

AGENDA
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 :

STAFF ABSENT:

VISITORS PRESENT:

1. CALL TO ORDER OF THE AURORA CITY COUNCIL MEETING

2. CITY RECORDER DOES ROLL CALL

3. CONSENT AGENDA

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

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.

6. APPOINTMENT OF NEW COUNCILORS

- a) Appointment of New Mayoral Candidate Bill Graupp
- b) Appointment of New Councilor Candidate Jason Sahlin
- c) Appointment of New Councilor Candidate Kris Sallee
- d) Appointment of New Council President for 2015 year

7. ASSIGNMENT OF NEW COUNCIL LIAISON POSITIONS

- a) Administration Liaison
- b) Public Works
- c) Police Contract
- d) Parks Dept

8. 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

9. NEW BUSINESS

- a) Discussion and or Action on **New** OLCC License for Crista Café.
- b) Discussion and or Action on Requested Documents for the State Buildings Code Assumption.

10. OLD BUSINESS

- a) None

11. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, December 09, 2014, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main St. NE, Aurora, OR 97002

STAFF PRESENT: Mary Lambert, Finance
Darrel Lockard, Public Works Superintendent
Kelly Richardson, City Recorder
Dennis Koho, City Attorney
Pete Marcellais, Marion County Deputy

STAFF ABSENT: NONE

VISITORS PRESENT:

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. CITY RECORDER DOES ROLL CALL

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

3. CONSENT AGENDA

- I.** City Council Meeting Minutes – November 12, 2014 – Councilor Brotherton has a few formatting concerns regarding the November 12 minutes. Councilor Sallee agrees and has a few concerns as well.
- II.** Planning Commission Meeting Minutes –November 2014
- III.** Historic Review Board Minutes –October 2014

CORRESPONDENCE

- I.** None

Motion to approve the consent agenda as presented but with formatting issues discussed was made by Councilor Sallee and is seconded by Councilor Brotherton. Motion Approved by all present.

For the record it is stated by Mayor Graupp there is a quorum present.

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. MAYOR'S REPORT, MAYOR GRAUPP

1. Various Discussion Points/Topics

- Touches on various topics regarding the election Mayor Graupp doesn't go into specifics.

6. DISCUSSION WITH PARKS COMMITTEE,

Councilor Sahlin was wondering about the trees that need to be cut. Councilor Vlcek informs the group that he is waiting for better weather is all. Council then discusses the request made by Public Works to purchase a pole saw and they decide with the savings of the tree trimming that this would be a good purchase.

7. DISCUSSION WITH TRAFFIC SAFETY COMMISSION,

No one is present. Deputy Marcellais informs the Council that all of the stop signs need the stop lines painted on the pavement. Marcellais also informs them a crash at 2nd street where the driver couldn't see the stop sign at all. Public Works and I are looking into moving the stop sign to better serve the intersection.

ACTION ITEM; The Council decides that something should go in the next city news letter informing the public of the speeding concerns around town and that they have a zero tolerance. At the same time informing the public that Officer Marcellais will be monitoring our local streets more closely.

8. REPORTS

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

1. Monthly Status Report

- Is attached. There are no questions from Council at this time.

Officer Marcellais presents the City Council with a token of thanks for allowing him to serve the community of Aurora with a shadow box filled with various badges and patches. At this time Mayor Graupp asks Deputy Marcellais to make sure the new deputy keeps the relationship with North Marion School District intact.

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

1. Monthly Status Report

- Finance Officer Lambert informs Council that the tax revenue is coming in this year very quickly which is nice.
- In the coming months we will be looking closure at the various accounts to determine if anything needs to be done.

2. Audit Report

- On your desk tops you will notice the Year Ended 2014 Audit. There is a brief discussion regarding the audit. Finance Officer Lambert is commended on a job well done.

C. Public Works Department's Report – (not included in your packet)

1. Monthly Status Report,

- There have been a lot of alarms the Telemetry has been acting up currently we are trying to identify the issues.
- TMDL report is now finished and had been submitted however some additional review needed to be done.
- Water operation and maintenance is going well. The first reading with the new handheld had a few issues but we are working through them.
- Budget appears to be on track so far.
- Started reviewing budget items for next year.
- We need to begin setting dollars aside beginning next year for pump maintenance.
- **ACTION ITEM;** Councilor Vlcek ask Public Works Superintendent Lockard to look into the over grown tree issues along Ottaway Rd. Lockard will speak with the property owner regarding the issue.

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

1. Monthly Status Report

- Has nothing new really to report other than routine ongoing items.
- Asks Council to make acknowledgment of the letter submitted by Verizon to move forward with submittal of permits. At which time Council acknowledges the letter to move forward.

Mayor Graupp informs the Council that he will be out of town beginning this Saturday until next Saturday.

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

1. Monthly Status Report

- The lease agreements with Sprint and AT&T along with Verizon are clear that they will reimburse the city for any and all taxes.
- Still working with the Orchard View Home Owners Association.
- Regarding the Eddy situation the title insurance has been purchased that is required with this type of suit. A court appearance is expected very soon. Mr. Eddy's Attorney made contact to inform us that there are two possible deals on the table. Councilor Brotherton asks City Attorney Koho if the City would get stuck with the cleanup of the property and all costs associated with it if we get the property and Koho answered yes the city would.
- **ACTION ITEM;** Mayor Graupp requests a meeting prior to the court hearing between himself Council President Sahlin and yourself. Finance Officer Lambert requests to be involved in the meeting as well.

9. ORDINANCES AND RESOLUTIONS & PROCLAMATIONS

- A. None

10. NEW BUSINESS

- A. Discussion and or Action on Recommendation of Planning Commission to Renew Chair Schaefer and Commissioner Graham 4 year terms.

Motion to approve the recommendation from Planning Commission and Re-Appoint Chair Schaefer and Commissioner Graham to another 4 year term is made by Councilor Sahlin and is seconded by Councilor Sallee. Motion Passed by all present.

- B. Discussion and or Action on Recommendation of Historic Review Board to Renew Chair Abernathy to the Historic Review Board and to accept Bill Simon's letter of Resignation from HRB.

Motion to approve the recommendation from Historic Review Board to Re-Appoint Chair Abernathy and accept the resignation of Member Simon is made by Councilor Sallee and is seconded by Councilor Brotherton.

- C. Discussion and or Action on Allocation of Net Income from the Aurora Outdoor Antiques Faire.

Jan Peel with the Aurora Colony Visitor Association (ACVA) addresses the Council and gives a brief back ground of the Committee. The ACVA came about in 2005 when the Chamber of Commerce dissolved due to the fact that they were sued and couldn't afford the insurance any longer. At which time an agreement was made with the City that they would in a sense sponsor our event under the Cities insurance with the agreement that we would retain our ability to use the dollars raised during the fund raising to complete our downtown improvements each year. We (ACVA) have never asked the City for any of the revenue sharing money to complete our projects we have always used our dollars raised in the Antique Faire. However this year when we wanted to purchase decorations for the downtown area Barb Pierson was told there was no money for that because our fundraising dollars were put in with all the other dollars of Aurora Colony Days. Since some of them were not as profitable our dollars were used for that. I am asking Council to again separate it out and allow us to use our dollars earned for our projects. The ACVA maintains the 2nd street restrooms with those dollars and many other viable downtown improvements.

The Council has a brief discussion regarding the issue Mayor Graupp sates that they had pared down the budget and combined all the day's events into one line item. There were also some concerns of legality as to how the funds should be issued.

It is the consensus of the Council to table this discussion in this forum and suggest a meeting between the Mayor, Council President Sahlin and City Attorney Koho along with the ACVA.

- D. Discussion and or Action on Audit Report if Available.
There is a brief discussion and praise to Finance Officer Lambert regarding the fact that this is a no exception audit and everything is in order.

A motion is made to accept the 2014 Audit Report by Councilor Vlcek and is seconded by Councilor Sallee. Motion is passed by all present.

- E. Acknowledgment of Formal Elections Results.

A motion is made to formally accept the 2014 Elections results by Councilor Vlcek and is seconded by Councilor Brotherton. Motion is passed by all present

11. OLD BUSINESS

- A. NA

Councilor Vlcek informs the City Council that he will be resigning from Council as soon as a suitable replacement is found. Mayor Graupp asks him to stay on until after the new budget cycle in May. Councilor Vlcek agrees to try to accommodate the request.

12. ADJOURN

Mayor Graupp adjourns the December 11, 2014 Council meeting at 8:13 pm.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, December 2, 2014, 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; Renata Wakeley, City Planner

VISITORS PRESENT: Bill Graupp, Aurora
Bill Rosacker, Salem

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Chairman Schaefer at 7:00 pm

2. CITY RECORDER DOES ROLL CALL

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

3. CONSENT AGENDA

- a) Planning Commission Minutes – November 4, 2014
- b) City Council Meeting Minutes – October, 2014
- c) Historic Review Board Minutes – October, 2014

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

4. CORRESPONDENCE –

- a) Real Time Risk Newsletter Article from City County Insurance.

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.

John Berard, Aurora is a new resident in town and asks the Commission who is responsible for the white directional signs in and around Aurora. Chair Schaefer informs him that they would check into it.

Bill Rosacker, informs the Commission that he is a contractor in Aurora and is building a home at 21022 Jenny Marie. He states that he sent his daughter in to find out about everything needed prior to construction he states that he was not informed at that time he neither needed a non-remonstrance agreement nor of the cost involved. He also states that because he has paid so much in system development and permit costs he is asking the Commission to not charge him for the Non-Remonstrance application. Chair Schaefer informs Mr. Rosacker since there is no application before us tonight we cannot make a decision regarding this matter. The charges for the Non-Remonstrance application are what they are and remain so because of the staff time involved.

There is a brief discussion as whether or not these types of agreements are recorded with the property or not.

ACTION ITEM, The Commission would like to look into this matter with the City Planner to see if they should be recorded or not.

6. NEW BUSINESS

- a) Discussion and or Action on Training Information Chapter 3 Implementing Measures and Land Development in Practice. The Commission listens as Chair Schaefer goes over the chapter 3 handouts as follows;

Chapter 3: Implementing Measures and Land Development in Practice

Welcome to Chapter 3 – Land Development in Practice. As we noted in our overview in Chapter 1, local comprehensive plans are the overarching documents cities and counties use to guide and regulate land use and development. The comprehensive plan must be consistent with Statewide Planning Goals and is implemented through zoning ordinances, development codes and other regulations. All cities and counties within Oregon have a comprehensive plan and implementing ordinances. It is important to periodically review and revise plans and regulations to ensure they are consistent with legal requirements and reflect community needs and values. The purpose of this chapter is to explain these practices in more detail.

Comprehensive Plans

Comprehensive plans identify each community's type, location and intensity of future development. Depending on the size of the jurisdiction, plans may be subject to periodic review by DLCD, the State Department of Land Conservation and Development. They are expected to accommodate changing needs over time. Where applicable, comprehensive plans include policy guidance for specific natural resources such as rivers, wetlands, forests, farmland, rangeland, estuaries, shorelands, beaches, and dunes.

Preparation

The process to prepare each comprehensive plan requires several steps. They may overlap and do not necessarily take place in this specific order:

Identifying current conditions and issues

Collecting data

Setting goals and

Preparing the plan

When identifying current conditions and issues, it is important to undertake early and thorough public involvement efforts with citizens, local businesses, community organizations and neighborhood leaders. Public engagement may occur in many ways, from open houses, town hall meetings and workshops, to coffee klatches and personal interviews. Websites, e-mail, and other on-line techniques help broaden public outreach and promote civic engagement.

The second task, data collection, also contributes to identifying issues. Information is most often available from governmental agencies, community resources such as housing inventories, and current and previous policies and plans. After careful review and analysis, the data can show emerging patterns that may help to predict future conditions. Examples include population projections and economic forecasts. Information about natural hazards, geology and topography can help guide decisions about where future development should occur.

The third step is to set goals. What is the community's vision? What kind of community do people favor? How much land should be set aside for future housing needs? Industrial development? Natural resource protection? Recreation? Other uses? The resolution of many of these issues will involve application of requirements contained in the statewide planning goals and state statutes.

The fourth and final step is to prepare or update the comprehensive plan - the document that is reviewed and adopted by the governing body. The plan covers public involvement, key goals and focus areas, and implementation measures. The planning process may require several drafts and take considerable time and effort.

Adoption

Adoption of the comprehensive plan is considered a "legislative" action. It follows public hearings, which provide an opportunity for formal public testimony, and final approval by the city council or county commission. After state review and "acknowledgement," the comprehensive plan becomes the community's guiding policy statement regarding land use and development.

Implementation

Comprehensive plans are implemented through land use regulations such as zoning ordinances and development codes. Other measures may include capital improvement programs, design review ordinances, intergovernmental agreements, refinement plans, and special area management plans.

Updates, Amendments and Periodic Review

State law (ORS 197.628) establishes procedures for periodic review of comprehensive plans and land use regulations. This process is mandatory for some more populated jurisdictions and is optional for others. The purpose of this process is to ensure that comprehensive plans and land use regulations are appropriate for the community, given any changes in local, regional and state conditions and continue to comply with the statewide planning goals. Statewide Planning Goal 2 requires all comprehensive plans to contain a schedule for review and revision on a periodic basis. Plans must continue to provide sufficient land for projected population growth and development and ensure that such growth and development is supported by adequate transportation and public facility infrastructure. Needed amendments must go through the adoption process described previously.

Zoning

The purpose of a zoning ordinance is to carry out the policies and designations contained in the comprehensive plan. Zoning ordinances divide community into various land use zoning districts, such as R-1 residential, or C-1 Commercial. Each specific zone lists uses and activities allowed outright, allowed with conditions, or prohibited. Zones delineate areas where similar types of development are permitted and others are not. For example, a mixed-use housing/commercial district permits a variety of housing types and businesses, but may not allow large-scale industrial manufacturing. Zones can separate conflicting land uses, protect property values, improve predictability in decision-making, increase efficiency of public services and protect natural resources or special types of land. Zoning ordinances

also contain procedures for actions requiring review or hearings; for amendments to the ordinance or map; and for enforcement.

Zoning Map

The Zoning Map is a visual and spatial planning tool that implements the comprehensive plan. The map shows the location and boundaries of base zones and overlay zones covering all geographical areas of the city or county. The zoning map and any changes to zoning designations over time must be consistent with policies and designations in the comprehensive plan. The comprehensive plan and zoning map may be very similar but not necessarily identical.

Zone Types

Basic zone designations typically include general categories of uses such as Residential, Commercial, Industrial, Public, Farm, Forest, and Rural Residential. Overlay zones typically apply to floodplain and natural hazard areas; specific natural resource areas; or, special use areas such as airports. Within the basic zone categories, communities often include several more specific zones. For example, sub-categories of residential zoning may include single-family, multi-family, medium-density, and high-density. While zoning categories are similar statewide, each community creates its own, based on the desired development pattern and policy framework contained in the comprehensive plan.

Conditional Uses and Variances

Local governments may allow certain uses in a zone subject to review and special conditions. The zoning ordinance lists conditional uses that may be authorized within each zone. Conditions of approval may be specified by the zone or imposed by a decision-maker based on the results of a public review and hearing, although in this case the decision-maker will need to justify special conditions by citing an overarching policy or requirement. A variance allows a local government to modify some requirements to account for unique circumstances based on standards outlined in the zoning ordinance. Variances may reduce lot size requirements or coverage standards, off street parking requirements or structural setbacks. Variances do not allow uses not otherwise authorized in a zoning category.

Conditional use provisions generally apply to uses or activities that have potential adverse impacts or compatibility issues and therefore require review. In many cases, adverse impacts and compatibility issues can be resolved or minimized by the application of conditions or limitations. Zoning ordinances specifically list the types of uses and activities that may be authorized through the conditional use review process. Some types of conditional uses, such as those allowed within Exclusive Farm Use zones, are subject to specific state requirements.

Variance provisions provide the opportunity to modify regulations due to unusual circumstances, such as the lot configuration, in order to allow the same use as similarly situated nearby property. For example, a variance may be requested to allow a reduced setback for a home built on an unusually shaped lot. Variances are subject to specific and rigorous approval standards outlined in the zoning ordinance. Decisions require evidence and findings demonstrating the standards are met.

Overlay Zones

Overlay zones modify the regulations in a base zone by allowing or limiting uses or adding specific requirements. For example, an area may be zoned commercial and also be included in a design overlay zone to meet certain community goals. Among the many types of overlay zones are those for floodplains or other hazards, riparian areas or environmental considerations, future urban uses, greenways, main streets, airports and transportation corridors.

Alternatives to Conventional Zoning

Euclidian Zoning is the most common zoning ordinance framework used in the United States. The term "Euclidian" is from the 1926 U.S. Supreme Court case, Village of Euclid, Ohio v. Ambler Realty Co. This style of zoning segregates land uses into use categories based on the type and intensity of allowed uses and activities. Residential zones typically allow the lowest intensity uses and industrial zones typically allow the highest intensity uses. Over time, many communities have chosen to abandon this tiered

approach in favor of more specific and exclusive zoning categories. This approach encourages more efficient uses of land, public facilities and transit.

Local governments also are increasingly considering "Performance Zoning," also known as "Effects-Based Planning," and "Incentive Zoning." Both establish goals and criteria for development and are considered more flexible than more conventional zoning.

Another alternative, "Mixed-Use Zoning," allows compatible but different types of uses in a single area. A mix of housing, retail, and offices often results in a compact pedestrian friendly development pattern with more efficient infrastructure and stronger economic ties within the community. Mixed-use areas can be included within "Form-Based Codes." These codes regulate development form, rather than land use. For example, form-based codes in a densely developed area typically include smaller set-backs, higher residential density and improved pedestrian circulation.

DLCD has prepared a Model Code for use by small cities and provides technical assistance to local governments. For information about the model code or code assistance program, contact the regional representative for your area.

CC&Rs or "Covenants, Conditions and Restrictions" are also known as "private zoning." They are often established and enforced by a homeowners' association formed by the developer. The goal is to maintain high standards of development by prohibiting activities that could degrade the appearance or security of the development. Covenants restricting ownership in the development by certain classes or races of people are illegal.

Land Divisions

Under Oregon law, there are two categories of land divisions: partitions and subdivisions. A partition divides a unit of land into two or three parcels. A subdivision divides a unit of land into four or more lots.

Minimum Lot Size

Minimum lot size is the smallest area allowed for a lot or parcel. In cities, this is the smallest area of land in a particular zone on which a structure may be built. Minimum lot sizes are typically expressed in square feet in urban zones and in acres in rural zones. The minimum lot size in an area determines the density of allowable development. Typical minimum residential lot sizes in urban areas are between 5,000 and 20,000 square feet. In rural farm and forest zones, they are between 80 - 160 acres, and in rural residential areas between 2 and 10 acres. For reference, one acre is 43,560 square feet. If it were square, it would be approximately 209 feet on each side, about the size of a small city block.

Plans and Plats

Partitions and subdivisions undergo two stages of review and approval. A tentative or preliminary plan is a proposal that is reviewed by local officials to ensure conformance with code or ordinance requirements and identify planning issues or problems. After it is approved, the tentative or preliminary plan becomes a final plat with accurate survey lines and dimensions of lots, streets, utilities, and other physical features. This final plat is officially recorded with the county. Detailed standards and procedures governing partitions and subdivisions are found in ORS Chapter 92*.

- b) Discussion and or Action on Renewing Commissioner Graham and Chair Schaefer Terms.
There is a brief discussion and it is the,
Consensus of the Planning Commission to recommend to City Council to reappoint Commissioner Graham and Chair Schaefer for another 4 year term.

7. OLD BUSINESS

- a) Discussion and or Action on Legislation Regarding Recreational Marijuana, since it has now passed in the election. We now need to look at this at a city level. Also the moratorium on the medical marijuana ends in May of 2015 Chair Schafer states it would be best to look at these items together. There is a brief discussion on the logistics of how to regulate but at this time there is no decision made. It is hoped by all that there will not be a complete rewrite of the code involved as it would be costly.

8. ADJOURN

Chair Schaefer adjourned the December 2, 2014 Aurora Planning Commission Meeting at 8:08 P.M.



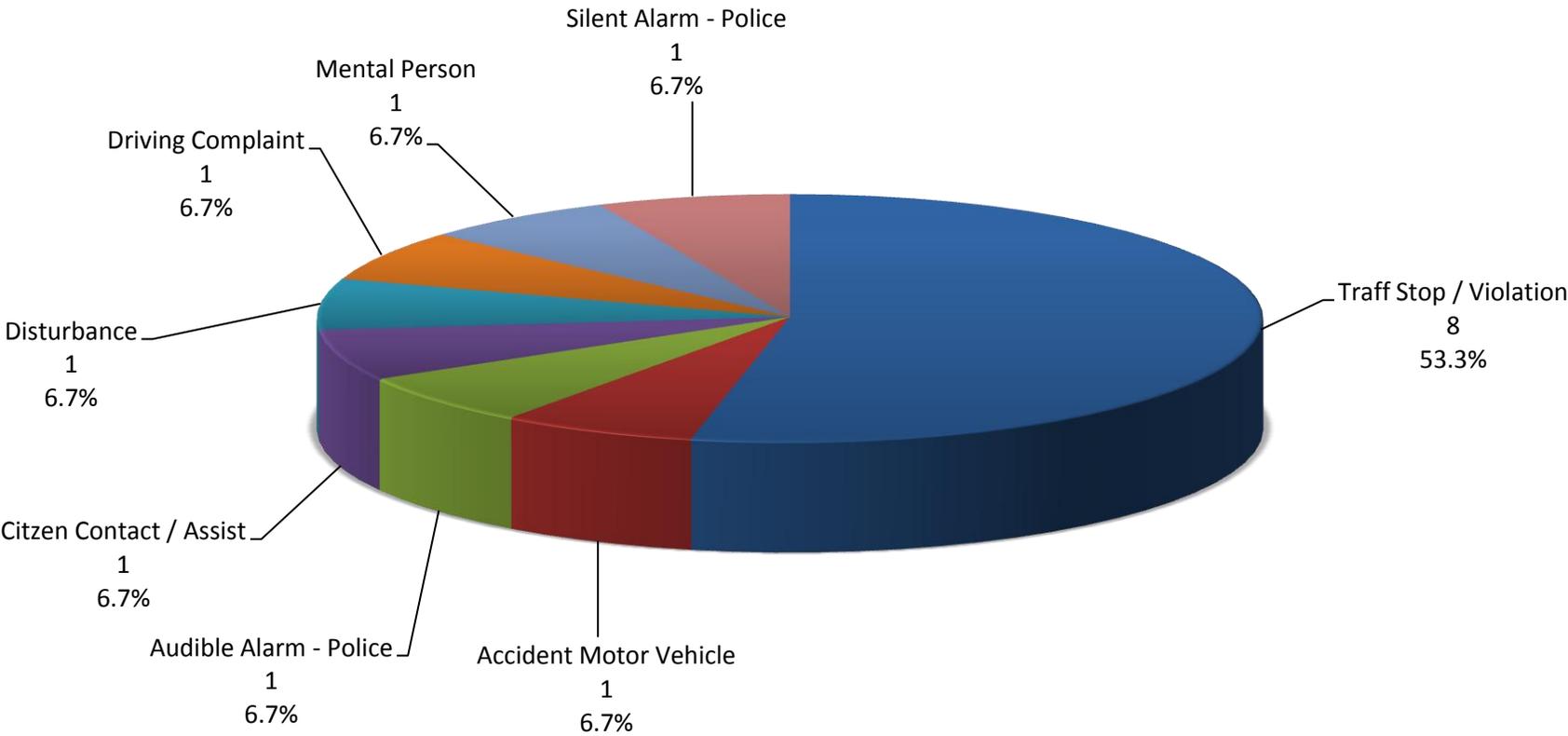
Chair Schaefer

ATTEST:

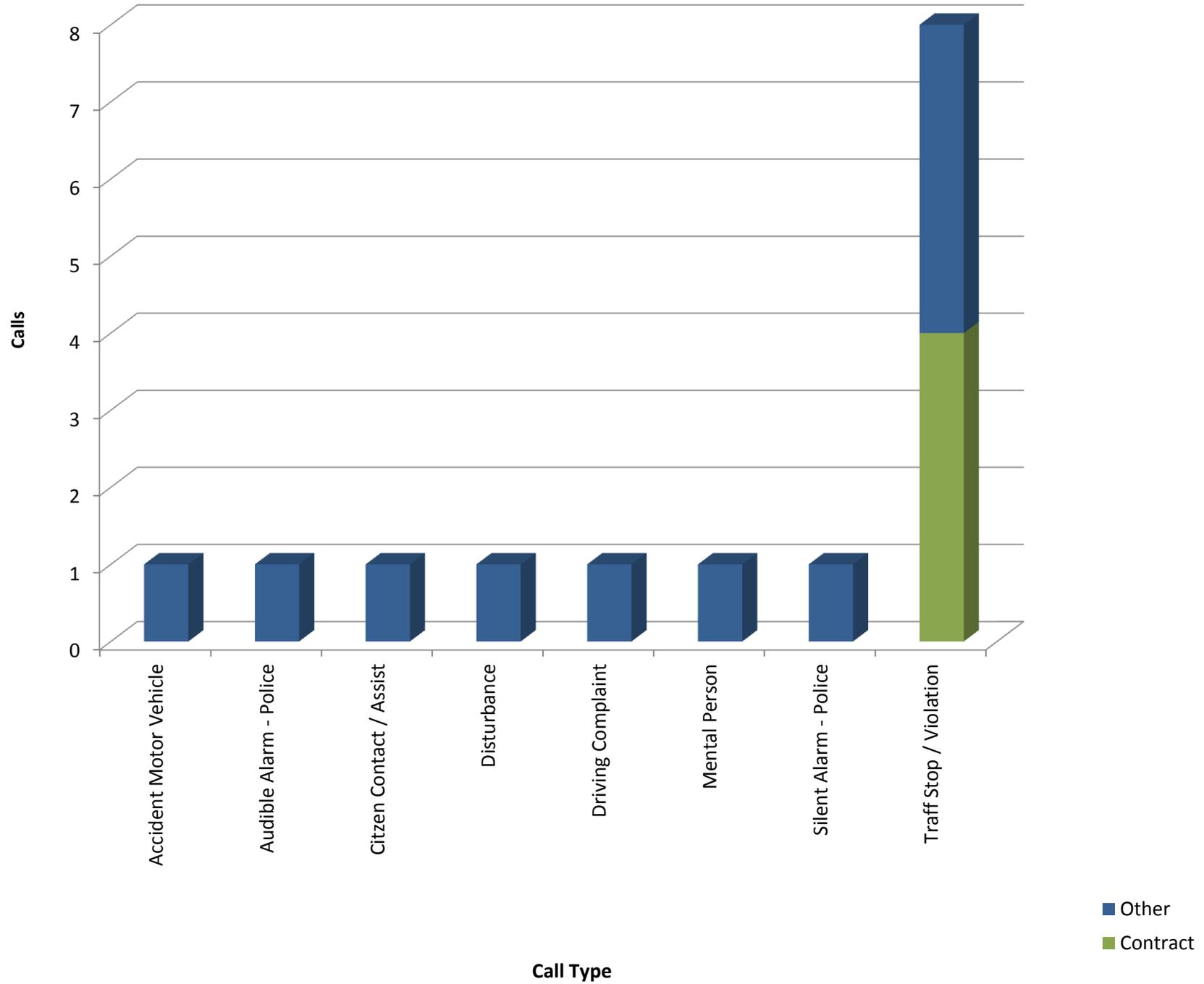


Kelly Richardson, CMC
City Recorder

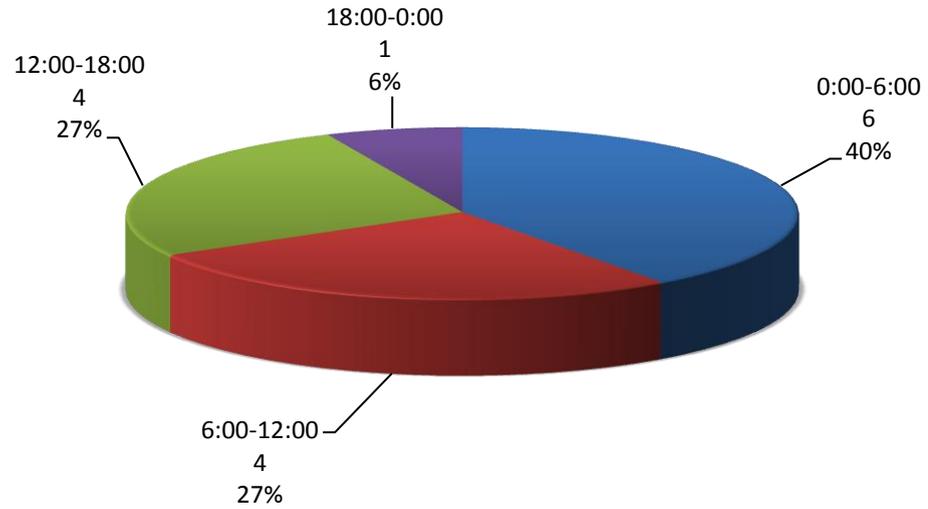
Aurora Top Calls for Service December 2014



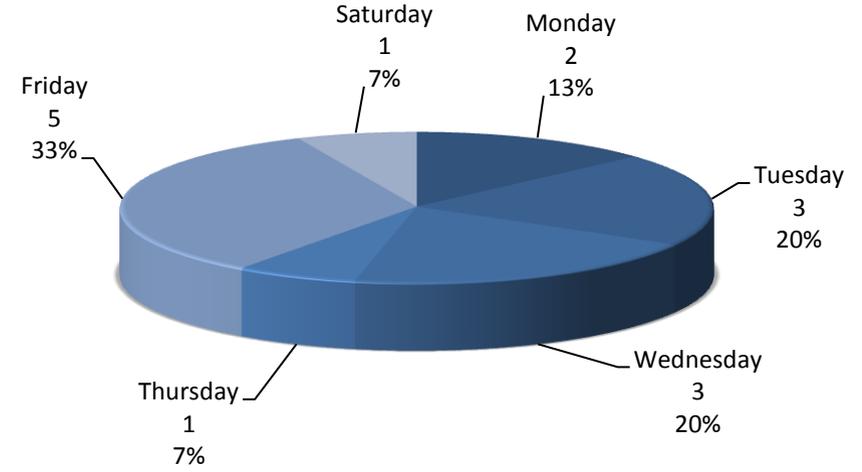
Call Type by Primary Deputy December 2014



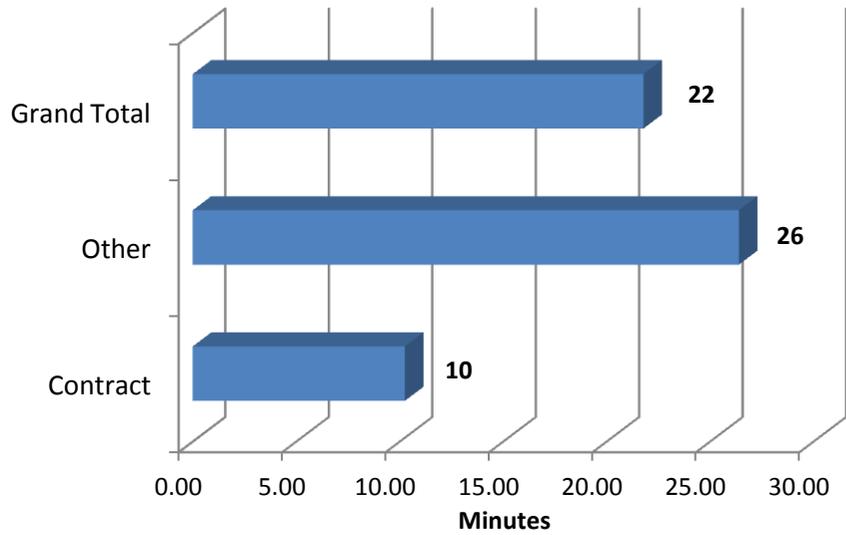
**Aurora Calls for Service by Hours Range
December 2014**



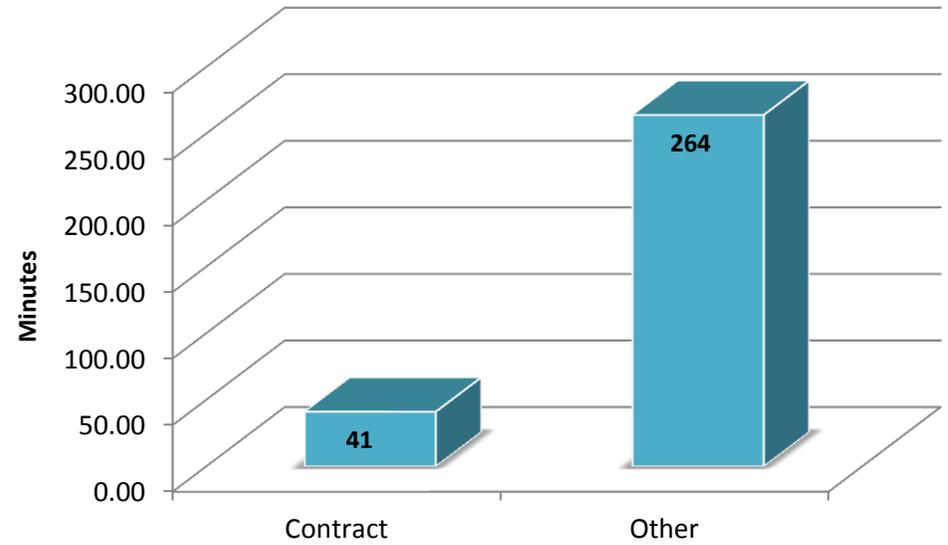
**Aurora Calls for Service by Day of Week
December 2014**



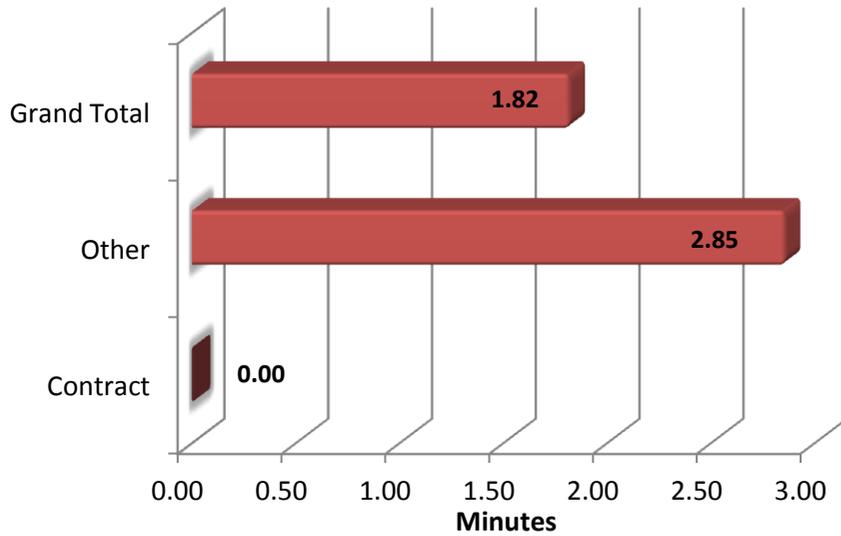
**Aurora Calls Average Call Length
December 2014**



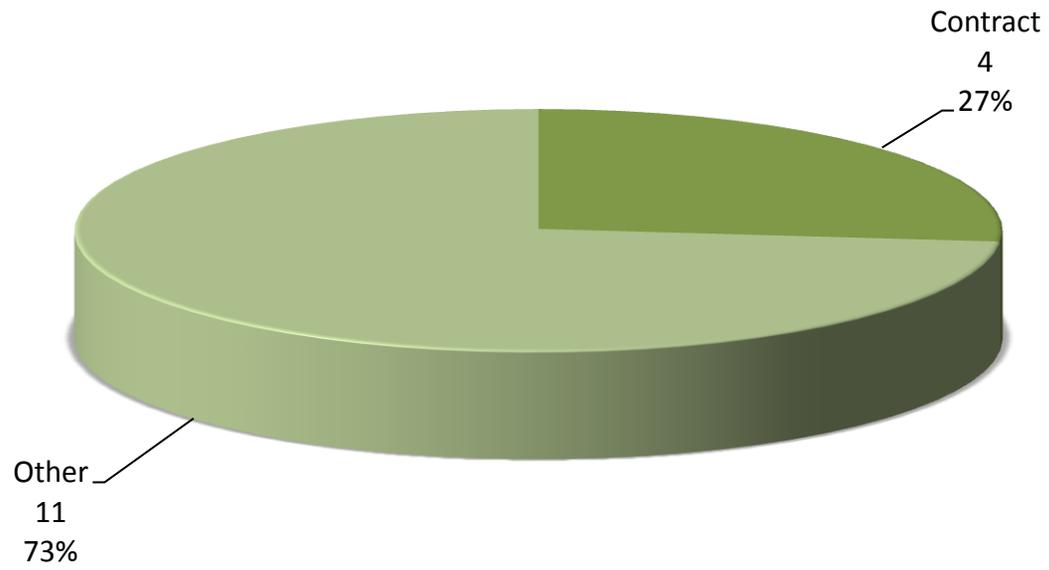
**Aurora Calls Total Call Length
December 2014**



**Aurora Calls Average Call Arrival Time
December 2014**



Aurora Calls by Primary Deputy December 2014



Aurora Calls for Service December 2014

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
SMS201412030060		Traff Stop / Violation	A195	12/3/2014 10:04	12/3/2014 10:04	12/3/2014 10:04	12/3/2014 10:14	0.00	10.88		0 SMS01-AU T6		SMS		1ST ST NE, AURORA/MAIN ST NE, AURORA(MapBook:1432)
SMS201412050033	SMS14023443	Citizen Contact / Assist	A115	12/5/2014 10:14	12/5/2014 10:14	12/5/2014 10:14	12/5/2014 10:24	0.00	9.72		5 SMS01-AU		4 SMS		21420 MAIN ST NE (21420 MAIN ST NE, @AURORA CITY HALL (MapBook:1532), AURORA)
SMS201412050157		Driving Complaint		12/5/2014 17:54			12/5/2014 18:16				0 SMS01-AU		1 SMS		MAIN ST NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)
SMS201412100184		Traff Stop / Violation	A195	12/10/2014 17:33	12/10/2014 17:33	12/10/2014 17:33	12/10/2014 17:43	0.00	10.63		0 SMS01-AU T6		SMS		PARK AV NE, MARION COUNTY/CODY LN NE, AURORA(MapBook:1532)
SMS201412120131	SMS14023941	Disturbance	A109	12/12/2014 18:11	12/12/2014 18:12		12/12/2014 18:55		43.05		5 SMS01-AU		3 SMS		20848 HIGHWAY 99E NE (MapBook:1532), AURORA (OTTAWAY RD NE/ORCHARD AV NE)
SMS201412150002		Traff Stop / Violation	A164	12/15/2014 0:14	12/15/2014 0:14	12/15/2014 0:14	12/15/2014 0:33	0.00	19.28		0 SMS01-AU T6		SMS		EHLEN RD NE, AURORA/MILL RACE LN NE, AURORA(MapBook:1432)
SMS201412180179	SMS14024328	Audible Alarm - Police	A177	12/18/2014 17:59	12/18/2014 18:39	12/18/2014 18:56	12/18/2014 19:42	17.38	46.07		5 SMS01-AU		5 SMS		14673 OTTAWAY RD NE (MapBook:1532), @PACIFIC HAZELNUT CANDY FACTORY, AURORA (HIGHWAY 99E NE/)
SMS201412190149		Traff Stop / Violation	A115	12/19/2014 15:28	12/19/2014 15:28	12/19/2014 15:28	12/19/2014 15:40	0.00	12.65		0 SMS01-AU T6		SMS		LIBERTY ST NE, AURORA/BOBS AV NE, AURORA(MapBook:1532)
SMS201412230016		Traff Stop / Violation	A195	12/23/2014 5:29	12/23/2014 5:29	12/23/2014 5:29	12/23/2014 5:39	0.00	9.85		0 SMS01-AU T6		SMS		HIGHWAY 99E NE, AURORA/OTTAWAY RD NE, AURORA(MapBook:1532)
SMS201412230070		Traff Stop / Violation	A195	12/23/2014 10:28	12/23/2014 10:28	12/23/2014 10:28	12/23/2014 10:38	0.00	9.65		0 SMS01-AU T6		SMS		1ST ST NE, AURORA/MAIN ST NE, AURORA(MapBook:1432)
SMS201412240143		Silent Alarm - Police	A104	12/24/2014 21:20	12/24/2014 21:21		12/24/2014 21:30		8.40		0 SMS01-AU T2		SMS		20907 YUKON ST NE (MapBook:1532), AURORA (OTTAWAY RD NE/ROOSTER ROCK AV NE)
SMS201412260053	SMS14024855	Mental Person	A156	12/26/2014 13:19	12/26/2014 13:20	12/26/2014 13:22	12/26/2014 14:39	2.60	76.93		5 SMS01-AU		3 SMS		14901 SEAL ROCK AV NE (MapBook:1532), AURORA (YOSEMITE ST NE/YUKON ST NE)
SMS201412270082		Traff Stop / Violation	A136	12/27/2014 15:09	12/27/2014 15:09	12/27/2014 15:09	12/27/2014 15:19	0.00	10.10		0 SMS01-AU T6		SMS		EHLEN RD NE, AURORA/MAIN ST NE, AURORA(MapBook:1432)
SMS201412290058		Traff Stop / Violation	A113	12/29/2014 10:28	12/29/2014 10:28	12/29/2014 10:28	12/29/2014 10:39	0.00	11.25		0 SMS01-AU T6		SMS		EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AURORA(MapBook:1432)
SMS201412300166		Accident Motor Vehicle		12/30/2014 16:55	12/30/2014 16:56		12/30/2014 17:22		26.50		0 SMS01-AU		1 SMS		21700 HIGHWAY 99E NE (MapBook:1432), AURORA 97002 (/1ST ST NE, LIBERTY ST NE)

Report from the Finance Officer
January 13, 2015

- The audit was completed and filed on time.
- No significant change in revenue/expenses to report.
- Keeping current with payables and receivables.
- Continuing with front office duties.
- Revenue Analysis and Expenses vs Budget reports attached.
These reports are as of 1-08-2015 and are not meant to show final numbers.

Respectfully,



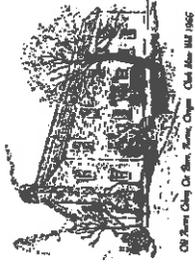
Mary C. Lambert

General Ledger Revenue Analysis

User: clerk

Printed: 01/08/2015 - 3:28 P

Period 7, 2015



City of Aurora

FOUNDED 1856
"National Historic Site"

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
10	GENERAL FUND					
10-111-5001	Beginning Balance	264,000.00	0.00	0.00	264,000.00	0.00
10-111-5002	Planning & Dev. reimbursements	6,000.00	0.00	1,465.00	4,535.00	24.42
10-111-5003	Previous Levied Taxes	8,000.00	0.00	6,155.10	1,844.90	76.94
10-111-5004	Interest Income	1,200.00	0.00	505.81	694.19	42.15
10-111-5005	Franchise Fees	59,000.00	0.00	9,625.16	49,374.84	16.31
10-111-5006	Planning/Development Fees	4,000.00	0.00	220.00	3,780.00	5.50
10-111-5007	Building Permits & Fees	20,000.00	0.00	1,663.30	18,336.70	8.32
10-111-5008	Municipal Court Fines	25,000.00	0.00	7,103.03	17,896.97	28.41
10-111-5012	Copy & Misc. Revenue	400.00	0.00	10.00	390.00	2.50
10-111-5013	Park Reservation Fees	1,000.00	0.00	(675.00)	1,675.00	-67.50
10-111-5014	Misc. Revenue - Sale of Assets	2,000.00	0.00	(2,167.36)	4,167.36	-108.37
10-111-5101	State Liquor & Cigarette Tax	14,500.00	0.00	6,148.51	8,351.49	42.40
10-111-5103	Cell Tower Rent	35,400.00	0.00	8,805.94	26,594.06	24.88
10-111-5451	Business Licenses	6,500.00	0.00	740.00	5,760.00	11.38
10-111-5481	Revenue Sharing	7,500.00	0.00	4,471.09	3,028.91	59.61
10-111-5500	Aurora Colony Day Rev.	9,800.00	0.00	5,375.59	4,424.41	54.85
10-111-5606	Planning Assist Grant	1,000.00	0.00	0.00	1,000.00	0.00
10-111-5950	Taxes Necessary To Balance	224,089.00	0.00	213,915.58	10,173.42	95.46
	10 Totals:	689,389.00	0.00	263,361.75	426,027.25	38.20
15	CITY HALL BUILDING FUND					
15-111-5001	Beginning Balance	117,907.00	0.00	0.00	117,907.00	0.00
15-111-5004	Interest Income	620.00	0.00	259.01	360.99	41.78
15-111-5012	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
15-111-5450	Donations	0.00	0.00	0.00	0.00	0.00
15-111-5452	Business License Surcharges	1,300.00	0.00	185.00	1,115.00	14.23
	15 Totals:	119,827.00	0.00	444.01	119,382.99	0.37
25	PARK RESERVE FUND					

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
25-111-5001	Beginning Balance	1,136.00	0.00	0.00	1,136.00	0.00
25-111-5004	Interest	10.00	0.00	2.48	7.52	24.80
	25 Totals:	1,146.00	0.00	2.48	1,143.52	0.22
29	PARK SDCs					
29-111-5001	Beginning Balance	24,744.00	0.00	0.00	24,744.00	0.00
29-111-5004	Interest Income	120.00	0.00	65.48	54.52	54.57
29-111-5710	SDC's Reimbursement	134.00	0.00	134.00	0.00	100.00
29-111-5720	SDC Capital Improvements	2,071.00	0.00	2,071.00	0.00	100.00
	29 Totals:	27,069.00	0.00	2,270.48	24,798.52	8.39
30	STREETS/STORM FUND					
30-111-5001	Beginning Balance	147,400.00	0.00	0.00	147,400.00	0.00
30-111-5004	Interest Income	480.00	0.00	344.14	135.86	71.70
30-111-5012	Misc. Revenue	0.00	0.00	0.00	0.00	0.00
30-111-5020	State/City Allotment Grant	50,000.00	0.00	0.00	50,000.00	0.00
30-111-5150	Street Light Fees	22,663.00	0.00	11,348.35	11,314.65	50.07
30-111-5151	State Highway Taxes	53,510.00	0.00	22,272.28	31,237.72	41.62
	30 Totals:	274,053.00	0.00	33,964.77	240,088.23	12.39
35	STREET/STORM RESERVES					
35-111-5001	Beginning Balance	38,303.00	0.00	0.00	38,303.00	0.00
35-111-5004	Interest Income	280.00	0.00	98.19	181.81	35.07
35-111-5012	Misc. Revenue	0.00	0.00	(68.15)	68.15	0.00
35-111-5150	Street Maintenance Fees	13,410.00	0.00	6,760.00	6,650.00	50.41
	35 Totals:	51,993.00	0.00	6,790.04	45,202.96	13.06
39	STREET/STORM SDCs					
39-111-5001	Beginning Balance	10,920.00	0.00	0.00	10,920.00	0.00
39-111-5004	Interest Income	72.00	0.00	42.48	29.52	59.00
39-111-5710	SDC Charges/Streets-Reimburse	3,876.00	0.00	1,292.00	2,584.00	33.33
39-111-5715	SDC Charges/Storm-Reimburse	1,412.00	0.00	54.00	1,358.00	3.82
39-111-5720	SDC Charges/Streets-Improven	4,344.00	0.00	1,448.00	2,896.00	33.33
39-111-5725	SDC Charges/Storm-Improvements	1,568.00	0.00	106.00	1,462.00	6.76

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
39 Totals:		22,192.00	0.00	2,942.48	19,249.52	13.26
40	WATER					
40-111-5000	Beginning Working Capital	215,100.00	0.00	0.00	215,100.00	0.00
40-111-5004	Interest Income	900.00	0.00	421.83	478.17	46.87
40-111-5012	Miscellaneous revenue/NSF chgs	0.00	0.00	100.00	(100.00)	0.00
40-111-5201	Water Sales	255,000.00	(1,423.60)	135,325.14	119,674.86	53.07
40-111-5202	Meter Installation Sales	3,000.00	0.00	1,150.00	1,850.00	38.33
40-111-5203	Water Sales - Filtration	24,000.00	0.00	12,176.02	11,823.98	50.73
40 Totals:		498,000.00	(1,423.60)	149,172.99	348,827.01	29.95
42	SPW PROJECT MAINTENANCE FU					
42-111-5001	Beginning Balance	31,561.00	0.00	0.00	31,561.00	0.00
42-111-5004	Interest Income	156.00	0.00	68.93	87.07	44.19
42-111-5904	Transfer From Water Fund	8,000.00	0.00	0.00	8,000.00	0.00
42 Totals:		39,717.00	0.00	68.93	39,648.07	0.17
45	WATER RESERVE FUND					
45-111-5001	Beginning Balance	26,561.00	0.00	0.00	26,561.00	0.00
45-111-5004	Interest Income	120.00	0.00	51.95	68.05	43.29
45-111-5902	Transfer From Water Operating	20,000.00	0.00	0.00	20,000.00	0.00
45 Totals:		46,681.00	0.00	51.95	46,629.05	0.11
49	WATER SDCs					
49-111-5001	Beginning Balance	39,912.00	0.00	0.00	39,912.00	0.00
49-111-5004	Interest Income	160.00	0.00	113.19	46.81	70.74
49-111-5710	SDC Charges-Reimbursements	8,995.00	0.00	2,453.00	6,542.00	27.27
49-111-5715	SDC Charges-Improvements	11,331.00	0.00	3,090.00	8,241.00	27.27
49 Totals:		60,398.00	0.00	5,656.19	54,741.81	9.36
50	SEWER					
50-111-5000	Beginning Working Capital	162,000.00	0.00	0.00	162,000.00	0.00
50-111-5004	Interest Income	800.00	0.00	400.42	399.58	50.05
50-111-5012	Misc. Revenue	0.00	0.00	(25.06)	25.06	0.00
50-111-5301	Sewer Charges	273,500.00	0.00	137,346.67	136,153.33	50.22

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
50 Totals:		436,300.00	0.00	137,722.03	298,577.97	31.57
55	SEWER RESERVE FUND					
55-111-5001	Beginning Balance	45,547.00	0.00	0.00	45,547.00	0.00
55-111-5004	Interest Income	180.00	0.00	97.48	82.52	54.16
55-111-5903	Transfer from Sewer SDC	10,000.00	0.00	0.00	10,000.00	0.00
55 Totals:		55,727.00	0.00	97.48	55,629.52	0.17
57	SEWER DEBT SERVICE					
57-111-5001	Beginning Balance	27,300.00	0.00	0.00	27,300.00	0.00
57-111-5003	Previous Levied Taxes	5,500.00	0.00	8,166.71	(2,666.71)	148.49
57-111-5004	Interest Income	800.00	0.00	136.77	663.23	17.10
57-111-5950	Taxes Necessary To Balance	286,200.00	0.00	263,391.47	22,808.53	92.03
57 Totals:		319,800.00	0.00	271,694.95	48,105.05	84.96
59	SEWER SDC FUND					
59-111-5001	Beginning Balance	26,582.00	0.00	0.00	26,582.00	0.00
59-111-5004	Interest Income	100.00	0.00	64.19	35.81	64.19
59-111-5710	SDC Charges-Reimbursements	3,882.00	0.00	1,294.00	2,588.00	33.33
59-111-5715	SDC Charges-Improvements	2,214.00	0.00	738.00	1,476.00	33.33
59 Totals:		32,778.00	0.00	2,096.19	30,681.81	6.40
Report Totals:		2,675,070.00	(1,423.60)	876,336.72	1,798,733.28	32.76

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10	GENERAL FUND					
10-112	Administration					
Account Type: E01	Personnel Expenses					
10-112-6001	City Recorder	35,584.00	0.00	11,419.34	24,164.66	32.09
10-112-6002	Administrative Assistant	14,371.00	0.00	0.00	14,371.00	0.00
10-112-6011	Finance Officer	23,988.00	0.00	15,908.99	8,079.01	66.32
10-112-6012	Admin. Assistant - P.M.	0.00	0.00	0.00	0.00	0.00
10-112-6014	WBA/Workmans Comp Insurance	0.00	0.00	15.82	(15.82)	0.00
10-112-6016	Social Security/Medicare	0.00	0.00	1,520.22	(1,520.22)	0.00
10-112-6017	State Unemployment Payroll Tax	0.00	0.00	590.05	(590.05)	0.00
10-112-6018	PERS	0.00	0.00	1,414.33	(1,414.33)	0.00
10-112-6019	Health Insurance	0.00	0.00	1,674.53	(1,674.53)	0.00
	Total: Personnel Expenses	73,943.00*	0.00*	32,543.28*	41,399.72*	44.01*
Account Type: E02	Materials & Services					
10-112-6021	Contract Services	2,500.00	0.00	1,075.00	1,425.00	43.00
10-112-6022	Copier Lease/Maint	900.00	74.16	(422.18)	1,322.18	-46.91
10-112-6024	Repair & Maintenance	500.00	0.00	30.00	470.00	6.00
10-112-6025	Legal	12,000.00	0.00	6,845.00	5,155.00	57.04
10-112-6026	Insurance & Bonds	4,625.00	0.00	2,929.21	1,695.79	63.33
10-112-6027	Bank & Finance Charges	200.00	0.00	67.50	132.50	33.75
10-112-6028	Mileage	450.00	0.00	299.04	150.96	66.45
10-112-6030	Office Expense	5,000.00	865.10	2,068.91	2,931.09	41.38
10-112-6031	Training & Conference	4,200.00	0.00	846.72	3,353.28	20.16
10-112-6032	Audit	5,000.00	0.00	4,916.68	83.32	98.33
10-112-6033	Equipment	1,000.00	0.00	0.00	1,000.00	0.00
10-112-6035	Office Equipment Lease	480.00	0.00	234.40	245.60	48.83
10-112-6036	Police Contract Services	160,000.00	10,915.48	80,691.53	79,308.47	50.43
10-112-6039	Ethics Commission Fee	200.00	0.00	309.65	(109.65)	154.82
10-112-6048	Phone & Fax	3,800.00	221.71	1,886.94	1,913.06	49.66
10-112-6052	Postage	800.00	0.00	270.00	530.00	33.75
10-112-6054	Miscellaneous Expense	400.00	85.50	85.50	314.50	21.37
10-112-6061	Internet Service	400.00	30.99	185.94	214.06	46.49
10-112-6062	Computer training	300.00	0.00	0.00	300.00	0.00
10-112-6090	Springbrook Lease	1,550.00	0.00	1,550.00	0.00	100.00
10-112-6304	Professional Dues & Fees	250.00	0.00	247.00	3.00	98.80
10-112-6906	City Hall Maintenance & Repair	1,000.00	0.00	0.00	1,000.00	0.00
10-112-6915	Software security	300.00	0.00	299.68	0.32	99.89
10-112-6920	On-Site Server	2,600.00	0.00	1,200.00	1,400.00	46.15
	Total: Materials & Services	208,455.00*	12,192.94*	105,616.52*	102,838.48*	50.67*
10-112 Totals:		282,398.00**	12,192.94**	138,159.80**	144,238.20**	48.92**
10-113	Community Development					
Account Type: E02	Materials & Services					

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-113-6026	Aurora City Council	100.00	0.00	0.00	100.00	0.00
10-113-6028	City Official Mileage	100.00	0.00	0.00	100.00	0.00
10-113-6031	City Official Training & Conf.	300.00	0.00	160.00	140.00	53.33
10-113-6036	Aurora Planning Commission	100.00	0.00	0.00	100.00	0.00
10-113-6037	Historic Review Board	100.00	0.00	0.00	100.00	0.00
10-113-6038	Planning Consultant-City Paid	13,500.00	0.00	2,431.48	11,068.52	18.01
10-113-6039	Planning Consultant-Billed Out	4,800.00	0.00	3,203.00	1,597.00	66.73
10-113-6040	City Engineer-Billed Out	5,000.00	0.00	0.00	5,000.00	0.00
10-113-6041	The Building Dept. permit fees	14,000.00	514.43	6,196.94	7,803.06	44.26
10-113-6042	State Surcharge Fee	1,440.00	0.00	1,015.69	424.31	70.53
10-113-6048	Vision Statement Action Plan	600.00	0.00	0.00	600.00	0.00
10-113-6063	Planning Assistance Grant	1,000.00	0.00	0.00	1,000.00	0.00
10-113-6065	Publishing & Posting Fees	1,300.00	0.00	74.38	1,225.62	5.72
10-113-6066	Aurora Colony Day Exp.	12,500.00	0.00	9,360.38	3,139.62	74.88
10-113-6075	Development Code amendments	900.00	0.00	0.00	900.00	0.00
10-113-6200	Revenue sharing projects	7,500.00	0.00	0.00	7,500.00	0.00
10-113-6212	Abatement, lien filing expense	500.00	0.00	0.00	500.00	0.00
10-113-6214	Dues & Publications	2,700.00	0.00	2,333.65	366.35	86.43
10-113-6304	Total: Materials & Services	66,440.00*	514.43*	24,775.52*	41,664.48*	37.29*
10-113 Totals:		66,440.00**	514.43**	24,775.52**	41,664.48**	37.29**
10-114	Municipal Court					
Account Type: E02	Materials & Services					
10-114-6005	Judge	1,800.00	0.00	900.00	900.00	50.00
10-114-6006	Interpreter	630.00	0.00	0.00	630.00	0.00
10-114-6030	Office Expense	125.00	0.00	0.00	125.00	0.00
10-114-6047	Court Revenue Pymts to Others	8,000.00	0.00	1,269.50	6,730.50	15.87
	Total: Materials & Services	10,555.00*	0.00*	2,169.50*	8,385.50*	20.55*
10-114 Totals:		10,555.00**	0.00**	2,169.50**	8,385.50**	20.55**
10-116	Public Facilities					
Account Type: E02	Materials & Services					
10-116-6020	Operating Materials & Supplies	2,000.00	61.97	453.76	1,546.24	22.69
10-116-6021	Cty Hall & Pub. Rest. Cont Ser	3,500.00	0.00	1,501.10	1,998.90	42.89
10-116-6024	Repair & Maintenance	5,000.00	0.00	626.65	4,373.35	12.53
10-116-6029	Electric/Heating	5,000.00	298.41	1,657.53	3,342.47	33.15
	Total: Materials & Services	15,500.00*	360.38*	4,239.04*	11,260.96*	27.35*
10-116 Totals:		15,500.00**	360.38**	4,239.04**	11,260.96**	27.35**
10-120	Park					
Account Type: E01	Personnel Expenses					
10-120-6003	Public Works Superintendent	4,517.00	0.00	1,522.44	2,994.56	33.70

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
10-120-6009	Public Works Assistant	5,906.00	0.00	1,737.68	4,168.32	29.42
10-120-6010	Public Works Assistant II	4,322.00	0.00	1,918.80	2,403.20	44.40
10-120-6011	Finance Officer	0.00	0.00	0.00	0.00	0.00
10-120-6014	WBA/Workers Comp Insurance	0.00	0.00	4.97	(4.97)	0.00
10-120-6016	Social Security/Medicare	0.00	0.00	366.32	(366.32)	0.00
10-120-6017	State Unemployment Tax	0.00	0.00	132.55	(132.55)	0.00
10-120-6018	PERS	0.00	0.00	233.53	(233.53)	0.00
10-120-6019	Health Insurance	0.00	0.00	1,222.42	(1,222.42)	0.00
	Total: Personnel Expenses	14,745.00*	0.00*	7,138.71*	7,606.29*	48.41*
Account Type: E02						
10-120-6020	Materials & Services					
10-120-6021	Operating Material/Supplies	2,000.00	0.00	304.58	1,695.42	15.23
10-120-6024	Contract Services	5,000.00	0.00	792.00	4,208.00	15.84
10-120-6026	Repair & Maintenance	3,500.00	0.00	331.98	3,168.02	9.49
10-120-6029	Insurance & Bonds	3,400.00	0.00	1,077.13	2,322.87	31.68
10-120-6035	Electricity & Heating	2,000.00	213.38	600.07	1,399.93	30.00
10-120-6121	Vehicle/Equipment Maintenance	750.00	0.00	3.22	746.78	0.43
10-120-6221	Contract Svcs - Janitorial	1,500.00	0.00	675.00	825.00	45.00
10-120-6221	Contract svcs - tree removal	10,000.00	0.00	0.00	10,000.00	0.00
10-120-6321	Park Maintenance Contractor	12,000.00	0.00	5,780.00	6,220.00	48.17
	Total: Materials & Services	40,150.00*	213.38*	9,563.98*	30,586.02*	23.82*
10-120 Totals:		54,895.00**	213.38**	16,702.69**	38,192.31**	30.43**
Account Type: E07						
10-125-7501	(No Description) Contingencies					
	General Fund Operating Conting	259,601.00	0.00	0.00	259,601.00	0.00
	Total: Contingencies	259,601.00*	0.00*	0.00*	259,601.00*	0.00*
10-125 Totals:		259,601.00**	0.00**	0.00**	259,601.00**	0.00**
10 Totals:		689,389.00***	13,281.13***	186,046.55***	503,342.45***	26.99***
Account Type: E03						
15-111-6907	CITY HALL BUILDING FUND Income					
	Capital Outlay	119,827.00	0.00	0.00	119,827.00	0.00
	Capital Outlay - Construction	119,827.00*	0.00*	0.00*	119,827.00*	0.00*
	Total: Capital Outlay	119,827.00**	0.00**	0.00**	119,827.00**	0.00**
15-111 Totals:		119,827.00***	0.00***	0.00***	119,827.00***	0.00***
15 Totals:		119,827.00***	0.00***	0.00***	119,827.00***	0.00***

<u>Account Number</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Period Amount</u>	<u>YTD Amount</u>	<u>Year to Date Var</u>	<u>Percent Expended</u>
25	PARK RESERVE FUND					
25-111	(No Description)					
	Capital Outlay					
	Park Improvements	1,146.00	0.00	0.00	1,146.00	0.00
	Total: Capital Outlay	1,146.00*	0.00*	0.00*	1,146.00*	0.00*
	25-111 Totals:	1,146.00**	0.00**	0.00**	1,146.00**	0.00**
	25 Totals:	1,146.00***	0.00***	0.00***	1,146.00***	0.00***
29	PARK SDCs					
29-111	(No Description)					
	Reserve Accounts					
	SDC Capital Improvements	27,069.00	0.00	0.00	27,069.00	0.00
	Total: Reserve Accounts	27,069.00*	0.00*	0.00*	27,069.00*	0.00*
	29-111 Totals:	27,069.00**	0.00**	0.00**	27,069.00**	0.00**
	29 Totals:	27,069.00***	0.00***	0.00***	27,069.00***	0.00***
30	STREETS/STORM FUND					
30-111	(No Description)					
	Personnel Expenses					
	Public Works Superintendent	13,551.00	0.00	4,330.96	9,220.04	31.96
	Public Works Assistant	8,859.00	0.00	2,606.52	6,252.48	29.42
	Public Works Assistant II	2,874.00	0.00	1,279.20	1,594.80	44.51
	Finance Officer	1,847.00	0.00	760.08	1,086.92	41.15
	WBA/Workers Comp Insurance	0.00	0.00	7.17	(7.17)	0.00
	Social Security/Medicare	0.00	0.00	640.92	(640.92)	0.00
	State Unemployment Payroll Tax	0.00	0.00	188.10	(188.10)	0.00
	PERS	0.00	0.00	577.97	(577.97)	0.00
	Health Insurance	0.00	0.00	2,335.96	(2,335.96)	0.00
	Total: Personnel Expenses	27,131.00*	0.00*	12,726.88*	14,404.12*	46.91*
	Materials & Services					
	Operating Material/Supplies	4,500.00	0.00	60.94	4,439.06	1.35
	Contract Services	8,000.00	0.00	1,976.00	6,024.00	24.70
	Vehicle & Equip. Oper. Expense	4,000.00	52.92	401.77	3,598.23	10.04
	Vehicle & Equip Repair & Maint	2,000.00	0.00	895.21	1,104.79	44.76
	Street Repair & Maintenance	27,000.00	0.00	640.00	26,360.00	2.37
	Insurance	6,900.00	0.00	4,042.83	2,857.17	58.59
	Street Lighting	19,000.00	71.44	9,242.40	9,757.60	48.64
	Total: Materials & Services	71,400.00*	124.36*	17,259.15*	54,140.85*	24.17*

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
Account Type: E03						
30-111-6901	Capital Outlay					
30-111-6907	Equipment	3,500.00	0.00	0.00	3,500.00	0.00
30-111-6925	Capital Improvements	13,500.00	0.00	0.00	13,500.00	0.00
30-111-6947	Cap Improve w/ SCA Grant	50,000.00	0.00	0.00	50,000.00	0.00
	UIC & TMDL Compliance	2,500.00	0.00	0.00	2,500.00	0.00
	Total: Capital Outlay	69,500.00*	0.00*	0.00*	69,500.00*	0.00*
Account Type: E07						
30-111-7501	Contingencies	106,022.00	0.00	0.00	106,022.00	0.00
	Total: Contingencies	106,022.00*	0.00*	0.00*	106,022.00*	0.00*
30-111 Totals:		274,053.00**	124.36**	29,986.03**	244,066.97**	10.94**
30 Totals:		274,053.00***	124.36***	29,986.03***	244,066.97***	10.94***
35	STREET/STORM RESERVES					
35-111	(No Description)					
Account Type: E03						
35-111-6907	Capital Outlay					
	Capital Outlay	51,993.00	0.00	0.00	51,993.00	0.00
	Total: Capital Outlay	51,993.00*	0.00*	0.00*	51,993.00*	0.00*
35-111 Totals:		51,993.00**	0.00**	0.00**	51,993.00**	0.00**
35 Totals:		51,993.00***	0.00***	0.00***	51,993.00***	0.00***
39	STREET/STORM SDCs					
39-111	(No Description)					
Account Type: E03						
39-111-6930	Capital Outlay					
	Capital Projects	0.00	0.00	0.00	0.00	0.00
	Total: Capital Outlay	0.00*	0.00*	0.00*	0.00*	0.00*
Account Type: E04						
39-111-6920	Reserve Accounts					
	SDC Capital Improvements	22,192.00	0.00	0.00	22,192.00	0.00
	Total: Reserve Accounts	22,192.00*	0.00*	0.00*	22,192.00*	0.00*
39-111 Totals:		22,192.00**	0.00**	0.00**	22,192.00**	0.00**
39 Totals:		22,192.00***	0.00***	0.00***	22,192.00***	0.00***
40	WATER					
40-111	(No Description)					
Account Type: E01						
40-111-6001	Personnel Expenses					
	City Recorder	17,792.00	0.00	4,660.52	13,131.48	26.19

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
40-111-6003	Public Works Supervisor	45,168.00	0.00	15,224.74	29,943.26	33.71
40-111-6009	Public Works Assistant	17,719.00	0.00	5,213.03	12,505.97	29.42
40-111-6010	Public Works Assistant II	2,874.00	0.00	1,279.20	1,594.80	44.51
40-111-6011	Finance Officer	5,536.00	0.00	2,280.16	3,255.84	41.19
40-111-6014	WBA/Workmans Comp Insurance	0.00	0.00	20.18	(20.18)	0.00
40-111-6016	Social Security/Medicare	0.00	0.00	2,067.48	(2,067.48)	0.00
40-111-6017	State Unemployment Payroll Tax	0.00	0.00	542.79	(542.79)	0.00
40-111-6018	PERS	0.00	0.00	2,058.10	(2,058.10)	0.00
40-111-6019	Health Insurance	0.00	0.00	6,841.23	(6,841.23)	0.00
	Total: Personnel Expenses	89,089.00*	0.00*	40,187.43*	48,901.57*	45.11*
Materials & Services						
40-111-6020	Op. Materials & Supplies	15,000.00	392.01	13,442.79	1,557.21	89.62
40-111-6021	Contract Services	26,000.00	1,324.96	18,527.64	7,472.36	71.26
40-111-6022	Copier Leases/Maint	900.00	74.14	(422.39)	1,322.39	-46.93
40-111-6024	Repair & Maintenance	6,000.00	0.00	3,743.99	2,256.01	62.40
40-111-6025	Reservoir repair & Maintenance	500.00	0.00	0.00	500.00	0.00
40-111-6027	Legal	6,000.00	0.00	3,000.00	3,000.00	50.00
40-111-6029	Electricity & Heating	22,000.00	1,928.43	11,653.95	10,346.05	52.97
40-111-6030	Office Expense	1,400.00	0.00	355.86	1,044.14	25.42
40-111-6031	Training & Conference	3,000.00	0.00	160.90	2,839.10	5.36
40-111-6032	Audit	5,000.00	0.00	4,916.66	83.34	98.33
40-111-6033	Communications System Lease	600.00	42.33	254.02	345.98	42.34
40-111-6034	Vehicle & Equip. Oper. Expense	4,000.00	79.40	619.71	3,380.29	15.49
40-111-6035	Vehicle & Equip Repair & Maint	5,000.00	0.00	1,456.22	3,543.78	29.12
40-111-6039	Ethics Commission Fee	100.00	0.00	154.83	(54.83)	154.83
40-111-6040	City Engineer	1,500.00	0.00	0.00	1,500.00	0.00
40-111-6048	Phone & Fax	5,000.00	277.92	2,076.54	2,923.46	41.53
40-111-6049	Insurance	12,030.00	0.00	8,694.06	3,335.94	72.27
40-111-6051	Uniforms	500.00	0.00	500.00	0.00	100.00
40-111-6052	Postage	1,200.00	0.00	400.00	800.00	33.33
40-111-6053	Test Lab	5,000.00	0.00	960.00	4,040.00	19.20
40-111-6055	Filtration System Op. Expense	3,500.00	0.00	0.00	3,500.00	0.00
40-111-6061	Internet svcs	400.00	30.98	185.88	214.12	46.47
40-111-6062	Postage Machine lease	480.00	0.00	234.40	245.60	48.83
40-111-6090	Springbrook Lease	1,600.00	0.00	1,581.60	18.40	98.85
40-111-6202	Sensus Hardware & Software Sup	1,600.00	0.00	1,570.34	29.66	98.15
40-111-6902	On-site Server	2,567.00	0.00	1,200.00	1,367.00	46.75
40-111-6916	Software security	300.00	0.00	299.66	0.34	99.89
40-111-6960	Filtration Sys. principal pmnt	12,272.00	0.00	12,271.76	0.24	100.00
40-111-6961	Filtration system interest	8,620.00	0.00	8,620.09	(0.09)	100.00
	Total: Materials & Services	152,069.00*	4,150.17*	96,458.51*	55,610.49*	63.43*
Capital Outlay						
40-111-6901	Equipment	10,000.00	0.00	8,833.33	1,166.67	88.33
40-111-6905	Fire hydrant upgrade	3,000.00	0.00	0.00	3,000.00	0.00

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
40-111-6906	Building Improvements	500.00	0.00	0.00	500.00	0.00
40-111-6907	Capital Improvements	8,000.00	0.00	0.00	8,000.00	0.00
40-111-6908	Water Meters/Backflow Valves	20,000.00	0.00	17,331.04	2,668.96	86.66
40-111-6955	Water main repairs	5,000.00	0.00	0.00	5,000.00	0.00
	Total: Capital Outlay	46,500.00*	0.00*	26,164.37*	20,335.63*	56.27*
Account Type: E06						
40-111-6952	Transfer out	20,000.00	0.00	0.00	20,000.00	0.00
40-111-6953	Transfer to Water Reserve	8,000.00	0.00	0.00	8,000.00	0.00
	Total: Transfer out	28,000.00*	0.00*	0.00*	28,000.00*	0.00*
Account Type: E07						
40-111-7501	Contingencies	182,342.00	0.00	0.00	182,342.00	0.00
	Total: Contingencies	182,342.00*	0.00*	0.00*	182,342.00*	0.00*
40-111 Totals:		498,000.00**	4,150.17**	162,810.31**	335,189.69**	32.69**
40 Totals:		498,000.00***	4,150.17***	162,810.31***	335,189.69***	32.69***
42	SPW PROJECT MAINTENANCE FU					
42-111	(No Description)					
Account Type: E02						
42-111-6034	Materials & Services	26,000.00	0.00	0.00	26,000.00	0.00
42-111-6035	Reservoir Maintenance & Repair	13,717.00	0.00	0.00	13,717.00	0.00
	Pump Station Maint. & Repair	39,717.00*	0.00*	0.00*	39,717.00*	0.00*
	Total: Materials & Services	39,717.00**	0.00**	0.00**	39,717.00**	0.00**
42-111 Totals:		39,717.00**	0.00**	0.00**	39,717.00**	0.00**
42 Totals:		39,717.00***	0.00***	0.00***	39,717.00***	0.00***
45	WATER RESERVE FUND					
45-111	(No Description)					
Account Type: E03						
45-111-6907	Capital Outlay	46,681.00	0.00	0.00	46,681.00	0.00
	Total: Capital Outlay	46,681.00*	0.00*	0.00*	46,681.00*	0.00*
45-111 Totals:		46,681.00**	0.00**	0.00**	46,681.00**	0.00**
45 Totals:		46,681.00***	0.00***	0.00***	46,681.00***	0.00***
49	WATER SDCs					
49-111	(No Description)					
Account Type: E04						
	Reserve Accounts					

General Ledger
Expenses vs. Budget w/o Encumbered

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
49-111-6907	SDC Capital Improvements	60,398.00	0.00	0.00	60,398.00	0.00
	Total: Reserve Accounts	60,398.00*	0.00*	0.00*	60,398.00*	0.00*
49-111 Totals:		60,398.00**	0.00**	0.00**	60,398.00**	0.00**
49 Totals:		60,398.00***	0.00***	0.00***	60,398.00***	0.00***
50	SEWER					
50-111	(No Description)					
Account Type: E01	Personnel Expenses					
50-111-6001	City Recorder	17,792.00	0.00	5,709.63	12,082.37	32.09
50-111-6003	Public Works Supervisor	27,101.00	0.00	9,134.82	17,966.18	33.71
50-111-6004	WWTP Operator	0.00	0.00	(1,381.70)	1,381.70	0.00
50-111-6009	Public Works Assistant	26,578.00	0.00	7,819.57	18,758.43	29.42
50-111-6010	Public Works Assistant II	4,311.00	0.00	1,918.80	2,392.20	44.51
50-111-6011	Finance Officer	5,536.00	0.00	2,280.16	3,255.84	41.19
50-111-6014	WBA Insurance	0.00	0.00	20.41	(20.41)	0.00
50-111-6016	Social Security/Medicare	0.00	0.00	1,862.49	(1,862.49)	0.00
50-111-6017	State Unemployment Payroll Tax	0.00	0.00	589.14	(589.14)	0.00
50-111-6018	PERS	0.00	0.00	1,758.56	(1,758.56)	0.00
50-111-6019	Health Insurance	0.00	0.00	6,836.17	(6,836.17)	0.00
	Total: Personnel Expenses	81,318.00*	0.00*	36,548.05*	44,769.95*	44.94*
Account Type: E02	Materials & Services					
50-111-6020	Operating Material/Suppl	26,000.00	629.55	8,058.79	17,941.21	31.00
50-111-6021	Contracting Services	8,000.00	3.96	8,326.76	(326.76)	104.08
50-111-6022	Copier lease/maintenance	900.00	74.14	(422.39)	1,322.39	-46.93
50-111-6025	Legal	6,000.00	0.00	3,000.00	3,000.00	50.00
50-111-6029	Electricity & Heating	23,000.00	1,874.45	9,282.41	13,717.59	40.36
50-111-6030	Office Expense	1,400.00	0.00	626.36	773.64	44.74
50-111-6031	Training/Conference	4,000.00	0.00	110.00	3,890.00	2.75
50-111-6032	Audit	5,000.00	0.00	4,916.66	83.34	98.33
50-111-6034	Vehicle & Equip. Oper. Expense	3,500.00	79.40	835.14	2,664.86	23.86
50-111-6035	Tractor & Vehicle Repair	4,000.00	0.00	1,499.35	2,500.65	37.48
50-111-6036	Sewer Equipment Repair & Maint	28,000.00	6,031.17	14,509.43	13,490.57	51.82
50-111-6039	Ethics Commission Fee	100.00	0.00	154.83	(54.83)	154.83
50-111-6040	City Engineer	5,000.00	0.00	0.00	5,000.00	0.00
50-111-6042	Lagoon Maintenance	10,000.00	0.00	731.28	9,268.72	7.31
50-111-6048	Phone	3,000.00	173.66	1,435.88	1,564.12	47.86
50-111-6049	Insurance	8,500.00	0.00	6,483.00	1,867.00	77.64
50-111-6051	Safety Apparel/Uniforms	1,000.00	0.00	622.17	377.83	62.22
50-111-6052	Postage	1,000.00	0.00	330.00	670.00	33.00
50-111-6054	Test Lab	9,000.00	200.00	2,375.60	6,624.40	26.40
50-111-6055	Rental Expense	1,200.00	0.00	0.00	1,200.00	0.00
50-111-6061	Internet svcs	372.00	30.98	185.88	186.12	49.97

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
50-111-6062	Postage machine lease	480.00	0.00	234.40	245.60	48.83
50-111-6090	Springbrook Lease	1,600.00	0.00	1,581.59	18.41	98.85
50-111-6304	Permits & Fees	3,000.00	7.54	108.44	2,891.56	3.61
50-111-6307	Biosolids (sludge)	24,000.00	0.00	1,704.00	22,296.00	7.10
50-111-6902	On-Site server	2,567.00	0.00	1,200.00	1,367.00	46.75
50-111-6915	Software Security	300.00	0.00	299.66	0.34	99.89
50-111-6960	Collection system maintenance	5,000.00	0.00	0.00	5,000.00	0.00
	Total: Materials & Services	185,769.00*	9,104.85*	68,189.24*	117,579.76*	36.71*
Account Type: E03	Capital Outlay					
50-111-6901	Equipment	3,000.00	0.00	0.00	3,000.00	0.00
	Total: Capital Outlay	3,000.00*	0.00*	0.00*	3,000.00*	0.00*
Account Type: E07	Contingencies					
50-111-7501	Contingencies	166,213.00	0.00	0.00	166,213.00	0.00
	Total: Contingencies	166,213.00*	0.00*	0.00*	166,213.00*	0.00*
	50-111 Totals:	436,300.00**	9,104.85**	104,737.29**	331,562.71**	24.01**
	50 Totals:	436,300.00***	9,104.85***	104,737.29***	331,562.71***	24.01***
55	SEWER RESERVE FUND					
55-111	(No Description)					
Account Type: E03	Capital Outlay					
55-111-6907	Capital Improvements	5,727.00	0.00	0.00	5,727.00	0.00
55-111-6926	Wastewater Master Plan	50,000.00	0.00	0.00	50,000.00	0.00
	Total: Capital Outlay	55,727.00*	0.00*	0.00*	55,727.00*	0.00*
	55-111 Totals:	55,727.00**	0.00**	0.00**	55,727.00**	0.00**
	55 Totals:	55,727.00***	0.00***	0.00***	55,727.00***	0.00***
57	SEWER DEBT SERVICE					
57-111	(No Description)					
Account Type: E05	Bond Payments					
57-111-6552	2009 Series Sewer Pmts Princip	195,000.00	0.00	0.00	195,000.00	0.00
57-111-6553	2009 Series Sewer Pmts Interes	114,800.00	0.00	57,400.00	57,400.00	50.00
	Total: Bond Payments	309,800.00*	0.00*	57,400.00*	252,400.00*	18.53*
Account Type: E08	Unappropriated Fund Balances					
57-111-7999	Unappropriated Ending Fund Bal	10,000.00	0.00	0.00	10,000.00	0.00
	Total: Unappropriated Fund Balances	10,000.00*	0.00*	0.00*	10,000.00*	0.00*

General Ledger
Expenses vs. Budget w/o Encumbered

Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	Year to Date Var	Percent Expended
57-111 Totals:		319,800.00**	0.00**	57,400.00**	262,400.00**	17.95**
57 Totals:		319,800.00***	0.00***	57,400.00***	262,400.00***	17.95***
59	SEWER SDC FUND					
59-111	(No Description)					
Account Type: E04	Reserve Accounts					
59-111-6907	SDC Capital Improvements	22,778.00	0.00	0.00	22,778.00	0.00
	Total: Reserve Accounts	22,778.00*	0.00*	0.00*	22,778.00*	0.00*
Account Type: E06	Transfer out					
59-111-6953	Transfer to Sewer Reserve	10,000.00	0.00	0.00	10,000.00	0.00
	Total: Transfer out	10,000.00*	0.00*	0.00*	10,000.00*	0.00*
59-111 Totals:		32,778.00**	0.00**	0.00**	32,778.00**	0.00**
59 Totals:		32,778.00***	0.00***	0.00***	32,778.00***	0.00***
Final Total		2,675,070.00****	26,660.51****	540,980.18****	2,134,089.82****	20.22****

City Council Public Works Activity Report

January 2015

Waste Water: **36% spent**

Lots of alarms in Nov-Dec. 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:**63% spent**

Routine operation and maintenance. Having to relocate 2 services on Jennie Marie due to improper installation. This cost was about \$7500.00. Between Jennie Marie and stocking water parts is why it seems high.

Streets:**24% 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

Clear lower irrigation site

Wastewater solids drying beds

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 1/8/2015
Re: Recorders Report Month of December 2014 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.
 - Looking into grant opportunities to help with the updates needed
- ❖ Attending Conference Committee And Records Committee Meetings
 - Attended two trainings regarding record retention
- ❖ Records Request update
 - None
- ❖ Ongoing needs of the City, discussion items.
- ❖ Updating Planning and Zoning Files and Forms/Checklists **ONGOING**
- ❖ Working with HRB on Historic Review Guidelines Updates and Formatting. **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. **Almost 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.



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

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

ACTIONS

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

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

Granted Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: Christa Miller

Date: 12-16-14

90-day authority: Yes No

90-DAY AUTHORITY

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

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

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OREGON LIQUOR CONTROL COMMISSION

NOV 12 2014

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

- ① Christa's Cafe & Antiques, LLC ③ _____
em
- ② _____ ④ _____

2. Trade Name (dba): Christa's Cafe & Antiques

SALEM REGIONAL OFFICE

3. Business Location: 21620 Main Street NE Aurora Marion OR 97002
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: P. O. Box 2942 Wilsonville OR 97070-2942
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-780-3539

(phone)

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OREGON LIQUOR CONTROL COMMISSION
(fax)

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

DEC 09 2014

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

SALEM REGIONAL OFFICE

8. Former Business Name: N/A

9. Will you have a manager? Yes No Name: Christa Miller

(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? City of Aurora, OR/Marion County

(name of city or county)

11. Contact person for this application: Christa Miller

(name)

P. O. Box 2942 Wilsonville, OR 97070

(address)

christaolanlady@hotmail.com

(e-mail address)

RECEIVED
503-780-3539
OREGON LIQUOR CONTROL COMMISSION
(phone number(s))

OCT 23 2014

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

Applicant(s) Signature(s) and Date:

① Christa Miller Date 10.22.14 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

SALEM REGIONAL OFFICE



Oregon

John A. Kitzhaber, MD, Governor

Department of Consumer and Business Services
Building Codes Division

1535 Edgewater Street NW

P.O. Box 14470

Salem, OR 97309-0404

503-378-4133

Fax: 503-378-2322

www.bcd.oregon.gov

December 22, 2014

VIA ELECTRONIC MAIL

Charlcie Kaylor
City of Aurora
Building Inspection Program
1245 Pearl Street
Eugene, OR 97401

RE: Data Request Form/Memorandum of Agreement – Extension Requests

Attention Building Inspection Program,

In July, 2014, the division sent notice requesting two documents from each building inspection program – the *Building Program Data Request Form* and *Memorandum of Agreement*. The division requested each building inspection program complete the request for information by December 1, 2014.

Many building inspection programs have already completed the data request forms and have provided the division a signed memorandum of agreement. However, some communities have questions regarding the memorandum of agreement (MOA) – its purpose and whether it's mandatory to sign. The purpose of the MOA is to simply provide the formal delegation of the state's building inspection program to the jurisdictions choosing to operate a local program on behalf of the State. ORS Chapter 455 (and ORS Chapter 479) provides requirements for jurisdictions choosing to operate a local program. Local programs that choose not to provide local services should let the division know they no longer intend to operate the state's building inspection program.

As a courtesy to the few jurisdictions that have not signed the agreement, the state has extended the time to January 30, 2015. Please take the time to review the MOA, have both the building official and the appropriate local official sign the agreement by this date.

Please contact me directly if you have specific questions about these materials.

Thank you,

Brett S.

Brett Salmon, Manager
Policy & Technical Services
Building Codes Division

**Memorandum of Agreement
Relating to Delegated Building Inspection Program**

I. Parties:

This agreement is made and entered into by the Building Codes Division (hereinafter the “Division”), through the Department of Consumer and Business Services, and the City of Aurora building inspection program (“Jurisdiction”). In providing the services specified in this agreement (and any associated services) both parties are public bodies and maintain their public body status as specified in ORS 30.260. Both parties understand and acknowledge that each retains all immunities and privileges granted them by the Oregon Tort Claims Act (ORS 30.260 through 30.295) and any and all other statutory rights granted as a result of their status as local public bodies.

II. Purpose:

In accordance with the authority granted by Oregon Revised Statutes (ORS) chapter 455 and the rules adopted thereunder, this Memorandum of Agreement (MOA) sets forth the delegation from the state to Jurisdiction to operate a municipal building inspection program as referenced in ORS chapter 455.

III. Background:

The Department is authorized to:

1. Promulgate a state building code to govern the construction, reconstruction, alteration and repair of buildings. The state building code establishes uniform performance standards providing reasonable safeguards for health, safety, welfare, comfort and security for the residents of this state; and
2. Delegate authority to a Jurisdiction willing and able to assume operation of all or any portion of a building inspection program for a reporting period. A reporting period means a four-year period during which a Jurisdiction administers and enforces a building inspection program pursuant to an approved operating plan on behalf of the state.

IV. Agreement:

Jurisdiction’s building inspection program agrees to the following minimum standards, policies and procedures while operating a building inspection program during the current reporting period:

1. **Administrative Standards.** Program must provide adequate funds, equipment and other resources needed to administer and enforce the program consistent with the inspection and permit requirements of the state building code.
2. **Electrical Program.** A building inspection program with an electrical program must comply with all applicable electrical rules for the inspection and enforcement of electrical programs.
3. **Fees.** Program must follow the uniform fee methodology for building permit and inspection fees. Program must use permit and inspection fees collected only for the administration and enforcement of the building inspection program. Electrical permit fees must only be used for the administration and enforcement of the electrical program. To avoid division enforcement action, program must collect and remit surcharges (with permit log) to the division no later than the 15th day following the month or quarter for which the surcharges are required to be collected according ORS 455.220.

4. **Appeals.** Program must have a policy to allow an applicant for building permit to appeal decision made by building official. Program must also allow an applicant for a building permit to file a written appeal of a decision of the building official directly to the division on any matter relating to the administration and enforcement of ORS Chapter 455.
5. **Operating Plan.** Program must amend operating plan within 30 days when changes occur and provide amended operating plan to the division. Changes include a change of building official.
6. **Staff.** Program must have and use only appropriately certified employees, or approved and appropriately certified and associated state-licensed third party contractors and inspectors for inspections.
7. **Enforcement.** Program must not enforce any standard different from the state building code, unless specifically authorized to do so by the Director of the Department of Consumer and Business Services under ORS 455.040(1), and only in the manner so authorized; any standard so authorized shall not be considered an amendment to the state building code under ORS 455.030.
8. **Documentation.** Program must respond timely to division data requests on any matter relating to the administration and enforcement of ORS Chapter 455.

V. Indemnity:

To the extent permitted by Article XI, sections 9 and 10 of the Oregon Constitution, and within the limits of liability established in the Oregon Tort Claims Act, Jurisdiction shall defend, indemnify and save the division, its officers, agents, and employees harmless from any and all claims, actions, costs or damages caused by Jurisdiction.

Subject to the limitations of Article XI, section 7 of the Oregon Constitution and the Oregon Tort Claims Act, the State shall indemnify, within the limits of and subject to the restrictions in the Oregon Tort Claims Act, Jurisdiction, any liability for personal injury or damage to life or property arising from the State's negligent activity under this Agreement provided, however, the State shall not be required to indemnify Jurisdiction for any such liability arising out of the wrongful acts of Jurisdiction, its officers, employees or agents.

VI. Term of the Agreement:

This agreement will become effective upon signature of all parties and will remain in effect until the end of the Jurisdiction's current reporting period unless the Jurisdiction abandons or ceases to administer the building inspection program or the division assumes administration of the program under activities related to ORS 455.770. Failure to comply with any provision of this agreement may impact the Jurisdiction's continued administration of the building inspection program.

VII. Signatures:

Both parties, by the signatures below, hereby acknowledge that they have read this agreement, understand it and agree to be bound by its terms and conditions.

Building Codes Division

City of Aurora

Date

Date

**Mark S. Long, Administrator
Building Codes Division**

Please print building official name



Building Official Signature

Date

Please print name and title

Jurisdiction Representative Signature