

AGENDA
Aurora City Council Meeting
Tuesday, February 10, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

2. CITY RECORDER DOES ROLL CALL

3. CONSENT AGENDA

- a) City Council Minutes – January, 2015
- b) Planning Commission – January, 2015
- c) Historic Review Board Meeting Minutes – December, 2014

4. CORRESPONDENCE –

- a) Flyer From Pudding River Water Shed Council

5. VISITORS

Anyone wishing to address the Aurora 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 Aurora City Council could look into the matter and provide some response in the future.

6. REPORTS

- a) Mayors Report
- b) Marion County Deputy
- c) Traffic Safety Committee
- d) Finance Officer
- e) Public Works
- f) Parks Committee
- g) City Recorder
- h) City Attorney

7. NEW BUSINESS

- a) Discussion and or Action on Declaring Open Position on Budget Committee

8. OLD BUSINESS

a) None

9. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, January 13, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Mary Lambert, Finance Officer
 Darrel Lockard, Public Works Superintendent
 Pete Marcellais, Marion County Deputy

STAFF ABSENT: Kelly Richardson, City Recorder
 Dennis Koho, City Attorney

VISITORS PRESENT: Kevin Cameron, Marion County Commissioner
 Robert Graham, Aurora Planning Commission

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Mayor Bill Graupp at 7:03 pm

2. CITY RECORDER DOES ROLL CALL

Mayor Graupp- Present
Councilor Sallee-Present
Councilor Brotherton-Present
Councilor Sahlin - Present
Councilor Vlcek - Present

3. CONSENT AGENDA

- a) City Council Meeting Minutes December, 2014
- b) Planning Commission Minutes, December, 2014
- c) Historic Review Board Minutes, Not Available

Motion to approve the consent agenda as presented was made by Councilor Sallee and is seconded by Councilor Vlcek. Motion approved by all.

4. CORRESPONDENCE - NA

5. VISITORS

Anyone wishing to address the Aurora 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 Aurora City Council could look into the matter and provide some response in the future. No comments were made during this section.

Kevin Cameron Marion County Commissioner thanked the entire group for their volunteer efforts and serving their community.

Councilor Vlcek rescinds his resignation from Council and asks to be excused from 3 upcoming council meetings and wants to continue his commitment.

6. APPOINTMENT OF NEW COUNCILORS

- a) Appointment of Mayoral Candidate Bill Graupp accepted his nomination and signed his oath.
- b) Appointment of Council Candidate Jason Sahlin accepted his nomination and signed his oath.
- c) Appointment of Council Candidate Kris Sallee accepted her nomination and signed her oath.
- d) Appointment of Council President, Consensus of the Council was for Councilor Sahlin to remain the Council President.

Due to City Recorder Richardson's absence the verbal oath of office will be given prior to the next council meeting.

7. ASSIGNMENTS OF NEW COUNCIL LIAISON POSITIONS

- a) Administration Dept, Councilor Sallee
- b) Public Works, Councilor Brotherton
- c) Police Contracts, Councilor Vlcek
- d) Parks, Councilor Sahlin
- e) Budget, Mayor Graupp

8. REPORTS

- a) Mayor Bill Graupp
 - Mayor report, Informs Council the Pudding River Water Council has a few dollars for Aurora to improve the water ways.
I have a meeting with Senator Girard tomorrow regarding the recent Bill introduced to allow the Airport the ability to regulate water and sewer.

Council discussed, the Pudding River Water Council dollars to improve the edge of the river. It was agreed that river are clean up would be the best use of the dollars. One suggestion is cleaning up the proposed Dog Park, adding a walking path, planting native plants and creating a bee pollination area. We can continue this discussion at a later time.

ACTION: Action to be.....

- b) Marion County Deputy
 - Deputy report, I have discovered that the code has some overlap regarding animals that I will be looking into and working with the City Recorder to get cleaned up and make recommendation to Council. It either needs to be at local level or with Marion County but not both.

Council discussed, Councilor Sahlin likes the idea of keeping the animal control at the local level.

ACTION: NA

c) Traffic Safety Committee

- Traffic report, We held a 3 hour safety awareness session in hopes to slow traffic on Liberty Street there were approximately 5 cites given along with some warnings.

No Council discussion

ACTION: NA

d) Finance Officer

- Finance officer report, Informs Council that the Building Permits revenue is down from last year. Councilor Sallee asks if there is anything Finance Officer Lambert is concerned with. Lambert's response is a few legal fees appropriations are the main concern and I don't see any in trouble at this point.

Council discussed briefly that Aurora Colony Days was about 1,000 dollars short to cover expenses and Councilor Vlcek asks Lambert the status of Verizon Wireless she replies that City Recorder Richardson and City Planner Wakeley are still working on it and is moving forward.

ACTION: NA

e) Public Works

- Public Works report, we believe that the alarm situation has been fixed at the water plant. We are still tracking down a few alarms at the sewer treatment plant and are looking into purchasing a boat for the treatment plant. The sink hole on Main Street has been taken care of.

Council discussed, the situation along Ottaway Rd regarding the brush Councilor Sahlin has issue with us doing the work he would rather see the County work crew do the work if there is no charge. Councilor Sallee asks Superintendent Lockard if he has comp time accruals under control at this point Lockard states that they are however we did have employee Lowe recently take vacation on 40 hours of comp. Sallee states she would like to see this under control.

ACTION: send a letter to the property owner on Ottaway Rd outlining the authority of the city and have legal look at it. Look into the status of the Storm Water Master Plan.

f) Parks Committee

- Park report, Councilor Sahlin states at this point the committee is dormant.

Council discussed, we still need to get branches picked up when weather allows.

ACTION: Branches in the park.

- g) City Recorder
- Recorder report, is read very basic see attached.

Council discussed, What can be done with dilapidated home on 99E lets look into the file to see what the issue was regarding HRB not wanting it taken down.

ACTION: Look into files regarding dilapidated house along 99E

- h) City Attorney
- City Attorney report, City Attorney Koho is absent and is excused.

Council discussed, that there is an offer pending on the Eddy property and at this point Mr. Eddy has paid to have a tier 2 environmental study done.

ACTION: NA

9. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) NA

10. NEW BUSINESS

- a) Discussion and or Action on New OLCC license for Christa Café.
A motion is made by Councilor Sahlin to approve the new OLCC license Christa Café and is seconded by Councilor Brother. Passed by all.
- b) Discussion and or Action Regarding the Documents Requested for the Assumption of the State Buildings Code.
It is the consensus of the Council to sign the documents requested by the state and provide the information they are looking for.

OLD BUSINESS

- a) NA

11. ADJOURN

The Council meeting of January 13, 2015 was adjourned by Mayor Graupp at 8:13 pm.

Bill Graupp, Mayor

ATTEST:

Mary Lambert
Finance Officer

Minutes
Aurora City Council Training Meeting
Tuesday, December 12, 2014, at 6:30 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT

STAFF ABSENT Not required to attend

VISITORS PRESENT: Scott Gustafson, with Gustafson Insurance Canby Oregon

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Training meeting was called to order by Mayor Bill Graupp at 6:32 pm

2. CITY RECORDER DOES ROLL CALL

Mayor Graupp- Present
Councilor Sahlin - Present
Councilor Sallee-Present
Councilor Brotherton-Present
Councilor Vlcek – Present

3. VISITORS

no comments.

4. Training Presentation Video

a) Training Video was presented to the council by Scott Gustafson

There was no discussion regarding training other than to thank Mr. Gustafson for his time.

5. ADJOURN

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, January 6, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Kelly Richardson, CMC City Recorder

STAFF ABSENT; None

VISITORS PRESENT: None

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Chairman Schaefer at 7:03 pm

2. CITY RECORDER DOES ROLL CALL

Chair Schaefer
Commissioner Graham
Commissioner Fawcett - Absent
Commissioner Gibson
Commissioner Rhoden-Feely - Absent
Commissioner Weidman - Absent
Commissioner Willman

3. CONSENT AGENDA

- a) Planning Commission Minutes Meeting, December 2, 2014
- b) City Council Meeting Minutes, December 2014
- c) Historic Review Board Minutes, NONE

Motion to approve the consent agenda as presented was made by Commissioner Gibson and is seconded by Commissioner Willman. Motion approved by all.

4. CORRESPONDENCE - NA

5. VISITORS

Anyone wishing to address the Aurora 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 Aurora Planning Commission could look into the matter and provide some response in the future.

No comments were made during this section.

6. NEW BUSINESS

- a) Discussion and or Action on the Non-Remonstrance Agreement for 21042 Jenny Marie Lane property owner Bill Rosacker.
Staff recommendation to approve the application based on the staff report presented there were no questions.

Motion is made to approve the Non-Remonstrance Agreement as presented by the staff report with the condition that it must be recorded with Marion County was made by Commissioner Gibson and is seconded by Commissioner Willman. The Motion is passed by all.

- b) Discussion and or Action on Chapter 4 Training Material Land Use and Development. Chair Schaefer went over the following material with the group.

Chapter 4: Making Land Use Decisions

Welcome to Chapter 4 – Making Land Use Decisions. In this section, we discuss the different types of land use decisions made by city and county government, time requirements for these decisions and the public hearing and appeals processes. We have divided them into specific sections for easy reference.

It is important to note that this chapter is only a general summary of planning procedures and requirements. For information about a specific statute, legal precedent, goal or rule, cities and counties should contact the appropriate governmental agency. If you have legal issues or concerns, consult an attorney who specializes in land use law.

Local Land Use Decisions

According to state law, there are three main types of land use decisions: legislative, quasi-judicial and ministerial. In most cases, public notice is required. Public hearings are required for certain types of decisions. Although local governments must establish procedures and requirements consistent with state statutes, they have considerable flexibility in assigning appeal to the planning commission. Some planning commission decisions may be appealed to the governing body. Some jurisdictions employ hearings officers to make certain types of land use decisions which are then subject to appeal to the planning commission or governing body. In all cases, local government land use decisions may be appealed to the Land Use Board of Appeals, or LUBA. All decisions must be consistent with state statutes, the statewide planning goals, case law and other applicable legal requirements.

Limited land use decisions and expedited land divisions are special categories of local decisions that are subject to specific procedures and standards outlined in state statutes.

Legislative Land Use Decisions

Legislative decisions establish local land use policies. They typically become part of the comprehensive plan or zoning code. In the case of map designations, legislative decisions are applicable to broad geographical areas rather than single properties or sites. In most communities, proposed legislative amendments to the comprehensive plan or zoning code are considered first by the planning commission, which holds one or more public hearings. The

commission's recommendation is then considered by the governing body which holds at least one public hearing before taking final action.

Quasi-Judicial Land Use Decisions

Local governmental bodies make quasi-judicial decisions when they apply existing policies or regulations to specific situations or development proposals. Other quasi-judicial decisions amend the zoning or comprehensive plan map, policies or regulations in relation to a specific development proposal. Additional examples of quasi-judicial decisions are conditional use permits, variances, partitions, subdivisions, annexations and road and street vacations.

Ministerial Land Use Decisions

Ministerial land use decisions are made by local planning staff based on clear and objective standards and requirements applicable to a specific development proposal or factual situation. Examples include building permits for a use permitted by code or a determination that a proposed structure meets setback or height requirements. Ministerial decisions do not require a public notice or hearing.

Limited Land Use Decisions and Expedited Land Divisions

To streamline approval of relatively minor actions within an urban growth boundary, or UGB, the legislature has approved two other kinds of decisions. The first, limited land use decisions, are made by the locally designated decision-maker and are subject to procedures and notice requirements outlined in state statutes. Examples include tentative partitions, tentative subdivisions, site review and design review.

The second, expedited land divisions for residential uses within a UGB, are made by planning staff after public notice. They are subject to procedures and requirements outlined in state statutes. The local government may not hold a hearing on such an application and must make its decision within 63 days of the application. Decisions may be appealed to a referee hired by the local government and finally to the State Court of Appeals according to state law.

Process

Procedures for legislative and quasi-judicial land use decisions are outlined in statutes and interpreted through case law. These procedures are ultimately incorporated into local plans and ordinances. Legislative procedures are generally more flexible than quasi-judicial procedures because they deal with relatively broad public policy issues. Quasi-judicial procedures are often more complex and specific, and require "due process." This is a legal term that entitles all affected parties prior notification of a proposed action and the opportunity to present and rebut evidence before an impartial tribunal. For quasi-judicial decisions, governing body members, hearings officers and planning commission members should avoid or limit communications outside of the formal public hearing process. They are required to disclose any contact outside the public hearing regarding a specific case in order to provide an opportunity for rebuttal or other corrective action. The local government must maintain a record of the proceedings and adopt findings of fact regarding the reasons for their decision. Within UGBs, this process must be completed within 120 days. Outside UGBs, the process must be completed within 150 days. In both cases, there are specific provisions to extend the time limit.

Land Use Application

Legislative land use decisions are subject to post acknowledgment plan amendment (PAPA) requirements contained in state statutes. For quasi-judicial land use decisions, the 120- or 150-day review process begins after the planning staff receives required application forms and supporting information that advocate for a certain land use or proposed development. Many local governments will schedule pre-application conferences with the prospective applicant.

Public Notice

Notice for legislative land use decisions must be provided to the public as outlined in local procedures and must be forwarded to the Director of DLCDC as required by the state statute. DLCDC provides notice to those who have requested to be included on the agency's notice list. For quasi-judicial decisions, specific parties must be notified at least 20 days prior to the public hearing: the applicant; property owners within 100 feet of the property if within a UGB, within 250 feet if located outside a UGB and within 500 feet if located within a farm or forest zone; and any neighborhood or community organizations whose boundaries include the site. Some local governments also require that notice be posted on the property.

Public Hearing

For legislative decisions, the planning commission usually holds initial hearings on a proposal before forwarding its recommendation to the governing body. Legislative decisions require final action by the governing body. Hearing procedures are relatively flexible and there are no limitations on outside contact between decision makers and the public.

For quasi-judicial decisions, most cities and counties hold at least one hearing before the planning commission or hearings officer prior to forwarding a recommendation or allowing an appeal to the governing body. At the hearing, the presiding officer summarizes the procedures and planning staff describes the case, including the applicable criteria in the comprehensive plan or zoning code, and its recommendation.

Applicants then present their case for approval and others may support them. Opponents then have the opportunity to challenge the applicant's case. All parties have the right to present and advance of or during the hearing precludes appeal to LUBA on that issue. This is commonly referred to as the "raise it or waive it" requirement. Under state law, some types of land use decisions may be made without a hearing if notice is provided and no party requests it.

Decision and Findings

Legislative decisions require a record and findings, but the requirements are less rigorous than for quasi-judicial decisions. The record must be adequate to show that the legislative action is within the legal authority of the city or county. The record must show that the jurisdiction followed applicable procedures. Legislative decisions must be consistent with substantive requirements in state statutes and the statewide planning goals. For example, an updated housing element must be consistent with ORS 197.303-314 and Statewide Planning Goal 10 (Housing).

After hearing the staff report and public testimony on an application for a quasi-judicial decision, the hearings body makes its decision. As noted before, this must be based only on applicable criteria in the local code and relevant evidence and testimony. There are four choices of action: approve the application; approve the application subject to specific conditions; deny the application; or continue the review process to obtain additional information. In this case, the applicant may need to agree to a time extension.

The final decision must include findings of fact and conclusions of law that are adequate to explain the basis for the action. Draft findings are often prepared by staff and may be available in advance of the hearing. Adoption of findings may occur immediately following the hearing and include any modifications to the draft, based on additional evidence and testimony. In some cases, the prevailing party, legal counsel or staff are asked to prepare the final version of the findings which are then adopted at a separate meeting before the time limit expires. The final decision must be based on what is known as "substantial evidence" that a reasonable person would rely on in reaching the decision.

Appeals

Local ordinances specify how initial decisions by local staff, a hearings officer, or the planning commission can be appealed to the local governing body. Certain appeals are limited to evidence submitted to the initial decision-maker and may include an opportunity for additional oral or written argument.

As we have noted before, only parties that have stated their case before the local government have 21 days to file a Notice of Intent to Appeal with LUBA. Following this filing, and during a timeframe prescribed by law the local government must provide the complete record of the proceedings with the board. Once the record is filed and accepted, the petitioner and respondent(s) file their briefs with the board. LUBA will hear oral arguments from the parties and issue a written opinion that either affirms, reverses, or remands the decision for additional consideration. The board's decision may be appealed to the Court of Appeals, or finally, to the Oregon Supreme Court. Specific timelines in state law provide for a speedy review of land use decisions and increase certainty for both the community and applicant.

Alternatives to formal appeals include mediation, which can save all parties time and money. For more information on mediation assistance, contact DLCD.

Staff Role

Planning staff are usually the first individuals an applicant meets. They are responsible for explaining all procedures and requirements, reviewing the application for completeness and preparing the staff report. Staff presents its report and recommendation to the decision maker. Often, the staff recommendation is accepted with or without conditions. Staff generally prepares the final decision documents and findings of fact documenting the reasoning to support the decision.

A pre-application conference with prospective applicants may help them understand the procedures and requirements for the land use proposal, including any additional research or information that may be needed. In some cases, applicants may be encouraged to meet with neighborhood groups or other affected parties to review their proposal.

Staff prepares a public notice for proposed land use decisions that describes the location of the subject property, the nature of the application and the proposed use. The notice also explains: criteria from the comprehensive plan and land use regulations that pertain to the application; the date, time, and location of the public hearing; the name of a local government representative to contact; and requirements for public testimony and how the hearing is conducted. When a staff report is prepared, it must be made available to all interested parties seven days prior to the public hearing. In some cases, the staff report includes draft findings explaining the reasoning for the recommended decision.

As noted earlier, LUBA may remand or return a case to the local government for additional review. If a decision is remanded, the local government must decide whether to proceed, based

on the existing record or to allow additional evidence and testimony. Legal requirements related to remand may be complicated. Staff should work with their legal counsel to define procedures and requirements before the remand is formally considered.

Ex Parte Contact, Bias and Conflicts of Interest

Ex Parte Contact

An ex parte contact occurs when a decision-maker receives information, discusses the land use application or visits the site in question outside the formal public hearing. This does not include discussions with and information received from staff. Failure to disclose such contact may result in reversal or remand of the decision. If ex parte contact does occur, the decision-maker must disclose it on the record at the hearing, describe the circumstances under which it occurred and present any new evidence introduced through that contact. The presiding officer must give parties the opportunity to rebut the substance of the ex parte contact. State statutes clearly delineate requirements for ex parte contacts.

Bias

Bias occurs when decision-makers have a prior judgment of the case that prevents them from making an objective decision based on the facts. Such decision-makers should excuse themselves from the proceedings. Even though bias is often subjective, not all personal views or positions are actual bias in the eyes of the law. While it is not unusual for decision-makers to have a perspective or background, the threshold test is if this will influence their decision. Decision-makers should carefully consider any issues related to their personal bias and be prepared to step aside if necessary.

Conflict of Interest

A conflict of interest occurs if any action by public officials results in financial gain or loss to themselves or a relative or business associate. According to state law, it must be disclosed. There are two types of conflicts of interest, actual and potential. An actual conflict of interest is one that would occur as a result of the decision. If that is likely, the decision-maker must disclose it and not participate in the decision. A potential conflict is one that could occur as a result of the decision. In that case, disclosure is still required, but the decision-maker may participate in the decision.

Legal Issues Related to Ex Parte Contacts, Bias or Conflicts of Interest

Decision makers should consult with the local government’s legal counsel if they have any questions or concerns regarding Ex parte contacts, Bias or Conflicts of Interest.

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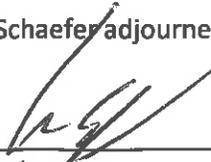
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7. OLD BUSINESS

- a) Discussion and or Action on Recreational and or Medical Marijuana regulations. No discussion or action taken at this time.

8. ADJOURN

Chair Schaefer adjourned the January 6, 2015 Aurora Planning Commission Meeting at 7:40 P.M.



Chair Schaefer

ATTEST:



Kelly Richardson, CMC
City Recorder

Annual Meeting, 2015
**Pudding River Watershed
Council**

Public Information and Participation Opportunity

Chu's Eatery and Lounge

1390 N Pacific Hwy
Woodburn, Oregon 97071
Optional \$12 buffet

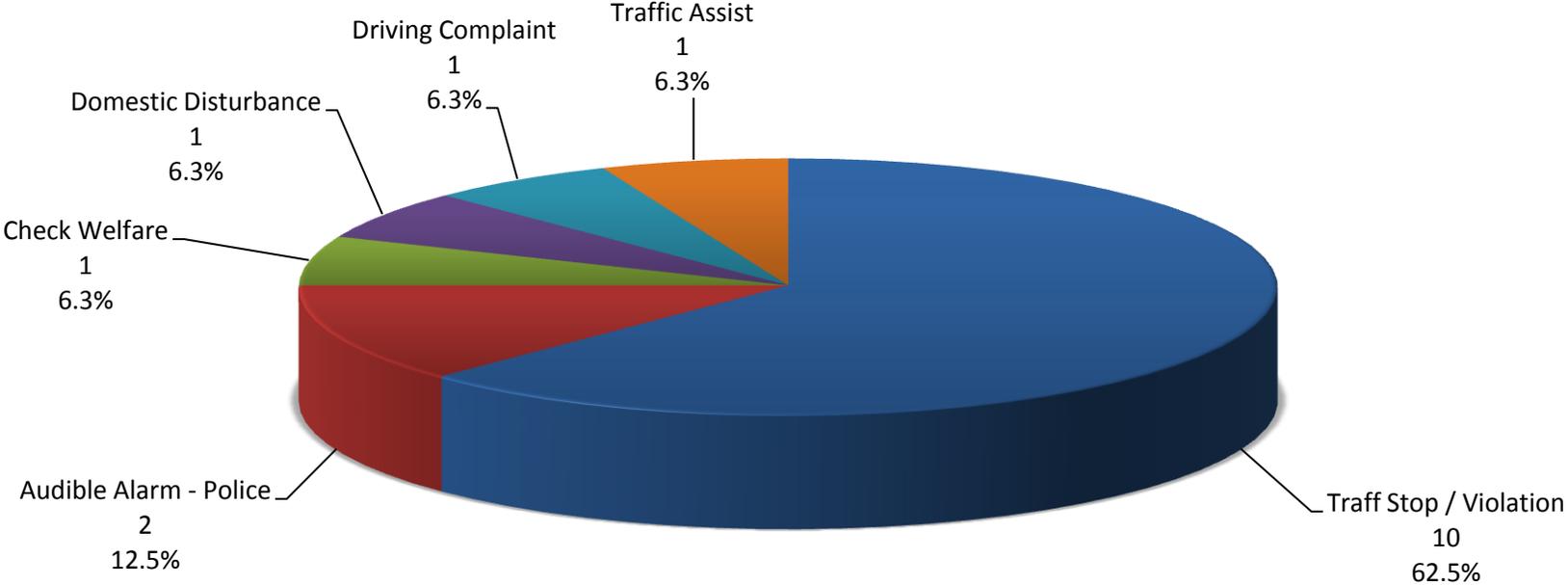
Tuesday February 17, 2015
6:00-8:00 PM

The Pudding River Watershed Council is focused on helping landowners and communities access available funds from federal, state and local districts for watershed conservation and enhancement programs. The Council is a volunteer organization that is neither governmental nor regulatory. The Council engages the public with local projects and provides access to information about the Pudding River Watershed.

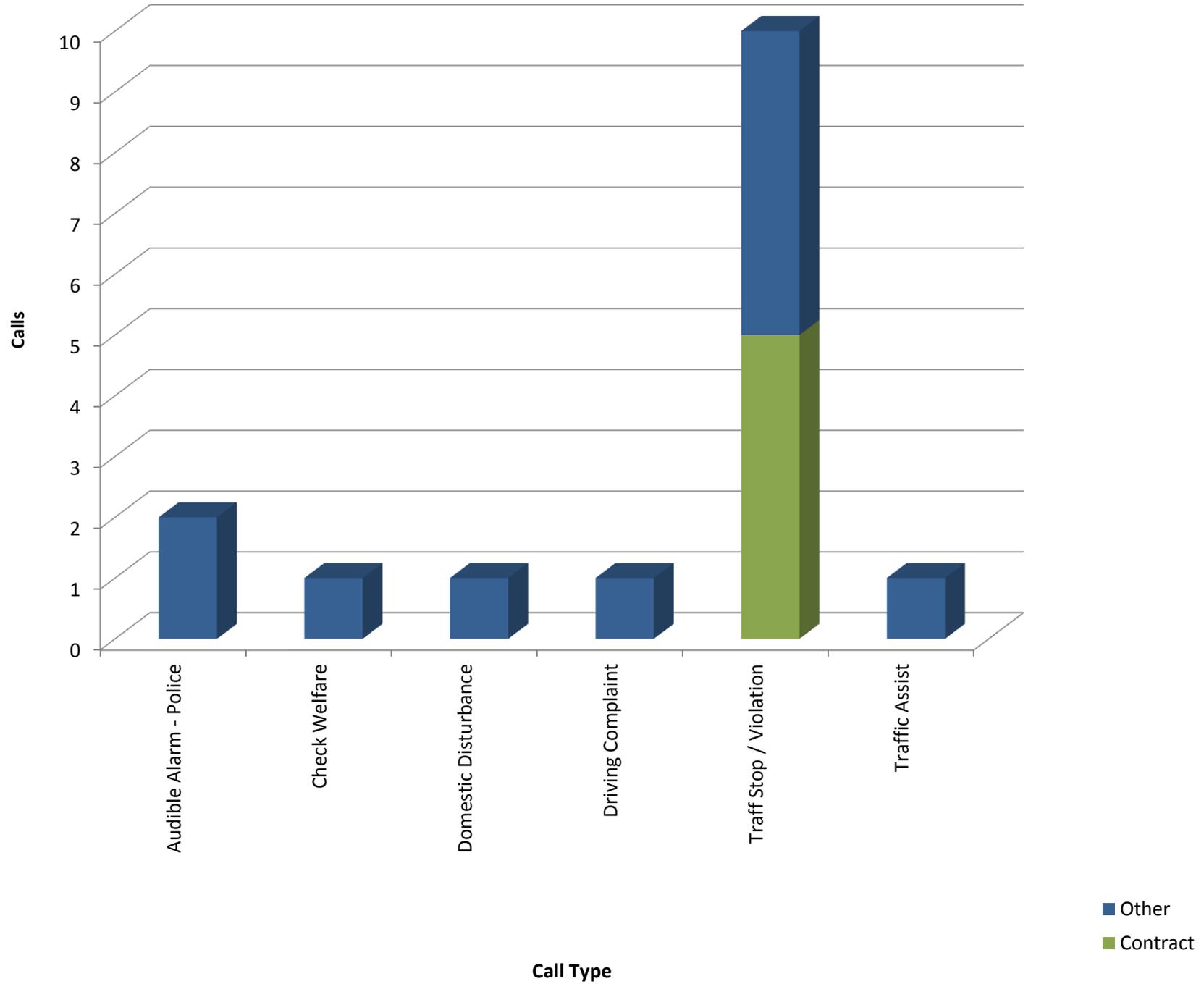
The Annual Meeting gives the public an opportunity to learn from representatives of the Oregon Department of Agriculture, Natural Resource Conservation Service and both Marion and Clackamas Soil and Water Conservation Districts. This event is an opportunity to learn what dollars are available for conservation and watershed enhancement.

For more information please call
(503) 548-7159 or visit our website
Puddingriverwatershed.org

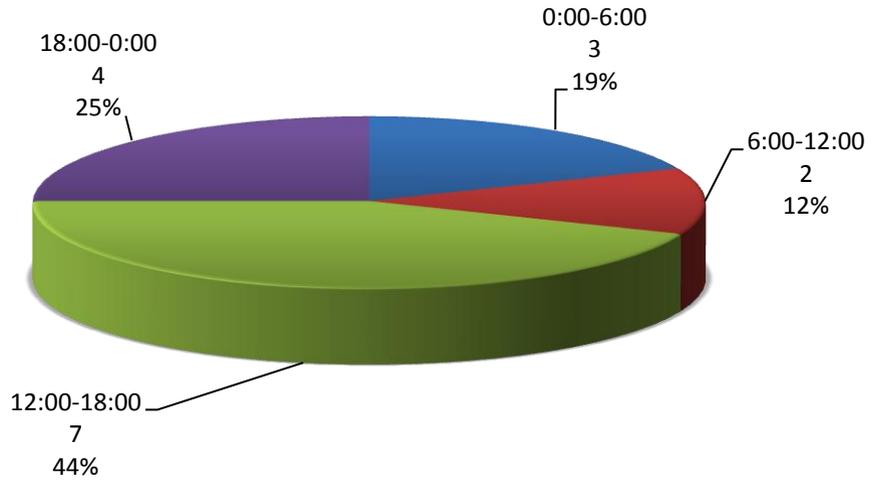
Aurora Top Calls for Service January 2015



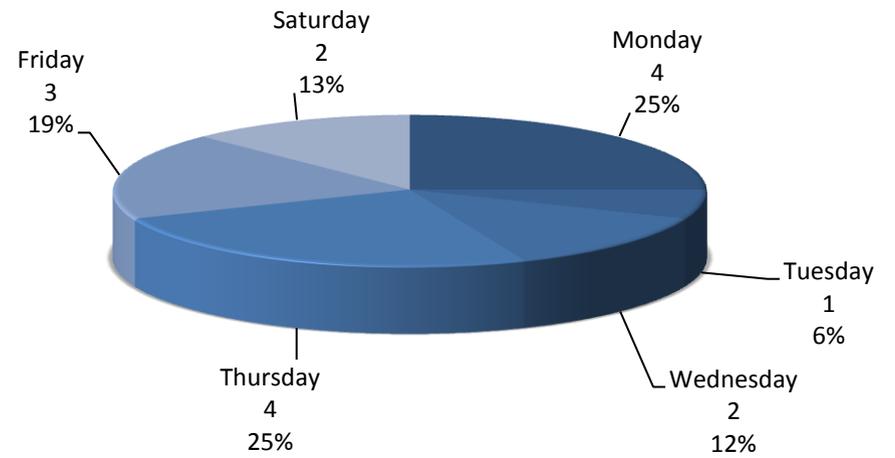
Call Type by Primary Deputy January 2015



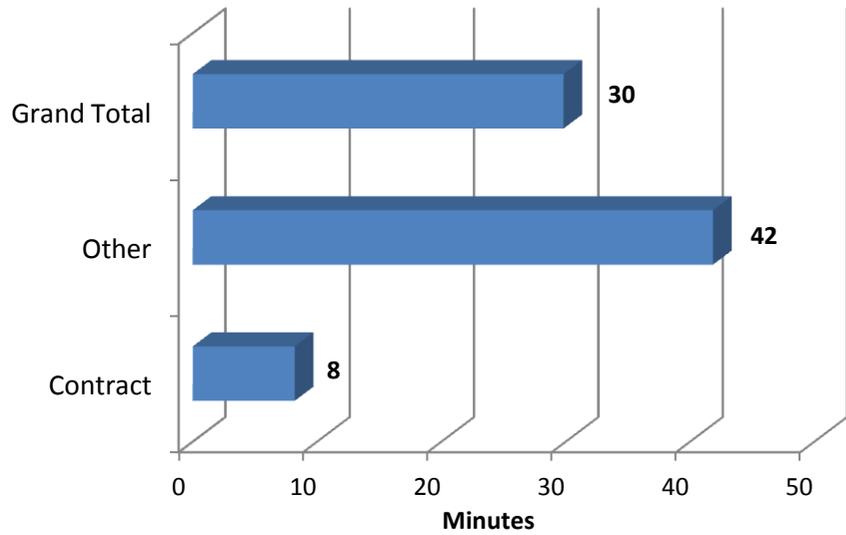
**Aurora Calls for Service by Hours Range
January 2015**



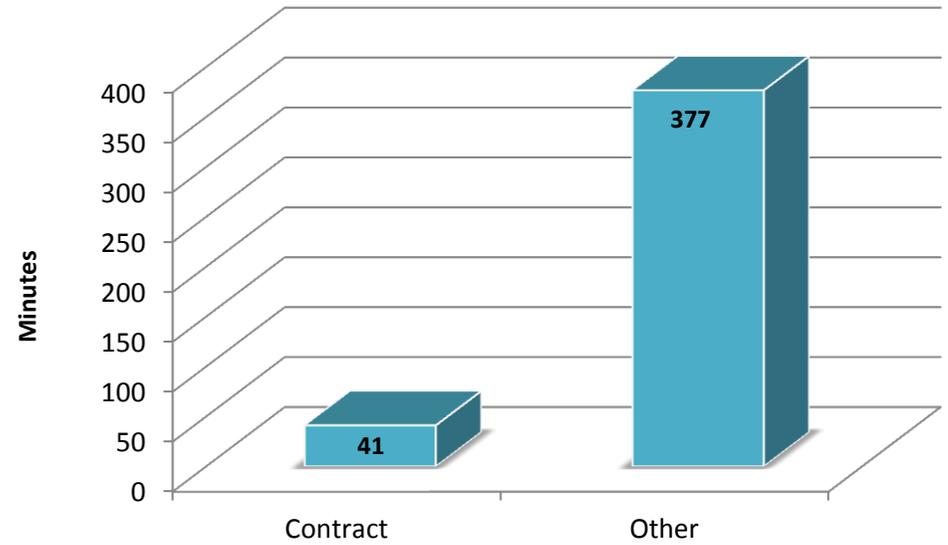
**Aurora Calls for Service by Day of Week
January 2015**



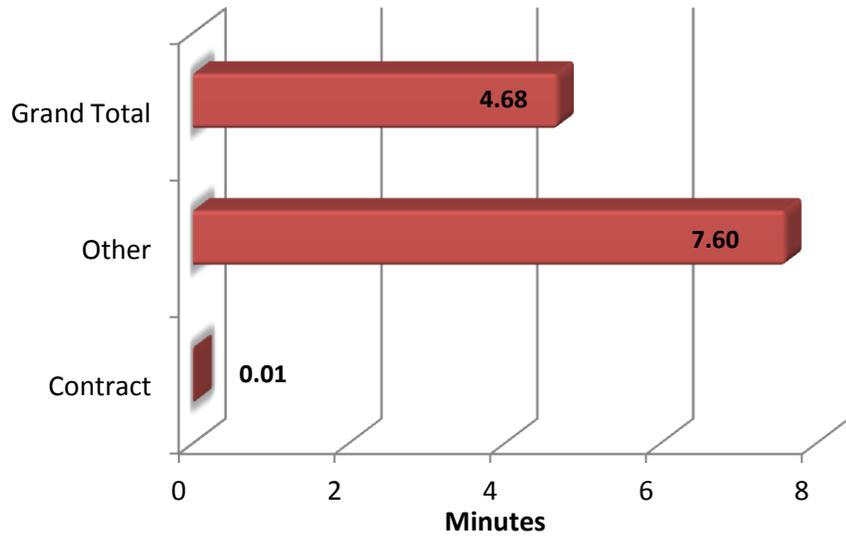
Aurora Calls Average Call Length January 2015



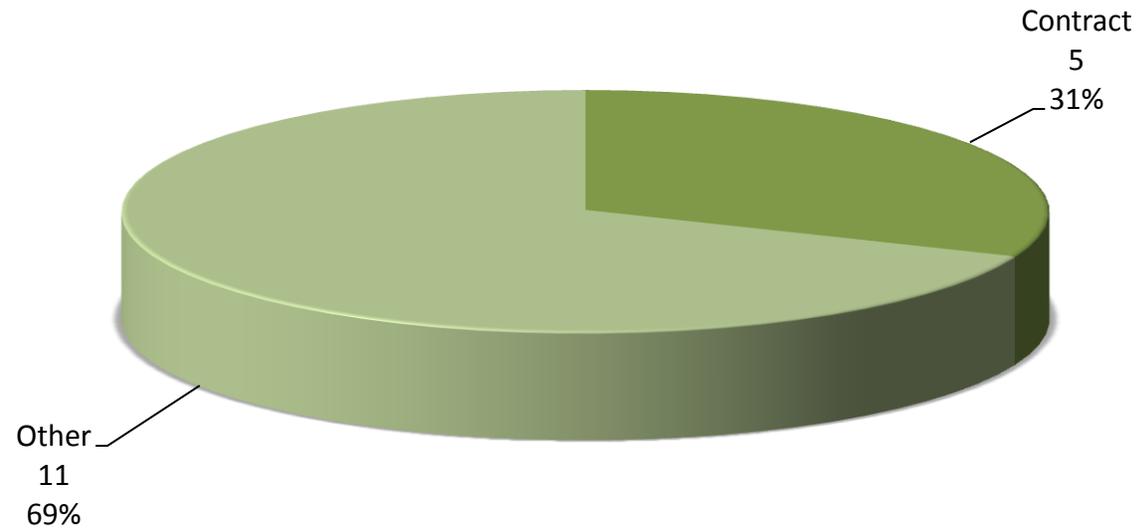
Aurora Calls Total Call Length January 2015



Aurora Calls Average Call Arrival Time January 2015



Aurora Calls by Primary Deputy January 2015



Aurora Calls for Service January 2015

EVENTID	CASEID	Combined Type	PRIMARY_UNIT	CREATE_DATE	DISPATCH_DATE	ARRIVAL_DATE	CLEARED_DATE	Arrival in Minutes	Call Length in Minutes	DISPOSITION	ZONE	PRIORITY	AGENCY	SOURCE	LOCATION
SMS201501010101		Traff Stop / Violation	A195	1/1/2015 12:04	1/1/2015 12:04	1/1/2015 12:04	1/1/2015 12:13	0.02	9.32	0	SMS01-AU T6		SMS		LIBERTY ST NE, AURORA/2ND ST NE, AURORA(MapBook:1432)
SMS201501010154		Traff Stop / Violation	A195	1/1/2015 17:08	1/1/2015 17:08	1/1/2015 17:08	1/1/2015 17:17	0.02	8.75	0	SMS01-AU T6		SMS		ORCHARD AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201501020028		Traff Stop / Violation	A171	1/2/2015 9:05	1/2/2015 9:05	1/2/2015 9:05	1/2/2015 9:15	0.02	10.37	0	SMS01-AU T6		SMS		EHLEN RD NE, AURORA/MAIN ST NE, AURORA(MapBook:1432)
SMS201501020050		Driving Complaint		1/2/2015 11:32			1/2/2015 11:34			0	SMS01-AU	1	SMS		HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook:1432)
SMS201501030035		Traff Stop / Violation	A197	1/3/2015 9:53	1/3/2015 9:53	1/3/2015 9:53	1/3/2015 10:09	0.02	15.52	0	SMS01-AU T6		SMS		OTTAWAY RD NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1532)
SMS201501030111		Traff Stop / Violation	A116	1/3/2015 20:55	1/3/2015 20:55	1/3/2015 20:55	1/3/2015 21:04	0.00	8.72	0	SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)
SMS201501050167	SMS15000271	Domestic Disturbance	A105	1/5/2015 20:55	1/5/2015 20:56	1/5/2015 21:14	1/5/2015 23:27	17.40	133.08	1	SMS01-AU T2		SMS		14643 EHLEN RD NE (MapBook:1432), AURORA (AIRPORT RD NE/)
SMS201501070092		Traff Stop / Violation	A195	1/7/2015 12:58	1/7/2015 12:58	1/7/2015 12:58	1/7/2015 13:05	0.02	6.78	0	SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/ORCHARD AV NE, AURORA(MapBook:1532)
SMS201501080123		Traff Stop / Violation	A195	1/8/2015 12:21	1/8/2015 12:21	1/8/2015 12:21	1/8/2015 12:28	0.00	7.18	0	SMS01-AU T6		SMS		EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201501090130		Traff Stop / Violation	A195	1/9/2015 14:30	1/9/2015 14:30	1/9/2015 14:30	1/9/2015 14:39	0.00	8.98	0	SMS01-AU T6		SMS		MAIN ST NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)
SMS201501120180		Audible Alarm - Police		1/12/2015 18:13			1/12/2015 18:22			0	SMS01-AU	5	SMS		14795 ORCHARD AV NE (MapBook:1532), AURORA (/FILBERT ST NE)
SMS201501130187		Traff Stop / Violation	A113	1/13/2015 15:24	1/13/2015 15:24	1/13/2015 15:24	1/13/2015 15:37	0.02	12.42	0	SMS01-AU T6		SMS		EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201501150026		Audible Alarm - Police	A106	1/15/2015 7:53	1/15/2015 7:55		1/15/2015 8:19		23.65	0	SMS01-AU	5	SMS		21651 MAIN ST NE (MapBook:1432), @AURORA LAMP WORKS & ANTIQUES, AURORA (/2ND ST NE)
SMS201501260145		Traff Stop / Violation	A113	1/26/2015 14:55	1/26/2015 14:55	1/26/2015 14:55	1/26/2015 15:08	0.02	13.17	0	SMS01-AU T6		SMS		EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201501260198	SMS15001748	Check Welfare	A029	1/26/2015 21:19	1/26/2015 21:23	1/26/2015 21:33	1/26/2015 22:22	9.77	48.82	5	SMS01-AU	3	SMS		LIBERTY ST NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook:1432)
SMS201501280233	SMS15001891	Traffic Assist	A036	1/28/2015 21:41	1/28/2015 21:45	1/28/2015 22:18	1/29/2015 0:09	33.60	110.87	5	SMS01-AU	3	SMS		HIGHWAY 99E NE/EHLEN RD NE

Report from the Finance Officer
February 9, 2015

- Revenue and expense report for the period ending December 31, 2014 is included. This report shows budgeted amounts and percent of budget received/spent.
- I have evaluated the current budget and find that our expense percentages to date are where they should be in most areas. I have spoken w/Public Works Supervisor Darrel Lockard regarding high numbers in the water fund materials and services budget. He is aware of the situation and does not think we need to consider a resolution to transfer funds from contingency at this time. I will continue to monitor spending closely.
- Revenue is on track in most areas. As of February 4, 2015, we have received approximately 97% of our budgeted amount of Taxes Necessary to Balance in the General Fund and 94% in the G O Bond Fund. The building permits and fees are way below estimated. We have had only one new construction to date and paid out franchise fees in this fiscal year that were received last FY. This also affects SCD Fund revenues.
- Budget committee members have been confirmed with one vacancy that needs to be filled. Please reach out to anyone you think may want to serve a 3 year term. I will post the vacancy and note it in the upcoming newsletter. The current list is attached as well as a draft budget calendar.
- I have been working on 2015-2016 budget sheets and will be meeting with staff for input on expenses.
- Keeping current with payables and receivables.
- Continuing with front office duties.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending December 31, 2014

	FUND	BUDGET	BALANCE @ July 1, 2014	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE Dec 31, 2014
10	GENERAL	689,389.00	334,354.00	267,479.53	62.88%	429,788.00	172,765.42	40.20%	429,068.11
15	CITY HALL BUILDING	119,827.00	118,128.00	490.72	25.56%	119,827.00	0.00	0.00%	118,618.72
25	PARK RESERVE	1,146.00	1,136.00	2.93	29.30%	1,146.00	0.00	0.00%	1,138.93
29	PARK SDCs	27,069.00	29,164.00	2,282.86	98.19%	27,069.00	0.00	0.00%	31,446.86
30	STREET/STORM	274,053.00	159,055.00	38,703.54	30.56%	168,031.00	29,861.67	17.77%	167,896.87
35	ST/STORM RESERVE	51,993.00	38,367.00	6,807.85	49.73%	51,993.00	0.00	0.00%	45,174.85
39	ST/STORM SDCs	22,192.00	13,840.00	2,949.09	26.16%	22,192.00	0.00	0.00%	16,789.09
40	WATER OPERATING	498,000.00	216,959.00	150,681.43	53.24%	315,658.00	186,660.14	59.13%	180,980.29
42	SPW MAINTENANCE	39,717.00	31,566.00	8,081.39	99.09%	39,717.00	0.00	0.00%	39,647.39
45	WATER RESERVE	46,681.00	26,567.00	20,062.44	99.71%	46,681.00	0.00	0.00%	46,629.44
49	WATER SDCs	60,398.00	45,478.00	5,675.34	27.70%	60,398.00	0.00	0.00%	51,153.34
50	SEWER OPERATING	436,300.00	177,718.00	137,808.43	50.24%	270,087.00	95,632.44	35.41%	219,893.99
55	SEWER RESERVE	55,727.00	45,552.00	10,115.46	99.37%	55,727.00	0.00	0.00%	55,667.46
57	G. O. DEBT SERVICE	319,800.00	33,176.00	273,619.71	93.55%	319,800.00	57,400.00	17.95%	249,395.71
59	SEWER SDCs	32,778.00	28,623.00	2,108.29	34.03%	32,778.00	10,000.00	30.51%	20,731.29
	TOTALS	2,675,070.00	1,299,683.00	926,869.01		1,960,892.00	552,319.67		1,674,232.34

**CITY OF AURORA
BUDGET COMMITTEE MEMBERS
2015– 2016**

Bill Graupp

14629 Ehlen Road NE
Aurora, OR 97002
mayor@ci.aurora.or.us
503 678-6909

Scott Brotherton

15080 Park Avenue NE
Aurora, OR 97002
scott@oregonpacificconstruction.com
503 951-3404

Rick Vlcek

21340 Main Street NE
P. O. Box 432
Aurora, OR 97002
rvlcek@ci.aurora.or.us
503 678-1725

Jason Sahlin

21011 Main Street NE
P. O. Box 831
Aurora, OR 97002
jasons@vlmk.com
503 318-2770

Kris Sallee

21544 Liberty Street NE
Aurora, OR 97002
ksallee@ci.aurora.or.us
661 713-0193

David Opie

2nd of 3 year term

14783 Ottaway Road NE
Aurora, OR 97002
intentionallyleftblank@centurytel.net
503 678-3380
503 709-0362

OPEN

1st of 3 year term

Charles Donald resigned at
end of his term

Nick Kaiser

1st of 3 year term

14635 Kasel Court NE
Aurora, OR 97002
nkgemini@centurytel.net
503 678-1531

Bob Southard

2nd of 3 year term

21187 Highway 99E NE
Aurora, OR 97002
Quigley502003@yahoo.com
503-201-5228

Byron Schriever

3rd of 3 year term

14980 Seal Rock Avenue NE
Aurora, OR 97002
bschriever@centurytel.net
503-678-7817

Budget Calendar 2015 – 2016

<u>Activity</u>	<u>Date</u>
Appoint budget officer	March 10, 2015
Publish Notice of Budget Committee Meeting and Public Comment at 2 nd meeting in paper and post on our website	April 7, 2015
Appoint Budget Committee Members	April 29, 2015
1 st Budget Committee meeting	April 29, 2015
2 nd Budget Committee meeting	May 6, 2015
Publish notice of 4 th Budget Committee meeting (if necessary) and post on website	May 7, 2015
3 rd Budget Committee meeting Approve Budget	May 13, 2015
4 th Budget Committee meeting (if necessary). Approve Budget	May 20, 2015
Publish summary and notice of Budget hearing in paper and on website	May 14, 2015 or May 21, 2015
Budget hearing before Council	June 9, 2015
Enact resolution to: adopt budget make appropriations impose and categorize taxes	June 9, 2015
Submit state revenue sharing document	June 17, 2015
Submit tax certification documents to the Marion County assessor	July 1-12, 2015

City Council Public Works Activity Report

February 4, 2015

Waste Water: 40% spent

. Had The Automation Group in for repairs on telemetry system mid December. Since then the alarms seem to be working properly. Had the radio systems checked out for all the sewer lift stations, the #4 station has some issues and recommends a new radio. The old unit can be sent back to be refurbished and will give the city a back-up for all the lift station, waiting for estimates.

The RAS pumps in the aeration basin have expired and new units need to replace them. In order to replace them the City needs to purchase a boat(est. \$1500.00)

TMDL report is completed and will be submitted after reviewing once again to ensure correct information is listed. This report is due in September. I have been in contact with the agency.

I&I reports is due February First of each year. **2014 report mailed 1/8/2014**

Flow meter calibration report is due before December 31 of each year. This is done in march

Water:67% spent (This will be higher due to Plant repairs)

.The water plant had a blow out of the waste manifold on the 18th of Jan. The piping has been repaired. A new control valve has been installed, the Public works personnel has been instructed on the procedure for backwash. These repairs were completed Feb 3. 2 of the 3 filters are on-line, the 3rd filter need to have media added which is schooled to be done early in the week possibly before council meeting.

Streets:27% spent

Routine operation and maintenance. Clearing catch basin of debris. Rain diversion has been instead at Bobs & Sayre. Graveled roads are being checked for pot holes and repaired as needed

Park: Lots of tree debris since weather has changed trying to keep up with after each storm.

Notice for Council

No issues for this reporting period

Administration

Public Works scheduling and planning for staff.

Budget on track for current 2014-2015

Reviewing Budget items for 2015-2016

Respectfully: Darrel Lockard

Public works project list

Sink hole status of 21370 Main st. Asphalt has been installed completed

Plans list

Irrigation for WWTP summer discharge

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 2/5/2015
Re: Recorders Report Month of January 2015 report

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.
 - Working closely with Historic Review Board on guideline updates and changes.
 - Working with Karen Townsend on CGL grant for HRB
 - Working with HRB on sign inventory
- ❖ Attending Conference Committee And Records Committee Meetings
- ❖ Records Request update
 - two pending
- ❖ Ongoing needs of the City, discussion items.
- ❖ Updating Planning and Zoning Files and Forms/Checklists **ONGOING**
- ❖ Updating water files and statistics to better reflect accurate information in Springbrook our utility billing and accounting software. Researching various accounts to reflect accurate information. **complete.**
- ❖ Working on Ordinance violations with Officer Marcellais.
- ❖ Gather information for website updates, going very slowly at this point.
- ❖ Looking for new vendor for our WebLEDS access.
- ❖ Looking into Spring Brook V7 upgrade possibilities. Attached is draft look at proposal.



Springbrook SAAS License and Permits Module Proposal for City of Aurora

24 Month Contract

1/13/2015

Proposed By:
Ron Schlitzkus
Installed Account and Migration Sales Manager
ron.schlitzkus@sprbrk.com
5038206287

Licensed Products and Services

#	Item	Product Type	QTY	Sales Price	Total Price
1	<p>SaaS - Community Development Application Level 1 Community Development Level 1 includes a choice of one module: License and Permits, Building Permits, or Code and Contact Management AND includes Enhanced Cash Receipts. There are no additional options available in Level 1. Community Development Level 1 most commonly serves a population of up to 15,000, and approximately 2,000 records. Two Full Users and 5 Casual Users are allowed in Level 1. Community Development is available in SaaS, License Hosted, or License deployment models. All standard interfaces included in this product are provided as is. Customization to meet specific 3rd party vendor requirements are billed separately and are not included with this product. Conversion Services billed separately. ***This product requires Professional Services for use and are listed as a separate line item on this contract***</p>	Subscription; License	1	\$3,080.00	\$3,080.00
2	<p>Business Process Study Level 1 - Community Development This service includes working with a Springbrook Consultant to review current business processes and understand functionality present in the Springbrook application. The findings from this session will be used to formulate an Implementation plan that will meet your functional requirements. Following the session your Springbrook Implementation team will deliver a document identifying deviations from the application Best Practices as well as a Statement of Work to document the scope of the project identified.</p>	Professional; Service	1	\$875.00	\$875.00
3	<p>Community Development Professional Services - Essential Community Development Professional Services Essential is available for all deployment models. Essential includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. Community Development Professional Services - Essential provides remote Initial Configuration and Application training, and remote Best Practice and Standard Application configurations assistance with the Consultant.</p>	Professional; Service	1	\$3,400.00	\$3,400.00

Product Breakdown and Financial Roll-Up

Product Family	Type	Total	Payment Terms
Recurring Costs			
License	Subscription	\$3,080.00	100% due upon signing, annually thereafter
License	Maintenance	\$0.00	100% due upon signing, annually thereafter
Service	Subscription	\$0.00	100% due upon signing, annually thereafter
IT	Hosting	\$0.00	100% due upon signing, annually thereafter
Non-Recurring Costs			
License	Premise	\$0.00	100% due upon signing
License	Maintenance Deferred	\$0.00	100% credited upon signing
License	Subscription Deferred	\$0.00	100% credited upon signing
Service	Conversion	\$0.00	25% due upon signing, 25% due upon Acceptance of Core Modules Statement of Work, 20% due upon completion of Core Module Setup Phase, 20% upon Core Go-Live acceptance, 10% due upon Full Go-Live Acceptance of all Modules
Service	Professional	\$4,275.00	25% due upon signing, 25% due upon Acceptance of Core Modules Statement of Work, 20% due upon completion of Core Module Setup Phase, 20% upon Core Go-Live acceptance, 10% due upon Full Go-Live Acceptance of all Modules

Go-Live Implementation

Finance
 Payroll
 Utility Billing
 Community Development
 Special Assessments
 License and Permits

These are the actual modules within the product suite that will be implemented for the "Go-Live" pursuant to the services being proposed. Other modules that may be included in your product level, not part of the "Go-Live", may be added however additional services will be required.

4-Year Cost of Ownership

Year	1	2	3	4	Total
One-Time	\$4,275.00				\$16,595.00
Recurring	\$3,080.00	\$3,080.00	\$3,080.00	\$3,080.00	

This table is an illustrative example of the costs being proposed modeled over a 4-Year period highlighting one-time and recurring charges.

Additional Information

Definitions

Masters: static information and data, based on a single individual or entity. An example of a Master file is Customer, Employee or Vendor contact information.

History: Information that is updated or added on a regular basis that is tied to a Master File. An example of History includes Checks, Billings or Receipts.

Additional Information

Client Requirements

Client must perform all data extraction from their legacy system and populate Springbrook Software, Inc. then current Standard Templates. Standard Templates and field listings are available for review by client upon request.

Client must validate the accuracy of data. Data in legacy system which is incorrect or does not balance will need to be altered by Client, or incorrect results will be carried through to new system.

Client must provide data according to the schedule mutually agreed upon with Project Manager, or project may incur changes to schedule or additional fees. Client must provide field descriptions and/or definitions For data that is being extracted from the legacy system

Vendor Requirements

Vendor will evaluate data provided from client to ensure that all required fields have been populated, that the formats provided meet the necessary criteria, and the limitations of field ranges.

Vendor will provide consulting services to assist client in analyzing data inputs meet criteria specified, and assist in testing to validate inputs are converted correctly to the SSI System.

Vendor will provide a secure method for electronic data transmission.

Vendor will ensure that all data provided in finalized templates are converted correctly into the corresponding fields or tables within the Springbrook Software, Inc. applications.

Once Client has offered final approval of data sets, Vendor will provide three (3) data conversions into the Live UB System and one (1) data conversion into the Live system for all other Applicable as specified on table above.

Limitations of Conversions Services

Unless otherwise specified and agreed to, Vendor will not consult on or assist in the removal of data from Client legacy system.

Vendor cannot convert data from a legacy system which is not available in a corresponding field.

Vendor cannot convert data into fields which exceed the maximum database field limitations.

The services listed above do not include consulting or data manipulation for the purpose of supplying the Client with information the Client didn't previously have access to.

Data requested to be converted after agreed to live conversion will be considered out of scope, and will require a change order, and be subject to additional fees.

All current templates and field listings are available on the Springbrook Software, Inc. website, and included herein by reference.



Springbrook V6.07 to V7 Cloud (hosted) Migration Proposals for City of Aurora

24 Month Contract

1/14/2015

Proposed By:

Ron Schlitzkus

Installed Account and Migration Sales Manager

ron.schlitzkus@sprbrk.com

5038206287



Licensed Products and Services

#	Item	Product Type	QTY	Sales Price	Total Price
1	SaaS - FULL User Unlimited access to the application.	Subscription; License	2	\$360.00	\$720.00
2	Migration Project Management Services Migration Project Management Services to plan, schedule and track the complete Migration process.	Professional; Service	1	\$9,800.00	\$9,800.00
3	Migration Training Services Training and consulting services associated with a migration or upgrade.	Professional; Service	1	\$4,602.50	\$4,602.50

Migrating Modules

<p>Listed modules will be migrated. If modules are not listed, additional fees are required to migrate. Service costs for the migrating modules are listed above.</p> <p>Modules to Migrate:</p>	<p>Finance Suite (GL, AP, ACH, Bank Rec., Bdgt). Standard State and Federal Reporting. AP Electronic Check Signature. Payroll - Customer not using - Not included in migration. Central Cash Management/POS. Utility Billing. Service Order Request Management. Meter Inventory and History. Standard Meter Reading Interface. UB Payments. Progress to SQL Conversion.</p>
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Product Breakdown and Financial Roll-Up

Product Family	Type	Total	Payment Terms
Recurring Costs			
License	Subscription	\$720.00	100% due upon signing, annually thereafter
License	Maintenance	\$0.00	100% due upon signing, annually thereafter
Service	Subscription	\$0.00	100% due upon signing, annually thereafter
IT	Hosting	\$0.00	100% due upon signing, annually thereafter
Non-Recurring Costs			
License	Premise	\$0.00	100% due upon signing
License	Maintenance Deferral	\$0.00	100% credited upon signing
License	Subscription Deferral	\$0.00	100% credited upon signing
Service	Conversion	\$0.00	25% due upon signing, 25% due upon Kick Off, 25% due upon Go-Live, 25% due upon Full Acceptance of all Modules
Service	Professional	\$14,402.50	25% due upon signing, 25% due upon Kick Off, 25% due upon Go-Live, 25% due upon Full Acceptance of all Modules

4-Year Cost of Ownership

Year	1	2	3	4	Total
One-Time	\$14,402.50				\$17,282.50
Recurring	\$720.00	\$720.00	\$720.00	\$720.00	

This table is an illustrative example of the costs being proposed modeled over a 4-Year period highlighting one-time and recurring charges. Maintenance may increase annually.



Products and Services Detailed Descriptions

Item

SaaS - FULL User

Unlimited access to the application.

*Users will be unable to access the application during the scheduled maintenance periods.

Migration Project Management Services

An assigned Project Manager will maintain communication with the Client, both verbally and in writing, regarding schedules, tasks and events throughout the process.

Migration Training Services

Training and consulting services include a "train the trainer" approach during a week long onsite go-live session. Remote sessions are conducted before and after go-live, and access to webinars and additional training services is also available.



Additional Information

Definitions

Masters: static information and data, based on a single individual or entity. An example of a Master file is Customer, Employee or Vendor contact information.

History: Information that is updated or added on a regular basis that is tied to a Master File. An example of History includes Checks, Billings or Receipts.

Client Requirements

Client must perform all data extraction from their legacy system and populate then current Standard Templates. Standard Templates and field listings are available for review by client upon request.

Client must validate the accuracy of data. Data in legacy system which is incorrect or does not balance will need to be altered by Client, or incorrect results will be carried through to new system.

Client must provide data according to the schedule mutually agreed upon with Project Manager, or project may incur changes to schedule or additional fees. Client must provide field descriptions and/or definitions for data that is being extracted from the legacy system

Vendor Requirements

Vendor will provide the base for the application. The base for the Springbrook application includes System Setup, General Ledger Shell, Cash Receipts Shell, and Clearing House. The Springbrook base is included in all purchases.

Vendor will evaluate data provided from client to ensure that all required fields have been populated, that the formats provided meet the necessary criteria, and the limitations of field ranges.

Vendor will provide consulting services to assist client in analyzing whether data inputs meet criteria specified, and assist in testing to validate inputs are converted correctly to the SSI System.

Vendor will provide a secure method for electronic data transmission.

Vendor will ensure that all data provided in finalized templates are converted correctly into the corresponding fields or tables within the applications.

Once Client has offered final approval of data sets, Vendor will provide three (3) data conversions into the Live UB System and one (1) data conversion into the Live system for all other Applicable as specified on table above.

Limitations of Conversions Services

Unless otherwise specified and agreed to, Vendor will not consult on or assist in the removal of data from Client legacy system.

Vendor cannot convert data from a legacy system which is not available in a corresponding field.

Vendor cannot convert data into fields which exceed the maximum database field limitations.

The services listed above do not include consulting or data manipulation for the purpose of supplying the Client with information the Client didn't previously have access to.

Data requested to be converted after agreed to live conversion will be considered out of scope, and will require a change order, and be subject to additional fees.

All current templates and field listings are available on the Vendor website, and included herein by reference.

Essential Features and Functions

The modules and features listed in this section are considered essential and required for Phase One of the Implementation. This list is limited to key modules and features and is not considered a complete list of all of the features that will be addressed during Phase One of the Implementation. Modules and features purchased with professional services but not listed in this section will be implemented in later Phases of the Implementation project based on Springbrook's Standard project scheduling and forecasting practices.

Finance:

Payroll:

Utility Billing:

Community Development:

Special Assessments:



SPRINGBROOK SOFTWARE VERSION 7 MIGRATION EXHIBIT A

V7 .NET MIGRATION PROPOSAL

Customers who chose to migrate from our client-server version (V6) to Springbrook Software's .NET (V7) software are provided with the base software modules that are currently covered under a software maintenance agreement at no charge. However, services associated with the actual upgrade, such as Consulting and Migration Management Services (project management, technical, programming, business analysis, custom code reduction review) and requests by client for Springbrook Software to rewrite any custom software to operate in the .NET environment are outside the scope of the customer's annual software maintenance agreement. Springbrook will provide and invoice these services on a fixed bid basis.

A successful migration of the Springbrook application and database to V7 requires close teamwork between each of our respective organizations. During this process you and your staff will be working with nearly every department within Springbrook's organization. Staffing resources from the following departments will play a major role in your migration:

- Sales & Marketing
- Implementations
 - Project Management
 - Consulting/Training
- Programming
- Conversions
- Quality Assurance
- Technical Services

The Professional Service fees identified in this agreement are described on the following pages and include:

- Migration Management Services
- Migration Consulting/Training
- Initial Custom Code Review for this proposal (if applicable)
- Custom Code Reduction Review Services (if applicable or requested)
- Data Conversion
- Technical Service for installation of the new database release and new .NET release

MIGRATION MANAGEMENT SERVICES

Our goal is to provide your organization with the highest quality products and services during your migration, and to strive for minimal disruption to normal business operations during this process.

Migration Management Services may include, but are not limited to, the following:

- Project Management to plan, schedule and track the complete migration process
- Programming Resources to map and convert data.
- Project Management to maintain communication with client, both verbally and in writing, regarding schedules, tasks and events throughout the process
- Project Management to schedule and manage internal resources from Support, Programming, Technical Services, and Consulting/Training
- Technical consultation and services to assist client in assuring adequate hardware configuration for maximum performance with V7 (.NET)
- Technical services to create, ship and assist in installing the latest software application files on the server
- Technical services to order and assist in installing the latest database manager software at the client's site
- Technical services to copy and retrieve the existing data, migrate to V7 (.NET), then install the newly upgraded data back to the client's site
- Scheduling and coordination of on site, classroom, or web-based Consulting/Training covering the changes in the software from V6 to V7 (.NET)

- Project Management, Programmer and Business Analyst review of third-party software integration points, if applicable
- Quality Assurance Testing and Documentation

Migration Project Outline

*NOTE: Project Outline assumes all available resources available in a sequential event. Depending on the inclusion of a testing phase, a migration project typically has a 10 - 18 week project run time from Planning Phase through Go-Live Phase.

Pre-Migration	Location	Responsible Agent	Project Milestone
Signed Contracts	Remote	Sales & Contracts	Yes
Migration Team Welcome Call	Remote	Sales, PM & Client	Yes
Detailed Custom Code Analysis	Remote	Programming	
Consultant\ Business Analyst Review	Remote	Consultant & Client	
Contracts and Questionnaire Review	Remote	Migration Team	
Project Assignment	Remote	PM	
Scheduling Call	Remote	PM & Client	Yes
Planning Phase			
Kick-off Call	Remote	PM, Consultant & Client	Yes
Project & Sales Survey Review	Remote	PM, Consultant & Client	
Hardware & Software Review	Remote	PM & Client	
Initial Programming Data Pull and Test Upgrade	Remote	Programming	
Enterprise Software Install	Remote	Programming	
Setup & Training Phase			
Live Overview (Navigation & Security)	Remote	Consultant & Client	
Programming Custom Code Rewrites	Remote	Programming	
System Configuration with Client Data (Users, Security, Test Checks & Statements)	Remote	Consultant & Client	Yes
Consultant In-House Testing	Remote	Consultant & Client	Yes
Processing Video Overviews (Module specific processes)	Remote	Client	
Parallel Phase (if necessary)			
Programming Data Conversion	Remote	Programming	Yes
Load System Configurations	Remote	Consultant	
Processing Assistance & Training	On-site	Consultant & Client	
Project Status Call	Remote	PM, Consultant & Client	Yes
Go-Live Phase			
Programming Data Conversion	Remote	Programming	Yes
Load System Configurations	Remote	Consultant	
Processing Assistance & Training	On-site	Consultant & Client	
Project Status Call	Remote	Client, Consultant, PM & Transition Services	Yes
Transition Phase			
Transition Services Weekly Calls	Remote	Transition Services & Client	Yes
Follow-up Training and Expanded Features on V7	Remote/On-site	PM, Transition Services & Client	Yes

- Post Migration Transition Services

EXAMPLE PROJECT TIMELINE



MIGRATION CONSULTING SERVICES

While work behind the scenes is a critical component to a successful migration, so too is the Consulting/Training your organization will receive from an accredited Springbrook trainer. Each migrating client will require varying degrees of Consulting/Training based on which version your organization is migrating from, coupled with the collection of modules actively used within your organization.

Training and Consulting Services may include, but are not limited to, the following:

- Consulting and Training services include a “train the trainer” approach so that your key staff members are well versed on how to properly use the new application for their current business processes, which in turn will allow them to train occasional or infrequent users when the need arises.
- Onsite sessions for your go-live week with experienced staff in each of the respective suites.
- Remote training sessions before and after the go-live event.
- Data validation services and assistance in securing new copies of files for initial review.
- Initial telephone conferences regarding planning and configurations, set-ups.
- Webinars on additional features.
- Transition staff resources to augment the training and provide directed support services.

SERVICE FEES

Please see Order Form for a cost breakdown.

INITIAL CUSTOM CODE REVIEW FOR THIS PROPOSAL

If your organization has custom solutions that Springbrook Software developed, our programming staff has conducted an initial high-level review of the custom code that we maintain on file for your organization. We have included budget figures based on the client’s custom solution(s) being re-written to operate in a V7 .NET environment. While it is our intent to continually add new standards to the application, not every custom solution written on behalf of your organization has the potential of being eliminated. For items which will require you to implement new business processes, the fees associated with the rewrite will be reallocated to services.

CUSTOM CODE REDUCTION REVIEW SERVICES (IF APPLICABLE OR REQUESTED)

Springbrook understands that the customization figures associated with ongoing maintenance services may not be concrete enough for your organization to secure project and budget approval. Recognizing this, Springbrook is able to offer a detailed custom code review upon written notification that your organization would like to proceed with a migration to V7. Since customization is often material, jointly investing time in this area to identify whether standard V7 functionality delivers the same or better results, can result in reduced annual maintenance associated with custom rewrites.

There is no up-front fee for performing this service and effectively, in a good-faith effort, Springbrook is fronting your organization services that are part of the migration management services component of quotation. Depending on the level and complexity of customization, a significant amount of effort on both of our parts may be required for a successful outcome. During the normal course of the project, all other custom code will be closely evaluated and significant emphasis will be placed on trying to utilize standard V7 functionality to eliminate as much of the custom code as possible.

For this review to be scheduled, a Springbrook Project Manager will be assigned to oversee this pre-contract component of the project. Depending upon the number of programs and level of customization, we may assign and schedule a pool of resources which could include programming staff, business analysts, trainers and consultants to completely review each custom solution and determine whether or not it is a standard function in V7 or whether an alternate means exists that delivers the same, or better result. There will likely be multiple conference calls, webinar demonstrations and emails required between our organizations and all communication will be funneled through Springbrook’s assigned Project Manager to ensure the appropriate resources are scheduled, timelines met and communication conveyed to the main point of contact within your organization. For each program that may need to be rewritten, a statement of work will be generated.

CUSTOM CODE

Custom Code is reviewed independently of the Migration Proposal and quoted separately based on individual Organization needs. Your Installed Account and Migration Manager, Ron Schlitzkus, will supply you with an independent quote for migrating any custom code you may utilize.

* Note: During the Migration Springbrook will work with you to operate your business in the V7 environment using standard features and functions, thus eliminating custom code wherever possible. In the event that we are able to eliminate custom code, dollar values quoted will be used for consulting on alternative business practices or training, within 60 days of Go-Live.



** Note: Using feedback from many customers, Springbrook understands that during the initial Consulting/Training many clients are only able to dedicate resources to getting the V7 required features live. Because of this they have been unable to learn all the new value added features available to improve business efficiencies and leverage the full functionality of their new solution. Post Go-Live Review and Consulting/Training is available and typically provided within 60 days after Go-Live and includes a review of how your staff is currently utilizing V7 as well as Consulting on the new features and functions in V7.

MIDDLE TIER LICENSING

As part of the migration, the legacy product that utilized a Progress V9 Middle tier has been replaced by new more dynamic technology. As part of this technological change we have retired the Progress components, and concurrent V6 licenses are converted to named users for an equal number. The designations of user types on the new platform are below:

Named User (1): 1 Named users can access the system on average more than 2 hours per week.

Access Agent (1): 1 Access Agent allows up to 100 people access the system for less than 2 hours per week on average.

ADDITIONAL MIGRATION INFORMATION

- Migrations are managed by a Springbrook Project Manager (PM). They will act as your main point of contact for all scheduling and questions.
- The costs quoted do not include travel expenses for Springbrook staff members. The Consulting/Training for each application is fixed price. Any services that exceed scope will be formally proposed and accepted in advance in writing by City of Rogers.
- Migrating to V7 will allow the use of Microsoft Windows, XP, Vista Windows 7 and Windows 8 operating systems.
- There will be no increase in annual maintenance costs for the standard products/modules licensed to the organization when migrating to this new version of the application. However, standard increases may apply in accordance with the Software Maintenance Agreement (SMA). Any custom solutions that remain in place post-migration that are not currently under maintenance may be subject to maintenance post-migration.
- Any custom solutions that are currently under maintenance that are rewritten to operate in V7 may be subject to a maintenance increase (not to exceed 10% of current amount).

REVIEW OF THIS INFORMATION

After you receive this proposal, Ron Schlitzkus, Springbrook's Installed Account Manager, will schedule a phone appointment to explain the contents of the proposal in further detail and to answer any questions. He may also be reached at ron.schlitzkus@sprbrk.com or 1.866.256.7661 ext. 6287 or directly at 503.820.6287.

SCHEDULING YOUR MIGRATION

Within approximately two weeks of receiving your signed agreement, you will receive either written or verbal correspondence from a member of our Implementation Department to schedule an introduction call. Migrations are scheduled by your assigned Project Manager on a first come, first serve basis upon receipt of the signed contract. Please keep in mind that based on the time of the year, it may be six or more months before the on-site portion of the migration event takes place. In fairness to our other clients, we are unable to hold or block weeks on a calendar until we have an executed agreement in place, and detailed discussions between Springbrook's Project Manager and your assigned Project Manager have been held.

MIGRATION CONCLUSION

Your original investment in Springbrook Software has been protected through the development of Version 7. With significant input from many of our clients, Springbrook has developed the next generation of software that will serve you, your stakeholders, and your constituents for many years to come. Version 7 (V7) provides an easy to deploy, easy to use and easy to access product. With the optional web-based and real-time interface modules we've introduced, your organization can also extend 24/7 service to your constituents for secure inquiry and payment options. Additionally, you will be able to offer your employees the ability to remotely log time, view and print pay-stub and W2 information or complete open enrollment. We continue to solicit and implement ideas from our clients and continue to introduce new and powerful features into V7 each day. We value and thank you for your continued business and look forward to working with your team on this exciting project.

V6.07 to V7 (.NET) Migration Pricing for: City of Aurora

Application/Products	Bdgt for Custom Code Rewrite	Consulting & Training
Finance Suite (GL, AP, ACH, Bank Rec, Bdgt)		\$2,300
Standard Federal/State Reporting		Included in FS
AP Electronic Check Signature		Included in FS
Payroll		See Note **
Central Cash Management/Point Of Sale		Included in UB
Utility Billing Suite		\$2,300
Service Order Request Management		Included in UB
Meter Inventory and History		Included in UB
Standard Meter Reading Interface		Included in UB
UB Payments		Included in UB
Progress Report Builder for "Local Reports"		
*** NOT APPLICABLE-Crystal Reports used in .NET ***		
Sub Total Trng, Consulting and Custom ReWrite:	\$0	\$4,600
Migration Management & Post Migration Transition Services	\$8,000	
<i>Pre Migration Project Management</i>		
<i>Detailed Custom Code Analysis</i>		
<i>Pre-Training Prep., Testing, Data Validation & Quality Assurance</i>		
<i>Technical and Network Services</i>		
<i>Post Migration Project Mgt & Transition Services</i>		
Sub Total Project & Migration Mgt. Related Services:	\$8,000	
Professional Services - Migration Progress to SQL Conversion	\$1,800	
Sub-Total - Migration Progress to SQL Database Conversion*	\$1,800	
	\$0	
Total Estimated Project Costs	\$14,400	

**** NOTE:** Module was purchased but is not used and is not covered by software maintenance agreement.

Prorated back-maintenance fees to reinstate post-V7-migration may apply along with professional services to implement. Please visit with Migration Manager for quote that is outside the scope for this migration.

2 - Existing Concurrent Users will be Upgraded to an Equal Number of Named Users and/or Devices

Consulting and Training portion of this quotes includes on-site and remote services provided by Springbrook. On-site Consulting portion of these quote assumes a one week go-live event unless otherwise noted on the quote. If both the client and Springbrook determine and mutually agree that additional time is required, a change order will be completed. Your agency will not be invoiced for any additional time without pre-approval.

Training/Consulting Estimate does not include travel time or expenses.

No Custom Code in Cloud

Springbrook will work with you to help you use V7 Standard to complete you base functions. If Client elects or requires a custom solution, a separate quote will be required.

		V6.07 to V7 (.NET) Migration Pricing for:					
		City of Aurora					
Program ID		Description of Custom Code to be ReWritten (If Required)		Prog Estimate			
v6 File Name	Location	Description	V7 Analysis	Hours	Suggestion	Status	
Utility Billing							
Past Due Statement--1.PRL	UB > Past Due > Statement	Courtesy Notice past due statement	Nothing out of the ordinary. If they go with our standard they can avoid this custom	8.00	Remove		
Past Due Statement--2.PRL	UB > Past Due > Statement	Final Notice	Appears to be a door-hanger with normal layout. They should avoid custom and use our standard.	8.00	Remove		
Sub-Total UB				16.00			\$0.00

Cloud Services Fees for: City of Aurora

Classification of "Cloud" User	Quantity	Monthly Cloud Services Fee
Hosted Core Users (first one free promo - \$125)	1	\$0
Hosted Core Users (additional \$30 each)	1	\$30
Monthly "Springbrook Community" Cloud Fee		\$30
Annual "Springbrook Community" Cloud Fee		\$360

Includes:

- No Server Hardware Cost
- No Microsoft Server Operating Software cost
- No Data Base Software cost
- Automatic update of Springbrook software
- Automatic update of Microsoft software
- No hardware to maintain or upgrade.
- Automatic back up every six hours.
- No off-site storage to worry about.
- Hardware support 24x7x365
- Constant innovation
- Access for anywhere - access via Web Browser

Annual Subscription & Maintenance for: City of Aurora

Application/Products	Current Annual Maintenance	Subscription Fees	New Annual Maintenance **
Finance Suite (GL, AP, ACH, Bank Rec, Bdgt)	\$1,982		\$1,685
Central Cash Management/Point Of Sale	\$0		\$200
Utility Billing Suite	\$1,981		\$1,585
User Licenses - 2 each	\$525		\$525
Current Maintenance based on Annual Totals	\$4,487.89		\$3,994.41
Total 1st Year Fees Billed Annually	\$4,488	\$0	\$3,994.41

** Note: New Annual Maintenance will become effective at the next annual renewal following V7 Go-Live.

