

AGENDA
Aurora City Council Meeting
Tuesday, October 13, 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

Mayor Graupp
Councilor Sahlin
Councilor Vlcek
Councilor Southard
Councilor Sallee

3. CONSENT AGENDA

- a) City Council Minutes – September, 2015
- b) Planning Commission – September, 2015
- c) Historic Review Board Meeting Minutes – NA

4. CORRESPONDENCE - NA

5. VISITOR

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. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution Number 703 A Resolution to Renew Contract with SEDCOR Enterprise Zone Manager and setting an application fee.

8. NEW BUSINESS

- a) NA

9. OLD BUSINESS

- a) Discussion on the EOP overview

10. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, September 08, 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
Dennis Koho, City Attorney

STAFF ABSENT Kelly Richardson, City Recorder
Darrel Lockard, Public Works Superintendent
Deputy Sheriff Dale Huitt

VISITORS PRESENT:

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Mayor Bill Graupp at 7:01 pm

2. CITY RECORDER DOES ROLL CALL

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

3. CONSENT AGENDA

- a) City Council Meeting Minutes – August, 2015, Councilor Sallee points out in the minutes the Marion County Deputy Report, pg 2 of 10 states she had requested the speed trailer to be on Liberty Street. Pg 3 comments on action items, Councilor Vlcek asked about the SCA Special City Allotment Grant we had not applied for and is wondering if we have missed our opportunity. Mayor Graupp replies that the issue was addressed at last month’s meeting. Councilor Southard asked for a date on when the leak at the park would be fixed. Mayor Graupp states this is unknown and we can talk about it during the public works report. Councilor Vlcek still wants an explanation as to why we did not apply for the SCA grant as this was something very important and emphasized at the budget committee meeting, Pg 4 Councilor Sallee asked about the Emergency Response plan she had asked for it to be a regular agenda item. I would like to see it under Old Business each month. Sallee doesn’t understand the City Planner staff report dates and Mayor Graupp clarifies.
- b) Planning Commission – August, 2015
- c) Historic Review Board Meeting – July, 2015

ACTION ITEM; Put the EOP on the agenda each month, Council wants explanation why we did not make application for the SCA grant.

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

4. CORRESPONDENCE –

- a) Wave Broad Band Fee Increase
- b) New Contact Information for Rail Road, Councilor Vlcek wanted to confirm the phone number because it didn't look correct.

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.

Anna Rankin – Pudding River Watershed Council Coordinator, I know that you have been talking about the money left on the books at the council. I can try to get a small grant to add to it so I would like to talk to you about developing an Aurora Mill Plain Corridor Restoration 25% grant match. Would council like to pursue this opportunity? Councilor Vlcek asks if this would be valid as to our last conversation regarding the evasive species and maintenance. Anna states It looks like your ultimate goal is a dog park and a cleaned up creek area. Graupp - this is really just a thought at this point. Second thought was what is the city plan regarding your storm water management? The money can be spent internally for management. Graupp asks how often we need to meet with Pudding River Council and states he is a large proponent of conference calls. Graupp would like to put Anna on the agenda for October for the next steps.

6. REPORTS

- a) Mayor Bill Graupp
 - Mayor informs the group of the discussions at the Planning Commission meetings referring to RV parking; so far the discussion is leaning toward no more than one RV per site, must be moveable/operable at all times and cannot have ramps or stairs/structures of any kind built around the RV. They are trying to address this as there have been some complaints that RVs are being used as storage units and/or living area. Do we want them to continue with these discussions? It is the consensus of the Council to move forward. Second item is storage containers as structures/shed storage. Sahlin states the intent was that structures under 200 square feet are not regulated. The Planning Commission wants to disallow in the commercial district. Council discussion is review the code and they don't feel that we should be the good taste cops especially if it is less than 200 square feet. Lastly, regarding the marijuana regulations, The Planning Commission's intent is to have recreational fall under the same regulations as our recent code update regarding medical marijuana rather than reinvent the wheel. Councilor Vlcek, what about grow operations? Mayor Graupp states that we didn't allow it in the Historic District and only in specific areas in commercial zone. Consensus is to move forward as presented.

Council discussed, NA

ACTION ITEM: NA

b) Marion County Deputy

- Deputy report - none on file.

Council discussed. Mayor Graupp informs the group that in discussions with the Sheriff's Office they are currently looking into speeding issues and accidents on Airport and Arndt Rd. Marion County Planners, ODOT, ODA and Clackamas County are included. Councilor Sahlin stated all they need to do is a protected left hand turn lane, case closed. Mayor Graupp responded that ODOT won't allow that. Just letting you know of the discussions. Also we're going to see a lot more traffic on Airport Rd from the airport now that vehicles will not be allowed on the runway.

Mayor Graupp asks consensus of council on painting the curbs along 99E in the no parking areas. Councilor Vlcek asks who is going to pay for it. He doesn't think we should pay for it but asks which side are you referring to? Mayor Graupp responds it is the East side abutting the bakery and the medical offices. This was a request from Marion County Sheriff's office to make it safer along 99E. Consensus of the council is for them to spend some time hanging tickets and let the matter take care of itself.

ACTION ITEM: NA

c) Finance Officer

- Finance Officer Report included in packet – Lambert asks if there are any questions. She added that Kris and Bob had requested a current Expense to Budget report each month with their council packets and states it will be much more current, as the Treasurer's Report is always a month behind. Do members want that report included as part of my report? Consensus is no. Report will be run for councilors Sallee and Southard only.

Lambert stated Mistie Hesse as the consultant CPA who will be working very closely with her to close out the year and prepare for the audit. Mistie was recommended by Sabino Arredondo, a CPA Lambert knows from the Canby accounting firm Wilcox and Arredondo.

ACTION ITEM: Action to be.....

d) Public Works

- Public Works Report included in packet - Mayor Graupp states he has not spoken to Lockard in a few days. I do know that they recently had a few water meters go bad and they were working on those. I believe they were cut on our side from landscaping activities. There were 5 trees taken out in the park. Reports on DEQ are finished. We are working on calling the 3 applicants for the Utility Worker position. Councilor Sallee asks if anyone else from Council is doing interviews. Mayor Graupp states this is just the initial round and Darrel and he will conduct those at this time. Councilor Vlcek asks a

question regarding the flow meter calibration report - this is due before December and has been completed and it looks like we were 4 months behind. Mayor Graupp confirms. Sallee –state she had forwarded a project description list to Mayor Graupp. He replies they have changed the format and it’s a work in progress. Sallee said she would also like to see a master list of mandatory reports as well as a copy of the flow report. Mayor Graupp responds he thinks they can email it to her but he doesn’t think it needs to be a part of the Council packets. Sallee states she made a request of this information. Mayor Graupp responds that he had instructed Lockard not to spend time on it because it is extra work and until we are back to full staff he is not going to have him spend time on this. Councilor Vlcek states he requested it as well and the Mayor reiterated his answer.

Councilor Sallee asked if Darrel will be at the next meeting because she has the following questions for him

1. The first few items on the report seem repetitive;
2. I have repeatedly asked for a master projects list;
3. I would like a mandatory testing report with due dates;
4. Has the deadline for the DEQ report been extended and if so why;
5. Has the flow meter calibration been done?
6. Water consumption - this is what I have been requesting in a report to see the flow demands;
7. Status of the roads- this looks like it’s been on here for several months now;
8. The park trees - this seems to be a repetitive issue I thought we had already looked into this. I do see 4 more will be removed in September.

Sallee also stated that stop lines has been on the report since March and seems like an easy fix. Southard stated he thinks the best solution would be a permanent stop line affixed so that we don’t have to continue using staff time.

Council discussed that they are frustrated with the lack of response to their requests regarding public works and would like to see where Lockard’s time is being spent. We all have a task list of items that need to be done. How can you operate the department without one? Sahlin states he just doesn’t see where items are completed and we really don’t know if reports are being filed. We have stated that we want Darrel to be a worker but that also means items need to be completed to be in compliance with the job. Councilor Vlcek states all we get is told he did not have time and that excuse is really wearing thin at this point. If he doesn’t have time then where is his time being spent?

ACTION ITEM: The Councilors are asking for a more detailed report and task items.

e) Parks Committee

- Park report - Councilor Sahlin asks Councilor Vlcek the status on the soccer goals. Vlcek replied it was his understanding that his contact had them completed but he will check on them again.

Council discussed the infield wondering who is responsible for maintenance; Councilor Sahlin believes Living Color has been spraying it. The infield has been looking good.

Vlcek asks if they have access to rollers for the field to which Sahlin replied he will look into it for next spring.

ACTION ITEM: NA

f) City Recorder

- City Recorder Report included in packet - I do know she has an upcoming conference following her vacation. Councilor Vlcek asks if there are 5 new homes are we over our budgeted amount now. Lambert states a few fees came in before the new fiscal year.

Mayor Graupp informs Council that beginning this month services at city hall could slow due to beginning the upgrades to the server and the financial software.

ACTION ITEM: Action to be.....

g) City Attorney

- City Attorney Report –The main issue to present is the Eddy property. For the record as background, a suit was filed to enforce the city’s right to enforce fines or foreclose on property. Eddy appealed to city council and city council found that the fines were appropriate and did not exceed the value of the home. Currently he has a purchaser and they have made us an offer that was discussed during the executive session for an amount and for the new owner to agree in writing that the property will be in full compliance of the code within 120 days I would ask for authority, by motion, to have authority to settle the matter at \$12,500.00 and resolution of compliance issues on the property within 90 days. Furthermore, council acknowledges that the amount may not be possible and that I may go down to the amount that was discussed during executive session.

Council discussion included Vlcek voicing his concern that if they construct something and they need approval that we don’t hinder them or file a lien with regards to the 90 day compliance if they are trying to get something approved. Mayor Graupp stated we will make sure they are aware they are in the Historic District and as such they must comply with title 17 moving forward.

ACTION ITEM: Action to be.....

Motion to give City Attorney Koho the ability to negotiate the target amount at \$12,500 with the ability to go down to the original amount discussed in executive session and to have them in writing state they will be in compliance with the code within 90 days is made by Councilor Sahlin and is seconded by Councilor Vlcek. Motion passed by 4-1

7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Discussion and or Action on Resolution 702 this Resolution is for an Amendment for Insurance benefits naming Spouse and multiple children and the costs involved.

Motion to approve Resolution Number 702 with the changes added for spouse and multiple children at a cost to the employee of \$200.00 dollars is made by Councilor Vlcek and seconded by Councilor Sahlin. Motion passed by all.

8. NEW BUSINESS

- a) Discussion and or Conversation with City Engineer John Ashley. Discussion regarding the Wastewater Treatment Plant Master Plan - John Ashley/Peter Olsen @ Kellar and Associates. Ashley states that essentially what they did was meet with Public Works and discussed the following plan. They walked through the plant and put together a scope of work. He also contacted Michelle Billbury with the State of Oregon regarding getting a technical assistance grant to go along with it to help defer costs. Councilor Vlcek asked if this is strictly wastewater. Olsen replied yes it is and they are currently finishing up with the storm water plan. Graupp explains that at last month's meeting we had this scope of work and the council asked to have City Engineer Ashley come and explain the scope of work before allowing him to sign it so that is why they are here. Ashley turns it over to Peter Olsen with Kellar and Associates to explain further and he states that he is only speaking about the treatment plant, not collections. Olsen provides council with a few examples and states his belief that the one that best fits our needs is Lane Community College for level and scope of work. These are the guidelines and this is how DEQ wants it presented. We can't forget these various components. This is what we use and it's very structured and because of budget issues we feel that this variation will best address your issues and give you a plan for the life cycle. We will have a workshop with Council and final review and adopted document. What this doesn't include any Airport annexation possibilities as that doesn't apply at this time. Next year we will possibly look at the collections system. Councilor Vlcek had a question regarding task 5. Kellar states they will look at the as-builds to determine this. Councilor Sahlin asks if this plan takes into consideration capacity increases/ expansion at the treatment plant. Kellar states he thinks a more appropriate place for this is in the collections system at a later date. City Attorney Koho asks if they come up with recommendations and or actions to be done. Kellar replies yes but you are the governing body. It will come as a recommendation and DEQ will then do whatever it is they do.

Motion to accept proposal/task order from City Engineer Ashley is made by Councilor Southard and is seconded by Councilor Vlcek. Motion is passed by all.

Councilor Sahlin asks the status of the Storm Water Report. City Engineer Ashley answers that they have collected a lot of the data but there is still a bit more that needs to be collected and verified. We still need data for a few streets and John Newburg, the surveyor, will meet with Darrel to collect the data needed. This issue has been going on for around 6 years so we need to get this done. Councilor Vlcek asks if this report allows us to know what we should charge for sewer to which Ashley answers that the data will help but the Bartlett report will deal with the financial services.

Sallee states she doesn't think we looked at the June meeting minutes since we didn't have July meeting. it was discussed and Mayor Graupp states that we did review them at the August meeting.

- b) Discussion and or Action on SEDCOR Fee Schedule – Mayor Graupp states this is up for discussion only as he needs more information. Hubbard has decided to charge for applications within the EZ and this came up from the COG as there is one enterprise zone and all in the zone would need to do the same thing. The question is what happens if Donald and/or Aurora don't charge the fee? Mayor Graupp asks if anyone has an issue with charging a fee or applications in the EZ. The consensus of the council is to not worry about it until the Mayor comes back with more information.

9. OLD BUSINESS

- a) Discussion and or Action on Appeal Notice (2015-01) Historic District Overlay Sills Property , You should have a packet of information and Mr. Sills is not here for the 3 month however he asked to move on. Staff found that they have replaced windows with vinyl that is not in compliance of the code title 17 contributing structure. Mr. Sills admits that he didn't follow procedure and make application prior to installation which is what trigger this whole thing.

- 1) Honor the appeal and say it's ok
- 2) We can give a partial appeal with amendments of what we want to see
- 3) Deny the appeal which means the windows would need replaced with wood windows at stated by code.

I went down and inspected the building and had some thoughts, City Attorney Koho states just as a preliminary and to state for the record if anyone has gone down and looked at the property they should state that for the record, Mayor Graupp has anyone gone down to the property or have any type of financial investment Councilor Vlcek and Mayor Graupp along with City Attorney Koho state they have been to see the property.

Council Discussion, Mayor Graupp does state there are obviously different sections to the building in question and there are some fairly new sections. Other than the windows everything else has been brought up to code. On the section of building in question the windows are clearly not in compliance of the code title 17. I did not see the building prior however Sills claims that he only replaced what was there from the 70's renovation. Councilor Sallee at this time states that at one time her parents did own that property. I (Graupp) do remember seeing it was in disrepair when I came to town and the building does look good now but I am not advocating this in anyway. He did violate a key component.

Councilor Sahlin I don't want to talk about this for an hour I don't have a problem with it. Councilor Sallee is the majority of the house built after 1920 correct yes. Councilor Vlcek I have 2 feelings the first impression of the street I like it the fact that he is acknowledging they didn't follow the rules I think we deal with so we don't set a precedence that you can do whatever you want and then file an appeal later. I think we allow it and I think give them a fine and move on. Mayor Graupp states I think that is where I was going but Councilor Sahlin that is what we did with the Airport Rd property we fined I believe \$500.00 then and moved on. Sallee thought the property looked great I looked at the code and if you look at the definition of renovate it follows that and technically it is a nonconforming structure so I am fine with charging them a fee and then allowing them to keep what they have. Mayor Graupp states I think around 1,000 is appropriate since it is a contributing structure Vlcek thinks 1,000 is too steep. Mayor Graupp because what HRB wants is for them to replace them back with wood that would be at a higher cost. Sahlin since the city has now set a precedence that you can't just do what you want or you will be fined and they can save face but the city is not a push over I think split the

difference go with \$750.00 and move on. City Attorney your fine I understand what council is saying and I will draft an order for the Mayor to sign.

Motion by Councilor Vlcek that they uphold the appeal to allow the property owner to keep the windows however impose a fine in the amount of \$750.00 dollars for not making application prior to his project and is seconded by Councilor Sallee. Motion passed by all.

Councilor Sallee and with that I think this is something that Planning Commission and HRB the City office somehow we have to come up with a way to better communicate they are in the historic district something in the water bill something. Finance officer Lambert states it is in their water bill, Councilor Vlcek did they have to take out a permit Councilor Sallee no because it's a remodel it is a window replacement. So there is no way to capture that see that's the thing. Councilor Vlcek well ok if there had been then I would say congratulations you made it but since there was not well then there was not a loop hole that he didn't fallow I am still ok with the \$750.00 Councilor Sallee yes so then that is setting a precedence moving forward that there is some sort of fine for that is appropriate per case. Mayor Graupp we should put in the letter that it was a nonconforming structure Councilor Sallee no that it is a non-contributing structure according to the 2011 inventory so that needs to be in the letter.

Vlcek what is the status of the house on highway 99E the Raneu property Mayor Graupp it is in the works we are just trying to finish up with the Eddy property.

10. ADJOURN,

Mayor Graupp adjourned the September 08, 2015 Council Meeting at 8:47 PM.

Bill Graupp, Mayor

ATTEST:

Mary Lambert,
Finance Officer

Minutes
Aurora Planning Commission Meeting
Tuesday, September 1, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Kelly Richardson, City Recorder

STAFF ABSENT: Renata Wakeley, City Planner

VISITORS PRESENT: None

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Chairman Schaefer at 7:07 pm

2. CITY RECORDER DOES ROLL CALL

Chair Schaefer - Present

Commissioner McNamara- Present

Commissioner Fawcett - Present

Commissioner Gibson - Present

Commissioner Rhoden-Feely - Present

Commissioner Weidman - Present

Commissioner Ensign – Absent during roll call came in late.

3. CONSENT AGENDA

a) Planning Commission Minutes – August, 2015

b) City Council Meeting Minutes – NA, 2015

c) Historic Review Board Minutes – July, 2015

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

4. CORRESPONDENCE –

a) 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.

NEW BUSINESS

a) NA

6. OLD BUSINESS

- a) Discussion and or Action on Various Code Sections Regarding Vehicles and Recreational Vehicles. Chair Schaefer begins with stating that he had asked all of you to begin looking at these various code sections and supplying some input at this meeting. Various members of the Commission give their thoughts on this. McNamara felt it adequate while Weidman had concerns regarding move ability and Ensign had a question regarding decks and ramps surrounding it. While Mayor Graupp asks if accessory structure definition is clear enough to disallow Chair Schaefer felt that it was. Schaefer also stated that Ensign & Weidman's concerns were addressed in the food cart section of the code.

Other discussion points were shipping containers in the Commercial zone to be used for storage. During various points of view given it was consensus of the Commission to disallow shipping containers' in the residential and commercial zones.

- b) Discussion and or Action on Recreational Marijuana Code. Mayor Graupp had suggested at one time we treat it the same as the (MMD) Medical Marijuana code that we just worked on. There was not a lot of discussion from the commission and they all agreed to follow the MMD regulations.

There is a brief discussion regarding the upcoming Luther Church height variance application that was requested by HRB to come before the board.

7. COMMISSION/DISCUSSION

- a) City Planning Activity (in your packets) Status of Development Projects within the City.

8. ADJOURN

Chair Schaefer adjourned the September 1, 2015 Aurora Planning Commission Meeting at 8:03 P.M.

At this point in the meeting Mayor Graupp asks the group there thoughts on possibly joining Aurora to Mt. Angel via a bike path on Meridian Rd. This was a discussion that I started with the other Mayors during the recent Mayor's conference I attended. I am also looking into the possibility of a grant to begin a dog park and having the kids at the high school design it at the property by Aurora Mills. The entire group thought it to be a great idea and use of the property.



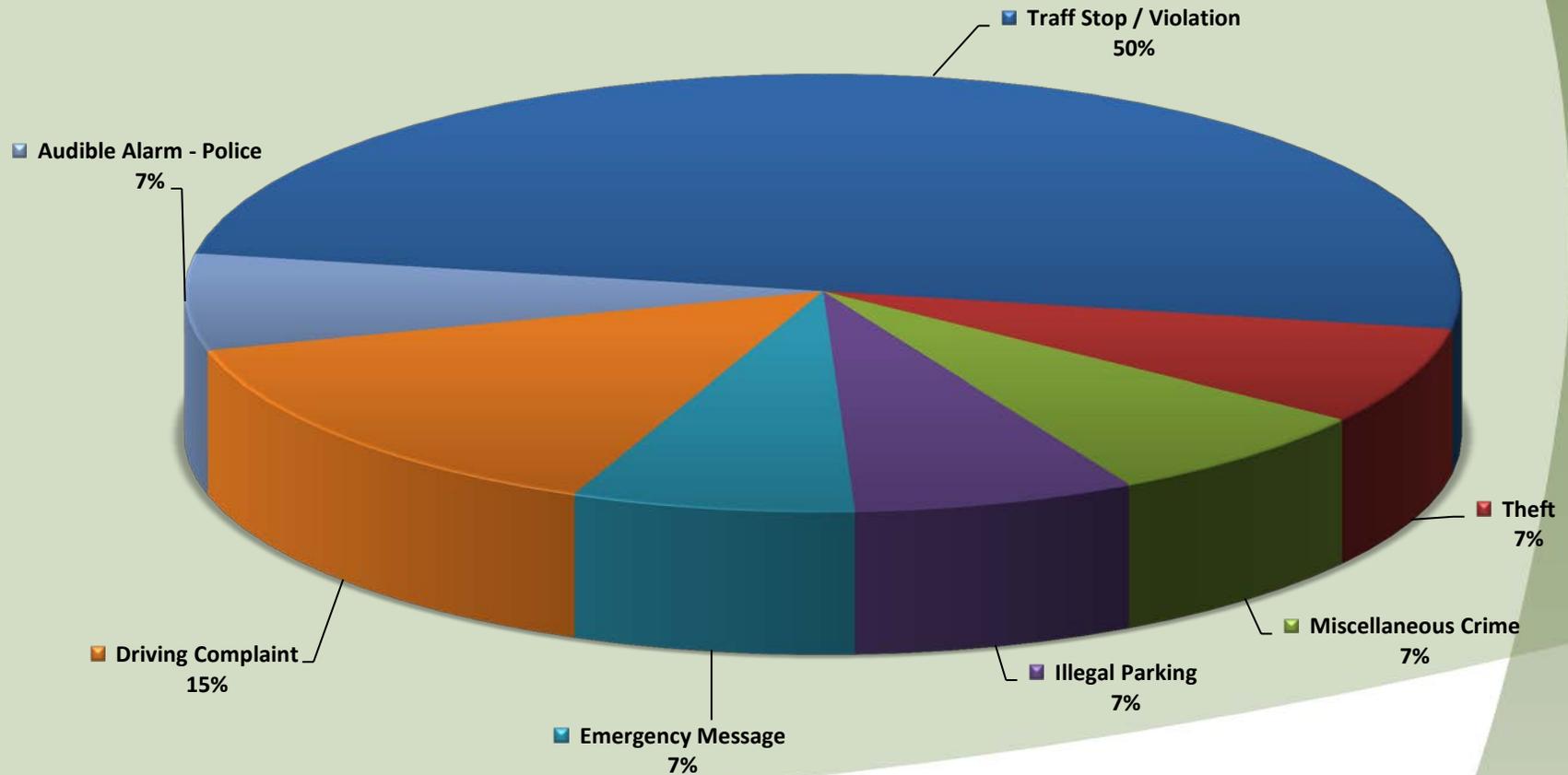
Chair Schaefer

ATTEST:

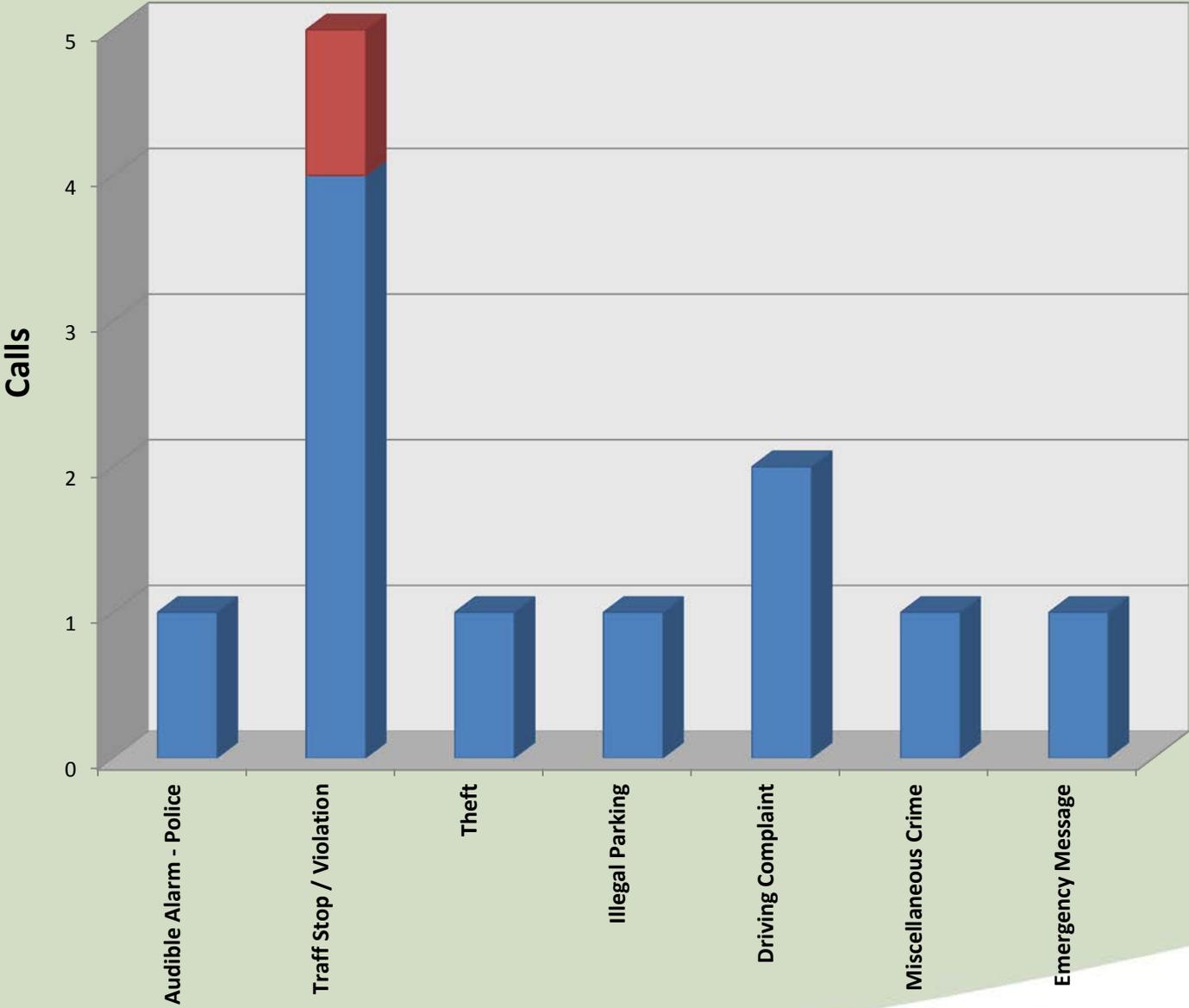


Kelly Richardson, CMC
City Recorder

Aurora Top Calls for Service September 2015

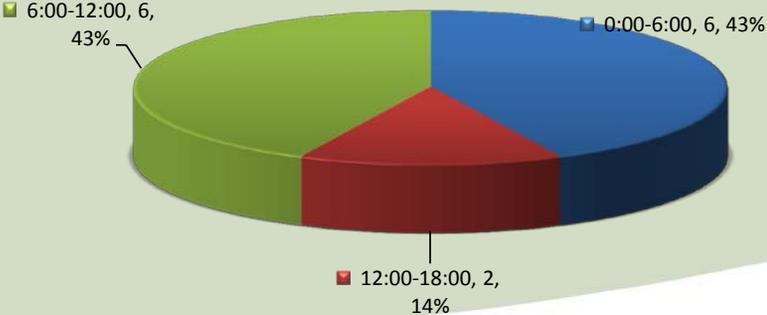


Call Type by Primary Deputy September 2015

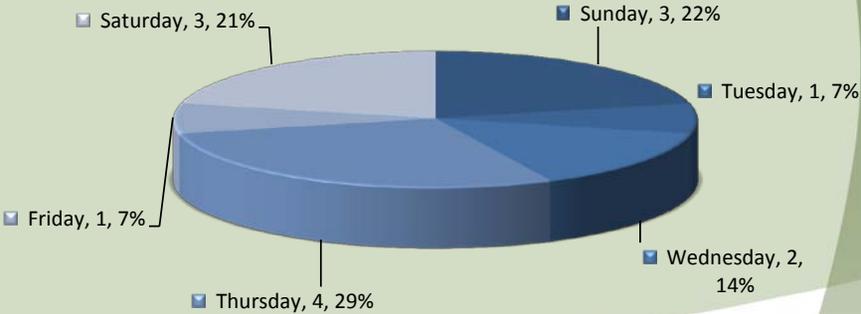


Contract
Other

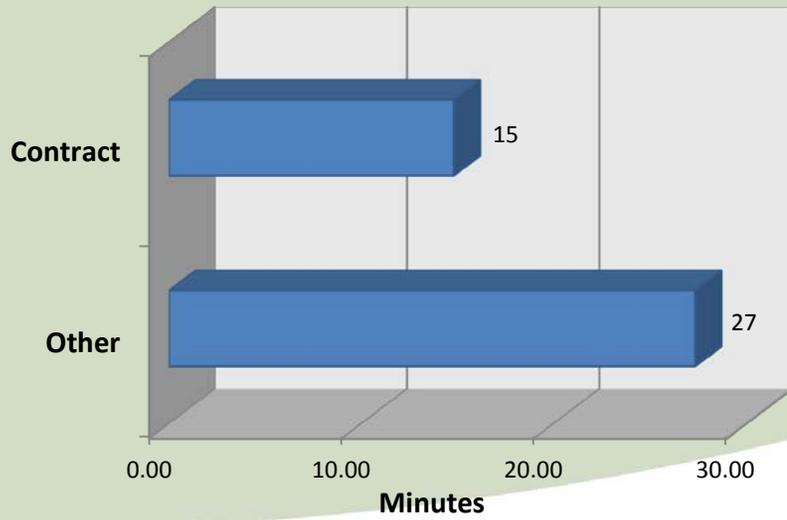
**Aurora Calls for Service by Hours Range
September 2015**



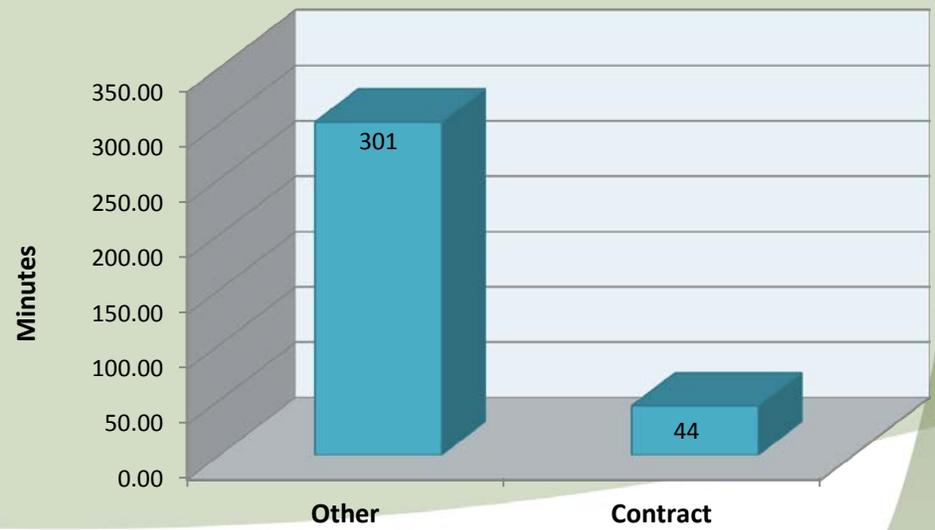
**Aurora Calls for Service by Day of Week
September 2015**



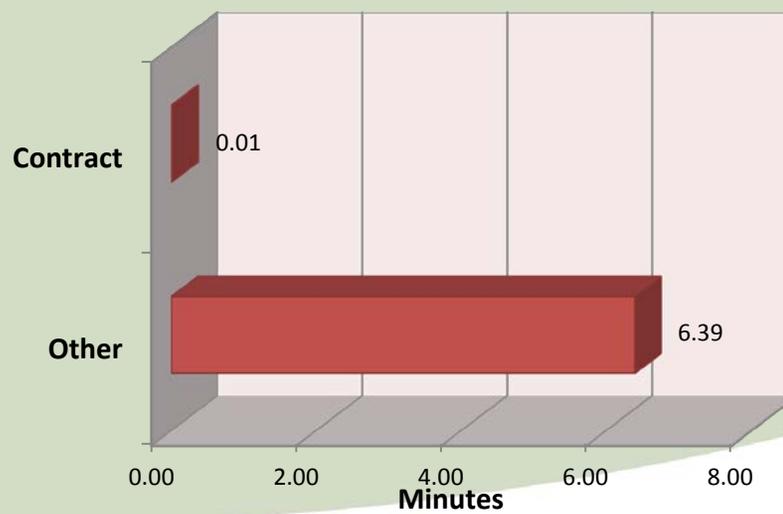
Aurora Calls Average Call Length September 2015



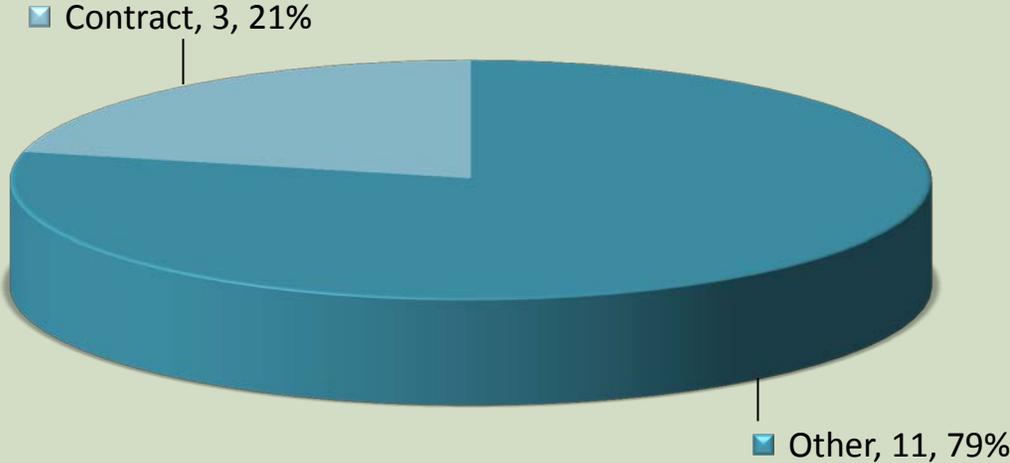
Aurora Calls Total Call Length September 2015



Aurora Calls Average Call Arrival Time September 2015



Aurora Calls by Primary Deputy August 2015



EVENTID	Combined Type	PRIMARY_UNIT	DISPATCH_DATE	CLEARED_DATE	Arrival in Minutes	Call Length in Minutes	LOCATION	Day of Week	Time of Day	Hour Range	Deputy
SMS201509030063	Traff Stop / Violation	A171	9/3/2015 10:28	9/3/2015 10:41	0.02	13.23	HIGHWAY 99E NE, AURORA/1ST ST NE, AURORA(MapBook	Thursday	10:28	6:00-12:00	Other
SMS201509030095	Driving Complaint		9/3/2015 12:43	9/3/2015 12:57		13.05	MAIN ST NE, AURORA/2ND ST NE, AURORA(MapBook:143	Thursday	0:00	0:00-6:00	Other
SMS201509040162	Illegal Parking	A138	9/4/2015 17:40	9/4/2015 18:59		79.00	15029 2ND ST NE (MapBook:1432), @CHRIST LUTHERAN (Friday	0:00	0:00-6:00	Other
SMS201509050107	Driving Complaint		9/5/2015 19:30	9/5/2015 19:42		11.85	1ST ST NE, AURORA/HIGHWAY 99E NE, AURORA(MapBook	Saturday	0:00	0:00-6:00	Other
SMS201509060091	Traff Stop / Violation	A195	9/6/2015 17:58	9/6/2015 18:08	0.00	10.47	HIGHWAY 99E NE, AURORA/MAIN ST NE, AURORA(MapBook	Sunday	17:58	12:00-18:00	Other
SMS201509160018	Traff Stop / Violation	A136	9/16/2015 7:53	9/16/2015 8:09	0.02	16.18	EHLEN RD NE, MARION COUNTY/AIRPORT RD NE, AUROR	Wednesday	7:53	6:00-12:00	Contract
SMS201509160051	Traff Stop / Violation	A113	9/16/2015 11:25	9/16/2015 11:39	0.00	13.32	AIRPORT RD NE, AURORA/EHLEN RD NE, MARION COUNT	Wednesday	11:25	6:00-12:00	Other
SMS201509170031	Traff Stop / Violation	A136	9/17/2015 8:26	9/17/2015 8:40	0.00	13.92	HIGHWAY 99E NE, AURORA/BOBS AV NE, AURORA(MapBo	Thursday	8:26	6:00-12:00	Contract
SMS201509190036	Miscellaneous Crime		9/19/2015 10:40	9/19/2015 11:07		27.15	SEAL ROCK AV NE, AURORA/YOSEMITE ST NE, AURORA(M	Saturday	0:00	0:00-6:00	Other
SMS201509190043	Theft	A149	9/19/2015 13:02	9/19/2015 13:59		57.00	20834 WALNUT ST NE (MapBook:1532), AURORA (FILBER	Saturday	0:00	0:00-6:00	Other
SMS201509200044	Emergency Message	A046	9/20/2015 9:45	9/20/2015 11:07	31.95	49.67	14627 EHLEN RD NE (MapBook:1432), AURORA	Sunday	9:45	6:00-12:00	Other
SMS201509200108	Audible Alarm - Police		9/20/2015 17:38	9/20/2015 17:52		13.75	14673 OTTAWAY RD NE (MapBook:1532), @PACIFIC HAZE	Sunday	0:00	0:00-6:00	Other
SMS201509220052	Traff Stop / Violation	A113	9/22/2015 10:00	9/22/2015 10:12	0.00	12.53	BOBS AV NE, AURORA/HIGHWAY 99E NE, AURORA(MapBo	Tuesday	10:00	6:00-12:00	Other
SMS201509240191	Traff Stop / Violation	A136	9/24/2015 15:13	9/24/2015 15:27	0.00	14.28	HIGHWAY 99E NE, AURORA/2ND ST NE, AURORA(MapBoc	Thursday	15:13	12:00-18:00	Contract

Report from the Finance Officer
October 6, 2015

- Revenue and expense report for the second month of fiscal year 2015/2016 is included. This report shows budgeted amounts and percent of budget received/spent. So far both revenue and expenditures are in line for this time frame. The Aurora Colony Days Fund is currently in the red but no budgeted fund transfers have been made yet (ACDF will have \$10,000 transferred in from the General Fund). I like to wait until the audit is complete before making those transfers. Hopefully, that will be in December.
- I had 3 meetings with Mistie Hesse, CPA, who assisted with closing out the last fiscal year and preparing for the audit. If budgeted funds allow, I would like to meet with her another time or two to help me get started on a few specific projects (reconciling checking and investment fund balances in each fund, implementing best practices for month end closing).
- The auditors performed their fieldwork on October 6th for the Fiscal Year 2014-2015 audit. I will continue to work with them until our Annual Financial Report is complete. As requested, we have new auditors within Grove, Mueller and Swank who are auditing our books this year.
- Keeping current with payables and receivables.
- With the addition of Rhonda, the PT Administrative Assistant, I anticipate being able to catch up on various invoicing for professional services and follow up this month.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending August 31, 2015

	FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE August 31, 2015
10	GENERAL	839,042.00	394,783.47	30,369.19	6.41%	514,452.00	68,258.00	13.27%	356,894.66
15	CITY HALL BUILDING	132,500.00	120,479.82	269.05	2.19%	132,500.00	0.00	0.00%	120,748.87
20	Aurora Colony Days	23,540.00	0.00	8,597.50	36.52%	18,468.00	8,676.16	46.98%	-78.66
25	PARK RESERVE	7,148.00	1,142.70	1.01	0.02%	7,148.00	0.00	0.00%	1,143.71
29	PARK SDCs	36,055.00	31,523.23	2,234.37	95.69%	36,055.00	0.00	0.00%	33,757.60
30	STREET/STORM	309,400.00	182,499.94	13,160.56	10.17%	206,944.00	11,360.94	5.49%	184,299.56
35	ST/STORM RESERVE	85,700.00	52,069.95	2,301.31	6.83%	85,700.00	0.00	0.00%	54,371.26
39	ST/STORM SDCs	31,000.00	22,633.03	2,922.24	25.91%	31,000.00	0.00	0.00%	25,555.27
40	WATER OPERATING	510,200.00	222,270.10	74,044.84	25.65%	351,068.00	43,178.10	12.30%	253,136.84
42	SPW MAINTENANCE	39,710.00	39,710.00	0.00	0.00%	39,710.00	0.00	0.00%	39,710.00
45	WATER RESERVE	106,510.00	46,709.66	75.25	0.13%	106,510.00	0.00	0.00%	46,784.91
49	WATER SDCs	77,376.00	62,358.57	5,602.13	27.24%	77,376.00	0.00	0.00%	67,960.70
50	SEWER OPERATING	535,300.00	258,954.46	46,436.48	16.69%	335,793.00	50,387.25	15.01%	255,003.69
55	SEWER RESERVE	95,940.00	55,783.72	48.57	0.12%	95,940.00	0.00	0.00%	55,832.29
57	G. O. DEBT SERVICE	332,975.00	21,789.67	4,849.89	1.54%	332,975.00	0.00	0.00%	26,639.56
59	SEWER SDCs	29,036.00	24,863.24	2,055.42	33.07%	29,036.00	0.00	0.00%	26,918.66
	TOTALS	3,191,432.00	1,537,571.56	192,967.81		2,400,675.00	181,860.45		1,548,678.92

City Council
Public Works Activity Report
OCTOBER 2015

Waste Water:

- ❖ Working on new irrigation system. Ongoing for a few years depending on funding.
- ❖ Sludge pipe and tanks are on site. Tanks are positioned on slab. Parts are ordered to make manifold
- ❖ TMDL report is completed and will be submitted after work shop from DEQ. ted. This report is normally due in September but has been extended because of the work shop. Attended the workshop in September.
- ❖ Completed plant operations modifications.

Water:

- ❖ Water treatment plant telemetry repairs are being worked on to put plant back in auto working order. Completion should be Oct-Nov.
- ❖ Consumption has been ranging between 200,000-260,000 gallons per day and the water system is maintaining the demands.
- ❖ Back Flow: 115 devices have been tested and 37 devices have been removed this year.
- ❖ New water main installed at City Park which fixed the leak in the street.

Streets Routine Operation and Maintenance:

- ❖ Clearing catch basin of debris ongoing throughout the season.
- ❖ Graveled roads are being checked for pot holes and repaired as needed. Smith Ln. was recapped with gravel.
- ❖ Learned from TMDL training that they are looking and encouraging a street sweeping program.

Park:

- ❖ Risk assessment bids have been completed we went with Mike Bruno. The risk assessment process is ongoing more trees will be removed in the tree groves that were deemed hazardous. The canopy along the sidewalk between Main St. and Liberty St is scheduled for next week (aprox 12-16th) to remove broken and hazardous limbs.

Public works project list

- Irrigation for WWTP summer discharge (in progress)
- Sludge tank (in position) completion in Oct-Nov
- Stop Lines (awaiting hiring of PWS Utility worker)
- Prep second irrigation field (mowed, some repairs need to be made & connection points need modifications ongoing as more are identified)
- Have almost completed a master list of required yearly testing/reporting as requested by council.

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 10/7/2015
Re: Recorders Report Month of September 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 closely with Patrick Harris, Colony Museum and Typist Aleasha Garber on the CLG grant. Began working with Patrick Harris regarding CLG grant.
- ❖ Attending Conference Committee And Records Committee Meetings
- ❖ Records Request update
 - 0 pending request
- ❖ Ongoing needs of the City, discussion items.
- ❖ Gather information for website updates, continued to work on this. Trained with Johnathan Gibson to eventually take over the city website and bring in house.
- ❖ Continued work almost daily on Backflow Device Status.
- ❖ Attended OAMR Conference and continued education classes for CMC certification.
- ❖ Continuing process of our V7 migration for Springbrook this should be completed in February of 2016.

RESOLUTION NUMBER 703

A RESOLUTION RENEWING STRATEGIC ECONOMIC DEVELOPMENT CORPORATION (SEDCOR) AS THE CITY OF AURORA ZONE MANAGER FOR THE NORTH MARION ENTERPRISE ZONE AND ESTABLISHING AN APPLICATION FEE FOR ENTERPRISE ZONE APPLICATIONS.

WHEREAS, the City of Aurora approved Resolution 683 that established the North Marion Enterprise Zone; and

WHEREAS, approval of the North Marion Enterprise Zone by Business Oregon, the City is required to designate a local Zone Manager ORS 285C.105(1)(a); and

WHEREAS, SEDCOR will charge the City of Aurora a yearly fee of \$500 to serve as the local Zone Manager on behalf of the City of Aurora; and

WHEREAS, SEDCOR can provide the expertise and knowledge to assist Enterprise Zone applicants for effective and timely applications; and

WHEREAS, In an attempt for the City to recover some of the cost associated with the yearly fee set by SEDCOR and City staff time, Enterprise Zone applicants will be charged a fee based on a sliding scale as depicted in Exhibit A; and

WHEREAS, This application fee will be recorded in the City's General Fund; and

WHEREAS, this contract started on July 1, 2013 and is now renewed for the 2015/2016 fiscal year.

NOW THEREFORE, BE IT RESOLVED that SEDCOR will serve as the City of Aurora's Zone Manager for the purpose of the North Marion Enterprise Zone and is renewed for the 2015/2016 Fiscal Year. **As well as to recuperate costs involved setting a fee based on a sliding scale as attached in Exhibit A.**

/ / / /

/ / / /

/ / / /

PASSED and ADOPTED by the City Council of the City of Aurora this 13th day of October, 2015 by the vote of ___ ayes and ___ nays.

DATE: October 13, 2015

Bill Graupp
Mayor

ATTEST by City Recorder this 13th day of October 2015.

Kelly Richardson,
City Recorder

Exhibit A
Sliding Scale Fee for Enterprise Zone Applications

The purpose of the Enterprise Zone Application fee is to recoup costs associated with City staff time and SEDCOR's yearly fee for serving as the City's Zone Manager.

The cost of the application fee is based on the application's "expected estimated value" and meeting Oregon Revised Statute 285C.140

<u>Expected Estimated Value</u>	<u>Application Cost</u>
\$0-100,000	\$100.00
\$100,001 to \$500,000	\$200.00
\$500,001 and above	\$300.00

Plan Distribution List

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided, when available. Recipients will be responsible for updating the Emergency Operations Plan when they receive changes. The City’s Emergency Manager is ultimately responsible for all plan updates.

Date	Document #	Jurisdiction/Agency/Person
	001	City Recorder’s Office
	002	Aurora Public Works Department
	003	Aurora Rural Fire Protection District
	004	Aurora Police Department
	005	North Marion School District #15
	006	Aurora State Airport
	007	Marion County Emergency Management
	008	
	009	
	010	
	011	
	012	

Emergency Operations Plan Assignments

The following table contains the Basic Plan and Function Annex (FA) and Incident Annex (IA) assignments for corrections and/or changes. Changes will be forwarded to the City's Emergency Manager and the City Recorder for revision and dissemination of the plan. Responsibility for the maintenance of these specific annexes lies with those listed below. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

Section/Annex	Responsible Party
Basic Plan	City Recorder Office City of Aurora Police Department
Emergency Support Function Annexes	
FA 1 Emergency Services	City of Aurora Police Department City of Aurora's Rural Fire Protection District
FA 2 Human Services	City Police Department
FA 3 Infrastructure Services	City of Aurora Public Works Department
FA 4 Recovery Strategy	City of Aurora Police Department
Incident Annex	
IA1 Severe Weather	City of Aurora's Public Works Department
IA2 Flood	City of Aurora's Public Works Department
IA3 Major Fire/Wildfire	Aurora Rural Fire Protection District
IA4 Hazardous Materials	Aurora Rural Fire Protection District
IA5 Terrorism	City of Aurora Police Department
IA6 Earthquake/Seismic Activity	City of Aurora Public Works Department
IA7 Volcanic Activity	City of Aurora Public Works Department
IA 8 Drought	City of Aurora Police Department
IA 9 Airport Incident	City of Aurora Police Department and the Aurora State Airport

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Introduction

1.1 General

This Emergency Operations Plan establishes guidance for the City of Aurora's (City's) actions during response to, and short-term recovery from, major emergencies or disasters. It promulgates a framework within which the City will combine technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, department directors, and other decision makers. Specifically, this Emergency Operations Plan describes the roles and responsibilities of the City's departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The City views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. The Emergency Manager will maintain the Emergency Operations Plan through a program of continuous improvement, including ongoing involvement of City departments and of agencies and individuals with responsibilities and interests in these plans.

1.2 Purpose and Scope

1.2.1 Purpose

The City of Aurora Emergency Operations Plan provides a framework for coordinating response and recovery activities during any type or size of emergency. This plan is primarily applicable to extraordinary situations; it is not intended for use in response to typical, day-to-day emergency situations. The plan also provides specific information about direction and control, with guidance for coordinating first responders and governmental agencies supporting all phases of an emergency. It also identifies all critical tasks needed to support a wide range of response activities.

The purpose of the Basic Plan is outlined below.

1. Introduction

- Provide a description of the legal authorities upon which the City has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers.
- Describe the context under which the City will respond to an incident, including a community profile and discussion of hazards and threats facing the community.
- Assign and describe roles and responsibilities for the City's agencies tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that provides a framework within which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City Emergency Operations Center and implementation of ICS.
- Discuss the City's protocols to maintain and review this Emergency Operations Plan, including training, exercises, and public education components.

The Basic Plan is supplemented by FAs and IAs. The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City of Aurora throughout all phases of an emergency. In the event of an incident where the City's capabilities and/or resources are limited or exhausted, escalation pathways and resource request procedures for seeking additional support from County agencies are clearly defined in each annex. For the purposes of this Emergency Operations Plan, information regarding common management functions performed by the City and supporting agencies and organizations are streamlined into four FAs. The FAs supplement the information in the Basic Plan and are categorized as:

- Emergency Services
- Human Services
- Infrastructure
- Recovery Strategy

The fourth functional annex, the Recovery Strategy, identifies the City's roles and responsibilities for ensuring the short-term protection of the community's life, health, and safety and for supporting response missions such as fire suppression. Additionally, it helps to guide the community's long-term efforts to regain normal

1. Introduction

functions, such as commerce and employment, public transportation, and the use of structures such as buildings, bridges, and roadways.

Tables 1-1 through 1-4 show the relationship between the City’s FAs and the Emergency Support Functions (ESFs) in County, State, and Federal plans, as defined by the National Response Framework. City emergency personnel should be familiar with Marion County’s Emergency Operations Plan and ESF structure and understand how the City’s response would coordinate with the County during an emergency event. Note, not all County ESFs relate to a City FA. For example, Hazardous Materials response, covered in ESF #10, and Food and Agriculture related incidents, covered in ESF #11 are primarily the responsibility of County and State agencies and are therefore not covered in the City FAs.

Table 1-1 City of Aurora Functional Annex 1 – Emergency Services	
County Emergency Support Functions	City Function
ESF #2 – Communications	Alert and Warning Emergency Public Information
ESF #4 – Firefighting	Fire Protection
ESF #5 – Emergency Management	Emergency Management
ESF #7 – Resource Support	Resource Management
ESF #9 – Search and Rescue	Search and Rescue
ESF #13 – Public Safety and Security	Law Enforcement

Table 1-2 City of Aurora Functional Annex 2 – Human Services	
County Emergency Support Functions	City Function
ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services	Evacuation Sheltering and Mass Care Disaster Welfare Information
ESF #8 – Public Health	Emergency Medical Services
ESF #15 – External Affairs	External Affairs

Table 1-3 City of Aurora Functional Annex 3 – Infrastructure Services	
Emergency Support Functions	City Function
ESF #1 – Transportation	Transportation
ESF #3 – Public Works and Engineering	Public Works & Engineering
ESF #12 – Energy	Energy and Utility Services

Table 1-4 City of Aurora Functional Annex 4 – Recovery Strategy	
County Emergency Support Functions	City Function
ESF #14 – Long-Term Community Recovery	Recovery

During a major emergency or disaster affecting Marion County or a portion thereof, City departments and special districts may be asked to support the larger response. The request for assistance would come from Marion County’s Emergency Management Fund. Table 1-5 outlines the ESFs each agency/organization may be requested to support.

1. Introduction

Table 1-5 City Support of Marion County Emergency Support Functions

	1 – Transportation	2 – Communications	3 – Public Works and Engineering	4 – Fire Fighting	5 – Emergency Management	6 – Mass Care, Housing, and Human Services	7 – Resource Support	8 – Public Health and Medical Services	9 – Search and Rescue	10 – Oil and Hazardous Materials	11 – Food and Agriculture	12 – Energy	13 – Public Safety and Security	14 – Long-Term Community Recovery and Mitigation	15 – External Affairs
Key: P – Primary S – Support															
City of Aurora															
Administration (City Mayor and Council, City Recorder)					P	P	P	P	P			P		P	P
Police Department	P	P			S	S	S	S	S	S			P	S	S
Public Works Department	S	S	P		S		S			S		P	S	S	S
Local Special Districts															
Aurora Rural Fire Protection District				P	S										
North Marion School District															
City of Salem HazMat (Salem FD)										P					
Private/Non-Profit Organizations															
North Marion County Communications Center (NORCOM)		S													
CenturyTel (telephone provider)		S													
HAM Radio Operators/Regional Radio Station		S													
Portland General Electric												S			
NW Natural Gas												S			
Silverton Ambulance	S														
American Red Cross (Willamette Chapter)											S			S	
Silverton Hospital							S								
Marion-Polk Food Share											S				
Aurora State Airport	S	S			S	S			S		S				

1. Introduction

Additionally, IAs are included with the Basic Plan to provide emergency information and critical tasks unique to specific natural and man-made/technological hazards that could pose a threat to Aurora. Incident-specific annexes in support of the Aurora Emergency Operation's Plan include:

Annex	Hazard
IA 1	Severe Weather
IA 2	Flood (Pudding River)
IA 3	Major Fire/Wildfire
IA 4	Hazardous Materials (Accidental Release)
IA 5	Terrorism
IA 6	Earthquake/Seismic Activity
IA 7	Volcano Activity
IA-8	Drought
IA-9	Airport Incident
IA-10	Public Health

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

If the County Emergency Operations Plan is activated during an incident or countywide emergency declaration, the City of Aurora will adopt command and control structures and procedures representative of County response operations in accordance with the requirements of NIMS and ICS.

1.2.2 Scope

The City of Aurora's Emergency Operations Plan is intended to be invoked whenever the City must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or man-made disasters and may impact the City itself, neighboring cities, unincorporated areas of the County, or a combination thereof. Notwithstanding its reach, this plan is intended to guide only the City's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within and around the City of Aurora but not supplanting or taking precedence over them.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this plan to better understand the processes by which the City manages the wide range of risks to which it is subject.

1.3 Relationship to Other Plans

1.3.1 Marion County Emergency Operations Plan

The Marion County's Emergency Operations Plan is an all-hazard plan describing how Marion County will organize and respond to events that occur in individual cities, across the county, and in the surrounding region. The plan describes how various agencies and organizations in the county will coordinate resources and activities with other Federal, State, local, tribal, and private-sector partners. Use of the NIMS/ICS is a key element in the overall county response structure and operations.

The Marion County's Emergency Operations Plan, Basic Plan portion, describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision making and resource allocation by local and county governments. The 15 ESF Annexes supplement the information in the Basic Plan and are consistent with support functions identified in State and Federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. In addition, the Marion County Emergency Operations Plan contains IAs to provide tactical information and critical tasks unique to specific natural and man-made/technological hazards that could pose a threat to Marion County.

If capabilities or resources prove limited or unavailable to Aurora during an emergency or disaster, escalation pathways and resource request procedures for seeking additional resources through County, State, or Federal agencies are clearly defined in each Marion County ESF.

1.3.2 State of Oregon Emergency Management Plan

The Oregon Emergency Management Plan is developed, revised, and published by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.270, which are designed to coordinate the activities of all public and private organizations that provide emergency services within the state and provide for and staff a State Emergency Coordination Center to aid the Governor. ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon Emergency Management Plan consists of three volumes:

- *Volume I: Preparedness and Mitigation* consists of plans and guidance necessary for State preparation to resist a disaster's effects. Sections include disaster hazard assessment, the Emergency Management

1. Introduction

Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.

- *Volume II: Emergency Management Plan*, broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the emergency management organization; contains FAs that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific annexes.
- *Volume III: Relief and Recovery*, provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business, and citizens.

Activation and implementation of the Oregon Emergency Management Plan (or specific elements of the Plan) may occur under various situations. The following criteria would result in activation of the Management Plan, including the Emergency Operations Plan:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor issues a "State of Emergency."
- A Statewide disaster is imminent or occurring.
- Terrorist activities or Weapons of Mass Destruction (WMD) incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University and Reed College.
- A community emergency (or other appropriate Chemical Stockpile Emergency Preparedness Program Emergency Classification Level) occurs involving the Umatilla Chemical.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

1. Introduction**1.3.3 Continuity of Operations and Continuity of Government Plans**

The City of Aurora has not formalized a City Continuity of Operations (COOP) or a Continuity of Government (COG) plan to date. However, once they have been developed and implemented, these plans may be used in conjunction with the Emergency Operations Plan during various emergency situations. The COOP and COG plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Parts of these plans identify essential functions of local government, private sector businesses, and community services and delineate procedures developed to support their continuation. COOP/COG plan elements may include, but are not limited to:

- Identification and prioritization of essential functions;
- Establishment of orders of succession for key positions;
- Establishment of delegations of authority for making policy determination and other decisions;
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options including telework;
- Development of interoperable communications systems;
- Protection of vital records needed to support essential functions;
- Management of human capital;
- Development of a Test, Training, and Exercise Program for continuity situations;
- Devolution of Control planning; and
- Reconstitution and resumption of normal operations.

1.3.4 Natural Hazards Mitigation Plan

The City of Aurora has developed an addendum to the Marion County multi-jurisdictional Natural Hazards Mitigation Plan (adopted November 2009). The addendum focuses on the natural hazards that could affect the city of Aurora: drought, flood, earthquake, landslides, volcano, wildfire, and wind/winter storms. The addendum provides a set of actions that aim to reduce the risks posted by natural hazards through education and outreach programs, development of partnerships, and the implementation of preventative activities via land use planning, storm-water management plans, and water conservation plans. The

1. Introduction

planning process was designed to be compliant with the Disaster Mitigation Act (2000).

1.4 Authorities

1.4.1 Legal Authorities

In the context of this Emergency Operations Plan, a disaster or major emergency is considered an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS Chapter 401, which establishes the authority for the senior elected official of the City Council to declare a state of emergency.

The City has formally adopted NIMS under Resolution #505, June 13, 2006. Procedures supporting NIMS implementation and training for the City are in development by City of Aurora staff.

As approved by the City Council, the City of Aurora Police Department has been identified as the lead agency in the Emergency Management Organization (EMO). The City Police Chief, given the collateral title of Emergency Manager, has the authority and responsibility for the organization, administration, and operations of the EMO.

Table 1-7 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of this Emergency Operations Plan are based.

Table 1-7 Legal Authorities	
Federal	Federal Civil Defense Act of 1950, PL 81-950 as amended The Disaster Relief Act of 1974, PL 93-288 as amended Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State of Oregon	Oregon Revised Statutes 401.305 through 401.335. Executive Order of the Governor
Marion County	Board of Commissioners [Basic Plan adopted in 2006, updated Plan pending adoption (2008)]
City of Aurora	City of Aurora Resolution Number 505, June 13, 2006 City of Aurora Emergency Services Organization, Chapter 2.12

1.4.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that state statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act). Note: Counties should have formal mutual aid agreements in place to address liability issues.

The City currently maintains a Mutual Aid Agreement with the Aurora Fire District. A copy of this agreement is included in Appendix D of this Emergency Operations Plan.

1.5 Emergency Powers

1.5.1 City of Aurora Disaster Declaration Process

The City Council (or those designated by the Council) and as authorized by the City Charter, may declare that a state of emergency exists. This declaration is in effect until the City Council or other authorized person terminates the state of emergency when the emergency, or threat of emergency, no longer exists. The City Police Chief will notify the Mayor of any declaration, and the City Council will have a special meeting to approve and pass any declaration.

OEM has set forth the following criteria necessary in declaring a local emergency:

- Describe the circumstances impacting an identified area;
- Identify the problems for which assistance is needed; and
- Clearly state what has been done locally to respond to the impact and needs.

1.5.2 Marion County Declaration Process

The County will make an Emergency Declaration stating that an emergency exists and will specify a location or description of the affected area and jurisdictions included in the declaration. Under such conditions, this plan will be implemented. If possible, an Initial Damage Assessment will be conducted by local jurisdictions and/or the County prior to requesting State or Federal assistance. Particular attention will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

1. Introduction

Under ORS 401, the Marion County Board of Commissioners (Board) has the legal authority to declare that a local emergency or disaster exists. Declaration of a local disaster enables the Board to invoke emergency authorities and to request additional resources from State or Federal government.

If circumstances prohibit the timely action of the Board, the Chair of the Board may declare a state of emergency, provided that the approval of a majority of the Board is sought and obtained at the first opportunity.

On such declaration, the Chair of the Board is empowered to assume centralized control of, and have authority over, all departments, divisions, and offices of the County. The state of emergency declared under the section shall specify the factors that warrant the declaration, the geographic boundaries of the emergency area, the special powers being invoked or emergency controls to be imposed. The effective period for the declaration must also be specified (e.g., for 72 hours). The emergency period can be extended if emergency conditions still exist when the effective period expires.

1.5.3 Lines of Succession

Table 1-8 provides the policy and operational lines of succession during an emergency for the City of Aurora.

Table 1-8 City of Aurora Lines of Succession	
Emergency Operations	Emergency Policy and Governance
Emergency Management Director	Mayor/City Council
City Police Chief	Council President
Mayor/City Council	City Police Chief

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. All employees should be trained on the protocols and contingency plans required to maintain leadership within the department. The Emergency Management Director will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City of Aurora are responsible for developing and implementing COOP/COG plans to ensure continued delivery of vital services during an emergency.

1.5.4 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted from the City’s Emergency Management Director to the County Emergency Manager according to provisions outlined under ORS Chapter 401.

The Emergency Management Director (or designee) is responsible for the direction and control of the City’s resources during an emergency and is responsible for requesting additional resources required for emergency operations.

1. Introduction

All assistance requests are to be made through Marion County's Emergency Management via the County EOC. Marion County Emergency Management processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. The Act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Aurora Rural Fire Protection District's Fire Chief and Marion County's Fire Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

1.5.5 Financial Management

During an emergency, the City of Aurora is likely to find it necessary to redirect City funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City of Aurora requires major redirection of City fiscal resources, the City Council will meet in emergency session to decide how to respond to the emergency funding needs and will declare a State of Emergency and request assistance through the County, as necessary.

Expenditure reports should be submitted to the City Finance Officer and managed through the City Finance Office to identify budgetary shortfalls. The City Finance Officer and the City Recorder will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

1.5.6 Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners, and across jurisdictions, are addressed in existing mutual aid agreements and other formal memoranda established for the City of Aurora and the surrounding areas.

1.6 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should not be utilized as a common communication mechanism unless it is reflective of a need for emergency assistance or resources. Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

1. Introduction

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to maintaining overall response activities required to protect the City and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Currently, plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak have not been developed. Safety precautions and personal protective equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration (OSHA) may provide assistance and guidance on worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 of the Marion County Emergency Operations Plan.

Processes in support of employees and their families during emergency situations or disasters will be further developed through ongoing COOP and COG planning.