	6,273.00	513.87	4,942.35	1,330.65	78.79
50-111-6017	State Unemployment Payroll Tax	3,075.00	248.55	1,751.75	1,323.25	56.97
50-111-6018	PERS	7,070.00	687.81	5,861.58	1,208.42	82.91
50-111-6019	Health Insurance	14,482.00	1,205.75	12,063.13	2,418.87	83.30
	Total: Personnel Expenses	115,954.00*	9,893.28*	93,789.14*	22,164.86*	80.88*
Account Type: E02	Materials & Services					
50-111-6020	Operating Material/Suppl	30,000.00	1,087.06	15,811.06	14,188.94	52.70
50-111-6021	Contract Services	5,000.00	1,728.85	5,759.93	(759.93)	115.20
50-111-6022	Copier lease/maintenance	700.00	44.48	472.84	227.16	67.55
50-111-6023	Consultant Services	0.00	0.00	0.00	0.00	0.00
50-111-6025	Legal	0.00	0.00	0.00	0.00	0.00
50-111-6029	Electricity & Heating	37,465.00	3,265.25	28,985.36	8,479.64	77.37
50-111-6030	Office Expense	1,000.00	33.83	638.52	361.48	63.85
50-111-6031	Training/Conference	0.00	0.00	0.00	0.00	0.00
50-111-6032	Audit	3,200.00	0.00	3,200.00	0.00	100.00
50-111-6034	Vehicle & Equip. Oper. Expense	3,500.00	111.12	2,397.39	1,102.61	68.50
50-111-6035	Tractor & Vehicle Repair	3,500.00	0.00	1,034.43	2,465.57	29.56
50-111-6036	Sewer Equipment Repair & Maint	10,000.00	0.00	7,562.82	2,437.18	75.63
50-111-6039	Ethics Commission Fee	105.00	0.00	74.80	30.20	71.24
50-111-6040	City Engineer	0.00	0.00	0.00	0.00	0.00
50-111-6042	Lagoon Maintenance	0.00	0.00	0.00	0.00	0.00
50-111-6048	Phone	2,000.00	167.36	1,519.79	480.21	75.99
50-111-6049	Insurance	4,750.00	0.00	3,838.53	911.47	80.81
50-111-6051	Safety Apparel/Uniforms	1,300.00	0.00	495.95	804.05	38.15
50-111-6052	Postage	1,300.00	0.00	512.24	787.76	39.40
50-111-6054	Test Lab	22,000.00	1,034.00	15,029.00	6,971.00	68.31
50-111-6055	Rental Expense	1,000.00	0.00	750.00	250.00	75.00
50-111-6060	Computer training	0.00	0.00	0.00	0.00	0.00
50-111-6061	Internet svcs	240.00	0.00	85.86	154.14	35.78
50-111-6062	Postage machine lease	355.00	0.00	258.90	96.10	72.93
50-111-6090	Springbrook Lease	600.00	50.00	550.00	50.00	91.67
50-111-6304	Permits & Fees	3,000.00	0.00	1,782.00	1,218.00	59.40
	Total: Materials & Services	131,015.00*	7,521.95*	90,759.42*	40,255.58*	69.27*
Account Type: E03	Capital Outlay					
50-111-6901	Equipment	10,000.00	774.30	6,522.19	3,477.81	65.22
50-111-6902	On-Site server	1,800.00	450.00	1,800.00	0.00	100.00
50-111-6906	Construction Projects	5,000.00	0.00	3,037.97	1,962.03	60.76
50-111-6910	Software Updates	0.00	0.00	0.00	0.00	0.00
50-111-6915	Software Security	500.00	0.00	200.50	299.50	40.10
50-111-6920	Wastewater Master Plan	0.00	0.00	0.00	0.00	0.00
50-111-6950	Site Prep for 2nd Plantation	6,624.00	0.00	915.04	5,708.96	13.81
50-111-6951	Logging Expense	8,376.00	0.00	8,376.00	0.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6960	Collection system maintenance	2,500.00	0.00	2,095.84	404.16	83.83
	Total: Capital Outlay	34,800.00*	1,224.30*	22,947.54*	11,852.46*	65.94*
Account Type: E06	Transfer out					
50-111-6952	Transfer to Sewer Reserve Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E07	Contingencies					
50-111-7501	Contingencies	124,381.00	0.00	0.00	124,381.00	0.00
	Total: Contingencies	124,381.00*	0.00*	0.00*	124,381.00*	0.00*
Account Type: E08	Unappropriated Fund Balances					
50-111-7999	Unappropriated Ending Fund Bal	0.00	0.00	0.00	0.00	0.00
	Total: Unappropriated Fund Balances	0.00*	0.00*	0.00*	0.00*	0.00*
	50-111 Totals:	406,150.00**	18,639.53**	207,496.10**	198,653.90**	51.09**
	50 Totals:	406,150.00***	18,639.53***	207,496.10***	198,653.90***	51.09***
55	SEWER RESERVE FUND					
55-111	(No Descripton)					
Account Type: E03	Capital Outlay					
55-111-6907	Capital Improvements	5,420.00	0.00	0.00	5,420.00	0.00
	Total: Capital Outlay	5,420.00*	0.00*	0.00*	5,420.00*	0.00*
Account Type: E04	Reserve Accounts					
55-111-6920	Reserved For Future Expediture	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
55-111-6952	Trans to Sewer Operating	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
	55-111 Totals:	5,420.00**	0.00**	0.00**	5,420.00**	0.00**
	55 Totals:	5,420.00***	0.00***	0.00***	5,420.00***	0.00***
57	SEWER DEBT SERVICE					
57-111	(No Descripton)					
Account Type: E05	Bond Payments					
57-111-6021	Administration Fee	375.00	0.00	0.00	375.00	0.00
57-111-6552	2009 Series Sewer Pmts Princip	160,000.00	0.00	0.00	160,000.00	0.00
57-111-6553	2009 Series Sewer Pmts Interes	130,713.00	0.00	65,356.25	65,356.75	50.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	Total: Bond Payments	291,088.00*	0.00*	65,356.25*	225,731.75*	22.45*
Account Type: E08	Unappropriated Fund Balances					
57-111-7999	Unappropriated Ending Fund Bal	10,000.00	0.00	0.00	10,000.00	0.00
	Total: Unappropriated Fund Balances	10,000.00*	0.00*	0.00*	10,000.00*	0.00*
	57-111 Totals:	301,088.00**	0.00**	65,356.25**	235,731.75**	21.71**
	57 Totals:	301,088.00***	0.00***	65,356.25***	235,731.75***	21.71***
59	SEWER SDC FUND					
59-111	(No Descripton)					
Account Type: E04	Reserve Accounts					
59-111-6907	SDC Capital Improvements	13,973.00	0.00	0.00	13,973.00	0.00
	Total: Reserve Accounts	13,973.00*	0.00*	0.00*	13,973.00*	0.00*
Account Type: E06	Transfer out					
59-111-6952	Transfer to Sewer Operating	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
	59-111 Totals:	13,973.00**	0.00**	0.00**	13,973.00**	0.00**
	59 Totals:	13,973.00***	0.00***	0.00***	13,973.00***	0.00***
	Final Total	2,332,751.00****	77,060.24****	930,374.53****	1,402,376.47****	39.88****

City of Aurora
FOUNDED 1856
"National Historic Site"

Public Works department

City Council
Public Works Activity Report
April 2012

Waste Water

Routine operation maintenance. Plant has and will continue not to violate permit. Plant in storm on May 3rd lost 1 acre of plantation. New plantation north area, should be done by first of June.

Water

Routine operation and maintenance. Some meter updates and replacements And new register replacements. Ehlen rd main replacement to start in May. Well house #3 painted park green and #4 to be done soon.

Streets

Routine operation and maintenance. Gravel street grading to start May 10-11

Parks

Routine maintenance and operation. Pressure cleaning, tables, shelters, small play equipment complete, will finish May 7-11.

Administration
Public Works scheduling and planning for staff.
Capitol improvement planning for entire city.
Budget 2012-2013

Overtime has been suspended until emergency call out happens.
Respectfully: Bob Southard

2013 SPECIAL CITY ALLOTMENT

RESOLUTION

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from State Highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 ($500,000) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 ($500,000) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administrated by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the State Highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.
No one project can receive more than $50,000.

The City of Aurora is an incorporated City of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said City, Liberty ST. south from 99E to 3RD street. meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.

2. That said streets of said City are in need of repair, reconstruction, or other major improvement.

3. That said street are not a part of the state highway system, and are under the jurisdiction and control of the City.

4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said $1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

5. That the City of Aurora does hereby offer to Transportation Commission and does hereby pledge complete cooperation and assistance to the end, that said City may share and participate in the use and benefit of said special fund and appropriation; and therefore does designate Bob Southard as the official representative of the City in all negotiations resulting from this request.

Passed and approved this 8 day of May, 2012.

There is attached hereto and made a part hereof, a City map on which is indicated the street, streets, road, or roads, described in this resolution.

****

I hereby certify that the foregoing resolution was passed and approved by the City Council of the City of Aurora at a regular or special meeting of said Council, held on the 8 day of May, 2012.

Dated this _____ day of _____, 20__.

_____
City Recorder

City Recorder Report

Memo

To: City Council

From: Kelly Richardson

CC: None

Date: 5/4/2012

Re: Recorders Report Month of April 2012 report

Activities and ongoing projects are as follows:

- Ongoing secretarial duties for the City Council and Planning, along with attending the meetings once a month.
- Attending Records Management Meetings
  - Working on email policy
  - Working on record retention updates and policy
- Records requests as needed for CIS Attorneys
  - Requests are taking a lot of my time.
  - Along with scheduling depositions
- Records Request update
  - None pending at this time.
- Working on updating Employee Handbook with CIS
- Working on Historic District Address list
- Working on budget items.
- . Working on new bids for services to bring down the expenses at City Hall.
- Looking into grants for projects.

CITY OF AURORA
OPERATING PLAN
Amended May 8, 2012

ADMINISTRATIVE STANDARDS

Adequate funds and equipment
Funds:
All fees collected by the City of Aurora (City) in connection with the administration and enforcement of building inspection programs are dedicated and are used only for the administration and enforcement of those programs.
Permit fees charged are to be as is currently charged by the County. (See attached.)

Equipment:
Inspectors will be supplied equipment necessary to administer and enforce the state specialty codes in an efficient, effective, and timely manor.

Authority and Responsibility of the Building Official, Chief Inspectors, Plans Examiners, and Inspectors:
Building Official:
Provides interpretations of the state building codes in conformance with the intent and purpose of this code.
Provides administration of the program including oversight of conformance to the applicable State of Oregon Statutes and Rules.
Lead Inspectors:
Provide code guidance and council on technical issues and technology, advice and problem solving assistance to City staff and inspectors. They provide specialty code interpretations in conformance with the intent and purpose of each code.
Plans Examiners:
Examine commercial and residential construction and mechanical plans, blueprints, architectural drawings, designs, and other documents for compliance with applicable codes. They provide code interpretation guidance on technical issues, and advice and problem-solving assistance to City staff, inspectors, fire departments, architects, engineers, and others seeking assistance relevant to codes.
Structural/Mechanical/Plumbing Inspectors:
Enforce the Oregon Structural Specialty, Plumbing Specialty and Mechanical Codes through plan reviews and inspections of all building types.
Electrical Inspectors:
Enforce the Oregon Electrical Specialty Code through plan review and inspection of electrical installations in all building types.
Manufactured Dwelling Installation Inspectors:
Enforce the 2010 Oregon Manufactured Dwelling Installation Specialty Code as well as the 2002 Oregon Manufactured Dwelling and Park Specialty Code adopted by reference in OAR 918-500-0020.

Resumes of the above are available upon request.

Appeal Process:
Decisions of the Building Official, plans examiner, inspector, may be appealed. The City will not hear appeals and advise aggrieved persons to appeal to the appropriate specialty code chief inspector and advisory board under the pertinent provisions of ORS 455.475, OAR 918-001-0130 and 918-008-0120. The State Building Code Appeal Application can be found on our website at http://www.bcd.oregon.gov/pdf/4623.pdf.

Appeal of Board Decisions:
Judicial review of decisions of advisory boards is available as provided in ORS Chapter 183.

Receipts Collected in the Administration and Enforcement of Building Inspection Programs:
Revenues and Expenditures:
The City separately accounts for revenues and expenditures for each specialty code program it administers and enforces, including income and expense projections for each code program. The budgets for the structural, plumbing, and mechanical programs have been consolidated because most of the plan review and inspection activities are integrated.
Retention and Retrieval of Records:
The City maintains permits, structural plans, plan review notices, and inspection records at City Hall. Permit records are kept through a combination of electronic and hard copy file. Residential dwelling (including duplex) & commercial files with approved final inspections are retained for two years. Essential facilities with approved final inspections are retained for the life of the structure. All public records requests must be made in writing. The Public Records Request Form is available at City Hall
Operational Plan:
Copies of the City's Operational Plan are available to the public by contacting City Hall.
Customer inquiries, comments, complaints and questions regarding the following:
Code issues (including plan review or inspection code-related issues):
Office hours are 8 am to 5 pm Monday through Friday. You may call 541-484-9043 or toll free at 1-800-358-8034.
Voice messages outside of 8 am and 5 pm will be returned the next working day. You may also fax inquires to 541-484-5869. Customer service inquiries, comments and complaints will be referred to the appropriate staff member for review and resolution.

Inspection requests Customers may call 541-484-9043 or toll free at 1-800-358-8034 to request inspections. After office hours a voice mail system will take the requests.

Jurisdictional Boundaries: The City of Aurora.

PERMITTING STANDARDS

Purchasing Permits:
Permits may be purchased during the City Hall's business hours. Applications, checklists, and general information regarding permits and codes can be found at the City's web site http://www.ci.aurora.or.us/ The City will mail, fax, or e-mail permit applications.

Permit applications that do not require plan review (i.e., residential plumbing, residential mechanical, and manufactured dwelling placement permits):
Permit applications not requiring a plan review, may be able to purchase the permit over the counter, otherwise they will be reviewed by staff and if no further information is required issued within 48 hours of application. If additional information is required the applicant will be advised of what is needed to complete the application. When the permit application is deemed complete, the requested permit will be issued immediately upon payment of permit fees.

License verification prior to issuing permits: Persons (other than homeowners) applying for permits will be required to provide proof of a valid license or registration. Permit applications received by mail will be reviewed for valid license and/or registration upon receipt.

PROGRAMS

Plumbing - Minor Label Program:
Licensed plumbing contractors may apply for commercial and residential minor plumbing labels through the minor label program. Minor plumbing labels are "permits" for a limited scope of work, available only to licensed plumbing contractors. Minor label applications will be reviewed by appropriate staff immediately upon receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Plumbing - Master Permit Program:
The plumbing master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of plumbing work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the requirements of the Plumbing Specialty Code. Owners, operators, or plumbing contractors can apply to the City for participation in the master permit program. Requests to participate in the master permit program will be reviewed to ensure individual applicability. The plumbing master permit program contains certain restrictions and limitations. For specific information, please contact the Building Official.

Electrical - Minor Label Program:
Licensed Electrical Contractors may apply for minor electrical labels the through minor label program. Electrical labels are "permits for a limited scope of work" and are subject to certain restrictions. Minor label applications will be reviewed immediately upon

receipt. If additional information is required, the applicant will be advised of what is needed to complete the application. For specific information, please contact the minor label program at 503-378-2804 or toll free at 1-800-442-7457.

Electrical - Master Permit Program:

The electrical master permit program is designed to assist operators of commercial facilities to perform basic maintenance and/or repair of electrical work under certain guidelines without obtaining individual permits and inspections. The master permit program provides flexibility while continuing to meet the Electrical Safety Law. Owners, operators, or electrical contractors can apply to the division for participation in the master permit program. Requests to participate in the master permit program will be reviewed by appropriate staff to ensure individual applicability. The electrical master permit program contains certain restrictions and limitations.

For specific information, please contact the Building Official.

PLAN REVIEW STANDARDS

Plan Review Process:

The plans examiners review structural, mechanical, plumbing, electrical, fire life safety plans and engineering and energy calculations to ensure compliance with applicable codes. Plan intake staff shall use Building Codes Division approved checklists to ensure the customer has submitted all necessary information and, verify plans are stamped by an Oregon licensed architect or engineer.

Permit applications requiring plans, i.e., structural, fire & life safety, commercial plumbing, and commercial mechanical:

If plans are required, permits will not be issued until a minimum of two (2) sets of plans for commercial and two (2) sets of plans for residential dwellings have been reviewed and approved. Plans may be submitted in person, by fax, mail, or via e-mail. Plans received in person in City Hall are reviewed by plan intake or plan review staff to verify appropriate information and materials are included with the plans. If plans are incomplete, a letter detailing information needed to complete the plan review will be sent, faxed, e-mailed or handed to the applicant in person. The plans are returned to the applicant if present or placed "on hold" until the information and/or appropriate fees are received.

Pursuant to OAR 918-020-0090 and 918- 020-0210, for simple residential dwelling plans, the City will follow the plan review timeline of ten working days set forth in ORS 455.467, provide notification within three working days as to whether the plans are complete, and offer other plan review options if applicable.

Plans complete but not in compliance:

Where the plan has the required information but is found to be in non-compliance with the applicable code, the applicant is notified immediate by the most expedient method. If the information needed is greater than can be handled by a simpler means, a letter will be sent by the most expedient means identifying the areas of non-compliance with a request for corrective action or additional information. The plan is placed "on hold" until additional information is received.

Plans Complete & In Compliance:
Where the plan is deemed complete, the plan will be stamped "reviewed" by the plans examiner of record, the applicant notified, and the available to pick them up at City Hall.

Plan review will be completed within ten (10) working days of receipt of a complete application. All plans are approved prior to issuing permits.

Building department office hours will be
Applicants are encouraged to call 1-800-358-8034, 8 am to 5 pm Monday through Friday for any code or process questions. Appointments are encouraged for preliminary consultations with a plans examiner.

Inspection Services:
Field Offices & Contract Offices:
Inspection services are covered by inspectors as follows:
TBD
Inspection Process:
Persons with valid permits may request inspections either by telephone, fax or in person during normal business hours. Inspections may also be requested by mail or by fax or by leaving a voice message during non-business hours. Fax and voice message requests will be processed the next regular business day.

Inspection requests shall include -
1. Permit number
2. Site address
3. Name and contact telephone number of person requesting inspection
4. Type of inspection requested

Inspection requests that do not contain the required information may be considered incomplete.
Upon arrival at a job site, an inspector will verify the correct permit has been posted and that approved plans are available. Where approved plans are required, inspections will be performed based on the approved plans. After completing the requested inspection, the inspector will sign the yellow inspection card (or white electrical label) and prepare a written report describing items requiring correction in accordance with the applicable specialty code and cite the applicable code section. A copy of the inspector's report will be left on site. Should the inspector identify necessary corrections, a copy may be mailed, faxed or phoned in to the contractor if contractor has made that arrangement. If the inspector finds that all minimum code requirements have been met, the inspector will indicate his or her approval on the yellow inspection card (or white electrical label) on the site.
Electrical Inspections –
Inspection requests shall include the above. Written inspection results will be left on site or sent to the contactor who has made arrangements otherwise.

List of persons employed to provide inspections: A list of inspectors along with certifications and continuing education credits is maintained by the City.

Investigate and enforce electrical and plumbing violations under ORS 455.156: The inspector will also verify compliance with all applicable plumbing, electrical and contractor licensing and registration requirements. Persons found to be performing work without required licenses will be instructed to immediately cease all work and will be issued a notice of proposed assessment of civil penalty. Where violations have not been witnessed first hand, inspector shall note the violation by completing a Preliminary Investigation Report and file with the Enforcement Section of the Division.

Permit and Inspection Follow-Up System: The City will maintain record of signed letters from applicants, stating they are responsible for requesting inspections within 180 days of issuance, or last inspection. A courtesy notification of expiring permit by telephone or other means may be made. Failure to respond or request an inspection within the allotted time, will result in the expiration of the permit

COMPLIANCE PROGRAMS

Procedures to respond to public complaints: Public complaints shall include at a minimum:
Individual or business name of alleged violator, date or period of alleged violation, location (address) of alleged violation, property owner or lessee name, description of work performed, and complainant's name and phone number or address for follow-up contacts. A Preliminary Compliance Report form is obtainable by calling Building Codes Division, Enforcement Section, at 503-373-1367 or toll free at 1-800-442-7457 between 8-00 a.m. and 5:00 p.m. Monday through Friday or on the BCD website. Complaints received by the Building Codes Division regarding alleged violations for permits, licensing or specialty codes, are forwarded to the Enforcement Section for investigation.

Investigation of Complaints:
Public complaints received by Inspection Services Section are forwarded to the Enforcement Section for investigation.

Assessments of Penalty and Orders of Corrective Action for Violations of Specialty Codes, Statutes, and Rules:
Notices of Proposed Assessment of Civil Penalty (NPACP) and Orders of Corrective Action (OCA) are issued by both State Inspection Services staff and Enforcement staff. NPACP's and OCA's issued by State Inspection Services staff are forwarded to the Enforcement Section for processing. Contested case hearings are scheduled and processed by Enforcement staff.

Compliance with State Licensing Requirements:
License checks are conducted by City staff during permit sales and during field inspections conducted by inspectors for compliance with ORS 455.156 to ensure that only properly licensed personnel are performing work. Field inspections shall include

work sites where the City has no record of permit application or issuance as well as those site for which a permit has been issued. Alleged violators are reported to the Enforcement Section by Preliminary Compliance Report.

ePERMITTING PROGRAM

The City shall move forward with the Building Codes Division's model, full-service, ePermitting program which is intend to ensure that the City can effectively administer the building inspections program for at least two years. The City and the Division shall work together to make certain the program is implemented in an efficient and cost-effective manner. Because Marion County is also currently working toward implementation, the City's goal will be to either maintain or enhance the services that might otherwise be provided by Marion County.

OREGON DEPARTMENT OF CONSUMER AND BUSINESS SERVICES
BUILDING CODES DIVISION

IN THE MATTER OF:	)	**FINAL AGENCY ORDER -- OTHER**
	)	**THAN CONTESTED CASE**
CITY OF AURORA	)	
BUILDING INSPECTION	)	
PROGRAM ASSUMPTION	)	
APPLICATION, ORS 455.148	)	

HISTORY

On September 31, 2011 the City of Aurora (the City or Aurora) submitted an application to assume the building inspection program from Marion County. Following receipt of the city's application, the Building Codes Division (BCD or the Division) reviewed Aurora's application materials. The Division provided notice to the public on October 5, 2011 of a 30-day public comment period ending November 4, 2011. The Division received one written comment on the city's assumption application. The City of Aurora confirmed its intent to proceed with its electrical program assumption application with the Division on December 29, 2011. On January 26, 2012, the Electrical and Elevator Board reviewed the application and provided feedback to the Division and the City. In response to comments and feedback received, the City supplied additional information.

The Building Codes Division must approve or deny the City of Aurora's building inspection program assumption request by April 1, 2011.

ISSUE

Whether the City of Aurora has met the standards and timelines for assumption of a building inspection program set forth in ORS Chapters 455 and 479 and the rules adopted according to those chapters, and whether the City has the ability to maintain or improve upon existing service levels.

APPLICABLE LAW

The Division is responsible for overseeing the uniform enforcement and administration of the state building code. Building inspection program assumption requests are regulated through statute and rule. Oregon Revised Statute (ORS) 455.148 requires jurisdictions assume responsibility for all aspect of the Oregon Electrical Specialty Code, Oregon Plumbing Specialty Code, Oregon Residential Specialty Code, Oregon Structural Specialty Code, manufactured structure and accessory building installation and alteration requirements, manufactured dwelling and mobile home parks, park and camp programs under 455.680, tourist facilities, and boilers and pressure vessels described in rules adopted under 480.525(5). Notwithstanding that the electrical program is part of the overall building inspection program, electrical program delegation is regulated by ORS 479.855.

ORS 455.148(11) requires the Division regulate building inspection programs through the creation of regulations including but not limited to reviewing procedures and program operations of municipalities and creating standards for efficient, effective, timely and acceptable building inspection programs. ORS 479.855(5) requires jurisdictions to perform license enforcement randomly and as a part of routine installation inspections.

The Division has adopted Oregon Administrative Rules to administer the statutes. OAR 918-020-0095 requires a jurisdiction prepare an assumption plan demonstrating its ability to "maintain or improve upon service levels presently provided to the area." Jurisdictions must also require inspectors to perform license enforcement inspections as part of routine installation inspections. (OAR 918-020-0090(8)(h).

The electrical program delegation is regulated under OAR 918-308 and 918-020. OAR 918-308-0060(4) provides that a new delegation of authority is provisional for one year. OAR 918-308-0040(2) requires provisions in an operating plan for performing license checks and enforcement.

FINDINGS OF FACT

The Building Codes Division reviewed the City of Aurora's building inspection program assumption application in conjunction with the public comments received during the comment period from October 5, 2011 through November 4, 2011 and at the Board meeting. Based on that information and the pertinent statutes and administrative rules, the Building Codes Division makes the following findings of fact:

1. The use of standardized checklists ensures the building code is uniformly and consistently enforced.
    - Use of Building Codes Division approved checklists provides for uniform enforcement of building code requirements across the state.
    - Uniform enforcement is important in maintaining consistent application of the state building code between the cities and counties.

2. The uniform and effective administration of the state building code depends upon properly licensed individuals.
    - Jurisdictions have a responsibility under the statutes and rules to assure individuals performing work are properly licensed.
    - Use of standardized forms and processes ensure that enforcement of licensing laws are consistently applied and work is being performed safely.
    - Use of the Board penalty matrix provides for uniform application of the licensing laws.
    - Training on proper procedures reduces errors that contribute to inconsistent application of licensing laws.

3. The ePermitting system is a benefit to contractors. It decreases uncertainty related to the authority having jurisdiction in any given area.
    - Contractors serving Aurora requested that the City offer permits through the ePermitting system. Testimony indicated it would alleviate difficulties

and confusion if contractors could track permits, pay fees and schedule inspections on-line.

- Marion County is implementing the ePermitting program.
- Having the City and County both on the ePermitting system will reduce confusion as to appropriate application and jurisdiction for permits.

CONCLUSION

The Department is provisionally approving Aurora's building inspection program assumption application. The City must:

- Amend its operating plan and applicable ordinances to reflect that it will utilize Division approved checklists for all aspects of plan review and code enforcement.
- Obtain training from the Building Codes Division on the use of standard license enforcement forms and investigation techniques including the use of the Board penalty matrix. The City must actively perform license checks both randomly and during inspections in accordance with division procedures.
- Commit necessary resources, time, and personnel to working with the Division's ePermitting section to input necessary information in order to provide, at the least, permit monitoring, fee payment, and inspection information on-line through the ePermitting system. The City must fully implement the model full service ePermitting program up to but not including the official launch by June 30, 2013.

If the City complies with this order on or before June 30, 2013, the four year administrative period will begin July 1, 2013 and run through June 30, 2017. If the changes are not implemented within that time frame the program will revert to Marion County upon the expiration of the provisional approval.

For

Mark Long
Administrator
Oregon Building Codes Division

CERTIFICATE OF MAILING

On March 27, 2012, I mailed the foregoing Final Agency Order.

By: First Class Mail

Dennis Koho City Attorney
P.O. Box 20790
Keizer, OR 97307

Kelly Richardson, Aurora City Recorder
21420 Main Street
Aurora, OR 97002

Warren Jackson, Building Official
Marion County
5155 Silverton Rd Ne
Salem, OR 97309

Andra McDaniel

Andra McDaniel
Program Assistant
Oregon Building Codes Division

ORDINANCES & RESOLUTIONS

RESOLUTION NUMBER 650

A RESOLUTION ADOPTING THE AMENDED OPERATING PLAN FOR IMPLEMENTATION OF THE BUILDING PERMITS PROGRAM

WHEREAS, the City of Aurora applied to the State of Oregon, Building Codes Division, to resume administration of its Building Permits Program; and

WHEREAS, on March 27, 2012 the Building Codes approved the application with certain requirements; and

WHEREAS, those requirements should be considered and if approved included in an updated Operating Plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

The City of Aurora adopts the attached Operating Plan as amended May 8, 2012 for the implementation of administration of the Building Permits Program.

ADOPTED by the Aurora City Council at a City Council meeting held on Tuesday, May 8, 2012. This resolution is effective immediately.

Dated this ____ day of May, 2012.

ATTEST

_____ _____

Gregory Taylor, Mayor **Kelly Richardson, City Recorder**

APPROVED AS TO FORM:

_____

Dennis Koho, City Attorney

OLD BUSINESS

NEW BUSINESS

Aurora Colony Days Committee 2012

27 April 2012

The Honorable Greg Taylor
Mayor, The City of Aurora
21420 Main Street NE
Aurora, OR 97002

Re: Aurora Colony Days revenue sharing request

Dear Mr. Mayor:

Thank you for your continued support of Aurora Colony Days! This is our fifth year serving on the Colony Days committee and finally—thanks to the City's help—we are finally seeing our vision become reality.

The events officially kick off next month with the crowning of Little Miss Pioneer on May 19 at the American Legion. Then on July 11 the Aurora Summer Concert Series kicks off at the Aurora City Park:

Aurora Summer Concert Series Schedule (7 p.m. rain or shine)

- July 11 Dance Hall Days
- July 18 Caleb Klauder County Band
- July 25 Joe Fidanzo Band
- August 1 Michele Van Kleef
- August 11 Big Night Out (Aurora Colony Days weekend)

Other Aurora Colony Days activities include the traditional events like the parade, antiques fair and art show. We have added a new event this year, the Aurora Colony Days 1K/5K Run which will take place early in the morning before the parade on August 11.

We are fortunate to have received $5000 in local sponsorship commitments to date to help fund a portion of our events. To help us meet our budget, we are requesting $2500 from the state revenue sharing funds. Our budget is attached and reflects the sponsorships to date as well as projected expenses. We propose that any dollars not spent on this year's events be used for the 2013 Aurora Colony Days.

Please help us celebrate this unique community celebration with Aurora's citizens and patrons by contributing revenue sharing funds to Aurora Colony Days. Thank you for considering this request. This will be a summer to remember.

Sincerely,

Betsy Imholt
Co-Chair, ACD Committee

Danielle Kinder
Co-Chair, ACD Committee

Aurora Colony Days 2012 Budget

This worksheet can be used to plan and track event budgets. Enter values in the white boxes. Excel will calculate the results in the yellow boxes.

This worksheet is locked to preserve the formulas that calculate your results. To unlock the worksheet, go to the Tools menu, select Protection, then choose Unprotect Sheet. This sheet does not use a password.

Summary of Profit/Loss:

Totals	Estimated	Actual
Total income	$7,791.00	$500.00
carryover from 2010	$3,422.02	$3,422.02
Total expenses	$7,976.81	$1,400.00
Total profit (or loss)	**$3,236.21**	**$2,522.02**

Expenses:

Concerts in the Park	Estimated	Actual
	donated	$0.00
Sponsor Banners	$210.00	$0.00
Bands (4 @ $500 ea)	$2,000.00	$0.00
Posters	$114.00	$0.00
Totals	**$2,324.00**	**$0.00**

Concerts in the Park	Estimated	Actual
Dancehall Days	$600.00	$0.00
Caleb Klauder	$800.00	$400.00
Joe Fidanzo	$500.00	$0.00
Michele VanKleef	$500.00	$0.00
Big Nite Out	$2,000.00	$1,000.00
	$0.00	$0.00
Banners 10 sponsors	$160.00	$0.00
Posters 100 qty	$160.00	$0.00
	$0.00	$0.00
Totals	**$4,720.00**	**$1,400.00**

Marketing/Advertising	Estimated	Actual
Graphics work	donated	$0.00
Programs 700 qty	$300.00	$0.00
	$0.00	$0.00
Postcard	$0.00	
T-shirts	$0.00	$0.00
Ad Placement	$0.00	
Totals	**$300.00**	**$0.00**

Little Miss Pioneer	Estimated	Actual
Flowers (poss. donated)	$0.00	$0.00
Tiaras	$85.00	$0.00
Sashes, pattern, fabric	$205.00	$0.00
Tea/Etiquette	$22.81	$0.00
Program printing	donated	$0.00
Banner paper, thank yous	$20.00	
Ceremony (punch, cookies, napl	$15.00	$0.00
CD	donated	$0.00
Parade Candy	$65.00	$0.00
Legion rental fee	$50.00	$0.00
Totals	**$462.81**	**$0.00**

Parade	Estimated	Actual
Bands	$300.00	$0.00
trophies and awards	$300.00	$0.00
portable toilets	$0.00	$0.00
Miscellaneous (signs, hellium, el	$100.00	$0.00
Totals	**$700.00**	**$0.00**

Run 1K/5K	Estimated	Actual
Ice, Napkins, Cups	$100.00	$0.00
Tables-Borrow	$0.00	$0.00
Race Fees	$535.00	$150.00
Bibs	$0.00	$0.00
Shirts	$0.00	$0.00
Tents-borrow?	$0.00	$0.00
Food	$200.00	$0.00
Porta-potty	$150.00	$0.00
Banners, Mktg	$150.00	$0.00

Miscellaneous (spray paint, etc)	$50.00	$0.00
Totals	**$1,185.00**	**$0.00**

Miscellaneous	Estimated	Actual
Transportation	$0.00	
Postage	$20.00	$0.00
Miscellaneous	$50.00	$0.00
Totals	**$70.00**	**$0.00**

Total Expenses	**$7,976.81**	**$1,400.00**

Income:

Ticket Sales/LMP Entrance Fees

Estimated	Actual	Unit	Price	Estimated	Actual
0	0		$1.00	$0.00	$0.00
		Raffle	$0.50	$181.00	$0.00
8	5	LMP entrance fee	$20.00	$160.00	$0.00
				$341.00	**$0.00**

Sponsors/ Fundraising

The Kennedy Team		concert sponsor	$2,500.00	$0.00
Erik Berkey	1	concert sponsor	$500.00	$0.00
Museum	1	concert sponsor	$500.00	$0.00
Red Bird Design		concert sponsor	$250.00	$0.00
Asher Traditional Homes		concert sponsor	$250.00	$250.00
Wilsonville Chamber		concert sponsor	$250.00	$250.00
		concert sponsor	$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
Helicopter Company		1k/5k Run/Walk	$250.00	$0.00
Dentist			$250.00	$0.00
			$0.00	$0.00
BAKE SALE			$200.00	$0.00
T-shirt sales		$0.00	$0.00	$0.00
			$4,950.00	**$500.00**

Revenue Sharing

Estimated	Actual	Unit	Price	Estimated	Actual
2500	0	items @	$1.00	$2,500.00	$0.00
				$2,500.00	**$0.00**

Total income	**$7,791.00**	**$500.00**

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales ($402.60/yr)
  - ☐ Commercial Establishment
  - ☐ Caterer
  - ☐ Passenger Carrier
  - ☐ Other Public Location
  - ☐ Private Club
- ☐ Limited On-Premises Sales ($202.60/yr)
- ☑ Off-Premises Sales ($100/yr)
  - ☐ with Fuel Pumps
- ☐ Brewery Public House ($252.60)
- ☐ Winery ($250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☑ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☑ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

☐ Limited Partnership ☐ Corporation ☑ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 5·1·2012

The City Council or County Commission:

_____ (name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____ (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: LLS

Date: 3/28/12

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Andrew Halls Enterprises LLC ③ —

② — ④ —

2. Trade Name (dba): Pacific Hazelnut Farms

3. Business Location: 14673 Ottaway Rd NE, Aurora, Marion, OR, 97002
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: PO Box 266 14673 Ottaway Rd NE, Aurora, OR 9700
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-678-2755 503-678-1872
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐Yes ☑No

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: N/A

9. Will you have a manager? ☐Yes ☑No Name: _____
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Aurora, Marion County.
(name of city or county)

11. Contact person for this application: Andrew Halls 503-678-2755
(name) (phone number(s))

14673 Ottaway Rd NE, 503-678-1872 andrew_halls@yahoo.co
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① _____ Date 14 Mar/12 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

RECEIVED
OREGON LIQUOR CONTROL COMMISSION
MAR 20 2012
SALEM REGIONAL OFFICE

FILE COPY

RESOLUTION NUMBER 626

A RESOLUTION ESTABLISHING POLICY ON EMPLOYEE HEALTH INSURANCE

WHEREAS, the City of Aurora values the contributions made by its employees and wants to provide health insurance benefits to the greatest extent possible; and

WHEREAS, the cost of health insurance continues to rise; and

WHEREAS, the City Council desires to have a steady and predictable rate of contribution to health insurance costs to assist the employee, the taxpayers, and the budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

It shall be the policy of the City of Aurora to provide health care insurance to its full-time employees as follows:

- The City shall pay the full cost of health insurance for the employee;
- The City shall pay the cost of health insurance for the employee's spouse except that the employee must pay $100 of the coverage and any increases in premiums imposed by the insurer after the effective date of this resolution; and
- The City shall pay the cost of health insurance for the employee's family coverage except that the employee must pay $100 of the family coverage and any increases in premiums imposed by the insurer after the effective date of this resolution. These payments are in addition to any payments the employee may make for spousal coverage.

ADOPTED by the Aurora City Council at a City Council meeting held on Thursday, April 28, 2011. This resolution is effective August 1, 2011.

Dated this 28 day of April, 2011.

APPROVED AS TO FORM:

City Attorney

Jim Meirow, Mayor

ATTEST

Kelly A. Richardson

City Recorder

CLEANNET CLEANING SERVICE AGREEMENT

This is a cleaning agreement by and between **CleanNet of the Northwest (CleanNet)** and: **City of Aurora** located at: **21420 Main Street Aurora, OR 97002. CleanNet** will provide janitorial services to your company per the attached proposal and per the following terms:

I. **SERVICE CHARGE**: CleanNet's monthly service charge will be **$325** for cleaning services per the attached specifications, plus applicable taxes.

☐ **Option 1** **Paper products:** CleanNet can also provide and **include for** the facility hand towels, trash liners, toilet paper and hand soap on monthly basis for additional cost of **$NA** Per month.

Paper product invoices may be assessed after 90 days and the price may be adjusted accordingly, as agreed upon by both parties.

☐ **Option 2** **Paper products:** CleanNet can provide the hand towels, trash liners, toilet paper and hand soap to the facility and bill the facility per their use.

☒ **Option 3** **Paper products:** Customer provides its own hand towels, trash liners, toilet paper, hand soap & degreaser.

II. **FREQUENCY OF SERVICE**: CleanNet's services are to be performed on a **2 times per week basis**, excluding six holidays recognized by CleanNet: New Year's Day, Memorial Day, and Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Service Days Are: **MON** ☐ **TUE** ☐ **WED** ☒ **THU** ☐ **FRI** ☐ **SAT** ☒ **OR SUN** ☒

Covered areas include: 1 Time per week on Sat or Sun- City Hall-Entrance, Reception, Common Areas, Private Offices, Council Chambers, Copy/File/Fax Areas, Break/Kitchen Area, Restroom, Locker/Storage Area.

2 Times per week on Sat and Sun- Public Restrooms in the City Park and the Public Restrooms on 2nd Street.

VACANCIES: Vacant space will be credited at the rate of **$NA** per month. It is the responsibility of the customer to report all vacancies to CleanNet on the first of the month for that month. Any vacancies reported to CleanNet after the month has ended, and the work has been performed, will not be credited to the Customer.

III. **SUPPLIES & EQUIPMENT**: CleanNet will provide all equipment and **OSHA** approved cleaning chemicals to clean the premises per attached work schedule.

IV. **SPECIAL SERVICES**: In addition to regular janitorial services, CleanNet upon notification by your company agrees to provide the following ***additional* services to your premises** at an additional cost of:
Stripping and Waxing of floors: **$TBD** per service as needed (not included in monthly service charge).
Carpet Cleaning is **$TBD** per service as needed (not included in monthly service charge).
Minimum charge for any of the above services will be two hundred dollars ($200).

V. **DURATION OF CONTRACT:** This contract and all service charges stated in this contract are valid for one year and will be automatically extended and renewed every year thereafter on Anniversary date based on same terms and conditions, unless one of the parties gives written notice of termination at least thirty (30) days prior to such anniversary date. If termination notice is given timely, this agreement will expire at midnight of anniversary date. Otherwise, this agreement may only be terminated for non-performance as set out in section VI below. Should changes occur in the work schedule, frequency of service and occupied square footage of premises, then the monthly service charge will be adjusted accordingly. However, any adjustment to this contract would have to be mutually agreed to by your company and **CleanNet** in writing and signed by both parties. **CleanNet** will bill its service charge on a monthly basis. Customer agrees to pay CleanNet the total amount due under the terms of this contract at the end of the month (due date) for that month. Customer also agrees to pay any sales or use tax levied by taxing authority on the value of services provided or supplies purchased. Payments not received within thirty (30) days past the due date are considered late. Interest on late payments will accrue at a rate of 1.5% monthly. In the event of default on payments, Customer agrees to pay **CleanNet's** attorney fees and collection costs. Jurisdiction and venue for any suit brought up as a result of this contract shall be in governmental division of the county where CleanNet office is located.

VI. **TERMINATION/CONTRACT: CleanNet** will perform all janitorial services specified in the attached work schedule in a satisfactory manner. In the event of non-performance by **CleanNet**, your company shall first give verbal notification, followed by written notification specifying in detail the nature of any defect or failure in performance by **CleanNet**. If **CleanNet** does not cure such default within thirty (30) days of receipt of such notice and such default is not cured to reasonable satisfaction of the customer at the end of the thirty (30) days (default period), then the customer shall have the right to terminate this agreement by giving **CleanNet** thirty (30) days written notice from the end of the default period. CleanNet reserves the right to terminate this agreement upon thirty (30) days prior written notice or immediately for non payment by the customer. The date of any written notice required under this agreement shall be at the time when the same is deposited, post marked with United States postal service or a recognized, common postal courier and sent to CleanNet.

VII. **PERSONNEL:** Client agrees that during the terms of this agreement and for one (1) year thereafter, customer will not employ, or permit to be employed, any person who has performed services under this agreement at client's location.

WE AGREE TO THE TERMS OF THIS AGREEMENT

Company: City of Aurora

Signed by: _____
Kelly Richardson, City Recorder, (503) 678-1283
Date Signed: _____
Start Date: _____

CleanNet of the Northwest

Signed by: _____
Karla M Plant, Sales Executive, (503) 260-7370
Date Signed: _____
kplant@cleannetusa.com
Fax: (503) 206-8643 or (503) 210-0344

CleanNet USA

CLEANING SPECIFICATIONS FOR:

City of Aurora, Oregon
Established in 1856 - National Historic District

City of Aurora
21420 Main Street NE
Aurora, OR 97002
503-678-1283

Member Green Business Certified

G.I. JOBS 2011 MILITARY FRIENDLY FRANCHISE

I. ENTRANCE, RECEPTION AREA, COMMON AREAS

EACH VISIT

Collect trash and replace liners if needed
Damp wipe waste cans
Clean any lobby door glass up to entrance door height keeping free of finger prints, smudges, etc. and maintaining streak free condition
Wipe down reception area and any waiting area tables/chairs
Dust mop and damp mop uncarpeted floors
Vacuum carpets
Vacuum mats inside entrance doors if used

ALL AREAS EACH VISIT

Sanitize door knobs
Sanitize phones
Dust picture frames
Dust exterior of any reachable light fixtures
Remove finger prints from walls, doors, and light switches
Dust window sills & ledges keeping free from cobwebs & bugs
Hi dust up to 8 feet for cobwebs

ALL AREAS MONTHLY

Wipe down blinds with treated duster where applicable
Wipe clean baseboards as needed
Vacuum all reachable air vents

II. RESTROOMS

EACH VISIT

Prop open door and put up wet floor sign if needed
Clean bowls, basins, seats, urinals and horizontal surfaces
Wipe clean all fixtures, dispensers, and mirrors
Refill soap, hand towel, tissue and napkin dispensers
Damp wipe and clean walls and partitions
Clean walls behind toilets and urinals
Dust mop floors
Damp mop floors with an approved disinfectant
Collect trash and replace plastic liners

COMMENTS
Cleaning Specifications of Particular Interest to Client Include the Following:

Areas To Be Serviced:

City Hall-Sat or Sun
Entrance
Reception
Common Areas
Private Offices
Council Chambers
Copy/File/Fax Areas
Break/Kitchen Area
Restroom
Locker/Storage Area

Restrooms-Wed and Sat or Sun
Public Restrooms in the City Park
Public Restrooms on 2nd Street

Initial _____ Signature _____

CleanNet USA

III. GENERAL OFFICE (UNLOCKED) AND COUNCIL CHAMBERS

EACH VISIT

Collect trash, replace plastic liners as needed
Damp wipe exterior of trash cans
Remove cardboard boxes designated as **"Trash/Recycling"**
Dust furniture, desks, phones, monitors, file cabinets, partitions, window ledges, etc.
Paper left on desks will NOT be disturbed!
Wipe clean furniture and desks only when cleared of all work materials
Dust mop and damp mop uncarpeted floors
Thoroughly vacuum all carpets with special attention given not to hit chairs, desks, and baseboards with vacuum cleaner

IV. BREAK/KITCHEN AREA

EACH VISIT

Remove trash and replace plastic liners
Wipe clean exterior of trash can
Dust mop and damp mop uncarpeted floor
Wipe clean counters, shelves
Wipe clean water coolers if applicable
Wipe clean interior microwave oven
Wipe clean outside of refrigerator and microwave

V. TRASH/RECYCLING

Deposit all trash/recycling in the designated dumpster area or in trash room. No waste bags will be laid directly onto any carpet. Only trash placed in waste containers or clearly marked **"TRASH"** will be removed.

COMMENTS
Cleaning Specifications of Particular Interest to Client Include the Following:

Initial _____ Signature _____

CleanNet USA

VI. LOG BOOK
Nightly cleaning supervisor

Cleaning supervisor to review, sign and date log book to insure all customer instructions have been attended.
Check all doors and lights
Record all unusual conditions observed by cleaning crew, i.e.: doors left unlocked in the log book

VII. DAMAGE REPORT & SECURITY ISSUES

Record and report any damage, breakage, plumbing problems, security issues or maintenance needs in log book and to property manager immediately.

VIII. DOORS, LIGHTS & ALARMS

Upon completion of work extinguish lights and lock all doors. Only the designated safety exit lights will be left on. Arm alarm system in designated suites.

COMMENTS
Cleaning Specifications of Particular Interest to Client Include the Following:

Initial _____ Signature _____

recorder

From: James Morgan [james@coveralloforegon.com]
Sent: Tuesday, May 01, 2012 11:23 AM
To: recorder
Subject: RE: Cleaning services for Aurora

Yes

From: recorder [mailto:recorder@ci.aurora.or.us]
Sent: Tuesday, May 01, 2012 10:50 AM
To: James Morgan
Subject: RE: Cleaning services for Aurora

What about the 2nd street restrooms Is that twice a week as well?

Kelly Richardson
City Recorder
City of Aurora
21420 Main St. NE
Aurora, Oregon 97002
503-678-1283

PUBLIC RECORDS LAW DISCLOSURE
This email is a public record of the City of Aurora, Oregon and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

CONFIDENTIALITY NOTICE
This e-mail message contains confidential information belonging to the sender or receiver. The information in this message is intended for the addressee's use only. If you are not the intended recipient you are hereby notified that you are prohibited from reading, using, disclosing, copying, or distributing this information in any way; further, you are prohibited from taking any action based upon the contents of this e-mail. ***If you have received this e-mail by mistake, please delete it immediately.*** *For further questions call our office at 503-678-1283 ext. 2.*

From: James Morgan [mailto:james@coveralloforegon.com]
Sent: Tuesday, May 01, 2012 9:19 AM
To: recorder
Cc: james@coveralloforegon.com; 'Scott Larsen'
Subject: RE: Cleaning services for Aurora

Current Contract Cover All of Oregon

100.00 City Hall
160.00 Park
160.00 2nd St.
420 a month

Kelly
I have confirmed that we service the park restrooms 2X a week for $160.00 a month.

The main office is 1X a week for $100 a month.

The office is currently $92 a month under our minimum pricing.
The restroom cleanings are currently $108 under our minimum.
We do not plan on increasing these prices, as we feel our partnership is a value for all parties.

With gas prices on the rise, the franchise owner is unable to reduce any of the cost of services. We understand your position as to your budget planning.

Please accept this as our bid for services to stay at the current levels.