

**AGENDA**  
**Aurora City Council Meeting**  
Tuesday, October 08, 2013, 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 Graupp**  
**Councilor TBA**  
**Councilor Brotherton**  
**Councilor Sahlin**  
**Councilor Vlcek**

**3. Consent Agenda**

- I. City Council Meeting Minutes – September 10, 2013
- II. Planning Commission Meeting Minutes – September 03, 2013
- III. Historic Review Board Minutes –August 22 and 29<sup>th</sup>, 2013

**Correspondence**

- I. North Marion Enterprise Zone for the Oregon Economic Development Association (OEDA) award for Outstanding Collaborative Partnerships.
- II.

**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. Presentation/Informational presentation on North Marion School District Local Option Levy by Superintendent, Boyd Keyser.**

**6. Discussion with Parks Committee**

**7. Discussion with Traffic Safety Commission**

**8. Reports**

**A. Marion County Deputy Report – (not included in your packet)**

Aurora City Council Agenda

October 08, 2013

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

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- 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)
3. Parks Report, OSU Tree Report

- 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)

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- 9. Ordinances and Resolutions**

- A. **Discussion and or Action on Ordinance 473 On Municipal Code Update to Title 17. From Legislative Amendment 2013-01 (LA-13-01) Second Reading.**

- 10. New Business**

- A. **Moment of Silence for Fallen Chief Warrant Officer Johnathan S Gibson of Aurora.**
- B. **Discussion and or Acknowledgement of Aurora Vision Action Plan**
- C. **Discussion and or Action on OLCC License's for St. Josef's Winery Special Events.**

- 11. Old Business**

- A. **Election of New Councilor from the Attached Letters of Interest.**

- 12. Adjourn**

**Minutes**  
**Aurora City Council Meeting**  
Tuesday, September 10, 2013, at 7:00 P.M.  
City Council Chambers, Aurora City Hall  
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder  
Jan Vlcek, Finance Officer  
Otis Phillips, Waste Water Superintendent  
Dennis Koho, City Attorney  
Pete Marcellais, Marion County Deputy

STAFF ABSENT: Bob Southard, Water Superintendent

VISITORS PRESENT: Kris Sallee, Aurora  
Jackie Valentine Aurora  
Bryon Schriever, Aurora  
Ron & Mary Vankleef, Aurora  
Jim Fisher, Aurora

1. Call to Order of the City Council Meeting

The meeting was called to order by Mayor Bill Graupp at 7:00 p.m.

2. Administrative Assistant does roll call

Mayor Graupp – present  
Councilor TBA -  
Councilor Brotherton -present  
Councilor Sahlin – present  
Councilor Vlcek – present

**3. Consent Agenda**

- I. City Council Meeting Minutes – August 13, 2013 & August 29
- II. Planning Commission Meeting Minutes – August 06, 2013
- III. Historic Review Board Minutes –July 18, 2013

**Correspondence**

**I. Email Brownfields Assessment for Marion County**

Motion to approve consent agenda was made by Councilor Vlek, seconded by Councilor Brotherton. 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.

**Byron Schriever** Aurora, speaks of his concerns with water quality, and the problems that have been occurring, I understand the filtration project has been completed and I have brought you a whole house filter that I took off and it has been in place since March 17<sup>th</sup> 2013 so this is 6 months old, and I brought in the water that surrounds the filter in the casing before it tries to get through. (the water is brown and the filter is quite brown and dirty)

**Councilor Vlek** has asked if he has contacted his neighbors to see if there water is of the same quality.

I (Schriever) was told that the arsenic and the chlorine reacts and it grows a type of algae and I was told that if someone is drawing water then they could get the slug that lets loose.

**Vlek** is surprised that there is such a difference between Main Street and Keil Park.

The Council will look into it and do a study.

**Councilor Sahlin** we are not ignoring you and we will be working on this situation. Thank you for bringing in the samples so we can see what is happening.

**Mayor Graupp**, I have asked Bob in Public Works to look at some projects and to address many of these types of issues however it is not ready to release in a public forum as of yet. We will have a plan together in the next month or two.

**Jim Fisher**, American Legion Hall a different water situation, Thursday we had a lot of rain and we vacuumed out near 60 gallons of water off of the basement floor and because the way the city has paved 3rd street this water flows directly into our basement, Bob from Public Works has stated to me that it is our problem and I really don't think that this is our problem. We have been placing sand bags all around to take care of this issue and if it's true then the city needs to leave our sand bags alone.

**Mayor Graupp**, Greg Taylor the previous Mayor and Bob went and looked at it a year ago I will meet you there so I can see what the issue is so I can asses it and I will meet with Public Works to see what can be done.

Thank you from Jim...

No one else spoke.

**5. Discussion with Parks Committee,**

**6. Discussion with Traffic Safety Commission,** Deputy Marcellais, Marion County lets Council know that he is working on getting a light for the Ottaway crosswalk along with the noise issue related to the trains blowing their whistle.

**7. Reports**

**A. Marion County Deputy Report – (included in your packet)**

- **Reads his report as presented**
- **Suspicious activity, was the vagrant in town**
- **I would like to get watch groups**
- **I will be working closely with the North Marion School District**

**No more questions from Council.**

- **Finance Officer's Report – Financials** ( included in your packets)
  1. Revenue & Expense Report
  2. Letter of intent to retire
- I have included the reports for July and August and I wanted to point out the ending balances. (Mayor I see they have been increasing).
- Has everyone filled out there questionnaire from the auditor's office
- Mayor Graupp will send each councilor a copy
- I am working on the positions as per the budget that will be opening due to the 3 retirements.
- **Public Works Department's Report** – ( included in your packet)
  1. Monthly Status Report (Storm Water)
  2. Monthly Status Report (Water),

Bob is on vacation so Otis states that everything is looking good.

**Mayor Graupp**, on the water side I posted a new water flyer on the web-site to loosen the degree of water restriction use from level 2 as posted previously.

**Councilor Sahlin** I still want a full assessment of our water system and why these issues are occurring. Bob and I (Mayor Graupp) have been meeting on Wednesday mornings to figure out this situation and to work on new ideas to present to Council in the future.

Councilor Brotherton asks how we are going to pay the City Engineer to work on this study that you are proposing, Councilor Sahlin I think we can pay hourly. Mayor Graupp some of these items are going to cost and we have to focus on those first.

**Councilor Vlcek** on another note we need to get these wheel stops on Main street near 3<sup>rd</sup> done.

We will look into it...

- A. **Waste Water Treatment Plant Update** (from Otis Phillips, (included in your packet)
- B. All good, no problems currently I am getting an estimate on software to check on the plant from home to save me from driving in every Saturday and Sunday.
  - We start watering again in November we have been shut down for 17 days since I was on my honeymoon. While I was gone the switch for the lift station 4 went down so I have quotes for the new transfer switch.
  - Councilor Sahlin asks if the Colony Pub ever installed their grease trap interceptor. Yes they have and it is looking better at lift station 2.
  - Councilor Vlcek, are we having as bad of a problem with the baby wipes as Portland is, yes we have had some issues.

**No more questions from Council.**

- **City Recorder's Report** (included in your packet) , Reads her report as presented there were no questions from the Council.
- **City Attorney's Report** – (not Included in your packet)
  - **Gives a brief summary/update on the Eddy situation**, which basically is that we had a phone conversation where I explained the council's position.
  - **Councilor Sahlin gives Koho and Council some comments and concerns he had.** Council agrees with the concerns and asks Koho to address them. Also it is discussed as to whether or not there are two lots of record or not.
  - **Mayor Graupp**, does state that if Eddy came in with a plan and a timeline of all the items we might consider it.

Resident Jim Fisher, American Legion Hall asks council for property lines of the property and Mayor Graupp states that you would need to get that map from Marion County and suggests not to enter the property.

## **8. Ordinances and Resolutions**

- A. **Discussion and or Action on Ordinance 473 On Municipal Code Update to Title 17. From Legislative Amendment 2013-01 (LA-13-01)**  
**1<sup>st</sup> Reading by title only.** No questions from anyone.

A motion is made by Councilor Brotherton to adopt the first reading of Ordinance Number 473 and is seconded by Councilor Vlcek. Motion Passes Unanimously.

**9. New Business**

- A. Election of New Councilor from the Attached Letters of Interest, Mayor Graupp** one letter was submitted and I realized that in the confusion that we only allowed 4 days so it is my suggestion to extend it for an additional month get it out there for 30 days. **City Recorder Richardson** also points out that the interested party didn't even attend the meeting either.
- B. Discussion and or Action on Job Postings, I don't want to wait until the very end.**

**Councilor Vlcek** as a group do we want to decide if we want to hire one person or two people for these positions.

**Mayor Graupp**, we need to replace Public Works Superintendent Southard with a qualified applicant with the proper certifications to carry us. The assistant's position to balance the budget will need to be a part time position. We are looking at a interoffice transfer for the Finance Officers position if all of the training is completed. We would be going from 3 full time employees down to two and a half and then dropping tier one PERS which will save us in the long run. We will have 3 months of overlap for Bob and Ricky so we can train these people as well.

Few questions were,

- Do we want to have one person that over see's the water from conception?
- In the future when the budget is in a better place we could look at this again.

**Mayor Graupp**, FYI, I hosted Rick from advantage precast in Salem he is looking for space/land to expand his business and he really likes our town. South of the UGB area, is what we are talking about..

Attorney Koho, wanted to inform the council that he is a very large community donor for the city of Keizer. Mayor Graupp there could be some compromising that may take place but we will look at that later. There could be some gateway situations and some give and take.

Councilor Sahlin is cautious and states that we need to make sure we have this deal first before we go on with this conversation.

Mayor Graupp we courted him and he like what he saw in our little town at this time.

This is a low impact to the city as far as infrastructure.

We are also looking into Senators Merkley's office helping with a shovel ready project for grants and funding possibilities.

Councilor Sahlin asks on the status of the storm water master plan. Because when this is done we will need to look at the fees associated with it.

**10. Old Business**

**B. Discussion and or Action on Consideration on Eddy Property Proposal.**

**11. Adjourn**

Mayor Graupp adjourns the meeting at 8:15 pm.

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Bill Graupp, Mayor

ATTEST:

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Kelly Richardson, City Recorder

**Minutes**  
**Aurora Planning Commission Meeting**  
Tuesday, September 03, 2013 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

**VISITORS PRESENT:** Bill Graupp, Aurora  
Cindy Caufield, Aurora  
Gus Wettstein, Aurora  
Mary Vancleef, Aurora  
Scott Caufield, Aurora  
Scott Brotherton, Aurora

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

The meeting was called to order by Planning Chair Joseph Schaefer at 7:07 p.m.

**2. City Recorder Did Roll Call**

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

**3. Consent Agenda**

**Minutes**

- I. Aurora Planning Commission Meeting –August 06, 2013  
Motion Sallee second Fawcett.
- II. City Council Minutes – July, 2013
- III. Historic Review Board Minutes –

No comments....

A motion is made by Commissioner Sallee to approve the consent agenda as presented and seconded by Commissioner Fawcett. Motion Approved.

**Correspondence**

- I. NA

#### 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.

No one spoke.

#### 5. New Business

##### A. Discussion and or Action on Non-Remonstrance Agreement Application Scott Caufield 14943 Ottaway Rd tax Lot 6100.

CITY OF AURORA  
PLANNING COMMISSION

**STAFF REPORT:** Interpretation 13-01 [INT-13-01]  
**DATE:** August 27, 2013

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**APPLICANT/OWNER:** Scott and Cynthia Caufield

**REQUEST:** Interpretation of the Aurora Municipal Code (AMC) by the Planning Commission in regards to approval of a non-remonstrance agreement for sidewalks in lieu of installation and application of a special setback to the property in lieu of additional right- of- way dedication

**SITE LOCATION:** 14943 Ottaway Road NE, Aurora (undeveloped parcel directly west of 14933 Ottaway Road NE). Also known as Map 41W13BD Lot 6100

**SITE SIZE:** Approximately 16,720 square feet, or 0.38 acres

**DESIGNATION:** Zoning: Low Density Residential (R1)

**CRITERIA:** Aurora Municipal Code (AMC) Chapter 16.34 Public Improvement and Utility Standards

**ENCLOSURES:** Exhibit A: Assessor Map  
Exhibit B: Non-remonstrance Application

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#### I. REQUEST

Interpretation of the Aurora Municipal Code (AMC) in regards to:

- (1) approval of a non-remonstrance agreement for sidewalks in lieu of street improvements as part of building permit review; and
- (2) application of a special setback to the property.

#### II. PROCEDURE

Pursuant to 16.34.030.A.2, subject to AMC 16.78 and approval of the Planning Commission, the City may accept and record a non-remonstrance agreement in lieu of street improvements. AMC 16.78 are Limited Land Use Decisions requiring written notice be provided to owners of adjacent property for which the application is made.

The application was received and fees paid on August 22, 2013. The application was determined complete by Staff and placed on the next available Planning Commission agenda. Notice of a limited land use decision on this property was also posted at City Hall with the Planning Commission agenda on August 27, 2013. Pending a decision from the Planning Commission at the September 3rd hearing, a Notice of Decision will be mailed to adjacent property owners. The City has until **December 20, 2013**, or 120 days from acceptance of the application to approve, modify and approve, or deny this proposal.

### **III. APPEAL**

Appeals are governed by AMC 16.78.120. An appeal of the Commission's decision shall be made, in writing, to the City Council within 15 days of the Planning Commission's final written decision.

### **IV. CRITERIA AND FINDINGS**

The applicable review criteria for non-remonstrance agreements are found in AMC Chapter 16.34 - Public Improvements and 16.78- Limited Land Use Decisions

#### ***16.34 Public Improvement and Utility Standards***

***16.34.030.A.2. Subject to AMC 16.78 and approval of the Planning Commission, the City may accept and record a non-remonstrance agreement in lieu of street improvements if the following conditions exist:***

*A. A partial improvement creates a potential safety hazard to motorists or pedestrians; or*

FINDING: Installation of a sidewalk along the frontage of the subject property, would result in an unconnected sidewalk, or lack of sidewalks, to the east and to the west. Staff finds an unconnected sidewalk would create a safety hazard to pedestrians in an elevation change and potential trip hazard. Staff finds this criterion is met.

*B. Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity.*

FINDING: Properties to the east and west of the subject property along Ottaway Road do not have sidewalks. The applicant is proposing a new single family dwelling which staff finds does not result in a significant increase to vehicle or pedestrian traffic to the residential neighborhood. Staff finds this criterion is met.

#### ***16.78 Limited Land Use Decision***

***16.78.090 Standards for the decision.***

***A. The decision shall be based on proof by the applicant that the application fully complies with:***

*1. The city comprehensive plan; and*

FINDING: Staff finds the application meets the criteria under 16.34 for approval of a non-remonstrance agreement. The implementing ordinance of the comprehensive plan is included under Title 16- Land Development. A review of Title 16 is included below. Staff finds this criteria is met.

2. The relevant approval standards found in the applicable chapter(s) of this title and other applicable implementing ordinances.

FINDING: The property is zone Single Family Residential. Staff finds the property meets the size, width, and depth required under the zone. The applicant proposes construction of a single family residence on the property which is a permitted use under the zone.

Section 16.34.030.A. 4. under Public Improvement and Utility Standards states, "New structures that are proposed to be constructed on lots abutting an existing public street that does not meet the minimum standards for right of way width shall provide setbacks sufficient to allow for the future widening of the right of way. Building permits shall not be issued unless yard setbacks equal to the minimum yard requirements of the zoning district plus the required minimum additional right of way width is provided". Ottaway Road is classified as a Collector Street in the Transportation System Plan (TSP). Lot 6100 fronts on Ottaway Road. Ottaway Road currently has 40 feet of right-of-way (ROW) fronting on Lot 6100. The Aurora TSP identifies Collector streets as requiring 65 feet of ROW and sidewalks on both sides. In the previous Property Line Adjustment (File #13-01) for the subject property, a condition of approval was that the City may require the additional dedication of ROW required at building permit application, or may require that a special setback be applied to the property prior to building permit approval. As Ottaway is currently developed at 40 feet, staff recommends that Planning Commission approve application of a special setback of 10 feet to the subject property at the time of building permit review.

Staff finds this criteria can be met, with conditions.

**V. CONCLUSIONS AND RECOMMENDATIONS**

Planning Commission has three options as outlined below as part of this application. Based upon the findings outlined in the staff report, staff recommends Planning Commission **Action A.1** as outlined below for the Interpretation application (File No. INT-13-01) with the following conditions of approval:

- 1. The applicant execute and record a non-remonstrance agreement for sidewalks with Marion County. The non-remonstrance agreement shall be reviewed and approved by the City prior to recording.
- 2. A special setback of ten (10) feet be applied to the property at the time of building permit review.

**VI. PLANNING COMMISSION SAMPLE MOTIONS**

- A. Motion to adopt the findings in the staff report and approve Interpretation 13-01:
  - 1. As presented by staff, or
  - 2. As amended by the City Council (stating revisions)

**OR**
- B. Motion to deny Interpretation 13-01 (stating how the application does not meet the required standards),
 

**OR**
- C. Continue the decision to a time certain or indefinitely (considering the 120-day limit on applications) in order to collect additional information from the applicant or staff (stating the information required in order to make a decision)

**Chairman Schaefer** explains that according to our code sidewalks and curbs are required before development of the lot occurs. The applicant Scott Caufield has purchased the property and is requesting a non-remonstrance agreement along with a special setback of 30 feet. This would

allow him to proceed with his building and agrees later when the city wants sidewalks along Ottaway he will agree to it.

Motion to approve and adopt the findings in the staff report of interpretation 13-01 as presented by staff is made by Commissioner Sallee and is seconded by Commissioner Willman. Motion Passes Unanimously.

**B. Discussion and or Action on Analysis of Traffic Impact when new tenants move into existing establishments. Property Location 3<sup>rd</sup> and Main Old Bank Building is topic tonight.** The discussion started with Chairman Schaefer explaining why he wanted this added to the agenda. This was a business license application to begin with and the initial license was approved for the retail establishment however when the applicant decided to change their application to include a drive through for coffee then they were asked to show if it would be a minor modification or a major modification as per our code. If it were found to be a major modification then it would trigger a site development review as per our code now.

There really are two issues here change of use and at what percentage of traffic impact is our trigger for site development review.

- ODOT currently has a 20% traffic impact trigger
- Other cities in the area vary
- Main point here is to keep control of the traffic impact on our streets
- What is a realistic number for Aurora, Schaefer I think 20 to 30 possibly
- We will discuss this further at the October meeting.

➤ I (Schaefer) would like to discuss view corridors at the October meeting as well.

## 6. Old Business

A. NA

## 7. Commission Action/Discussion

A. City Planning Activity (in Your Packets)  
Status of Development Projects within the City.

➤ City Planner Wakeley was excused from the meeting.

## 8. Adjourn

**Chairman Schaefer adjourned the meeting at 8:18 pm**

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Chairman, Schaefer

**ATTEST:**

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Kelly Richardson, City Recorder  
Planning Commission Meeting

August 06, 2013

Page 5 of 5

# 2013 AWARDS OF EXCELLENCE IN ECONOMIC DEVELOPMENT

Contact (Nominator's) Name: Chad Freeman, SEDCOR President Email: [cfreeman@sedcor.com](mailto:cfreeman@sedcor.com)  
*Must be an OEDA member*

Project/Nominee Name: North Marion Enterprise Zone  
*Not necessary to be an OEDA member to be nominated*

Project/Nominee Organization: Business Oregon, Cities of Donald, Aurora and Hubbard, Marion County, Mid-Willamette Valley Council of Governments, SEDCOR, GK Machine  
*Not necessary to be an OEDA member to be nominated*

Date of Project Completion (if applicable): Spring/Summer 2013

Project's web site URL (if applicable): \_\_\_\_\_

Please check the appropriate award category:

- Business Development Success Story
- Outstanding Collaborative Partnership Award
- Economic Development Marketing and Promotions
- Economic Development Leader of the Year

## Project/Nominee Description

*Special note: The questions below are not required for the Economic Developer of the Year Award category. For nominees in that category, please provide a profile of the individual's achievements and letter(s) of support.*

This section is intended to provide an overview of the Project. Please keep answers to each question to fewer than 200 words. You may expand on this information in a separate profile of no more than 3 pages.

### 1. Please provide a brief description of the project.

The project involved forming a new enterprise zone for three (3) rural communities in North Marion County by piecing together resources, time and expertise from eight (8) different organizations and entities. The formation of the North Marion Enterprise Zone has since resulted in the expansion of one of the County's major agricultural manufacturing employers, GK Machine. GK Machine is expanded their operations by an additional 109,000 square feet with over 60 jobs initially..

## **2. What is the goal of the project?**

The goal of the project was to create an enterprise zone that would provide financial incentives for qualified businesses to expand and create jobs in North Marion County. The immediate goal was to create an enterprise zone to allow a successful agricultural equipment manufacturing company to remain and expand in the City of Donald, a rural agricultural community located on the southwest fringe of the Portland Metropolitan Area.

## **3. Who are the participants in this project? Who was involved in planning/implementation? Who is impacted?**

The participants in this project include a myriad of public and private economic development partners in the Mid-Willamette Valley region. Public entities include Business Oregon representatives; three (3) small cities: Aurora, Donald and Hubbard; Marion County; and the Mid-Willamette Valley Council of Governments (MWVCOG). Private sector partners included the Strategic Economic Development Corporation (SEDCOR) and GK Machine.

All of the above listed partners had a critical role in the planning and implementation of the North Marion Enterprise Zone. Business Oregon, MWVCOG and SEDCOR provided the technical assistance needed to complete the application process in a timely manner under tight deadlines. The cities all provided both staff and volunteer support from local leaders to reach out to taxing entities such as the local fire district and school district that would be impacted by the proposed enterprise zone.

Marion County and the cities of Aurora, Donald and Hubbard and taxing entities within these cities, will be positively impacted by the creation of the enterprise zone through increased economic development activity, job opportunities and added tax revenues. The North Marion County School District and the local fire districts all recognized the value of creating the enterprise zone and provided support for the zone during the application process.

## **4. How effective has it been in furthering economic development in your community? Identify any tangible and/or intangible impacts and results.**

As a result of creating the North Marion Enterprise Zone, GK Machine a manufacturing company located in Donald that exports agricultural and other equipment worldwide, created 60 initial jobs, 109,000 sq. ft. of new building space, and paved the way for future investment in these three rural communities.

The project also resulted in a positive example of how regional economic development partners can work together collaboratively to get things done, that one entity may otherwise be incapable of doing on their own.

## **5. Is this project replicable or transferable? Can it be adapted for use in other communities? What lessons have been learned?**

Yes, the project could be replicated with other small cities trying to form an enterprise zone that are interested in working together on economic development issues. Some of the lessons learned

include identifying the “right” economic development players early on, having open lines of communication, knowing what expertise and resources each partner brings to the table, along with a “can do” attitude of working together as a team. Buy-in from the private sector and local taxing districts (school, fire districts) were also important, as well as having an understanding that a community’s well being is tied to its economic success.

#### **6. In what ways is this project innovative or creative?**

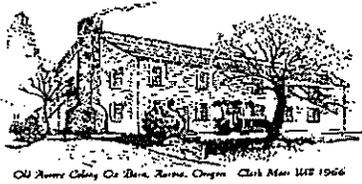
The usual approach for creating an enterprise zone involves one jurisdiction working on their own application largely in a vacuum from other regional economic development partners. The formation of the North Marion Enterprise Zone involved eight (8) partners working toward the creation of one enterprise zone. Small cities that may otherwise not be able to afford applying for enterprise zone designation were able to leverage the expertise, time and talents of multiple regional economic development partners within a short period of time. Leveraging abilities and resources by doing together what would have been more difficult doing singularly. By recognizing the importance of operating as a region these communities were able to save money and time both in the set up of the zone as well as the ongoing operations of this.

#### **7. What else would you like OEDA to know about your nominated project? Please include any other relevant details not covered above.**

When the City of Donald was under the threat of losing their major employer, they approached another city to request their enterprise zone be expanded to include them. When the city declined their request, the City of Donald did not give up there, but rather reached out with help from MWVCOG staff, to other neighboring small cities that may be interested in partnering on a joint application. Recognizing that together they could accomplish more than going it alone, the three cities agreed to partner on the formation of a new enterprise zone district. The cities provided what resources they could to accomplish the project, often working as volunteers and overtime to complete the project within the short window of time available to submit their application. What the cities could not accomplish in completing the application was then supplemented by technical expertise from Business Oregon staff that went above and beyond the normal assistance provided to cities. Recognizing the importance of the project, SEDCOR, MWVCOG, and the County were also able to leverage their in-kind resources to the project to provide the needed outreach to local taxing entities impacted by the zone, and complete the application by the deadline.

Persistence, creative problem solving, a willingness to put aside “turf” issues, and a dedication to providing exceptional service paid off when the enterprise zone was approved in May 2013. GK Machine has been able to take advantage of this new business incentive to grow and expand their business to provide badly needed space for their growing demand to manufacturing equipment from tillage machines to locomotives for export.

CITY OF AURORA - TREASURER'S REPORT FOR 1ST QUARTER, 2013-2014							
	FUND	BALANCE @ July 1, 2013	TOTAL REVENUES	% TO DATE	TOTAL EXPENSES	% TO DATE	END BALANCE
10	GENERAL	228,500.00	43,293.71	6.88%	132,906.67	21.17%	138,887.04
15	CITY HALL BUILDING	116,137.00	246.35	0.22%		0.00%	116,383.35
25	PARK RESERVE	4,500.00	0.94	0.01%		0.00%	4,500.94
29	PARK SDCs	22,403.00	18.67	0.08%		0.00%	22,421.67
30	STREET/STORM	106,311.00	16,784.59	9.32%	17,532.27	7.25%	105,563.32
35	ST/STORM RESERVE	36,813.00	25,140.94	52.34%	2,692.33	5.39%	59,261.61
39	ST/STORM SDCs	23,054.00	10.10	0.04%		0.00%	23,064.10
40	WATER OPERATING	164,430.00	70,482.72	13.81%	59,727.85	12.66%	175,184.87
42	SPW MAINTENANCE	22,694.00	18.88	0.08%		0.00%	22,712.88
45	WATER RESERVE	3,730.00	5.42	0.02%		0.00%	3,735.42
49	WATER SDCs	28,330.00	19.26	0.03%		0.00%	28,349.26
50	SEWER OPERATING	147,392.00	45,433.12	10.54%	65,108.72	15.65%	127,716.40
55	SEWER RESERVE	5,452.00	4.52	0.08%		0.00%	5,456.52
57	G. O. DEBT SERVICE	10,800.00	5,278.48	1.73%		0.00%	16,078.48
59	SEWER SDCs	20,377.00	16.96	0.08%		0.00%	20,393.96
	<b>TOTALS</b>	<b>940,923.00</b>	<b>206,754.66</b>		<b>277,967.84</b>		<b>869,709.82</b>



# City of Aurora

FOUNDED 1856  
"National Historic Site"

Public Works department

## City Council Public Works Activity Report September 2013

### Waste Water

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

### Water

Routine operation and maintenance. Water use has gone down to 95,000 gallons per day and aquifer is starting to replenish. Water service replacement at 20891 & 20905 Yukon St. Copper service lines are starting to rot in south part of town. Replaced with municipal PEX that has a 25 year warrantee.

### Streets

Routine operation and maintenance. Still working on storm water data, other things keep coming up.

### Parks

Routine maintenance and operation.

### Administration

Public Works scheduling and planning for staff.

Capitol improvement planning for entire city.

### Budget

Overtime has been suspended until emergency call out happens.

Respectfully: Bob Southard

# Memo

To: City Council  
From: Kelly Richardson  
CC: None  
Date: 10/3/2013  
Re: Recorders Report Month of September 2013 report

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Activities and ongoing projects are as follows:

- ❖ Ongoing secretarial duties for the City Council and Planning And Historic Review Board, along with attending the meetings once a month.
- ❖ Attending Records Management Meeting
- ❖ Records Request update
  - None pending at this time
- ❖ **Code Enforcement issues.**
- ❖ Reading and studying the Aurora Municipal Code.
- ❖ Updating job descriptions for Public Works Superintendent and Assistant Positions
- ❖ Working towards obtaining certification
- ❖ Training with Finance Officer as back up position.
- ❖ Worked with Auditors
- ❖ Ongoing needs of the City

**ORDINANCE NUMBER 473**

**AN ORDINANCE AMENDING TITLE 17 OF THE  
CITY OF AURORA MUNICIPAL CODE**

**WHEREAS**, the Aurora City Council submitted an application to amend sections of the Aurora Municipal Code (AMC) to amend Title 17, also known as the "Historic Preservation Ordinance of the City of Aurora", to update the design standards and provide greater clarity on the processing of applications under this Historic District Overlays; and

**WHEREAS**, the Aurora Planning Commission held a public hearing on the proposed Title 17 amendments, file no. LA-2013-01, on July 2, 2013, and the City Council held a public hearing on the proposed Title 17 amendments on August 13, 2013;

**NOW, THEREFORE, The City of Aurora Ordains as Follows:**

**SECTION 1. Title.** The City of Aurora Municipal Code, Title 17- Historic Preservation Ordinance of the City of Aurora and all exhibits attached thereto are incorporated herein and shall be known as "Title 17- Historic Preservation Ordinance of the City of Aurora"\*\*. Title 17- Historic Preservation Ordinance of the City of Aurora and all exhibits thereto are on file in the City Recorder's Office are incorporated herein.

**SECTION 2. Adoption of Plan Update.** Based on the findings of the staff report dated August 6, 2013; and the testimony received at the public hearings on July 2, 2013, and August 13, 2013, the City of Aurora Comprehensive Plan Update, 2009 to 2029 and all exhibits attached thereto, (attached and marked Exhibit A and Exhibit B), are hereby adopted.

**SECTION 3. Amendments.** The "City of Aurora Historic Preservation Ordinance of the City of Aurora" adopted by Ordinance No. 325, December 26, 1989 as amended by Ordinance No. 416, (January 8, 2002). Ordinance No.416, January 8, 2002 and Ordinance No. 419, November 12, 2002, are repealed and replaced by the "Historic Preservation Ordinance of the City of Aurora", 2013, attached and marked Exhibit A.

**SECTION 4. Effective Date.** This Ordinance being the final decision shall be in full force and effect upon the thirtieth day after its passage by the Council and approval by the Mayor.

\*\* For the convenience of the reader the attachments to this Ordinance include an unmarked version of Title 17 of the Aurora Municipal Code (Exhibit A), and a marked version (Exhibit B), which shows changes from the previous Title 17.

Passed by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

AYES:

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NAYES:

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Approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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Mayor, Bill Graupp

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City Recorder

Attachments:

Exhibit A: Unmarked version of Title 17 of the City of Aurora Municipal Code, 2013.

Exhibit B: Marked version of Title 17 of the City of Aurora Municipal Code, 2013, showing changes from the previous Title 17.

**EXHIBIT A**

**Unmarked version of Title 17 of the City of Aurora Municipal Code,  
2013.**

**EXHIBIT B**

**Marked version of Title 17 of the City of Aurora Municipal Code, 2013,  
showing changes from the previous Title 17.**

## ACTION PLAN

**Developing an Action Plan** - Develop a plan of action that balances community desires with available capacities and resources to actuate that future vision.

The tables below represent a continuation of the Aurora 2017 Vision Report and underlying Vision Themes and Guiding Principles which were adopted by the Aurora Planning Commission and the Aurora City Council in June 2007.

The Aurora Planning Commission, working with the 2017 Vision Report, has developed the attached Action Plan in an attempt to more clearly outline processes to assist in achieving the five Vision Themes.

In some cases, the Action Items and Tasks are unassigned and need an interested person(s) to come forward and work toward accomplishing the Vision Theme and/or Guiding Principle. In other cases, Responsible Parties have already come forward to complete Action Items and Tasks and have shown significant progress. The Planning Commission hopes the tables below will function as a evolving document that:

- \*Recognizes the importance of continuing the community engagement process to complete the Action Plan.

- \*Includes recommendations for implementing the Aurora 2017 Vision.

- \*Identifies partners for implementation, including responsible parties and a timeline and process for implementation.

- \*Informs the future development and implementation of the City's Comprehensive Plan and other long range plans of the City.

The Planning Commission intends to revisit the Action Plan in the early part of every year in order to update accomplishments and assign new priorities for the year.

VISION THEME 1. **MAINTAIN SENSE OF PLACE.**

Aurora will work to maintain its small town, village atmosphere, defined by its identity as a village in a rural setting, and to protect and enhance its rich heritage and historic district.

*Guiding Principle 1.1: Protect and enhance Aurora’s rich heritage and historic district, being mindful of what we have inherited.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.1A - Maintain and restore the look of existing buildings to retain the historic character.		Business and Homeowners, CC, HRB, PC	
1.1B - Plan and design buildings and infrastructure in such a way to increase social interaction among community members.  <input type="checkbox"/> Update policies to promote development that increases social interaction among community members.  <input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant.  <input checked="" type="checkbox"/> Complete Development Code assessment and update to address development design standards.	Ongoing	Parks Committee, City Planner, PC, CC	
	Nov. 2011 – Dec. 2011	City Planner	Code Update funded with Rural Investment Fund (RIF) grant
	Jan. 2009 – June 2011	PC, CC, City Planner, HRB	Code Update funded with Rural Investment Fund (RIF) grant
1.1C - Encourage awareness of heritage and educate people on history of Aurora.  <input checked="" type="checkbox"/> Copy of the Aurora zone map, with Historic District Boundary, to be placed on city’s website	Ongoing	COC, Aurora Colony Visitors Assoc., HRB, PC, Museum	
	April 2011	City staff	
1.1D - Improve design standards for signs.  <input type="checkbox"/> Update and enforce sign code.			
	201 <del>4</del>	City Planner, PC, CC, HRB	DLCD Model Sign Code, city funding
1.1E - Use exterior architecture and public art, such as sculptures and murals, as a way to visually identify with Aurora's history.  <input type="checkbox"/> Establish an Aurora Arts Assoc. as a non-profit to receive			
		Local artists, HRB, CC	Oregon Cultural Trust

grants.			
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*Guiding Principle 1.2 Use clear and objective standards to encourage appropriate new development.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.2A - Improve design standards to ensure that new construction is compatible with the historic character in the historic district and gateway areas.  <input checked="" type="checkbox"/> Update and enforce Historic District guidelines    <input checked="" type="checkbox"/> Update and enforce gateway standards.			
	<del>2011-2012</del> 2013	Business, land and business owners	
	2010	CC, PC	
1.2B/5.5A - Review guidelines for appropriate landscaping and its maintenance.  <input type="checkbox"/> Update and enforce Aurora Municipal Code.			
	Ongoing	CC, HRB, PC	
1.2C - Review design guidelines/standards for development outside the historic district to encourage consistent look and neighborliness (i.e., front porches).  <input checked="" type="checkbox"/> Update current design standards for properties outside Historic District and Gateway.			
	2009-2010	Developers, PC, CC	

*Guiding Principle 1.3: Create strong visual gateways into and through Aurora and its historic district that reflect arrival to the village.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.3A/3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, preserve historic architectural styles on new buildings.  <input type="checkbox"/> Review and update Downtown Master Plan Report (2000) <input type="checkbox"/> Apply for grants for transition signage in gateway area and	2009-2019		
	2014-2012	PC, HRB, CC, Visitors Association	Oregon Arts Commission, Oregon

historic district			Cultural Trust, or Small Community Incentive Fund (Oregon Housing and Community Services)
1.3B - Provide lights for homes in Historic District during Christmas (such as what was done in Albany).			
<input type="checkbox"/> Provide lights and appropriate décor for homes and businesses in downtown and historic district during holiday season.		CC, HRB, Visitors Association	funding

*Guiding Principle 1.4: Encourage maintenance and upkeep of buildings and landscaping throughout the town.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
1.4.A - Hold community improvement days to maintain public areas.	Ongoing	Community volunteers, Homeowners, PC, Parks Committee, CC, Public Works	
1.4B - Create volunteer program to offer assistance in property maintenance for residential property owners in need.			
<input checked="" type="checkbox"/> Raise awareness of Housing Rehab program. Include program brochure with utility mailings.	Ongoing	MWVCOG, City Staff	MWVCOG
1.4C - Encourage youth involvement for community service to help with improvements.		Local high school students, Residents	
1.4D - Provide examples in community newsletter or other local publications (e.g. with water bill) of what is historically appropriate for landscaping, fencing, etc.	<del>2009-2010</del> 2014	HRB, City staff, Community, Museum	volunteer

VISION THEME 2 **COMMUNITY ENGAGEMENT.**

The Aurora community will build upon its history of working together to control its future in the face of internal growth and external development pressures through increased volunteerism, community events and activism. City leaders will continue to actively engage the community and develop partnerships with civic and professional organizations. Volunteers will help to inform the community of events and issues by reaching out to their neighbors.

*Guiding Principle 2.1: Encourage the development of more gathering places (both public and private).*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.1A - Develop and maintain a community wish list for new public and private owned gathering places; inventory and evaluate locations. Possibilities include Saturday Market, City Hall, restaurants and cafes.	2005-2017	Parks Committee, CC	
2.1B - Enhance existing public places to encourage more community interaction. Possibilities include park tents, benches, landscape improvements, and a kiosk.		CC, Business, Parks Committee, Community org.	

*Guiding Principle 2.2: Promote additional social activities for the community.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.2A - Organize community events, such as Aurora Colony Days. Possibilities include block parties, holiday events, sausage or ice cream feeds, athletic events, art festivals, canoe rides, tree planting days, community competitions, and town hall meetings.  <u><input checked="" type="checkbox"/> Support for a Saturday Market</u>		Community org., Business	
2.2B - Publish a community newsletter to inform community members about local events and news, potential development of an internet based information distribution system (such as a	2011 and Ongoing	City staff, Community, Planning Commission	

list serve).			
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*Guiding Principle 2.3: Actively welcome new residents and businesses.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.3A - Establish a welcoming committee of community members to personally reach out to new residents and businesses.		Visitors Association, Historical Society, Community	
2.3B - Create a community guidebook describing the community, including a community calendar, Aurora businesses, consumer services and important contacts.		Aurora Colony Visitor's Assoc., Historical Society, Community	
2.3C – Publicize the museum’s self-guided walking tour (available for purchase). <input type="checkbox"/> Council to initiate contact with Historical Society Director for feedback/input on additional outreach efforts.	<del>2011-2014</del>	Aurora Colony Visitor's Assoc., Historical Society	

*Guiding Principle 2.4: Develop partnerships with neighboring jurisdictions, such as schools, counties, neighboring cities and special districts, to collaborate on issues of common interest and concern.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.4A - Encourage neighboring jurisdictions to participate in Aurora community events.			
<input checked="" type="checkbox"/> Update Intergovernmental Agreement (IGA) between County, ODA and City	Feb. 2008	CC, PC	
<input checked="" type="checkbox"/> Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings.	Feb. 2008 (ongoing)	PC	
2.4B - Establish a forum with other neighboring jurisdictions to periodically address regional issues. Attend French Prairie and Positive Aurora Airport Management (PAAM) meetings	Ongoing	CC, PC	

*Guiding Principle 2.5: Encourage and support increased volunteerism and individual contribution.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.5A – Create an inventory of community resources, including skills and knowledge held by community members. Distribute the inventory to promote resource sharing and draw upon the inventory for community event support. <input type="checkbox"/> Council to appoint a community resources/community volunteer liaison.		CC, Community	
2.5B - Provide rewards or prizes at community events to encourage turnout such as at Aurora Colony Days.		Business, Community, CC	

*Guiding Principle 2.6: Encourage community involvement in the process of shaping Aurora's future.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.6A - Sponsor community events to foster greater government involvement by community members. Possibilities include an annual Visioning Day and periodic town hall meetings. <input type="checkbox"/> Council to appoint a community events liaison.		CC, PC	
2.6B - Promote easier ways for community members to get involved in government activities. Possibilities include shorter Committee terms, alternative meeting times or locations, provision of childcare, and larger meeting spaces to accommodate expanded attendance. <input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan <input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities and code updates. <input checked="" type="checkbox"/> Include planning project information in community newsletter <input checked="" type="checkbox"/> Update City of Aurora website with planning information,			
	TBD	City Planner, PC	TBD
	Ongoing	CC, PC, City Staff	TGM grant, DLCDC TA grant
	Ongoing	City Staff	City
	Ongoing	City Staff	City

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
e.g. draft plans, calendar of events.			
2.6C - Create additional methods of communication between the City of Aurora government and community members. Possibilities include a new or expanded website, kiosk, and audio recordings of government meetings.			
<input type="checkbox"/> Update Goal 1 (Citizen Involvement) Plan	TBD	City Planner, PC	TBD
<input checked="" type="checkbox"/> Conduct public open house, a yearly community recognition event, and/or surveys in conjunction with planning activities	Ongoing	CC, PC, City Staff	TGM grant, DLCDC TA grant
<input checked="" type="checkbox"/> Include planning project information in community newsletter	Ongoing	City Staff, PC	City
<input checked="" type="checkbox"/> Update City of Aurora website with planning information, e.g. draft plans, calendar of events.	Ongoing	City Staff, PC	City
<input checked="" type="checkbox"/> Picnic in the park as part of Aurora Colony Days.	annually	City Staff	Contributions

*Guiding Principle 2.7: Promote involvement and investment in Aurora youth.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
2.7A -Encourage contributions to youth groups and sponsorship of youth focused events and infrastructure. Possibilities include a skate park, athletic events, add a soccer field, public art projects and historic activities.		CC, Parks Committee, Historical Society, Community	
2.7B - Institute a public safety week to increase awareness about drug and alcohol use, public health and other public safety topics. Invite local police and fire officials and other community members to address Aurora youth. <input type="checkbox"/> Council to initiate contact with Fire Dept to organize	Annually	CC, Aurora Police Dept., Aurora Fire District, Community	
2.7 C- <input checked="" type="checkbox"/> Little Miss Pioneer	Annually	Volunteers	Donations

VISION THEME 3 **MANAGED GROWTH.**

Aurora experienced fast residential growth following the completion of the sewer system in 2001. In the next ten years, Aurora will work to establish clear standards and targets for balanced residential, commercial and industrial development to provide an expanded revenue base, allowing for the provision of public infrastructure and city service, while maintaining livability. Balanced development will help to ensure that infrastructure and city services keep pace with growth.

*Guiding Principle 3.1: Retain and encourage small businesses and restaurants in commercial area that can serve both residents and tourists.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.1A/3.5B - Improve quality of streetscape. Provide sidewalks, street trees, pedestrian scale lighting and safe, accessible street crossings.  <input checked="" type="checkbox"/> Review and update street cross sections as part of the TSP update.			
	Mar. 2008 – June 2009	Consultant, City Planner, PC, CC, HRB	TGM Grant 07-09
3.1B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora.		Business, Aurora Colony Visitors Assoc.	
3.1C - Promote commercial areas through a City newspaper and Aurora visitors brochure. The newspaper could be used to communicate sales or activities to community members.		Business, community	
3.1D/3.5E - Develop parking mgmt program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities.  <input checked="" type="checkbox"/> Apply for TGM Code Assistance Grant.  <input type="checkbox"/> Incorporate Development Code assessment and update to address parking design standards.			
	Nov. 2008 – Dec. 2008	City Planner	TGM Program
	<del>2013</del> 2014	Consultant, PC, CC, City Planner, Traffic Safety Committee (TSC)	TGM Program

*Guiding Principle 3.2: Encourage a balance of residential, commercial and light industrial growth in appropriate areas.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.2A/3.6A - Develop an Economic Opportunities Analysis (EOA). This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.  <input checked="" type="checkbox"/> Apply for DLCDC TA Grant  <input checked="" type="checkbox"/> Hold public hearings and adopt EOA into the Comprehensive Plan and UGB findings.			
	Nov. 2007 – Feb. 2008	City Planner	DLCDC TA Grant
	June 2009 – Aug. 2009	City Planner, PC, CC	City
3.2B - Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial.	Ongoing	PC, CC	
3.2C - Develop and Economic Opportunities Analysis. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.  <input checked="" type="checkbox"/> Apply for EOA study funding			
	Awarded	PC, CC	TA Grant

*Guiding Principle 3.3: Promote economic development through commercial and industrial growth that is needed to provide an expanded revenue base.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3A/3.3C/3.7A/3.8B - Create an Economic Development Plan for the City of Aurora. This department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.  <input checked="" type="checkbox"/> Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development.  <input type="checkbox"/> Consider UGB expansion to meet city's commercial/ industrial land needs.  <input checked="" type="checkbox"/> Coordinate airport planning efforts with ODA, Marion, Clackamas Counties and agricultural interested parties.  <input type="checkbox"/> Create an Economic Development Plan. <input checked="" type="checkbox"/> <u>Apply for an Enterprise Zone to encourage job creation and capital investment</u>			
	June 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	DLCD TA Grant
	Ongoing	City Planner, PC, CC	
	TBD	PC	TBD
3.3B - Establish business incubator programs. This will help existing and new businesses to succeed in Aurora. <input type="checkbox"/> Continue to identify and market economic development opportunities and commercial and industrial lands  <input checked="" type="checkbox"/> <u>Legislative review of development code to look at recent interest in food carts as an economic develop tool.</u>	<u>2014</u>	Business, CC, Aurora Colony Visitors Assoc.	
3.3C/3.7A/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.	Ongoing	PAAM, CC, PC, Marion County	
3.3D - Recruit economic development experts to explore expanding tax base. Until an Economic Needs Analysis can be completed, a team of economic development experts from the community could be established to start detailing out strategies for expanding the tax base in the City of Aurora.		Economic Development experts, PC, CC	

<input checked="" type="checkbox"/> <u>Contract with SEDCOR for assistance on economic development and marketing.</u>			
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*Guiding Principle 3.4: Create appropriate transitions between industrial, commercial and residential uses in newly developing areas, and between 99E and residential development.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<p>3.4A - Develop and apply site design guidelines for new development that provide appropriate transitions between different land uses through landscaping, setbacks, and site planning to provide a more seamless urban fabric.</p> <p>3.4B/3.5E - Revisit zoning code to ensure that exclusive residential development within the UGB does not abut 99E and that commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.</p>			
<input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions.	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
<input checked="" type="checkbox"/> Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.	2011-2012	City Planner, PC	TGM outreach workshop funded in 2011
<input type="checkbox"/> Amend zoning map and Development Code as needed to ensure exclusive residential development does not abut 99E.	<del>2012-2013</del> 2014-2015	City Planner, PC, CC	TGM outreach workshop funded in 2011
<input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.	Nov. 2008 – Dec. 2008	City Planner	Code Update funded with Rural Investment Fund (RIF) grant
<input checked="" type="checkbox"/> Complete Development Code assessment to determine current site design requirements and deficiencies.	Jan. 2009 – Dec. 2009	Consultant, City Planner, PC, CC	TGM program
<input checked="" type="checkbox"/> Amend Development Code as needed to provide appropriate transitions between different land uses.	Jan. 2009 – June 2011	Consultant, City Planner, PC, CC	Code Update funded with Rural Investment Fund (RIF) grant

*Guiding Principle 3.5: Create a “main street” feel along 99E through appropriate commercial and mixed uses and appropriate gateway standards.*

Action Item □ Task	Time Frame	Responsible Parties	Funding Resources
3.5A - Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings.	2010	PC, HRB, Aurora Colony Visitors Assoc.	
3.5B - Improve quality of streetscape along 99E. Provide sidewalks, street trees, pedestrian-scale lighting, and safe, legible street crossings utilizing pedestrian refuges and center medians where appropriate.	2009-2012	ODOT, PC, HRB, Aurora Colony Visitors Assoc., TSC	
3.5C - Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits.	2009	ODOT, PC, CC	TSP
3.5D - Revisit zoning code to ensure exclusively residential development within the UGB does not abut 99E. Ensure commercial properties have adequate depth for viable development opportunities and appropriate transition to residential development.	<u>2014</u>	PC, CC, ODOT	
3.5E - Develop parking management program for commercial area. This will study current parking utilization, potential commercial growth and parking demand, appropriate placement of parking and opportunities for more efficient joint-use of parking facilities.		PC, CC, TSC	

*Guiding Principle 3.6: Work to control growth inside the Urban Growth Boundary (UGB) and influence forces outside the UGB to ensure viable balanced economic growth.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.6A - Develop an Economic Needs Analysis/Assessment for the Aurora Airport. This document should identify issues of importance to the City of Aurora and include goals and a strategic plan to help the City Council and Planning Commission achieve economic goals.	<del>2010-2012</del> 2014-2015	PC, CC, Planning Consultant	TGM, Economic Development Administration, USDA Rural Development
3.3A/3.6B - Create an Economic Development Plan for the City of Aurora. This Department would be responsible for initiating and encouraging activities to promote economic growth while engaging Aurora residents to maintain livability and small town atmosphere.	2014-2015	CC, PC, Economic Development experts, HRB	

*Guiding Principle 3.7: Work to ensure that the expansion of services and industry at and around the airport protect the livability of Aurora.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3A/3.7A - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, Marion County	
3.3A/3.7B - Create a Committee to research the desirability and feasibility of UGB expansion and Aurora Airport annexation. <input type="checkbox"/> Form a Citizen Action Committee (CAC) <input type="checkbox"/> Identify funding sources to complete above tasks. <input type="checkbox"/> Identify legal requirements needed to annex airport.  <input checked="" type="checkbox"/> Review public facility master plans to determine whether or not adequate public facilities exist to serve the airport area.			
		PC, CC	
		CAC, City Planner	
		CAC, City Attorney, City Planner	
		CAC, City Engineer, City Planner	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Identify amendments needed to public facility plans that would be required to serve airport area. <input type="checkbox"/> Estimate infrastructure improvement costs needed to serve airport area. <input type="checkbox"/> Coordinate with Marion County, Clackamas County and ODA. <input type="checkbox"/> Conduct public involvement to receive community feedback.		CAC, City Engineer, City Planner	
		CAC, City Engineer	
	Ongoing	CAC, City Planner	
		CAC, City Planner	

*Guiding Principle 3.8: Work to limit impacts on surrounding agricultural uses, recognizing the importance of this industry to Aurora and the region.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
3.3C/3.8A - Consider agricultural community needs when expanding UGB. <input type="checkbox"/> Consider impacts to agricultural lands when considering how and where to expand the UGB. <input type="checkbox"/> Develop list of interested parties concerned with agricultural issues. <input type="checkbox"/> Notify agricultural community regarding any UGB expansion plans. <input checked="" type="checkbox"/> Continued coordination with PAAM and Friends of French Prairie.			
	March 2008 – March 2009	City Planner, PC, CC, Marion County	DLCD TA grant
	Jan. 2009 – Feb. 2009	City staff, PC	
	March 2009 – Aug. 2009	City Planner, City Recorder, Marion County	
	Ongoing	PC, City Planner	
3.3A/3.3C/3.8B - Promote appropriate light commercial/industrial development close to Aurora Airport, without negatively impacting surrounding agricultural area.		PAAM, CC, PC, landowners	
3.3A/3.3C/3.8C - Involve adjacent agricultural property owners early on in city initiated plan updates.		PC, City Planner	

**VISION THEME 4. TRANSPORTATION.**

Aurora will work to create safe and efficient modes of travel for automobiles, pedestrians and cyclists. Aurora will increase connections between neighborhoods. The Aurora community will work collaboratively with the County and State agencies to integrate major thoroughfares into the community.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4A - Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City.  <input checked="" type="checkbox"/> Identify areas where curbs, sidewalks and underground utilities are deficient.  <input checked="" type="checkbox"/> Identify funding sources in TSP update future funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committees	USDA- Rural Development grant
	May 2008 – July 2008	Consultant, TSP Advisory Committee	USDA- Rural Development grant

*Guiding Principle 4.1: Utilize traffic calming techniques on 99E and other streets to promote safety.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.1A - Create safe pedestrian access across 99E.  <input checked="" type="checkbox"/> Identify unsafe pedestrian areas along 99E.  <input checked="" type="checkbox"/> Identify pedestrian safety improvement needs.  <input checked="" type="checkbox"/> Identify funding sources in TSP update funding analysis.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09
	May 2008 – July 2008	Consultant, TSP Advisory Committee	TGM Grant 07-09
4.1B - Partner with ODOT to seek assistance with planning, design and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E.  <input checked="" type="checkbox"/> Prioritize pedestrian safety projects.			
	Ongoing	TSP Advisory Committee, PC, CC	TGM grant 07-09 and 2011 TGM Outreach Workshop

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input type="checkbox"/> Secure funding for high priority projects.	June 2009 (ongoing)	City staff, TSC	ODOT TEM
<input type="checkbox"/> Complete planning and design for priority projects subject to available funding.	TBD	City staff, ODOT, Consultant services, TSC	ODOT Bike/Ped, TGM grant 09-11

*Guiding Principle 4.2: Improve local streets through innovative means.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.2A - Enhance residential neighborhoods. This includes enhancing streets with sidewalks and planting strips, and ensuring streets are maintained in good working order.			
<input checked="" type="checkbox"/> Update local street cross-section in TSP.	Finish June, 2009	TSP Advisory Committee, Consultant, PC, CC	TGM grant 07-09
<input checked="" type="checkbox"/> Revise PWDS and Development Code to be consistent with TSP.	June 2009 – Aug. 2009	City Planner, PC, CC	

*Guiding Principle 4.3: Create safe, convenient and attractive bicycle and pedestrian routes providing for connections throughout the community.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
4.3A - Enhance residential neighborhoods to provide adequate routes for bicyclists and pedestrians.  <input checked="" type="checkbox"/> Identify bicycle/pedestrian needs.  <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
4.3B/5.3B - Utilize existing public right of ways to construct paths for multi-use bike and pedestrian paths for recreation and connectivity.  <input checked="" type="checkbox"/> Inventory existing bicycle and pedestrian paths.  <input checked="" type="checkbox"/> Update bicycle/pedestrian plan in TSP  <input checked="" type="checkbox"/> Prioritize bicycle and pedestrian paths.  <input type="checkbox"/> Secure funding for high priority projects. Complete yearly reviews of Capital Improvement Plan (CIP) and TSP to identify annual project goals.  <input type="checkbox"/> Complete planning and design for priority projects subject to available funding.			
	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM grant 07-09
	May 2008 – June 2009	Consultant, TSP Advisory Committee	TGM grant 07-09
	Nov. 2008 – June 2009	TSP Advisory Committee, PC, CC	TGM grant 07-09
	Ongoing	City staff, TSC	ODOT Bike/Ped grant; State Parks Grants; Land and Water Conservation grants
	TBD	City staff, ODOT, Consultant services	
4.3C - Partner with ODOT to seek assistance with planning, design, and funding. The purpose of this partnership is to create safe pedestrian crossing of major streets such as 99E.	Ongoing	ODOT, PC, TSC	

VISION THEME 5 **GREENSPACE AND RECREATION.**

Aurora will retain and enhance existing parks and green space and work to create additional parks, recreational opportunities, and interaction with natural areas. These amenities will not only increase livability for residents, but also help make Aurora a destination for outdoor enthusiasts.

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5A - Conduct a land inventory in and around Aurora. The inventory should consist of ownership and current land use, with a special focus on gathering information on land currently owned by the City of Aurora.			
<input checked="" type="checkbox"/> Identify publicly owned lands as part of the buildable lands inventory and share with Parks Committee.	March 2008 – May 2008	City Planner, PC, CC	DLCD TA grant
<input type="checkbox"/> <u>Assess current parks and zone designations. Amendments to Public or Residential zones to expand permitted uses within parks.</u>	<u>2014</u>		

*Guiding Principle 5.1: Develop additional parks.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.1A - Enhance existing parks. 5.1B - Create a park on the North end of town. 5.1E - Work with developers to designate land for new parks and recreational areas.			
<input type="checkbox"/> Update Parks Master Plan to identify new park and recreation land needs for future development.	2014	City staff, Parks Commission, CC	Park SDCs
<input type="checkbox"/> Update Parks Master Plan to identify areas needed for new parks and recreational areas.	2014	City staff, Parks Commission, CC	Park SDCs
<input checked="" type="checkbox"/> Refine the specific location of new parks and recreational areas through the development process.	Ongoing	City Planner, PC, HRB	Application fees
<input checked="" type="checkbox"/> Update CIP to include design for Aurora City Park and north	2014	City staff, Parks	

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
end Park.		Commission, CC, HRB	
5.1C – Maintain a community wish list for new parks and recreational areas; evaluate potential locations.	Ongoing	Parks Committee, PC, Community, HRB	
5.1D - Explore options for access to the Pudding River and Mill Creek; evaluate potential sites.			
<input type="checkbox"/> Encourage new development to incorporate access to Pudding River/Mill Creek in plans.	Feb. 2008 (ongoing)	City Planner, PC, HRB	Application fees
5.1F - Promote and distribute information (maps, brochures) about parks and recreation areas in Aurora to residents and broader Aurora area.	2014	Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	

*Guiding Principle 5.2: Maintain green buffer around Aurora by supporting local agricultural industry and maintenance of open space.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.2A - Create a green buffer plan with the community, property owners, and other stakeholders on how to maintain, acquire and protect land around Aurora.			
<input type="checkbox"/> Update Comprehensive Plan to define a green buffer around Aurora.		City Planner, PC, CC	DLCD TA grant 07-09
5.2B - Explore funding mechanisms to support land owners in maintaining green buffer, or to assist Aurora in purchasing available open space.		CC, PC	
5.2C - Collaborate with Marion County <u>and neighboring communities</u> to develop a greenway <u>recreational</u> trail along Mill Creek.	2014	Marion County, Parks Committee, CC, PC	

*Guiding Principle 5.3: Develop multi-use trails for pedestrians and cyclists for both transportation and recreation.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.3A - Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.  <input checked="" type="checkbox"/> Identify sidewalk and bicycle path gaps and ways to connect them as part of the TSP update.	March 2008 – May 2008	City Planner, Consultant, TSP Advisory Committee	TGM grant 07-09
5.3B - Utilize existing public ROW to construct multi-use and pedestrian paths in and between neighborhoods.		PC, CC	
5.3C - Develop partnerships or incentives with landowners to utilize their land for paths.		PC, CC	
5.3D - Revise development codes to encourage bicycle, pedestrian, and multi-use paths in new development. Ideas include designating land for paths in new developments and requiring bicycle amenities.  <input checked="" type="checkbox"/> Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.  <input checked="" type="checkbox"/> Apply for TGM Code Assistance grant.  <input checked="" type="checkbox"/> Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.	Nov. 2008 – Aug. 2009	City Planner, PC, CC	DLCD TA grant
	Nov. 2008 – Dec. 2008	City Planner	TGM Program
	Jan. 2009 – June 2011	Consultant, PC, CC, City Planner	TGM Program
5.3E - Promote and distribute information (maps, brochures) about trails and paths in Aurora area.		Parks Committee, Community, Aurora Colony Visitors Assoc., HRB	
5.3F - Work with ODOT to enhance and expand pedestrian and bicycle paths along 99E.  <input checked="" type="checkbox"/> Identify bike/pedestrian needs along 99E as part of TSP update.	March 2008 – May 2008	City Planner, TSP Advisory Committee	TGM Grant 07-09

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
<input checked="" type="checkbox"/> Work with ODOT to require bike/ped paths for new development.	Ongoing	City staff, PC, ODOT	Application fees
<input type="checkbox"/> Apply for grant funding for priority projects.	Ongoing	City Staff	ODOT TEM, ODOT Bike/Ped Grant

*Guiding Principle 5.4: Be mindful of our impact on the environment in the decision making process.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.4A - Encourage, educate and promote environmentally friendly ideas and solutions in future planning of Aurora.			
<input type="checkbox"/> Consider adopting green street standards within new public works design standards.	May 2008 – June 2009	Consultant, PC, CC, TSC	TGM grant 07-09

*Guiding Principle 5.5: Retain and encourage appropriate landscaping throughout the city for its importance to the livability of Aurora.*

Action Item <input type="checkbox"/> Task	Time Frame	Responsible Parties	Funding Resources
5.5A - Define, update and maintain guidelines for minimum landscaping throughout city.		PC, HRB	

## COMPLETED TASK LIST

<p>2009</p>	<p>4.1A Explore feasibility of urban renewal funding for curbs, sidewalks, and underground utilities throughout the City.          4.1B Partner with ODOT to seek assistance with planning, design and funding-Transportation System Plan Update.          4.2A/4.3A/4.3B/5.3B Updated cross sections with TSP Update and updated Development Code.          5.1E Master Plan for existing park and north end park completed and CIP updated.          5.3A/5.3B Identify sidewalk and bicycle path gaps and evaluate possibilities to connect them.          5.3D Update Comprehensive Plan policies to emphasize the need to encourage bike/pedestrian paths in new development.          5.3F Identify bike/pedestrian needs along 99E as part of TSP update and work with ODOT to require bike/pedestrian paths for new development.</p>
<p>2010*</p>	<p>1.1B Apply for TGM grant and complete Development Code assessment and update to address development design standards.          1.2A Update and enforce gateway standards.          1.2C Update current design standards for properties outside Historic District and Gateway.          1.4A Community Improvement days held in April and August 2010.          1.4B Raise awareness of Housing Rehab program. Include program brochure with utility mailings.          2.1A/B Construction of pavilion and stage in city park and new public benches along portions of Hwy 99E. Park improvements included a new path, public benches, sprinkler system, and landscape improvements to city park. The city also entered into a new contract for maintenance of the park.          2.4A Update IGA between County, ODA and City.          2.4A Attend French Prairie and Positive Aurora Airport <i>Management (PAAM) meetings</i>.          2.6B Planning initiated monthly review of information to submit to community newsletter          3.1A Review and update street cross sections as part of the TSP update.          3.1B Establish business incubator programs. (NK?)          3.1D/3.5E Apply for TGM Code Assistance Grant.          3.2A/3.6A Apply for DLCD TA Grant for Economic Opportunities Analysis.          3.2B Consider economic needs of Aurora community through appropriate UGB expansion and zoning of new lands within the UGB and considering all zoning to include residential, commercial and industrial          3.2C/3.6A Apply for EOA study funding.          3.3A/3.3C/3.6A/3.7A/3.8B Complete EOA and adopt updated economic development goals and policies to encourage light commercial/industrial development. 3.4B/3.5E Update Comprehensive Plan policies to emphasize the need for appropriate land use transitions.          3.4B/3.5E Complete Development Code assessment to determine current site design requirements and deficiencies.          3.4B/3.5E Amend Development Code as needed to provide appropriate transitions between different land uses.          3.5A Improve gateway standards to be more business friendly; create entry and transition areas to retain identity, yet avoid replicating historic architectural styles on new buildings.          3.5B Improve quality of streetscape along 99E (portion between 2<sup>nd</sup> Street and Bob's Avenue completed). City was also successful in getting approval for a new 99E crosswalk at Ottaway Road.</p>

	<p>3.5C Work with ODOT planners and engineers to develop a tree planting program along 99E within City limits (city to adopt their own tree ordinance in the future).</p> <p>4.1B Prioritize pedestrian safety projects and secure funding for high priority projects- working with ODOT, the city secured financing for sidewalk and parking improvements to 99E from 2<sup>nd</sup> Street to Bob's Avenue.</p> <p>5.3D Complete Development Code assessment and update to include requirements for bike/pedestrian paths and amenities in new development.</p>
2011**	<p>1.1C Water billings color-coded to bring attention to Historic District properties as a form of outreach and assistance to property owners within the Historic District.</p> <p>1.2A Initiated review of Title 17-Historic District Guidelines with Historic Review Board.</p> <p>2.6B Updates of city website initiated and ongoing.</p> <p>3.3A City sending representatives to Aurora Airport Master Plan meetings and providing feedback.</p> <p>3.4B/3.5E Review city zoning map and Development Code to determine what uses are currently permitted on properties located adjacent to 99E.</p> <p>4.1B/4.3C Partner with ODOT to seek assistance with planning, design and funding-TGM Outreach Workshop.</p> <p>4.1/4.3 Transportation Growth Management Workshop grant received for report on 99E and Ottaway Road safety corridor improvements and recommendations.</p> <p>4.2A Adoption of Street Tree Ordinance #468.</p>
2012***	<p><u><i>Ongoing work with the Historic Review Board to finalize the update to Title 17 and historic district design guidelines (adopted in September 2013 via Ordinance #473)</i></u></p> <p><u><i>2.2A Support for a Saturday Market</i></u></p> <p><u><i>3.3A Establishment of the N. Marion Enterprise Zone</i></u></p> <p><u><i>3.3A/3.3C/3.3D Contract with SEDCOR to serve as Enterprise Zone manager</i></u></p> <p><u><i>Submitted application for 99E improvements south of Bob's Avenue for 2015-2018 STIP</i></u></p> <p><u><i>Development Code is now online- continued maintenance of site ongoing</i></u></p>
2013	<p><u><i>Develop informational brochures for planning related concerns such as fencing; structural permits; site clearance areas; living in a historic district; etc</i></u></p>
2014	

\*Acknowledged by the Aurora City Council on April 12, 2011.

\*\*Acknowledge by the Aurora City Council on August 14, 2012.

\*\*\* Acknowledge by the Aurora City Council on (date, 2013)







# Kris Sallee

21544 Liberty St, Aurora, Oregon 97002  
[kmsallee@dslextre.me](mailto:kmsallee@dslextre.me) / 661-713-0193

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## SUMMARY

Accomplished executive assistant with over 25 years experience supporting multiple executives and extended staff. A proven self-starter with outstanding organizational and multi-tasking skills. Possess excellent leadership ability with strong interpersonal and written communication skills. Accustom to handling confidential and sensitive information with absolute discretion. Thrive in a fast-paced environment.

## PROFESSIONAL EXPERIENCE

### Executive/Administrative Support

- Provided support to President and Senior Directors.
- Provided day-to-day executive administrative support for multiple executives and support staff of 40 team members.
- Liaison between corporate executives and other business units/division heads.
- Responsible for heavy calendaring, phone screening, meeting minutes, and coordinated extensive travel arrangements both domestic and international travel.
- Prepared contracts, regulatory documents, procedure manuals and general correspondence. Supervised work flow for operations secretary and managed company's phone systems.
- General correspondence, file management, expense reports, invoice processing, basic accounting, as well as research and ad hoc projects.
- Prepared contract requests, change orders, directives, and other related documents for construction projects.
- Created PowerPoint presentations and marketing layouts for division and corporate meetings.
- Researched historical files to collect and extract relevant royalty data for corporate legal for further evaluation.
- Off-sites/Special Events - Organize and arrange all aspects of team meetings, off-sites and special events for departments up to 250 people.
- SAP Systems Super User - Provided client support to casual buyers and employee self-services. Facilitated training classes, testing, and evaluation of pre-release software upgrades, attended quarterly meetings, summits and ongoing training.
- Facilities Management – Managed department space planning and moves project for over 90 employees. Successfully on-boarded 13 permanent and temporary staff in a 3-month period.
- Crisis Management Site Coordinator – Oversaw and facilitated team recruiting and quarterly meetings 7 years, collectively. Currently serve on the Safety Committee at Cambia in the role of Building Safety Co-Chairperson, as well as assembly coordinator.

### Business Partner / Operations / Sales

- Responsible for daily operations, customer service, merchandising, facilities, sales, personnel, payroll, accounting, information systems, and reporting for performing arts school of 300 students.
- Retail business management included customer service, inventory, sales, and delivery.
- Developed and managed inventory controls, reports, and statement reconciliations.
- Product marketing, promotion, and sales experience across various industries.
- Responsible for vendor relations, negotiations, and product development.

## EMPLOYMENT HISTORY

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Mar 2012- Present	Cambia Health Solutions – Strategic Communications / Government Affairs	Administrative Assistant to Vice President
2007 - 2011	The Walt Disney Company - Corporate Real Estate, Design & Delivery	Executive Assistant to Vice President
2003 - 2007	The Walt Disney Company - Disney Consumer Products, Controllership	Executive Assistant to Vice President
2000 - 2003	Vibe Performing Arts Studio	Partner/Director Operations
1995 - 2000	The Walt Disney Company - Disney Internet Group	Executive Assistant to President (Finance, Business Development & Executive level positions)
1992 - 1995	Columbia Helicopters, Inc. – Marketing	Executive Assistant to Vice President
1989 - 1990	JBL Enterprises – Consultant Moving Industry	Personal Assistant to Principal
1985 - 1987	Healthgroup International (HGI)/EQUICOR	Executive Assistant to President Assistant to Director Operations & Provider Relations
1982 - 1985	Orthopedic Consultants Medical Group	Receptionist/Medical Assistant

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## OTHER WORK HISTORY

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2010-2011	Keller Williams VIP Properties	Real Estate Sales Agent
2009-2010	Skyline Financial	Mortgage Loan Specialist

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## EDUCATION

College of the Canyons, Santa Clarita, CA 2003 – 2007  
- General Education/Real Estate Courses  
Real Estate License issued 7/19/07, expired 7/18/11

Portland Paramedical School, Portland, OR 1/1982 – 7/1982  
- Medical Assistant Certificate

## OTHER

- Corporate Training - numerous technical and personal development classes over 11 years
- Crisis Management Training – ongoing
- California Notary Public – Commission expires 9/8/15

## SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, SharePoint, Relay-it, WebEx & Go-To Net meetings, video conferencing, PeopleSoft, Lawson, QuickBooks, and SAP. Possess extensive computer/internet skills as well as aptitude to learn new software with ease.

## COMMUNITY INVOLVEMENT

Aurora City Planning Commissioner, Vice Chairman - Term thru 2014  
Aurora City 2014 Budget Committee Member  
JR ROTC Booster Club President 2006-2008

September 4, 2013

To: Mayor Graupp  
Councilor Brotherton  
Councilor Sahlin  
Councilor Vlcek

RE: Letter of Interest for Position Number 1

I would like to submit my letter of interest for Seat Position Number 1 that has been vacated by Mayor Graupp.

Having a background working as a city recorder/human resource manager and as an assistant city administrator, I believe that I could bring a lot of experience to the table to help move the Council in a positive direction.

I have lived either in this town or surrounding area since 1984, which I do know about the challenges that the city is facing and continues to face in the near future.

Thank you to your attention to this letter of interest.

Sincerely,

Laurie Boyce  
21213 Liberty Street NE  
Aurora, Oregon 97002  
503-678-2670