

AGENDA
Aurora City Council Meeting
Tuesday, July 10, 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 – June 12, 2012 and Work Session June 19, 2012
- II. Planning Commission Meeting Minutes – June 05, 2012
- III. Historic Review Board Minutes - None

Correspondence

- I. League of Oregon Cities Bulletin.**
- II. Invitation to Marion County Fair**

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. Public Hearing

A. Discussion and or Action on File CPMA-12-01 Anthony Fidanzo

6. Discussion with the Parks Committee

7. Discussion with Traffic Safety Commission

8. Reports

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

Aurora City Council Agenda

June 12, 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

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, included in your packet)

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

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

9. Ordinances and Resolutions

- A.

10. Old Business

- A. **Discussion on Planning Commission and Historic Review Board Proposal.**
- B. **Discussion on Economic Development Committee**
- C. **Discussion and or Action on Tri City Police Proposal**
- D. **Discussion and or Action on Employee Handbook**

11. New Business

12. Adjourn

CONSENT AGENDA

Meeting Minutes

Correspondence

Financials

Other Items

Minutes
Aurora City Council Meeting
Tuesday, June 12, 2012, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Mary Lambert, Administrative Assistant ,
Jan Vlcek, Finance Officer
Lyle McCuiston, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

STAFF ABSENT:

Kelly Richardson, City Recorder, in training

VISITORS PRESENT:

Jessica Brotherton, Aurora
Boyd Keyser, Aurora
Amy Willman, Aurora
Chief Rod Yoder, Aurora Fire
Chris Halstead, Aurora
Annie Kirk, Aurora
Betsy Imholt, Aurora
Tina Zeck, Aurora
Chris Taylor, Aurora
Scott Brotherton, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Greg Taylor at 7:00 p.m.

2. Administrative assistant does Roll Call

Mayor Taylor – present
Councilor Graupp - present
Councilor Roberts -present
Councilor Sahlin – arrived at 7:02 p.m.
Councilor Vlcek - present

3. Consent Agenda

- I. City Council Meeting Minutes – May 08, 2012 and May 17, 2012
- II. Planning Commission Meeting Minutes – May 01, 2012
- III. Historic Review Minutes April 26, 2012. Notice of Decisions

Correspondence

- I. League of Oregon Cities Bulletin.
- II. Marion County Notice of Adoption Legislative Amendment (LA) 12-1
- III. Letter from Marion County on Population Forecasting
- IV. Letter from HRB regarding board position

A motion to approve the consent agenda as presented is made by Councilor Vlcek, seconded by Councilor Roberts and motion passes.

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.

There were no comments.

5. Public Hearing

The public hearing on the 2012/2013 Fiscal Year budget was opened by Mayor Greg Taylor at 7:03 p.m. There were no comments. The hearing was closed 7:04 p.m.

A. Discussion and or Action on 2012/2013 Fiscal Year budget

Finance Officer Jan Vlcek noted an adjustment made to the budget for the cost of the audit which was slightly higher than budgeted. She also stated that the budget has been approved by the budget committee.

Councilor Vlcek asked if he needs to sit out this vote. Attorney Koho stated his relationship with Finance Officer Vlcek is not material, it should just be acknowledged. There were no objections to Councilor Vlcek voting on the city budget.

A motion to adopt the 2012/213 fiscal year budget was made by Councilor Roberts, seconded by Councilor Vlcek. Motion passed unanimously.

6. Discussion with the Parks Committee

Annie Kirk, Aurora, spoke for the committee. They had met regarding trash receptacles. Mayor Taylor stated the city will repair the broken one and put it in front of city hall and will get 2 more units for garbage and recycling for the concert series Annie Kirk asked if another unit could be purchased in the next budget cycle to put by the ball fields to which Mayor Taylor agreed.

Annie Kirk noted the tree survey work is being done pro bono. Of the trees that had been tapped, one was a hazard and will be taken down, one was not a problem. Public Works will notify the public.

Public Works Superintendant Bob Southard asked for park committee input on a new park rules sign.

Mayor Taylor noted the parking ordinance will not be enforced before the signs are posted – they have not yet been ordered. There will be three signs total stating, no parking from 6.a.m. – 10 p.m. Commercial parking allowed with permit only and only within the hours posted. Councilor Sahlin doesn't like overnight parking at the park. Councilor Vlcek doesn't want to see no parking at all for the park as long as it is not long term. Councilor Sahlin believes we need to address the ordinance to which City Attorney Koho replied that the ordinance is somewhat flexible. Mayor Taylor reiterated that the concern is cars parked long term taking spaces during the day when people are using the park. Councilor Sahlin doesn't want to see any commercial parking, it is not appropriate for our town. City Attorney Koho stated permits can be altered or revoked.

7. Discussion with Traffic Safety Commission

No one from Traffic Safety was present.

Mayor Taylor let Betsy Imholt know she needs to address her hedge before the next council meeting.

8. Reports

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

Mayor Taylor is concerned with traffic and parade on 99E at same time. Annie Kirk stated the parade route is on 99E for only 262 ft. Councilor Vlcek noted perhaps it could be coordinated to stop traffic for kids on bikes or horses to which Annie Kirk replied we can have traffic stopped only 5 minutes at a time. Mayor Taylor confirmed with Chief McCuistion we have permits and liability insurance.

Chief McCuistion states that the exit interview with Officer Marshall had been done, copies were distributed to the council.

No more questions of the Chief

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

Finance Officer Vlcek noted the letter of engagement from the auditors, Grove Mueller and Swank she had given each councilor a copy of. The price for the audit will be a bit higher than projected but should not exceed \$1400. The council needs to

approve and the letter needs to be signed. The general consensus from the council is to accept the terms of the letter.

1. Revenue & Expense Report

Mayor Taylor noted the revenue is short of projections and the expenditures are mostly on target.

There were no more questions from the council.

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

1. Monthly Status Report (Storm Water)
2. Monthly Status Report (Water)

Public Works Superintendent Southard read his report in its entirety. Councilor Sahlin asked if he is finished with the storm water master plan. Southard answered he is still working on it. Mayor Taylor said the target date for completion is the end of December. Southard replied he is shooting for October. There were no further questions for Public Works Superintendent Southard.

A. Waste Water Treatment Plant Update (from Otis Phillips),

Waste Water Superintendent Phillips read his report in its entirety. He noted he has finished clearing the dike and will re seed. He also acknowledged Daryl Hensley, Amy Willman and Larry Johnson for all their help. They are still trying to market the logs. He also picked up an irrigation gun. Mayor Taylor asked about the new aeration to which Phillips replied he is still working on with DEQ. Also, the cost will be on next year's budget. There were no further questions for Waste Water Superintendent Phillips.

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

City Recorder Kelly Richardson was gone at training. She had left a memo with her report asking for a work session to discuss changes to the employee handbook. Several dates were suggested. The council decided on June 19, 2012 at 6 p.m. for handbook review/discussion only. City Attorney Koho stated he can attend if the council would like him to.

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

- City Attorney Koho noted he has been working on the Patzer issue for payment. Councilor Sahlin interjected that it has been paid, he was asked to hand deliver it. City hall will mail them a receipt stating "paid in full".
- Notice has been prepared for the Eddy property. Chief McCuistion will finish and post the notice at the property and will send letter. Mayor Taylor stated the foundation can be condemned after July 1, 2012. City Attorney Koho –

Hard deadlines can be built in and it does fall under the dangerous building ordinance. Councilor Vlcek asked if this site could be used for a New City Hall? City Attorney Koho stated he could look into eminent domain. Mayor Taylor stated this is not the avenue we want to take.

- City Attorney Koho states I am currently still working on obtaining city property from previous IT Dept Aurora Tech.

9. Ordinances and Resolutions

A. Discussion on Resolution 652 A Resolution to enact administrative violation fees on uniform citations. Read by title only.

Councilor Vlcek asked if this is the maximum amount of fees we can add to a citation. Mayor Taylor replied the fee has been adjusted.

A motion to approve Resolution 652 was made by Councilor Roberts, seconded by Councilor Vlcek and passed unanimously.

B. Discussion and or Action on Resolution Number 653 Disbursements of Revenue Share Dollars. Read by title only.

Councilor Vlcek asked what this resolution is doing. Mayor Taylor replied that in order to receive funds we need to state what we are doing with them.

A motion to approve Resolution 653 was made by Councilor Roberts, seconded by Councilor Graupp and passed unanimously.

C. Discussion and or Action on Resolution Number 654 A Resolutions Declaring the City's Election to Receive State Revenues. Read by title only.

A motion to approve Resolution 654 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

D. Discussion and or Action on Resolution Number 655 A Resolution Levying AD Valorem Taxes for Fiscal Year 2012-2013. Read by title only.

A motion to approve Resolution 655 was made by Councilor Vlcek, seconded by Councilor Roberts and passed unanimously.

F. Discussion and or Action on Resolution Number 656 A Resolutions Adopting the 2012-2013 Budget and Making Appropriations. Read by title only.

A motion to approve Resolution 656 was made by Councilor Graupp, seconded by Councilor Roberts and passed unanimously.

10. Old Business

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

Mayor Taylor stated the consensus is to not expand the Planning Commission. He was present at the last Historic Review Board meeting and only the chair attended. They are having a hard time getting a full board. They may need to abandon the HRB and give the duties to the Planning Commission.

The Mayor would like to table this discussion until the next council meeting after he attends the next HRB meeting.

B. Discussion on Meeting with Fire District Proposal

There was a written proposal received from the Aurora Fire Department given to each councilor and the mayor. Mayor Taylor asked if the council wants to go with the proposal from the last meeting or continue discussion. Councilor Vlcek stated, he doesn't want to get into we charge them for water and sewer, they charge us for use of building. Additionally, he feels the money collected is not worth losing our good relationship. Councilor Vlcek then asked Fire Chief Rod Yoder if the department will curtail water use so citizens don't perceive excessive use due to no charge. Yoder replied the department has taken measures to conserve. They also have a well on property where they do training.

Mayor Taylor stated he doesn't want to get in a bidding war with the fire department. He would like the city to charge for the fire house but not the station. Councilor Sahlin noted that if we charge the fire department their cost will come back to citizens. He thinks we should continue with the current arrangement.

Councilor Graupp would like to keep our good relationship and asked if the fire department could report on program improvements highlighting conservation and sustainability measures they are taking. Fire Chief Yoder thought this was a good idea and would be good for public relations within the community.

Mayor Taylor proposed the city table charges but require quarterly hydrant usage reports. The council agreed to this proposal.

C. Discussion and or Action on State Revenue Sharing Distribution

Betsy Imholt, Co-chair of the Aurora Colony Days committee asked about their group's request for \$2500 that was submitted at the May meeting. There was another request from Aurora Colony Visitors Association for \$2200. Mayor Taylor stated the total amount budgeted to give out is \$7000. Any balance left over can be used on city projects. Councilor Vlcek asked if the ACVA has a fund that they contribute to. Mayor Taylor replied they do not; there is no longer a

chamber of commerce. Mayor Taylor asked if he has approval to disperse the funds.

The council consensus is to distribute the funds requested to both groups.

11. New Business

A. Discussion and or Action on the RV Parking Problem in the City.

Mayor Taylor asked Chief McCuiston to notify the specific problem person with a door hanger and give them a copy of the ordinance.

Councilor Vlcek stated he would like to allow visitors to park in the parking lot for a few days with a permit.

Amy Willman, Aurora, asked if we have talked to this person. Mayor Taylor responded that he wanted to post signs first to see if they will comply.

B. Discussion and or Action on Draft MOA permit for UIC's

Mayor Taylor asked if he has approval to sign this document. Public Works Superintendent Bob Southard has some issues he wants to discuss with the mayor and DEQ but is ready to move on it.

The consensus from the council is to allow Bob and Mayor Taylor to discuss, modify and sign the document.

C. Discussion and or Action on Excise Tax for North Marion School District, presented by North Marion School Superintendent Boyd Kaiser.

Superintendent Kaiser explained SB 1036 authorized in 2007 gave school districts the right to add a construction tax to some building permits. By law, the issuer of building permits must collect and redistribute the tax to the school district. The proposed administrative fee from NMSD to the City of Aurora is 4%.

Councilor Graupp stated he doesn't like commercial building permits being taxed. Mayor Taylor reiterated that this had already been decided when the bill passed. The city is legally bound to collect this tax; we are only deciding how much we will charge the school district.

A motion to approve the Intergovernmental Agreement and Memorandum of Understanding between the City of Aurora and North Marion School District in regards to the Construction Excise Tax to be collected by the city was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.

D. Discussion and or Action on The Building Shop Contract

Mayor Taylor met w/Charlcie and will sign the documents with council approval.

City Attorney Koho stated we need a motion for this item.

A motion to complete the plan of bringing back the city inspection services to the City of Aurora by hiring contracting agency The Building Shop LLC. and authorizing the Mayor to sign that contract was made by Councilor Graupp, seconded by Councilor Roberts and approved unanimously.

E. Discussion and or Action Police Dept staffing level

Mayor Taylor met with the mayors of Hubbard and Donald and Chief Dryden of the Hubbard Police Dept. regarding the possibility of a tri city policing agreement. Mayor Taylor did have a concern with a recent incident in Donald involving the Hubbard Police. He felt they were unprofessional and this is inconsistent with what we have for Aurora. The proposed cost for the first year is \$245,000 to take over policing with 80 hours of coverage per week.

Chief McCuisition's concern is that the Aurora Police Department is crumbling. He believes it is a good deal for the city and that Aurora can't afford to maintain a police department. There are too many hours that just can't be covered, and Marion County won't respond. A new recruit will cost for their training, and we are unable to bring them up to speed due to the slow nature of the city. Usually, as soon as a new recruit is certified they leave. Coverage with this agreement will be sporadic, not predictable, and officers will be available to citizens 24/7. The Hubbard Police Chief will be in charge. He understands Aurora's concern with maintaining their identity and will take steps to make "tri cities" police force – not Hubbard police force. It is also proposed to have only one municipal court, located in Hubbard.

Mayor Taylor asked about moving forward with the proposal as long as Donald will go along, noting this will probably be a year long process. The council needs to look at the budget and hold public meetings. In the interim, should we fill the vacant officer position now or not?

Councilor Sahlin asked if we need a special meeting or executive session or if this can be added to the June 19th work session. City Attorney Koho stated there are fundamental issues to discuss; this decision will touch all of staff except public works and finance.

Councilor Graupp will look into the financial side.

Councilor Sahlin stated he appreciates the chief's honesty. He also has some concerns with the Hubbard Police Chief and how he runs things.

Chief McCuiston thinks it is not wise to hire another full time employee at this time. As an alternative, he suggested we hire Reserve Officer Tolley as a temporary, part time employee. He does not need to go to the academy if he works less than 80 hrs per month. Councilor Vlcek suggested we schedule him at 70 hours per month to make sure we keep under the 80 hour requirement.

The consensus of the council is to go ahead with the temporary, part time employee and add discussion of the proposal to the June 19, 2012 work session.

F. Discussion and or Action on Proposal to Create An Economic Development Committee for Aurora.

Mayor Taylor stated he is looking for ways to develop interest in bringing businesses into town.

Councilor Sahlin would like an inventory of properties for sale in town to show commercial property realtors.

G. Discussion and or action on Mid-Willamette Valley contract renewal

The council consensus was to approve the contract renewal for COG unanimously.

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H. Discussion and or Action on Aurora Colony Days Parade Route and Approval of Parade Form.

Annie Kirk, Aurora, stated that in years past the rules were not on the application. This year we have added them to the parade form.

The consensus of the council was to approve the parade form.

Councilor Vlcek suggested using a bucket with orange flags at crosswalks on 99E for pedestrians to use to show they are intending to cross. He had seen this in another town and thought it was a good idea. Annie Kirk agreed and will look into.

12. Adjourn

A motion to adjourn the June 12, 2012, meeting at 9:56 p.m. was made by Councilor Vlcek, seconded by Councilor Sahlin and passed unanimously.

Greg Taylor, Mayor

ATTEST:

Mary Lambert, Administrative Assistant

Work session Minutes
Aurora City Council Meeting
Tuesday, June 19, 2012 at 6:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT:

Kelly Richardson, City Recorder,

STAFF ABSENT:

Jan Vlcek, Finance Officer
Lyle McCuiston, Chief of Police
Bob Southard, Water Superintendent
Otis Phillips, Waste Water Superintendent

VISITORS PRESENT:

1. Call to Order of Regular Meeting

The meeting was called to order by Mayor Greg Taylor at 6:00 p.m.

2. City Recorder does Roll Call

Councilor Graupp - Present
Councilor Roberts – Present
Councilor Sahlin – Present
Councilor Vlcek – Present
Mayor Taylor – Present

3. Consent Agenda

Correspondence

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.

5. New Business

A. Discussion and or Action on proposed employee handbook,

There was a lot of discussion about the employee handbook.\

- Pg 12 work hours part time, *is fine at 32*

- Pg 16 Records custodian City Recorder, fine
- Pg 26 If termination is likely outcome statement, leave alone
- Pg 40 Compensatory statement, no changes at this time
- Pg 41to 44 on Telecommuting, delete does not apply to Aurora
- Pg 45 Expense reports due 30 days instead of three months
- Pg 46 instead of reasonable, 35.00 a day or 50.00 for overnight.
- pg 49 no additional pay in lieu of health coverage, keep
- Pre-Tax Account, ask employees if they want this.
- Pg 50 VEBA, delete
- Pg 51 Early return to work, check with workman comp
- Pg 53 AD&D, provided at employee expense
- Pg 56 vacation benefit, proposal, cap at 160, change yearly accruals to monthly accruals
Less 1 year @ 3.33
1 to 5 year @ 6.66
5 to 10 year @ 8.00
10 to 15 years @ 10.00
15 to 20 @ 13.33
- pg 60 if miss more than 5 days sick, change to 3 days.
- Pg 62 & 63 donation of sick leave, delete this section doesn't apply for Aurora
- Pg 66 Aurora Fire addition, leave ok.
- Pg 68 FMLA and OFLA, delete because of small city statement

these were the items discussed at this meeting.

B. Discussion on proposed Hubbard Police Services Bid, There was a proposal given to Council by Chief Dryden from the Hubbard Police Department outlining exactly what the services would be and the cost to provide those services. One of the main points that Chief Dryden wanted to point out is that they wanted to have this as a joint police agency such as Hubbard and Aurora police department and regulated by a police commission comprised of members of Hubbard and Aurora.

Council discussion was that this would need to be looked into thoroughly and to be presented to the citizens of Aurora to receive feedback from the community and it would take some time to decide. Chief Dryden suggested we speak with the Newberg/Dundee Police Department to find out how the arrangement is doing for them. Mayor Taylor said he would like to do just that.

This was as follows

- \$246,114.00
- The following is a proposal for City of Hubbard to provide law enforcement services to City of Aurora under a contractual service agreement. Those Services would be as follows;

- Immediate response to all calls for service 24 hours a day, seven (7) days a week.
- A patrol car shall be assigned to work in Aurora ten (10) hours per day, seven (7) days per week. During all other times there will be random patrol of Aurora in marked police vehicles with police services provided to Aurora residents at the same level provided Hubbard residents.
- Enforcement of all State Statutes and City of Aurora Ordinances.
- Issuance of traffic and ordinance citations specific to Aurora into Aurora Municipal Court, as an option to Court Services Contract.
- Continue to provide emergency dispatch services through agreements with NORCOM
- Answer regular business hours non emergency phone calls from Aurora residents.
- Provide New World Records Management services through our agreement with City of Woodburn to document criminal activity and provide Oregon Uniform Crime Reporting (OUCR)
- Provide civilian records person negating need for redundancy and provide for citizen contact for records and information requests during regular office hours, as well as release of towed and impounded vehicles.

- Provide and maintain police patrol vehicles for service delivery.
- Provide evidence storage and maintenance for criminal investigation cases negating the need for duplicating evidence storage locations.
- Provide agency administration and first line supervising sergeant for patrol services personnel, as well as citizen contact and complaint resolution.

Reserve police officers currently employed by City of Aurora would be considered for reserve police officer positions with City of Hubbard on a case by case basis. City of Hubbard Reserve Police Officer hiring practices are the same as full time police officer positions. City of Hubbard requires a minimum 80% passing score on the Stanards and Associates 12th grade equivalency police officer entry test, physical and psychological examinations as well as complete background investigations. All reserve police officers are required to complete a reserve training academy and participate in ongoing monthly skills training.

A motion to adjourn the June 19, 2012 work session at 8:20 pm was made by Councilor Vlcek and seconded by Councilor Sahlin. Motion Passes Unanimously.

Greg Taylor, Mayor

ATTEST:

Kelly Richardson, City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, May 01, 2012 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

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

STAFF ABSENT:

VISITORS PRESENT: Bill Graupp, Aurora

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:10 p.m.

2. City Recorder Did Roll Call

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

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –April 03, 2012,
- II. City Council – March 13 , 2012

Chairman Schaefer states that there are a few small typos on the Planning Commission April minutes which I had handed to the recorder. Renata had a few questions on intent of motion for the street tree list and the concerns that if someone had a tree that would meet all categories would it be in fact accepted.

A motion is made by Commissioner Braun to approve the minutes with the corrections as given by chairman Schaefer and is seconded by Commissioner Gibson. Motion Passes Unanimously.

Correspondence

- I. **Email and update on Water Master Plan and Storm Water Master Plan**, The water master plan has been done and will be removed from the City Planner report.
- II. **DLCD Issues Report Partially Remanding Metro’s Urban Growth Boundary Decision**, no discussion.

4. Visitor

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

None of the visitors present spoke at this time. Councilor Graupp was in attendance.

5. New Business

A. **Discussion and or Action on Updating Vision Action Plan**, this is a lengthy document and this is a yearly update or peek at the document to see if this needs any updating. There were a few updates discussed in a few sections 1.3, 2.3, 3.5b, 3.5d, 1.1, 2.6b to name a few however there was no decision made and the document will be discussed at the next regularly scheduled meeting.

6. Unfinished Business

A. **Discussion and or Update on 99E Corridor Study and meeting information**, Chairman Schaefer attended the meeting and it appeared the primary focus was outside of the UGB its clear that inside the UGB was not the focus, a few of the flagged items were,

1. Intersection @ 99E and liberty at the light it is over capacity
2. Geometry of 99E and Main Street it is at a screwed angle its long and it takes a long time to walk across it.
3. Speed limit on the North bound 99E coming into town at 55 and would be good to be 35 it's a large drop and no transition.

- The question is asked if we currently have an active Traffic Safety Commission and at this time we do not.
- It's clear Aurora is not on their radar and very clear that individual accesses are not on the radar either.
- They are concerned with left turns and left hand turn lanes.
- City Planner Wakeley, comments that the focus or emphasis on this public meeting as to be outside of the UGB and this is the first that she has heard of this. The hope is that because ODOT is funding this study and if they are not considering Aurora then we will be out of any possible funding later when they attempt to address these issues, so we want to make sure they listen and turn some of the focus our way.
- Would they allow us to petition ODOT for a process to allow for the stepped speed proposal?
- What is the current classification for west of Ottaway for the speed step.

Councilor Graupp, brings up the fact that it was suggested that lights at the Ottaway crosswalk would be good and if this was a safety issue possibly this would help to petition ODOT for the speed step decrease.

B. Discussion and or Update on Historic Review Board Design Guideline and Consider revisions submitted by HRB on title 17. Chairman Schaefer states this is a memo dated April 17 from HRB, Chairman Schaefer would like to discuss 17.16,050A I would like to see approved with conditions (not modification) approved with conditions is the more lateral wording.

- Delete the Administrative Approval on signs, (Schaefer asks what is allowed now) the HRB wants it to be brought to the board. 17.20 is basically the entire sign code. Planner Wakeley states that this is probably based on the recommendation made by me, that this could be approved Administratively, Chairman Schaefer questions that there could be some signs in HRB that could be approved by administratively. Planner Wakeley is asking does she feel that this could be done administratively, if there were clear standards to follow. Currently the process for a sign in the HRB is constantly handled by HRB they do follow the process of title 17 and 1644.
- Wakeley states that she understood that the admin doesn't have to always mean her, it could be an HRB member or staff member. The Chairwomen Townsend of HRB is in favor of an HRB member approving the admin items and rotating the person who approves them either weekly or monthly.
- Commissioner Braun states that it is hard to get HRB members to come to regular meetings at times as stated by city staff and to have them come in approve items would even be harder.
- Possibility that existing signs could be done administratively where as a new sign application might need to go before the Board in an open meeting.
- Deleting admin approval on section 17.24 on accessory dwelling, (currently this is being approved by HRB and Planner Wakeley. (could look at this on the same concept of contributing and non-contributing property and a contributing property would need to go before HRB) Councilor Graupp asks would the County have records on when the main structure date was built.
- Commissioner Fawcett states that the sign code could be a problem because essentially it could be a problem with newer businesses who could have a modern look to the sign. And then the consistency is lost.
 - **First we need to figure out which properties are contributing or non-contributing and then we work on the follow up questions.**
- The consensus from HRB is that the radius around the contributing property within 300 feet. HRB wants a large buffer zone. Planning Commission is saying the exact property not a buffer zone or radius.

Questions what are the next steps, Chairman Schaefer states HRB literally opened chapter 17 and started going through it all the way. I do not think we need to get ahead of that but keep us up to date.

 - Chairman Schaefer informs planning members, that at the council meeting Mayor Taylor is considering combining HRB and Planning together he asked all the members of the Council to give comment at the next council meeting. Chairman Schaefer really doesn't have an opinion however when the cycle picks up again the work load will be greater.
 - Commissioner Gibson, states that consistency would be improved, however it sure seems you could run into busy schedule at times and limit then be forced to limit the agenda
 - Commissioner Fawcett asks if City Council need to approve or have simple majority.
 - Councilor Graupp states that chapter 17 is a part of the Muni Code and so Planning Commission would need to give the City Council their recommendation.
 - It's more than just the vacancy issue it's all about working together.

- Also City Recorder, Richardson states that it is a quorum issue.
- How many people own rent or lease within the historic district 3 of the 5 that are here.
- A few comments are made that HRB needs to work more diligently on obtaining new members to fill the vacancies on the board.

C. Follow up to floodplain information and presentation from DLCD to City Council, follow up on the April Council meeting from Christine Shirley, she brought with her this hand out in your packet, Chairman Schaefer summarizes this and from her perspective the model ordinance and the single approach is poor at best and it won't work here in Oregon very well.

- A standard easy to understand straight forward approach is commendable Chairman Schaefer applauds her for the effort to come up with something better in Oregon than In WA but it is a tall order.
- To comply with goal 5 and go through a very extensive process and at same time trying to stay consistent with goal 5 rules will be challenging.
- CLOMR-F requires applicant to provide proof that the project will have no effect n proposed or listed species or adverse modification to critical habitat.
- DLCD advises local governments to document ESA compliance for all projects that involve fill as if the applicant will apply to FEMA for a C/LOMR-F.
- Most local government agencies do not want to make the distinction as to whether they are going to affect the salmon habitat.
- When they rolled this out there hope is to adopt the model ORD
- Most jurisdictions are doing it by permit by permit basis to NOA fishery and this is creating a problem.
- Most local government does not want to approve these because it would be there fault if something goes wrong.
- We are not just talking about fill but all construction.
- Folks upset and being upset and told to avoid flood hazard area when there are not specific rules. And I think that they need to understand that this might not happen for a while.

Councilor Graupp it was brought up that it is already in our code that it is limited in the 100 year flood plain however anyone that abuts it we need to be cautious. And look at what we may need to change. It was very clear we cannot approve fill up against the flood plain.

We need to come up with a process.

7. Commission Action/Discussion

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

- Chairman Schaefer asks for clarification on the Fidanzo situation, Planner Wakeley states I had a request from the Mayor for the next process/steps for him.
- Correspond on Bixler
- Update on Corridor study
- The Water Master Plan will be taken off since it is complete
- The Vision Action Plan should be on the next agenda and email please to each member.

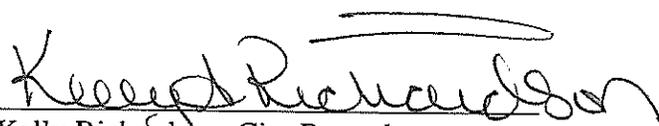
8. Adjourn 9:22 P.M.

A motion to adjourn the May 01, 2012 meeting is made by Commissioner Braun and seconded by Commissioner Fawcett. Motion Passes Unanimously.



Chairman, Schaefer

ATTEST:



Kelly Richardson, City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, June 05, 2012 at 7:00 P.M.
Aurora Commons Room, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder

STAFF ABSENT: Renata Wakeley, City Planner, excused

VISITORS PRESENT: **Bill Graupp, Aurora**
Greg Taylor, Mayor

1. Call to Order of Planning Commission Meeting

The meeting was called to order by Planning Chair Joseph Schaefer at 7:00 p.m.

2. City Recorder Did Roll Call

Chairman, Schaefer - Present
Commissioner, Willman Present
Commissioner, Gibson Present
Commissioner, Graham Present
Commissioner, Fawcett came in late
Commissioner, Braun Present

3. Consent Agenda

Minutes

- I. Aurora Planning Commission Meeting –May 01, 2012
- II. City Council – April 10 , 2012

Correspondence

I. Flyer from Marion County Public Works

A motion to approve the consent agenda as presented was made by Commissioner Braun and seconded by Commissioner Gibson. Motion Passes Unanimously.

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.

Bill Graupp, Aurora
Greg Taylor, Mayor, explains to the Commission that at the recent budget process it has become apparent that if we continue taking the hits to our bottom line this will be a real issue in 3 to 5 years. I am proposing that we form an Economic Development Committee to look at new

and inventive ways of bringing growth to Aurora. I myself am more than will to serve on the committee I would like to see many of you serve however if you are unable to commit I would appreciate all of you as a commission put your heads together and come up with some ideas to discuss.

Commissioner Graham, states that there has been a lot of talk of the Airport annexing, however it is explained that there is a lot of hoops to jump through before that would be a reality and we need a quicker fix.

Chairman, Schaefer concerns are

- To look at the UGB because of our land inventory inside the UGB this would be a 5 to 10 year fix. This would come at great expense as well.
- With that said I would say look at the short term and look at inside the city limits first.
- As you look down 99E there is a lot of potential for growth this would be our short term fix of 1 to 5 years. This is the less costly situation as well to the city.

Commissioner Braun suggests contacting the City of Wilsonville and ask them to send any developers our way that for whatever reason didn't choose them. Ask Wilsonville how they marketed themselves for growth.

5. **New Business**, Chairman Schaefer asks that for the July agenda we discuss our land inventory.

6. Unfinished Business

A. Discussion and or Update on 99E Corridor Study and meeting information,

The main point is laid out in this 11x7 in front of us and they have solicited our comments.

- Item 1. the 2nd street intersection, it is a skewed and the right away on 2nd is unusually wide it is 90 feet, one issue commented on was when the museum had poured a slab and found it to be in the right away and in the old days it was 90 foot right away to allow for horse and buggy to turn around these days this is large enough for a 5 lane street so this is too large.
 - The traffic engineers like intersections to be perpendicular. So if we took 30 foot out of that right away and added footage to the property owners this would allow for a larger tax base to draw from and would result in a better perpendicular intersection to make the engineers happier. Mayor, Taylor is it necessary to make this change now, Chairman Schaefer it is a good idea to make the ODOT engineers happy especially when in the future we might want to ask for funding.
- Item 2 on list main street intersection,
 - Mayor, Taylor feels as though item 3 the intersection at Ottaway is more of a situation than item 1 or item 2, I don't want to impede Main street traffic 2nd street possibly not as large an issue.
 - Again at Main Street this is a skewed intersection.
Commissioner Graham would like to see more area in front of the American Legion Hall, it is a major hazard I think.
 - Ottaway Street, has identified, a lot of various situations, Commissioner Willman feels that this would be the highest priority.

Another area that has been identified is the need for a speed reduction coming into town from the South, it currently goes from 50 miles per hour within the city limits to 35 I believe there should be more of a reduction scale as you are approaching town. I believe this would be the number one priority.

Item number 4 Commissioner Fawcett thought it was in this study but it is not Ehlen and 551.

Chairman Schaefer comments that on 2nd street how could we maybe utilize this area better it is a lot of asphalt and is used for parking, I am not saying to take away parking let's just use the area better. If we do a street vacation we would give back 15 feet of property back to citizens.

These suggestions and comments will be forwarded to the City Planner to include in her comments to ODOT.

B. Discussion and or Update on Historic Review Board Design Guideline and consider Classifications for Historic Properties and Structures, Application Decision Responsibilities and use of modern materials. Last month there was no meeting because members of the board couldn't make it. Karen Townsend and Planning Chairman Schaefer had a conversation and the materials before you Karen Townsend has presented.

➤ **Classification for Historic Overlay Properties and Structures**

➤ **Residential**

- **Level I** **Aurora Colony structures and their properties.**
- **Level II** **Pre 1921 structures and their properties.**
- **Level III** **Post 1920 structures on properties within 300 ft of Levels I & II properties.**
- **Level IV** **All other post 1920 structures.**

➤ Discussion between Commission members in regards to these classifications was to either eliminate Level III all together since it would still create an approval process for these property owners or possibly change the wording to say abutted properties and then define abutment to say property lines that are touching.

It was the consensus of the Planning Commission to delete level III classification as written.

➤ **Commercial**

- **Level I** **Aurora Colony Properties**
- **Level II** **All other structures and properties**

Chairman Schaefer, states that the way this is written it is unclear the intention unless they are proposing everything be subject to HRB review process. Discussion between members is to should we allow the existing properties be subject to review or not. Further discussion is to have the older structures require the review process and new construction would be exempt from the review process.

After careful consideration Planning Commission consensus is to have newer commercial structures exempt from the review process especially considering the gateway standards.

➤ **Administrative Review**

- Discussion between members is that the process outlined here would imply staff alone is not capable of making the administrative review.
- Members state that if staff has to make each decision a larger fee would need to be charged and this could be cumbersome for the applicant.
- Discussion goes on to say that if there was a list of approved paint colors for example there would be no reason to need anything reviewed. If the colors were not on the list then administrative review is recommended to save time rather than wait for the full board decision. This could be the same for other areas as well as long as detailed lists of approved items were made available.

It is the consensus of the Planning Commission that there be a preapproved list of at least 15 to 20 color combinations so there is no need for approval or the board process.

- Another area of discussion is small landscape, this could easily be approved by city staff as long as a cheat sheet was provided of approved materials.

Planning Commission consensus is that on full administrative review would be more simplified and not require a site visit and that pictures are enough.

➤ **Guidelines for Administrator Review, as presented by HRB**

- Administrator will work with identical guidelines that the full board utilizes. Discussion from PC is to have a more simplified version of the guidelines to ensure a quicker response.
- He/she will visit property to make an evaluation just as is done for board applications. Discussion from PC is that pictures should be a part of the process.
- If necessary, administrator will contact property owner for any questions. Delete
- Staff will go over application with applicant to make sure that all areas are fully filled out, samples available, etc and will not accept any application that is without full information.. Delete
- The decision of the administrator will cite applicable standards as findings for each application. When needed, he/she may confer with another board member. Delete
- Administrator will be available to sign completed Notice of Decision in a timely fashion (perhaps in the blue drop box). PC discussion to be completed within 3 working days upon completed application.
- If the administrator will be unavailable for any time period, he/she will inform both the city staff and the alternate.
- If the applicant is unsatisfied with the administrator's decision, the applicant may ask for a full board decision without further application fee at the next regularly scheduled meeting. Any special meeting will have an appropriate extra fee. PC discussion that this is essential an appeal therefore it should be charged as an appeal process.
- Other?

C. Discussion and or action on updating the Aurora Vision Action Plan,

- 3.3 completed EOA from 2009 discussion is that it would be good to review it.
- 3.3 B Business incubator, discussion is for the city to make an effort to identify property within its buildable lands inventory, to start to identify space for growth.
- 3C, discussion is to begin to promote light industrial near Aurora Airport,.
- 3D discussion is to begin to promote economic expert, Commissioner Braun thinks we can start with similar cities around us such as Wilsonville they have grown a lot what are their methods of promoting growth.
- 3.3 is really the economic piece and no one stated any additions.
- Discussion of promoting residential over commercial to make the building concept better. Another concept is live/work residence co existing units.

There are no real changes to this section just that we need to look at the EOA and also to begin promoting growth and discovery of how best to achieve the growth.

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7. Commission Action/Discussion

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

Not much discussion City Planner Wakeley was excused from this meeting due to no pending applications.

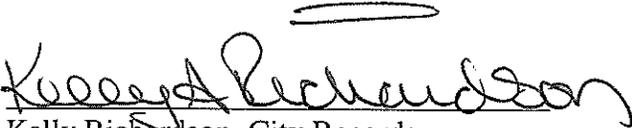
8. Adjourn 9:21 P.M.

A motion to adjourn the June 05, 2012 meeting is made by Commissioner Graham and seconded by Commissioner Gibson. Motion Passes Unanimously.



Chairman, Schaefer

ATTEST:


Kelly Richardson, City Recorder

TOC Bulletin



June 22, 2012

IN THIS ISSUE

- [Water System Improvement Loan and Grant Funds Available](#)
- [2013 Legislative Priorities Available for City Input](#)
- [ELGL Hosting Forum With Former Governor](#)
- [Free Notary Seminars Available](#)
- [OLLI Seeks Training Topics](#)
- [Small Cities Support Network](#)

Registration for 87th Annual Conference Opens July 2

Online registration is scheduled to open Monday, July 2, for the League of Oregon Cities' 87th Annual Conference, taking place September 27-29 at the Salem Conference Center. The "early bird" rate is available for those who register by July 31. This year's registration brochure should arrive in cities by July 2.

Contact: Kristie Marecek, Conference Registrar, (503) 588-6550 or kmarecek@orcities.org

Display of Flag in Council Chambers Clarified

The League was recently approached by a member city with a request to clarify the proper manner for displaying the United States flag in a city council chamber. The U.S. Flag Code states that the flag should be displayed to the right of the speaker, or stage right, when the speaker or council is facing the audience, and that no flag should be placed to the right of the U.S. flag. The staff of the U.S. flag should also be slightly forward of the staff of a state or city flag. For a link to the U.S. Flag Code, click [here](#).

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

Water System Improvement Loan and Grant Funds Available

The Oregon Health Authority has funds available for infrastructure or source water protection improvements through its Safe Drinking Water Revolving Loan Fund Capitalization Loan/Grant program. These loans and grants are designed to provide low-cost assistance to help cities achieve or maintain compliance with safe drinking water requirements or address human health risks.

Letters of Interest will be accepted **July 16 through September 17, 2012.**

To find out more about capitalization loans or grants for infrastructure or source water protection improvements, visit the Oregon Health Authorities website at <http://healthoregon.org/dwp>. The Letter of Interest form is available [here](#).

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

2013 Legislative Priorities Available for City Input

The League's eight policy committees have completed the development of 19 legislative priorities. It is now time for city officials to review them and advise the LOC Board of Directors on the four most important issues on which the League should focus during the 2013 session. To view the complete packet of materials that has been mailed to all Oregon cities with electronic cc's to all Oregon mayors, click [here](#). The deadline for responding is **July 31**.

Two issues have already been deemed priority, long-term (multi-session) issues by the board:

1) allowing local option levies outside of compression and addressing the state's land use process as it relates to population forecasting, and 2) reforming the urban growth boundary amendment process. Neither of these issues, therefore, is mentioned in the materials now available for city consideration.

It is important that all Oregon cities participate in the creation of a League legislative agenda that addresses local government concerns and needs. Cities are asked to take the time to review and discuss the issues presented and provide feedback to the League.

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

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- [Small Cities Support Network](#)

ELGL Hosting Forum With Former Governor

The Emerging Local Government Leaders (ELGL) group will be holding a forum with former Oregon Governor and current Metro Councilor Barbara Roberts on Thursday, July 12. More details are available [here](#). For city officials attending the OCCMA Summer Conference, the ELGL group will be hosting a social hour at the conference on July 11.

Free Notary Seminars Available

The Secretary of State's office has scheduled free notary seminars throughout the state to give every notary an opportunity to become properly trained and educated about Oregon laws and good notary procedure.

Upcoming seminars:

- June 26, 9:00 a.m. - 12:00 p.m. – Hermiston, Blue Mountain Community College Annex
- June 27, 9:00 a.m. - 12:00 p.m. – Baker City, Baker County Library
- July 19, 9:00 a.m. - 12:00 p.m. – Gresham City Hall
- July 20, 1:00 p.m. - 4:00 p.m. – Salem Center for Business and Industry
- July 25, 9:00 a.m. - 12:00 p.m. – Roseburg, Douglas County Public Library

For a complete schedule or to register, click [here](#).

OLLI Seeks Training Topics

The Oregon Local Leadership Institute (OLLI) presents training around the state from October through June of each year. The fall OLLI catalog will be available in early September. If you have suggestions on topics you would like to see next season, or if you would like us to bring a topic to your area, please email Kim Shook at kshook@orcities.org.

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

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- [Free Notary Seminars Available](#)
- [OLLI Seeks Training Topics](#)
- [Small Cities Support Network](#)

Small Cities Support Network

Mark your calendars for these upcoming regional meetings:

Region 5: June 29 - Shady Cove – 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 1 - Aug. 10

Region 2 - June 13

Region 3 - Aug. 3

Region 4 - Aug. 15

Region 6 - June 7

Region 7 - July 18

Region 8 - July 19

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Clackamas County Fair and Event Center
694 NE 4th Avenue
Canby, OR 97013



July 6, 2012

Dear Volunteer,

It is with great pleasure that we invite you to the 106th Annual Clackamas County Fair, August 14-19th. We are glad to be able to offer officials and dignitaries the chance to be a partner and receive passes to attend Fair in an official capacity by getting involved in our fun events. Below is a list of activities you might like to volunteer for!

• **The Kiwanis Kiddie Capers Parade – Tuesday, August 14, 2012**

This event has been sponsored by The Kiwanis Club of Canby for over 50 years! This fun parade celebrates the children of Clackamas County. Entrants meet behind Knight Elementary School at 9:00am and the parade starts at 10:00am. You will need to provide your own car and driver or other transportation to participate in this fun event. We encourage convertibles or fun antique cars. Walking or riding bikes is great too!

• **Opening Ceremonies – Tuesday, August 14, 2012**

Opening Ceremonies will follow after the parade at 11:00am on the Main Lawn Stage. This is not a speaking opportunity.

• **Golden Wedding Game – Wednesday, August 15, 2012**

One of our favorite events for Senior Day is the Golden Wedding Game. It is played like the TV Game Show the Newlywed Game, with the exception that our contestants must be married for at least 50 years! Volunteers keep score for each couple. There will be two games, one at 11:00am and the other at 1:00pm.

• **Ice Cream Social – Wednesday, August 15, 2012**

We can always use help handing out prepackaged ice cream cups to seniors from 12:00-3:00 pm. Senior visitors receive a coupon upon entering the fair that they can redeem for their treat. This is a great time to mingle awhile with our senior citizens.

If you are interested in participating in our fun events please fill out and return the enclosed stamped postcard as soon as possible or give me a call at the number below! We look forward to seeing you at the 2012 "Fair Sights, Rodeo Nights & Midway Lights!"

Sincerely,

Ginny Chapman

Ginny Chapman
Special Events
ccf@wavecable.com
503-266-1136



PUBLIC HEARING

CITY COUNCIL
STAFF REPORT

HEARING DATE: July 10, 2012

TO: Aurora City Council

FILE: CPMA-12-01

APPLICANT: Anthony Fidanzo
15233 Ottaway Road NE
Aurora, OR 97002

SUBJECT PROPERTY Map 4.1.W13 Lot 700 (subject parcel is located at the eastern terminus of Ottaway Road and is also identified as 15233 Ottaway Road NE in Aurora. See Exhibit A.

REQUEST: The application applies to those portions of Lot 700 that are within the Urban Growth Boundary of the City of Aurora. The applicant has submitted an application requesting a Comprehensive Plan Map Amendment to remove the western 225 feet of the subject parcel from the Flood Hazard (FH) designation, established by the City of Aurora in 2002. If approved, the amendment would designate the western 225 feet of the property as Low-Density Residential under the Comprehensive Plan, or approximately 80,899 square feet. The remainder of Lot 700 within the Urban Growth Boundary would maintain as the Flood Hazard (FH) designation under the Comprehensive Plan Map. No change to the city limits or urban growth boundary is proposed at this time.

Prior to application, factual data available to city staff at the time appeared to show that the subject application was outside of the 100-year Federal Emergency Management Agency (FEMA) floodplain designation. New information submitted to the City by the Department of Land Conservation and Development (DLCD) after submission of the application appears to show that portions of the subject property subject to this application are within the 100- year floodplain. The applicant has requested additional time to collect more information to support his application.

APPLICABLE CRITERIA: Oregon Revised Statutes (ORS) 197.610 through 197.651; Comprehensive Plan goals and policies; Aurora Municipal Code Section 16.80 and 16.76

BACKGROUND:

The City has received an application for re-designation of the western 225 feet of the subject parcel from a Flood Hazard (FH) Comprehensive Plan designation to a Low Density Residential (R-1) Comprehensive Plan designation. No change to the city limits or urban growth boundary is proposed at this time. The subject parcel contains approximately 93,544 square feet, or 2.15 acres, that are within the City of Aurora Urban Growth Boundary. The subject property within the UGB has a Marion County designation of Urban Transition (UT-20). The remainder of Lot 700, approximately 190,357 square feet or 4.37 acres, are outside the Aurora Urban Growth Boundary and under a Marion County zoning designation of Exclusive Farm Use (EFU). The portions of the subject property included within this land use application are located within the City of Aurora Urban Growth Boundary (UGB). The land use action will not change the current zoning of the property but will rather change the Aurora Comprehensive Plan Map designation which would apply upon annexation of the property and application to the City of Aurora for a zone change.

The subject parcel is shown in the Aurora Comprehensive Plan Map as having a Flood Hazard (FH) zone upon annexation into the city.

The property is located at the eastern terminus of Ottaway Road. The area to the west is zoned Low Density Residential and is within the Aurora city limits. The area to the north is within the Aurora Urban Growth Boundary with a Comprehensive Plan designation of Flood Hazard (FH) zone. The area to the east and south are located outside the city limits and urban growth boundary and are zoned Exclusive Farm Use (EFU) by Marion County.

SUMMARY:

Based upon new information submitted to the applicant, the applicant has requested a continuation of his application. See Exhibit A. Based upon the applicant's request, the Planning Commission CONTINUED the Planning Commission public hearing of July 3rd to **October 2nd 2012.**

CITY COUNCIL ACTION:

Comprehensive Plan Amendment 12-01:

- A. Open the hearing, announce that the Planning Commission hearing has been continued to October 2, 2012 at 7 p.m., no recommendation from the Planning Commission to City Council has been made, and close the hearing.
- B. Council can open their public hearing to take testimony if there are parties interested in commenting present at the July 10th Council hearing. Council should refrain from commenting on the application as additional information is likely to be submitted into the record.

PLANNING COMMISSION

STAFF REPORT

HEARING DATE: July 3, 2012

TO: Aurora Planning Commission

FILE: CPMA-12-01

APPLICANT: Anthony Fidanzo
151 Main Street W
Monmouth, OR 97361

**SUBJECT
PROPERTY**

Map 4.1.W13 Lot 700 (subject parcel is located at the eastern terminus of Ottaway Road and is also identified as 15233 Ottaway Road NE in Aurora. See Exhibit A.

REQUEST:

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Prior to application, factual data available to city staff at the time appeared to show that the subject application was outside of the 100-year Federal Emergency Management Agency (FEMA) floodplain designation. New information submitted to the City by the Department of Land Conservation and Development (DLCD) after submission of the application appears to show that portions of the property subject to this application are within the 100-year floodplain.

**APPLICABLE
CRITERIA:**

Oregon Revised Statutes (ORS) 197.610 through 197.651;
Comprehensive Plan goals and policies; Aurora Municipal Code Section 16.80 and 16.76

BACKGROUND:

The City has received an application for redesignation of the western 225 feet of the subject parcel from a Flood Hazard (FH) Comprehensive Plan designation to a Low Density Residential (R-1) Comprehensive Plan designation. No change to the city limits or urban growth boundary is proposed at this time. The subject parcel contains approximately 93,544 square feet, or 2.15 acres, that are within the City of Aurora Urban Growth Boundary. The subject property within the UGB has a Marion County designation of Urban Transition (UT-20). The remainder of Lot 700, approximately 190,357 square feet or 4.37 acres, are outside the Aurora Urban Growth Boundary and under a Marion County zoning designation of Exclusive Farm Use (EFU). The portions of the subject property included within this land use application are located within the City of Aurora Urban Growth Boundary (UGB). The land use action will not change the current zoning of the property but will rather change the Aurora Comprehensive Plan Map designation which would apply upon annexation of the property and application to the City of Aurora for a zone change.

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SUMMARY AND RECOMMENDATION:

Based upon new information submitted to the applicant, the applicant has requested a continuation of his application. See Exhibit A. Based upon the applicant's request, staff recommends the Planning Commission **CONTINUE** the application CPMA-12-01.

PLANNING COMMISSION ACTION

Comprehensive Plan Map Amendment 12-01:

- A. A motion to continue the comprehensive plan map amendment request to a date and time certain (state the date and time).
- B. A motion to recommend the City Council deny the request for Comprehensive Plan Map Amendment 12-01 stating the reason(s) for denial.
- C. A motion to recommend the City Council approve the request for Comprehensive Plan Map Amendment 12-01 stating the reason(s) for approval.

Wakeley, Renata

From: Jfidanzo@aol.com
Sent: Tuesday, June 26, 2012 3:10 PM
To: Wakeley, Renata
Subject: application

I am requesting that the application be put on hold until the loma has been completed. The approximate time frame for completion is 2 -3 months. Thank you for your work on this project.

Joe Fidanzo

Parks Committee
Traffic Safety

REPORTS

Police Chief

Finance Office

Public Works

City Recorder

City Attorney's

Aurora Police Department

Monthly Chief's Report
June 2012

Incidents

There were a total of 8 "incidents" for the month of June.

- 2 Traffic Crashes (1 non-injury / 1 injury)
- 2 Found Property incidents
- 1 Criminal Mischief
- 1 Criminal Trespass
- 1 Civil Issue
- 1 Agency Assist – Suicidal Person

Traffic Enforcement

- 17 Traffic Citations issued
- 22 Citation Offenses
- 1 Warning given

The average speed over the posted limited from citations issued: 19.13 mph

Vehicle Maintenance

Patrol car #70 required one new front tire. Vehicle alignment is out. Purchased at Canby Les Schwab for \$225.17.

Reserve Activity

Total Patrol Hours: 12.5

Training Hours: 5.0

Municipal Court: 1.5

Special Detail: 13

Total Hours: 32

Administration

1. Letter sent to Mr. Eddy regarding condition of property on Main Street. I have personally spoken to Mr. Eddy by phone and he is in agreement with the assessment of the property condition and has verbally agreed to have the property properly fenced within the specified time frame.
2. Regarding the Motor home parking issues discussed during the last council meeting, I have spoken to several involved parties and have had trailers moved. I have also spoken to Mr. Bear, (car hauler on Main) regarding issues and he agrees to not park in the park area.

3. Operational Plan is complete for the Police Department involvement with the Colony Days parade and festivities. Will need assistance from the public on several side streets.
4. Letter sent to Mayor from P. Anne Kirk regarding parking in park. Subject not seen but RO lives in rural Canby. I have advised Tolley to watch for during shift.
5. I have completed going through the Hubbard PD Lexipol manual and am now going through computer to update our manual.
6. Found camera system in junk room of PD. Unknown quality / where it came from but am offering it to public works to look over and install as needed / wanted.

Questions / Comments

Aurora Police Monthly Activity Report

Traffic Citations

DUII
DWS – VIOLATION
DWS – FELONY
ATTEMPT ELUDE
FAIL TO DISPLAY
HIT & RUN
NO INSURANCE
NO OP. LICENSE
RECKLESS DRIVING
VBR
OTHER VIOLATIONS

TOTAL CITATIONS ISSUED: 17
PARKING CITATIONS:

Offenses

ARSON
ASSAULT
AUTO THEFT
BURGLARY
CURFEW
CRIMINAL MISCHIEF 1
DEATH – NATURAL
DEATH – OTHER
DRUG CRIMES
FRAUD / NEG. BAD CHECK
MENACING
HARASSMENT
PROWLER / TRESPASS 1
SEX CRIMES
ROBBERY
RUNAWAY
STALKING
THEFT
RESTRAINING ORDER
WEAPONS
OTHER

TOTAL OFFENSES REPORTED:

Arrests

ARSON
ASSAULT
BURGLARY
DRUG CRIMES
FRAUD
CURFEW
RUNAWAY
KIDNAP
LIQUOR RELATED
MIP
MENACING
HOMICIDE
SEX CRIMES
ROBBERY
STALKING
THEFT
TRESPASS
UUMV
OTHER

TOTAL ARRESTS:

2 - traffic Crashes
1 - Agency Assist
1 - Civil Issue
2 - found Property

**AURORA POLICE DEPARTMENT
CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS
6/1/2012 - 6/30/2012**

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION			PERCENT CLEARED		
	6/ 1/12 to 6/30/12	1/ 1/12 to 6/30/12	1/ 1/11 to 6/30/11	Percent Change	6/ 1/12 to 6/30/12	1/ 1/12 to 6/30/12	1/ 1/11 to 6/30/11	6/ 1/12 to 6/30/12	1/ 1/12 to 6/30/12	1/ 1/11 to 6/30/11
NON-CRIMINAL										
ACCIDENT-INJURY	0	1	1	0.0%						
ACCIDENT-PROPERTY	0	1	1	0.0%						
ALL OTHER NON-CRIMINAL	4	31	32	-3.1%						
	4	33	34	-2.9%						
PERSON										
OTHER ASSAULTS	0	0	3	-100.0%	0	0	1	0.0%	0.0%	33.3%
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%
	0	0	3	-100.0%	0	0	1	0.0%	0.0%	33.3%
PROPERTY										
BURGLARY - BUSINESS	0	2	2	0.0%	0	0	1	0.0%	0.0%	50.0%
BURGLARY - RESIDENCE	0	2	1	100.0%	0	1	0	0.0%	50.0%	0.0%
FRAUD	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%
LARCENY	0	4	7	-42.9%	0	1	2	0.0%	25.0%	28.6%
VANDALISM	0	5	4	25.0%	0	0	1	0.0%	0.0%	25.0%
	0	14	14	0.0%	0	2	4	0.0%	14.3%	28.6%
SOCIETY										
ALL OTHER	0	3	6	-50.0%	0	1	1	0.0%	33.3%	16.7%
DISORDERLY CONDUCT	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%
DR WHILE SUSP	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%
DRIVING UNDER INFLUENCE	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%
ELUDING	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%
FUGITIVE	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%
NARCOTICS/DRUGS	0	2	2	0.0%	0	1	1	0.0%	50.0%	50.0%
RUNAWAY	0	0	2	-100.0%	0	0	0	0.0%	0.0%	0.0%
TRESPASS	1	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%
WARRANT	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%
	1	12	13	-7.7%	0	6	5	0.0%	50.0%	38.5%
GRAND TOTALS	5	59	64	-7.8%	0	8	10	0.0%	13.6%	15.6%

Citation Analysis Report

From: 6/1/2012 To: 6/30/2012

PRINT DATE: 7/2/2012 8:49:44AM

CITATION ID	TYPE	ISSUED DATE	LOCATION	CROSS STREETS	BADGE ID	OFFICER NAME	OFFENSE ID	OFFENSE DESCRIPTION
AAP1251255	TRFCITE	06/01/2012 12:25	ST ST NE	HWY 99E	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAP1251255	TRFCITE	06/01/2012 12:25	ST ST NE	HWY 99E	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured- Traffic Viol
AAP1251256	TRFCITE	06/01/2012 17:31	HWY 99E NB	3RD ST NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured- Traffic Viol
AAP1251258	TRFCITE	06/01/2012 19:13	HWY 99E NB	2ND ST NE	0003	MARSHALL,DANIEL OFC	811.175	Driving While Suspended/Revoked - Violation
AAP1251258	TRFCITE	06/01/2012 19:13	HWY 99E NB	2ND ST NE	0003	MARSHALL,DANIEL OFC	806.010	Driving Uninsured- Traffic Viol
AAP1251258	TRFCITE	06/01/2012 19:13	HWY 99E NB	2ND ST NE	0003	MARSHALL,DANIEL OFC	803.560	Inproper Display of Validation Stickers
AAP1251257	TRFCITE	06/02/2012 11:42	HWY 99E SB	2ND ST NE	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAP1251259	TRFCITE	06/02/2012 14:36	EHLEN RD EB	MAIN ST NE	0003	MARSHALL,DANIEL OFC	803.455	Failure to Renew Vehicle Registration
AAP1251260	TRFCITE	06/05/2012 18:43	EHLEN RD NE EB	AIRPORT RD	0003	MARSHALL,DANIEL OFC	811.111	Violation of Speed Limit
AAP1251093	TRFCITE	06/21/2012 19:30	HWY 99E	3RD ST	0018	TOLLEY,CHRISTOPHER RES OFC	807.560	Fail to Change Name/Address on ODL/Permit
AAP1251094	TRFCITE	06/21/2012 20:30	HWY 99E	BOB'S AVE	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251095	TRFCITE	06/23/2012 15:53	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251096	TRFCITE	06/23/2012 16:59	HWY 99E	OTTAWAY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251097	TRFCITE	06/28/2012 16:52	EHLEN RD	HWY 99E	0018	TOLLEY,CHRISTOPHER RES OFC	811.265	Fail to Obey Traffic Control Device
AAP1251098	TRFCITE	06/28/2012 17:38	EHLEN RD	HWY 99E	0018	TOLLEY,CHRISTOPHER RES OFC	811.265	Fail to Obey Traffic Control Device
AAP1251099	TRFCITE	06/28/2012 22:05	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251261	TRFCITE	06/29/2012 14:20	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251262	TRFCITE	06/29/2012 17:10	HWY 99E	3RD ST	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251262	TRFCITE	06/29/2012 17:10	HWY 99E	3RD ST	0018	TOLLEY,CHRISTOPHER RES OFC	807.010	No ODL/ Violation of License Restrictions
AAP1251262	TRFCITE	06/29/2012 17:10	HWY 99E	3RD ST	0018	TOLLEY,CHRISTOPHER RES OFC	811.210	Fail to Use Safety Belt
AAP1251263	TRFCITE	06/29/2012 23:35	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251264	TRFCITE	06/30/2012 16:09	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	811.111	Violation of Speed Limit
AAP1251264	TRFCITE	06/30/2012 16:09	EHLEN RD	DONNLEY	0018	TOLLEY,CHRISTOPHER RES OFC	803.455	Failure to Renew Vehicle Registration

TOTAL CITATION

17

General Ledger

Revenue Analysis

User: Jan V
 Printed: 07/03/2012 - 4:33 P
 Period 12, 2012



City of Aurora
 FOUNDED 1856
 "National Historic Site"

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
10	GENERAL FUND					
10-111-5001	Beginning Balance	165,734.00	0.00	0.00	165,734.00	0.00
10-111-5003	Previous Levied Taxes	8,560.00	765.66	12,243.16	(3,683.16)	143.03
10-111-5004	Interest Income	550.00	86.72	976.09	(426.09)	177.47
10-111-5005	Franchise Fees	55,700.00	0.00	60,429.90	(4,729.90)	108.49
10-111-5006	Planning/Development Fees	10,000.00	1,500.00	6,242.25	3,757.75	62.42
10-111-5007	Building Permits & Fees	5,000.00	2,989.03	5,439.02	(439.02)	108.78
10-111-5008	Municipal Court Fines	149,000.00	9,853.12	139,063.81	9,936.19	93.33
10-111-5009	Towing Ordinance Fees	6,700.00	0.00	5,850.00	850.00	87.31
10-111-5010	Donations	0.00	0.00	40.00	(40.00)	0.00
10-111-5012	Miscellaneous Revenue	3,000.00	1,654.21	7,976.87	(4,976.87)	265.90
10-111-5013	Park Reservation Fees	1,740.00	350.00	3,150.00	(1,410.00)	181.03
10-111-5014	Copy & Misc. revenue	250.00	0.00	190.00	60.00	76.00
10-111-5101	State Liquor & Cigarette Tax	12,319.00	1,102.75	11,602.75	716.25	94.19
10-111-5102	Fingerprinting	160.00	0.00	120.00	40.00	75.00
10-111-5103	Cell Tower Rent	20,465.00	2,643.20	22,383.18	(1,918.18)	109.37
10-111-5212	Unanticipated revenues	0.00	0.00	0.00	0.00	0.00
10-111-5451	Business Licenses	5,000.00	190.00	7,411.00	(2,411.00)	148.22
10-111-5452	Business Licenses Surcharge	0.00	0.00	0.00	0.00	0.00
10-111-5456	Police Reserves/Cadets	5,000.00	0.00	448.00	4,552.00	8.96
10-111-5465	Pedestrian Safety Enforcement	0.00	0.00	0.00	0.00	0.00
10-111-5470	DUII Overtime Grant (Police)	1,000.00	0.00	0.00	1,000.00	0.00
10-111-5475	Seat Belt Enforce Grant	1,500.00	0.00	1,360.00	140.00	90.67
10-111-5481	Revenue Sharing	8,000.00	0.00	8,620.51	(620.51)	107.76
10-111-5490	Police Training assessments	3,000.00	0.00	2,062.00	938.00	68.73
10-111-5495	ODOT - MCSAP	11,250.00	0.00	1,160.26	10,089.74	10.31
10-111-5500	Aurora Colony Day Rev.	4,000.00	100.00	4,118.00	(118.00)	102.95
10-111-5501	Aurora Antique Faire Revenue	2,500.00	95.00	3,465.00	(965.00)	138.60
10-111-5503	Colony Days Concert sponsors	5,500.00	(308.26)	4,441.74	1,058.26	80.76
10-111-5606	Planning Assist Grant	1,000.00	0.00	1,000.00	0.00	100.00
10-111-5903	Transfer From Park SDC Fund	0.00	0.00	0.00	0.00	0.00
10-111-5950	Taxes Necessary To Balance	201,573.00	6,759.31	208,887.71	(7,314.71)	103.63

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
15	CITY HALL BUILDING FUND					
15-111-5001	Beginning Balance	95,340.06	0.00	0.00	95,340.06	0.00
15-111-5004	Interest Income	200.00	43.99	470.03	(270.03)	235.01
15-111-5012	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
15-111-5450	Donations	0.00	0.00	0.00	0.00	0.00
15-111-5452	Business License Surcharges	1,200.00	30.00	1,540.00	(340.00)	128.33
15-111-5462	Enhanced Citation Revenue	14,500.00	0.00	9,748.00	4,752.00	67.23
15-111-5902	Transfer from General Fund	3,000.00	0.00	3,000.00	0.00	100.00
	10 Totals:	688,501.00	27,780.74	518,681.25	169,819.75	75.33
25	PARK RESERVE FUND					
25-111-5001	Beginning Balance	7,465.00	0.00	0.00	7,465.00	0.00
25-111-5004	Interest	42.00	1.79	32.80	9.20	78.10
	25 Totals:	7,507.00	1.79	32.80	7,474.20	0.44
29	PARK SDCs					
29-111-5001	Beginning Balance	17,808.86	0.00	0.00	17,808.86	0.00
29-111-5004	Interest Income	75.00	8.04	88.88	(13.88)	118.51
29-111-5710	SDC's Reimbursement	134.00	0.00	134.00	0.00	100.00
29-111-5720	SDC Capital Improvements	2,071.00	0.00	2,071.00	0.00	100.00
29-111-5904	Transfer from Park Renovation	0.00	0.00	0.00	0.00	0.00
	29 Totals:	20,088.86	8.04	2,293.88	17,794.98	11.42
30	STREETS/STORM FUND					
30-111-5001	Beginning Balance	85,634.00	0.00	0.00	85,634.00	0.00
30-111-5004	Interest Income	250.00	41.06	428.42	(178.42)	171.37
30-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
30-111-5020	State/City Allotment Grant	12,500.00	0.00	0.00	12,500.00	0.00
30-111-5130	Street Overlay /Maintenance	0.00	0.00	17.31	(17.31)	0.00
30-111-5150	Street Light Fees	19,152.00	3,306.00	23,402.07	(4,250.07)	122.19
30-111-5151	State Highway Taxes	51,888.00	4,305.81	50,115.72	1,772.28	96.58
30-111-5901	Transfer from Street SDC	0.00	0.00	0.00	0.00	0.00
30-111-5902	Transfer from Storm SDCs	3,111.00	0.00	3,111.00	0.00	100.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
35	STREET/STORM RESERVES					
35-111-5001	Beginning Balance	21,594.11	0.00	0.00	21,594.11	0.00
35-111-5004	Interest Income	50.00	14.81	133.84	(83.84)	267.68
35-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
35-111-5150	Street Maintenance Fees	12,600.00	2,185.00	15,339.81	(2,739.81)	121.74
35-111-5904	Transfer From Street Fund	0.00	0.00	0.00	0.00	0.00
	30 Totals:	172,535.00	7,652.87	77,074.52	95,460.48	44.67
39	STREET/STORM SDCs					
39-111-5001	Beginning Balance	17,116.15	0.00	0.00	17,116.15	0.00
39-111-5004	Interest Income	25.00	6.86	85.82	(60.82)	343.28
39-111-5710	SDC Charges/Streets-Reimburse	1,292.00	0.00	1,292.00	0.00	100.00
39-111-5715	SDC Charges/Storm-Reimbursemen	108.00	0.00	108.00	0.00	100.00
39-111-5720	SDC Charges/Streets-Improvenen	1,448.00	0.00	1,448.00	0.00	100.00
39-111-5725	SDC Charges/Storm-Improvements	212.00	0.00	212.00	0.00	100.00
	39 Totals:	20,201.15	6.86	3,145.82	17,055.33	15.57
40	WATER					
40-111-5000	Beginning Working Capital	216,093.00	0.00	0.00	216,093.00	0.00
40-111-5004	Interest Income	600.00	98.99	1,012.70	(412.70)	168.78
40-111-5012	Prior taxes from GO Water Bond	500.00	0.00	85.18	414.82	17.04
40-111-5201	Water Sales	209,505.00	37,011.65	240,182.62	(30,677.62)	114.64
40-111-5202	Meter Installation Sales	4,600.00	0.00	2,249.69	2,350.31	48.91
40-111-5203	Water Sales - Filtration	25,000.00	3,266.14	26,144.24	(1,144.24)	104.58
40-111-5903	Transfer from Water SDC	4,000.00	0.00	3,000.00	1,000.00	75.00
	40 Totals:	460,298.00	40,376.78	272,674.43	187,623.57	59.24
42	SPW PROJECT MAINTENANCE FU					
42-111-5001	Beginning Balance	21,006.00	0.00	0.00	21,006.00	0.00
42-111-5004	Interest Income	0.00	8.73	97.16	(97.16)	0.00
42-111-5602	LID #1 Assessments	736.00	0.00	736.70	(0.70)	100.10
42-111-5904	Transfer From Water Fund	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
43	42 Totals:	21,742.00	8.73	833.86	20,908.14	3.84
43-111-5001	WATER FILTRATION SYSTEM					
43-111-5004	Beginning Balance	0.00	0.00	0.00	0.00	0.00
43-111-5012	Interest Income	0.00	0.00	0.00	0.00	0.00
43-111-5160	City's match & self help	0.00	0.00	0.00	0.00	0.00
43-111-5230	Grant revenue (ARRA)	0.00	0.00	(15,070.32)	15,070.32	0.00
43-111-5903	OECCD Loan	0.00	0.00	15,070.32	(15,070.32)	0.00
	Transfer from Water SDCs	0.00	0.00	0.00	0.00	0.00
43 Totals:		0.00	0.00	0.00	0.00	0.00
45	45 Totals:	5,811.29	4.67	5,898.51	(87.22)	101.50
45-111-5001	WATER RESERVE FUND					
45-111-5004	Beginning Balance	5,811.29	0.00	0.00	5,811.29	0.00
	Interest Income	0.00	4.67	5,898.51	(5,898.51)	0.00
49	49 Totals:	46,327.69	20.75	8,546.26	46,087.43	15.64
49-111-5001	WATER SDCs					
49-111-5004	Beginning Balance	46,327.69	0.00	0.00	46,327.69	0.00
49-111-5710	Interest Income	0.00	20.75	240.26	(240.26)	0.00
49-111-5715	SDC Charges-Reimbursements	1,466.00	0.00	1,466.00	0.00	100.00
	SDC Charges-Improvements	6,840.00	0.00	6,840.00	0.00	100.00
50	50 Totals:	149,280.00	87.37	834.93	149,280.00	0.00
50-111-5000	SEWER					
50-111-5004	Beginning Working Capital	149,280.00	0.00	0.00	149,280.00	0.00
50-111-5012	Interest Income	330.00	87.37	834.93	(504.93)	253.01
50-111-5301	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
	Sewer Charges	257,040.00	44,325.10	314,123.30	(57,083.30)	122.21
50 Totals:		406,650.00	44,412.47	314,958.23	91,691.77	77.45
55	55 Totals:	5,398.96	2.18	24.56	(0.56)	102.33
55-111-5001	SEWER RESERVE FUND					
55-111-5004	Beginning Balance	5,398.96	0.00	0.00	5,398.96	0.00
55-111-5902	Interest Income	24.00	2.18	24.56	(0.56)	102.33
	Transfer From Sewer Fund	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
57	55 Totals:	5,422.96	2.18	24.56	5,398.40	0.45
57-111-5001	SEWER DEBT SERVICE					
57-111-5003	Beginning Balance	12,374.62	0.00	0.00	12,374.62	0.00
57-111-5004	Previous Levied Taxes	7,500.00	173.80	5,549.77	1,950.23	74.00
57-111-5950	Interest Income	225.00	4.45	414.26	(189.26)	184.12
	Taxes Necessary To Balance	283,705.00	8,880.62	283,471.13	233.87	99.92
57 Totals:		303,804.62	9,058.87	289,435.16	14,369.46	95.27
59	SEWER SDC FUND					
59-111-5001	Beginning Balance	12,083.96	0.00	0.00	12,083.96	0.00
59-111-5004	Interest Income	100.00	6.46	70.65	29.35	70.65
59-111-5710	SDC Charges-Reimbursements	2,588.00	0.00	2,588.00	0.00	100.00
59-111-5715	SDC Charges-Improvements	1,476.00	0.00	1,476.00	0.00	100.00
59 Totals:		16,247.96	6.46	4,134.65	12,113.31	25.45
Report Totals:		2,331,927.70	131,615.01	1,527,965.61	803,962.09	65.52

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-112	GENERAL FUND					
10-112	Administration					
Account Type: E01	Personnel Expenses					
10-112-6001	City Recorder	9,713.00	817.66	9,807.88	(94.88)	100.98
10-112-6002	Admin. Assistant -A.M.	2,387.00	180.40	2,160.96	226.04	90.53
10-112-6011	Finance Officer	16,376.00	1,328.92	16,306.02	69.98	99.57
10-112-6012	Admin. Assistant - P.M.	2,342.00	191.48	2,275.64	66.36	97.17
10-112-6014	WBAA/workmans Comp Insurance	106.00	1.98	23.61	82.39	22.27
10-112-6016	Social Security/Medicare	2,357.00	174.29	2,110.21	246.79	89.53
10-112-6017	State Unemployment/Medicare	1,202.00	84.29	220.59	981.41	81.65
10-112-6018	PERS	2,334.00	83.60	2,144.86	189.14	91.90
10-112-6019	Health Insurance	9,907.00	825.82	9,898.96	8.04	99.92
10-112-6401	Emergency Response	100.00	0.00	0.00	100.00	0.00
	Total: Personnel Expenses	46,824.00*	3,688.44*	45,709.55*	1,114.45*	97.62*
Account Type: E02	Materials & Services					
10-112-6020	Operating Materials/Supplies	0.00	0.00	0.00	0.00	0.00
10-112-6021	Contract Services	2,700.00	500.00	2,450.00	250.00	90.74
10-112-6022	Copier Lease/Maint	600.00	37.81	469.11	130.89	78.19
10-112-6024	Repair & Maintenance	2,000.00	0.00	92.00	1,908.00	4.60
10-112-6025	Legal	28,500.00	2,295.00	26,130.00	2,370.00	91.68
10-112-6026	Insurance & Bonds	5,000.00	255.00	4,764.84	235.16	95.30
10-112-6027	Bank & Finance Charges	280.00	0.00	48.00	232.00	17.14
10-112-6028	Mileage	500.00	216.45	580.61	(80.61)	116.12
10-112-6029	Electricity & Heating	0.00	0.00	0.00	0.00	0.00
10-112-6030	Office Expense	6,100.00	139.52	3,987.44	2,112.56	65.37
10-112-6031	Training & Conference	4,200.00	0.00	2,124.60	2,075.40	50.59
10-112-6032	Audit	6,625.00	0.00	6,625.00	0.00	100.00
10-112-6033	Equipment	1,400.00	104.00	1,221.98	178.02	87.28
10-112-6035	Office Equipment Lease	250.00	56.98	238.05	11.95	95.22
10-112-6039	Ethics Commission Fee	180.00	0.00	175.60	4.40	97.56
10-112-6048	Phone & Fax	3,500.00	0.00	2,716.68	783.32	77.62
10-112-6052	Postage	1,300.00	(403.50)	852.21	447.79	65.55
10-112-6054	Miscellaneous Expense	300.00	0.00	102.08	197.92	34.03
10-112-6061	Internet Service	288.00	23.24	251.80	36.20	87.43
10-112-6062	Computer training	1,200.00	0.00	112.24	1,087.76	9.35
10-112-6090	Springbrook Lease	1,200.00	0.00	1,120.00	80.00	93.33
10-112-6304	Professional Dues & Fees	500.00	0.00	185.00	315.00	37.00
10-112-6402	Emergency response	100.00	0.00	0.00	100.00	0.00
10-112-6405	Website	0.00	0.00	769.71	(769.71)	0.00
	Total: Materials & Services	66,723.00*	3,224.50*	55,016.95*	11,706.05*	82.46*
Account Type: E03	Capital Outlay					
10-112-6403	Emergency Response	100.00	0.00	0.00	100.00	0.00
10-112-6901	Equipment	350.00	0.00	144.99	205.01	41.43
10-112-6906	City Hall Maintenance & Repair	1,500.00	0.00	149.45	1,350.55	9.96
10-112-6910	Software/Software Updates	0.00	0.00	0.00	0.00	0.00
10-112-6915	Software security	500.00	0.00	200.50	299.50	40.10

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-112-6920	On-Site Server	2,600.00	0.00	2,600.00	0.00	100.00
	Total: Capital Outlay	3,050.00*	0.00*	3,094.94*	1,955.06*	61.29*
Account Type: E07						
	Contingencies	0.00	0.00	0.00	0.00	0.00
	Total: Contingencies	0.00*	0.00*	0.00*	0.00*	0.00*
10-112 Totals:						
		118,597.00**	6,912.94**	103,821.44**	14,775.56**	87.54**
10-113						
Account Type: E01						
	Community Development					
	Personnel Expenses	7,800.00	654.13	7,846.22	(46.22)	100.59
	City Recorder	1,638.00	132.89	1,630.59	7.41	99.55
	Finance Officer	32.00	0.56	6.46	25.54	20.19
	WBA/Workmans Comp Insurance	723.00	53.15	640.90	82.10	88.64
	Social Security/Medicare	368.00	25.71	288.80	79.20	78.48
	State Unemployment Tax	551.00	24.00	547.73	3.27	99.41
	PERS	3,721.00	310.18	3,713.26	7.74	99.79
	Health Insurance	14,833.00*	1,200.62*	14,673.96*	159.04*	98.93*
	Total: Personnel Expenses					
10-113-6026						
Account Type: E02						
	Materials & Services	300.00	0.00	97.00	203.00	32.33
	Aurora City Council	50.00	0.00	0.00	50.00	0.00
	City Official Mileage	0.00	0.00	0.00	0.00	0.00
	Office Expense	500.00	0.00	0.00	500.00	0.00
	City Official Training & Conf.	400.00	0.00	323.00	77.00	80.75
	Aurora Planning Commission	300.00	0.00	152.00	148.00	50.67
	Historic Review Board	14,000.00	629.94	11,755.20	2,244.80	83.97
	Planning Consultant-City Paid	6,000.00	456.00	2,805.75	3,194.25	46.76
	City Engineer-Billed Out	1,000.00	0.00	212.50	787.50	21.25
	Marion City Pmt Fees	5,550.00	0.00	5,683.67	(133.67)	102.41
	Planning Assistance Grant	1,000.00	0.00	0.00	1,000.00	0.00
	Publishing & Posting Fees	1,500.00	0.00	450.00	1,050.00	30.00
	Aurora Colony Day Exp.	4,000.00	0.00	3,971.90	99.30	99.30
	Aurora Antique Faire Expense	4,000.00	4.95	2,274.95	1,725.05	56.87
	Revenue starting projects	7,000.00	132.00	4,611.12	2,388.88	65.87
	Abatement, lien filing expense	500.00	0.00	353.00	147.00	70.60
	Dues & Publications	3,000.00	0.00	1,703.61	1,296.39	56.79
	Total: Materials & Services	49,100.00*	1,222.89*	34,393.70*	14,706.30*	70.05*
10-113 Totals:						
		63,933.00**	2,423.51**	49,067.66**	14,865.34**	76.75**
10-114						
Account Type: E01						
	Municipal Court					
	Personnel Expenses	3,927.00	327.06	3,923.18	3.82	99.90
	City Recorder	1,030.00	90.20	1,080.47	(50.47)	104.90
	Administrative Assistant					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-114-6011	Finance Officer	1,638.00	132.89	1,630.46	7.54	99.54
10-114-6012	Admin. Assistant - P.M.	9,367.00	765.91	9,102.61	264.39	97.18
10-114-6014	WB/A/Workmans Comp Insurance	65.00	1.43	16.97	48.03	26.11
10-114-6016	Social Security/Medicare	1,225.00	93.16	1,111.15	113.85	90.71
10-114-6017	State Unemployment Payroll Tax	595.00	45.07	519.03	75.97	87.23
10-114-6018	PERS	941.00	34.27	869.43	92.39	92.39
10-114-6019	Health Insurance	2,161.00	180.10	2,157.02	3.98	99.82
	Total: Personnel Expenses	20,949.00*	1,670.09*	20,410.32*	538.68*	97.43*
Account Type: E02	Materials & Services					
10-114-6005	Judge	7,800.00	400.00	7,000.00	800.00	89.74
10-114-6006	Interpreter	1,075.00	99.65	953.45	121.55	88.69
10-114-6022	Copyer Lease/Maint	600.00	37.84	455.15	144.85	75.86
10-114-6030	Office Expense	500.00	37.41	339.68	160.32	67.94
10-114-6031	Training & Conference	500.00	0.00	175.00	325.00	35.00
10-114-6035	Postage Machine Lease	235.00	54.14	162.81	72.19	69.28
10-114-6047	Court Revenue Pymts to Others	50,000.00	2,086.00	38,517.36	11,482.64	77.03
10-114-6052	Postage	300.00	24.85	200.44	99.56	66.81
	Total: Materials & Services	61,010.00*	2,739.89*	47,803.89*	13,206.11*	78.35*
Account Type: E03	Capital Outlay					
10-114-6910	Software/Software Updates	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
10-114 Totals:		81,959.00**	4,409.98**	68,214.21**	13,744.79**	83.23**
Account Type: E01	Police					
10-115-6005	Personnel Expenses	14,148.00	1,133.00	14,139.84	8.16	99.94
10-115-6007	Police Clerk	46,590.00	3,499.93	45,581.51	808.49	98.26
10-115-6008	Police Officer I	35,604.00	4,371.85	37,100.73	(1,496.73)	104.20
10-115-6010	Grant Wages	6,216.00	0.00	1,360.00	4,856.00	21.88
10-115-6011	Finance Officer	3,275.00	265.78	3,261.22	13.78	99.58
10-115-6012	MCSAP Wages (OT) - reserves	11,250.00	0.00	113.22	11,136.78	1.01
10-115-6014	WB/A/Workmans Comp Insurance	3,512.00	5.99	76.44	3,435.56	2.18
10-115-6015	Personnel Expenses (Grant)	0.00	0.00	0.00	0.00	0.00
10-115-6016	Social Security/Medicare	8,083.00	686.87	7,450.00	633.00	92.17
10-115-6017	State Unemployment Payroll Tax	3,803.00	323.64	3,048.97	754.03	80.17
10-115-6018	PERS	5,906.00	(89.30)	3,906.13	1,999.87	66.14
10-115-6019	Health Insurance	13,850.00	100.68	13,130.47	719.53	94.80
	Total: Personnel Expenses	152,037.00*	10,298.44*	129,168.53*	22,868.47*	84.96*
Account Type: E02	Materials & Services					
10-115-6020	Operating Materials & Supplies	2,500.00	70.00	1,008.69	1,491.31	40.35
10-115-6021	Contract Services	5,800.00	275.00	4,104.16	1,695.84	70.76
10-115-6022	Copyer Lease/Maint	600.00	37.81	455.08	144.92	75.85
10-115-6025	Legal Expense	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-115-6028	Mileage	600.00	0.00	317.46	282.54	52.91
10-115-6029	Electric/Heating	0.00	0.00	0.00	0.00	0.00
10-115-6030	Office Expense	6,000.00	151.31	5,475.74	524.26	91.26
10-115-6031	Training & Conference	4,500.00	0.00	1,342.39	29.83	29.83
10-115-6034	Auto Operating Exp-Leas	24,800.00	1,418.96	20,472.05	4,327.95	82.55
10-115-6037	Postage Machine Lease	235.00	54.14	226.60	8.40	96.43
10-115-6038	Training & Conference - Clerk	1,000.00	0.00	185.00	815.00	18.50
10-115-6048	Phone & Fax	5,000.00	0.00	2,670.08	2,329.92	53.40
10-115-6049	Insurance	3,025.00	0.00	2,442.69	582.31	80.75
10-115-6050	Equip Repairs & Maint	2,000.00	0.00	337.66	1,662.34	16.88
10-115-6051	Uniforms	1,500.00	250.00	2,060.78	(560.78)	137.39
10-115-6052	Postage	800.00	43.90	2,474.6	552.54	30.93
10-115-6061	Internet service	288.00	23.24	251.81	36.19	87.43
10-115-6101	Dispatch Services	16,300.00	11,287.50	15,544.00	756.00	95.36
10-115-6102	Investigative Materials	750.00	0.00	0.00	750.00	0.00
10-115-6304	Professional Dues & Fees	450.00	0.00	125.00	325.00	27.78
10-115-6456	Police Reserves & Cadets	5,000.00	991.92	1,275.92	3,724.08	25.52
10-115-6922	Server Maintenance	1,200.00	0.00	1,000.00	200.00	83.33
	Total: Materials & Services	82,348.00*	14,603.78*	59,542.57*	22,805.43*	72.31*
Account Type: E03	Capital Outlay					
10-115-6901	Equipment	8,000.00	476.00	4,708.00	3,292.00	58.85
10-115-6905	City Hall Bldg Improvements	2,000.00	0.00	382.47	1,617.53	19.12
10-115-6910	Software/Software Updates	1,000.00	0.00	0.00	1,000.00	0.00
10-115-6915	Software security	500.00	0.00	200.50	299.50	40.10
10-115-6930	Office Equipment	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	11,500.00*	476.00*	5,290.97*	6,209.03*	46.01*
10-115 Totals:		245,885.00**	25,378.22**	194,002.07**	51,882.93**	78.90**
10-116	Public Facilities					
Account Type: E02	Materials & Services					
10-116-6020	Operating Materials & Supplies	1,500.00	226.68	1,727.03	(227.03)	115.14
10-116-6021	City Hall & Pub. Rest. Cont Ser	3,420.00	50.00	2,355.40	1,064.60	68.87
10-116-6024	Repair & Maintenance	3,000.00	45.42	471.68	2,528.32	15.72
10-116-6029	Electric/Heating	6,700.00	282.47	6,165.70	534.30	92.03
	Total: Materials & Services	14,620.00*	604.57*	10,719.81*	3,900.19*	73.32*
Account Type: E06	Transfer out					
10-116-6955	Trans to City Hall Bldg Fund	4,000.00	0.00	3,000.00	1,000.00	75.00
	Total: Transfer out	4,000.00*	0.00*	3,000.00*	1,000.00*	75.00*
10-116 Totals:		18,620.00**	604.57**	13,719.81**	4,900.19**	73.68**
10-120	Park					
Account Type: E01	Personnel Expenses					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-120-6001	City Recorder	3,887.00	327.06	3,923.18	(36.18)	100.93
10-120-6003	Public Works Supervisor	4,621.00	385.93	4,631.23	(10.23)	100.22
10-120-6009	PW Assistant	3,706.00	424.98	3,899.83	(193.83)	105.23
10-120-6011	Finance Officer	1,638.00	132.89	1,630.59	7.41	99.55
10-120-6014	WBAA/Workers Comp Insurance	382.00	0.76	9.03	372.97	2.36
10-120-6016	Social Security/Medicare	1,035.00	86.06	949.05	85.95	91.70
10-120-6017	State Unemployment Tax	513.00	41.60	416.24	96.76	81.14
10-120-6018	PERs	1,116.00	59.45	1,092.01	23.99	97.85
10-120-6019	Health Insurance	4,923.00	410.32	4,919.62	3.38	99.93
	Total: Personnel Expenses	21,821.00*	1,869.05*	21,470.78*	350.22*	98.40*
Account Type: E02	Materials & Services					
10-120-6020	Operating Material/Supplies	1,250.00	46.42	1,233.94	16.06	98.72
10-120-6021	Contract Services	2,000.00	310.00	1,095.00	905.00	54.75
10-120-6024	Repair & Maintenance	2,000.00	0.00	389.33	1,610.67	19.47
10-120-6026	Insurance & Bonds	2,000.00	0.00	1,560.86	439.14	78.04
10-120-6029	Electricity & Heating	2,700.00	97.61	2,215.81	484.19	82.07
10-120-6035	Vehicle/Equipment Maintenance	1,000.00	0.00	69.28	930.72	6.93
10-120-6052	Postage	50.00	0.00	0.00	50.00	0.00
10-120-6121	Contract Services - Janitorial	2,500.00	71.10	1,831.10	668.90	73.24
10-120-6221	Contract svcs - tree removal	4,000.00	0.00	2,200.00	1,800.00	55.00
10-120-6321	Park Maintenance Contractor	9,200.00	660.00	9,370.00	(170.00)	101.85
	Total: Materials & Services	26,700.00*	1,185.13*	19,965.32*	6,734.68*	74.78*
Account Type: E03	Capital Outlay					
10-120-6901	Equipment	0.00	0.00	0.00	0.00	0.00
10-120-6904	Equipment Reserve	0.00	0.00	0.00	0.00	0.00
10-120-6906	Park Bldg Imprvmt & repair	0.00	0.00	0.00	0.00	0.00
10-120-6907	Park Grounds Capital Improv	0.00	0.00	0.00	0.00	0.00
10-120-6908	Parks Design	0.00	0.00	0.00	0.00	0.00
10-120-6909	Parks surveys, studies	0.00	0.00	0.00	0.00	0.00
10-120-6915	Parks Development expense	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
10-120 Totals:		48,521.00**	3,054.18**	41,436.10**	7,084.90**	85.40**
10-125	(No Description)					
Account Type: E07	Contingencies					
10-125-7501	General Fund Operating Conting	112,736.00	0.00	0.00	112,736.00	0.00
	Total: Contingencies	112,736.00*	0.00*	0.00*	112,736.00*	0.00*
10-125 Totals:		112,736.00**	0.00**	0.00**	112,736.00**	0.00**
10 Totals:		690,251.00***	42,783.40***	470,261.29***	219,989.71***	68.13***

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
15	CITY HALL BUILDING FUND					
15-111	Income					
Account Type: E02	Materials & Services	1,000.00	0.00	0.00	1,000.00	0.00
15-111-6040	City Engineer	1,000.00*	0.00*	0.00*	1,000.00*	0.00*
	Total: Materials & Services					
Account Type: E03	Capital Outlay					
15-111-6907	Capital Outlay - Construction	112,674.00	0.00	0.00	112,674.00	0.00
	Total: Capital Outlay	112,674.00*	0.00*	0.00*	112,674.00*	0.00*
Account Type: E04	Reserve Accounts					
15-111-6920	Reserved for Future Exp	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
	15-111 Totals:	113,674.00**	0.00**	0.00**	113,674.00**	0.00**
	15 Totals:	113,674.00***	0.00***	0.00***	113,674.00***	0.00***
25	PARK RESERVE FUND					
25-111	(No Description)					
Account Type: E03	Capital Outlay					
25-111-6906	Park Improvements	7,500.00	2,999.00	2,999.00	4,501.00	39.99
	Total: Capital Outlay	7,500.00*	2,999.00*	2,999.00*	4,501.00*	39.99*
Account Type: E04	Reserve Accounts					
25-111-6920	Reserve for Future Expenditure	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
25-111-6952	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
	25-111 Totals:	7,500.00**	2,999.00**	2,999.00**	4,501.00**	39.99**
	25 Totals:	7,500.00***	2,999.00***	2,999.00***	4,501.00***	39.99***
29	PARK SDGs					
29-111	(No Description)					
Account Type: E04	Reserve Accounts					
29-111-6907	SDC Capital Improvements	21,276.00	0.00	0.00	21,276.00	0.00
29-111-6920	Reserved for Future Expenditur	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	21,276.00*	0.00*	0.00*	21,276.00*	0.00*

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
30	STREETS/STORM FUND					
30-111	(No Description)					
Account Type: E01	Personnel Expenses	1,964.00	163.53	1,961.59	2.41	99.88
30-111-6001	City Recorder	6,931.00	578.90	6,946.83	(15.83)	100.23
30-111-6003	Public Works Superintendent	3,906.00	425.00	3,932.95	(26.95)	100.69
30-111-6009	Public Works Assistant	1,638.00	132.89	1,630.59	7.41	99.55
30-111-6011	Finance Officer	876.00	0.78	9.05	866.95	1.03
30-111-6014	WBAA/workmans Comp Insurance	1,107.00	87.57	970.04	136.96	87.63
30-111-6016	Social Security/Medicare	542.00	42.36	416.69	125.31	76.88
30-111-6017	State Unemployment Payroll Tax	1,250.00	63.19	1,190.47	59.53	95.24
30-111-6018	PERS	5,288.00	410.48	4,923.58	364.42	93.11
30-111-6019	Health Insurance	23,502.00*	1,904.70*	21,981.79*	1,520.21*	93.53*
	Total: Personnel Expenses					
Account Type: E02	Materials & Services	4,500.00	309.05	1,957.57	2,542.43	43.50
30-111-6020	Operating Material/Supplies	16,000.00	389.86	1,053.86	14,946.14	6.59
30-111-6021	Contract Services	2,500.00	460.73	2,555.57	(55.57)	102.22
30-111-6034	Vehicle & Equip. Oper. Expense	0.00	0.00	13.48	(13.48)	0.00
30-111-6035	Vehicle Repair & Maintenance	680.00	0.00	785.15	(105.15)	115.46
30-111-6049	Insurance	19,152.00	1,645.27	19,851.24	(699.24)	103.65
30-111-6151	Street Lighting	42,832.00*	2,804.91*	26,216.87*	16,615.13*	61.21*
	Total: Materials & Services					
Account Type: E03	Capital Outlay	0.00	0.00	0.00	0.00	0.00
30-111-6901	Equipment	3,500.00	0.00	5,698.15	(2,198.15)	162.80
30-111-6907	Capital Improvements	12,500.00	0.00	0.00	12,500.00	0.00
30-111-6925	Cap Improve w/ SCA Grant	13,450.00	1,345.00	5,380.00	8,070.00	40.00
30-111-6926	Stormwater Master Plan	1,500.00	0.00	532.90	967.10	35.53
30-111-6947	UIC & TMDL Compliance	30,950.00*	1,345.00*	11,611.05*	19,338.95*	37.52*
	Total: Capital Outlay					
Account Type: E06	Transfer out	0.00	0.00	0.00	0.00	0.00
30-111-6952	Transfer Out	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Transfer out					
Account Type: E07	Contingencies	75,251.00	104.00	104.00	75,147.00	0.14
30-111-7501	Total: Contingencies	75,251.00*	104.00*	104.00*	75,147.00*	0.14*
	30-111 Totals:	172,535.00**	6,158.61**	59,913.71**	112,621.29**	34.73**

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
35	STREET/STORM RESERVES					
35-111	(No Description)					
Account Type: E03	Capital Outlay	33,501.00	0.00	0.00	33,501.00	0.00
35-111-6907	Capital Outlay	33,501.00*	0.00*	0.00*	33,501.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
35-111-6920	Reserved for Future Expenditur	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
	35-111 Totals:	33,501.00**	0.00**	0.00**	33,501.00**	0.00**
	35 Totals:	33,501.00***	0.00***	0.00***	33,501.00***	0.00***
39	STREET/STORM SDCs					
39-111	(No Description)					
Account Type: E03	Capital Outlay	0.00	0.00	0.00	0.00	0.00
39-111-6930	Capital Projects	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
39-111-6920	SDC Capital Improvements	25,347.00	0.00	0.00	25,347.00	0.00
	Total: Reserve Accounts	25,347.00*	0.00*	0.00*	25,347.00*	0.00*
	Transfer out					
Account Type: E06	Transfer to Storm Drains	0.00	0.00	0.00	0.00	0.00
39-111-6952	Transfer to Street/Storm Fund	3,111.00	0.00	3,111.00	0.00	100.00
39-111-6953	Total: Transfer out	3,111.00*	0.00*	3,111.00*	0.00*	100.00*
	39-111 Totals:	28,458.00**	0.00**	3,111.00**	25,347.00**	10.93**
	39 Totals:	28,458.00***	0.00***	3,111.00***	25,347.00***	10.93***
40	WATER					
40-111	(No Description)					
Account Type: E01	Personnel Expenses	5,884.00	490.59	5,884.50	1.50	99.97
40-111-6001	City Recorder	2,568.00	315.70	3,781.65	(1,213.65)	147.26
40-111-6002	Admin. Assistant - A.M.	30,035.00	2,508.57	30,102.81	(67.81)	100.23
40-111-6003	Public Works Supervisor	20,382.00	2,337.46	21,449.64	(1,067.64)	105.24
40-111-6009	Public Works Assistant	3,275.00	265.78	3,261.22	13.78	99.58
40-111-6011	Finance Officer	2,306.00	3.63	43.47	2,262.53	1.89
40-111-6014	WBA/Workmans Comp Insurance	4,754.00	402.45	4,429.25	324.75	93.17
40-111-6016	Social Security/Medicare					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E02						
40-111-6017	State Unemployment Payroll Tax	2,331.00	194.65	1,917.76	413.24	82.27
40-111-6018	PERS	4,218.00	274.23	5,272.75	(1,054.75)	125.01
40-111-6019	Health Insurance	20,294.00	1,691.69	20,294.16	(0.16)	100.00
	Total: Personnel Expenses	96,049.00*	8,484.73*	96,437.21*	(388.21)*	100.40*
Account Type: E03						
40-111-6020	Materials & Services	16,500.00	1,205.32	14,621.51	1,878.49	88.62
40-111-6021	Op. Materials & Supplies	22,000.00	500.00	24,267.63	(2,267.63)	110.31
40-111-6022	Contract Services	1,000.00	64.50	749.19	250.81	74.92
40-111-6024	Copier Lease/Maint	7,000.00	0.00	3,561.50	3,438.50	50.88
40-111-6029	Repair & Maintenance	23,500.00	1,259.06	19,335.31	4,164.69	82.28
40-111-6030	Electricity & Heating	950.00	37.41	1,048.76	(98.76)	110.40
40-111-6031	Office Expense	1,700.00	0.00	1,096.79	603.21	64.52
40-111-6032	Training & Conference	3,200.00	0.00	3,200.00	0.00	100.00
40-111-6033	Audit	650.00	0.00	457.83	192.17	70.44
40-111-6034	Communications System Lease	3,100.00	147.91	3,038.81	61.19	98.03
40-111-6035	Vehicle & Equip. Oper. Expense	5,000.00	92.78	4,402.84	597.16	88.06
40-111-6039	Vehicle Maintenance & Repairs	75.00	0.00	74.79	0.21	99.72
40-111-6040	Elinex Commission Fee	1,275.00	0.00	1,275.00	0.00	100.00
40-111-6048	City Engineer	3,550.00	0.00	3,650.03	(100.03)	102.82
40-111-6049	Phone & Fax	8,200.00	0.00	8,505.90	(305.90)	103.73
40-111-6051	Insurance	500.00	0.00	462.04	37.96	92.41
40-111-6052	Uniforms	900.00	164.90	776.46	123.54	86.27
40-111-6053	Postage	2,800.00	900.00	3,440.00	(640.00)	122.86
40-111-6055	Test Lab	1,500.00	62.45	576.73	923.27	38.45
40-111-6060	Filtration System Op. Expense	200.00	0.00	112.22	87.78	56.11
40-111-6061	Computer training	565.00	46.47	432.98	132.02	76.63
40-111-6062	Internet svcs	455.00	105.48	439.18	15.82	96.52
40-111-6090	Postage Machine lease	750.00	0.00	680.00	70.00	90.67
40-111-6202	Springbrook Lease	1,500.00	0.00	1,452.00	48.00	96.80
40-111-6210	Sensus Hardware & Software Sup	2,860.00	0.00	2,535.73	324.27	88.66
	Water Rights Transfers	109,730.00*	4,586.28*	100,193.23*	9,536.77*	91.31*
	Total: Materials & Services					
Account Type: E03						
40-111-6901	Capital Outlay	0.00	104.00	104.00	(104.00)	0.00
40-111-6902	Equipment	1,800.00	0.00	1,800.00	0.00	100.00
40-111-6905	On-site Server	4,000.00	0.00	300.00	3,700.00	7.50
40-111-6906	Fire hydrant upgrade	750.00	0.00	0.00	750.00	0.00
40-111-6907	Building Improvements	0.00	0.00	0.00	0.00	0.00
40-111-6908	Capital Improvements	5,000.00	0.00	4,098.85	901.15	81.98
40-111-6909	Water Meters/Backflow Valves	0.00	0.00	0.00	0.00	0.00
40-111-6910	Vehicle Reserve	0.00	0.00	0.00	0.00	0.00
40-111-6916	Software Update	500.00	0.00	200.50	299.50	40.10
40-111-6955	Software security	91,500.00	0.00	24,480.67	67,019.33	26.75
40-111-6960	Water main repairs	23,500.00	0.00	13,614.08	9,885.92	57.93
40-111-6965	Water Filtration System	250.00	0.00	0.00	250.00	0.00
	Reservoir Repair & Maintenance					

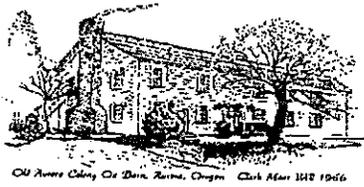
Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E07 40-111-7501	Total: Capital Outlay	127,300.00*	104.00*	44,598.10*	82,701.90*	35.03*
	Contingencies	127,319.00	0.00	0.00	127,319.00	0.00
	Total: Contingencies	127,319.00*	0.00*	0.00*	127,319.00*	0.00*
Account Type: E08 40-111-7999	Unappropriated Fund Balances	0.00	0.00	0.00	0.00	0.00
	Unappropriated Ending Fund Bal	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Unappropriated Fund Balances	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E09 40-111-6000 40-111-6028	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
	Depreciation	0.00	0.00	0.00	0.00	0.00
	Total: Depreciation Expense	0.00*	0.00*	0.00*	0.00*	0.00*
	40-111 Totals:	460,398.00**	13,175.03**	241,228.54**	219,169.46**	52.40**
	40 Totals:	460,398.00***	13,175.03***	241,228.54***	219,169.46***	52.40***
42 42-111 Account Type: E02 42-111-6034 42-111-6035	SPW PROJECT MAINTENANCE FUN (No Description)					
	Materials & Services	15,000.00	0.00	0.00	15,000.00	0.00
	Reservoir Maintenance & Repair	7,265.00	0.00	0.00	7,265.00	0.00
	Pump Station Maint. & Repair	22,265.00*	0.00*	0.00*	22,265.00*	0.00*
	Total: Materials & Services	22,265.00**	0.00**	0.00**	22,265.00**	0.00**
	42-111 Totals:	22,265.00**	0.00**	0.00**	22,265.00**	0.00**
	42 Totals:	22,265.00***	0.00***	0.00***	22,265.00***	0.00***
43 43-111 Account Type: E01 43-111-6050	WATER FILTRATION SYSTEM (No Description)					
	Personnel Expenses	0.00	0.00	0.00	0.00	0.00
	Asset Management Activity	0.00*	0.00*	0.00*	0.00*	0.00*
	Total: Personnel Expenses	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E02 43-111-6040 43-111-6950 43-111-6965	Materials & Services	0.00	0.00	0.00	0.00	0.00
	Project Engineering	0.00	0.00	0.00	0.00	0.00
	Water Rates Study	0.00	0.00	0.00	0.00	0.00
	City's matching funds	0.00	0.00	0.00	0.00	0.00
	Total: Materials & Services	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E03 43-111-6960	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Project Construction	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
43-111 Totals:		0.00**	0.00**	0.00**	0.00**	0.00**
43 Totals:		0.00***	0.00***	0.00***	0.00***	0.00***
45	WATER RESERVE FUND					
45-111	(No Description)					
Account Type: E03	Capital Outlay	5,808.00	0.00	0.00	5,808.00	0.00
45-111-6907	Capital Outlay	5,808.00*	0.00*	0.00*	5,808.00*	0.00*
	Total: Capital Outlay					
Account Type: E04	Reserve Accounts					
45-111-6920	Reserved For Future Expenditure	0.00	0.00	0.00	0.00	0.00
	Total: Reserve Accounts	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E06	Transfer out					
45-111-6952	Transfer to Water Fund	0.00	0.00	0.00	0.00	0.00
	Total: Transfer out	0.00*	0.00*	0.00*	0.00*	0.00*
45-111 Totals:		5,808.00**	0.00**	0.00**	5,808.00**	0.00**
45 Totals:		5,808.00***	0.00***	0.00***	5,808.00***	0.00***
49	WATER SDCS					
49-111	(No Description)					
Account Type: E04	Reserve Accounts					
49-111-6907	SDC Capital Improvements	47,454.00	0.00	0.00	47,454.00	0.00
	Total: Reserve Accounts	47,454.00*	0.00*	0.00*	47,454.00*	0.00*
Account Type: E06	Transfer out					
49-111-6952	Transfer to Water Operating	3,000.00	0.00	3,000.00	0.00	100.00
	Total: Transfer out	3,000.00*	0.00*	3,000.00*	0.00*	100.00*
49-111 Totals:		50,454.00**	0.00**	3,000.00**	47,454.00**	5.95**
49 Totals:		50,454.00***	0.00***	3,000.00***	47,454.00***	5.95***
50	SEWER					
50-111	(No Description)					
Account Type: E01	Personnel Expenses	5,885.00	490.59	5,884.66	0.34	99.99
50-111-6001	City Recorder	2,568.00	315.70	3,781.65	(1,213.65)	147.26
50-111-6002	Admin. Assistant - A.M.	4,621.00	385.94	4,631.16	(10.16)	100.22
50-111-6003	Public Works Supervisor					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6004	W/WTP Operator	56,388.00	4,720.74	56,373.88	14.12	99.97
50-111-6009	Public Works Assistant	9,264.00	1,062.48	9,749.84	(485.84)	105.24
50-111-6011	Finance Officer	3,275.00	265.78	3,261.22	13.78	99.58
50-111-6014	WBAA/Workmans Comp Insurance	3,053.00	4.14	49.87	3,003.13	1.63
50-111-6016	Social Security/Medicare	6,273.00	514.51	5,976.84	296.16	95.28
50-111-6017	State Unemployment/Medicare	3,075.00	248.85	2,252.06	822.94	73.24
50-111-6018	PERS	7,070.00	322.68	6,876.97	193.03	97.27
50-111-6019	Health Insurance	14,482.00	1,205.79	14,474.67	7.33	99.95
	Total: Personnel Expenses	115,954.00*	9,537.20*	113,312.82*	2,641.18*	97.72*
Account Type: E02	Materials & Services					
50-111-6020	Operating Material/Suppl	30,000.00	377.48	17,035.04	12,964.96	59.78
50-111-6021	Contract Services	5,000.00	388.75	7,039.58	(2,039.58)	140.79
50-111-6022	Copyer lease/maintenance	700.00	44.48	541.31	158.69	77.33
50-111-6023	Consultant Services	0.00	0.00	0.00	0.00	0.00
50-111-6025	Legal	0.00	0.00	0.00	0.00	0.00
50-111-6029	Electricity & Heating	37,465.00	2,309.81	34,101.82	3,363.18	91.02
50-111-6030	Office Expense	1,000.00	71.38	759.63	240.37	75.96
50-111-6031	Training/Conference	0.00	0.00	0.00	0.00	0.00
50-111-6032	Audit	3,200.00	0.00	3,200.00	0.00	100.00
50-111-6034	Vehicle & Equip. Oper. Expense	3,500.00	217.13	3,391.91	108.09	96.91
50-111-6035	Tractor & Vehicle Repair	3,500.00	106.00	1,140.43	2,359.57	32.58
50-111-6036	Sewer Equipment Repair & Maint	10,000.00	0.00	8,287.82	1,712.18	82.88
50-111-6039	Ethics Commission Fee	105.00	0.00	74.80	30.20	71.24
50-111-6040	City Engineer	0.00	0.00	0.00	0.00	0.00
50-111-6042	Lagoon Maintenance	0.00	0.00	0.00	0.00	0.00
50-111-6048	Phone	2,000.00	0.00	1,686.63	313.37	84.33
50-111-6049	Insurance	4,750.00	0.00	3,838.53	911.47	80.81
50-111-6051	Safety Apparel/Uniforms	1,300.00	0.00	495.95	804.05	38.15
50-111-6052	Postage	1,300.00	164.90	845.12	454.88	65.01
50-111-6054	Test Lab	22,000.00	5,708.00	21,589.00	411.00	98.13
50-111-6055	Rental Expense	1,000.00	0.00	750.00	250.00	75.00
50-111-6060	Computer training	0.00	0.00	112.22	(112.22)	0.00
50-111-6061	Internet svcs	240.00	0.00	85.86	154.14	35.78
50-111-6062	Postage machine lease	355.00	80.86	339.76	15.24	95.71
50-111-6090	Springbrook Lease	600.00	0.00	600.00	0.00	100.00
50-111-6304	Permits & Fees	3,000.00	784.00	2,626.00	374.00	87.53
	Total: Materials & Services	131,015.00*	10,252.79*	108,541.41*	22,473.59*	82.85*
Account Type: E03	Capital Outlay					
50-111-6901	Equipment	10,000.00	530.20	7,052.39	2,947.61	70.52
50-111-6902	On-Site server	1,800.00	0.00	1,800.00	0.00	100.00
50-111-6906	Construction Projects	5,000.00	0.00	3,037.97	1,962.03	60.76
50-111-6910	Software Updates	0.00	0.00	0.00	0.00	0.00
50-111-6915	Software Security	500.00	0.00	200.50	299.50	40.10
50-111-6920	Wastewater Master Plan	0.00	0.00	0.00	0.00	0.00
50-111-6950	Site Prep for 2nd Plantation	6,624.00	1,471.91	2,763.56	3,860.44	41.72
50-111-6951	Logging Expense	8,376.00	0.00	8,376.00	0.00	100.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6960	Collection system maintenance Total: Capital Outlay	2,500.00 34,800.00*	0.00 2,002.11*	2,095.84 25,326.26*	404.16 9,473.74*	83.83 72.78*
Account Type: E06 50-111-6952	Transfer out Transfer to Sewer Reserve Fund Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
Account Type: E07 50-111-7501	Contingencies Total: Contingencies	124,381.00 124,381.00*	0.00 0.00*	0.00 0.00*	124,381.00 124,381.00*	0.00 0.00*
Account Type: E08 50-111-7999	Unappropriated Fund Balances Unappropriated Ending Fund Bal Total: Unappropriated Fund Balances	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
50-111 Totals:		406,150.00**	21,792.10**	247,180.49**	158,969.51**	60.86**
50 Totals:		406,150.00***	21,792.10***	247,180.49***	158,969.51***	60.86***
55	SEWER RESERVE FUND (No Description)					
55-111	Capital Outlay	5,420.00	0.00	0.00	5,420.00	0.00
Account Type: E03 55-111-6907	Capital Improvements Total: Capital Outlay	5,420.00* 5,420.00*	0.00 0.00*	0.00 0.00*	5,420.00* 5,420.00*	0.00* 0.00*
Account Type: E04 55-111-6920	Reserve Accounts Reserved For Future Expenditure Total: Reserve Accounts	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
Account Type: E06 55-111-6952	Transfer out Trans to Sewer Operating Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
55-111 Totals:		5,420.00**	0.00**	0.00**	5,420.00**	0.00**
55 Totals:		5,420.00***	0.00***	0.00***	5,420.00***	0.00***
57	SEWER DEBT SERVICE (No Description)					
57-111	Bond Payments	375.00	0.00	0.00	375.00	0.00
Account Type: E05 57-111-6021	Administration Fee	160,000.00	0.00	160,000.00	0.00	100.00
57-111-6552	2009 Series Sewer Pmts Princp	130,713.00	0.00	130,712.50	0.50	100.00
57-111-6553	2009 Series Sewer Pmts Interes					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E08 57-111-7999	Unappropriated Fund Balances Unappropriated Ending Fund Bal Total: Unappropriated Fund Balances	10,000.00 10,000.00*	0.00 0.00*	0.00 0.00*	10,000.00 10,000.00*	0.00 0.00*
57-111 Totals:		301,088.00**	0.00**	290,712.50**	10,375.50**	96.55**
57 Totals:		301,088.00****	0.00****	290,712.50****	10,375.50****	96.55****
59 59-111 Account Type: E04 59-111-6907	SEWER SDC FUND (No Description) Reserve Accounts SDC Capital Improvements Total: Reserve Accounts	13,973.00 13,973.00*	0.00 0.00*	0.00 0.00*	13,973.00 13,973.00*	0.00 0.00*
Account Type: E06 59-111-6952	Transfer out Transfer to Sewer Operating Total: Transfer out	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*	0.00 0.00*
59-111 Totals:		13,973.00**	0.00**	0.00**	13,973.00**	0.00**
59 Totals:		13,973.00****	0.00****	0.00****	13,973.00****	0.00****
Final Total		2,332,751.00*****	86,908.14*****	1,318,406.53*****	1,014,344.47*****	56.52*****



City of Aurora

FOUNDED 1856
"National Historic Site"

Public Works department

City Council Public Works Activity Report June 2012

Waste Water

Routine operation maintenance. Plant has and will continue not to violate permit. See report from Otis

Water

Routine operation and maintenance. Filter is filtering, and wells are pumping. Water consumption is up to 120,000 gallons per day from 80,000. . Ehlen rd. water line has changed from direct bury to boring installation of HDPE. We are working with a boring contractor and hope to get this in by first week of August.

Streets

Storm water survey will start this month. Base map and locations, pipe material, invert and out vert flow elevations, basin style and size with GPS locations towards end of info documentation.

Parks

Getting ready for concert festivities

Administration

Public Works scheduling and planning for staff.
Capitol improvement planning for entire city.

Respectfully : Bob Southard

July 5, 2012

Wastewater Treatment Plant Update:

In the month of June:

Operated and maintained the treatment plant to meet all standards set forth in the NPDES permit along with the added requirements of the Consent Decree with the Willamette River Keepers.

The treatment facility did not discharge any effluent in the month of June. The river discharge season ended April 30. Waiting on the weather to start irrigation season.

Preparing the irrigation system for July start up.

Received approval for the aeration basin project from the DEQ.

Started rewriting the wastewater plant's O&M manual.

Worked on general landscape maintenance and housekeeping.

Otis Phillips

Wastewater Operator

City of Aurora

Work Cell 503-519-6426

Plant Phone 503-678-1035

Phillips@ci.aurora.or.us

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 7/5/2012
Re: Recorders Report Month of June 2012 report

Activities and ongoing projects are as follows:

- ❖ Ongoing secretarial duties for the City Council and Planning, along with attending the meetings once a month.
- ❖ Attending Records Management Meetings
 - Working on email policy
 - Working on record retention updates and policy
- ❖ Records Request update
 - None pending at this time.
- ❖ **Made Changes to Employee Handbook as requested by council at the June work session**
- ❖ Finished working on Historic District Address list, along with this we now have them printed blue and inserted into the water bills
- ❖ Looking into grants for projects.
- ❖ Attended Professional Development Training in Tacoma to obtain certification. I would like to thank Council for allowing me to attend this training I have gained a lot of knowledge from it to help the city and to perform my duties better and quicker.
- ❖ Worked very closely with the new building inspections company and had a few meetings to come up with policy and procedures that will hopefully streamline this for our citizens.

OLD BUSINESS

Memo

To: City Council
From: City Recorder, Richardson
CC: none
Date: 7/5/2012
Re: Employee Handbook Changes

In the following pages you will see the requested changes to the employee handbook discussed during the June 19, 2012 work session. I wanted to save on printing costs so I only printed the pages with changes that were requested.

During the work session we had went page by page and these were the ones with changes. You did want to look more closely at the comp time paragraph.

hour work week. This may be accomplished by flexing the hours worked during the week (Sunday through Saturday), with the manager's approval. This may enable the employee to maintain his/her regular hours in the week and reduce the accumulation of overtime which is encouraged due to budgetary constraints. If scheduling adjustments cannot be made during the week, comp time maybe granted as budgeted funds may not be available to pay overtime wages. (refer to Compensatory Time below). However, managers should attempt to avoid accumulated overtime by employees.

Overtime is calculated on the basis of hours actually worked *in excess of 40 hours* in a work week. Straight time is applied to the 2.5 hour difference between the 40 hour work week and the 40-hour threshold. Sick leave, vacation leave, and holidays are not counted as hours worked. Please note that when the employer has fewer than five police officers, they are exempt from overtime by federal law.

Comment [r5]: We want this listed

Compensatory (comp) Time, (Does not apply to exempt employees as defined) for all non-exempt employees in lieu of paid overtime, it will be computed at 1.5 times the overtime hours, with prior agreement/approval (refer to Overtime above). You are encouraged to work with your manager to schedule and use comp time within 60 days of when it is accrued. At the discretion of your Council Liaison, employees who have accrued less than 40 comp hours may be able to choose whether to receive paid cash or accrue comp time. Employees, who have more than 40 hours, may be "cashed out" for hours greater than 40 within budgetary limits. When an employee is separated from employment with The City of Aurora, any remaining comp time is payable to the employee.

on going

Comment [r6]: Currently practice is we do not pay however law states we must pay.

Social and Recreational Activities

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

Educational Workshop Travel & Meal Reimbursement Policy

The City of Aurora governance policies encourage employees to avail themselves of training and educational opportunities in support of their functions on behalf of The City of Aurora. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee at the request of The City of Aurora, approved by The City of Aurora, or that are authorized by the Council Liaison for that department as mandatory training programs. [See also "Educational Financial Assistance" policy ("Other Benefits" section) with respect to other approved coursework voluntarily undertaken by the employee.]

Registration/Accommodation

- Designated City of Aurora staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.
- The City of Aurora will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompanies an employee, The City of Aurora will not be responsible for their additional registration and accommodation costs.

Travel

- If requested, designated The City of Aurora staff will make arrangements for travel to authorized workshops and seminars. If travel plans include a spouse/significant other, or involve an additional excursion in conjunction with attendance at an authorized workshop or seminar, the individual employee may find it more cost-effective and efficient to make their own bookings.
- The City of Aurora will pay for the cost of travel by employees to approved training and educational workshops and seminars, using IRS mileage rates for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but The City of Aurora will not be responsible for any of their associated travel or accommodation costs.

Meals

- The City of Aurora will reimburse employees for *\$35.00 a day \$50.00 for overnight (3 meals) costs associated with meals and incidental expenses associated with attendance at events/activities as a City of Aurora representative.
- If meals are included as part of the conference, workshop, or seminar program attended, The City of Aurora will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by The City of Aurora,

as requested

Comment [r7]: Council check if worded correctly and clearly 6/28/12

Employee-Incurred Expenses and Reimbursement

The City of Aurora will pay all actual and reasonable business-related expenses you incur in the performance of your job responsibilities. All such expenses incurred must be pre-approved by your manager before reimbursement will be made.

Expense reports must be supported by evidence of proof of purchase, e.g., receipts, and are to be submitted within 30 days of the expense being incurred or the employee risks forfeiting their payment or reimbursement. Meal receipts must denote for whom the meal was purchased and the purpose of the meeting.

as requested

Driving While On Business

Employees using a private vehicle to conduct The City of Aurora's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

The City of Aurora may verify the validity of your driver's license and/or your driving record. Once you are employed with The City of Aurora, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify The City of Aurora when there are transactions on your driving record.

While on The City of Aurora business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status as soon as possible

Mileage Reimbursement

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Other related expenditures (e.g., parking) are also reimbursed upon submission of receipts on an expense report.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by The City of Aurora.

Vacation Leave Benefit

All benefits-eligible employees are eligible for vacation based on the schedule below. Benefits-eligible employees who regularly work less than 40 hours receive pro-rated benefit accruals. All accruals begin at the date of hire, and after completion of 6 introductory months, monthly accruals are credited as Vacation Leave and may be taken with manager approval and Council Liaison over your department. No vacation time will be authorized during the introductory period, unless specific arrangements have been made at the time of hire.

Vacation time is intended to provide time away from work for rest and recreation. Vacation pay may not be taken in lieu of time off. Time is not to be banked and then never used; therefore, the vacation accrual cannot exceed a maximum of 160 hours. Vacation benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No vacation is accrued while the employee is on a leave of absence without pay.

You will earn vacation leave benefits according to the following schedule:

Length of Service	Full-Time Accrual Per Month	Full-Time Days Per Year
6 months to 1 year	3.33	5 days
1 year to 5 years	6.66 hours	10 days
5 years to 10 years	8.0 hours	12 days
10 years to 15 years	10 hours	15 days
15 years to 20 years plus	13.33 hours	20 days

as requested

Non-eligible employees that work less than 32 hours per week receive a fixed amount of hours based on hours worked or one week (5 days) vacation after one year of employment.

Upon separation of employment, employees who have completed 12 months of employment will be paid for unused vacation time that has been earned through the last day of work with a cap of 160 hours.

Vacation leave is paid at the employee's base pay rate at the time vacation is taken. In the event that available vacation is not used by the end of the calendar year, employees must carry unused time forward to the next calendar year with a cap of 160 hours. Vacation leave balances are accumulated and deducted based upon the time period used to calculate your

Sick Leave Benefit

Benefits-eligible employees will receive one sick day for every month of service. Sick leave is accumulated on the last workday of the month. You must be in an active pay status on the last day of the month to accumulate sick leave for that month. Sick leave can be used after you have received your first City of Aurora paycheck.

Sick leave is intended for your use due to illness or injury; to allow you to care for an ill or injured member of your immediate family; or for your medical appointments.

Although The City of Aurora realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your manager may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the manager, your continued presence poses no risk to the health of you, other employees, or customers, you may be allowed to work. However, if this is not the case, and your manager requires you to go home, you are expected to do so. If you dispute your manager's decision to send you home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees or customers.

If you have been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact your dept supervisor or Council Liaison before returning to work. The City Council will determine whether you may return to work in a temporarily modified job.

If you miss more than Three (3) consecutive days work, you may be required to provide a release from your doctor before returning to work.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with your manager. You are encouraged to schedule such appointments to occur outside of work hours.

You must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

as requested

NEW BUSINESS