

AGENDA
Aurora City Council Meeting
Tuesday, July 12, 2016, 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 Bill Graupp
Councilor Jason Sahlin
Councilor Tom Heitmanek
Councilor Bob Southard
Councilor Kris Sallee

3. CONSENT AGENDA

- a) City Council Minutes – June, 2016
- b) Planning Commission – June, 2016
- c) Historic Review Board Meeting Minutes – May, 2016

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) Planning
- c) Public Safety
- d) Finance Officer
- e) Public Works
- f) Parks Committee
- g) City Recorder
- h) City Attorney

7. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) NA

8. NEW BUSINESS

- a) Discussion on Colony Days Events
- b) Discussion and or Action Webber Contract.

9. OLD BUSINESS

- a) NA

10. FUTURE TOPICS

- a) IGA List

11. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, June 14, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT: Kelly Richardson, City Recorder
Mary Lambert, Finance Officer
Darrel Lockard, Public Works Superintendent
Officer Sherburn, Marion County
Dennis Koho, City Attorney
Linda Kendrick, Koho Law
Eleanor Beatty, Koho Law

STAFF ABSENT: None

VISITORS PRESENT: Daniel Pearson, Canby Herald
Steve Richardson, Molalla
Theresa Whisenhunt, Koho Law
Robin Schaefer, Aurora
Scott Ross, Aurora
Ron & Mary VanKleef, Aurora
Don Thwing, Aurora

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

Meeting was called to order by Mayor Bill Graupp at 7:00 pm

2. CITY RECORDER DOES ROLL CALL

Mayor William Graupp- Present
Councilor Jason Sahlin - Absent
Councilor Kris Sallee-Present
Councilor Robert Southard-Present
Councilor Tom Heitmanek - Present

3. CONSENT AGENDA

- a) City Council Meeting Minutes – May, 2016
- b) Planning Commission – May, 2016
- c) Historic Review Board Meeting – April, 2016

ACTION ITEM: NA

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

4. CORRESPONDENCE –

- a) Letter of Rate Increase from Wave Broadband for a \$1.05 a month. Is acknowledged by Council however there is no discussion.

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.

- Ron Vankleef, Yukion Street asks Council for an update on the water leak occurring in his neighborhood. Public Works Director Lockard informs Mr. Vankleef that is scheduled for this next week.
- Scott Ross presents a letter to City Councilors regarding possible litigation.
- Robin Schaefer, Aurora states that she has had some recent contact with staff regarding Ordinance violations and feels as though there are some gaps in procedures and a lack of consistency. Schaefer is requesting a meeting with staff for some clarity on the matter in the future.

6. REPORTS

a) Mayor Bill Graupp

- Informs Councilors that he attended North Marion Graduation also that he attended the Cascadia Rising event that took place in conjunction with Marion County Sheriff's office along with Marion County Public works and the event was well attended and informative. Sgt Sherburn will email out some links of pictures and items from the event.

Council discussed. NA

ACTION ITEM: NA

b) Public Safety

Councilor Sallee ask Sgt Sherburn if it is true that Officer Huitt is leaving Aurora and he confirms that yes Officer Huitt has been promoted. We will be holding interviews on July 6th. Sallee requests that there be a citizen on the interview panel with them and Sherburn informs her that per Commander Lad that would not be a possibility. As we are only required to have one civilian on the interview panel and they have met that quota. Because we are having yourself and the Mayor attend the interviews. Sallee continues to push for the citizen and Sherburn says no per the Commander. Mayor Graupp intercedes and says he will contact Commander Lad at a later date.

ACTION ITEM: NA

c) Finance Officer

- Finance officer reports everything is looking good and we are keeping a watchful eye on the numbers at this point.

Council discussed, NA

ACTION ITEM: NA

d) Public Works

- Public Works report as attached for the most part everything is going well we are aware of various small water leaks and as time is available we address each of them. The park tree canopy is looking good and we have taken out approximately 12 more trees. We currently have the water turned off in the park as consumptions have been elevated and we want to do our part. Councilor Sallee asks about the street striping and how long is it estimated to last. Lockard states the hope is for at least 3 years. Sallee strongly recommends that we get 3 bids next time and Lockard informs her that they have to respond before I can get that many bids. Sallee also ask about the trees in front of the Legion Hall and who paid for that to be done and Lockard informs her it was the property owner. Sallee asks the status of the SCA grant and when that is due. Lockard replies it's in the works and in August.

Council discussed, NA

ACTION ITEM: NA

e) Planning Report, Heitmanek informs council that there was a brief discussion regarding FEMA and the Bio notification that went out.

f) Parks Committee

- Park report there is nothing really to report. There is a brief discussion regarding soccer goals and I have asked the school regarding these used goals.

Council discussed, NA

ACTION ITEM: NA

g) City Recorder

- Still working to get web-payments there has been various obstacles.
- Various code violation letters have gone out.
- Letter that was brought in by Ross all procedures were handled and legal was notified.

Councilor Sallee ask about the various items from last month's meeting what items were they. Richardson states there in the minutes however I probably should have had them in my report as well. Continually working on the IGA list and were working on making that a better list. **Sallee** I received my code chapter 16 but I was wondering about the appendix items. I was wondering if those have changed. **Richardson**, no they have not. **Sallee** have there been changes in title 17 **Richardson** no I finished the electronic version to become more searchable document.

- **Councilor Sallee** goes on to explain to the council that she has concerns regarding various other procedures. As she is out in the community things are being brought to her attention. Much the same as Doctor Schaefer's statements regarding her issues. There seems to be some disparity regarding the process and lack of procedure and them not making sense.
- **Richardson** explains to Council that we had gone over the processes last month and that I had given you a copy of the procedure that we follow. Now in this instance where Schaefer states she has 10 days to reply I can show you many letters where we have attempted to rectify this situation, throughout the year asking her to take care of her vegetation. I always try to go over and speak with each person and show them what it is that is out of compliance it's always better that way. Once a letter goes out in a sense the clock is ticking at that point so I try to get compliance before a letter has to go out.
- **Councilor Sallee** I am just talking in generalities not necessarily specific to her and people receiving door hangers before there bill is 30 days overdue. That is where there seems to be frustration out there in the community.
- **Richardson** well you need to come in and talk with me and find out what the procedure is before you say I am not following it.
- **Mayor Graupp** now you're talking two completely different situations and policies they have two different process and resolutions governing them.
- **Councilor Sallee** well they just don't appear that way,
- **Richardson** they are very consistent we have them mapped out almost for the entire year.
- **Councilor Sallee** well we have a copy of the food cart guy bill that he is getting a shut off notice here and its well before the 30 days
- **Richardson** well you don't know that you have not taken the time to ask me how that has all played out. **Sallee** well I have a copy of his bill. Sallee, he was given a door hanger and he was told that his water was going to get shut off on the same day and the city offices are closed on Friday.
- **Richardson** yes and that's why we don't do shut offs on Fridays and they had until Monday.
- **Mayor Graupp** and City Attorney **Koho** at this point interrupt Councilor Sallee because if we're going to continue we cannot go into details at this point.
- **Councilor Sallee** well it would be nice if there were written policy on our website outlining the process. Richardson and Finance Officer Lambert state there is an outline on our website.
- **Richardson** goes on to explain that as per your code and resolutions we are following the policy and any time you would like to come into the office I would be happy to explain to you how it all works.
- **Councilor Sallee** I am just trying to speak on behalf of a citizen and I get a door hanger and I go to the city website and I am trying to figure it out. When am I supposed pay my bill.
- **Richardson**, it's very clear pay it by the due date which is the 10th of the month.
- **Finance Officer**, Lambert the website is clear the bills are due by the 10th of the month and then there are late fees assessed and what those are. The late bill always goes out on the 20th and then the door hangers usually 7 days later.
- **Councilor Sallee**, well it doesn't seem clear we need to just check that.
- **Richardson**, OK
- **Sallee**, because it doesn't seem clear after 30 days you get this and after 60 days you get a shut off or anything.
- **Lockard**, we always give more time we would never shut off early.
- **Sallee**, well citizens don't know that though.

- **Richardson**, well were not going to post every little aspect of a procedure they know there bill is due on the 10th of the month all they have to do is pay it to avoid all of this. Were always going to error on their side.
- **Sallee**, all I am saying is we need to just inform them and explain.
- **Heitmanek**, when they get a door hanger how past due are they?
- **Richardson**, almost 30 days by then and we always give options and encourage people to talk to us regarding their bill.
- **Sallee**, were a small town. There have been inconsistencies' is all I am saying.
- **Richardson**, no there really hasn't been as I said we have the dates mapped out all year.
- **Mayor Graupp**, staff has been generous in many ways but they can stop that.
- **Richardson**, yes your correct there have been some thresholds as to when those go out however they are generous and error on the side of the citizen.
- **Mayor Graupp**, yes and those can go away.
- **Richardson**, yes according to the code if 5 cents is left on there they would receive a late notice.
- **Sallee**, that's fine I just think getting a shut off notice less than 30 days is a bit extensive.
- **Richardson**, I don't think you get a shut off notice for less than 30 days.
- **Sallee**, well I can just give you a copy of what I have then.
- **Mayor Graupp well we can put that on future topics if there needs to be a change because this was something council passed.**

ACTION ITEM: IGA List

h) City Attorney

- City Attorney report, Koho responds to the letter that was given to him by staff from Mr. Rosés Attorney I believe I received it last week. When we are made aware that when someone is represented by Council it is policy/Attorney Ethics that I cannot talk directly to that person I must go through his attorney. I will be contacting Ross's attorney and my understanding is that Ross was interested in this being an agenda item before the council and to do that it would need to be in executive session. I have not cleared that with his attorney yet at this point but I will.
- Originally when we received notice we submitted it right away to the city's insurance company and they denied the claim based on the evidence and the city did nothing wrong that would trigger a claim for insurance pay out. Obviously Mr. Ross has a different opinion on that. And that alone might be a good reason for having an executive session.
- One of the reasons we have executive sessions is if we anticipate that there might be litigation. So it would certainly be appropriate for executive session.

Council discussed, a target date of July 6th for an executive session.

ACTION ITEM: Councilor Sallee wanted to review Council procedures because they are so vague. Mayor Graupp in August.

- Sallee also points out the employee manual regarding the new laws Staff informs council it's not been started however employees are all aware of the new laws. Sallee have they signed paperwork I want to see anything like this they need to sign paperwork. This needs to be a part of their employee file that is what all HR people say. Is there a form they can sign **Mayor Graupp** there is

no process for that **Sallee** well can we make it one and get something done. Koho that is certainly something that is common. **Sallee** I am asking that this be something that will be done. Heitmanek, how many full time positions are there 4. **Sallee** this is a critical thing. **Mayoar Graupp** I will have Kelly work with Dennis and get something put together.

7. PUBLIC HEARING,

- a) Adopt the FY 2016/2017 Budget, Mayor Graupp opens the public hearing at 8 pm and staff presents the staff report.

Having no written communications and hearing neither proponents nor opponents the public hearing is closed at 8:03 pm.

Council discuss, merit increases as there is a resolution on the agenda to address them. The current budget doesn't address them and none are proposed. Councilor Salle continues to go on about merit increases and that they are given when no review is done. Koho maybe we should define what is merit and step and cost of living. There has been no merit increase done in a while.

Graupp you can't go backwards, there are no raises in here they are all cola increases.

Motion is made by Councilor Sallee to approve the budget as presented and is seconded by Councilor Southard. Passed by all.

8. ORDINACES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution Number 706 a Resolution Establishing Policy on Employee Merit Increases.

- o After a lengthy discussion regarding what is and not a merit raise and when and how they are done. It is the consensus of the Council to not vote on this resolution at this time.

- b) Resolution Number 707 A Resolution Continuing the Water Reserve Fund and the Sewer Reserve Fund.

A motion is made by Councilor Southard to approve Resolution Number 707 and is seconded by Councilor Heitmanek. Passed by all.

- c) Resolution Number 708 Dispersing Funds based on ORS 221.760

A motion is made by Councilor Sallee to approve Resolution Number 708 and is seconded by Councilor Heitmanek. Passed by all.

- d) Resolution Number 709 A Resolution Declaring the City's Election to Receive State Revenues.

A motion is made by Councilor Heitmanek to approve Resolution Number 709 and is seconded by Councilor Southard. Passed by all.

- e) Resolution Number 710 Adopting the 2016/2017 FY Budget, capital outlay funds waiting.

A motion is made by Councilor Southard to approve Resolution Number 710 and is seconded by Councilor Heitmanek. Passed by all.

- f) Resolution Number 711 Levying AD Valorem Taxes for Fiscal Year 2016-2017.
A motion is made by Councilor Sallee to approve Resolution Number 711 and is seconded by Councilor Southard. Passed by all.
- g) Resolution Number 712 A Resolution to Purchase a New Truck for Public Works.
A motion is made by Councilor Sallee to approve Resolution Number 712 and is seconded by Councilor Heitmanek. Passed by all.

Councilor Sallee asks if this resolution should be passed prior to ordering these types of items. Dennis I believe since it was fully discussed during the budget meetings it was approved. Sallee wonders why we couldn't have purchased a used vehicle. Mayor Graupp because that was not discussed.

9. NEW BUSINESS

- a) Discussion and or Action City Attorney Koho and Beatty Firm FY 2016/2017.

Motion to approve City Attorney Koho and Beatty contract is made by Councilor Southard and is seconded by Councilor Sallee. Motion passed by all.

- b) Discussion and or Action on. Intergovernmental Agreement with Marion County Police Services FY 2016/2017.

Motion to approve the Marion County Intergovernmental Agreement based on legal approval is made by Councilor Sallee and is seconded by Councilor Southard. Passed by all.

Councilor Sallee requests a year end report from Marion County.

- c) Discussion and or Action on Contract for Land Use Services with Willamette Valley Council of Governments FY 2016/2017. (City Planner)

Motion to approve the COG Contract is made by Councilor Sallee and is seconded by Councilor Southard. Passed by all.

- d) Discussion and or Action on Grove Mueller and Swank Contract for FY 2016/2017
Motion to approve the Grove Mueller and Swank contract for FY 2016/2017 is made by Councilor Heitmanek and is seconded by Councilor Southard. Passed by all.

- e) Discussion and or Action on Current Contracts with Valley Credit Services and Gustafson Insurance. Future Topics contracts,
It is the consensus of council to stay with Valley Credit Services.

Staff is asked at this point to put together a list of contracts so each year we can look at them just to make sure we are current.

10. OLD BUSINESS

- a) NA

11. Future Topics

- a) Webber Contract
- b) IGA List

Let's get out election packets.

12. ADJOURN,

Mayor Graupp adjourned the June 14, 2016 Council Meeting at 9:05 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, June 7, 2016, 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 7:05 pm

2. CITY RECORDER DOES ROLL CALL

Chair Joseph Schaefer - Present
Commissioner Craig McNamara- Present
Commissioner Bud Fawcett - Present
Commissioner Jonathan Gibson - Present
Commissioner Mercedes Rhoden-Feely - Present
Commissioner Tara Weidman - Absent
Commissioner - Open Position

3. CONSENT AGENDA

- a) Planning Commission Minutes – May, 2016
- b) City Council Meeting Minutes – April, 2016
- c) Historic Review Board Minutes – April, 2016

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.

John Marvin, 21825 Airport Rd Aurora and Mary Hellake, (did not sign in)Aurora came to ask a few questions regarding the notices they received in the mail regarding salmon habitat however they discover it doesn't impact their properties and have no more questions.

6. NEW BUSINESS

- a) None

7. OLD BUSINESS

- a) Discussion and or Action on Notice of Federal Land Use Change for Biological Opinion. Chair Schaefer informs the group that the opinion ventures away a bit from biology and states that projects started by September 1 are exempt from future rules as we are not in the habit of interpreting these types of notices the city felt it was best to inform property owners of potential rule changes headed our way. The City doesn't have an agenda we just wanted to get information out to property owners who could potentially be affected.

**NOTICE OF FEDERAL LAND USE CHANGE FOR
BIOLOGICAL OPINION IN OREGON**

This is to notify you that on April 14, 2016 the National Marine Fisheries Service (NMFS) published a Biological Opinion ("BiOp") regarding endangered salmon and steelhead which will be implemented through state and local land use regulations that may affect the permissible uses of your property and other properties. Based on the BiOp, FEMA will be setting new minimum setback requirements from rivers and streams, and other new restrictions on development in flood plains to protect endangered species.

According to the BiOp, development projects permitted by September 15, 2016 may be grandfathered.

For additional information concerning these amendments and new rules, please visit:
http://www.oregon.gov/LCD/Pages/NFIP_BiOp.aspx

or come to the Aurora Planning Commission meeting on June 7, 2016 at 7 pm at Aurora City Hall.

The City of Aurora is taking no action at this time, and is not proposing to amend the Aurora Municipal Code or local development ordinances at this time. We are sending this notice as a courtesy to property owners who may be impacted by the new federal regulations.

Mr. Marvin 21825 Airport Rd, main concern is for potential buildings in the future and as Chair Schaefer explains this notice is for properties in the flood zone and since you're not currently in the flood zone it won't affect you yet. However since you are close they could require something in writing.

The Notice above went out to all citizens.

8. COMMISSION/DISCUSSION

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

9. ADJOURN

Chair Schaefer adjourned the June 7, 2016 Aurora Planning Commission Meeting at 7:37 P.M.

Chair Schaefer

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Historic Review Board Meeting
Thursday, May 26, 2016, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Kelly Richardson, CMC City Recorder

STAFF ABSENT: None

VISITORS PRESENT:

1. CALL TO ORDER OF THE HISTORIC REVIEW BOARD MEETING

The meeting of May 26, 2016 was called to order by Chair Abernathy at 7:02 pm

2. CITY RECORDER DOES ROLL CALL

Chair Gayle Abernathy – Present
Member John Berard - Present
Member Mera Frochen – Present
Member Mella Dee Fraser – Present
Member Karen Townsend - Present

3. CONSENT AGENDA

- a) Historic Review Board Meeting Minutes – April 28, 2016 .
- b) City Council Minutes – August, 2015
- c) Planning Commission – August, 2015

A motion to approve the Historic Review Board minutes of April 28, 2016 as presented was made by Member Townsend and is seconded by Member Frochen. Passed by all.

4. CORRESPONDENCE – NA

5. VISITORS

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

There were no visitors that spoke during this time.

6. NEW BUSINESS

- a) Discussion and or Action on Sign application for Susan Black and Black Star Water Color at 21680 Main Street.

Motion to approve sign application as presented was made by Member Townsend as meeting code as being stylistically similar in font and meeting sign code 17.24.100 and General sign code 17.24.070 section A and D;C and is seconded by Member Frochen. Motion passes 4 ayes and 1 abstention by Member Berard.

Discussion and or Action on Project Application for David Hoerner at 21361 Main Street replacement of roof.

Motion to approve the roof per code section 17.40.150 number 5 as presented is made by Member Townsend and is seconded by Member Berard. Passed by All.

- b) Discussion and or Action on Project Application to remove trees located at 21317 Hwy 99E by Warren Bean.

Motion to approve the application as presented and to remove the 1-10 trees over 24 inches around is made by Member Berard and is seconded by Member Townsend. Motion passed by all.

7. OLD BUSINESS

- a) Discussion and or Action on Historic Inventory, Member Townsend regarding the small SHPO inventory this inventory now has the individual columns as discussed previously and it show much of the same data that the large inventory does but in a more condensed quick reference guide type. Since the legend has been removed we will need to have one of our own. Also let's add a footer for revision dates and I think the architectural date needs to be larger. They also briefly discuss the possibility of the small thumbnail photograph and staff is completely against this because it simply isn't needed since you have the larger inventory to cross reference. These are mainly for staff for quick reference. The larger inventory is ready to go except for staff edits.
- b) Discussion and or Action regarding the Design Guidelines, Member Townsend explains to the group that she had asked staff to print out 3 examples using different fonts and sizes so we can choose which style we like and is easier to read. The board discusses a couple of different options and they all agree that they like the Ariel headers 11 and bolded and Times New Roman body in 12. They also reference the previous printing options they want the Design Guide on yellow paper and Title 17 on blue paper. They discuss the fact that attachment A is missing and Karen will look for it.

They discuss printing options and the timeline of it all.

Action: make edits and finish printing.

Member Townsend is upset at the council for deciding that staff could trim the trees along Main Street because those are city trees that were obtained from a grant received by the city and I believe they should be professionally trimmed.

The board also discusses an alternative of hand delivering the guide instead of mailing it.

8. ADJOURN

Chairman Abernathy adjourned the meeting of May 26, 2016 at 8:15 pm.

Gayle Abernathy, Vice Chairman

ATTEST:

Kelly Richardson, CMC
City Recorder

Report from the Finance Officer
for July 12, 2016

- Revenue and expense report through May, the eleventh month of fiscal year 2015-2016, is included. This report shows budgeted amounts and percent of budget received/spent. The end of FY 2015-2016 was June 30th. We stayed within budget for our expenditures and, in many areas, exceeded our budget in revenues. Next month's report will be for June, the final month of last fiscal year and should be an indication for what we will see in our 2015-2016 finance report after our audit. We are now in the 2016-2017 fiscal year.
- The ending bank balances for May, 2016 are:
 - Checking - \$ 179,944.56
 - LGIP - \$ 1,720,821.22
- I am currently working on fiscal year end projects and preparing for the annual audit.
- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending May 31, 2016

	FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE May 31, 2016	Year to Date Gains / (Losses)
10	GENERAL	839,042.00	400,734.24	529,441.54	111.83%	514,452.00	440,788.28	85.68%	489,387.50	\$ 88,653.26
15	CITY HALL BUILDING	132,500.00	120,479.82	12,659.52	102.92%	132,500.00	0.00	0.00%	133,139.34	\$ 12,659.52
20	AURORA COLONY DAYS	23,540.00	0.00	22,692.50	96.40%	18,468.00	13,511.38	73.16%	9,181.12	\$ 9,181.12
25	PARK RESERVE	7,148.00	1,142.70	6.24	0.10%	7,148.00	0.00	0.00%	1,148.94	\$ 6.24
29	PARK SDCs	36,055.00	31,523.23	11,224.01	480.69%	36,055.00	0.00	0.00%	42,747.24	\$ 11,224.01
30	STREET/STORM	309,400.00	181,892.40	72,282.22	55.86%	206,944.00	83,482.91	40.34%	170,691.71	\$ (11,200.69)
35	ST/STORM RESERVE	85,700.00	52,069.86	31,732.34	94.16%	85,700.00	3,752.66	4.38%	80,049.54	\$ 27,979.68
39	ST/STORM SDCs	31,000.00	22,633.03	23,394.16	207.40%	31,000.00	0.00	0.00%	46,027.19	\$ 23,394.16
40	WATER OPERATING	510,200.00	229,614.90	245,519.76	85.04%	351,068.00	238,455.00	67.92%	236,679.66	\$ 7,064.76
42	SPW MAINTENANCE	39,710.00	39,710.00	0.00	0.00%	39,710.00	39,710.00	100.00%	0.00	\$ (39,710.00)
			This account closed							
45	WATER RESERVE	106,510.00	46,709.66	60,264.75	100.76%	106,510.00	0.00	0.00%	106,974.41	\$ 60,264.75
49	WATER SDCs	77,376.00	62,358.57	44,818.78	217.93%	77,376.00	0.00	0.00%	107,177.35	\$ 44,818.78
50	SEWER OPERATING	535,300.00	256,529.77	236,133.80	84.85%	335,793.00	277,590.61	82.67%	215,072.96	\$ (41,456.81)
55	SEWER RESERVE	95,940.00	55,783.72	40,432.32	100.60%	95,940.00	0.00	0.00%	96,216.04	\$ 40,432.32
57	G. O. DEBT SERVICE	332,975.00	21,789.67	315,652.30	100.53%	332,975.00	322,975.00	97.00%	14,466.97	\$ (7,322.70)
59	SEWER SDCs	29,036.00	24,863.24	16,440.93	264.49%	29,036.00	0.00	0.00%	41,304.17	\$ 16,440.93
	TOTALS	3,191,432.00	1,547,834.81	1,662,695.17		2,400,675.00	1,420,265.84		1,790,264.14	\$
									1,790,264.14	\$ 242,429.33

City Council
Public Works Activity Report
July 2016

Waste Water: Continuing renewing Permit process with DEQ.

- Performed maintenance at WWTP, mowing, spraying.
- Sludge hauled
- Working on return line from pump station 6 to head works, isolating from influent meter.

Water: Routine operation and maintenance.

- Wells are running 14 hours daily producing an average 285,000 gal per day. Total water production in May 8,850,000 Gallons. Well 5 is on.
- Production is up 30,000- 40,000 per day from last year.
- Water leaks are being repaired and new meters installed and replaced.
- Water Rate Study
- Plan for future water supply

Streets: Routine operation and maintenance.

- Marking out storm water lines for master plan 70% complete
- Monitoring street lights.
- Catch basins cleaning.
- Street sweeping is started once a month on the 4th Wednesday; trees are an issue in the business area for height over curbs.(will address after the growing season Late Aug)

Park: Picking up after each storm.

- Hazardous trees to be removed (more will be taken down after Aug.).
- Preparing for Concerts and Days in the park.

Notice for Council

Administration

Public Works scheduling and planning for staff.

Budget on track for current 2016-2017

Received 2016 Truck

Respectfully: Darrel Lockard PWS

Public works project list

Storm water master plan (in process).

Waste water irrigation system (summer) in process.

Wastewater Ras return line to be installed

Street grant application

Fix tennis net

Water meters replacement (ongoing)

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 7/7/2016
Re: Recorders Report Month of June 2016 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.
- ❖ Attending Conference Committee And Records Committee Meetings
- ❖ Records Request update
 - pending request
- ❖ Ongoing needs of the City, discussion items.
- ❖ Working on various items requested from last month meeting
 - **Council Procedures samples**
 - **IGA List**
- ❖ I have been successful in posting the Council meetings recordings on the website.
- ❖ Working on various code violations;
 - **6 letters went out in June**
 - **3 pending to go out in July**
- ❖ Continued working with Springbrook to get web payments started hopefully will be completed by August 1st they are telling me.

ORIGINAL

Preventive Maintenance Contract Agreement

*Windows 2008 Server/Workstations
Maintenance Solution
Written for*

City of Aurora, Oregon

Created by:

*Webber Consulting, Inc.
190 N Douglas St, Canby, OR 97013
Ph: 503.266.8826 | Fax: 503.263.3375
David@wci4u.com
July 1, 2010*

Dear City of Aurora,

Webber Consulting is very excited about the opportunity to provide a maintenance program that will allow us to be proactive in resolving current technology issues before they arise at City of Aurora, Oregon. This agreement will ensure that City of Aurora will be using the latest technology available in order to work in a secure, safe environment.

Since 1992 Mark Webber has been developing custom solutions for a variety of industries with raving success. Here are what existing clients have to say:

He truly cares about the success of my business and enjoys being part of the team that will make that success happen. He is trustworthy, responsible and always such a joy to be around. His sense of humor always gets me through the trying times.

*Debra Finegan
President, Classic Reunions*

Please review the supplied document. We look forward to providing continued, proactive support for the environment at City of Aurora, Oregon.

Warm Regards,

Webber Consulting Inc

The following is agreement made between City of Aurora, Oregon and Webber Consulting.

This is a preventive maintenance agreement that is designed to decrease repair costs and to help prevent downtime.

Yearly Support **Support/Maintenance of Windows 2008 server/workstations \$ 7,200**

Work to begin after prepayment of quarterly contract amount.

Quarterly Cost \$ 1,800

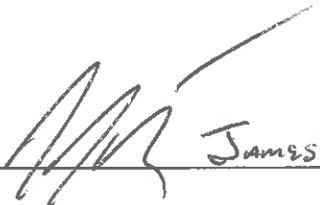
Price \$ 7,200 per year MM Initial Approval

- Technician will perform important updates on Server to maintain optimum performance. Review event logs that will allow WCI to be proactive in resolving potential issues. Many events, errors or warnings, may be a normal part of the environment. Our technicians have the experience and skills to resolve any issues that may be revealed by reviewing key logs and events.
- If any updates or patches require reboot of the server, days of the week acceptable (please circle):
Monday Tuesday Wednesday Thursday Friday Saturday Sunday ?
Preferred time of day to restart: after 1AM
- Any labor that's out of the scope of the Maintenance and Service of the Server will be invoiced at our business rate. All hardware requested is at cost and needs to be paid in advance.
- Server uptime will be monitored continuously throughout a normal business day.
- Outside business hours contact should be sent to urgent@wci4u.com and Webber Consulting will look into the issue within two hours. Business hours are from 8:00 AM to 5:00 PM Monday through Friday.

Terms: Billing of all services and products will be handled by Webber Consulting, Inc. Payment for invoices will be due upon receipt of the invoice. Subsequently, invoices will accrue interest at 1.5% per month (18% per year). The Client hereby agrees it will pay any collection costs, including reasonable attorney fees and court costs, incurred by Webber Consulting due to any procedure necessary to collect overdue amounts. This agreement shall be interpreted under the laws of the State of Oregon. All copyrights remain property of Webber Consulting, Inc. until all invoices associated with this project are paid in full.

- **Cancellation Fee:** If this project is cancelled by the Client for reasons beyond the control of Webber Consulting, Inc., a cancellation fee will apply. This fee is either a fraction of the total project cost proportional to the fraction of the project that Webber Consulting, Inc. has completed, or the down-payment, whichever is greater.

Payment Plan: At the discretion of Webber Consulting, Inc., a custom payment plan may be available to accommodate budgetary and accounting needs.

"I,  James Maxwell MATON agree to the terms and conditions of this

Contract in the amount of \$ 7200 per yr. Date 7/1/10

Thank you for giving Webber Consulting, Inc. the opportunity to provide your business with a maintenance solution. If you have any questions please contact the office at 503.266.8826. If you approve of the Preventive Maintenance Agreement please sign the contract agreement and fax back to Webber Consulting, Inc at 503.263.3375.