

AGENDA
Aurora City Council Meeting
Tuesday, February 14, 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 – January 10, 2012
- II. Planning Commission Meeting Minutes – January 03, 2012
- III. Historic Review Minutes – Meeting cancelled.

Correspondence

- I. **Email Attention City Officials, League of Oregon Cities Meetings**
- II. **LOC Bulletin**
- III. **Beyond the Limits of Authority article from LOC**
- IV. **State of the Cities an LOC Report**
- V. **City County Insurance Member Update, Article on Cloud backup options**
- VI. **City County Insurance Report on changes on benefits**
- VII. **Training Schedule at LOC**

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

Aurora City Council Agenda

February 14, 2012

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

- A. **Police Chief's Report** – (included in your packet)
 - B. **Finance Officer's Report – Financials** (included in your packets)
 - 1. Revenue & Expense Report
 - C. **Public Works Department's Report** – (included in your packet)
 - 1. Monthly Status Report (Storm Water)
 - 2. Monthly Status Report (Water)
 - A. Waste Water Treatment Plant Update (from Otis Phillips)
 - D. **City Recorder's Report** (included in your packet)
 - E. **City Attorney's Report** – (not Included in your packet)
8. **Ordinances and Resolutions**
- A. **Ordinance Number 468 and Ordinance Establishing a Preferred Street Tree list for the City of Aurora.** First Reading.
9. **Old Business**
- A. **Discussion and or Action on Triple T inc, revised proposal dated February 6, 2012**
10. **New Business**
- A. **Discussion and or Action on Chief of Police hiring selection and recommendation from hiring committee.**
 - B. **Discussion and or Action on letter proposing waiving of fees on Annexation Application for 15233 Ottaway Rd Fidanzo Property.**
 - C. **Discussion and or Action on Memo from City Planner Wakeley and Planning Commission request for direction dated February 8, 2012 Enforcement of Sign Code.**
11. **Adjourn**

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CONSENT AGENDA

Meeting Minutes

Correspondence

Financials

Other Items

Minutes
Aurora City Council Meeting
Tuesday, January 10, 2011 at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Otis Phillips, Waste Water Superintendent
 Kelly Richardson, City Recorder,
 Jan Vlcek, Finance Officer
 Pat Detloff, Interim Chief of Police
 Bob Southard, Water Superintendent

STAFF ABSENT: None

VISITORS PRESENT: Jim Fisher, Aurora
 Glen Kraxberger, Aurora
 Dave Hauser, 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 – Absent
Councilor Sahlin – Present
Councilor Vlcek – Present
Mayor Taylor – Present

3. Consent Agenda

- I. City Council Meeting Minutes – December 13, 2011
- II. Planning Commission Meeting Minutes – December 06, 2011
- III. Historic Review Minutes – November 2011, Notice of Decisions sent out.

A motion to approve the consent agenda for the Council meeting minutes as presented was made by Councilor Vlcek and seconded by Councilor Graupp. Motion Passes Unanimously.

Correspondence

- I. LOC Bulletin, no timber money received (vlcek)**
- II. Meeting Notice Department of Land Conservation and Development**
- III. Table #13 Access Management Spacing Standards For Statewide Hwys**
- IV. Marion County Board of Commissioners Agenda Wednesday January 11, 2012**
- V. Traffic Newsletter outlining Senate and House Bills they effect Local Courts**

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.

No Visitors Spoke at this time.

5. **Discussion with the Parks Committee**

- o **Parks Committee Report (not in packet)**

6. **Discussion with Traffic Safety Commission**

- a. **Traffic Safety Report (not Included in your packet) Council** No one from Traffic Safety was in attendance and they did not have a December meeting.

7. **Reports**

Police Chief's Report – (included in your packet) Interim Chief Detloff read his report.

- Routine Maintenance other than car 70 has some transmission issues
- 12 hours worked for a seatbelt grant
- Mayor Taylor enquired about the agreement with North Marion as to whether it was ongoing or if it was only for fall sports, it would be ongoing.

No more questions of Interim Chief Detloff

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

1. Revenue & Expense Report

- In a perfect world we would be at 50% however revenue is down a bit.
- The audit report is completed and we are now current for the first time in years.
- City Attorney Koho notifies Council that Councilor Vlcek is wondering if he may vote on this and Koho states to the Council that this does not affect his household income so yes he may vote on the acceptance of the Grove, Mueller and Swank audit report.

A motion to approve the audit report is made by Councilor Sahlin and is seconded by Councilor Vlcek. Motion Passes Unanimously.

No more questions. Mayor Taylor thanks Finance Officer Vlcek for a job well done.

B. **Public Works Department's Report** – (included in your packet)

- 1. Monthly Status Report (Storm Water) Mayor Taylor reads Public Works report.
 - We will be receiving our water rights.
 - Water leak Jenny Marie turned out to be service line not a main line.
 - We used a new poly line and it worked great it is stronger and more forgiving and would like Council approval to change our construction standards to allow this from here on out.

- Streets we have cleaned up most of the leaves and cleaned up catch basins.
- Lake Liberty should be taken care of forever by next month
- We have installed new timer lights in the restrooms so they will only go on when the restrooms are being used this should be a significant energy savings.

No more questions for Bob from the Council.

A motion to approve changing the construction standards to allow for the new poly line was made by Councilor Sahlin and seconded by Councilor Graupp. Motion Passes Unanimously.

- A. Waste Water Treatment Plant Update (from Otis Phillips) there was not a lot of discussion on the report as submitted.
- Over Ran first 3 days of December
 - Councilor Sahlin asked if bag system is working properly, yes it is.
 - It is recommendation of Superintendent Phillips to leave the wood decked until next year so the price is better.
 - How much longer on the Consent Decree, we have two years.

There were no more questions from the Council.

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

- Posted Administrative Assistant position, Melinda Hessel has resigned effective January 13th
- Working closely with CIS Attorney's scheduling depositions
- Working on employee handbook for presentation at a later date
- Working on an email policy as well.
- Working very closely with City Attorney Koho and the State Bail Schedule.

Gives a brief overview of the written report as submitted and there was no discussion.

No questions from the Council.

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

- Most of my report deals with the Resolutions and Ordinances.
- Continued work on Drywell situation.
- No update yet on Building Inspection program.

There were no more questions of City Attorney, Koho.

8. Ordinances and Resolutions

A. Discussion and or Action on Resolution Number 643, Suspending Court Fee Enhancements until after February.

Motion to approve Resolution Number 643 was made by Councilor Vlcek and seconded by Councilor Sahlin. Motion Passes Unanimously.

- B. Discussion and or Action on Resolution Number 644 Proposing Annexations Without the Vote of the People.** Passage of this will show Council intent as of Health Hazard, this is the first step of the process.

Motion to approve Resolution Number 644 was made by Councilor Sahlin seconded by Councilor Graupp. Motion Passes Unanimously.

- C. Discussion and or Action on Resolution Number 645 on Proposed Water Increase.** Motion to approve Resolution Number 645 and the water rate increase and as proposed by the water study to offset costs and bring us up to the full recommendation was made by Councilor Vlcek and seconded by Councilor Sahlin. Motion Passes Unanimously.

Whitney Tustin asked about the increases and what exactly they were.

- D. Discussion and or Action on Resolution Number 646 on proposed SDC Charge increase for SDC.** This is the other half of the study, This will not affect G. Cam,

Clarification Needed

Motion to approve Resolution Number 646 for the increases of System Development Charges is made by Councilor Sahlin and seconded by Councilor Graupp. Motion Passes Unanimously.

- E. Discussion and or Action on Ordinance Number 466 Regulation of Certain Wells for Irrigation purposes second reading.**

Motion to approve second reading of Ordinance Number 466 is made by Councilor Vlcek and seconded by Councilor Graupp. Motion Passes Unanimously.

- F. Discussion and or Action on Ordinance Number 467, Criminal History Checks,**

Motion to approve the second reading on Ordinance Number 467 history checks on certain volunteers was made by Councilor Sahlin and seconded by Councilor Graupp. Motion Passes Unanimously.

9. Old Business

A. Discussion and or Action on Drywells

- We are still working on the drywells on Park, Cody and Ottaway.
- Looking at forced annexation on Fidanzo property
- Fawcett and Olinger, Council is looking into a secondary resolution we are looking at free water during the time they are owned by these property owners and regulating the amount if they abandon there well.
- Councilor Vlcek asks what exactly are we dealing with; somehow they obtained approval for these wells from the County. It was explained that the County should never have approved this but we still have to deal with this.
- Mayor Taylor did ask DEQ if any of these had permits or had applied for permits and if Marion County would have notified DEQ when they had been applied for it would have never been approved.

David Hauser, 21060 Cody Lane should I be expect a bunch of houses being built next to me if annexed. Answer, if it is approved and permitted correctly then this could be possible.

Jim Fisher, Aurora, If there is a possibility of houses being built is it the City's intent to speed up the situation. It really is a cost issue at this point with DEQ.

David Hauser is there away to pass the cost along the Fidanzo and would they have to hook up to city water.

Glen Kraxberger, Aurora, Why is the City treating each property owner differently? Mayor Taylor states currently the City has offered two options to each property owner and if they would like to annex they can.

10. New Business

A. Discussion and or Action on Recommendation from Historic Review Board to accept Gayle Abernathy as a new member to HRB.

A motion to approve Gayle Abernathy as the newest member on the HRB is made by Councilor Graupp and seconded by Councilor Sahlin. Motion Passes Unanimously.

B. Discussion and or Action on Accepting Amy Willman as recommended by the Aurora Planning Commission.

A motion to approve Amy Willman as the newest member of Planning Commission who replaced Nick Kaiser was made by Councilor Vlcek and seconded by Councilor Graupp. Motion Passes Unanimously.

C. Discussion and or Action on Audit Report prepared by Grove, Mueller & Swank, Vlcek states the Management letter points out items however I think all of them have been done, and Vlcek states she is 100% ok with this report.

A motion to approve the audit report is made by Councilor Sahlin and is seconded by Councilor Vlcek. Motion Passes Unanimously.

D. Discussion and or Action on OLCC License Renewals for Various Businesses in Town.

Motion to approve the renewals as presented by OLCC, was made by Councilor Sahlin and seconded by Councilor Graupp motion passes.

E. Discussion and or Action on the Sale of Surplus Pumps at the Sewer Plant.

A motion to declare the two pumps as surplus property was made by Councilor Sahlin and seconded by Councilor Graupp. Motion Passes. It was the consensus of the Council to sell the pumps and the money goes back into the water fund.

F. Discussion and or Action on Chief of Police hiring process.

Interim Chief Detloff, presented a process to the Council

- Start with narrowing down applications and background checks.
- Interview, to narrow down again
- Top two picks
- Then a public meeting and let citizens of Aurora ask questions,

- Hire at next Council meeting.

Motion to approve process is made by Councilor Vlcek and seconded by Councilor Graupp.
Motion Passes Unanimously.

G. Discussion and or approval on contract for triple T to keep up the grounds near the water filtration unit. The Council discussed the contract and decided to talk to Superintendent Southard and see if we can negotiate a six month contract.

H. Discussion and or action on the Fire Dept to pay for water usage, the council had a brief discussion and identified some areas of concerns and at some point we will need to have a discussion with Chief Yoder.

1. Training Exercises nothing at this point is being monitored
2. The House probably should be since there is a meter
3. The Fire Hall itself probably should be since there is a meter.
4. Council will ask Superintendent Southard to look at useage for these areas to see what we are looking at first.
5. Does Sewer become part of the conversation and what about street lights and repaving?

11. Adjourn

A motion to adjourn the January 10, 2012 meeting at 8:48 pm was made by Councilor Graupp and seconded by Councilor Sahlin. Motion Passes Unanimously.

Greg Taylor, Mayor

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, December 06, 2011 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

VISITORS PRESENT: Richard Harrison, Aurora

1. Call to Order of Planning Commission Meeting

- **A motion is made to make Joseph Schaefer the Temporary Chairman of the Board by Commissioner Gibson and seconded by Commissioner Fawcett. Motion Passes.**

The meeting was called to order by Temporary Planning Chair Joseph Schaefer at 7:01 p.m.

2. City Recorder Did Roll Call

Chairman, TBA -
Commissioner, TBA
Commissioner, Gibson Present
Commissioner, Graham Present
Commissioner, Fawcett Present
Commissioner, Braun Present
Commissioner, Schafer Present

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting --November 01, 2011
- II. City Council – October 11 , 2011

Correspondence

- I. LCDC Meeting Notice December 7-9, 2011
- II. Marion County Urban Living Flyer

There was a brief discussion on the Traffic Safety Rule it was requested to have it on the next agenda.

A motion to accept the consent agenda for the November 01, 2011 minutes with the changes to pg six with the corrected tax and map lot information was made by Commissioner Braun and seconded by Commissioner Fawcett. Motion Passes Unanimously.

Consensus of the Planning Commission to extend the positions posting since no one has applied as of yet.

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.

Councilor Bill Graupp, Aurora was only visiting and made no comments.

5. New Business

Nothing on agenda however a brief discussion on State Rule making on Access Management. Most of the discussion was on Senate Bill 264. January 1, 2012 will be when this takes effect. There has been a temporary rule put into place by ODOT.

6. Unfinished Business

A. Discussion and or Update on Historic Review Guidelines,

- Schaefer and Graupp were at the last meeting and the main topics were paint, roofing, landscaping and discussion was not to require a meeting to approve however their concerns were that the city didn't have staff to approve these items.
- Much of the discussion was that an HRB member rotates to do these administrative review processes.
- Renata pointed out that in Sept or Oct meetings it was stated to allow admin rule and some members of HRB thought it would work out ok.
- The second meeting Renata decided she would stand back and let them go through the document and give there changes and feedback this may be a good time for PC to look at the document and document there changes that were proposed.
- ORS 197.763 quasi judicial requirements for land use decisions. Specific recommendation is if notice goes out to neighbors they have the right to appeal the decision. It then goes on to the Council and this could delay the original decision.
- The other issue is communication currently it is not require to disclose on a title report. 9 out of 10 say they just were not aware they were in the Historic District.
- This is and issue in other cities.
- Possible look into partnership with other cities to make this be a recordable situation on the deed so people are aware they are in the Historic District.

B. Discussion and or Update on Street Tree list and or Ordinance.

Renata gives a brief discussion on recommendations from a local consultant. Commissioner Schafer suggests that we not put a list of non-approved items only list those items that are approved. Wakeley agrees that we only have an approved list.

Planning Commission directs City Planner to get this tree list and the Ordinance moving forward.

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7. Commission Action/Discussion

- A. City Planner Activity Sheet (in your packets)
Status of Development Projects within the City: Attached.**

City Planner Wakeley read her report.

Wakeley updated the Commission and read her report.

- ODOT Corridor Study's first meeting was essential a meet and greet with some background provided.
- Items of concern were, crosswalk on 99E, planting strips and driveway spacing.
- Brief discussion on the Airport
- Schaefer asked if someone should represent the City at the Airport meetings it was unanimously yes from the rest of the group.
- French Prairie Meetings were discussed briefly as well.

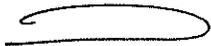
8. Adjourn 8:37 P.M.

A motion to adjourn the December 06, 2011 meeting is made by Commissioner Gibson and seconded by Commissioner Graham. Motion Passes Unanimously.



Planning Commission

ATTEST:





Kelly Richardson, City Recorder

recorder

From: Kim Bentley [kbentley@orcities.org]
Sent: Thursday, February 09, 2012 3:40 PM
To: loc managers
Subject: LOC Regional Meetings Coming to Your Area

Attention City Officials:

Beginning next month, the League will hold a series of 19 meetings with city officials across the state, focusing on the League's finance and land use advocacy efforts. The meetings will also provide a valuable opportunity for member cities to offer feedback and suggestions. The agenda will include a report on the February legislative session and current League services.

The first round of meetings will be in your area as follows:

Date	City	Time	Meeting Location
Wed. March 7	Cannon Beach	Noon	City Hall, Council Chambers 163 E Gower 97110
	Newport	5:00 pm	City Hall, Council Chambers 169 SW Coast Hwy. 97365
Thur. March 8	Florence	Noon	Florence Event Center 715 Quince St. 97439
	Springfield	5:00 pm	Springfield Justice Center EOC Conference Room 230 4th St. 97477
Fri. March 9	Independence	Noon	City Hall, Council Chambers 414 S. Main St. 97351

Click the link below for additional information including a list of all 19 meetings, in case there is another location more convenient for you:

<http://www.orcities.org/Portals/17/Events/RegionalMeetingflyer.pdf>

To **RSVP**, please respond to this email or call (503) 540-6566, and let us know which meeting you plan to attend. If you have questions about the meetings, you may contact Executive Director Mike McCauley at mmccauley@orcities.org or (503) 588-6550. Thank you, and we look forward to seeing many of you.



Kim Bentley, Office Manager

kbentley@orcities.org

(503) 588-6550 | (503) 540-6566 direct | Fax (503) 399-4863

1201 Court St. NE, Suite 200 | Salem, Oregon 97301

www.orcities.org

Helping Cities Succeed



LOC Regional Meetings

Share Your Ideas

19 MEETINGS ACROSS THE STATE

The League strongly encourages city officials to attend a regional meeting. City input is critical to the League's ability to serve its members effectively.

Why you should attend:

Learn about LOC's finance and land use efforts*

Provide LOC feedback and suggestions

Hear a report on the February legislative session

Receive an overview of League services

Light lunch (noon meetings) or light snack (evening meetings) provided.

RSVP (with location) to Kim Bentley at kbentley@orcities.org (reservations not required but helpful in planning).

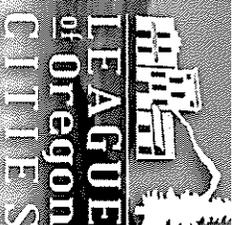
*During the 2011 legislative session, the League introduced a concept that would give cities more local control through a proposed constitutional amendment allowing voters to approve local option levies outside compression. The League will continue those discussions and look to develop other proposals that would similarly strengthen local governance by reducing or eliminating mandates or providing more local revenue options. Regarding land use, the League has just begun to identify potential ways to reduce costs and provide more certainty and timeliness in the land use system.

LOC Regional Meeting Schedule

March 7 12:00 Noon	Cannon Beach City Hall (163 E. Gower, 97110)
March 7 5:00 p.m.	Newport City Hall (169 SW Coast Highway, 97365)
March 8 12:00 Noon	Florence Event Center (715 Quince St., 97439)
March 8 5:00 p.m.	Springfield Springfield Justice Center (230 4th St., 97477)
March 9 12:00 Noon	Independence Independence Event Center (555 S. Main St., 97351)
April 11 12:00 Noon	Forest Grove City Library (2114 Pacific Ave., 97116)
April 11 5:00 p.m.	Tualatin Police Facility Training Room (8650 SW Tualatin Rd., 97062)
April 12 12:00 Noon	Fairview Community Center (300 Harrison St., 97024)
April 12 5:00 p.m.	The Dalles City Hall (313 Court St., 97058)
April 13 12:00 Noon	Redmond City Hall (716 SW Evergreen Ave., 97756)
April 18 5:00 p.m.	Medford City Hall (411 W. 8th St., 97501)
April 19 12:00 Noon	Brookings Southwestern Oregon Community College (96082 Lone Ranch Parkway, on Hwy. 101, 97415)
April 19 5:00 p.m.	Bandon Bandon Barn/Community Center (1200 11th St. SW, 97411)
April 20 12:00 Noon	Sutherlin Sutherlin Community Center (150 S. Willamette, 97479)
May 15 5:30 p.m.	Ontario Four Rivers Cultural Center (676 SW 5th Ave., 97914)
May 16 12:00 Noon	Burns HCOT (Chamber) Building (484 N. Broadway, 97720)
May 16 5:00 p.m.	John Day Grant County Regional Airport (720 Airport Rd., 97845)
May 17 12:00 Noon	Island City City Hall (10605 Island Ave., 97850)
May 17 5:00 p.m.	Pendleton Pendleton Convention Center (1601 Westgate, 97801)

For more information, please contact Mike McCauley at mmccauley@orcities.org or (800) 452-0338 or (503) 588-6550.

BULLETIN



January 27, 2012

LOC to Conduct Statewide Regional Meetings

Beginning in March, the League will hold a series of 19 meetings with city officials across the state, focusing on the League's finance and land use advocacy efforts. The meetings will also provide a valuable opportunity for member cities to offer feedback and suggestions. The agenda will include a report on the February legislative session and current League services. For more information, click [here](#).

Contact: To RSVP, email or call Kim Bentley at kbentley@orcities.org or (503) 540-6566. For more information about the meetings, contact Mike McCauley at mmccauley@orcities.org or (503) 588-6550.

Planning Underway for 87th LOC Conference

The League is looking for city officials to serve on the planning committee for the 87th Annual LOC Conference, scheduled for September 27-29 in Salem. The committee meets once per month, focusing on the selection of topics for conference breakout sessions. Committee members can attend the meetings in person or participate via conference call. The next meeting is Friday, February 17.

Contact: City officials who wish to join the conference planning committee can e-mail LOC Conference Manager Joann Ghelfi at jghelfi@orcities.org.

IN THIS ISSUE

- **Oregon Emergency Management Releases 9-1-1 Consolidation Report**
- **WRD Publishes List of Qualified Grant Applicants**
- **ODOT Accepting Local Highway Bridge Program Funding Application**
- **Oregon Local Leadership Institute Training**
- **Small Cities Support Network**

Oregon Emergency Management Releases 9-1-1 Consolidation Report

The office of Oregon Emergency Management, a division of the Oregon Military Department, has released a draft report for comment on consolidating and modernizing 9-1-1 call centers, also known as public safety answering points (PSAP). The report analyzes the following potential scenarios:

- Upgrading the existing 49 PSAPs to the next generation of 9-1-1 technology;
- Establishing a single statewide next generation call center;
- Transitioning to a regional PSAP system;
- Establishing a single statewide call center with existing technology;
- Leaving the existing 49 call centers in place with current technology.

The League has consistently maintained that decisions on 9-1-1 services should be left to local officials who understand the public safety requirements in the communities they serve, and that revenue generated from the 9-1-1 tax should not be diminished regardless of how many PSAPs exist in the state.

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

WRD Publishes List of Qualified Grant Applicants

The Oregon Water Resources Department (WRD) has released a summary of the applications that have met the requirements for its Water Conservation, Re-Use and Storage Grant Program. In accordance with OAR 690 - Div 600 - Section 0060, this list has been posted on the department's [website](#) and is available in hard copy upon request.

The department's process for awarding the grants is outlined below. It is subject to possible legislative adjustment in February and is contingent upon issuance of lottery-backed bonds in May.

(continued)

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Tentative Date	Action
January 30, 2012	Providing public notice of the Application Review Team recommendations and associated applications.
February 6, 2012	Opening a public comment period for 30 days.
March 6, 2012	Incorporating public comments and ART recommendations, into the Department's funding recommendations.
March 27, 2012	Forwarding funding recommendations to the Water Resources Commission for consideration. The Water Resources Commission is scheduled to make grant awards at its April 2012 meeting.

Established by SB 1069 (2008), the Water Conservation, Re-Use and Storage Grant Program funds the qualifying costs of planning studies that evaluate the feasibility of developing water conservation, re-use or storage projects. The 2011 Legislature approved continuation of this grant program through the 2011-13 biennium. Applications for projects were accepted by the WRD last fall.

Contact: Robin Freeman, Intergovernmental Relations Associate – rfreeman@orcities.org

ODOT Accepting Local Highway Bridge Program Funding Applications

The Oregon Department of Transportation's (ODOT) Local Agency Bridge Selection Committee (LABSC) has begun soliciting local bridge projects for funding under the federal Highway Bridge Program. Cities wanting to submit local bridge rehabilitation and replacement bridge projects for consideration must do so by April 23, 2012. LABSC will finalize their selection and make funding recommendations this fall for projects during the 2016-2018 timeframe.

For more information, including a cover letter from ODOT as well as funding criteria and submittal forms, click [here](#).

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

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Oregon Local Leadership Institute Training

Registration is now open for upcoming winter workshops. Click [here](#) to view the winter 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)

Land Use Planning – Building Successful Communities

LGMC Approved: Core area #5: Land Use Planning & Economic Development – 6.5 hrs.

Salem January 28

Local Government Budgeting in Oregon

LGMC Approved: Core area #1 Budget & Finance – 6.5 hrs.

Salem February 1

Economic Development – Creating a Prosperous Community

LGMC Approved: Core area #5: Land Use Planning & Economic Development – 6.5 hrs.

Independence February 8

Legal Powers & Impediments Affecting Local Officials

LGMC Approved: Core area #8: Risk Management – 5 hrs.

Sherwood February 10

Effective Local Government Manager

LGMC Approved: Core area #9: Official/Manager Competencies – 6.5 hrs.

Seaside February 21

Difficult Conversations in Today's Economic Climate

LGMC Approved: Core area #7: Community Relations – 6 hrs.

Tualatin February 23

Click [here](#) for detailed location information.

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

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Small Cities Support Network

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

Mark your calendars for these upcoming regional meetings:

Region 3: February 9 - Philomath – 11:00 a.m. - 1:00 p.m.

Region 1: February 10 - Depoe Bay – 11:00 a.m. - 1:00 p.m.

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

Statewide Quarterly

Dates:

Region 2 - Mar. 15
Region 4 - Feb. 23
Region 5 - Mar. 23
Region 6 - Mar. 16
Region 7 - Jan. 11
Region 8 - Jan. 12

IN THIS ISSUE

- **LOC to Conduct Statewide Regional Meetings**
- **Planning Underway for 87th LOC Conference**
- **Oregon Emergency Management Releases 9-1-1 Consolidation Report**
- **WRD Publishes List of Qualified Grant Applicants**
- **ODOT Accepting Local Highway Bridge Program Funding Applications**
- **Oregon Local Leadership Institute Training**
- **Small Cities Support Network**

Beyond the Limits of Authority: Personal Liability



An Overview of Personal Liability for City Councilors

As a general rule, individual city councilors have no authority to take actions or make decisions on behalf of a city. Rather, most city charters vest power to the council as a body to take actions or make decisions. As discussed in “Councilor Roles & Authority: Who Does What?” (December 2011 *Local Focus*) it is important for individual councilors to recognize this limitation in order to avoid causing conflict with other councilors or city staff. In addition, recognizing this limitation will help councilors avoid taking actions outside their authority, which could result in a councilor being personally liable.

Personal Liability

Generally, individual councilors are shielded from personal liability for decisions made by the full council in an open council meeting. Oregon law recognizes certain immunities that can prevent public officials from being sued for actions performed and decisions made in the course of serving in government. If a public official is named in a law suit, Oregon’s Tort Claims Act requires a city to defend the public official and cover the costs of the litigation as well as any monetary judgment. However, there are several limitations and exceptions to the general rule that public officials should be aware of. This article summarizes the most common of those exceptions.

Beyond the Scope

The most common exception to the general rule is when a public official acts beyond the scope of his or her authority provided by statute, charter or local ordinance. For this reason it’s important for councilors to become familiar with their local personnel, contracting and financial procedures. Generally, the authority to make those decisions is given by the council to a public employee or retained by the full council itself. Unless the full council has specifically granted this authority to an individual councilor, councilors should refrain from making employment offers, awarding contracts or spending money. Otherwise they can face personal liability for the costs of those decisions.

Unauthorized Expenditures

Even when acting as a full council, councilors can be personally liable for any money that the council authorizes to be spent for an unlawful purpose if the expenditure constitutes malfeasance in office or willful or wonton neglect of duty under Oregon Revised Statute (ORS) 294.100. A general disagreement about whether to spend public funds or innocent mistakes is not the type of conduct that constitutes malfeasance in office or willful/wonton neglect of duty. However, it’s important for councils to seek and obtain the advice of their legal counsel before authorizing expenditures

(continued on next page)

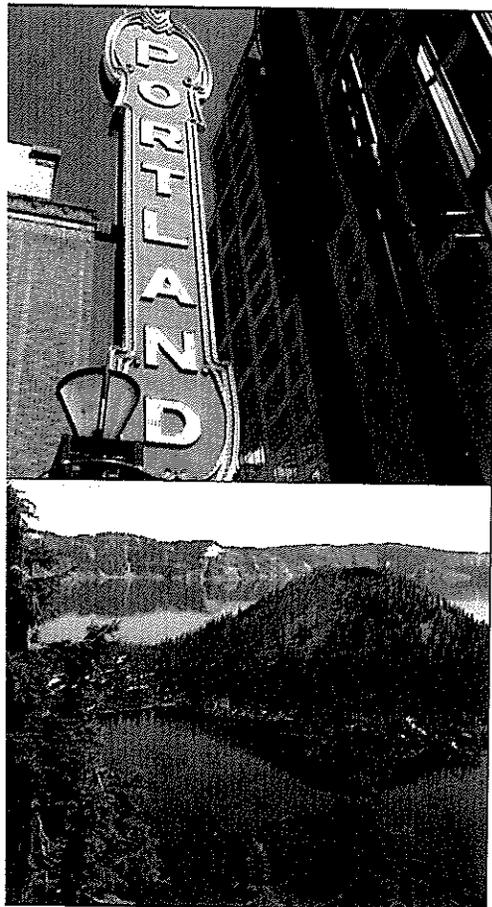
for which no clear authority exists. Conversely, it's equally important for city councils to follow that advice or they could risk having to pick up the costs of any litigation as well as any damages.

Civil Penalties

It should be no surprise that public officials are personally liable for any criminal penalties that might be imposed for misconduct that occurs while in office. However, some public officials may not be aware that they can be held personally liable for certain civil penalties imposed by state law. For example, violations of the state ethics laws are personal to the official, meaning public officials are personally responsible for fines imposed by the Oregon Government Ethics Commission. Similarly, public officials are personally responsible for any fines assessed for violations of the state's public meetings laws, such as an unauthorized executive session, and fines for violations of the state's elections laws.

Generally speaking, the number of times a public official is found to be personally liable are relatively few. However, it can and does happen. In every case where a public official is held personally liable, it is because that person somehow failed to follow the law or strayed outside the bounds of his or her legal authority. Consequently, councilors are well advised to regularly consult with their city attorney, ever being mindful of the old saying that an ounce of prevention is worth a pound of cure—particularly when that pound could otherwise come out of their own pocket. ■

Editor's Note: This article is necessarily general due to the complexities of the law and how variations in circumstances can produce different results. Accordingly, this article is not intended to provide legal advice. Councilors have the right and, as emphasized in the article, are encouraged to seek legal advice from their respective city attorneys.



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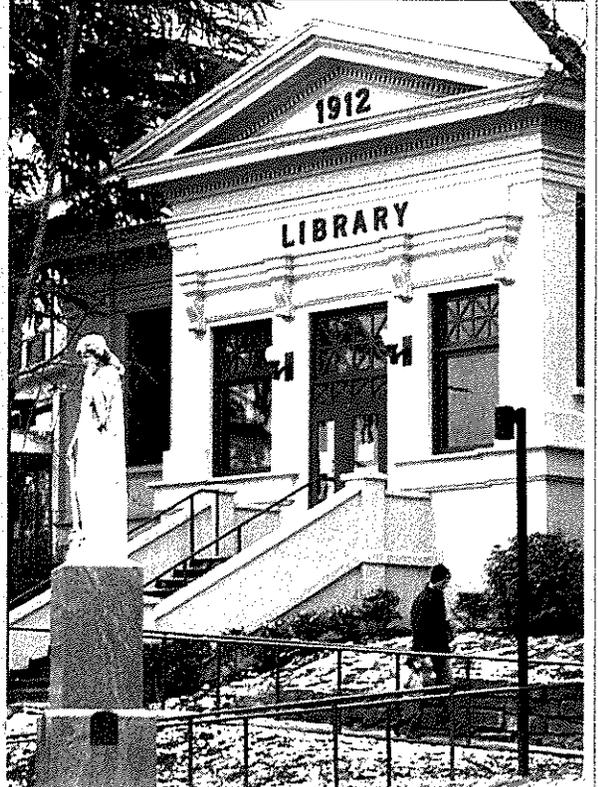




State of the Cities

An LOC Report

September's ECONorthwest report, *Fiscal Challenges for Oregon's Cities*, found that cities are "on the doorstep of yet another decade of challenges" as revenues are exceeded by the cost of providing the services and infrastructure required for economic development. In this new research, the League surveyed 178 cities and analyzed five years of annual financial data from 50 cities. The result is a comprehensive look at the specific impacts experienced by cities as revenues decline and the demand for services goes up.



State of the Cities

Oregon's cities have yet to bottom out from the recent economic recession, and many are pessimistic about a rebound in the near future. The collapse of the housing market, combined with suffocating property tax limitations, have financially hamstrung cities and caused many to make significant cuts to basic services, such as public safety, while deferring needed infrastructure and maintenance projects. Meanwhile, quality of life programs, including libraries, transportation and social services, have been reduced or eliminated altogether in many cities.

This report is a combination of survey data collected from 178 cities and an in-depth analysis of five years of annual financial data (FY2005-06 through FY2009-10) from 50 cities throughout Oregon¹. The picture that emerges from this wealth of information indicates that Oregon's cities are facing severe challenges. Revenues are down and rainy day funds are drying up. Stimulus funds will soon be exhausted. Services have been cut and will likely be cut further—all at a time when citizen demand for services is increasing. For most cities, balancing their budgets will be an increasingly difficult task.

Revenues and Reserves

According to the League's analysis, general fund revenues in the cities examined declined by 0.57 percent over the last five fiscal years, and governmental fund revenues fell by nearly 4 percent². These declines came in spite of the fact that the cities examined will have received nearly \$63 million in stimulus money by the time the funds are completely allocated in FY2011-12. Without these funds, the decline in revenues would have been more severe.

Despite this influx of support, the governmental fund balance, the "rainy day fund" for most cities, plummeted 16 percent over the same time period. Within that account, the general fund balance, the most flexible of city fund balances, decreased in 51 percent of surveyed cities.

Smaller cities dipped into their savings accounts more frequently than others, with 56 percent of survey respondents with populations less than 5,000 reporting a decrease in their general fund balances in FY2010-11. According to the financial analysis, the 27 small cities examined experienced a 13 percent decline in governmental fund balances. This population group also experienced the largest decrease in governmental fund revenues, with an average decline of 19 percent.

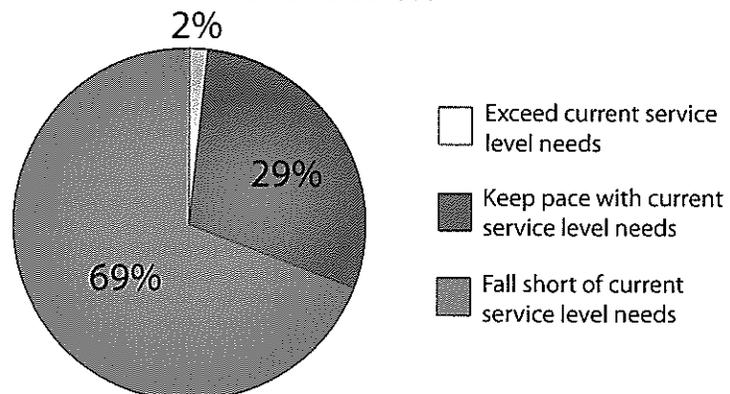


More than 42 percent of cities report being less able to address their financial needs this year than they were the year prior, and nearly half of survey respondents believe that they will be even less able to meet financial needs next year—a clear indication that cities have yet to bottom out financially.

Cities along the Oregon Coast and those in Southern Oregon are most pessimistic about their ability to meet financial needs, with 55 percent and 54 percent of respondents in those two regions reporting that they will be less able to meet financial needs in FY2012-13.

Sixty-nine percent of respondents expect future property tax revenues, the largest source of tax revenue for the vast majority of Oregon cities, to fall short of current service level needs (see chart below). Cities in Southern Oregon, the Portland/Mt. Hood area and the Willamette Valley are most gloomy about property tax revenues meeting current service level needs.

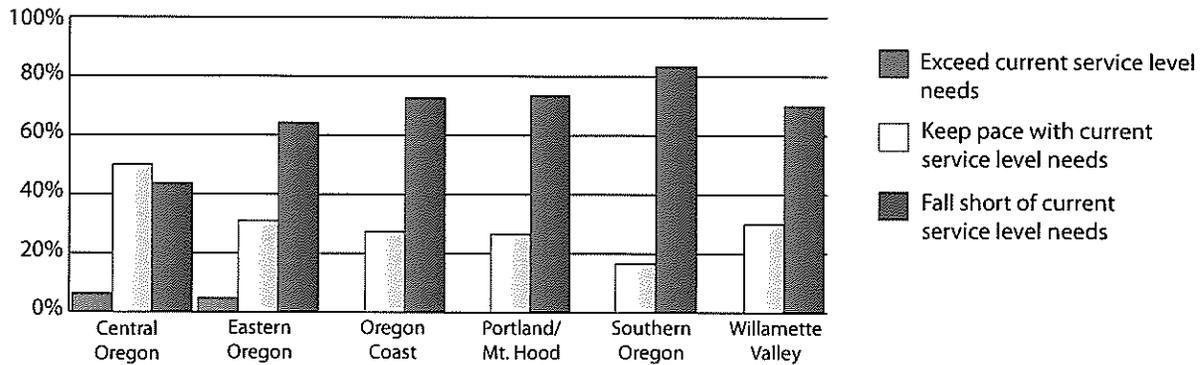
Q: Do you expect future property tax revenues to:



¹ See page 19 of *Local Focus* for additional information on the survey and financial analysis.

² Figures are per capita and adjusted for inflation according to the CPI-U for Portland/Salem.

Q: Do you expect future property tax revenues to:



Twenty-nine percent of cities expect future property tax revenues to decrease. This is a particularly high figure given the modest built-in revenue growth that Measure 50 was supposed to provide for taxing districts. But this is not entirely surprising given the continuing decline of real market values (RMV) and the subsequent increase in compression—property tax revenue lost when taxes exceed their designated Measure 5 limits, which are based on RMV.

Cities in FY2010-11 lost \$19.6 million to compression, an 81 percent increase over FY2008-09, the height of the real estate bubble, and a figure likely to increase further in the next fiscal year. Fifty-five percent of all cities in Oregon are in compression, and 10 cities in Oregon lost five percent or more of the property tax they extended to compression. Since FY2008-09, the real market value of property within city limits statewide has decreased by over 11 percent, with further decreases expected in FY2011-12.

Again, Southern Oregon cities appear to be most affected by the drop in property tax revenues, with 58 percent of respondents expecting future property tax revenues to decrease. In Central Oregon, 44 percent of cities expect these revenues to decrease, and one-third of small cities (those with populations less than 5,000) believe likewise.

Expenditures and Citizen Demands For Services

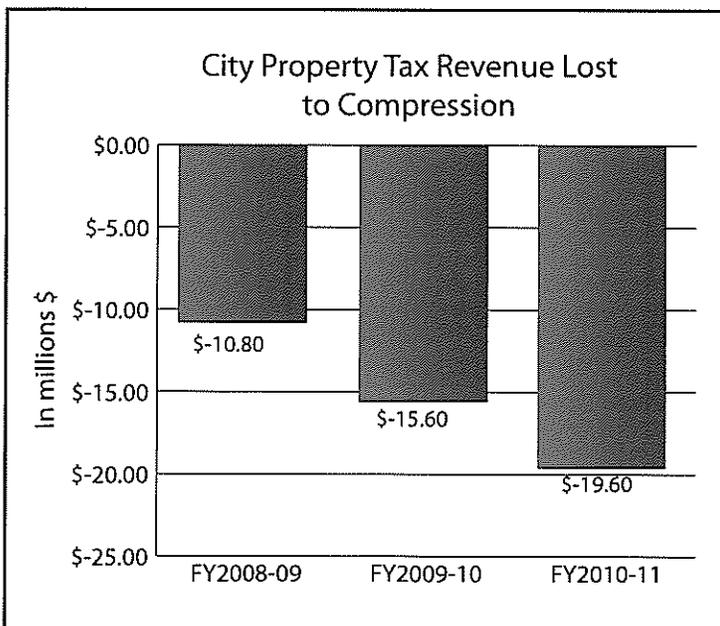
With declining revenues, cities have prudently limited expenditures, with the 50 cities analyzed cutting governmental fund expenditures by 3.9 percent and general fund expenditures by 0.7 percent since FY2007-08, the start of the recession³.

Cities have employed a number of measures to limit or reduce expenses (see Table 1), including reducing spending on operating spending, infrastructure, public safety and road maintenance.

Table 1: Budget reduction strategies employed by city survey respondents

Cut road maintenance	38%
Reduced staff and/or operations at city hall	37%
Reduced total operating spending	30%
Decreased planning and permitting services	30%
Reduced number of FTEs	27%
Cut infrastructure spending	25%
Increased employee contribution to healthcare	24%
Decreased overall service levels	16%
Reduced public safety spending	14%

(continued on page 3)



³ Again, figures are per capita and adjusted for inflation according to the CPI-U for Portland/Salem.

State of the Cities

Cities have also made significant workforce reductions. According to the most recent data from the U.S. Census Bureau, local governments reduced their workforces by 3.2 percent between 2009 and 2010, cutting nearly 3,700 jobs throughout Oregon, and while a majority of those positions were related to education, cities have made important personnel reductions. During this time period local governments cut 119 police officers and 100 additional police personnel, a 2.15 reduction in officers and a 2.78 reduction in total staff. Local governments also eliminated 217 fire fighting positions, a 6.5 percent reduction in firefighters.

While local governments are often loath to cut public safety spending, many cities spend more than they collect in property taxes on public safety spending alone. In fact, of the 40 cities analyzed that have police and/or fire departments, the average city spent exactly one-hundred percent of property tax collections on public safety spending, and some cities spent far more (see table below).

Table 2: Public safety expenditures as a percentage of property tax collections, FY2009-10

John Day	312%
Ashland	226%
Manzanita	224%
Gresham	166%
Bend	134%
Pendleton	128%
Lakeview	126%
Portland	119%
Burns	109%
Albany	106%
Corvallis	105%
Powers	104%
Seaside	100%

Cities are also concerned about deferring necessary infrastructure repairs and upgrades. Over one-third of those responding to a survey question about the most significant fiscal or operational challenge facing their city cited infrastructure needs. "Our major concerns are with infrastructure," wrote Laurel Samson, city manager in Grants Pass. "We are woefully underfunded and do not have the mechanisms in place to generate the funds." According to a previous League study, cities need an estimated \$187 million in additional annual revenues to keep up with maintenance and construction costs for transportation infrastructure alone.

In addition to cutting core service areas, like public safety, important quality-of-life programs have also faced severe cutbacks. While not all cities have libraries, park programs, senior services, etc., those that do are scaling them back significantly (see Table 3).

Table 3: Percentage of survey respondents that reduced the number of staff, services, hours of operations or city financial support in the following areas within the last several years

Parks and recreation activities and facilities	33%
Libraries	28%
Social services	28%
Transit and transportation services	24%
Senior services	22%
Public events and the arts	21%

These cuts have been made at a time when citizen demand for services has increased and is expected to continue increasing. More than 48 percent of survey respondents reported seeing an increase in demand for services over the past several years; only 2.8 percent reported experiencing a decrease in demands for services. Almost half of responding cities believe that citizen demand for services will increase further in the future.

Coastal and Willamette Valley cities reported being most likely to see service demands increase, with 59 and 58 percent of respondents respectively. Less than three percent of responding cities believe that citizen demand for services will align with revenues, and only 1.1 percent expect demands to decrease.

Conclusion

Over the past several years, Oregon's cities have struggled mightily to align revenues and expenditures, and that challenge will continue indefinitely for most. The economic downturn and punitive property tax limitations have left many cities with few options but to cut, cut, cut. While most cities have become more efficient and have been strategic in reducing expenditures, many are now facing increasingly difficult, if not impossible, budgetary choices at a time when citizen demand for services is escalating and infrastructure needs are mounting.

For additional information contact Chris Fick at cfick@orcities.org or Allegra Willhite at awillhite@orcities.org.

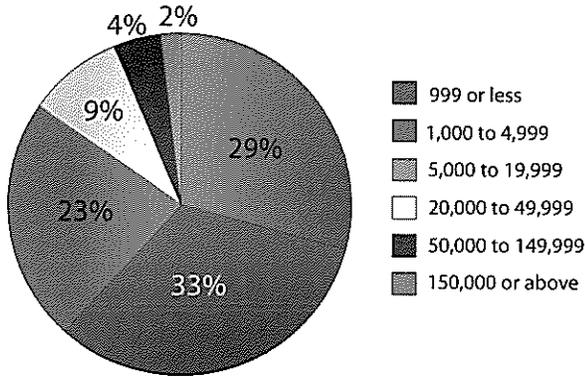
State of the Cities

Report Information

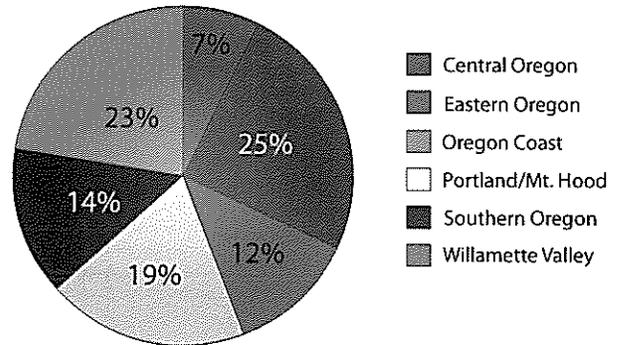
Survey Information

Of the state's 242 cities, 178 completed the League's annual survey—a 73 percent response rate. The survey consisted of 16 questions. Information about the respondents is below. A copy of the full survey and a list of respondents, as well as full results and results by region and population, is available upon request.

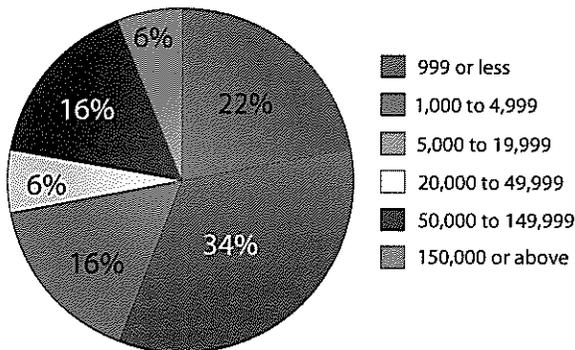
Survey Respondents by Population



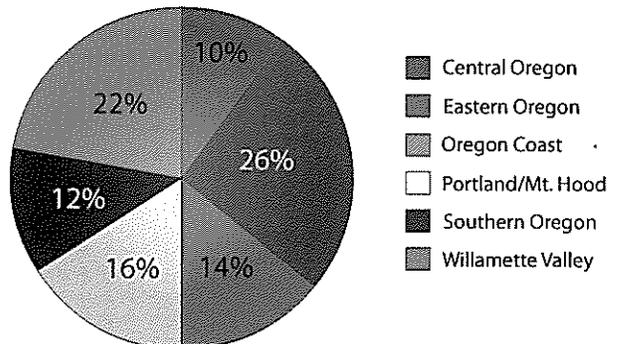
Survey Respondents by Region



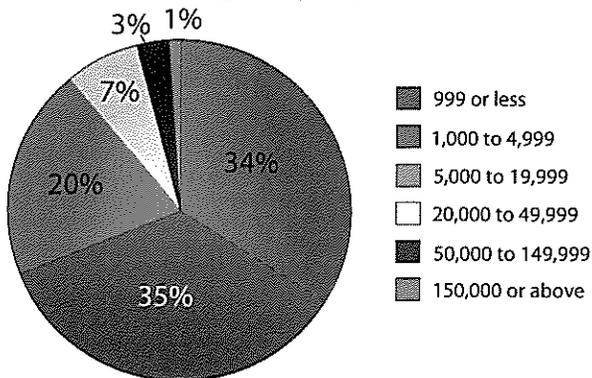
Audit Sample by Population



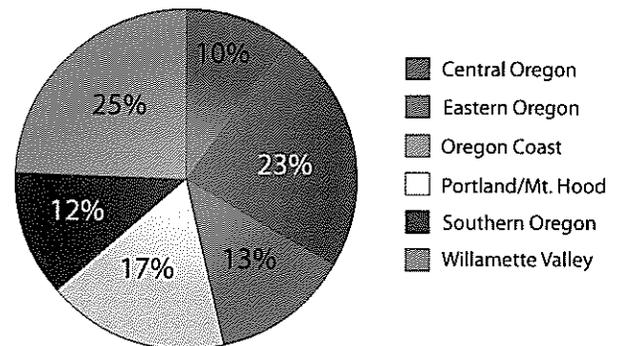
Audit Sample by Region



Oregon by Population



Oregon by Region



Financial Analysis Information

The League examined five years worth of Comprehensive Annual Financial Reports (CAFR) for 50 cities (21 percent of all cities) in Oregon. The CAFRs were obtained on the Secretary of State's website. A full list of the cities analyzed, as well as the data and methodology, are available upon request. The cities analyzed are home to over 1.7 million, or 64 percent, of all Oregonians, and include a range of population sizes and geographic locations throughout the state.

recorder

From: CIS (Citycounty Insurance Services) [cis@cisoregon.org]
Sent: Wednesday, January 11, 2012 12:19 PM
To: recorder
Subject: CIS Announcement: Cloud Back Up Now Available



MEMBER UPDATES & ANNOUNCEMENTS

IS Offers Members Cloud Back Up

IS is now offering its members two options for data protection through monthly purchasing arrangements with **Autonomy LiveVault** and **NET DataSafe**. We chose two companies to better meet our members' needs with a wide variety of options and competitive pricing.

Secure your city or county without access to its electronic data: no financial records, no way to pay the bills. No voter information. No utility customers. No taxpayer names, no assessment records. Most CIS members have a process to back up their electronic data, keeping it safe in the event it's needed as the result of a disaster or cyber attack. Fewer follow best practices of backing up data daily and keeping it safer than on a disk or tape in somebody's house.

AUTONOMY LIVE VAULT

Autonomy's LiveVault is one of the companies. Its services are offered by our partner, BackUp Solutions. Autonomy is a global software and data management leader. It is an international firm, recently acquired by Hewlett-Packard, with headquarters in San Francisco.

- **Mirrored backup** – When your data is securely backed up to one of their data centers throughout the U.S., Canada, or the European Union, it is automatically replicated to multiple sites to ensure your data is always safe from regional disasters.

What is Cloud Back Up?

“Cloud” service simply means that the data is transmitted over the internet to a secure, offsite data center. The data is then accessible on demand to its owner at any time, from any place.

Questions?

Steve Norman 503-763-3890
snorman@cisoregon.org

503-763-3800 800-922-2684

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- Back up any file type you have including databases.
- Back up data continuously or on a daily, weekly, or monthly schedule.
- Receive email notifications of the status of your data.
- Selectable retention period – Choose how long to keep specific versions of files (90 days, 1 year, or 7 years).
- Optional onsite TurboRestore Appliance keeps a local copy of your backup immediately accessible in addition to the remote backup.

[Click here](#) for more information about Autonomy LiveVault.

NET DATA SAFE

Another program is DataSafe from MINET Fiber, a CIS member. NET is a public utility, guided cooperatively by a consortium of the towns of Monmouth and Independence. In addition to providing cloud backup and other services for public entities and businesses around the region, MINET also delivers high-speed internet access, digital high definition television and telephone to customers in Monmouth and Independence.

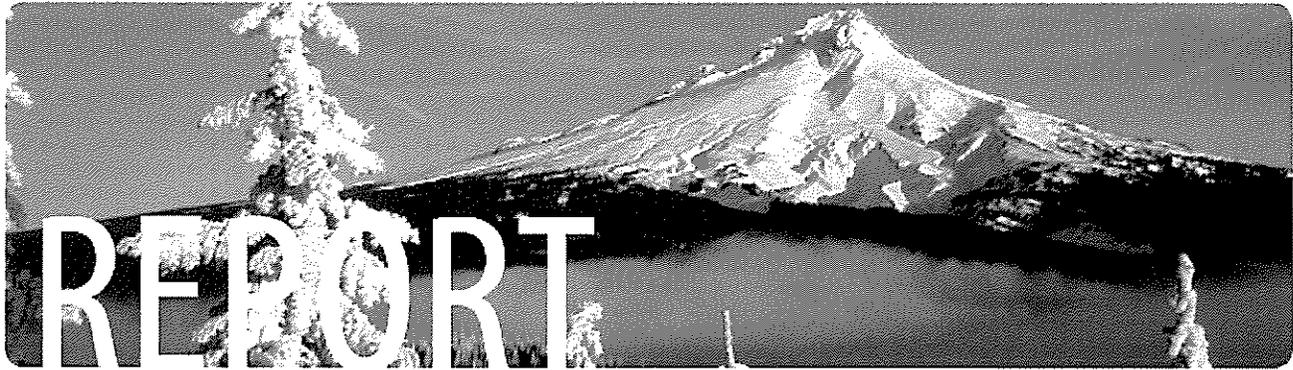
- Secure backup –Your data is securely backed up to their data center in Monmouth.
- Back up any file type you have including databases.
- Back up data on a daily, weekly, or monthly schedule.
- Receive email notifications of the status of your data.
- Selectable retention period – Choose how long to keep specific versions of files.

[Click here](#) for more information about MINET DataSafe.

[Click here](#) for comparative pricing information.



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CIS Quarterly Report to Members
January 2012

CIS Board Approves Change to Calendar Year Benefits

New plan year effective 1/1/13; transition plan and 4-tier rate structure also approved

For the first time in its history, CIS Benefits will begin operating on a calendar-year plan year, effective January 1, 2013. The decision of the CIS Board of Trustees at its December meeting included provisions for giving timely and accurate rate change information to members for budget purposes, as well as offering options to ease the transition.

The Board also adopted an August 1, 2012 change to a 4-tier (employee only, employee & spouse, employee & child(ren), employee & family) rating system that lowers rates for families with one adult plus a child or children. The rate change will be implemented over multiple years to minimize the impact on two-adult family rates.

Beginning with the CIS Annual Conference in

INSIDE THIS ISSUE:

[CIS Board Approves Change to Calendar-Year Benefits](#)

[Calendar Year Plans, Fiscal Year Rates](#)

[Transition Period Plan](#)

[4-Tier Rates](#)

[Member Input Appreciated](#)

[No Additional Distribution for 2012-13](#)

[In Other Business...](#)

[Get Your Superhero On! Conference Registration Open](#)

[Annual Member Survey](#)

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March, CIS Benefits staff will provide a variety of opportunities to help members understand and prepare for these changes.

Although both changes have been under discussion for some time, their adoption now was to align CIS with the Oregon Health Insurance Exchange, which is expected to begin operation January 1, 2014 on a calendar year basis and with at least four rate tiers.

Calendar Year Plans, Fiscal Year Rates

In adopting a calendar-year plan year, the Board acknowledged both the impact of the Exchange, and the positive benefits of bringing CIS' plan year into line with the federal tax year and with calendar year deductibles. The latter is particularly important for members moving to high-deductible medical plans.

At the same time, CIS staff and Board members recognized that members need accurate budget information for a fiscal year that will cross two benefits plan years. The Board agreed that CIS staff will continue to provide members with "not-to-exceed" rates at the CIS Annual Conference (usually in February). And, to ensure that members will not have to budget a rate higher than ultimately needed, the Board will designate CIS Benefits reserves to cover the risk should higher claims develop over the next calendar year period.

4-Tier Rates

Currently, CIS uses 3-tier rates: employee only, employee plus one dependent, and employee plus two or more dependents. The rates for employee + child are the same as employee + spouse, and the rates for employee + children are the same as the rates for employee + family. However, claims for adults are generally higher than claims for children. Adding a tier of rates for families with only one adult better reflects that reality.

CIS understands the new Exchange will operate on at least a 4-tier rating structure, so it makes sense to change the CIS structure to be in alignment. Many insurers use a 4-tier rating structure as well. Members providing input on the change recommended that it be implemented August 1,



TRANSITION PERIOD PLAN

Now that we know we're going to a calendar-year plan year, how do we get there? Members will have a choice of rate periods: (a) a 17-month "year" that begins August 1, 2012 and ends December 31, 2013, or (b) a 5-month "year" from August 1, 2012 to December 31, 2012, followed by a 12-month year in 2013. The 17-month year offers ease of administration, with one rate for the full period. The alternative is one rate for the first five months, followed by another rate change on January 1, 2013.

Regardless of the rate period selected, two open enrollment periods will be required in this initial transition year. The first open enrollment, in June for August 1, will be when most changes will be made. The second open enrollment, in October, will focus on flexible spending accounts as employees will be making elections for calendar year 2013.

2012 so it would apply equally to all members, regardless of the rate transition plan they choose.

The financial impact of this change will vary based on the make-up of a member's workforce. A group with a lot of employee + child(ren) families will pay less than a group that has a lot of families with two adults covered. Some members will pay less overall, some will pay more. Employees who share the cost of premiums may pay more or less than they do today, depending on their family composition.

By spreading the impact over two or more years, CIS is striving to minimize the financial impact that any member experiences.

Board Saves for High-Cost P/C Claims

No additional equity distribution for 2012-13

Significant property, employment, police and workers' comp claims that developed over the 2011-12 year led to the CIS Board of Trustees' decision to maintain reserve levels and not provide an additional distribution of Property/Casualty (P/C) Trust equity in 2012-13.

The decision at the Board's December meeting was expected. Last year, in recognition of the significant financial issues facing members, the Board provided a distribution of \$4.5 million, some of which came from the 2001-02 year. Under normal circumstances, the Board would only have gone back 10 years, to coverage year 2000-01, and distributed the \$1.9 million available for that year. But given the difficult economic conditions faced by many cities and counties and the position of reserves at that time, the Board decided to provide an additional \$2.6 million from 2001-02, knowing that an additional distribution this year would be unlikely.

They were correct: 2011-12 was the "bad year" for claims that occurs every so often, causing the actuary for the CIS P/C Trust to increase the claims expense projection by \$7.7 million, an unprecedented amount. While these claims were recognized in 2011-12, the incidents leading to some of the claims occurred in prior years. The expense is charged to those years, reducing any funds remaining in those prior years and lessening



MEMBER INPUT APPRECIATED

Member input was critical in helping to shape the CIS Benefits' changes adopted by the Board of Trustees. Thanks to all members for their direct feedback and participation in CIS Benefits Advisory Committee meetings and in meetings about the calendar-year plan.



"Significant property, employment, police and workers' comp claims that developed over the 2011-12 year led to the CIS Board of Trustees' decision to maintain reserve levels and not provide an additional distribution of Property/Casualty (P/C) Trust equity in 2012-13."

the possibility of an equity distribution.

Under a policy adopted in 2009, the Board annually reviews the status of the loss funds to determine whether reserves are sufficient to pay expected claims, and whether there are any funds available for distribution to members. In December 2009, the Board closed out coverage years through 1999-2000 and distributed \$5.4 million in credits. That was followed by the \$4.5 million in December 2010, bringing the total two-year distribution to almost \$10 million.

While there isn't a new distribution, members that have distribution credits remaining from the last two years can still apply them to the appropriate coverage in the 2012-13 renewal. The distribution credits issued for 2010-11 and 2011-12 can be used over a three year period. Also receiving contribution reductions in 2012-13 are members that have earned 1% discounts, up to \$1,000, for successful completion of one or more of the six activities in the Risk Management Bonus program.

In Other Business...

During its December 7 - 9 retreat and meeting, the CIS Board also:

- Adopted a change to the CIS Bylaws which clarifies the timeline for termination of CIS coverage if a CIS member fails to maintain its membership in the League of Oregon Cities or Association of Oregon Counties.
- Adopted a claims handling policy that includes procedures for having a neutral party handle a claim in the event of a conflict of interest.
- Accepted the CIS Trust independent financial audit for the year ending June 30, 2011. The audit was unqualified and the auditor had no recommendations for improvement in the Letter to Management.



"Every CIS member is a superhero in our book..."

Get Your Superhero On! Conference Registration Open

If you're a public employee these days, chances are you're doing more than ever to meet the needs of those you serve. Every CIS member is a superhero

in our book, and CIS is proud to celebrate your efforts and expand your superpowers with two full days of risk management training (to say nothing of networking and just plain fun) at the CIS Annual Conference February 29 – March 2. This year’s conference will take place at the Portland Downtown Waterfront Marriott.

Conference registration is now open, and once again we’re providing every member entity with a grant to allow one employee to attend the Conference, including all meals, a night’s lodging and parking. Members have been sent an individualized grant discount code to use for one registration.

To review the program, register and reserve hotel rooms, go to
<http://www.cisoregon.org/conference>.

Watch Your Inbox: Annual Member Survey Coming Soon

It’s time once again for you to tell us how we’re doing by responding to CIS’ annual Member Survey. Watch your inbox during the week of January 16 for a link to the survey... and thanks in advance for your help.

Community and Media Relations



CORE AREA #7: *Community Relations* – 6.5 hours

More than ever before, one of the keys to success for a city or county government is the relationship it has with its community and local media. Today's communication age, in which so much information is readily available, requires local governments to build strong relationships with all elements of the community and media. This workshop is designed to give local government officials the knowledge, information and skills needed to be effective in their community and build a good working relationship with local media.

The workshop will cover how to build community involvement by promoting citizen participation and developing and implementing strategies for community problem solving. It will also cover how local government and its elected officials, management and staff can work effectively with media representatives. The presenters are seasoned professionals who give concrete examples based upon experiences and working knowledge gained over long professional careers.

COURSE TOPICS

- Building blocks for creating a collaborative environment
- Exploring the changing leadership role in the new environment
- Showing how to engage citizens in policy-making
- Describing how to use community survey techniques and their benefits
- Steps for connecting citizens to government
- How the news media operates—what makes a story
- What to say and (not to say) during an interview
- How to draft press releases to get your message covered
- Different methods of communicating with the public
- What to include in a media policy and how to train the staff

WHO SHOULD ATTEND

- City/county managers, administrators or assistants
- Elected officials
- Public information officers
- Department directors
- City recorders

LOCATIONS & DATES

\$150

9:00 a.m. - 4:00 p.m.

Independence January 10, 2012

Newport April 26, 2012

Lunch provided.

Specific locations are available online.

See registration information on page 21.

About our Speakers

Roger Jordan is currently a Range Rider for the Oregon City/County Management Association (OCCMA) and a consultant and instructor for local governments. His 33-year career in local government management includes serving as city manager in both Sandy and Dallas, where he recently retired after 25 years. Roger has served as the president of the OCCMA and as vice president of the International City/County Management Association.

Robert (Bob) Wells is currently a consultant and instructor for local governments after retiring from a 33-year career with the city of Salem. He began his career in a three-month temporary position with the building and safety division, and later held positions in the city's finance department, community development department and city manager's office as assistant manager. He started serving as interim city manager in January 2004 and was appointed city manager a few months later.

Council/Manager/Staff Relations

WE CAN ALL GET ALONG!



CORE AREA #9: Elected Official/Manager Competencies – 6.5 hours



LOCATIONS & DATES

\$150

CIS Members: \$110

9:00 a.m. - 4:00 p.m.

Salem	January 4, 2012
Seaside	January 12, 2012
Central Point	June 1, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.



City/County Insurance Services
www.cisoregon.org

CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$110.

The workshop will cover how the mayor, council, city managers and staff can work effectively to accomplish goals and improve communities. We will discuss the roles and responsibilities of each group and what each needs from the other to be successful. The workshop will emphasize the adoption of policies and rules which are critical to building and keeping a good working environment.

The workshop will emphasize the importance of taking a long-term perspective and discuss practical ways to establish goals and policies. It will also discuss ways to measure progress and assess accountability, as well as how to adopt strategies to address problems.

A key component to success is building trust and positive relationships between elected officials, staff and the community. The workshop will present ways to develop teamwork and gain trust and ensure that you are working toward a shared vision. Special emphasis will be given to identify habits for an effective city council and staff.

The session will be interactive—allowing time for participants to discuss the successes and challenges in your city. Every community is different and we will explore techniques that you can tailor to your city.

COURSE TOPICS

- Roles of elected officials, managers and staff and the line between policy and administration
- Strategies and importance of establishing goals and a vision for the community
- Taking the long-term perspective
- Building trust
- What do elected officials need from staff?
- What does staff need from elected officials?
- The impact of public service on you and your families
- Establishing accountability
- Building positive relationships
- Practical problem solving

WHO SHOULD ATTEND

- Mayors and city councilors
- City managers and assistants
- Department and division directors
- Others interested in local governments
- City recorders

About our Speakers

Roger Jordan has been in local government management for more than 30 years. He was the city manager in both Sandy and Dallas, where he recently retired after 25 years. Roger has served as the president of the Oregon City/County Management Association and vice president of the International City/County Management Association Board. Roger received a bachelor's degree in political science from Oregon State University and an MPA from the University of Oregon.

Robert (Bob) Wells is a retired city manager from Salem. He worked for the city for 33 years, including as budget officer for 14 years, assistant city manager for 10 years and city manager for four years. Bob now teaches classes for the League of Oregon Cities, provides consulting services to local governments and serves on the board of directors for three non-profit organizations.

Bill Monahan has served in local government positions in Massachusetts and Oregon for more than 30 years. He has experience as a planner, community development director, contract city attorney, and city manager. As a trainer, he has frequently presented on the topics of ethics, land use, and public hearing and meeting process.

Difficult Conversations in Today's Climate



CORE AREA #7: *Community Relations* – 6 hours



Whether in council sessions, in city hall, at a job site or in the grocery store, everyone in government must be great communicators: clear, open, graceful and accountable. With today's high visibility and instant communication, people scrutinize what you say, how you say it and what you do—and they react.

You get criticism, demands and requests, and must respond. Citizens gauge your sincerity by how they feel they were treated in your communications. They notice how well city departments cooperate with each other. They evaluate your leadership by how you respond to each other in meetings, how well you mediate conflict, the respect you show detractors, by how authentic and accountable you are.

Successful leaders work to seek areas of agreement, use non-inflammatory language, diffuse hostility, listen through others' distress, disagree respectfully and constructively, engage and focus others' energy, and bring out the best in others.

COURSE TOPICS

Now more than ever, in these demanding times creating collaboration requires excellent leadership communication skills! In this seminar you will practice methods to:

- Bring up uncomfortable issues, avoid old traps, and engage others to cooperate
- Draw on the power of accountable language to generate progress
- Recover from conversational breakdowns to turn conflict into peaceful dialogue
- Inspire others to make decisions and take action on community needs
- Stay open and respectful to hear other's ideas and needs regardless of their delivery style
- Manage your reactions and avoid getting triggered by high-emotion people

WHO SHOULD ATTEND

This program will give local government leaders, staff and elected officials powerful communication approaches and dialogue tools to reduce conflict with citizens and among staff, to find avenues for cooperation and collaboration, and to strengthen relationships in constrained, oppositional times.

LOCATIONS & DATES	
\$175 CIS Members: \$150 9:00 a.m. - 4:00 p.m.	
Tualatin	February 23, 2012
Redmond	April 18, 2012
Medford	May 30, 2012
Lunch provided. Specific locations are available online. See registration information on page 21.	



CityCountry Insurance Services
www.cis-oregon.org

CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$150.

About our Speaker

Jan Carothers, CPC, has spent 23 years leading Carothers Bornefeld and Associates, Inc., a Northwest training and facilitation firm helping leaders in local government, non-profit organizations and businesses provide superior customer service, improve team communication and performance, and give winning presentations to create results worth celebrating. She is a member of National Speakers Association, International Association of Facilitators, and the Oregon Mediation Association. She's co-author of a comprehensive employment services book called *Hiring Champions*.

Economic Development

CREATING A PROSPEROUS COMMUNITY



CORE AREA #5: *Land Use Planning & Economic Development* – 6.5 hours

LOCATIONS & DATES

\$150

9:00 a.m. - 4:00 p.m.

Independence February 8, 2012

Lunch provided.

Specific locations are available online.

See registration information on page 21.

Prosperity has a number of different meanings: ringing cash registers; job availability; return on investment; assessed valuation; and economic growth. But for a community, it can also mean: sponsors for little league teams; underwriters of community events; community patrons; places to shop; vibrant commercial districts; and a community with a lot of well-deserved pride.

Why do some communities prosper while others continue on a path of decline? How can a community wracked by economic troubles turn things around? How does a community create an environment where prosperity can occur? What can a community do to create a persistent capability to thrive?

This training will focus on case studies, looking at the strategies and actions of communities that have prospered in the face of economic trauma. The class will work with varying strategies including regulatory reform, capital finance tools, urban renewal, strategic investments, redevelopment programs, partnerships, local economic development organizations—and perhaps most important—shifts in community attitudes and thinking.

WHO SHOULD ATTEND

- City councilors and mayors
- Planning commissioners
- Economic development committee members
- Community development staff members

About our Speaker

John N. Morgan, AICP, a principal in MorganCPS, provides long-range and current planning services and public administration assistance to many agencies and jurisdictions. He serves as the city planner for Cascade Locks and several other municipalities. John is a graduate of Willamette University and has more than 30 years of experience in Oregon planning and city management. He previously served as the leader of the Pacific Program. He is the founder and leader of the Chinook Institute for Civic Leadership and leads the annual Chinook Institute, the premier public sector leadership training program in western North America.

Effective Disciplinary Actions



CORE AREA #2: *Human Resource Management* – 4 hours
CORE AREA #8: *Risk Management* – 2 hours

This course is an overview of the steps of progressive discipline and due process. The goal is to demonstrate how to effectively discipline employees and avoid grievance actions. In using both corrective actions and formal disciplines, the employer must be aware not only of agency rules and the collective bargaining requirements, but also the general principles of just cause and due process.

COURSE TOPICS

- When to discipline or when to counsel employees
- Determining your disciplinary authority
- Investigating the incident: notice, process, discovery of evidence, documentation
- Administrative leave during disciplinary investigations
- Progressive discipline, just cause and due process
- Legal constraints: *Garrity, Weingarten, Loudermill*
- Procedural pitfalls in disciplinary actions
- Providing documentation to the union and employee
- Placement of disciplinary matters in evaluations, personnel files, etc.
- Grievances related to disciplinary actions
- Arbitration of disciplinary actions

WHO SHOULD ATTEND

- Anyone who supervises employees or who is responsible for counseling and disciplining employees
- Supervisors, department heads, HR directors, city managers, captains, lieutenants, chiefs of police

LOCATIONS & DATES

\$150

CIS Members: \$110

9:00 a.m. - 3:30 p.m.

Independence January 17, 2012

Redmond April 19, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.



CityCountry Insurance Services
www.cisoregon.org

CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$110.

About our Speakers*

Diana Moffat is the executive director and one of the attorney/labor relations consultants for the Local Government Personnel Institute (LGPI). She has litigated interest arbitration cases, employment relations board cases, and contract and discipline arbitration cases. Diana has successfully negotiated collective bargaining agreements and is well versed in Oregon labor law, ERB rules and regulations, FMLA, FLSA, OFLA, HIPAA, PECBA and Oregon statutory and case law.

Steven Schuback is an attorney/labor relations consultant for LGPI. He has been an attorney for more than 15 years and has been practicing labor and employment law since 2002. Steven has handled countless labor relations cases, including complex terminations, contract interpretations, disciplinary proceedings at all levels, and officer-involved shootings and grievances. He has experience in Oregon and Washington, working with more than 60 different counties, cities, unions, guilds and associations.

*Note: One or both speakers may be present at this course.

Effective Local Government Manager



CORE AREA #9: Elected Official/Manager Competencies – 6.5 hours

X **T**his workshop will cover what it means to be a local government manager both today and in the future. This includes what a manager must know, what can be accomplished, and the rewards of a successful career as chief executive of an organization or department. The workshop will focus on the internal and external resources the manager must harness, what motivates the manager's employers, colleagues and employees, and how to build working relationships. It will explore the manager's many roles and responsibilities—interacting with the community, the governing body, local government employees, and other governments. The workshop will be based on the International City/County Management Association's book, "The Effective Local Government Manager," other current literature, and the practical experience of the instructors' long-term careers in local government management.

LOCATIONS & DATES

\$150

CIS Members: \$110

8:00 a.m. - 4:00 p.m.

Seaside February 21, 2012

Salem May 22, 2012

Lunch provided.

Specific locations are available online.

See registration information on page 21.

COURSE TOPICS

The workshop will cover essential management practices, including:

- Managing people, money and information effectively
- Working with the governing body and meeting their expectations
- The importance of intergovernmental relations
- ICMA Code of Ethics for managers
- The manager's changing role in promoting the community's future
- Prioritizing and evaluating programs
- Working with other organizations to achieve your goals
- Living a manager's life (managing in a goldfish bowl)

WHO SHOULD ATTEND

- City/county managers, administrators or assistants
- Persons interested in careers in local government management
- Special district managers or assistants
- City/county and special district department directors
- City recorders
- Mayors and councilors
- Recorders and clerks



City/County Insurance Services
www.cisoregon.org

CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$110.

About our Speakers

Roger Jordan has been in local government management for more than 30 years. He was the city manager in both Sandy and Dallas, where he recently retired after 25 years. Roger has served as the president of the Oregon City/County Management Association and the International City/County Management Association Board. Roger received a bachelor's degree in political science from Oregon State University and an MPA from the University of Oregon.

Robert (Bob) Wells is a retired city manager from Salem. He worked for the city for 33 years, including as budget officer for 14 years, assistant city manager for 10 years and city manager for four years. Bob now teaches classes for the League of Oregon Cities, provides consulting services to local governments and serves on the board of directors for three non-profit organizations.

Fundamentals of Municipal Water: LAW, POLICY, FINANCING AND OPERATIONS



CORE AREA #4: *Public Works & Utilities* – 6 hours

How old are your city's water rights? Are you planning for your city's water needs 20, 30 or even 50 years from now? Is your city's water infrastructure up to snuff? What are your options for financing water system upgrades, and how would you go about obtaining public buy-in for system improvements?

Water may be the most important service that municipalities provide—it is essential to public health, economic development and emergency response. It is also largely taken for granted. But it shouldn't be.

This seminar is your chance to learn about water law, water rights and financing water infrastructure from some of the state's leading experts. Find out how your city can better prepare itself to address existing and future demand for this most critical of resources.

COURSE TOPICS

- Oregon water law for public works, including potential legal and legislative threats to the development of municipal water rights
- Evaluating future demand and potential options to secure additional water supplies
- Seeking water use efficiencies through water infrastructure planning and development
- New and emerging programs: asset management and sustainable infrastructure
- Budget and rate setting; credit, disclosure and tax analysis
- Identifying funding options: state and federal grants and loans vs. private financing
- Obtaining public buy-in for projects

WHO SHOULD ATTEND

This workshop will provide city officials, elected officials, city attorneys and public works staff a greater understanding of the laws and regulations governing the development and administration of municipal water supplies, a roadmap of infrastructure finance and administration, and perspective on related future policy issues.

LOCATIONS & DATES

\$100

9:00 a.m. – 3:30 p.m.

Astoria	January 6, 2012
Salem	January 24, 2012
John Day	March 14, 2012
Medford	March 21, 2012
Baker City	March 28, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

About our Speakers

Peter Mohr is an attorney with the law firm of Tonkon Torp, LLP. His practice serves a broad client base in matters ranging from environmental regulatory compliance to natural resource acquisition and development with a strong emphasis in water law. He has assisted clients in all aspects of water rights development, regulation, transactions and disputes.

Katie Schwab has been an investment banker for more than 20 years and is currently the local government banker for Wedbush Securities. She is also the banker for the League of Oregon Cities and the Association of Oregon Counties' Local Oregon Capital Assets Program (LOCAP) program.

Chris Marko has 20 years of experience in community and economic development. He currently works for the Rural Community Assistance Corporation, providing training and technical assistance for rural communities on water and wastewater projects.

Government Ethics in Oregon



CORE AREA #10: *Ethics & Leadership* – 4 hours

Oregon's public officials are routinely placed in situations in which they confront ethics issues. Therefore, they must recognize that ethics matter and day-to-day decisions involving ethical questions require prompt and appropriate action. In order to comply with ORS Chapter 244, it is important that public officials are aware of the Oregon ethics laws and the resources available to assist them to address challenges that arise. By having awareness, elected and appointed officials can recognize issues and take actions that maintain the public's trust.

This workshop session will cover common ethics issues such as gifts, conflict of interest, and accepting benefits outside of official compensation. In addition, the presenter will provide attendees with tips on assessing a situation and receiving guidance in advance of making decisions. This can help the public official avoid having an action called into question by a member of the public or another official.

This seminar is your opportunity to learn what rules apply to you and your city's elected, appointed and volunteer participants. You will learn to minimize potential liabilities while maximizing your ability to carry out your duties as a public official.

COURSE TOPICS

This workshop reviews the legal obligations and dilemmas facing public officials including:

- Determining if the ethics laws apply to you
- Requirements of Oregon's ethics laws
- How to disclose potential and actual conflicts of interest
- Cautions and safeguards in daily activities such as phone and computer use

Practical tips will be provided on how to provide meaningful regular training to employees and appointed officials.

WHO SHOULD ATTEND

Elected officials, city managers, department heads and staff all are responsible for being familiar with and complying with the Oregon ethics laws.

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LOCATIONS & DATES

\$150

CIS Members: \$115

9:00 a.m. - 2:00 p.m.

Seaside	January 13, 2012
Salem	January 19, 2012
La Grande	May 3, 2012
Redmond	May 24, 2012
Central Point	May 31, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.



City/County Insurance Services
www.cisoregon.org

CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$115.

About our Speaker

Bill Monahan has served in local government positions in Massachusetts and Oregon for more than 30 years. He has experience as a planner, community development director, contract city attorney, and city manager. As a trainer, he has frequently presented on the topics of ethics, land use, and public hearing and meeting process.

Grant Writing Basics



CORE AREA #1: Budget/Finance – 2 hours

XX

LOCATIONS & DATES

\$150

9:00 a.m. - 3:00 p.m.

Medford March 6, 2012

Salem May 15, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

Grant writing is essential to secure funding for vital public services and programs. This workshop will cover effective strategies for successful grant writing that are immediately applicable to community projects.

The workshop will demystify the grant writing process by breaking it into logical, manageable pieces. Attendees will learn the “hows” and, most importantly, the “whys” of the grant writing process.

It’s an opportunity to gain new insights and sharpen grant writing skills. The workshop’s main goal is to infuse participants with enthusiasm, excitement and motivation to embrace the grant writing process as an accessible and powerful tool that can generate fundable projects and meaningful community enhancements.

COURSE TOPICS

- Researching applicable funding opportunities
- Understanding the language of requests for proposals and federal and state funding announcements
- Aligning funding opportunities with community and organizational priorities
- Identifying and incorporating demographics and data to strengthen a proposal
- Tips for researching, measuring and objectively articulating the community need addressed by a grant proposal
- How to develop core components of a grant proposal, including a detailed budget, project timeline, project goals and objectives, an evaluation plan and project sustainability
- Tips for resubmitting and approaching funders
- Overview of grant administration, management and reporting

WHO SHOULD ATTEND

- Anyone who will be writing, researching, managing and/or pursuing grant opportunities
- Beginning or novice grant writers who want to jump start their writing skills
- Experienced grant writers who wish to gain new insights, sharpen skills, affirm their knowledge and renew their confidence
- People at any level who desire an overview of the granting process

About our Speaker

Heidi Peterson, a senior community development consultant at PARC Resources, works and lives in rural Oregon. She has more than a decade of experience and is both passionate and committed to empowering individuals and organizations to embrace grant writing as a vital piece of the development process. Heidi has conducted grant writing workshops throughout the Northwest, and has consulted internationally through the Peace Corps, facilitating grant writing workshops in the Philippines.

Intermediate Grant Writing

A TWO-DAY COURSE



CORE AREA #1: Budget/Finance – 4 hours



Grant writing is an essential skill, with clear parameters and basic formulas that can help create fundable proposals for a community's most important projects. This workshop will apply these basic principles to a tangible project, and attendees will learn to implement the basics.

The workshop will examine each piece of a grant application and the "hows" and "whys" of the grant writing process, a "hands-on" approach that will explore the grant writing process in context and within a framework relevant to an organization's needs and priorities.

Please bring a tangible grant opportunity to work on during class. Attendees may also bring an idea for a project to refine or develop.

COURSE TOPICS

- Understanding the language of requests for proposals and funding announcements
- Identifying and incorporating demographics and data to strengthen proposals
- Tips for researching, measuring and objectively articulating the community need that a grant proposal addresses
- Examination and development of core components of a grant proposal, including a detailed budget, project timeline, project goals and objectives, an evaluation plan and project sustainability
- Submitting a complete proposal; tips for resubmitting and approaching funders
- Overview of grant administration, management and reporting
- The important details to convey and strategies for approaching a funder

WHO SHOULD ATTEND

- Anyone writing, researching, managing and/or pursuing grant opportunities
- Grant writers who want to apply the mechanics of grantwriting to a tangible product
- Experienced grant writers who wish to gain new insights, sharpen skills, affirm their knowledge and value, and leave the workshop with a draft of a well-defined project
- People at any level of an organization who wish to learn the overview of the grant-writing process, from project development to proposal submission, grant management, reporting and evaluation
- Anyone who has taken "Grant Writing Basics" through LOC and would like to take their grant writing skills to the next level. "Grant Writing Basics" is not a prerequisite for this workshop, but prior grant writing experience would be helpful.
- Anyone who has written a grant application and felt that they could do better the next time. This is your next time!

LOCATIONS & DATES

\$250

9:00 a.m. - 3:00 p.m.

Medford March 7 & 8, 2012

Salem May 16 & 17, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

About our Speaker

Heidi Peterson, a senior community development consultant at PARC Resources, works and lives in rural Oregon. She has more than a decade of experience and is both passionate and committed to empowering individuals and organizations to embrace grant writing as a vital piece of the development process. Heidi has conducted grant writing workshops throughout the Northwest, and has consulted internationally through the Peace Corps, facilitating grant writing workshops in the Philippines.

How to Write an RFP

5 PROFESSIONAL DEVELOPMENT HOURS (0.5 CEU)



CORE AREA #6: Public Contracting & Purchasing – 5 hours

LOCATIONS & DATES

\$200

8:00 a.m. - 3:00 p.m.

Medford

December 15, 2011

Lunch provided.

Specific locations are available online.

See registration information on page 21.



CO-SPONSORED BY THE
OREGON DEPARTMENT OF
TRANSPORTATION

When vendors, contractors or consultants misunderstand the requirements of a planned project, the range of their prices and proposed methods is very wide. In addition, their proposals and bids are difficult to compare. The most common source of this misunderstanding is the Request for Proposals (RFP). When a project is accurately defined, a buyer can obtain comparable information, accurate bids and workable approaches to meeting the objective. This course explains how to craft an RFP that gets meaningful responses from qualified sellers.

COURSE TOPICS

The key principles for developing an effective RFP or a Request for Qualifications (RFQ) will be addressed. These include:

- Deciding whether to use an RFQ, RFP or both
- Decoding the alphabet soup (RFP, two meanings of RFQ, RFI, IFB, RFB, EIEIO) and understanding their different purposes
- Describing the project's schedule and effect of schedule on price
- Deciding whether or not to reveal the available budget
- Articulating the project objective and defining the scope of work
- Two-phase contracting to refine the scope and schedule
- Encouraging innovative approaches and methods, and alternates
- Defining meaningful selection criteria and weighting
- When to ask for a bid and compliance with state law
- Defining and describing the selection process
- Evaluating proposals and statements of qualifications
- Defining the proposal content and organization
- Requirements that inadvertently discourage responses

WHO SHOULD ATTEND

The course is designed for those who procure personal, professional and technical services, as well as commodities. The course is often attended by procurement specialists, contract specialists, city/county managers and engineers, IT directors, facility and asset managers, and directors of divisions/departments. This is a companion course to Managing Construction Contracts; Administering Consultant Contracts; Managing Construction Contractors; and Managing Consultants.

About our Speaker

H. Wynnlee Crisp has more than three decades of experience in procuring professional, technical and construction services for managing the planning and development of capital projects around the world for public agencies and private industry. He brings this practical knowledge to the project management courses that he has developed and teaches. Mr. Crisp teaches Managing Scope, Schedule and Budget; Project Leadership; Managing Consultants; and Measuring Project Performance for the University of Washington, League of Oregon Cities and others. He was a peer reviewer of the Project Management Institute's Practice Standard for Earned Value and is a member of *USA Today's* Entrepreneurs Panel. The recent participants in his courses include Washington, Oregon and Idaho Departments of Transportation, Federal Highway Administration, and city and county governments in Oregon, Washington, Idaho and Montana.

Introduction to Project Management

7 PROFESSIONAL DEVELOPMENT HOURS (0.7 CEU)



CORE AREA #4: *Public Works & Utilities* – 7.5 hours

Successfully managing a project requires a specific set of knowledge and skills. These encompass human relations, planning, analyzing, decision-making and leadership. This one-day course introduces the key elements of project management, as outlined in the Project Management Institute's *Project Management Body of Knowledge*, supplemented by lessons from practical experience.

Participants learn the stages of a project lifecycle, how projects are controlled, and how to assure that the product and service meet the owner's expectations.

COURSE TOPICS

- Project initiation and setup
- Understanding the scope of the project and work
- Developing and controlling the schedule
- Developing and controlling the budget
- Managing project risk
- Team leadership and management
- Closing the project

WHO SHOULD ATTEND

This introductory course is designed for supervisors, managers, project managers, team members and project support staff who need a comprehensive understanding of the elements of project management. Participants come from architecture, planning, IT/IS, engineering, manufacturing, research & development, aerospace, public works, recreation and consulting.

LOCATIONS & DATES

\$250

8:00 a.m. - 5:00 p.m.

Medford

December 14, 2011

Lunch provided.

Specific locations are available online.
See registration information on page 21.



CO-SPONSORED BY THE
OREGON DEPARTMENT OF
TRANSPORTATION

About our Speaker

H. Wynnlee Crisp is a senior project manager with more than three decades of experience in managing the planning and development of capital projects around the world. Mr. Crisp teaches Managing Scope, Schedule and Budget; Project Leadership; Managing Consultants; and Measuring Project Performance for the University of Washington, League of Oregon Cities and others. He was a peer reviewer of the Project Management Institute's Practice Standard for Earned Value and is a member of *USA Today's* Entrepreneurs Panel. The recent participants in his courses include the Washington, Oregon and Idaho Departments of Transportation, Federal Highway Administration, and city and county governments in Oregon, Washington, Idaho and Montana.

Land Use Planning

BUILDING SUCCESSFUL OREGON COMMUNITIES



CORE AREA #5: *Land Use & Economic Development* – 6.5 hours

LOCATIONS & DATES

\$200

9:00 a.m. - 4:00 p.m.

Salem January 28, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

This training will help local governments perform land use planning in a knowledgeable, competent and legal manner, resulting in effective decisions.

Topics include:

- The history of planning in Oregon; participants will develop a good understanding of planning including the roles of the state and the roles of local governments
- Fundamental principles of long-range and current planning; the various elements of planning, why they exist, and how they relate to each other
- The Comprehensive Plan, zoning and subdivision ordinance, and how they work
- Types of planning applications; knowing a zone change from a variance
- How decisions are made; what's important and what's not; the role of the staff, planning commission and city council; and the definition of quasi-judicial
- Applications; paperwork, process, protocol and avoiding pandemonium
- Procedures, decorum and protocol for public hearings and working with citizens
- Creating an effective and respected planning process resulting in legally and politically sound decisions (hint: it ain't easy); learn the relevant legal framework for planning and decision-making

WHO SHOULD ATTEND

- City councilors and mayors
- Planning commissioners
- Planning directors and staff
- City recorders
- Others involved in any aspect of a community's planning process

About our Speakers

John N. Morgan, AICP, a principal in MorganCPS, provides long-range and current planning services and public administration assistance to many agencies and jurisdictions. He serves as the city planner for Cascade Locks and several other cities. John is a graduate of Willamette University and has more than 30 years of experience in Oregon planning and city management. John served as the leader of the Pacific Program. He is the founder and leader of the Chinook Institute for Civic Leadership and leads the annual Chinook Institute, the premier public sector leadership training program in western North America.

Walter J. Wendolowski, AICP, an associate of the MorganCPS Group, has provided current and long-range planning consulting services to many communities in the Willamette Valley and Portland Metropolitan Area. He currently serves as the community development manager for the city of Lebanon. With more than 25 years of experience in both county and city planning, Walter is familiar with all aspects of the planning process and is an expert on the issues in smaller communities. He holds a bachelor's degree from the University of New Hampshire and a master's in public administration from the University of Nebraska-Omaha.

Legal Powers and Impediments Affecting Local Officials



CORE AREA #8: *Risk Management* – 5 hours

The objective of this course is to explain the importance of public entity risk management to elected officials and explain the basis of legal risks to public bodies.

The following principles will be covered: risk retention, risk transfer and risk sharing. The course will also explain how CIS (Citycounty Insurance Services) fits into an organization's risk management plan. Additional topics include: the scope of public body liability under the Oregon Tort Claims Act, and the special defenses and protections that public entities enjoy in Oregon. Examples of Oregon elected officials acting outside the limits of their office will be provided as a cautionary tale. Finally, the course will explain how previous elected officials caused themselves individual liability, and how to avoid behavior that will place a city official's personal assets at risk.

COURSE TOPICS

- Risk management
- Oregon Tort Claims Act (OTCA)
- Employment claim deductible
- Coverage for ethics charges
- Public employment law

WHO SHOULD ATTEND

- Elected officials
- Department heads
- City attorneys

LOCATIONS & DATES

\$75

CIS Members: \$50

9:00 a.m. - 3:00 p.m.

Sherwood February 10, 2012

Newport April 27, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.



CIS is a co-sponsor of this training, allowing those organizations that are members of CIS' General Liability or Workers' Compensation program to attend the workshop for \$50.

About our Speaker

Kirk Mylander joined Citycounty Insurance Services in 2005 as its pre-loss attorney. His previous experience includes serving as an employment litigation associate for Miller Nash and as a human resources specialist for Payless Drug Stores, Inc. As an adjunct professor for George Fox University's MBA program, Kirk taught graduate level business courses on legal and ethical principles in business. He earned his bachelor's degree from George Fox University, his master's degree from Yale University and received his JD from the University of California at Davis.

Local Government Budgeting for Results



CORE AREA #1: Budget/Finance – 6.5 hours

This workshop will blend both the theory and practical application of local government budgeting law from the perspective of two city managers with more than 30 years experience.

The workshop will use the ICMA curriculum on budgeting as a guide and will review several successful Oregon city and county budget processes. Discussion will cover the practical application of budgeting principles, sharing the wisdom and strategies developed by successful managers and budget staff throughout the state.

The course will also cover processes to get through tough times when revenues do not meet expenditure needs. New this year is a discussion of issues and concerns specific to the current economic downturn and recession.

LOCATIONS & DATES

\$150

9:00 a.m. - 4:00 p.m.

Salem February 1, 2012

Medford March 20, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

COURSE TOPICS

- Factors that influence the budget
- Getting the most out of restricted revenues
- Long-range planning for operations and capital projects
- Presenting clear financial information to elected officials and the public
- The do's and don'ts of budgeting
- Preparing multi-year budgets
- Information on today's changing financial climate

WHO SHOULD ATTEND

- City managers/county administrators
- County commissioners
- Elected officials
- Department directors
- City recorders
- Finance staff
- Management/budget analysts
- Any other staff member who has budget responsibilities

About our Speakers

Roger Jordan has been in local government management for more than 30 years. He was the city manager in both Sandy and Dallas, where he recently retired after 25 years. Roger has served as the president of the Oregon City/County Management Association and as vice president of the International City/County Management Association. Roger received a bachelor's degree in political science from Oregon State University and an MPA from the University of Oregon.

Robert (Bob) Wells is a retired city manager from Salem. He worked for the city for 33 years, including as budget officer for 14 years, assistant city manager for 10 years and city manager for four years. Bob now teaches classes for the League of Oregon Cities, provides consulting services to local governments and serves on the board of directors for three non-profit organizations.

Oregon Planning Procedures

FROM APPLICATION TO APPROVAL



CORE AREA #5: *Land Use Planning and Economic Development* – 6.5 hours

You're new to planning. It's Monday morning. You just poured your first cup of coffee, and in walks a citizen who wants a partition application to divide property. Now what do you do?

This class will walk you through the land use planning process, from handing out that application to making a decision, and finally completing the file. No planning theory or esoteric discussions of a community's pattern language—just the “nuts and bolts” of completing the required paperwork. And why is paperwork important? Many appeal decisions are sent back to local communities due to errors in processing the application. This causes project delays and increases cost for the applicant and the community.

Finally, to provide additional assistance, every participant will receive a thumb drive (or CD) with sample application forms and staff reports.

COURSE TOPICS

- Creating simple application forms—what should they include?
- Setting up and numbering a planning file
- Who can look at the file?
- The applicant hasn't provided all the information we need—now what?
- Staff review or public hearing—which one?
- Notice requirements—what do you include, what can you exclude?
- Who gets notice of the decision?
- What makes a decision “final”?
- OMG, we've been appealed—now what?

WHO SHOULD ATTEND

- City recorders
- City clerks
- Planning clerks

LOCATIONS & DATES

\$200

9:00 a.m. - 4:00 p.m.

John Day March 13, 2012

La Grande May 4, 2012

Lunch provided.

Specific locations are available online.
See registration information on page 21.

About our Speakers

John N. Morgan, AICP, a principal in MorganCPS, provides long-range and current planning services and public administration assistance to many agencies and jurisdictions. He serves as the city planner for Cascade Locks and several other cities. John is a graduate of Willamette University and has more than 30 years of experience in Oregon planning and city management. John served as the leader of the Pacific Program. He is the founder and leader of the Chinook Institute for Civic Leadership and leads the annual Chinook Institute, the premier public sector leadership training program in western North America.

Walter J. Wendolowski, AICP, an associate of the MorganCPS Group, has provided current and long-range planning consulting services to many communities in the Willamette Valley and Portland Metropolitan Area. He currently serves as the community development manager for the city of Lebanon. With more than 25 years of experience in both county and city planning, Walter is familiar with all aspects of the planning process and is an expert on the issues in smaller communities. He holds a bachelor's degree from the University of New Hampshire and a master's in public administration from the University of Nebraska-Omaha.

Research Tools for Competitive Grant Applications



CORE AREA #1: *Budget & Finance* – 5 hours

In order to create competitive grant applications, research tools such as organizational data and demographic information are vital to grant writers. Knowing how to incorporate these tools into a grant application will take an application to the next level. Through hands-on practice, this class will demonstrate how to identify and incorporate strategic research into grant applications. Above all, this class will begin at the beginning of the process and will present tools and strategies for researching grant opportunities and will help to demystify the buzzwords that are commonly used by granting sources. Finally, the workshop will provide tools and strategies for tracking data and using it to maximum effectiveness so that when it comes time to submit grant applications, you will be well positioned for success.

LOCATIONS & DATES

\$150

9:00 a.m. - 3:00 p.m.

Salem December 8, 2011

Lunch provided.

Specific locations are available online.
See registration information on page 21.

COURSE TOPICS

- Researching grant opportunities and strategies for tracking and managing research
- How to access and understand federal, state and private funding sources and tips for effective research strategies
- Understanding the language of funding announcements and requests for proposals
- Understanding the federal and state designations for special zones, districts, demographic regions and economic zones
- Strategic approaches to tracking and using in-house data and demographics
- Identifying and incorporating federal and state-level demographic data to strengthen your proposal, based on the resources available through the U.S. Census and federal and state agencies
- Research tools for budgets: soliciting and incorporating quotes, bids, vendor information, pricing and sourcing; and quantifying local support in the budget
- Approaches to tracking data for future applications

WHO SHOULD ATTEND

- Anyone who will be writing, researching, managing and/or pursuing grant opportunities
- Beginning or novice grant writers who want to increase their effectiveness and thoroughness
- Experienced grant writers who wish to gain new insights, sharpen skills, affirm their knowledge and value, and leave with an increased ability to use research and data to increase their application's competitiveness and professionalism
- People at any level of an organization who wish to learn strategies to make the period between applications a time for research and forward-moving progress so that when you want to submit, you have plenty of tools already in place to make the process less stressful

About our Speaker

Heidi Peterson, a senior community development consultant at PARC Resources, works and lives in rural Oregon. She has more than a decade of experience and is both passionate and committed to empowering individuals and organizations to embrace grant writing as a vital piece of the development process. Heidi has conducted grant writing workshops throughout the Northwest, and has consulted internationally through the Peace Corps, facilitating grant writing workshops in the Philippines.



Local Government Management Certificate

Through the Oregon Local Leadership Institute, the League of Oregon Cities (LOC) offers a Local Government Management Certificate (LGMC) to local government management staff who successfully complete a prescribed amount of training in 10 core areas. LOC has identified knowledge and skill in these areas as critical elements required for success in local government management. Entry is free and a variety of training and education can be applied toward completion of program requirements. For complete details, visit www.orcities.org/training/LGMC.

For questions, contact Kim Shook, Training Coordinator, at (503) 588-6550 or kshook@orcities.org.



10 CORE AREAS OF LGMC

The 10 core areas requiring training or experience to qualify for the certificate are:

	Required Hours
1. Budget/Finance <i>budgeting & taxation; fiscal management; investments; audits; internal controls; financial forecasting</i>	20 hours
2. Human Resource Management <i>labor law; personnel law; supervision & evaluation; recruitment & retention; policies</i>	20 hours
3. Public Safety and Emergency Management Services <i>functions of police & fire; emergency management; special labor issues; requirements; service options</i>	10 hours
4. Public Works and Utilities Management <i>transportation; street lighting, sewer, water, storm, electric; parks & recreation; cemeteries</i>	15 hours
5. Land Use Planning and Economic Development <i>zoning; planning; master plans/comprehensive plans; state regulations</i>	15 hours
6. Public Contracting and Purchasing <i>BOLI prevailing wage; procurement; bidding; negotiating; purchasing systems; state laws; professional services contracts</i>	10 hours
7. Community Relations <i>effective public meetings; community surveys; citizen involvement; customer service</i>	10 hours
8. Risk Management <i>liability exposure in the public sector; insurance; workers' compensation</i>	10 hours
9. Elected Official/Manager Competencies <i>strategic planning; internal services; dealing with elected officials as groups and as individuals; public meetings and public records laws in Oregon; policy facilitation</i>	15 hours
10. Ethics and Leadership <i>ICMA practices; leadership skills; Oregon ethics laws</i>	15 hours

Total Hours for Certificate: 140 hours



OLLI Training by LGMC Core Area

Winter 2011-12

Core Area	Number of qualifying LGMC hours
Core Area #1: Budget/Finance (20 hours required)	
Financial Analysis & Planning	6.5 hours
Grant Writing Basics	2 hours
Intermediate Grant Writing	4 hours
Local Government Budgeting in Oregon	6.5 hours
Research Tools for Competitive Grant Applications	5 hours
Core Area #2: Human Resources (20 hours required)	
Effective Disciplinary Actions	4 hours (also qualifies for Core area #8, Risk Management – 2 hours)
Core Area #4: Public Works and Utilities (15 hours required)	
Fundamentals of Municipal Water: Law, Policy, Financing and Operations	6 hours
Introduction to Project Management	7.5 hours
Core Area #5: Land Use and Economic Development (15 hours required)	
Economic Development – Creating a Prosperous Community	6.5 hours
Land Use Planning – Building Successful Communities	6.5 hours
Oregon Planning Procedures – From Application to Approval	6.5 hours
Core Area #6: Public Contracting and Purchasing (10 hours required)	
How to Write an RFP	5 hours
Core Area #7: Community and Media Relations (10 hours required)	
Community and Media Relations	6.5 hours
Difficult Conversations in Today's Climate	6 hours
Core Area #8: Risk Management (10 hours required)	
Effective Disciplinary Actions	2 hours (also qualifies for Core area #2, Human Resources – 4 hours)
Legal Powers and Impediments Affecting Local Officials	5 hours
Core Area #9: Elected Official/Manager Competencies (15 hours required)	
Council/Manager/Staff Relations – We Can All Get Along	6.5 hours
Effective Local Government Manager	6.5 hours
Core Area #10: Ethics and Leadership (15 hours required)	
Government Ethics in Oregon	4 hours

REGISTER ONLINE:

Visit LOC's Web site:

www.orcities.org/training

You can also e-mail registration information to Kim Shook at kshook@orcities.org, or if you have questions, contact LOC at (503) 588-6550 or (800) 452-0338.

REGISTRATION CANCELLATION POLICY

Cancellations must be received at least five business days prior to the workshop to receive a refund or to cancel billing.

No credit will be issued for any portion of the "late cancellation" or "no-show" fee. Please note: if your workshop registration is fully or partially discounted due to a co-sponsorship subsidy or scholarship, you will be billed the full non-discounted registration fee if you are a "no-show" at the workshop.

Number of Business Days Prior to Event/Session:

5 or more business days	100% refund
1-4 business days	50% refund
Day of the event/no notice	0% refund



LOC accepts Visa and Mastercard

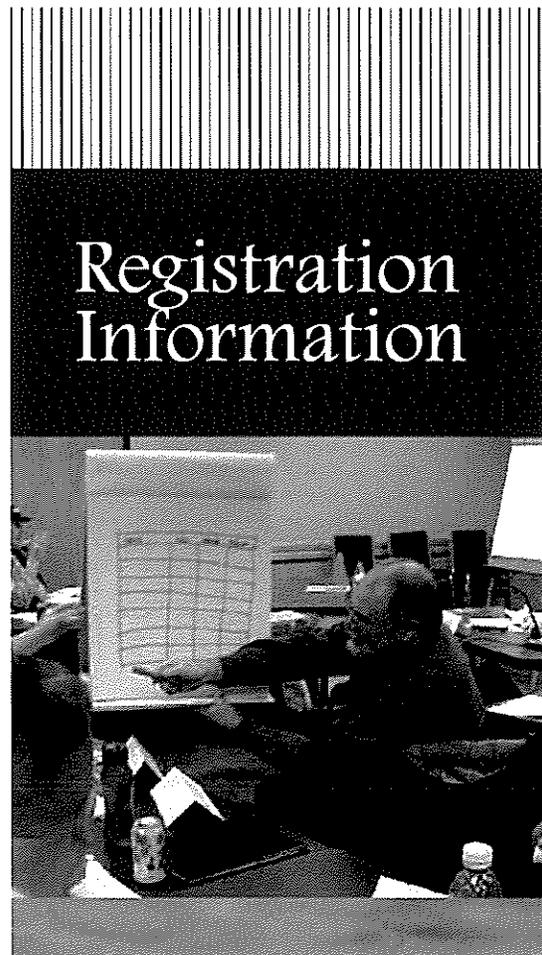
E-MAIL LIST

We have developed a mailing list for LOC and AOC members who wish to receive up-to-date information regarding our workshops. To subscribe online, visit LOC's Web site at www.orcities.org/training. Mailing list options are on the right-hand side of the page.

OTHER OLLI PROGRAMS

- Local Government Management Certificate Program
- Training-to-Go 
- Scholarship Opportunities

Visit: www.orcities.org/training



A Special Thanks...TO OUR PROGRAM CO-SPONSORS



Oregon Local Leadership Institute
(OLLI)
www.orcities.org/training





League of Oregon Cities
PO Box 928
Salem, OR 97308

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Public Works

City Recorder

City Attorney's

Aurora Police Department Chief's Report for JANUARY 2012

INCIDENTS

There were a total of 41 incidents for the month of January compared to 58 incidents for the month of December. There were 7 arrests resulting in 9 charges.

There were 50 citations written in January, which resulted in 66 different charges. There were 15 written and verbal warnings issued. The average speed over the limit was 18.0 mph compared to 17.67 mph in December 2011. There was a reported burglary at the Whole Latta Love business. The business owner reported the loss of cash, credit card, and a cell phone. This case is related to a burglary in Salem, which is being investigated by a detective.

EXTRAORDINARY INCIDENTS FOR THE MONTH:

- 7 Vehicles were towed/impounded
- 11 Assists with other agencies
- 3 Ordinance violations related to parking
- 2 Driving under the influence of intoxicants

VEHICLE MAINTENANCE

Transmissions on both patrol vehicles serviced. Working with Bob Southard to repair the speed trailer.

TRAINING

All department members have requalified with handgun, and assault rifle. We will be conducting a defensive tactics training @ North Marion School this month.

RESERVE OFFICER/ORGANIZATION ACTIVITIES

PATROL	TRAINING	COURT	SPECIAL DETAIL	MEETING	ADMIN.	TOTAL
43	22	0	0	0		65

FINANCES & GRANTS

We received \$480.00 from the Seat Belt Grant, and will receive another \$480.00 for the month of November. We have \$540.00 remaining for 2012.

ADMINISTRATION

CODE ENFORCEMENT

Abated two parking code violations.

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

ISSUED DATE	CITATION ID	TYPE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
01/02/2012 14:40	AAP1221675	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/02/2012 14:40	AAP1221675	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.335	Unlawful or Unsignaled Turn
01/02/2012 14:40	AAP1221675	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/02/2012 15:16	AAP1221672	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
01/02/2012 16:47	AAP1220084	TRFCITE	HWY 99E	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/02/2012 16:47	AAP1220084	TRFCITE	HWY 99E	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/05/2012 13:00	AAP1220083	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/05/2012 13:00	AAP1220083	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/05/2012 17:23	AAP1220085	TRFCITE	1ST ST NE EB	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
01/06/2012 13:53	AAP1220086	TRFCITE	1ST SST NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/06/2012 13:53	AAP1220086	TRFCITE	1ST SST NE	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
01/06/2012 22:18	AAP1221016	TRFCITE	EHLEN RD NE	0012	AUSTIN,CHRISTOPHER OFC	811.111	Violation of Speed Limit
01/07/2012 12:27	AAP1220088	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/07/2012 12:27	AAP1220088	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
01/07/2012 12:57	AAP1220087	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/07/2012 12:57	AAP1220087	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
01/07/2012 13:21	AAP1220089	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/07/2012 13:21	AAP1220089	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.560	Fail to Change Name/Address on ODL/Permit
01/07/2012 13:21	AAP1220089	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
01/07/2012 13:49	AAP1220090	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/07/2012 14:28	AAP1220091	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/07/2012 14:28	AAP1220092	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/07/2012 14:28	AAP1220092	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/07/2012 14:28	AAP1220091	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
01/07/2012 18:44	AAP1220094	TRFCITE	ORCHARD AVE NE	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/07/2012 18:44	AAP1220094	TRFCITE	ORCHARD AVE NE	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
01/07/2012 18:44	AAP1220094	TRFCITE	ORCHARD AVE NE	0003	MARSHALL,DANIEL OFC	811.520	Unlawful Use or Failure to Use Lights
01/12/2012 16:45	AAP1220093	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/12/2012 16:45	AAP1220093	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/17/2012 14:23	AAP1220096	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/17/2012 14:23	AAP1220096	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/17/2012 14:23	AAP1220096	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/18/2012 12:42	AAP1251001	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/18/2012 12:42	AAP1251001	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/18/2012 14:50	AAP1220097	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.175	Improper Display of Validation Stickers
01/18/2012 14:50	AAP1220097	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/18/2012 15:22	AAP1251002	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/18/2012 15:22	AAP1251002	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
01/18/2012 18:11	AAP1220098	TRFCITE	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/18/2012 18:11	AAP1220098	TRFCITE	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.520	Unlawful Use or Failure to Use Lights
01/18/2012 18:11	AAP1220098	TRFCITE	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/19/2012 12:51	AAP1220099	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/19/2012 12:51	AAP1220099	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.560	Fail to Change Name/Address on ODL/Permit

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

ISSUED DATE	CITATION ID	TYPE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
01/19/2012 13:36	AAP1251003	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
01/19/2012 13:36	AAP1251003	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
01/19/2012 15:37	AAP1251004	TRFCITE	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/19/2012 16:24	AAP1251005	TRFCITE	AIRPORT	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/19/2012 16:24	AAP1251005	TRFCITE	AIRPORT	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/19/2012 16:24	AAP1251005	TRFCITE	AIRPORT	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
01/19/2012 17:40	AAP1251007	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
01/19/2012 18:34	AAP1251008	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
01/19/2012 18:34	AAP1251008	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/19/2012 18:34	AAP1251008	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
01/20/2012 18:12	AAP1220100	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/21/2012 10:26	AAP1251009	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	803.455	Violation of Speed Limit
01/21/2012 10:26	AAP1251009	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	806.012	Failure to Renew Vehicle Registration
01/21/2012 10:26	AAP1251009	TRFCITE	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	818.320	Failure to Carry Proof of Insurance
01/21/2012 11:27	AAP1251010	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	818.320	Dragging Objects on Highway
01/21/2012 11:27	AAP1251010	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/21/2012 12:25	AAP1251012	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
01/21/2012 12:25	AAP1251012	TRFCITE	EHLEN RD NE NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/21/2012 14:30	AAP1251013	TRFCITE	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/21/2012 14:30	AAP1251011	TRFCITE	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
01/21/2012 15:41	AAP1251014	TRFCITE	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.507	Operate Vehicle while using mobile communication device
01/21/2012 16:17	AAP1251015	TRFCITE	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/21/2012 16:17	AAP1251015	TRFCITE	1ST ST NE	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
01/24/2012 15:12	AAP1251016	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/24/2012 18:00	AAP1251017	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
01/25/2012 12:45	AAP1251018	TRFCITE	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
01/25/2012 16:09	AAP1251019	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
01/27/2012 17:54	AAP1251020	TRFCITE	LIBERTY ST NE SB	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
01/27/2012 19:37	AAP1221017	TRFCITE	HWY 99E	0012	AUSTIN,CHRISTOPHER OFC	811.265	Fail to Obey Traffic Control Device
01/27/2012 19:37	AAP1221017	TRFCITE	HWY 99E	0012	AUSTIN,CHRISTOPHER OFC	806.012	Fail to Carry Proof of Insurance
01/27/2012 20:02	AAP1221018	TRFCITE	EHLEN RD NE	0012	AUSTIN,CHRISTOPHER OFC	811.111	Violation of Speed Limit
01/28/2012 13:05	AAP1251075	TRFCITE	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	807.010	No ODL/ Violation of License Restrictions
01/28/2012 13:19	AAP1251021	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
01/28/2012 15:10	AAP1251076	TRFCITE	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	811.111	Violation of Speed Limit
01/28/2012 18:19	AAP1251023	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
01/28/2012 18:19	AAP1251024	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	813.010(a)	Driving Under the Influence of Intoxicants -Mist.
01/28/2012 18:19	AAP1251023	TRFCITE	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	811.170	Open Container
01/31/2012 13:30	AAP1251077	TRFCITE	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	811.114	Violation of Speed Limit
01/31/2012 15:30	AAP1251078	TRFCITE	EHLEN RD	0018	TOLLEY,CHRISTOPHER OFC	807.560	Fail to Change Name/Address on ODL/Permit
01/31/2012 18:42	AAP1251022	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
01/31/2012 18:42	AAP1251022	TRFCITE	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.360	Improper Turn at Stop Light

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

ISSUED DATE	CITATION ID	TYPE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
01/31/2012 19:32	AAP1251679	TRFCTTE	EIHLEN RD	0018	TOLLEY, CHRISTOPHER OFC	811.111	Violation of Speed Limit
TOTAL CITATIONS	50						
		TOTAL CITATION CHARGES	84	TOTAL WARNINGS	0	TOTAL WARNING CHARGES	0

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

PRINT DATE: 2/6/2012 9:01:17AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI220083	TRFCTTE	01/05/2012 13:00	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI220083	TRFCTTE	01/05/2012 13:00	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI220084	TRFCTTE	01/02/2012 16:47	HWY 99E	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI220084	TRFCTTE	01/02/2012 16:47	HWY 99E	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI220085	TRFCTTE	01/05/2012 17:23	1ST ST NE EB	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
AAPI220086	TRFCTTE	01/06/2012 13:53	1ST SST NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI220086	TRFCTTE	01/06/2012 13:53	1ST SST NE	0003	MARSHALL,DANIEL OFC	803.540	Fail to Display Plates
AAPI220087	TRFCTTE	01/07/2012 12:57	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI220087	TRFCTTE	01/07/2012 12:57	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI220088	TRFCTTE	01/07/2012 12:27	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.455	Fail to Renew Vehicle Registration
AAPI220088	TRFCTTE	01/07/2012 12:27	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.540	Failure to Renew Vehicle Registration
AAPI220089	TRFCTTE	01/07/2012 13:21	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Fail to Display Plates
AAPI220089	TRFCTTE	01/07/2012 13:21	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.300	Violation of Speed Limit
AAPI220089	TRFCTTE	01/07/2012 13:21	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.560	Fail to Register Vehicle
AAPI220090	TRFCTTE	01/07/2012 13:49	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	803.455	Fail to Change Name/Address on ODL/Permit
AAPI220091	TRFCTTE	01/07/2012 14:28	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI220092	TRFCTTE	01/07/2012 14:28	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI220092	TRFCTTE	01/07/2012 14:28	EHLEN RD NE WB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI220093	TRFCTTE	01/12/2012 16:45	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI220093	TRFCTTE	01/12/2012 16:45	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI220094	TRFCTTE	01/07/2012 18:44	ORCHARD AVE NE	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI220094	TRFCTTE	01/07/2012 18:44	ORCHARD AVE NE	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI220096	TRFCTTE	01/17/2012 14:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.520	Unlawful Use or Failure to Use Lights
AAPI220096	TRFCTTE	01/17/2012 14:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI220096	TRFCTTE	01/17/2012 14:23	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI220097	TRFCTTE	01/18/2012 14:50	HWY 99E SB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI220097	TRFCTTE	01/18/2012 14:50	HWY 99E SB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI220098	TRFCTTE	01/18/2012 18:11	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.175	Improper Display of Validation Stickers
AAPI220098	TRFCTTE	01/18/2012 18:11	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI220098	TRFCTTE	01/18/2012 18:11	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI220099	TRFCTTE	01/19/2012 12:51	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.520	Unlawful Use or Failure to Use Lights
AAPI220099	TRFCTTE	01/19/2012 12:51	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI220100	TRFCTTE	01/20/2012 18:12	HWY 99E SB	0003	MARSHALL,DANIEL OFC	807.560	Fail to Change Name/Address on ODL/Permit
AAPI220106	TRFCTTE	01/06/2012 22:18	EHLEN RD NE	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI220107	TRFCTTE	01/27/2012 19:37	HWY 99E	0012	AUSTIN,CHRISTOPHER OFC	811.111	Violation of Speed Limit
AAPI220107	TRFCTTE	01/27/2012 19:37	HWY 99E	0012	AUSTIN,CHRISTOPHER OFC	811.265	Fail to Obey Traffic Control Device
AAPI220108	TRFCTTE	01/27/2012 20:02	EHLEN RD NE	0012	AUSTIN,CHRISTOPHER OFC	806.012	Fail to Carry Proof of Insurance
AAPI220108	TRFCTTE	01/27/2012 20:02	EHLEN RD NE	0012	AUSTIN,CHRISTOPHER OFC	811.111	Violation of Speed Limit
AAPI2201672	TRFCTTE	01/02/2012 15:16	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
AAPI2201675	TRFCTTE	01/02/2012 14:40	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI2201675	TRFCTTE	01/02/2012 14:40	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	811.335	Unlawful or Unsignated Turn
AAPI2201675	TRFCTTE	01/02/2012 14:40	EHLEN RD NE EB	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

PRINT DATE: 2/6/2012 9:01:17AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI251001	TRFCITE	01/18/2012 12:42	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI251001	TRFCITE	01/18/2012 12:42	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI251002	TRFCITE	01/18/2012 15:22	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI251002	TRFCITE	01/18/2012 15:22	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI251003	TRFCITE	01/19/2012 13:36	HWY 99E SB	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
AAPI251003	TRFCITE	01/19/2012 13:36	HWY 99E SB	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
AAPI251004	TRFCITE	01/19/2012 15:37	EHLN RD NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI251005	TRFCITE	01/19/2012 16:24	AIRPORT	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI251005	TRFCITE	01/19/2012 16:24	AIRPORT	0003	MARSHALL,DANIEL OFC	807.010	No ODL/ Violation of License Restrictions
AAPI251005	TRFCITE	01/19/2012 16:24	AIRPORT	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI251007	TRFCITE	01/19/2012 17:40	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
AAPI251008	TRFCITE	01/19/2012 18:34	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
AAPI251008	TRFCITE	01/19/2012 18:34	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI251008	TRFCITE	01/19/2012 18:34	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
AAPI251009	TRFCITE	01/21/2012 10:26	EHLN RD NE WB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI251009	TRFCITE	01/21/2012 10:26	EHLN RD NE WB	0003	MARSHALL,DANIEL OFC	818.320	Dragging Objects on Highway
AAPI251009	TRFCITE	01/21/2012 10:26	EHLN RD NE WB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI251010	TRFCITE	01/21/2012 11:27	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI251010	TRFCITE	01/21/2012 11:27	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	806.012	Fail to Carry Proof of Insurance
AAPI251011	TRFCITE	01/21/2012 14:30	EHLN RD NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured - Traffic Viol.
AAPI251012	TRFCITE	01/21/2012 12:25	EHLN RD NE NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI251013	TRFCITE	01/21/2012 14:30	EHLN RD NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI251014	TRFCITE	01/21/2012 15:41	HWY 99E SB	0003	MARSHALL,DANIEL OFC	811.507	Operate Vehicle while using mobile communication device
AAPI251015	TRFCITE	01/21/2012 16:17	1ST ST NE	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI251015	TRFCITE	01/21/2012 16:17	1ST ST NE	0003	MARSHALL,DANIEL OFC	803.300	Fail to Register Vehicle
AAPI251016	TRFCITE	01/24/2012 15:12	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI251017	TRFCITE	01/24/2012 18:00	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAPI251018	TRFCITE	01/25/2012 12:45	EHLN RD NE EB	0003	MARSHALL,DANIEL OFC	811.210	Fail to Use Safety Belt
AAPI251019	TRFCITE	01/25/2012 16:09	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	803.560	Improper Display of Validation Stickers
AAPI251020	TRFCITE	01/27/2012 17:54	LIBERTY ST NE SB	0003	MARSHALL,DANIEL OFC	816.330	Operation Without Required Lighting Equipment
AAPI251021	TRFCITE	01/28/2012 13:19	HWY 99E NB	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAPI251022	TRFCITE	01/31/2012 18:42	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAPI251022	TRFCITE	01/31/2012 18:42	HWY 99E NB	0003	MARSHALL,DANIEL OFC	811.360	Improper Turn at Stop Light
AAPI251023	TRFCITE	01/28/2012 18:19	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	811.265	Fail to Obey Traffic Control Device
AAPI251023	TRFCITE	01/28/2012 18:19	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	811.170	Open Container
AAPI251024	TRFCITE	01/28/2012 18:19	AIRPORT RD NE	0003	MARSHALL,DANIEL OFC	813.010(a)	Driving Under the Influence of Intoxicants - Misd.
AAPI251075	TRFCITE	01/28/2012 13:05	EHLN RD	0018	TOLLEY,CHRISTOPHER OFC	807.010	No ODL/ Violation of License Restrictions
AAPI251076	TRFCITE	01/28/2012 15:10	EHLN RD	0018	TOLLEY,CHRISTOPHER OFC	811.111	Violation of Speed Limit
AAPI251077	TRFCITE	01/31/2012 13:30	EHLN RD	0018	TOLLEY,CHRISTOPHER OFC	811.111	Violation of Speed Limit

Citation Analysis Report

From: 1/1/2012 To: 1/31/2012

PRINT DATE: 2/6/2012 9:01:17AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAPI251078	TRFCITE	01/31/2012 15:30	EHLEN RD	0018	TOLLEY, CHRISTOPHER OFC	807.560	Fail to Change Name/Address on ODL/Permit
AAPI251079	TRFCITE	01/31/2012 19:32	EHLEN RD	0018	TOLLEY, CHRISTOPHER OFC	811.111	Violation of Speed Limit

TOTAL CITATION 50

**AURORA POLICE DEPARTMENT
CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS
1/1/2012 - 1/31/2012**

	CRIMES				Percent Change	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	1/1/12 to 1/31/12	1/1/12 to 1/31/12	1/1/11 to 1/31/11	1/1/11 to 1/31/11		1/1/12 to 1/31/12	1/1/12 to 1/31/12	1/1/11 to 1/31/11	1/1/11 to 1/31/11	1/1/12 to 1/31/12	1/1/12 to 1/31/12	1/1/11 to 1/31/11	1/1/11 to 1/31/11	Juv	Adult	Total	
NON-CRIMINAL																	
ACCIDENT-INJURY	0	0	0	0	0.0%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
ACCIDENT-PROPERTY	0	0	0	0	0.0%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
ALL OTHER NON-CRIMINAL	8	8	8	8	0.0%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
PERSON																	
OTHER ASSAULTS	0	0	2	-100.0%	0	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
SEX OFFENSES	0	0	0	0.0%	0	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
	0	0	2	-100.0%	0	0	0	0	0	0.0%	0.0%	0.0%	0	0	0		
PROPERTY																	
BURGLARY - BUSINESS	1	1	1	0.0%	0	0	1	0.0%	0.0%	100.0%	0.0%	0.0%	0	0	0		
BURGLARY - RESIDENCE	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
FRAUD	1	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
LARCENY	1	1	2	-50.0%	0	0	1	0.0%	0.0%	50.0%	0.0%	0.0%	0	0	0		
VANDALISM	2	2	1	100.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
	5	5	5	0.0%	0	0	2	0.0%	0.0%	40.0%	0.0%	0.0%	0	0	0		
SOCIETY																	
ALL OTHER	1	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
DISORDERLY CONDUCT	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
DR WHILE SUSP	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
DRIVING UNDER INFLUENCE	1	1	0	0.0%	1	1	0	100.0%	100.0%	0.0%	0.0%	0.0%	0	1	1		
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
NARCOTICS/DRUGS	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0.0%	0.0%	0	0	1		
RUNAWAY	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
WARRANT	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	0		
	2	2	1	100.0%	1	1	1	50.0%	50.0%	100.0%	0.0%	0.0%	0	1	1		
PART 1, 2, & 3 TOTALS	15	15	16	-6.3%	1	1	3	6.7%	6.7%	18.8%	0.0%	0.0%	0	1	1		
GRAND TOTALS	15	15	16	-6.3%	1	1	3	6.7%	6.7%	18.8%	0	1	1	1	1		

Incident Summary Report

Print Date: 02/06/2012 09:10:44

Incident #: AAP12000014 **Type:** TOW **Reported:** 1/6/2012 13:53 **Cleared:** 1/6/2012 15:53
Offenses : 01400 Impound/Tow Auto; 806.010 Driving Uninsured - Traffic Viol.
Location HW 99E & S LONE ELDER RD
Complainant: **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: 0003 1/6/2012 15:38

Narrative

Incident #: AAP12000032 **Type:** THEFT3 **Reported:** 1/12/2012 7:53 **Cleared:** 1/12/2012 7:53
Offenses : 164.043(d) Theft III - From Motor Vehicle; 164.272(a) Unlawful Entry Vehicle - Intent to commit Theft; 164.345(a) Criminal Mischief III - Vandalism
Location 20947 YUKON ST NE
Complainant: HUNTER, EDMUND DREW **Call Disposition** 01
Address: 20947 YUKON ST NE **Case Disp:** INACTIVATED
Reporting Officer: 0003 1/13/2012 13:42

Narrative

On January 12, 2012 at 0753 hours, Ed Hunter reported that someone had broken into his vehicle, in the driveway of his residence, 20947 Yukon Street NE in the City of Aurora, Marion County, Oregon, and messed up the electronics. No Aurora Officers were on duty at the time. At 1629 hours, I made arrangements to meet with his wife, Reggie Hunter the following day.

On January 13, 2012 I met with Reggie at her residence. She told me that an unknown suspect had entered the vehicle and taken miscellaneous change valued at less than 50 cents and a small flashlight. She was not certain if the electronics on the vehicle were damaged as she told me Ed speculated they might not be working correctly due to a dead battery.

She told me she believed the crimes occurred sometime between the night of January 10, 2012 and January 12, 2012 when she discovered the vehicle wasn't operative and the items missing. Reggie was not certain she locked the door, as no apparent forced entry was made into the vehicle. She had no suspect information.

Reggie informed me that her neighbor who lives at 20907 Yukon Street NE advised her that their garage door had been damaged around the same time, and believed the crimes to be related. I provided Reggie with my business card and the case number and asked she contact me if it turned out there was damage to the car, or she could provide any suspect information.

I talked to Brittany Gitts who lives at 20907 Yukon Street NE who advised that sometime after 2315 hours on January 10, 2012, somebody threw a rock at her garage door. I saw the rock sitting in front of the garage door. It was about nine inches in diameter and about 3 inches thick. I saw where the rock had impacted the garage door making a walnut sized dent near the bottom of the door.

I provided Brittany with my business card and the case number for the report and asked she contact me if she could provide any suspect information.

While walking back to my patrol car to leave, I noticed a pair of sunglasses sitting near the street in the rock scape between Reggie and Brittany's property. These belonged to Reggie and apparently were attempted to be stolen by the unknown suspect.

No further action at this time pending suspect information.

Incident Summary Report

Print Date: 02/06/2012 09:10:44

Incident #: AAP12000036 **Type:** SUSACT2 **Reported:** 1/13/2012 3:31 **Cleared:** 1/13/2012 3:36
Offenses : 02205 Susp - Activity
Location 21148 HW 99E
Complainant: REILLY, SCOTT **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: O003 1/13/2012 18:25

Narrative

Incident #: AAP12000049 **Type:** TOW **Reported:** 1/17/2012 14:23 **Cleared:** 1/17/2012 14:23
Offenses : 01400 Impound/Tow Auto; 807.010 No ODL/ Violation of License Restrictions; 806.010 Driving Uninsured - Traffic Viol.
Location HW 99E & S LONE ELDER RD
Complainant: **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: O003 1/17/2012 15:10

Narrative

Incident #: AAP12000054 **Type:** TOW **Reported:** 1/18/2012 14:50 **Cleared:** 1/18/2012 14:50
Offenses : 01400 Impound/Tow Auto; 811.175 Driving While Suspended/Revoked - Violation
Location 21717 HW 99E
Complainant: **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: O003 1/18/2012 17:27

Narrative

Incident #: AAP12000055 **Type:** TOW **Reported:** 1/18/2012 15:22 **Cleared:** 1/18/2012 15:22
Offenses : 811.175 Driving While Suspended/Revoked - Violation
Location 21788 HW 99E
Complainant: **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: O003 1/18/2012 17:47

Narrative

Incident #: AAP12000067 **Type:** TOW **Reported:** 1/19/2012 18:34 **Cleared:** 1/19/2012 18:34
Offenses : 01400 Impound/Tow Auto; 806.010 Driving Uninsured - Traffic Viol.; 803.300 Fail to Register Vehicle
Location AIRPORT RD NE & ARNDT RD NE
Complainant: **Call Disposition** 05
Address: **Case Disp:** CLOSED
Reporting Officer: O003 1/19/2012 19:08

Narrative

Incident #: AAP12000091 **Type:** BURG2 **Reported:** 1/25/2012 6:37 **Cleared:** 1/25/2012 6:37
Offenses : 164.345(b) Criminal Mischief III - Crime Damage; 164.215(a) Burglary II - Business; 165.800 Identity Theft; 164.045(g) Theft II - From Building ; 165.055 (M) Fraud Use of Credit Card - (under \$1000)
Location 21030 HW 99E
Complainant: WILLMAN, AMY **Call Disposition** 01
Address: 21053 FILBERT ST NE **Case Disp:** OPEN

Incident Summary Report

Print Date: 02/06/2012 09:10:44

Reporting Officer: 0003

1/26/2012 11:58

Narrative

On January 25, 2012 at about 0641 hours, dispatch called me to advise that Amy Willman, owner of Whole Latte Love, located at 21030 Highway 99E, Aurora, Marion County, Oregon, had reported that her business, a coffee stand, had been burglarized . No Aurora Police Officers were on duty and I responded and arrived at the scene at 0721 hours.

I talked to Amy who stated at 0630 hours she arrived at the stand and noticed the door had apparently been kicked in. She showed me a shoe print on the door and damage to the door jamb from having been forcibly opened . It appeared, based on the orientation of the shoe print, the unknown suspect stood with their back to the door and kicked it in by kicking back .

She explained the burglary had occurred sometime between 1900 hours on January 24th and when she discovered it at 0630 hours on January 25th. She went on to say that she thought it had occurred recently as there were fresh tire tracks leading from the grass in the back of the parking lot, wetting the gravel, that had otherwise dried .

At the source of the tracks was a piece of paper and a Tim's Potato Chip bag that Amy had not seen there before .

Amy reported that about 220 dollars (Item 7) had been taken from a blue cash box, as well as an AT & T Cell Phone (Item 5) used by the business (503-989-4838). Amy showed me where the cash box had been and noted that it appeared a white ceramic cannister had been taken down from the shelf above where the cashbox was . I dusted this for prints lifting four with little ridge detail (Item 3). I asked Amy if she had been finger printed before and she said she had when she got her concealed weapons permit in Salem .

I photographed the scene including the potato chip bag, the piece of paper, the car tracks, the shoe prints and the damage done to the door and jamb (Item 4).

I collected the Tim's Potato Chip Bag (Item 2) and the piece of paper, which turned out to be a Bank Deposit Slip from Doctor's Howerton, Hopkin & Kennedy -Salem Office (Item 1).

I cleared the scene at 0800 hours. At my office I called the doctor's office on the bank deposit slip (Drs. Howerton, Hopkin & Kennedy-Salem). I spoke with Office Manager Mandy Dittmer, who informed me the office had been burglarized . I provided her with my information as it appeared these two crimes were related .

I called AT & T in an attempt to possibly locate the phone via GPS . I was advised that since the phone did not have the "family map" feature, it would not be possible to locate the phone .

I was contacted by Salem Officer Sebastian who informed me he had been able to obtain fingerprints from the doctor's office and provided me with his case number .

At about 0900 hours on January 26, 2012, I called and talked to Amy. She informed me that she had not noticed her US Bank Credit Card, number 4037 8400 0313 8862 , (Item 6) had been stolen during the burglary as well, and that it had been fraudulently used at a Walmart Store

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Print Date: 02/06/2012 09:10:44

located at 1940 Turner Road SE in Salem, Marion County, Oregon for \$ 143.42 at 0804 hours. She subsequently canceled the card. She also informed me that her cell phone had been being used continuously since stolen. I informed her I would be on-duty at noon and requested she bring me any documentation she had regarding the fraudulent credit card uses and phone calls.

Shortly after noon, Amy came to the police department and informed me that the unknown suspect attempted to fraudulently use the credit card at a Fred Meyer Store located at 3450 Commercial Street in Salem, Marion County, Oregon for \$ 93.24 at 0954 hours twice, then again at 0956 and 0958 hours. The payment was denied, however, the unknown suspect attempted to fraudulently use the credit card at the Red Box at that location for \$ 2 at 0958 hours, which was also denied.

Amy provided me with a list of phone numbers that had been dialed and received on the stolen cell phone as well.

I talked to Salem Detective Jake Burke and advised him of the new information. He offered to have the Salem Crime Lab analyze the evidence I collected as the cases appeared to be linked. He stated he would follow-up on obtaining surveillance from the Walmart and Fred Meyer Stores. I informed him I would begin to look at the phone numbers Amy provided in an effort to find associates of the suspect.

At 1400 hours, Salem Detective Curt Abel took custody of Items 1, 2 and three to be processed by the Salem Crime Lab. These items were processed but did not turn up any fingerprints. Joanne with the Salem Police Department Property Room advised she would return the items via registered mail.

The investigation continues.

Incident #:	AAP12000130	Type: DUII	Reported: 1/28/2012 18:19	Cleared: 1/28/2012 18:19
Offenses :	813.010(a) Driving Under the Influence of Intoxicants -Misd.; 811.170 Open Container			
Location	LIBERTY ST NE & 2ND ST NE			
Complainant:		Call Disposition	01	
Address:		Case Disp:	ARREST	
		Reporting Officer:	0003 1/31/2012 12:51	

Narrative On January 28, 2012, at about 1818 hours, I was employed with the City of Aurora as a police officer, wearing a uniform, and displaying a badge in a marked patrol car. I was parked near the intersection of Airport Road NE and Ehlen Road NE when I observed a Honda Accord bearing Oregon License Plate SIDDY pull behind another vehicle stopped at the stop sign at Ehlen Road NE on Airport Road NE.

I saw the first vehicle proceed eastbound onto Ehlen Road NE and watched as the Honda followed, failing to stop for the stop sign. I pursued the Honda and initiated a traffic stop by activated my overhead emergency lights on Ehlen Road NE at Main Street NE. This initiated my in-car video/audio recorder (Item 2). The Honda proceeded two blocks, past a warehouse (crossing over the fog line), a gas station and through the light at Highway 99E onto Liberty Street NE approaching 2nd Street NE before I activated my siren and the vehicle abruptly pulled over on Liberty Street NE at 2nd Street NE.

I contacted the driver and asked him for his driver's license, registration and proof of insurance. The driver provided me with an Oregon Driver's License identifying himself as Edmund Charles Teichert. I observed the driver's eyes appeared watery and there was a faint odor of an alcoholic beverage coming from the vehicle. I asked him how much he had had to drink. He told me he had, "two drinks." I noticed what appeared to be an open bottle of Knob Creek Whiskey (Item 1) in the front passenger door and asked Edmund if it was in fact, an open container. He did not answer and I asked to see it. He handed to me the bottle which was two thirds empty.

I ran Edmund via my Mobile Data Terminal and verified his license was valid. I requested Officer Tolley respond as cover. I re-contacted Edmund and asked if he would be willing to perform field sobriety tests. Edmund stated he would and exited his vehicle. I had Edmund move to the shoulder where I interviewed him using the Oregon State Police Alcohol Influence Interview Report.

I asked Edmund if he was sick or injured. He advised he had a blood clot in his right leg. I asked him if he was taking any medication. He told me he was taking calcium carbonate for osteopenia, aspirin and atenolol. I asked if he had diabetes or hypoglycemia. He stated he did not. I asked Edmund if he had seen a doctor or dentist recently. He stated on January 10, he saw Doctor Grey Landry regarding his blood clot.

I asked Edmund how much education he had and he told me he had a bachelor's degree. I asked if he had any speech problems and he said his voice was affected by a cold. I asked him if he had any hearing problems and he stated he did. I asked if he had any balance problems, physical or head injuries. He stated he did not.

I asked Edmund where he was going and he told me he was going to the Colony Pub from West Linn. He stated he had two shots of the whiskey in the vehicle which he started drinking at 3pm. I asked Edmund if he used mouthwash earlier in the day and he stated he had not. I asked Edmund when he last slept and he stated he woke up at 7:30 am that morning after having slept five or six hours. I asked Edmund if he chewed tobacco and he told me he did not.

The Field Sobriety Tests were performed on the paved roadway, which was dry and at a slight incline. Edmund was wearing loafers. It was a clear night. The temperature outside was about 39 degrees. My spotlight was pointed at the ground and Officer Tolley turned off my forward facing emergency lights.

FIELD SOBRIETY TESTS:

HORIZONTAL GAZE NYSTAGMUS:

I had Edmund remove his eye glasses and instructed him to keep his feet together heel -to-heel and toe-to-toe and to keep his arms down at his sides. I asked Edmund if he could see my finger on top of my pen and he said he could. I instructed Edmund to focus on my finger and follow it with his eyes only, keeping his head still. I asked Edmund if he understood the instructions and he stated that he did.