

AGENDA
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

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

4. CORRESPONDENCE –

- a) Letter of Rate Increase From Wave Broadband.

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

7. PUBLIC HEARING

- h) Adopt the FY 2016/2017 Budget

8. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) Resolution Number 706 a Resolution Establishing Policy on Employee Merit Increases.
- b) Resolution Number 707 A Resolution Continuing the Water Reserve Fund and the Sewer Reserve Fund.
- c) Resolution Number 708 Dispersing Funds based on ORS 221.760
- d) Resolution Number 709 A Resolution Declaring the City's Election to Receive State Revenues.
- e) Resolution Number 710 Adopting the 2016/2017 FY Budget
- f) Resolution Number 711 Levying AD Valorem Taxes for Fiscal Year 2016-2017.
- g) Resolution Number 712 A Resolution to Purchase a New Truck for Public Works.

9. NEW BUSINESS

- a) Discussion and or Action City Attorney Koho and Beatty Firm FY 2016/2017.
- b) Discussion and or Action on. Intergovernmental Agreement with Marion County Police Services FY 2016/2017.
- c) Discussion and or Action on Contract for Land Use Services with Willamette Valley Council of Governments FY 2016/2017. (City Planner)
- d) Discussion and or Action on Grove Mueller and Swank Contract for FY 2016/2017
- e) Discussion and or Action on Current Contracts with Valley Credit Services and Gustafson Insurance.

10. OLD BUSINESS

- a) NA

11. FUTURE TOPICS

- a) Webber Contract
- b) IGA List

12. ADJOURN

Minutes
Aurora City Council Meeting
Tuesday, May 10, 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 Huitt, Marion County
Linda Kendrick, Koho Law

STAFF ABSENT: Dennis Koho, City Attorney

VISITORS PRESENT: Don Thwing, 14740 Orchard
Greg Taylor, Aurora
SGT. Sherburn, Marion County Sheriffs
Tara Weidman, 21331 Main

1. CALL TO ORDER OF THE CITY COUNCIL MEETING

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

2. CITY RECORDER DOES ROLL CALL

Mayor William Graupp- Present
Councilor Jason Sahlin – Present came in late after roll call.
Councilor Kris Sallee-Present
Councilor Robert Southard-Present
Councilor Tom Heitmanek - Present

3. CONSENT AGENDA

- a) City Council Meeting Minutes –April, 2016,
Councilor Sallee points out a typo on the bottom of pg 2 encoring and on pg 13 item C,
refers to photos are incorrectly identified.
- b) Planning Commission – April, 2016
- c) Historic Review Board Meeting – NA

ACTION ITEM: NA

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

a) **CORRESPONDENCE**

- **FEMA Notice Regarding Biological Opinion**, Graupp informs them this will be discussed during Planning Report.

4. 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.

Don Thwing, 14740 Orchard Street, has concerns regarding the Orchard View retention pond and what is the status on the city's part. Because Don is claiming that he has not received anything from the city and Mayor Graupp informs him that various notices have gone out and various meetings have taken place. Don informs Council that a group of homeowners are beginning to clear out the area however they are in need of direction to make sure they clear out enough. **Mayor Graupp** informs Mr. Thwing that the city was unaware that they had decided to clean up the area and that the city was researching the costs involved and along with various scenarios of how to bill for it with that said as of now no letters have gone out. Graupp asks Thwing to keep city up to date on the cleanup efforts.

Action Item: Public Works go down and inform them of what needs to be done. Graupp asks Thwing to email city staff to inform us of who is in charge of the cleanup efforts and a list of property owners involved.

5. REPORTS

a) Mayor Bill Graupp

- Speaks to the recent Biological Opinion Released by National Marine Fisheries Service and the recommended flyer that the Aurora Planning Commission wanted to send out to the entire citizen population of Aurora. This would explain the opinion and inform citizens of any upcoming changes that could possibly affect their property. Councilor Sallee suggests that the City Records Office not be listed as contact but instead attend the next Planning Commission meeting. Staff agrees with Councilor Sallee regarding her comment.

It is the consensus of the Council to send out the postcard to all citizens within the city limits.

Council discussed. NA

ACTION ITEM: NA

b) Planning,

- Planning Commissioner Weidman adds the discussion regarding the possibility of updating the city charter to show the recent change in annexation processes mandated by the State of Oregon.

Council discuss briefly and decide to wait until there are more changes to make it more cost effective not to say we won't follow the State mandate.

No more questions
ACTION ITEM: None

c) Public Safety,

- Deputy Huitt reports that most of the calls are standard with one exception as to frequency of calls on the weekends. The schedule will be changed to reflect the trend.
- There have also been more ORS violations along with increased parking citations and various other items. Councilor Sallee asks for clarity on who generated these and Deputy Huitt states they are generated by myself as I see them occurring.
- Mayor Graupp ask Huitt if Marion County will be participating in the June 10th Shakeout and Huitt states yes we will in conjunction with the Marion County Emergency Management.
- Hazard Mitigation meeting was a fact finding mission regarding the processes to see if there were any holes in the processes.
- Councilor Sallee asks Deputy Huitt if he can speak to the recent ORS violations and SGT Shurburn intercedes and states no we cannot it is an ongoing situation and citations have been issued and gone to court.

d) Finance, Good

- Good news is the Budget Committee approved the budget.
- Were in good standing right now I don't foresee any issues. I have asked Public Works to keep in touch since it is near year end.
- Councilor Sallee brings up the charter section chapter 10 section 5 regarding single purchase items over a set amount needs a resolution. In regards to Finance Officer Lamberts comment regarding the new truck purchase for Public Works. Mayor Graupps comments were not if it was budgeted for and Sallee disagrees as she stated she read it in the charter. They agree to research and make it right.
- Mayor Graupp thanks all of the budget members involved they did a great job and thank you for your service.

e) Public Works

Waste Water

- Continuing with the permit process with DEQ
- 2 lift stations pumps replaced
- New irrigation pump replaced and installed

Water

- Wells running 10 hours a day producing and average 190,000 gal per day.
- Well 5 is off until summer
- Councilor Sahlin asks if the drinking fountain in the park has been fixed yet and Lockard states no we are waiting on nicer weather.

Streets

- Routine operations and maintenance
- Catch basin cleaning
- Street sweeping

- Council Discussion,
- Councilor Sallee ask if the quotes for the street striping have been concluded, Lockard informs her that it is scheduled for today and start tomorrow. We received one quote and came in at just under \$10,000. Including park items as well.
- Councilor Sahlin asks if City Recorder Richardson can reach out to George Cam regarding the paving of Keil Park II. Richardson will reach out to them and get a time frame of when.
- Councilor Sallee at what point can we insist it be done Southard as soon as he pulls permit for the last home. So if he doesn't pull a permit for 5 years we are stuck yes that is correct. (Southard)

ACTION ITEM: NA

f) Parks Committee

- **Mayor Graupp**
- The park is looking good and looks ready to go, Lockard states we are beginning to pressure wash to makes sure shelters are clean.
- Councilor Sahlin states since he didn't make it to budget I hesitate but can I request funds so we can purchase soccer nets. Mayor Graupp hesitates and Lambert says we can look into it.
- Concert series is in process, and will be on Wednesday nights from 7-9 and 7-10 on Colony Days. There will be a Farmers Market at Colony Days as well.
- Chalk contest as well.
- Parade is the same route however the run will have a different route.

Council discussed, NA

ACTION ITEM:

g) City Recorder

- Recorder report as attached, if you have any questions regarding it.
- Also attached is a copy of my job description as requested.
- Along with the Administrative process for Ordinance violations.
- List of contracts and dates.
- Councilor Sallee states two different sections of the code and doesn't feel that the City Recorder should be the code enforcement officer and serve people with violations. She feels it is much better suited for the police. The City Recorder should be issuing letters verses walking around. Mayor Gruapp is fine with the combined effort of staff regarding code enforcement and feels it is the only way it will work as a team effort.
- Councilor Sallee asks about council procedures I guess you will provide that for next month? City Recorder Richardson states yes I ran late and from here on out I would request that council items requested would need a consensus of the council before staff is directed to produce the material or job performed. Because we are receiving so many requests from Councilor Sallee of items she wants to see on the agenda.
- Councilor Sallee so I think it does state that councilors have the right to make requests of items to be placed on agenda, Richardson you can make the request but it doesn't

mean that it will happen because I take direction from the City Administrator. Mayor **Graupp** mostly because of the research involved from staff regarding the various request. **Graupp** for example the Council procedures that takes a lot of research and since we got bogged down with other items it just didn't happen. **Mayor Graupp** suggest an agenda item same as the school board called future topics and Sallee likes that idea and for that to be added. Richardson explains that is simply what she meant that it be a group request not just one person at a time.

- Councilor Sallee, so can we see a more complete list next month because I notice we don't have on the Marion County contract. Richardson states because those are more like a IGA an Inter Governmental Agreement. Sallee well then I think it would be helpful to know the difference and see those as well. Richardson yes Webber should be on there. My point is to review them and know when there up for renewal and so forth. I would like to see or have comments regarding that. Southard agrees it's a good idea to review them. Councilor Sahlin little off topic but I think also knowing the requirements of what were required to be doing relative to state requirements concerning Public Works. List of contracts oldest first. Consensus is to move forward on this tract.

**ACTION ITEM: Add future topics as an agenda item
Contract Review Gustafson Insurance and Valley Credit.**

h) City Attorney

- City Attorney report Eleanor Beatty in conjunction with Linda Kendrick present while Dennis is doing better however is not in attendance at this time and until I (Eleanor) feel as though he is up to the task I will be supervising. They presented a draft contract for FY 2016/2017 for Council to review for next month.
- There are a number of city codes that are in conflict with State statues and Federal changes will need to be made in the near future.
- Mayor Graupp just wanted to inform the group that at the last budget meeting we allowed Councilor Sallee to call in for the meeting because I had done it once last year. However we now know we cannot do that unless we can make the same accommodation for the public which we are not set up to do so we will not be doing that again in the future.
- Channels of communication between council members and our office as I understand the communication goes from City Councilors to the City Recorders office to the Mayor and then onto our office if necessary. The City Councilors do not contact our office directly there are channels that need to be followed.
- Resolution issue and how resolutions should be presented, I have found some conflicting information the charter says they can be presented by council members however it also says in the code that salary administration that propose for their dept that the Mayor causes them to be prepared for the city. How that would look is discussion then Mayor would present the issue to council and then the council as a whole would decide if a resolution or ordinance needs done staff would then prepare and bring back to council for vote. Councilor Sallee so if a councilor wants to bring that up for a topic we are now going to have during future topics. Correct.
- Councilor Sallee so I have a question regarding when State Statue trumps because I went to League of Oregon Cities to educate myself and they said State Statue doesn't always trump. They had said if we don't have it in our code then State statue takes

over. Kendrick as long as you have a code that doesn't conflict with State statute. If the code is silent on that issue then local government can take steps to create code but it must line up with State statute.

- Recreational immunity, I did speak with Beatty on this issue and Beatty states that most likely the legislation is going to be doing something about this issue moving forward because it is a bad decision. CIS will be working hard on this issue. Mayor Graupp to add to this Public Works and I have begun reviewing LOC sign regulations to make sure we are up-to-date and meeting the new laws.
- Ross Tort Claim notice that was sent to CIS as the claims are unfounded and no merit they are going to deny all liability and request for funds. CIS is handling it. Mayor Graupp explains the situation in brief Ross RV Food Carts claims that we the city are not allowing him to conduct business the way he wants and in truth he has not applied and followed the processes and he claims we are not handling water late fees correctly. There have been a variety of code violations and he is asking for dollars because he claims we have cost him. Councilor Sallee is there a reason we were not involved Mayor Graupp because we were waiting on legal that is a staff matter to get legal involved and working on these types of situations.

Council discussed, Councilor Sallee comments regarding our current legal coverage since Dennis is out sick wants to discuss our alternatives. My concern is if we were to be in a true law suit. We have the ability to do a pro-tem lawyer who has government knowledge and can handle these things. **Mayor Graupp** these guys have insurance to cover this type of thing they can get a specialist if they need to. **Beatty**, your contract is with the firm and even when Dennis is working many of these things are worked out together as a team and the firm is fine but any time you're not satisfied with our service by all means you can go out for bid. **Sallee** but how does the city select the attorney if the need were to arise well you really don't need to since we are the firm that represents the city. **Sallee** questions there specialty and **Beatty** reiterates I am licensed in the State of Oregon. Like I (**Beatty**) said previously we work as a team at the firm and I have been advising and working with Dennis all along the way so I am fairly familiar with most of the City concerns and issues. **Sallee** well I just know that most attorneys have a specialty, **Beatty** no actually there are no specific specialties most attorney just pick and choose what they want to work on.

ACTION ITEM: None Council is fine with how everything is working during Dennis absence.

6. ORDINANCES, RESOLUTIONS AND PROCLAMATIONS

- a) NA

7. NEW BUSINESS

- a) Discussion regarding City Contracts, Councilor Sallee the reason I brought this up was to simply review our contracts because many of them don't have end dates and just want to make updates relative to what we're doing.

It is the consensus of the council as future topics review Gustafson and Valley Credit Services at the next council meeting and also to include a IGA list.

8. OLD BUSINESS

- a) Discussion and or Action on A Resolution Regarding Employee Merit Increases, It was the consensus of the council to have a resolution prepared to address this matter.

9. ADJOURN,

Mayor Graupp adjourned the May 10, 2016 Council Meeting at 8:30 PM.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

Minutes
Aurora Planning Commission Meeting
Tuesday, May 3, 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
Renata Wakeley, City Planner

STAFF ABSENT: NA

VISITORS PRESENT: Tom Heitmanek, Aurora Council Member

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

3. CONSENT AGENDA

- a) Planning Commission Minutes – May, 2015, City Recorder Richardson states that your copy of the minutes don't show the attendees however I have made the correction.
- b) City Council Meeting Minutes – April, 2015
- c) Historic Review Board Minutes – April, 2015

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

4. CORRESPONDENCE –

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.

NA

NEW BUSINESS

a) Discussion and or Action on FEMA Flood Plain Regulations,

- The event that has taken place over the last month is the Marine Fishery service has published their biological opinion regarding salmon habitat. This is an issue for about the last 2 or 3 years now and we had a representative from DLCD Christine Shirley.
- Years ago a Environmental group sued FEMA claiming that there flood plain management harmed salmon and it harmed salmon by allowing people to build to close to the flood plain area. The suet was settled and FEMA agreed to do a better job in the flood plain management to insure suitable habitat for the endangered salmon. This litigation started in the Puget Sound area and 2008-2009 and the national marine service offered a biological opinion. It might be an overstatement to say it has the force of law but maybe not. Personally the call the shots and everyone else follows.
- So after that in 2008-2009 the plaintiffs in that case said well the salmon in Oregon deserve the same so FEMA what are you going to do about Oregon salmon? FEMA said well yes we will look into it and so 7-8 years later and the recession is behind us so the bio opinion states that it could harm salmon.
- Procedurally the city is not allowed to allow anything that would harm salmon without going through a lot of hoops. As regulatory and permitting agency if we were allow it would subject the city under the endangered species act. If you were to go through Oregon codes today you would not see language that you would not harm salmon but in the future we will see that.
- DLCD is talking about how to deal with this and come up with templates. Our code is already fairly tightly regulated regarding the flood zone.

They discuss briefly the fish that are on the list of endangered species and how it would or could affect the pudding river. Basically they are proposing a riparian buffer zone measuring 170 feet laterally from either side of a water course. When they say riparian buffer zone that essentially means no building of any kind however there will only be certain types of development. (287)

Gibson so this could impact the farming area near here, I (Schaefer) yes I believe so unless grandfathered. Pg 292.

They briefly discuss the grandfather situations that could arise.

Planner Wakeley I am not sure if it wouldn't impact the city the 170 foot buffer I am not sure if it aligns with Liberty or not. I hope they come out with a model ORD so we have something to go by.

There is also discussion regarding the definition of water course and how that applies. The possible affected areas if broad definition of water course then East side of Liberty and North side of Park.

b) Discussion and or action on DLCD Land Use Legislation Regarding Annexation and Code Requirements specific to SB 1573. Chair Schaefer there is kind of two parts to this one is the

regular legislature update that the DLCDC sends out a few months after each session and that's in your packet.

- We want to pay particular attention to SB 1573, prohibits voter approved annexations for cities with a couple small exceptions. The local code will need to be changed to be in line with State code.
- Insert the list of Laws here and Chair Schaefer goes over each one individually as listed below.

Final Report on 2016 Land Use Legislation

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

The following bills relating to land use planning or similar topics have been enacted by the 2016 Oregon Legislature.

For questions about this report, contact Dan Eisenbeis, (503) 934-0020, dan.eisenbeis@state.or.us. For information about the Oregon Legislature, visit www.oregonlegislature.gov.

SB 1517 – Wetlands in EFU: This bill authorizes Tillamook County to establish a pilot program for applying conditional use review to wetland restoration in areas zoned for exclusive farm use (EFU). The bill also specifies a project-specific collaborative process for settlement of disputes, and directs Tillamook County as part of a pilot program to initiate a planning process to identify areas suitable for wetland restoration and priority areas for agriculture. The bill requires Tillamook County to report the progress of the pilot program to the legislature each biennium through 2025. The authorization for the pilot program will sunset in January 2027.

Effective: January 1st, 2017

Chapter 84, Oregon Laws 2016

(won't effect city)

SB 1533 – Inclusionary Zoning and Construction Excise Tax: This bill authorizes city and county use of inclusionary zoning to require that up to 20% of units in multifamily housing developments of at least 20 units be sold or rented at affordable rates, if the jurisdiction also offers developers certain incentives. The bill also requires a city or county that implements inclusionary zoning to provide the options for developers to pay an in-lieu fee. The bill also lifts the general preemption on city and county authority to impose new local construction excise taxes (which had previously been scheduled to sunset in 2018), subject to certain requirements to use the revenue for housing programs and incentives. The bill also removes the sunset on the preemption of new local construction excise taxes for purposes not specified in SB 1533.

Effective: June 2nd, 2016

Chapter 59, Oregon Laws 2016

(If we had a multi family inclusion we could essentially pass a law that would require 20% of them to be affordable.). We really don't have any to speak of however is we do then we need to have code to be in line with this. Also removes construction tax.

SB 1573 – Annexation in Cities with Voter Approval: This bill specifies that if all property owners in an area within a UGB and contiguous to a city boundary petition the city for annexation, the annexation is not subject to voter-approval, if the area is or will be subject to the

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acknowledged comprehensive plan and the proposal conforms to all the other requirements of the city's ordinances.

Effective: March 15th, 2016

Chapter 51, Oregon Laws 2016

Discussion, Schaefer how we amend our charter, Wakeley explains it really doesn't matter if you amend your charter or not this is a must and you will follow it. Basically DLCD is advising you to amend your code it doesn't line up with this but you will follow this to comply. At some point it will need to be done.

Include notice to council as an FYI to council.

SB 1598 – Marijuana: This legislation includes provisions to clarify that both recreational and medical marijuana are a crop for purposes of “farm” and “farm use” in statute, and prohibits new dwellings, farm stands, and commercial uses in conjunction with a marijuana crop on land designated for exclusive farm use. The bill also allows existing medical marijuana grow sites registered with the Oregon Health Authority of 5,000 square feet or less outdoors and 1,250 square feet or less indoors to be exempt from the Oregon Liquor Control Commission licensing requirement to obtain a land use compatibility statement.

Effective: March 3rd, 2016

Chapter 23, Oregon Laws 2016

Last sentence allows existing grow sites to obtain a land use compatibility statement. Now they are going to require a LUX.

SB 5701 – State Budget: This bill amends the State budget for the 2015-17 biennium. Provisions affecting DLCD include administrative adjustments as well as an increase in the department's other funds expenditure limitation by \$216,000 for a pre-disaster mitigation planning grant awarded by the Federal Emergency Management Agency to the Office of Emergency Management and DLCD.

Effective: March 29th, 2016

Chapter 82, Oregon Laws 2016

No affect to us.

HB 4014 – Marijuana: This bill makes a number of changes to statutes governing production, processing, sale, and use of marijuana. The provisions include requiring an applicant to obtain a land use compatibility statement from a city or county prior to receiving a license from OLCC, rather than the current requirement that OLCC request the land use compatibility statement after receiving an application for a license.

Effective: March 3rd, 2016

Chapter 24, Oregon Laws 2016

Affirmative that an applicant must obtain a LUX prior.

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HB 4018 – Annexation of Jackson County Industrial Lands: This bill extends the sunset from 2016 to 2026 on the annexation prohibition for certain unincorporated Jackson County industrial lands without the consent of the landowner.

Effective: April 7th, 2016

Chapter 121, Oregon Laws 2016

NA

HB 4039 – Rural Airport Definition / Through the Fence: This legislation revises the definition of rural airport for purposes of “through the fence” operations to include airports with an air traffic control tower. An air traffic control tower was constructed last summer at the Aurora airport, where “through the fence” operations have been allowed.

Effective: March 14th, 2016

Chapter 35, Oregon Laws 2016

Prior to this if you had air traffic control tower you were ineligible for through the fence program so now they have re done it so you can have it.

HB 4084 – Brownfield Redevelopment Tax Incentives: This legislation authorizes a city, county, or port to establish a local program to provide property tax incentives for brownfield remediation and redevelopment for a period of up to 10 years, and for up to an additional five years based upon locally established criteria. A program established by a city, county, or port only becomes effective with the agreement of taxing districts representing a combined 75 percent or more of the total rate of property taxation within the territory of the city, county, or port.

Effective: June 6th, 2016

Chapter 96, Oregon Laws 2016

HB 4079 – UGB Expansion for Affordable Housing Pilot Project: This legislation directs LCDC to create a pilot program for two cities, one with a population of 25,000 or less and one with a population of 25,000 or more, to expand their UGBs by up to 50 acres for affordable housing. The bill provides that the expedited UGB expansion process for the pilot sites may be established without regard to whether an UGB contains a 20-year land supply and requires a local government to protect a pilot project site for continued use as affordable housing for 50 years. The bill directs LCDC to develop rules for selecting projects nominated by a local government that demonstrate efforts to accommodate and encourage needed housing within its existing UGB. It also specifies that local governments in the following areas are not eligible to participate in the pilot program: Clackamas, Marion, Multnomah, Polk, and Washington counties, and the portion of Jefferson County served by the North Unit Irrigation District. HB 4079 allocates \$100,000 to DLCD to implement the provisions of the bill and requires LCDC to complete rulemaking to implement the pilot program by July 1, 2017. It also requires LCDC to

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report on the progress of the pilot program to the Legislature three consecutive sessions and three consecutive interim periods beginning with the 2017 legislative session.

Effective: March 15th, 2016
Chapter 52, Oregon Laws 2016

UGB expansion for affordable housing pilot projects. If we wanted to expand our UGB then more affordable housing you could however even Marion County opted out from the program.

HB 4126 – UGB Rules Grandfather Clause: This bill conforms statute to recent UGB rule amendments adopted by the Land Conservation and Development Commission to make clear that a city outside Metro that initiated but did not complete, an UGB evaluation and amendment process prior to January 1, 2016 (the effective date of the rules) may choose to complete its UGB process under the old rules or under the new rules.

_ Chair Schaefer for the Airport I am proposing since we are a small community and sort of a prescriptive path we should go under the old rules.

Commissioner Weidman asks a what the differences are and Schaefer explains, Prescriptive path do things by certain procedure it's supposed to be easier or simpler however this law is 54 pages single space and the old rules I believe have more flexibility for a smaller agency. City Planner Wakeley concurs.

6. OLD BUSINESS

a) None

7. COMMISSION/DISCUSSION

- a) City Planning Activity (in your packets) Status of Development Projects within the City.
- Helping with code enforcement issues.
 - Notice has gone out to Warren Bean restaurant addition SDR.
 - Corcoran property the expansion didn't subject them to review.
 - Partition on Ehlen however currently incomplete, and doesn't come back to Planning Commission.

Chair Schaefer going back to the flood zone change items if we were to change our code tomorrow essentially we would have to send out measure 56 notices, which is basically a letter from the city informing people we intend to change code that could potentially affect their property. Schaefer thinks we should at the very least inform people of this potential change and of the due date provided by the federal government. Wakeley concern that if we notify them with a misinterpretation I would rather wait until we speak with Christine Shirley at DLCD for guidance. Schaefer I just want to make them aware more information the better.

Wakeley a measure 56 notice has very distinct language and that's not what I am hearing from the Mayor so I just need clarification on the language of the notice. Chair Schaefer they DLCD has drawn a line and if you own property within 170 feet of the water course then this will affect you in my mind. Wakeley only interpretation of what a notice 56 is and what is mailed out. Schaefer request is to prepare notice as soon as you can and send out to properties affected.

After various points and discussion it is determined to send notice to everyone within the city limits.

8. ADJOURN

Chair Schaefer adjourned the May 3, 2016 Aurora Planning Commission Meeting at 8:38 P.M.



Chair Schaefer

ATTEST:



Kelly Richardson, CMC
City Recorder

Minutes
Aurora Historic Review Board Meeting
Thursday, April 28, 2015, at 7:00 P.M.
City Council Chambers, Aurora City Hall
21420 Main Street NE, Aurora, OR 97002

STAFF PRESENT Kelly Richardson, CMC City Recorder

STAFF ABSENT: None

VISITORS PRESENT: NA

1. CALL TO ORDER OF THE HISTORIC REVIEW BOARD MEETING

The meeting of April 28, 2016 was called to order by Vice Chair Townsend at 7:05 pm

2. CITY RECORDER DOES ROLL CALL

Chair Gayle Abernathy – Absent
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 – March, 2016, & Special April, 2016, the April minutes were called to order by Vice Chair Townsend correction needed.
- b) City Council Minutes – NA
- c) Planning Commission – NA

A motion to approve the Historic Review Board minutes of March 24, 2016 as presented was made by Member Berard and is seconded by Member Fraser. Passed by all.

A motion to approve the Historic Review Board minutes of the April 5, 2016 Special Meeting as amended was made by Member Fraser and is seconded by Member Frochen. Passed by All.

Board members discuss Mr. Corcoran project regarding the width of the sidewalk and his paint choices and briefly regarding the sign. Staff is asked to find out if he had applied for the sign or if it is temporary.

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 the Lighting Application from the Shell Station 21687 Hwy 99E. City Recorder informs the board that the work has already been done and the board is not pleased that the application is coming in after the fact.

A motion is made to approve the lighting fixture upgrade by Member Berard and is seconded by Member Fraser. Motion Passes by all.

7. OLD BUSINESS

- a) Discussion and or Action on The Historic Review Guide, Richardson reports that Planning Commission and Council liked it and felt it was well written.
- b) Discussion and or Action on Large Inventory, Member Townsend updates the group regarding the large inventory and how nice it is and in color. The entire Board thanked Karen for all her hard work.

Member Berard may not be at the May meeting.

8. ADJOURN

Vice Chair Townsend adjourned the meeting of April 28, 2016 at 7:30 pm.



Karen Townsend, Vice Chairman

ATTEST:



Kelly Richardson, CMC
City Recorder



June 1, 2016

Aurora City Hall
Attn: Kelly Richardson
21420 Main St
Aurora, OR 97002

RE: WaveDivision Holdings, LLC (“Wave Broadband”); Rate Adjustment Notice

We are providing the following details in compliance with the 30-day advanced notification of an adjustment to rates under the applicable FCC regulations and the requirements of our franchise with the City of Aurora. Wave Broadband will be adjusting the retail price of some of its video services starting July 1, 2016.

The monthly rate for our Expanded Content channel tier, and any packages that include that service, will be adjusted. The total increase amount will be \$1.05 per month.

This rate adjustment is the direct result of annual programming cost increases from TV networks owned by CBS Corporation, Disney/ESPN, FOX Broadcasting Company, regional sports programmers, and independent channel providers.

At Wave, we work hard to establish the best channel selection for our customers and communities while balancing rapidly increasing programming costs. We will continue to invest in our network to bring customers the latest technologies, enhancing their service experience, at very competitive prices.

Please contact me directly at 425-896-1726 with any questions.

Sincerely,

Cyndi Wikstrom

Cyndi Wikstrom, SVP of Operations, Washington and Oregon
Wave Broadband

Report from the Finance Officer
for June 14, 2016

- Revenue and expense report through April, the tenth month of fiscal year 2015-2016, is included. This report shows budgeted amounts and percent of budget received/spent. I am tracking spending closely as this fiscal year comes to an end and will begin procedures for closing the fiscal year and creating the 2016-2017 fiscal year.
- The budget for 2016-2017 has been completed and is scheduled for a hearing and adoption tonight. There are 3 changes to the budget that were approved by the budget committee when the budget was approved at the May 5, 2016 meeting. They are:
 1. General Fund, pg 4, line 22 – increased expense from \$400 to \$500 and decreased Contingency, pg 12, line 21, \$100;
 2. Water SDC Fund, pg 28, lines 5 & 6 – added revenue totaling \$9,420 for one, 1” water line in anticipation of development at 21317 Hwy 99E;
 3. Water SDC Fund, pg 28, line 14 – added \$9,420 to Requirements – Capital Improvements

These changes increased the total budget by \$9,420.

Several resolutions that go along with this budget are in your packets for approval.

- Keeping current with payables and receivables.

Respectfully,



Mary C. Lambert

CITY OF AURORA - TREASURER'S REPORT Ending April 30, 2016

	FUND	BUDGET	BALANCE @ July 1, 2015	TOTAL REVENUES	% TO DATE	BUDGET less contingency	TOTAL EXPENSES	% TO DATE	END BALANCE Jan 31, 2016	Year to Date Gains / (Losses)
10	GENERAL	839,042.00	400,734.24	510,861.80	107.90%	514,452.00	408,792.18	79.46%	502,803.86	\$ 102,069.62
15	CITY HALL BUILDING	132,500.00	120,479.82	12,376.56	100.62%	132,500.00	0.00	0.00%	132,856.38	\$ 12,376.56
20	AURORA COLONY DAYS	23,540.00	0.00	22,392.50	95.13%	18,468.00	11,569.59	62.65%	10,822.91	\$ 10,822.91
25	PARK RESERVE	7,148.00	1,142.70	5.52	0.09%	7,148.00	0.00	0.00%	1,148.22	\$ 5.52
29	PARK SDCs	36,055.00	31,523.23	11,197.37	479.54%	36,055.00	0.00	0.00%	42,720.60	\$ 11,197.37
30	STREET/STORM	309,400.00	181,892.40	67,156.58	51.90%	206,944.00	72,199.42	34.89%	176,849.56	\$ (5,042.84)
35	ST/STORM RESERVE	85,700.00	52,069.86	31,677.63	94.00%	85,700.00	3,752.66	4.38%	79,994.83	\$ 27,924.97
39	ST/STORM SDCs	31,000.00	22,633.03	23,365.48	207.14%	31,000.00	0.00	0.00%	45,998.51	\$ 23,365.48
40	WATER OPERATING	510,200.00	229,614.90	245,407.87	85.00%	351,068.00	222,374.87	63.34%	252,647.90	\$ 23,033.00
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	60,198.10	100.65%	106,510.00	0.00	0.00%	106,907.76	\$ 60,198.10
49	WATER SDCs	77,376.00	62,358.57	44,752.00	217.60%	77,376.00	0.00	0.00%	107,110.57	\$ 44,752.00
50	SEWER OPERATING	535,300.00	256,529.77	235,901.56	84.77%	335,793.00	265,322.34	79.01%	227,108.99	\$ (29,420.78)
55	SEWER RESERVE	95,940.00	55,783.72	40,372.37	100.45%	95,940.00	0.00	0.00%	96,156.09	\$ 40,372.37
57	G. O. DEBT SERVICE	332,975.00	21,789.67	313,959.34	100.00%	332,975.00	53,987.50	16.21%	281,761.51	\$ 259,971.84
59	SEWER SDCs	29,036.00	24,863.24	16,415.19	264.08%	29,036.00	0.00	0.00%	41,278.43	\$ 16,415.19
	TOTALS	3,191,432.00	1,547,834.81	1,636,039.87		2,400,675.00	1,077,708.56		2,106,166.12	\$ 558,331.31
									2,106,166.12	

City Council Public Works Activity Report

June 2016

Waste Water: Continuing renewing Permit process with DEQ.

- Performed maintenance at WWTP, mowing, spraying, weed whacking
- Sludge hauled
- Asphalted sewer repairs patches.

Water: Routine operation and maintenance.

- Wells are running 13 hours daily producing an average 245,000 gal per day. Total water production in May 7,619,000 Gallons. Well 5 is on.
- Water leaks are being repaired and new meters installed and replaced.
- Asphalted water repairs patches.

Streets: Routine operation and maintenance.

- Stripping completed
- Started marking out storm water lines for master plan
- 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.

Park: Picking up after each storm.

- Hazardous trees to be removed (more will be taken down after Aug.).

Notice for Council

Administration

Public Works scheduling and planning for staff.

Budget on track for current 2015-2016 (watching Wastewater fund)

Reviewing Budget items for 2016-2017

Respectfully: Darrel Lockard PWS

Public works project list

Storm water master plan(in process).

Waste water irrigation system (summer)

Wastewater Ras return line to be installed

Street parking and stop sign lines painting(completed)

Street grant application

Fix tennis net

Water meters replacement (ongoing)

Memo

To: City Council
From: Kelly Richardson
CC: None
Date: 6/9/2016
Re: Recorders Report Month of May 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 none of which are complete and not attached at this time.
- ❖ I have finished the recent code update and it has been updated on the website as well.
- ❖ Working on various code violations for various different reasons.
- ❖ Started training in various different procedures with my assistant again.
- ❖ Continued working with Springbrook to get web payments started

RESOURCES

FORM
LB-20

General Operating Fund

City of Aurora, Oregon

CURRENT AV (Estimated)

106,624,351

		Historical Data		Adopted Budget This Year 2015-2016	RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
Actual	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
1	289,521	334,354	365,600	1	BEGINNING FUND BALANCE	450,000	450,000	1
2	9,738	8,933	5,000	2	Previously Levied Taxes Estimated to be Received	8,000	8,000	2
3	7,277	7,307	6,500	3	Business License Fees	6,500	6,500	3
4	300	1,418	400	4	Copy, Discovery and Other Fees	400	400	4
5	59,231	63,723	64,000	5	Franchise Fees	62,000	62,000	5
6	1,261	1,693	1,400	6	Interest Income	1,600	1,600	6
7	14,284	14,855	16,000	7	Liquor and Cigarette Tax	16,000	16,000	7
8	3,020	(1,055)	2,000	8	Sale of Assets	2,000	2,000	8
9	25,355	18,973	15,000	9	Municipal Court Fines	15,000	15,000	9
10	675	1,700	1,000	10	Park Reservation Fees	650	650	10
11	8,589	9,062	9,000	11	State Revenue Sharing	9,500	9,500	11
12	21,823	20,563	38,500	12	Tower Rent	39,820	39,820	12
13	2,719	1,255	1,000	13	Planning and Development Fees	1,000	1,000	13
14	37,544	12,509	20,000	14	Building Permits and Fees	30,000	30,000	14
15	-	-	1,000	15	Planning Tech and Assistance Grant (Bi annual)	-	-	15
16	5,963	5,245	6,000	16	Planning and Development Reimbursements	6,000	6,000	16
17				17	Lien / Violation Payments	500	500	17
18			11,000	18	HRB Historic Preservation Grant	5,500	5,500	18
19			39,710	19	Public Works Project Maintenance Fund			19
20				20				20
21				21	UGB Project Grants	25,000	25,000	21
22				22	UGB Project Donations	25,000	25,000	22
23	2,755			23	Aurora Colony Days Street Faire			23
24	443			24	Aurora Colony Days Activities and Parade			24
25	8,211			25	Aurora Colony Days Concerts and Walk/Run			25
26		5,625		26	Aurora Colony Days			26
27				27				27
28				28				28
29				29				29
30	498,709	506,160	603,110	30	Total resources, except taxes to be levied	704,470	704,470	30
31	219,624	231,852	235,932	31	Taxes estimated to be received	248,524	248,524	31
32	718,333	738,012	839,042	32	Taxes collected in year levied			32
33				33	TOTAL RESOURCES	952,994	952,994	0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

Note: Taxes estimated to be received: Rate 2.4849/1000, Discount ratio 0.938

REQUIREMENTS SUMMARY

FORM
LB-30

General Operating Fund

City of Aurora, Oregon

Line Item	Historical Data		Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			Line Item
	Actual	First Preceding Year 2014-2015			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014							
1				PERSONNEL SERVICES				1
2	22,520	23,010	34,012	Salaries	35,749	35,749		2
3	17,018	19,907	26,200	City Recorder	27,653	27,653		3
4	6,986	0	14,379	Finance Officer	14,940	14,940		4
5	7,451	3,068	4,389	Administrative Assistant	4,621	4,621		5
6	7,686	3,339	5,965	Public Works Superintendent	4,799	4,799		6
7	138	3,697	4322	Utility Worker	6,261	6,261		7
8				Utility Worker - part time				8
9				Benefits				9
10	4,655	3,769		Social Security / Medicare				10
11	2,004	1,362		Unemployment Tax				11
12	51	41		Worker's Benefit Tax				12
13	4,374	3,431		PERS				13
14	11,052	5,925		Health Insurance				14
15								15
16								16
17	83,935	67,549	89,267	TOTAL PERSONNEL SERVICES	94,022	94,022	0	17
18				Total Full-Time Equivalent (FTE)	1.86	1.86	1.86	18
19	211,652	196,737	209,480	MATERIALS AND SERVICES				19
20	52,321	38,472	69,600	Administration and Finance (SEE LB-31, Page 4)	231,460	231,560		20
21	7,902	5,403	6,025	Community Development (SEE LB-31, Page 6)	140,500	140,500		21
22	9,699	10,174	16,000	Municipal Court (SEE LB-31, Page 8)	6,025	6,025		22
23	18,470	18,943	45,500	Public Facilities (SEE LB-31, Page 9)	23,000	23,000		23
24				Parks (SEE LB-31, Page 11)	42,800	42,800		24
25	300,044	269,729	346,605	TOTAL MATERIALS AND SERVICES	443,785	443,885	0	25
26	4,313		6,000	CAPITAL OUTLAY				26
27				Admin & Finance (LB30, Page 3)	3,000	3,000		27
28	225			Parks (SEE LB-30, Page 10)	4,000	4,000		28
29				Software Security	0	0		29
30			12,870	Software / Server updates (LB30, Page 3)	0	0		30
31	4,538	0	18,870	TOTAL CAPITAL OUTLAY	7,000	7,000	0	31
32								32
33								33
34	329,816			Ending balance (prior years)-Historical only				34
35								35
36	718,333	337,278	454,742	TOTAL REQUIREMENTS	544,807	544,907	0	36

FUND REQUIREMENTS
BY ORGANIZATIONAL UNIT OR PROGRAM/ACTIVITY
General Operating Fund

FORM LB-30

Line Item	Historical Data			REQUIREMENTS FOR: Administration	Budget For Next Year 2016-2017		
	Actual	Adopted Budget	PERSONNEL SERVICES		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1							
2	10,623	23,010	34,012	City Recorder	35,749		
3	7,464	19,907	26,200	Finance Officer	27,653		
4	4,075	-	14,378	Administrative Assistant 1	14,940		
5							
6							
7				Benefits			
8	1,962	3,063		Social Security / Medicare			
9	885	1,114		Unemployment Tax			
10	23	32		Worker's Benefit Tax			
11	2,015	2,853		PERS			
12	4,390	3,422		Health Insurance			
13							
14	31,437	53,401	74,590	TOTAL PERSONNEL SERVICES	78,341	0	
15				Total Full-Time Equivalent (FTE)	1.52	1.52	
16	211,652	196,737	209,480	MATERIALS AND SERVICES			
17				See LB31 (Page 4)	231,460	0	
18	211,652	196,737	209,480	TOTAL MATERIALS AND SERVICES	231,460	0	
19			6,000	CAPITAL OUTLAY			
20			12,870	Equipment	3,000	3,000	
21				Software / Server updates			
22							
23							
24	0	0	18,870	TOTAL CAPITAL OUTLAY	3,000	0	
25	243,089	250,138	302,940	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	312,801	0	
26				REQUIREMENTS FOR OTHER ORG UNITS OR PROGRAMS			
27							
28							
29	243,089	250,138	302,940	TOTAL ORG./PROG. REQUIREMENTS	312,801	0	

150-504-030 (Rev 02/13)

DETAILED REQUIREMENTS
General Operating Fund

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			
	Actual		First Preceding Year 2014-2015			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2013-2014								
1	2,400	3,053	2,500	2,500	Contract Services	2,500	2,500	1	
2	774	513	1,250	1,250	Copier Lease/Maintenance Contract (POA)	1,250	1,250	2	
3		500	1,000	1,000	Repair and Maintenance	1,000	1,000	3	
4	19,200	12,845	13,500	13,500	Legal	14,000	14,000	4	
5	4,169	2,929	3,500	3,500	Insurance and Bonds	4,000	4,000	5	
6	134	299	450	450	Mileage	450	450	6	
7	13,484	85			Misc. Expense (ie. Recording fees)	-	-	7	
8	3,596	6,308	5,400	5,400	Office Expense	5,500	5,500	8	
9	224	847	4,200	4,200	Staff Training and Conference	4,200	4,200	9	
10	4,918	4,917	5,000	5,000	Audit	5,000	5,000	10	
11	350	469	480	480	Office Equipment Lease - Postage machine	240	240	11	
12		1,000	2,300	2,300	Office Equipment	3,000	3,000	12	
13	3,373	3,793	4,000	4,000	Phone and Fax	3,500	3,500	13	
14	545	800	800	800	Postage	720	720	14	
15	320	287	350	350	Staff Professional Dues and Fees	425	425	15	
16	1,496	1,550	1,550	1,550	Springbrook Lease / Web Payment	2,400	2,400	16	
17	200	310	350	350	Ethics Commission Fee	350	350	17	
18	325	600	350	350	Software Security	425	425	18	
19	75	67	200	200	Bank and Finance Charges	200	200	19	
20		-	300	300	Computer Training	300	300	20	
21	560	1,000	5,000	5,000	City Hall Building Maintenance	5,000	5,000	21	
22	372	372	400	400	Internet	400	500	22	
23	2,600	2,600	2,600	2,600	On-site Server	2,600	2,600	23	
24	152,537	151,593	154,000	154,000	Police Contract Services	174,000	174,000	24	
25								25	
26								26	
27								27	
28								28	
29								29	
30								30	
31								31	
32	211,652	196,737	209,480	209,480	TOTAL REQUIREMENTS	231,460	231,560	0	

150-504-031 (Rev 02-14)

FUND REQUIREMENTS
BY ORGANIZATIONAL UNIT OR PROGRAM/ACTIVITY
General Operating Fund

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR:	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1					PERSONNEL SERVICES			
2	4,752				Salaries			
3	4,898				City Recorder			
4					Finance Officer			
5					Administrative Assistant 1			
6								
7					Benefits			
8	632				Social Security / Medicare			
9	281				Unemployment Tax			
10	6				Worker's Benefit Tax			
11	663				PERS			
12	1,756				Health Insurance			
13								
14	12,988	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
15					Total Full-Time Equivalent (FTE)			
16	52,321	38,472	69,600	69,600	MATERIALS AND SERVICES			
17					See LB31 (Page 6)	140,500	140,500	0
18	52,321	38,472	69,600	69,600	TOTAL MATERIALS AND SERVICES	140,500	140,500	0
19					CAPITAL OUTLAY			
20								
21								
22								
23								
24	0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
25	65,309	38,472	69,600	69,600	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	140,500	140,500	0
26					REQUIREMENTS FOR OTHER ORG UNITS OR PROGRAMS			
27								
28								
29	65,309	38,472	69,600	69,600	TOTAL ORG./PROG. REQUIREMENTS	140,500	140,500	0

DETAILED REQUIREMENTS

**FORM
LB-31**

General Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			
	Actual		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1	63	-	300	300	Aurora City Council	300	300	300	1
2		-	100	100	Aurora Planning Commission	100	100	100	2
3	17	-	100	100	Historic Review Board	100	100	100	3
4		440	300	300	City Official Training and Conference	500	500	500	4
5		-	100	100	City Official Mileage	200	200	200	5
6	2,248	2,469	2,700	2,700	Dues and Publications	3,000	3,000	3,000	6
7	6,268	10,875			Aurora Colony Days and Parade Expense	-	-	-	7
8	9,691	5,366	10,000	10,000	Planning Consultant - City Paid	20,000	20,000	20,000	8
9	3,686	5,340	5,000	5,000	Planning Consultant - Billed to Applicant	5,000	5,000	5,000	9
10	255	-	5,000	5,000	City Engineer - Billed to Applicant	3,000	3,000	3,000	10
11	672	542	1,000	1,000	Publishing and Posting Fees	1,000	1,000	1,000	11
12	22,104	11,761	15,000	15,000	Building Permit Fees	25,000	25,000	25,000	12
13	2,255	1,537	2,000	2,000	State of Oregon Surcharge Fees	3,500	3,500	3,500	13
14		-	900	900	Development Code Amendments	900	900	900	14
15		-	1,000	1,000	Planning Assistance Grant (Bi annual)	-	-	-	15
16		-	600	600	Vision Phase 2	-	-	-	16
17	2,004				Aurora Street Faire Expense	-	-	-	17
18	58	142	500	500	Abatement and Lien Expense	900	900	900	18
19	3,000	-	9,000	9,000	Revenue Share Projects	9,500	9,500	9,500	19
20			5,000	5,000	NM School District Excise Tax	12,000	12,000	12,000	20
21			11,000	11,000	HRB Historic Preservation Project	5,500	5,500	5,500	21
22					UGB Project Consultants	35,000	35,000	35,000	22
23					UGB Project Legal Fees	5,000	5,000	5,000	23
24					UGB Project Planning Fees	10,000	10,000	10,000	24
25									25
26									26
27									27
28									28
29									29
30									30
31	52,321	38,472	69,600	69,600	TOTAL REQUIREMENTS	140,500	140,500	140,500	0

150-504-031 (Rev 02-14)

FUND REQUIREMENTS
BY ORGANIZATIONAL UNIT OR PROGRAM/ACTIVITY
General Operating Fund

FORM LB-30

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR:	Budget For Next Year 2016-2017		
	Actual	First Preceding Year 2014-15	Second Preceding Year 2013-14			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1					PERSONNEL SERVICES			
2	7,145				Salaries			
3	3,120				City Recorder			
4	2,911				Finance Officer			
5					Administrative Assistant 1			
6								
7					Benefits			
8	883				Social Security / Medicare			
9	386				Unemployment Tax			
10	11				Worker's Benefit Tax			
11	821				PERS			
12	984				Health Insurance			
13								
14	16,261	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
15					Total Full-Time Equivalent (FTE)			
16	7,902	5,403		6,025	MATERIALS AND SERVICES			
17					See LB31 (Page 8)	6,025	6,025	0
18	7,902	5,403		6,025	TOTAL MATERIALS AND SERVICES	6,025	6,025	0
19					CAPITAL OUTLAY			
20								
21								
22								
23								
24	0	0	0	0	TOTAL CAPITAL OUTLAY	0	0	0
25	24,163	5,403		6,025	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	6,025	6,025	0
26					REQUIREMENTS FOR OTHER ORG. UNITS OR PROGRAMS			
27								
28								
29								
30	24,163	5,403		6,025	TOTAL ORG./PROG. REQUIREMENTS	6,025	6,025	0

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DETAILED REQUIREMENTS

FORM
LB-31

General Operating Fund

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			
	Actual		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1									1
2	101	12	125	125	Office Expense	125	125		2
3	5,734	3,591	3,500	3,500	Court Revenue Payments to Others	3,500	3,500		3
4	1,600	1,800	1,800	1,800	Court Judge	1,800	1,800		4
5		-	600	600	Court Interpreter	600	600		5
6	467	-		-	Copier Machine Lease	-	-		6
7									7
8									8
9									9
10									10
11									11
12									12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20									20
21									21
22									22
23									23
24									24
25									25
26									26
27									27
28									28
29									29
30									30
31									31
32	7,902	5,403	6,025	6,025	TOTAL REQUIREMENTS	6,025	6,025	0	32

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DETAILED REQUIREMENTS

General Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			Line Item
	Actual					Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1	1,842	1,117	2,000	1	Operating Materials and Supplies	2,000	2,000	1	
2	128	2,995	5,000	2	Repair and Maintenance	5,000	5,000	2	
3	4,352	1,460	5,000	3	Electricity and Heating	5,000	5,000	3	
4	3,377	4,602	4,000	4	City Hall and Public Restroom Contract Services	4,500	4,500	4	
5				5	Planter Strips, 2nd St Restroom Area Maint	6,500	6,500	5	
6				6				6	
7				7				7	
8				8				8	
9				9				9	
10				10				10	
11				11				11	
12				12				12	
13				13				13	
14				14				14	
15				15				15	
16				16				16	
17				17				17	
18				18				18	
19				19				19	
20				20				20	
21				21				21	
22				22				22	
23				23				23	
24				24				24	
25				25				25	
26				26				26	
27				27				27	
28				28				28	
29				29				29	
30				30				30	
31				31				31	
32				32				32	
33	9,699	10,174	16,000	33	TOTAL REQUIREMENTS	23,000	23,000	33	

FUND REQUIREMENTS
BY ORGANIZATIONAL UNIT OR PROGRAM/ACTIVITY
General Operating Fund

FORM LB-30

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS FOR:	Budget For Next Year 2016-2017		
	Actual	First Preceding Year 2014-2015	Second Preceding Year 2013-2014			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1					PERSONNEL SERVICES			
2					Salaries			
3	1,536				City Recorder			
4					Finance Officer			
5	7,451	3,068		4,390	Administrative Assistant 1			
6	7,686	3,339		5,965	Public Works Superintendent	4,621	4,621	
7	138	3,697		4,322	Utility Worker	4,799	4,799	
8					Utility Worker - part time	6,261	6,261	
9	1,178	706			Benefits			
10	452	248			Social Security / Medicare			
11	11	9			Unemployment Tax			
12	875	578			Worker's Benefit Tax			
13	3,922	2,503			PERS			
14					Health Insurance			
15	23,249	14,148		14,677	TOTAL PERSONNEL SERVICES	15,681	15,681	0
16					Total Full-Time Equivalent (FTE)	0.34	0.34	0.34
17	18,470	18,943		45,500	MATERIALS AND SERVICES			
18					See LB31 (Page 11)	42,800	42,800	0
19	18,470	18,943		45,500	TOTAL MATERIALS AND SERVICES	42,800	42,800	0
20					CAPITAL OUTLAY			
21					Equipment	4,000	4,000	
22								
23								
24								
25	0	0		0	TOTAL CAPITAL OUTLAY	4,000	4,000	0
26	41,719	33,091		60,177	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	62,481	62,481	0
27					REQUIREMENTS FOR OTHER ORG UNITS OR PROGRAMS			
28								
29								
30	41,719	33,091		60,177	TOTAL ORG./PROG. REQUIREMENTS	62,481	62,481	0

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DETAILED REQUIREMENTS

General Operating Fund

City of Aurora, Oregon

FORM
LB-31

Line Item	Historical Data		Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			Line Item
	Actual				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	1,586	1,620	2,000	Operating Material and Supplies	2,000	2,000	1	
2	981	1,017	2,000	Contract Services	2,000	2,000	2	
3	1,614	1,642	2,000	Electricity and Heating	2,000	2,000	3	
4	3,009	1,077	1,300	Insurance and Bonds	1,300	1,300	4	
5	340	649	2,000	Repair and Maintenance	2,000	2,000	5	
6		19	500	Vehicle and Equipment Repair and Maintenance	500	500	6	
7	1,280	-	20,000	Tree Removal and Pruning	20,000	20,000	7	
8	1,350	1,350	1,700	Contract Services / Janitorial	2,500	2,500	8	
9	8,310	11,569	14,000	Park Maintenance Contractor	10,500	10,500	9	
10							10	
11							11	
12							12	
13							13	
14							14	
15							15	
16							16	
17							17	
18							18	
19							19	
20							20	
21							21	
22							22	
23							23	
24							24	
25							25	
26							26	
27							27	
28							28	
29							29	
30							30	
31							31	
32							32	
33	18,470	18,943	45,500	TOTAL REQUIREMENTS	42,800	42,800	0	

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REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1					PERSONNEL SERVICES NOT ALLOCATED				1
2									2
3	0	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0	0
4					Total Full-Time Equivalent (FTE)				4
5					MATERIALS AND SERVICES NOT ALLOCATED				
6									5
7	0	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0	0
8					CAPITAL OUTLAY NOT ALLOCATED				
9									8
10	0	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0	0
11					DEBT SERVICE				
12									11
13	0	0	0	0	TOTAL DEBT SERVICE	0	0	0	0
14					SPECIAL PAYMENTS				
15									14
16	0	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0	0
17					INTERFUND TRANSFERS				
18			10,000	10,000	Transfer to City Hall Building	13,000	13,000	13,000	17
19			10,000	10,000	Transfer to Aurora Colony Days Fund	2,500	2,500	2,500	18
20			39,710	39,710	Transfer to Water Reserve Fund				19
21	0	0	59,710	59,710	TOTAL INTERFUND TRANSFERS	15,500	15,500	15,500	0
22					OPERATING CONTINGENCY				
23			324,590	324,590	TOTAL OPERATING CONTINGENCY	392,687	392,687	392,687	21
24	0	0	384,300	384,300	Total Requirements Not Allocated	408,187	408,187	408,187	22
25	388,517	337,278	454,742	454,742	Total Org./Prog. Requirements	544,807	544,907	544,907	0
26	329,816	400,734			Reserved for future expenditure				23
27	718,333	738,012	839,042	839,042	UNAPPROPRIATED ENDING FUND BALANCE				24
28					TOTAL REQUIREMENTS	952,994	952,994	952,994	0

RESOURCES

FORM
LB-20

Aurora Colony Days Fund
est. 2015-2016

City of Aurora, Oregon

Line Item	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1				BEGINNING FUND BALANCE	12,000	12,000	1
2			40	Interest	-	-	2
3			1,000	Donations - Concerts	100	100	3
4			2,000	Sponsorships - Concerts	5,000	5,000	4
5			2,000	Donations - Run / Walk	100	100	5
6			1,000	Sponsorships - Run / Walk	1,500	1,500	6
7			1,000	Donations - Other	100	100	7
8			3,000	Fees - Run / Walk	1,800	1,800	8
9			3,000	Fees - Street Faire	2,500	2,500	9
10			500	Fees - Other	100	100	10
11							11
12			10,000	Transfer from General Fund - revenue share funds	2,500	2,500	12
13							13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26	0		23,540	Total resources, except taxes to be levied	25,700	25,700	26
27				Taxes estimated to be received			27
28				Taxes collected in year levied			28
29	0		23,540	TOTAL RESOURCES	25,700	25,700	29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

**FORM
LB-30**

Aurora Colony Days Fund

City of Aurora, Oregon
Fund established 2015-2016

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		First Preceding Year 2014-2015			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1					PERSONNEL SERVICES				1
2					Salaries / Benefits				2
3			806		Finance Officer	851	851		3
4			877		Public Works Superintendent	924	924		4
5			597		Utility Worker	480	480		5
6			288		Part Time Utility Worker	313	313		6
7									7
8									8
9									9
10									10
11									11
12									12
13	0	0	2,568		TOTAL PERSONNEL SERVICES	2,568	2,568	0	13
14					Total Full-Time Equivalent (FTE)	0.05	0.05	0.05	14
15					MATERIALS AND SERVICES				15
16	0	0	15,900		(SEE LB-31, Page 15)	17,200	17,200		16
17									17
18	0	0	15,900		TOTAL MATERIALS AND SERVICES	17,200	17,200	0	18
19					CAPITAL OUTLAY				19
20									20
21									21
22									22
23									23
24	0	0	0		TOTAL CAPITAL OUTLAY	0	0	0	24
25									25
26									26
27									27
28	0	0	18,468		TOTAL REQUIREMENTS	19,768	19,768	0	28

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DETAILED REQUIREMENTS

Aurora Colony Days Fund

City of Aurora, Oregon

FORM
LB-31

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			Line Item
	Actual		Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1			6,000	1	Concert expenses	7,500	7,500		1
2			2,500	2	Street Faire expenses	500	500		2
3			2,400	3	Run / Walk expenses	2,400	2,400		3
4			1,500	4	Parade expenses	1,000	1,000		4
5			1,500	5	Art Show expenses	300	300		5
6			500	6	Little Miss Pioneer expenses	500	500		6
7			1,500	7	Shared expenses	3,000	3,000		7
8				8	City Improvements	2,000	2,000		8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15				15					15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21				21					21
22				22					22
23				23					23
24				24					24
25				25					25
26				26					26
27				27					27
28				28					28
29				29					29
30	0	0	15,900	30	TOTAL REQUIREMENTS	17,200	17,200	0	30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Aurora Colony Days Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1					PERSONNEL SERVICES NOT ALLOCATED				1
2									2
3	0	0	0	0	TOTAL PERSONNEL SERVICES			0	0
4					Total Full-Time Equivalent (FTE)				0
5					MATERIALS AND SERVICES NOT ALLOCATED				
6									
7	0	0	0	0	TOTAL MATERIALS AND SERVICES			0	0
8					CAPITAL OUTLAY NOT ALLOCATED				
9									
10	0	0	0	0	10 TOTAL CAPITAL OUTLAY			0	0
11					DEBT SERVICE				
12									
13	0	0	0	0	TOTAL DEBT SERVICE			0	0
14					SPECIAL PAYMENTS				
15									
16	0	0	0	0	TOTAL SPECIAL PAYMENTS			0	0
17					INTERFUND TRANSFERS				
18									
19	0	0	0	0	TOTAL INTERFUND TRANSFERS			0	0
20				5,072	OPERATING CONTINGENCY				
21	0	0	0	5,072	TOTAL OPERATING CONTINGENCY			5,932	0
22				18,468	Total Requirements Not Allocated			5,932	0
23					Total Org./Prog. Requirements			19,768	0
24					Reserved for future expenditure				
25					Ending balance (prior years)				
26	0	0	0	23,540	UNAPPROPRIATED ENDING FUND BALANCE			25,700	0
					TOTAL REQUIREMENTS			25,700	0

RESOURCES

FORM
LB-20

Street / Storm Operating Fund

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	109,400	159,055	180,000	1	Beginning Fund Balance	149,000	149,000	1
2	602	811	600	2	Interest	950	950	2
3	22,777	-	1,000	3	Sale of assets	1,000	1,000	3
4	22,478	22,365	22,800	4	Street Lighting Fees	23,300	23,300	4
5	53,565	53,596	55,000	5	State Highway Taxes	54,600	54,600	5
6				6	Pudding River Watershed Council Funds	6,000	6,000	6
7				7				7
8				8	OTHER RESOURCES			8
9		0	50,000	9	State / City Allotment grant	50,000	50,000	9
10	10,000			10	Transfer From Street / Storm SDC - Capital Projects			10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28				28
29	218,822	235,827	309,400	29	Total resources, except taxes to be levied	284,850	284,850	29
30				30	Taxes estimated to be received		0	30
31				31	Taxes collected in year levied			31
32	218,822	235,827	309,400	32	TOTAL RESOURCES	284,850	284,850	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

Street / Storm Operating Fund

City of Aurora, Oregon

FORM LB-30

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
PERSONNEL SERVICES								
1					Salaries			
2								
3	1,536	1,532	1,210		Finance Officer	1,276	1,276	
4								
5	10,025	9,203	12,289		Public Works Superintendent	12,938	12,938	
6	5,671	5,009	8,352		Utility Worker	6,719	6,719	
7		2,465	2,593		Utility Worker - part time	3,861	3,861	
8								
9					Benefits			
10	1,192	1,260			Social Security / Medicare			
11	444	399			Unemployment Tax			
12	11	14			Workers Benefit Tax			
13	996	1,229			PERS			
14	4,343	4,780			Health Insurance			
15								
16	24,218	25,891	24,444		TOTAL PERSONNEL SERVICES	24,795	24,795	0
17					Total Full-Time Equivalent (FTE)	0.42	0.42	0.42
MATERIALS AND SERVICES								
18	35,294	28,044	70,000		(SEE LB-31, Page 19)	72,100	72,100	0
19								
20	35,294	28,044	70,000		TOTAL MATERIALS AND SERVICES	72,100	72,100	0
CAPITAL OUTLAY								
21			5,000		Equipment	7,000	7,000	
22			15,000		Capital Improvements	21,000	21,000	
23			50,000		State/City Allotment Grant	50,000	50,000	
24			20,000		Storm Water Master Plan	10,000	10,000	
25			2,500		UIC & TMDL Compliance	2,500	2,500	
26	255				Stormwater Consultant			
27								
28	255	0	92,500		TOTAL CAPITAL OUTLAY	90,500	90,500	0
31								
32	159,055				Ending balance (prior years)-Historical only			
33								
34	218,822	53,935	186,944		TOTAL REQUIREMENTS	187,395	187,395	0

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DETAILED REQUIREMENTS

Street / Storm Operating Fund

City of Aurora, Oregon

	Historical Data				REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			
	Actual		Adopted Budget This Year 2015-2016	Proposed by Budget Officer		Approved by Budget Committee	Adopted by Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1	2,591	520	4,500	4,500	Operating Materials and Supplies	4,500	4,500	1	
2	1,520	2,069	8,000	8,000	Contract Services	26,500	26,500	2	
3	1,353	609	3,000	3,000	Vehicle and Equipment Operating Expense	3,500	3,500	3	
4	1,411	1,345	2,000	2,000	Vehicle Repair and Maintenance	2,000	2,000	4	
5	3,480	640	27,000	27,000	Street Repair and Maintenance	10,000	10,000	5	
6	6,195	4,043	6,000	6,000	Insurance	6,600	6,600	6	
7	18,744	18,818	19,500	19,500	Street Lights	19,000	19,000	7	
8								8	
9								9	
10								10	
11								11	
12								12	
13								13	
14								14	
15								15	
16								16	
17								17	
18								18	
19								19	
20								20	
21								21	
22								22	
23								23	
24								24	
25								25	
26								26	
27								27	
28								28	
29								29	
30								30	
31								31	
32								32	
33	35,294	28,044	70,000	70,000	TOTAL REQUIREMENTS	72,100	72,100	-	

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Street / Storm Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1				PERSONNEL SERVICES NOT ALLOCATED			
2							
3	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
4				Total Full-Time Equivalent (FTE)			
5				MATERIALS AND SERVICES NOT ALLOCATED			
6							
7	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
8				CAPITAL OUTLAY NOT ALLOCATED			
9							
10	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
11				DEBT SERVICE			
12							
13	0	0	0	TOTAL DEBT SERVICE	0	0	0
14				SPECIAL PAYMENTS			
15							
16	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
17			20,000	INTERFUND TRANSFERS			
18				Transfer to Street Reserve Fund			
19	0	0	20,000	TOTAL INTERFUND TRANSFERS	0	0	0
20			102,456	OPERATING CONTINGENCY			
21	0	0	122,456	TOTAL OPERATING CONTINGENCY	97,455	97,455	0
22	59,767	53,935	186,944	Total Requirements Not Allocated	97,455	97,455	0
23				Total Org./Prog. Requirements	187,395	187,395	0
24	159,055	181,892		Reserved for future expenditure			
25				Ending balance (prior years)			
26	218,822	235,827	309,400	UNAPPROPRIATED ENDING FUND BALANCE	284,850	284,850	0
				TOTAL REQUIREMENTS			

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**FORM
LB-11**

This fund is authorized and established by resolution #601 on 6-8-2010 for the following specified purpose: Street improvements, maintenance and repair

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Street Reserve Fund**

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.
Review Year: 2020

				City of Aurora, Oregon			
				Budget for Next Year 2016-2017			
Historical Data				Proposed By	Approved By	Adopted By	
Actual				Budget Officer	Budget Committee	Governing Body	
Second Preceding Year 2013-2014	First Preceding Year 2014-2015	Adopted Budget This Year 2015-2016					
1	32,811	38,367	52,000	81,000	81,000		1
2	272	231	200	350	350		2
3	68	-66	0				3
4	13,370	13,538	13,500	13,800	13,800		4
5							5
6			20,000				6
7							7
8							8
9	46,521	52,070	85,700	95,150	95,150	0	9
10							10
11							11
12	46,521	52,070	85,700	95,150	95,150	0	12
TOTAL RESOURCES							
REQUIREMENTS by Org. Unit/Prog.&Activity							
13	8,154		85,700	95,150	95,150		13
14							14
15							15
16							16
17							17
18							18
19							19
20							20
21							21
22							22
23							23
24							24
25							25
26							26
27	38,367	52,070					27
28			0				28
29	46,521	52,070	85,700	95,150	95,150	0	29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**
Street / Storm Drain System Development Charges

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	12,132	13,840	19,720	48,900	RESOURCES			
2	108	93	80	170	Beginning Fund Balance		48,900	
3	5,168	3,876	3,876		Interest			170
4	216	162	1,412		Charges - Street Reimbursement		5,168	
5	5,792	4,344	4,344		Charges - Storm Reimbursement		216	
6	424	318	1,568		Charges - Street Improvements		5,792	
7					Charges - Storm Improvements		424	
8								
9								
10								
11	23,840	22,633	31,000		Total Resources, except taxes to be levied	60,670	60,670	0
12					Taxes estimated to be received			
13					Taxes collected in year levied			
14	23,840	22,633	31,000		TOTAL RESOURCES	60,670	60,670	0
15					REQUIREMENTS by Org. Unit/Prog.&Activity			
16	10,000		31,000		Capital Improvements	60,670	60,670	
17					Transfer to Street / Storm - Capitol Projects			
18								
19								
20								
21								
22								
23	13,840	22,633			Ending balance (prior years)			
24					UNAPPROPRIATED ENDING FUND BALANCE			
25	23,840	22,633	31,000		TOTAL REQUIREMENTS	60,670	60,670	0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 02-14)

RESOURCES

Water Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	RESOURCE DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	187,663	216,959	221,500	256,700	Beginning Fund Balance	256,700		1
2	978	1,009	950	1,300	Interest	1,300	1,300	2
3	261,237	256,427	258,000	270,000	Water Sales	270,000	270,000	3
4					OTHER RESOURCES			4
5	4,078	4,600	3,450	4,600	Meter Installation Sales	4,600	4,600	5
6	24,127	24,366	24,200	24,500	Water Sales (Filtration Project Assessment)	24,500	24,500	6
7	50		100	100	NSF charges	100	100	7
8		1,287	2,000	2,000	Sale of assets	2,000	2,000	8
9								9
10								10
11								11
12								12
13								13
14								14
15								15
16								16
17								17
18								18
19								19
20								20
21								21
22								22
23								23
24	478,133	504,648	510,200	559,200	Total resources, except taxes to be levied	559,200	559,200	24
25					Taxes estimated to be received			25
26					Taxes collected in year levied			26
27	478,133	504,648	510,200	559,200	TOTAL RESOURCES	559,200	559,200	27

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

Water Operating Fund

City of Aurora, Oregon

FORM
LB-30

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			Line Item
	Actual		Adopted Budget		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	This Year 2015-2016					
1				PERSONNEL SERVICES				1
2	10,561	11,505	17,006	Salaries	17,874	17,874		2
3	3,073	4,594	6,046	City Recorder	6,381	6,381		3
4	2,329			Finance Officer				4
5				Administrative Assistant				5
6	29,742	30,678	43,888	Public Works Superintendent	46,209	46,209		6
7	19,656	10,019	14,913	Utility Worker	11,998	11,998		7
8	138	2,465	4,322	Utility Worker - part time	6,261	6,261		8
9			4,636	Temporary Employee	3,211	3,211		9
10				Benefits				10
11	4,559	4,118		Social Security / Medicare				11
12	1,683	1,240		Unemployment Tax				12
13	44	39		Workers Benefit Tax				13
14	3,923	4,198		PERS				14
15	13,918	13,987		Health Insurance				15
16	89,626	82,843	90,811	TOTAL PERSONNEL SERVICES	91,935	91,935	0	16
17				Total Full-Time Equivalent (FTE)	1.42	1.42	1.42	17
18				MATERIALS AND SERVICES				18
19	124,464	109,696	146,494	(SEE LB-31, Page 25)	147,715	147,715	0	19
20								20
21	124,464	109,696	146,494	TOTAL MATERIALS AND SERVICES	147,715	147,715	0	21
22				CAPITAL OUTLAY				22
23	4,541	19,824	20,000	Meters/Backflow Valves	20,000	20,000		23
24	7,143	8,833	20,000	Equipment	20,000	20,000		24
25				Building Improvements/Repairs	0	0		25
26			5,000	Water Main Improvements	12,000	12,000		26
27	7,400	4,945	15,000	Capital Improvements	30,000	30,000		27
28			12,870	Software / Server Update				28
29				Water Rate Study	7,500	7,500		29
30	19,084	33,602	72,870	TOTAL CAPITAL OUTLAY	89,500	89,500	0	30
31				TRANSFERRED TO OTHER FUNDS				31
32	20,000			Transfer to Water Reserve - Historical only				32
33	8,000			Transfer to SPW Maintenance Fund - Historical only				33
34								34
35	28,000			TOTAL TRANSFERS				35
38								38
39	216,959			Ending balance (prior years)-Historical only				39
40								40
41	478,133	226,141	310,175	TOTAL REQUIREMENTS	329,150	329,150	0	41

150-504-030 (Rev 02/13)

DETAILED REQUIREMENTS

Water Operating Fund

City of Aurora, Oregon

FORM LB-31

Line Item	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017		
	Actual		Adopted Budget This Year 2015-2016		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1	10,751	16,993	18,000	1 Operating Materials and Supplies	20,000	20,000	1
2	3,890	1,210	6,000	2 Water Test Lab	6,000	6,000	2
3	5,926	5,399	7,000	3 Maintenance and Repair	7,000	7,000	3
4	10,835	8,694	10,000	4 Insurance	11,000	11,000	4
5	2,115	1,287	4,000	5 Vehicle and Equipment Operating Expense	4,000	4,000	5
6	3,676	2,601	4,000	6 Vehicle and Equipment Repair and Maintenance	4,000	4,000	6
7	18,395	23,122	24,000	7 Electricity and Heating	25,000	25,000	7
8	1,067	1,395	1,400	8 Office Expense	1,400	1,400	8
9	2,292	1,009	3,000	9 Training and Conference	3,500	3,500	9
10	22,146	20,127	30,364	10 Contract Services	27,000	27,000	10
11	4,789	4,152	5,000	11 Phone and Fax	5,000	5,000	11
12	4,916	4,917	5,000	12 Audit	5,000	5,000	12
13	509	508	600	13 Communications Lease	700	700	13
14	417	500	1,000	14 Uniforms	1,000	1,000	14
15	1,148	1,200	1,200	15 Postage	1,100	1,100	15
16	1,496	1,582	1,600	16 Springbrook Lease / Web Payments	2,400	2,400	16
17			1,500	17 Engineer	1,500	1,500	17
18	1,525	262		18 Sensus Hardware and Software Support	-	-	18
19	325	599	350	19 Software Security	425	425	19
20	100	155	200	20 Ethics Commission Fee	350	350	20
21			3,000	21 Reservoir Maintenance and Repair	3,000	3,000	21
22	747	1,625	1,250	22 Copier Lease and Maintenance	1,000	1,000	22
23	483	489	480	23 Postage Machine Lease	240	240	23
24	496	372	400	24 Internet Service	500	500	24
25	1,800	2,567	2,600	25 On-Site Server Maintenance	2,600	2,600	25
26	390	2,951	4,500	26 Filtration System Operating Expense	4,500	4,500	26
27	3,338	6,000	6,750	27 Legal	7,000	7,000	27
28	11,914			28 Loan Payment - Principal <small>Historical only/ moved to pg 28</small>			28
29	8,978			29 Loan Payment - Interest <small>Historical only/ moved to pg 28</small>			29
30			2,500	30 Professional Dues, Fees and Certification	2,500	2,500	30
31			800	31 Neptune Hardware and Software Support	-	-	31
32				32			32
33				33			33
34				34			34
35				35			35
36				36			36
37	124,464	109,696	148,494	TOTAL REQUIREMENTS	147,715	147,715	0

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Water Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1					PERSONNEL SERVICES NOT ALLOCATED			
2								
3	0	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
4					Total Full-Time Equivalent (FTE)			4
5					MATERIALS AND SERVICES NOT ALLOCATED			
6								
7	0	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
8					CAPITAL OUTLAY NOT ALLOCATED			
9								
10	0	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
11		12,272	12,640		DEBT SERVICE			
12		8,620	8,252		Loan Payment - Principal - Filtration System	13,019	13,019	
13	0	20,892	20,892		Loan Payment - Interest - Filtration System	7,873	7,873	
					TOTAL DEBT SERVICE	20,892	20,892	0
14					SPECIAL PAYMENTS			
15								
16	0	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
17		20,000	20,000		INTERFUND TRANSFERS			
18		8,000			Transfer to Water Reserve			
19	0	28,000	20,000		Transfer to SPW Maintenance Fund			
					TOTAL INTERFUND TRANSFERS	0	0	0
20			159,133		OPERATING CONTINGENCY			
21	0	48,892	200,025		TOTAL OPERATING CONTINGENCY	209,158	209,158	
22	261,174	226,141	310,175		Total Requirements Not Allocated	230,050	230,050	
23					Total Org./Prog. Requirements	329,150	329,150	
24	216,959	229,615			Reserved for future expenditure			
25					Ending balance (prior years)			
26	478,133	504,648	510,200		UNAPPROPRIATED ENDING FUND BALANCE	559,200	559,200	0
					TOTAL REQUIREMENTS			

150-504-030 (Rev 10/14)

**FORM
LB-11**

This fund is authorized and established by resolution #511 on August 8, 2006 for the following specified purpose: maintaining, improving or expanding the water system

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Water Reserve Fund**

Year this reserve fund will be reviewed to be continued or abolished. Date can not be more than 10 years after establishment.
Review Year: : 2016

City of Aurora, Oregon

		Historical Data		Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
Actual	Second Preceding Year 2013-2014	First Preceding Year 2014-2015	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
1	6,509	26,567	46,700	1	Beginning Fund Balance	107,000	107,000	1
2	58	143	100	2	Interest	550	550	2
3	20,000	20,000	20,000	3	Transfer from Water Operating Fund			3
4			39,710	4	Transfer from General Fund			4
5				5				5
6				6				6
7				7				7
8				8				8
9	26,567	46,710	106,510	9	Total Resources, except taxes to be levied	107,550	107,550	9
10				10	Taxes estimated to be received			10
11				11	Taxes collected in year levied			11
12	26,567	46,710	106,510	12	TOTAL RESOURCES	107,550	107,550	12
					REQUIREMENTS by Org. Unit/Prog.&Activity			
13	0	0	106,510	13	Capital Improvements	107,550	107,550	13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	26,567	46,710		27	Ending balance (prior years)			27
28			0	28	RESERVED FOR FUTURE EXPENDITURE			28
29	26,567	46,710	106,510	29	TOTAL REQUIREMENTS	107,550	107,550	29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Water System Development Charges**

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	23,134	45,478	56,810	112,600	112,600		1	
2	172	252	240	300	300		2	
3	9,812	7,359	4,906	9,812	9,812		3	
4	12,360	9,270	6,180	12,360	12,360		4	
5			4,089	0	4,089		5	
6			5,151	0	5,151		6	
7							7	
8							8	
9							9	
10	45,478	62,359	77,376	135,072	144,312	0	10	
11							11	
12							12	
13	45,478	62,359	77,376	135,072	144,312	0	13	
14	0	0	77,376	135,072	144,312		14	
15							15	
16							16	
17							17	
18							18	
19							19	
20							20	
21							21	
22	45,478	62,359					22	
23			0				23	
24	45,478	62,359	77,376	135,072	144,312	0	24	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev 02-14)

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Public Works Project Maintenance**

	Historical Data			Adopted Budget This Year 2014-2015	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-2016		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	22,695	31,566	39,710		RESOURCES			
2	134	144			Beginning Fund Balance			
3	737	0			Interest			
4					LID #1 Assessments			
5	8,000	8,000			Transfer from Water Fund			
6								
7								
8								
9	31,566	39,710	39,710		Total Resources, except taxes to be levied	0	0	0
10					Taxes Estimated to be Received			
11					Taxes Collected In Year Levied			
12	31,566	39,710	39,710		TOTAL RESOURCES	0	0	0
13					REQUIREMENTS by Org. Unit/Prog.&Activity			
14					Reservoir Maintenance and Repair			
15					Pump Station Maintenance and Repair			
16					Transfer to Water Reserve to Dissolve Fund			
17					Transfer to General Fund to Dissolve Fund			
18								
19								
20								
21								
22								
23								
24								
25								
26								
27	31,566	39,710			Ending balance (prior years)			
28			0		UNAPPROPRIATED ENDING FUND BALANCE			
29	31,566	39,710	39,710		TOTAL REQUIREMENTS	0	0	0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

RESOURCES

FORM
LB-20

Sewer Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	Resource Description	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	151,727	177,718	257,000	221,000	Beginning Fund Balance			
2	861	1,040	900	1,100	Interest	221,000		1
3	272,905	275,218	275,400	281,500	Sewer Charges	1,100		2
4	2,525	1,087			Miscellaneous Revenue	281,500		3
5			2,000	2,000	Sale of assets		2,000	4
6								5
7								6
8								7
9								8
10								9
11								10
12								11
13								12
14								13
15								14
16								15
17								16
18								17
19								18
20								19
21								20
22								21
23								22
24								23
25								24
26								25
27								26
28								27
29	428,018	455,063	535,300	505,600	Total resources, except taxes to be levied	505,600	505,600	28
30					Taxes estimated to be received		0	29
31					Taxes collected in year levied			30
32	428,018	455,063	535,300	505,600	TOTAL RESOURCES	505,600	505,600	31
							0	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

Sewer Operating Fund

City of Aurora, Oregon

FORM LB-30

	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1					Salaries				1
2	9,184	11,505	17,006		City Recorder	17,874	17,874		2
3	3,073	4,594	6,046		Finance Officer	6,381	6,381		3
4	2,329				Administrative Assistant				4
5	11,038	18,407	26,333		Public Works Superintendent	27,725	27,725		5
6	14,761	15,028	29,827		Utility Worker I	23,997	23,997		6
7	276	3,697	2,882		Utility Worker - part time	4,174	4,174		7
8					Temporary Employee	4,817	4,817		8
9	21,310	0			WWTP Operator				9
10					Benefits				10
11	4,390	3,681			Social Security / Medicare				11
12	1,399	1,207			Unemployment Tax				12
13	40	39			Workers Benefit Tax				13
14	3,631	3,618			PERS				14
15	11,319	13,993			Health Insurance				15
16									16
17	82,750	75,769	82,094		TOTAL PERSONNEL SERVICES	84,969	84,969	0	17
18					Total Full-Time Equivalent (FTE)	1.46	1.46	1.46	18
19	125,961	120,195	165,830		MATERIALS AND SERVICES				19
20					(SEE LB-31, Page 32)	195,165	195,165	0	20
21	125,961	120,195	165,830		TOTAL MATERIALS AND SERVICES	195,165	195,165	0	21
22	1,589	2,569	35,000		CAPITAL OUTLAY				22
23					Equipment	30,000	30,000		23
24					Construction Projects	10,000	10,000		24
25					Aeration Project	10,000	10,000		25
26					Sewer Rate Study	7,500	7,500		26
27									27
28									28
29			12,870		Software / Server Update				29
30	1,589	2,569	47,870		TOTAL CAPITAL OUTLAY	57,500	57,500	0	30
31	40,000				TRANSFERRED TO OTHER FUNDS				31
32	40,000	0	0		Transfer to Sewer Reserve - Historical only	0	0	0	32
33					TOTAL TRANSFERS				33
34	177,718				Ending balance (prior years)-Historical only				34
35									35
36	428,018	198,533	295,794		TOTAL REQUIREMENTS	337,634	337,634	0	36

150-504-030 (Rev 02/13)

DETAILED REQUIREMENTS

FORM
LB-31

Sewer Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017			Line Item
	Actual		First Preceding Year 2014-2015			Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2013-2014	Actual							
1	19,389	14,356	26,000	1	Operating Materials and Supplies	27,000	27,000	1	
2	1,455	1,833	2,600	2	Permits and Fees	2,600	2,600	2	
3		-	5,000	3	City Engineer	5,000	5,000	3	
4	1,145	1,375	1,400	4	Office Expense	1,400	1,400	4	
5	8,685	7,977	10,000	5	Contract Services	25,000	25,000	5	
6	21,115	19,284	23,000	6	Electricity and Heating	30,000	30,000	6	
7	1,199	636	3,000	7	Training and Conferences	4,000	4,000	7	
8	2,367	1,928	3,500	8	Vehicle and Equipment Operating Expense	3,000	3,000	8	
9	5,722	3,727	6,000	9	Test Lab	6,000	6,000	9	
10	349	-	1,200	10	Rental Expense	1,800	1,800	10	
11	2,915	2,881	3,000	11	Phone and Fax	3,500	3,500	11	
12	7,508	6,483	7,500	12	Insurance	8,250	8,250	12	
13	4,916	4,917	5,000	13	Audit	5,000	5,000	13	
14	1,496	1,582	1,600	14	Sprigbrook Lease / Web Payments	2,400	2,400	14	
15	3,338	6,000	6,750	15	Legal	7,000	7,000	15	
16	394	753	1,000	16	Safety Apparel, Uniforms	1,000	1,000	16	
17	2,988	2,604	3,000	17	Tractor / Vehicle Repair	3,500	3,500	17	
18	100	155	200	18	Ethics Commission Fee	350	350	18	
19	15,287	21,542	15,000	19	Sewer Equipment Repair and Maintenance	20,000	20,000	19	
20	1,800	2,567	2,600	20	On-site Server Maintenance	2,600	2,600	20	
21	341	372	400	21	Internet Service	500	500	21	
22	641	1,625	1,250	22	Copier Lease / Maintenance	1,000	1,000	22	
23	1,148	1,000	1,000	23	Postage	1,100	1,100	23	
24	483	469	480	24	Postage Machine Lease	240	240	24	
25	5,127	2,235	10,000	25	Lagoon Maintenance	7,500	7,500	25	
26	325	599	350	26	Software Security	425	425	26	
28	2,845	-	5,000	28	Collection System Maintenance	5,000	5,000	28	
29	12,883	13,295	20,000	29	Biosolids (Sludge)	20,000	20,000	29	
30				30				30	
31				31				31	
32				32				32	
33				33	Ending balance (prior years)			33	
34				34				34	
35	125,961	120,195	165,830	35	TOTAL REQUIREMENTS	195,165	195,165	35	

150-504-031 (Rev 02-14)

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
Sewer Operating Fund

City of Aurora, Oregon

Line Item	Historical Data			Adopted Budget This Year 2015-2016	REQUIREMENTS DESCRIPTION	Budget For Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1					PERSONNEL SERVICES NOT ALLOCATED			
2								
3	0	0	0	0	TOTAL PERSONNEL SERVICES	0	0	0
4					Total Full-Time Equivalent (FTE)			
5					MATERIALS AND SERVICES NOT ALLOCATED			
6								
7	0	0	0	0	TOTAL MATERIALS AND SERVICES	0	0	0
8					CAPITAL OUTLAY NOT ALLOCATED			
9								
10	0	0	0	0	10 TOTAL CAPITAL OUTLAY	0	0	0
11					DEBT SERVICE			
12								
13	0	0	0	0	TOTAL DEBT SERVICE	0	0	0
14					SPECIAL PAYMENTS			
15								
16	0	0	0	0	TOTAL SPECIAL PAYMENTS	0	0	0
17				40,000	INTERFUND TRANSFERS			
18					Transfer to Sewer Reserve			
19	0	0	0	40,000	TOTAL INTERFUND TRANSFERS	0	0	0
20				199,506	OPERATING CONTINGENCY			
21	0	0	0	239,506	TOTAL OPERATING CONTINGENCY	167,966	167,966	0
22	250,300	198,533	295,794	295,794	Total Requirements Not Allocated	167,966	167,966	0
23					Total Org./Prog. Requirements	337,634	337,634	0
24	177,718	256,530			Reserved for future expenditure			
25					Ending balance (prior years)			
26	428,018	455,063		535,300	UNAPPROPRIATED ENDING FUND BALANCE			
					TOTAL REQUIREMENTS	505,600	505,600	0

150-504-030 (Rev 10/1/14)

This fund is authorized and established by resolution #511 on August 8, 2006 for the following specified purpose: maintaining, improving or expanding sewer system

**RESERVE FUND
RESOURCES AND REQUIREMENTS**
Sewer Reserve Fund

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: : 2016

		Historical Data			City of Aurora, Oregon Budget for Next Year 2016-2017		
		Actual	Adopted Budget This Year 2015-2016	DESCRIPTION			
Second Preceding Year 2013-2014	First Preceding Year 2014-2015			RESOURCES AND REQUIREMENTS			
				RESOURCES			
1	5,452	45,552	55,750	1	Beginning Fund Balance	94,000	94,000
2	100	232	190	2	Interest	300	300
3	40,000		40,000	3	Transfer from Sewer Operating Fund		
4		10,000		4	Transfer from Sewer SDC Fund		
5				5			
6				6			
7				7			
8				8			
9	45,552	55,784	95,940	9	Total Resources, except taxes to be levied	94,300	94,300
10				10	Taxes estimated to be received		0
11				11	Taxes collected in year levied		
12	45,552	55,784	95,940	12	TOTAL RESOURCES	94,300	94,300
					REQUIREMENTS by Org. Unit/Prog.&Activity		
13		0	55,940	13	Capital Improvements	53,300	53,300
14		0	40,000	14	Sewer Master Plan	41,000	41,000
15				15			
16				16			
17				17			
18				18			
19				19			
20				20			
21				21			
22				22			
23				23			
24				24			
25				25			
26				26			
27	45,552	55,784		27	Ending balance (prior years)		
28			0	28	RESERVED FOR FUTURE EXPENDITURE		
29	45,552	55,784	95,940	29	TOTAL REQUIREMENTS	94,300	94,300
							0

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Sewer System Development Charges**

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	20,379	28,623	22,820	43,300			1	
2	116	144	120	175			2	
3	5,176	3,882	3,882	5,176			3	
4	2,952	2,214	2,214	2,952			4	
5							5	
6							6	
7							7	
8							8	
9							9	
10	28,623	34,863	29,036	51,603	51,603	0	10	
11							11	
12							12	
13	28,623	34,863	29,036	51,603	51,603	0	13	
14								
15		10,000	29,036	51,603	51,603		13	
16							14	
17							15	
18							16	
19							17	
20							18	
21							25	
22	28,623	24,863					26	
23			0				27	
24	28,623	34,863	29,036	51,603	51,603	0	28	

**The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev 02-14)

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

G.O. Wastewater Bond Debt Service Fund

City of Aurora, Oregon

341,627

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	20,410	33,176	19,000	16,297	16,297		1	
2							2	
3	10,913	12,045	5,000	8,000	8,000		3	
4	795	708	800	800	800		4	
5							5	
6							6	
7	32,118	45,929	24,800	25,097	25,097		7	
8	306,871	285,661	308,175	319,278	319,278		8	
9							9	
10	338,989	331,590	332,975	344,375	344,375		10	
11	185,000	195,000	215,000	235,000	235,000		11	
12							12	
13							13	
14	185,000	195,000	215,000	235,000	235,000		14	
15	60,406	57,400	53,988	49,688	49,688		15	
16	60,407	57,400	53,987	49,687	49,687		16	
17							17	
18	120,813	114,800	107,975	99,375	99,375		18	
19							19	
20							20	
22	33,176	21,790					22	
23			10,000	10,000	10,000		23	
24							24	
25							25	
26	338,989	331,590	332,975	344,375	344,375		26	

*If this form is used for revenue bonds, property tax resources may not be included.

This fund is authorized & established by resolution #631 on 3-14-2011 for the following specified purpose: Maintenance, repairs, upgrades

**RESERVE FUND
RESOURCES AND REQUIREMENTS
Park Reserve Fund**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: Prior to June 14, 2021

City of Aurora, Oregon

Line Item	Historical Data		Adopted Budget This Year 2015-2016	DESCRIPTION	Budget for Next Year 2016-2017		
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015					
1	1,126	1,136	1,142	RESOURCES			
2	10	7	6	Beginning Fund Balance	1,150	1,150	1
3			6,000	Interest	7	7	2
4				Pudding River Watershed Council Funds			3
5							4
6							5
7							6
8							7
9	1,136	1,143	7,148	Total Resources, except taxes to be levied	1,157	1,157	8
10				Taxes estimated to be received			9
11				Taxes collected in year levied			10
12	1,136	1,143	7,148	TOTAL RESOURCES	1,157	1,157	11
13	0	0	7,148	REQUIREMENTS by Org. Unit/Prog.&Activity			12
14				Park Improvements	1,157	1,157	13
15				Master Plan			14
16							15
17							16
18							17
19							18
20							19
21							20
22							21
23							22
24							23
25							24
26							25
27	1,136	1,143		Ending balance (prior years)			26
28			0	RESERVED FOR FUTURE EXPENDITURE			27
29	1,136	1,143	7,148	TOTAL REQUIREMENTS	1,157	1,157	28
						0	29

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Park System Development Charges**

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017			
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015							
1	22,424	29,164	33,720	1	Beginning Fund Balance	43,000	43,000		
2	125	154	130	2	Interest	200	200		
3	402	134	134	3	Charges - Reimbursement	402	402		
4	6213	2071	2,071	4	Charges - Improvements	6,213	6,213		
5				5					
6				6					
7				7					
8				8					
9				9					
10	29,164	31,523	36,055	10	Total Resources, except taxes to be levied	49,815	49,815	0	
11				11	Taxes estimated to be received				
12				12	Taxes collected in year levied				
13	29,164	31,523	36,055	13	TOTAL RESOURCES	49,815	49,815	0	
14				14	REQUIREMENTS by Org. Unit/Prog.&Activity				
15			36,055	15	Capital Investment	49,815	49,815		
16				16					
17				17					
18				18					
19				19					
20				20					
21				21					
22	29,164	31,523	0	22	Ending balance (prior years)				
23				23	UNAPPROPRIATED ENDING FUND BALANCE				
24	29,164	31,523	36,055	24	TOTAL REQUIREMENTS	49,815	49,815	0	

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 02-14)

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
City Hall Building Fund**

City of Aurora, Oregon

	Historical Data			Adopted Budget This Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017		
	Actual		Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2013-2014	First Preceding Year 2014-2015						
1	115,775	118,128	120,200	133,000	RESOURCES			
2	605	589	600	600	Beginning Fund Balance		133,000	1
3			10,000		Interest		600	2
4	1,748	1,763	1,700		Transfer from General Fund		13,000	3
5					Business License Surcharge		1,700	4
6								5
7								6
8								7
9	118,128	120,480	132,500		Total Resources, except taxes to be levied		148,300	8
10					Taxes estimated to be received			9
11					Taxes collected in year levied			10
12	118,128	120,480	132,500		TOTAL RESOURCES		148,300	11
13					REQUIREMENTS by Org. Unit/Prog.&Activity		148,300	12
14			132,500		Capital Building Project		140,300	13
15					Building Needs Assessment		8,000	14
16								15
17								16
18								17
19								18
20								19
21								20
22								21
23								22
24								23
25								24
26								25
27	118,128	120,480			Ending balance (prior years)			26
28			0		UNAPPROPRIATED ENDING FUND BALANCE			27
29	118,128	120,480	132,500		TOTAL REQUIREMENTS		148,300	28
29							148,300	0

**The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-010 (Rev. 02-14)

A public meeting of the Aurora City Council will be held on June 14, 2016 at 7:00 pm at Aurora City Hall, 21420 Main Street NE, Aurora, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the Aurora Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Aurora City Hall, 21420 Main Street NE, between the hours of 9:30 a.m. and 4:30 p.m. or online at ci.aurora.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Bill Graupp, Mayor

Telephone: 503-678-1283

Email: mayor@ci.aurora.or.us**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2014-2015	Adopted Budget This Year 2015-2016	Approved Budget Next Year 2016-2017
Beginning Fund Balance/Net Working Capital	1,299,683	1,491,672	1,768,947
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	770,225	800,877	843,525
Federal, State and all Other Grants, Gifts, Allocations and Donations	77,513	152,000	191,900
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	38,000	179,420	15,500
All Other Resources Except Current Year Property Taxes	29,481	23,356	37,902
Current Year Property Taxes Estimated to be Received	517,513	544,107	567,802
Total Resources	2,732,415	3,191,432	3,425,576

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	252,052	289,184	298,288
Materials and Services	527,664	744,829	876,065
Capital Outlay	36,171	833,375	997,357
Debt Service	330,692	343,867	355,267
Interfund Transfers	38,000	179,420	15,500
Contingencies		790,757	873,098
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	1,547,836	10,000	10,000
Total Requirements	2,732,415	3,191,432	3,425,576

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Administration and Finance	650,872	687,240	720,988
FTE		1.52	1.520
Community Development	38,472	69,600	140,500
FTE			
Municipal Court	5,403	6,025	6,025
FTE			
Public Facilities	10,174	16,000	23,000
FTE			
City Parks	33,091	60,177	62,481
FTE		0.30	0.338
Aurora Colony Days	0	23,540	25,700
FTE		0.04	0.0454
Streets / Storm	235,827	309,400	284,850
FTE		0.40	0.420
Water	504,648	510,200	559,200
FTE		1.27	1.415
Sewer	455,063	535,300	505,600
FTE		1.27	1.457
Non-Departmental / Non-Program	798,865	973,950	1,097,232
FTE			
Total Requirements	2,732,415	3,191,432	3,425,576
Total FTE		4.8	5.194

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

There have been no significant changes in activities or sources of financing.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2014-15	Rate or Amount Imposed This Year 2015-16	Rate or Amount Approved Next Year 2016-17
Permanent Rate Levy (rate limit \$2.4849 per \$1,000)	2.4849	2.4849	2.4849
Local Option Levy			
Levy For General Obligation Bonds	300,510	329,747	341,627

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$2,325,000	
Other Bonds		
Other Borrowings	\$262,425	
Total	\$2,587,425	

RESOLUTION NUMBER 706

A RESOLUTION ESTABLISHING POLICY ON EMPLOYEE MERIT INCREASES

WHEREAS, the City of Aurora values the contributions made by its employees and wants to provide merit raises when budget allows; and

WHEREAS, there needs to be a policy and procedure established; and

WHEREAS, the City Council desires to have a clear policy regarding merit increases for employees;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

It shall be the policy of the City of Aurora to provide employee merit increases as budget allows if following items are met;

- The employee must have a current job performance evaluation filed by January 31st of each year; and
- The City will consider employee merit increases when budget allows and approved by council prior to increases being given.

ADOPTED by the Aurora City Council at a City Council meeting held on Tuesday, June 14, 2016. This resolution is effective upon passage.

Dated this ____ day of June, 2016.

APPROVED AS TO FORM:

City Attorney

ATTEST

Bill Graupp, Mayor

**Kelly Richardson, CMC
City Recorder**

RESOLUTION NO. 707

A RESOLUTION CONTINUING THE WATER RESERVE FUND AND THE SEWER RESERVE FUND.

WHEREAS, the Water Reserve Fund of the City of Aurora will expire on August 8, 2016; and

WHEREAS, the Sewer Reserve Fund of the City of Aurora will expire on August 8, 2016; and

WHEREAS, the Aurora City Council has deemed it advisable to continue the Water Reserve Fund and the Sewer Reserve Fund as of July 1, 2016;

NOW, THEREFORE, BE IT RESOLVED:

As of July 1, 2016, the Water Reserve Fund is continued. This fund is continued for the purpose of maintaining, improving or expanding the water system.

As of July 1, 2016, the Sewer Reserve Fund is continued. This fund is continued for the purpose of maintaining, improving or expanding the sewer system.

ADOPTED by the Aurora City Council at a regularly scheduled meeting on this 14th Day of June, 2016.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

RESOLUTION NUMBER 708

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

1. Police protection
2. Fire protection
3. Street construction, maintenance and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning and subdivision control
7. One or more utility services

and

WHEREAS, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved that the City of Aurora hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- Police protection
- Street construction, maintenance and lighting
- Sanitary sewer
- Storm sewers
- Planning, zoning and subdivision control
- Water services

Approved by the City Council of the City of Aurora this 14th day of June, 2016.

Bill Graupp, Mayor

ATTEST:

Kelly A. Richardson, CMC
City Recorder

RESOLUTION NUMBER 709

**A RESOLUTION DECLARING THE CITY'S ELECTION TO
RECEIVE STATE REVENUES**

BE IT HEREBY RESOLVED:

Pursuant to ORS 221.770, the City of Aurora hereby elects to receive state revenues for the fiscal year 2016-2017.

PASSED by the Common Council the 14th day of June, 2016.

APPROVED by the Mayor this 14th day of June, 2016.

Bill Graupp, Mayor

ATTEST:

Kelly A. Richardson, CMC
City Recorder

I hereby certify that a public meeting before the Budget Committee was held on May 5, 2016, and a public hearing before the City Council was held on June 14, 2016, giving citizens an opportunity to comment on the use of State Revenue Sharing.

Kelly A. Richardson, CMC
City Recorder

**City of Aurora
Resolution No. 710**

**A Resolution Adopting the 2016-2017 Budget
and Making Appropriations.**

Adopting the Budget

BE IT RESOLVED that the City Council of the City of Aurora hereby adopts the budget approved by the Budget Committee for the Fiscal Year 2016-2017, in the sum of \$3,425,576 now on file at City Hall.

Resolution Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated as follows:

General Fund

Personnel Services	\$ 94,022
Materials and Services	443,785
Capital Outlay	7,000
Transfers Out	15,500
Contingency	<u>392,687</u>
Total	\$ 952,994

City Hall Building Fund

Capital Outlay	\$ <u>148,300</u>
Total	\$ 148,300

Aurora Colony Days Fund

Personnel Services	\$ 2,568
Materials and Services	17,200
Contingency	<u>5,932</u>
Total	\$ 25,700

Park Reserve Fund

Capital Outlay	\$ <u>1,157</u>
Total	\$ 1,157

Park SDC Fund

Capital Outlay	\$ <u>49,815</u>
Total	\$ 49,815

Street/Storm Operating Fund

Personnel Services	\$ 24,795
Materials and Services	72,100
Capital Outlay	90,500
Contingency	97,455
Total	\$ 284,850

Street/Storm Reserve Fund

Capital Outlay	\$ 95,150
Total	\$ 95,150

Street/Storm SDC Fund

Capital Outlay	\$ 60,670
Total	\$ 60,670

Water Operating Fund

Personnel Services	\$ 91,935
Materials and Services	147,715
Capital Outlay	89,500
Debt Service to Others	20,892
Contingency	209,158
Total	\$ 559,200

Water Reserve Fund

Capital Outlay	\$ 107,550
Total	\$ 107,550

Water SDC Fund

Capital Outlay	\$ 144,312
Total	\$ 144,312

Sewer Operating Fund

Personnel Services	\$ 84,969
Materials and Services	195,165
Capital Outlay	57,500
Contingency	167,966
Total	\$ 505,600

Sewer Reserve Fund

Capital Outlay	\$ 94,300
Total	\$ 94,300

Sewer SDC Fund	
Capital Outlay	\$ 51,603
Total	\$ 51,603

G O Wastewater Bond Fund	
Debt Service	\$ 334,375
Total	\$ 334,375

TOTAL APPROPRIATIONS ALL FUNDS	\$3,415,576
Total Unappropriated and Reserve Amounts, All Funds	\$ 10,000
TOTAL ADOPTED BUDGET	\$3,425,576

Adopted this 14th day of June 2016.

Bill Graupp, Mayor

ATTEST:

Kelly A. Richardson, CMC
City Recorder

**CITY OF AURORA
RESOLUTION NO. 712**

**RESOLUTION FOR THE EXPECTED EXPENDITURE/PURCHASE OF NEW
2016 RAM TRUCK**

WHEREAS, On June 09, 2015, The Aurora City Council Adopted the 2015/2016 Budget with the approved purchase of a new 2016 Ram Truck for Public Works:

WHEREAS, Chapter X, Section 5 of the City Charter provides that contractual obligations or expenditures of approved budgeted funds for a single purchase in excess of \$15,000.00 shall be authorized by resolution and;

WHEREAS, The quoted price for the purchase of a new 2016 Ram Truck for the Public Works Department is over the single purchase limit and;

NOW THEREFORE, THE AURORA CITY COUNCIL RESOLVES, that the purchase of the new 2016 Ram truck, estimated to be \$25,989.00 on the State of Oregon contract number 5552, is approved for purchase;

INTRODUCED AND ADOPTED this 14th day of June, 2016.

Bill Graupp, Mayor

ATTEST:

Kelly Richardson, CMC
City Recorder

KOHO & BEATTY
Attorneys at Law, LLC
REPRESENTATION AGREEMENT

This Representation Agreement is entered into between Koho & Beatty, Attorneys at Law, LLC ("the firm," "us" or "we") and the City of Aurora, Oregon ("you").

1. You hereby retain the firm to represent you as legal counsel to provide City Attorney services.
2. As compensation for up to 15 hours of attorney services per month, you agree to pay the firm a flat fee of \$2,200 per month which is earned upon receipt. This flat fee is at a discounted rate to compensate for months with less than 15 hours in billings. For any services in excess of 15 hours per month, you agree to pay an additional fee computed at an hourly rate of \$200 per hour. You will be charged in tenth of an hour increments and most tasks will incur a minimum charge of two-tenths of an hour. This compensation is all inclusive and includes costs for photocopies, long distance telephone calls, mileage, and postage. You will not be billed separately for those expenses.
3. Services for which you will be charged include: consultations and telephone calls with you; meetings and telephone calls with witnesses, other lawyers, or other persons you have approved; legal research; drafting and reviewing ordinances, resolutions, contracts, and legal documents; drafting and reviewing letters; depositions; trial preparation; travel time for matters outside of Aurora; investigation; court appearances; and all other necessary services.
4. You agree to pay out-of-pocket costs incurred by the firm, including, but not limited to: filing fees; service fees; court reporter fees for depositions and hearings; court trial fees; witness fees; and other necessary court and office costs.
5. Each month we will send a statement to you indicating the general summary of services rendered, the amount of the fees for services rendered, costs incurred, and balances owing, if any. That sum is due upon receipt of the statement.
6. You will receive copies of pleadings, documents, correspondence, and other information throughout the cases. These copies will be your file copies. We will also keep the information on file in our office. Our file may include notes, memoranda and legal research which shall not be part of your file. If at any time we no longer serve as your City Attorney and completed all remaining legal work for you, we will close our file and return original documents to you. At that point, we will notify the court the firm is no longer the attorney of record on your matter and may destroy our file after 10 years.
7. The firm will not be obligated to complete the work for you or on your case and may withdraw as your counsel at any time if you fail to meet our financial agreements. The firm also may withdraw as your counsel if you fail to cooperate with us on your case. Written notice of the withdrawal will be sent to your city hall mailing address.

8. You may discharge the firm at any time and for any cause upon notice by telephone, email, or letter.
9. We agree to provide conscientious, competent, and diligent legal services. Because we can only guarantee what we will do, we cannot and do not warrant a guaranteed result or final outcome of any particular case or matter.
10. You acknowledge you have had an opportunity to review this agreement before signing and have received a copy of this Agreement.

KOHO & BEATTY
ATTORNEYS AT LAW, LLC

CITY OF AURORA, OREGON
By: BILL GRAUPP, MAYOR

Date

Date

CITY OF AURORA, OREGON
Attested by: KELLY RICHARDSON,
CITY RECORDER

Date

INTERGOVERNMENTAL AGREEMENT

**Between
CITY OF AURORA
and
MARION COUNTY**

1. PARTIES TO AGREEMENT

This Agreement between City of Aurora, hereafter called Agency, and Marion County, a political subdivision of the state of Oregon, hereafter called County, is made pursuant to ORS 190.010 (Cooperative Agreements).

2. PURPOSE/STATEMENT OF WORK

Agency is in need of law enforcement services and County is willing to provide those services on the terms and conditions hereinafter stated. These services are further described in Section 5.

3. TERM AND TERMINATION

3.1 This Agreement shall be effective for the period of July 1, 2016 through June 30, 2017 unless sooner terminated or extended as provided herein.

3.2 This Agreement may be extended for an additional period of one year by agreement of the parties. Any modifications in the terms of such amendment shall be in writing.

3.3 This agreement may be terminated by mutual consent of both parties at any time or by either party upon 30 days' notice in writing, and delivered by mail or in person. Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

3.4 County may terminate this agreement effective upon delivery of written notice to Agency or at such later date as may be established under any of the following conditions:

- a. If funding from federal, state, or other sources is not obtained or continued at levels sufficient to allow for the purchase of the indicated quantity of services. This agreement may be modified to accommodate a reduction in funds.
- b. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this agreement or are no longer eligible for the funding proposed for payments authorized by this agreement.
- c. If any license, certificate, or insurance required by law or regulation to be held by County to provide the services required by this agreement is for any reason denied,

revoked or not renewed.

- d. If County fails to provide services called for by this agreement within the time specified herein or any extension thereof.
- e. If County fails to perform any of the provisions of this agreement or so fails to pursue the work as to endanger the performance of this agreement in accordance with its terms and after written notice from Agency, fails to correct such failure(s) within ten (10) days or such longer period as the Agency may authorize.

3.5 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

4. FUNDING AND BILLING

4.1 For such services provided, Agency agrees to pay County on a monthly basis the amount billed, not to exceed the annual contract total as indicated in Attachment A. The sum of \$173,964 is the maximum payment amount obligated by the Agency for services provided from July 1, 2016 through June 30, 2017. The actual sum of the contract will be reflective of the rate of the deputy selected/assigned to duty for performance of this Agreement.

5. OBLIGATIONS UNDER THE TERMS OF THIS AGREEMENT

5.1 County shall provide law enforcement services for the citizens of the City of Aurora within the corporate limits of the city. There may be instances where the deputy assigned to the Agency ("assigned deputy") responds for cover outside of the corporate limits. In all instances where this occurs, Agency has the right to ask for clarification as to the nature of the cover calls. A supervisor may assign follow-up to contract deputy as appropriate.

5.2 County shall assign one (1) deputy, 40 hours per week to perform the services requested in this agreement. County, in consultation with CITY and in conformance with the MCLEA Collective Bargaining Agreement, shall determine the working hours for the deputy assigned. Vacation hours, sick hours, or training needed as determined by County will count toward the 40-hour workweek. During times of leave, County will continue to provide law enforcement services to Agency in a timely manner depending on the nature of calls for service. Some calls for service may be pended for follow-up by the Agency assigned deputy.

5.3 The assigned deputy is in no way considered an employee of Agency and shall be directed by operational and personnel policies of County. Salaries and fringe benefits will be provided by County.

5.4 The rendition of law enforcement services, the standards of performance, the discipline of deputy, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain with County. Issues arising from the contracted services and deputy assigned will be taken care of through Agency representatives and

County. Agency may establish law enforcement priorities which County will communicate to the deputy.

5.5 For the purpose of this Agreement and the services herein, County shall furnish and supply all necessary labor, supervision, equipment, radio communications facilities, and supplies necessary to maintain the level of services to be rendered.

5.6 County shall inform Agency of the deputy's tentative monthly schedule at least a week prior to the beginning of the schedule. County shall attempt to accommodate requests for particular coverage requested by Agency.

5.7 The assigned deputy or Contracts Sergeant may attend City Council and/or police commission meetings to the extent Agency request such attendance prior to the meeting.

5.8 When available, County shall provide at no extra cost, extra patrol for Agency if necessary in case of emergency or when assigned deputy requests back-up.

5.9 As part of routine patrol, assigned deputy will check on businesses and residential areas. As time allows, patrol deputies will provide additional routine patrol as part of their patrol district responsibilities. Any requested services outside the details outlined in this agreement shall be discussed during City Council meetings and shall be mutually agreed upon by Agency and County.

5.10 Contract deputy will be proactive and seek positive methods of community policing.

5.11 As with our other service contracts the ability for deputies to take vacation and/or sick leave is considered part of the contractual agreement. If the municipality wants additional coverage (i.e., vacation coverage) while the assigned deputy is away that is negotiable or can be part of the overtime assessment of the agreement. A typical deputy will accrue up to two weeks of vacation per year.

5.12 The assigned deputy has access to all of the services the Sheriff's Office provides to our staff. This includes but is not limited to: Detectives, Street Crimes (drug activity complaints), Community Relations Unit, Search and Rescue, Evidence, Forensics (finger print evidence), SWAT, and direct working relations with Parole and Probation. In the event of a major incident, these resources may be utilized by the assigned deputy.

5.13 In the event that additional projects arise within the contract areas, Sheriff's Office resources may be assigned to assist the contracting agency. The overtime for the special projects and additional resources may be covered within the current contract.

5.14 Agency grants to the County, full municipal police authority. County shall cite offenders to the Aurora Municipal Court, for all violations that are within the jurisdiction of the Court.

5.15 By the 5th of each month, County shall provide to Agency a report of the previous month's activities related to the Agency.

5.16 County will submit monthly billings with actual costs of Personnel Services and pro-rated monthly costs for Materials and Services and Indirect Costs identified in the attached and incorporated Attachment A.

5.17 Agreement may be renewed annually upon agreement regarding the budget items and revision to Attachment A. Agency must notify County of its intent to renew before May 1. Agency and County will then negotiate revisions to the budgetary items in Attachment A. Each renewal must be in writing, incorporate the revision to Attachment A and be executed by both parties. County will provide Agency budget projections for the upcoming fiscal year by April 1.

5.18 County will work collaboratively with Agency during the deputy interview process. Following the interview process, the County will present the interview panel's selection to the Aurora City Council for final approval.

6. COMPLIANCE WITH APPLICABLE LAWS

The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement. The parties agree that this agreement shall be administered and construed under the laws of the state of Oregon.

7. NONDISCRIMINATION

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations in the performance of this agreement.

8. HOLD HARMLESS

To the extent permitted by Article XI, Section 7 of the Oregon Constitution and by the Oregon Tort Claims Act, each party agrees to waive, forgive, and acquit any and all claims it may otherwise have against the other and the officers, employees, and agents of the other, for or resulting from damage or loss, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of his or her official duties.

9. INSURANCE

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon tort claims act (ORS 30.260 TO 30.300).

10. MERGER CLAUSE

Parties concur and agree that this agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change to the terms of this agreement shall bind either party unless in writing and signed by both parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its term and conditions.

11. NOTICES

Any notice required to be given the Agency or County under this Agreement shall be sufficient if given, in writing, by first class mail or in person as follows:

For Agency:

Mayor William Graupp
City of Aurora
21420 Main Street NE
Aurora, OR 97002 Ph.
503-678-1283
mayor@ci.aurora.or.us

For County:

Procurement & Contracts Mgr.
555 Court Street NE, Suite 5232
PO Box 14500
Salem, Or 97309
Fax. 503-588-5237

SIGNATURES

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below.

**MARION COUNTY SIGNATURE
BOARD OF COMMISSIONERS:**

Chair Date

Commissioner Date

Commissioner Date

Authorized Signature: _____

Department Director or designee

Date

Authorized Signature: _____

Chief Administrative Officer

Date

Reviewed by Signature: _____

Marion County Legal Counsel

Date

Reviewed by Signature: _____

Marion County Contracts & Procurement

Date

AGENCY OF AURORA

Authorized Signature: _____

Date: _____

Title: _____

Authorized Signature: _____

Date: _____

Title: _____



100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

May 27, 2016

Kelly Richardson, City Recorder
City of Aurora
21420 Main St NE
Aurora, Oregon 97002

Dear Kelly,

As we near the close of another fiscal year, I am enclosing for your consideration two copies of a contract for continuing land use planning services from **July 1, 2016 to June 30, 2018**. This year, our rate must increase from \$77 to \$79 per hour for land use planning and GIS services and from \$48 to \$50 for secretarial services. Due to the rate increase, we are offering a two-year contract in order to assure our members of a locked-in rate for the two-year cycle. As in previous years, this rate does not require a minimum number of hours.

This agreement covers land use planning services on an as-needed, on-demand basis. Mileage costs associated with providing land use planning services are charged directly to the city at the IRS mileage rate. To help reduce travel costs to the city, land use planners are able to participate in meetings by phone and make arrangements for conference calls as needed by the city.

Our costs for on-demand service reflect the fact that it is much more difficult to plan and budget for this work. Most of the cities that we provide this service to are able to pass this cost on to the developers or applicants who require the planning service, either through direct billing or through the collection of fees. We would be glad to assist you with putting such a system in place if you do not already have such a means of recovering these costs.

One planning service that we will continue to provide to client cities at no charge is the preparation of grant applications to pay for land use planning projects. Also, when we assign a planner to a city, they become responsible for reporting back to the rest of the COG staff on other needs that you may have such as public works improvements, transportation needs, etc., so that you can take full advantage of other COG resources that may be available.

Please sign and return both copies of the enclosed contract by **June 24th**. If you have questions or wish to discuss this further, please contact me at 503-540-1618 or renatac@mwvcog.org.

Also enclosed is an evaluation questionnaire regarding our planning services. Please share this with members of your city council or planning commission, as you think appropriate, and send it back to me. This year individuals also have the option of completing the evaluation questionnaire online at:

<https://www.surveymonkey.com/r/6Y868FR>. Your feedback is critical to our efforts to monitor and improve services.

We appreciate the opportunity to provide land use planning services to you and look forward to working with you in the coming years.

Sincerely,



Renata Wakeley
Community Development Director



Jennie Messmer
Deputy Director

CONTRACT

LAND USE PLANNING SERVICES

THIS AGREEMENT is made and entered into this 1st day of July, 2016 by and between the CITY OF Aurora, OREGON, a municipal corporation ("CITY"), and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS ("COG"), a voluntary intergovernmental association created by charter and Agreement pursuant to ORS Chapter 190 of which CITY is a member.

WITNESSETH:

IN CONSIDERATION of the mutual premises and stipulations set out below, the CITY and COG do hereby agree as follows:

A. COG Responsibilities

1. COG shall provide an experienced land use planner to assist the CITY in processing land use actions, zone code revisions and other related activities which may be requested by the CITY.
2. COG shall provide to CITY mapping, graphics and document production services related to work requested by CITY under paragraph A.1.
3. COG shall provide monthly billing statements.

B. CITY Responsibilities

1. CITY agrees to engage COG as a provider of land use planning consulting services.
2. CITY agrees to pay for land use planning services under paragraph A.1. at a rate of \$79.00 per hour for a land use planner or GIS mapping analyst and \$50.00 per hour for staff support assistance, plus mileage at the IRS mileage rate for travel related to providing said services.
3. CITY agrees to pay the actual cost of mapping, graphics and document production provided under paragraph A.2.
4. CITY shall review, process and pay COG's monthly invoices within 30 days of receipt.
5. CITY shall designate a key contact person through which all requests for services will come and with whom the activities of COG's land use planner will be coordinated.

C. COG Services Provided Without Additional Compensation

1. COG shall provide advice and assistance to CITY with grant and loan applications for financing of public improvements at no additional charge except in those instances when such work may be eligible for compensation from the granting agency.
2. COG shall prepare documentation and applications for funding for additional planning projects on behalf of CITY.
3. COG shall refer CITY to other available resources that may be available to address needs of CITY upon request.

D. Termination and Amendment

1. This Agreement shall be terminated on June 30, 2018 unless otherwise agreed to by COG and CITY by amendment to this Agreement.
2. This Agreement may be terminated for convenience by either party upon written notice of 30 calendar days.
3. This Agreement may be amended only by written agreement executed between the parties.

E. Independent Contract

1. The CITY has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

F. Limited Warranty

1. CITY agrees to seek and rely exclusively on the advice of its own legal counsel as to the legal sufficiency of the land use planning process and its products. The parties expressly recognize that the review process involves political and legal judgment entirely within the control and authority of the CITY. COG's only obligation is to provide advice from the perspective of land use planning principles, and not legal or political counsel.
2. In no event shall COG be liable for indirect or consequential damages of any nature. In no event, regardless of theory of recovery, shall COG be liable for any damages in excess of the amounts actually paid by CITY to COG under Paragraph B. hereof.

3. CITY agrees to provide a representative to present the CITY's viewpoint at public hearings regarding a dispute between the CITY and the County or another city. COG will provide support and information as appropriate (including research and staff reports) to aid the CITY in making its arguments.

IN WITNESS WHEREOF, COG and the CITY have, by approval of their respective governing bodies, caused this Agreement to be executed as of the day and year aforesaid.

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF Aurora

By: _____
Nancy J. Boyer, Executive Director

By: _____

CONTRACT

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**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF Aurora

By: _____
Nancy J. Boyer, Executive Director

By: _____

EVALUATION QUESTIONNAIRE
COG LAND USE PLANNING

Please attach additional pages if needed.

City of _____

Please indicate which category you are in:

City Council City Staff Planning Commission Public

1. Did the COG planner communicate effectively in meetings and hearings? Please rate their oral presentation skills: excellent good average poor
2. Did the planner promptly respond to your planning questions or concerns in the past year?
 very prompt usually prompt sometimes slow to respond
3. Do you know of any missed deadlines for reports or other planning work?
4. Were written staff reports thorough and clear? How would you rate the quality of their written reports?
 excellent very good satisfactory sometimes inadequate or poor do not know
5. Was the COG planner always courteous and professional with members of the public, developers, and others with planning questions? Do you know of any problems in this area?
6. Are there any other comments that you would like to make about the performance of the COG planning staff in the past year?
7. COG staff often prepare grant applications to state and federal agencies for planning projects. Are there any planning needs or projects for which you would like our staff to pursue funds for next year?

PLEASE RETURN THIS QUESTIONNAIRE TO:

Renata Wakeley, Mid-Willamette Valley COG, 100 High Street SE, Suite 200, Salem OR 97301
FAX: 503-588-6094



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

May 25, 2016

City Council
City of Aurora
21420 Main St. NE
Aurora, OR 97002

We are pleased to confirm our understanding of the services we are to provide the City of Aurora (hereafter referred to as the City) for the year ended June 30, 2016. We will audit the modified cash basis financial statements of the governmental activities, the business-type activities, and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2016.

We have also been engaged to report on supplementary information, including certain schedules required by the State of Oregon, that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Combining fund statements
- 2) Individual fund budgetary schedules
- 3) Other financial schedules

Management's discussion and analysis accompanying the financial statements is considered other information and will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. Additionally, we will perform tests over the City's compliance with the Minimum Standards for Audits of Oregon Municipal Corporations. In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations we will prepare and sign the Summary of Revenues and Expenditures. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City in conformity with the modified cash basis of accounting based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the modified cash basis of accounting. You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grove Mueller & Swank, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to authorized personnel or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grove, Mueller & Swank, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Devan W. Esch, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Grove, Mueller & Swank, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will not exceed \$14,500. Our invoices for these fees will be rendered as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


CERTIFIED PUBLIC ACCOUNTANTS

RESPONSE:

This letter correctly sets forth the understanding of the City of Aurora.

Name, Title

Date

City of Aurora
CONTRACT FOR SERVICES

THIS CONTRACT, made this 25th day of May 2016, in accordance with the requirements of Oregon Revised Statutes 297.405 through 297.740 between Grove, Mueller & Swank, P.C., Certified Public Accountants of Salem, Oregon, and City of Aurora (the City), provides as follows:

It hereby is agreed that Grove, Mueller & Swank, P.C. shall conduct an audit of the accounts and fiscal affairs of the City, for the year beginning July 1, 2015, and ending June 30, 2016, in accordance with the Minimum Standards for Audits of Municipal Corporations as prescribed by law. The audit shall be undertaken in order to express an opinion upon the financial statements of the City, and to determine if the City has complied substantially with appropriate legal provisions.

Grove, Mueller & Swank, P.C. agrees that the services contracted to perform under this contract shall be rendered by or under personal supervision and that the work will be faithfully performed with care and diligence.

It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of Grove, Mueller & Swank, P.C. are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to the City, who shall instruct in writing Grove, Mueller & Swank, P.C. concerning such additional services.

The audit shall be started as soon after this contract is executed as is agreeable to the parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months, after the close of the audit period covered by this contract (unless agreed to by both parties). Adequate copies of such report shall be delivered to the City, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

It is understood and agreed that the City, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period.

In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth City of Aurora, hereby agrees to pay Grove, Mueller & Swank, P.C. the fee as described in the audit engagement letter dated May 11, 2016 and the City, hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

Devan W. Esch
Grove, Mueller & Swank, P.C.

(authorized signer)
City of Aurora

Date

Date



960 BROADWAY ST. NE
 SUITE FOUR
 P.O. BOX 2046
 SALEM, OREGON 97308-2406
 (503) 585-5651
 TOLL FREE 1-800-452-0317
 FAX (503) 371-2635
 www.valley-creditservice.com
 vcs@valley-creditservice.com

HB2055--AGREEMENT

DIRECT ASSIGNMENT

I/We agree to pay a commission rate of 25% that will be added to the principal amount collected on our behalf. Assignee to have full power to sue for said claim, forward to other bonded collectors, endorse all remittances, and retain all interest collected or earned in trust account deposit. Any of the accounts listed may be withdrawn at any time after twelve (12) months from date assigned upon thirty (30) days written notice listing the accounts to be withdrawn provided no payment is made or arranged; suit commenced or the account forwarded to any associate collector. You are authorized to add interest at the legal rate of 9% from date of last charge in accordance with ORS 82.010. As to any account withdrawn prior to twelve (12) months, assignor agrees to reimburse assignee for expenses then expended on said account, but in no event shall expenses exceed one half of the amount of the account. It is further agreed that from this date, payment received by me/us, either as a direct payment or from any source whatever, assignee shall be entitled to full commission on the payments. If this claim is a covered transaction, we have complied with the Federal Truth in Lending Act and the State Fair Debt Collection Practices Act regarding this account, if it applies. I/We further agree to notify you promptly of any payment made direct to us. This agreement applies to all future assigned accounts.

If creditor is a "public body" as defined by ORS 174.105, or a state agency, creditor affirms that notices to debtors were sent according to the guidelines in ORS ...697.115, 697.105 and 293.231.

CREDITOR: City of Aurora DATE: 5-12-10

ADDRESS: 21420 Main Street PHONE: 503.678.1283

Aurora, OR 97002 FAX: 503.678.2758

BY: Kelley Richardson Print Name: Kelly A Richardson

ACCEPTED BY VALLEY CREDIT SERVICE, INC.:

Kimberly Shipp
 Kimberly Shipp, Client Services Manager

DATE: 2.10.10



960 BROADWAY ST. NE
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 vcs@valley-creditservice.com

AGREEMENT

1. DIRECT ASSIGNMENT:

I/We agree to allow Valley Credit Service, Inc. (Assignee), to assess the statutory NSF fee of \$25.00 on our unpaid check accounts. If the account is paid, Valley Credit agrees to remit 100% of the face amount of the check only and keep the fee as it's commission along with any other awarded fees/costs. Assignee to have full power to sue for said claim, forward to other bonded collectors, endorse all remittances, and retain all interest collected or earned in trust account deposit. Any of the accounts listed may be withdrawn at any time after twelve (12) months from the date of assignment upon thirty (30) days written notice listing the accounts to be withdrawn provided no payment arrangement is made or arranged; suit commenced or the account forwarded to any associate collector. You are authorized to add interest at the legal rate of 9% from the date of last charge in accordance with ORS 82.010. As to any account withdrawn prior to twelve (12) months, assignor agrees to reimburse assignee for expenses then expended on said account, but in no event shall expenses exceed one half of the amount of the account. It is further agreed that from this date payment received by me/us, either as a direct payment or from any source whatever the assignee shall be entitled to full commission on the payments. If this claim is a covered transaction, we have complied with the Federal Truth in Lending Act and the Federal and State Fair Debt Collection Practices Acts regarding this account, if they apply. I/We further agree to notify you promptly of any payment made directly to us. This agreement applies to all future assigned accounts.

2. In the event any dishonored checks are placed in bankruptcy status and Valley Credit files a Proof of claim with the bankruptcy court, any monies received due to a bankruptcy will be subject to a commission rate of 40%.

CREDITOR: City of Aurora DATE: 5-12-10

ADDRESS: 21420 Main Street PHONE: 503.678.1283

Aurora, OR 97002 FAX: 503.678.2758

BY: Kelley Richardson Print Name: Kelley A Richardson

ACCEPTED BY VALLEY CREDIT SERVICE, INC.:

Kimberly Shipp DATE: 2.10.10
 Kimberly Shipp, Client Services Manager



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DELINQUENCY DATE QUESTIONNAIRE FOR CREDIT REPORTING

Due to changes in federal law we now have to abide by new credit reporting requirements. All accounts to be reported to the credit bureau must have the date of delinquency determined prior to assigning the account to Valley Credit Service. Please answer the following questions to help determine your date of delinquency. You will need to fill out this form only one time. The information will be documented in the computer and it will cover all of the accounts that you place with Valley Credit Service. This applies to bad checks as well as past due accounts. If you have any questions please give us a call.

1. Do you have a written policy stating when your accounts are delinquent? Y or N
 Ticket
2. Do you inform your customers of the date you consider an account delinquent? Y or N
 Court date
3. If payments are being made on the account, how much time needs to elapse from date of last payment before you consider the account delinquent? Suspend file 90 days
4. If we receive a notice of dispute on an account we are required by law to provide verification of the debt - an itemization of the account. If we do not already have an itemization on file for your account, will you be able to provide one within 10 days of our notification to you that it is needed? Y or N (If you are unable to provide information within 10 days we will NOT be able to report your accounts to the credit bureau)
5. Based on the above questions, what do you consider the delinquency date of your accounts?
 90 days

Kelley A Richardson
 SIGNATURE

5-12-10
 DATE

City of Aurora
 COMPANY NAME

HB 2055

HB 2055 was one of the pieces of legislation the Oregon Collectors Association asked the legislature to introduce. Its passage was a huge victory for our association, but is one law if abused is likely to go away in the future.

This bill allows collection fees to be added onto delinquent receivables for government and commercial accounts. It does not allow for collection fees on consumer debt. The fee that can be added on commercial accounts can only be added when an account is turned over to a private collection agency. The fee also may not exceed the fee charged by the collection agency. For instance, if the collection agency charges a fee of 35% on a \$100.00 account, the collection fee could not be in excess of \$35.00. The bill also requires that the two businesses involved in the commercial account must agree to such a fee prior to the debt being incurred. This agreement may be oral, written or implied.

The provision of this bill involving government accounts was written broadly enough to include not just state receivables, but rather all government, including but not limited to cities, counties, school districts, and PUD's. As with the commercial accounts the fee cannot be added until the account is turned over to a collection agency. Notice is also required to be given to the debtor prior to the fee being added. Neither the commercial or government account fees have a cap of what can be charged.

As stated earlier, a public body has certain steps they must complete before the fees can be added. The following is an excerpt from the bill:

- (2) A fee may not be added under the subsection (1) of this section unless the public body has provided notice to the debtor:**
- (a) Of the existence of the debt;**
 - (b) That the debt may be assigned to a private collection agency for collection; and**
 - (c) Of the amount of the fee that may be added to the debt under subsection (1) of this section.**
- (3) Except as provided by federal law, the public body may not add a fee under this section that exceeds the collection fee of the private collection agency.**

Under this act, we request that the following statement be added to your final past due notice to advise the debtor of the consequences if his/her account is assigned to a private collection agency:

As provided for in ORS 293.231—You (debtor) are hereby notified that a collection fee of 25% will be added to your principal balance if it is assigned to our collection agency. If you (debtor) move out of state, and this debt is assigned to an out-of-state agency, the collection fee will be increased to 40%.

Payment agreement

We will add the fee at assignment, thereby eliminating your extra bookkeeping.



Gustafson Insurance Agency

541 N.W. Second Avenue • Canby, OR 97013 • (503) 266-2216 • FAX (503) 266-7510

Insurance Made Simple

March 29, 2006

City of Aurora
21420 Main St. NE
Aurora, OR 97002

Dear Laurie,

CCIS has implemented a program which will identify agents who have made a commitment to completing CIS training and through this process be listed as Risk Management Advisors(RMA). Part of the reason for this new program is a few agents have not provided their entity customers with a level of service and expertise required of them. This has shifted a burden of providing this service to CIS staff. The RMA program is designed to "weed out" those agent/entity relationships where the current agent is providing either no service or a sub par level of service to the entity.

In an effort to set the bar high, I have met with CIS staff and their safety representatives and jointly developed an activity plan, which outlines the services you can expect from my office and from CIS staff. This activity list will help us work in partnership with CIS staff while not walking in each others steps. The entity will also benefit by knowing what to expect and from who.

I have enclosed a copy of the Personal Services Agreement and Exhibit A which is the Scope of Services Agreement. There will be no additional cost or charges associated with this agreement. My office will continue to be paid by commission from insurance policies placed on your behalf. This agreement can be terminated by either party with notice as provided by the agreement.

We look forward to many more years providing you with top notch risk management and insurance services for your entity.

I have enclosed two copies of a Personal Services Agreement and Exhibit A. This Exhibit identifies the service activities provided by my office (Risk Management Advisor) Table A, and CCIS staff, Table B. Please sign and return one copy to my office and keep one copy for your records.

If you have any questions regarding this contract, please contact me.

Best Regards,



Scott Gustafson, CIC

Personal Services Agreement

THIS AGREEMENT is between the City of Aurora (City) and Gustafson Insurance Agency (Contractor).

- A. City requires services which Contractor is capable of providing, under terms and conditions hereinafter described.
- B. Contractor is able and prepared to provide such services as City requires, under those terms and conditions set forth.

The parties agree as Follows:

1. Scope of Services. Contractor's services under this Agreement shall consist of the following:
 - A. Exhibit "A" attached hereto.
2. Contractor Identification. Contractor shall furnish to City its employer identification number as designated by the Internal Revenue Service, or Contractor's Social Security Number, as City deems applicable.
3. Compensation:
 - A. Contractor will receive compensation as commission from insurance policies placed on behalf of City
4. Contractor is Independent Contractor
 - A. Contractor's services shall be provided under the general supervision of the City Administrator. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Personal Services Agreement, Paragraph # 3 of this Agreement.
 - B. Contractor certifies that it is either a carrier-insured employer or a self-insured employer as provided in Chapter 656 of the Oregon Revised Statutes. Contractor will provide proof of such coverage to the city upon execution of this contract.
 - C. Contractor hereby represents that no employee of the City, or any partnership or corporation in which a City Employee has an interest, will or has received any remuneration of any description from Contractor, either directly or indirectly, in connection with the letting or performance of this contract, except as specifically declared in writing.
 - D. Contractor acknowledges that for all purposes related to this Agreement, Contractor is and shall be deemed to be an independent Contractor and not an employee of the City, shall not be entitled to benefits of any kind to which an employee of the City is entitled and shall be solely responsible for all

professional and technical soundness, accuracy and adequacy of all work and materials furnished under this authorization.

9. Insurance. Insurance shall be maintained by the Contractor with the following limits.

A. Liability- \$500,000.00 combined single limit, including automobile coverage for any vehicle used for City business. Property damage per occurrence, \$250,000.00.

B. Professional liability- \$1,000,000

The City may require current copies of insurance certificates. Procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss caused by Contractor's negligence or neglect connected with this Agreement.

10. Legal Expense. In the event legal action is brought by City or Contractor against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for attorney's fees, costs, and expenses as may be set by the court both at trial and all appeals there from.

11. Merger. This writing is intended both as a final expression of the agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. No modification of this agreement shall be effective unless and until it is. Made in writing and signed by both parties.

12. Notices Any notice , bills invoices, reports or other documents required by this Agreement shall be sent by the parties by United States mail, postage paid, or personally delivered to the address below. All notices shall be in writing and shall be effective when delivered. If mailed notices shall be deemed effective forty-eight (48) hours after mailing unless sooner received.

City: City of Aurora
21420 Main St NE
Aurora, Or 97002

Contractor: Gustafson Insurance Agency
PO Bx 927
Canby, OR 97013

13. Access to Records. City shall have access to such books, documents, papers and records of Contractor as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly appointed officers.

CONTRACTOR:

CITY OF AURORA

BY: 

BY: 

DATE: 4/4/06

DATE: 5.12.2006

EXHIBIT A

Table A

Risk Management Advisor Responsibility – Scope of Services

Acting as Agent of Record for Property, General Liability, Automobile, Worker Compensation Insurance Needs.

A.1. Obtaining Coverage

- Reviewing on a regular basis the entity's general and specific risk exposures and identifying potential gaps or overlaps of coverage
- Assembling and accurately reporting up to date underwriting information for rating purposes - identifying changes, revisions or corrections
Describing compliance with best practices
Identifying the primary local contact to receive CIS' proposal for coverage and associated services
- Evaluating and making recommendations about coverage, financing & services components of proposal, e.g., choosing among options such as retention, deductibles, coverage limits, optional coverage, alt. coverage forms etc.
- Working w/CIS staff to ensure CIS proposal addresses member's needs
Selecting the appropriate coverage & service plan for the entity
- Communicating the entity's choice to CIS
- Ensuring that coverage has been issued and billed correctly
- Providing evidence of entity's coverage (issuing certificates of insurance)
- Working with CIS to identify other products and services that would benefit members

A.2. Handling Claims

- Communicating who will be local point of contact for claims to claimants, entity staff and CIS
Interpreting whether there is coverage for specific claims
Submitting claims to CIS
- Working with CIS to facilitate resolution of claims in most appropriate manner
- Facilitating early return to work for workers injured on either occupational or non-occupational basis (Workers' Comp)
Managing communications/pub. relations w/regard to claims
- Keeping elected and appointed officials and other interested parties informed of major issues and situations

A.3. Managing Risks

- Identifying for CIS the local person who is to be the point of contact for risk management services
- Analyzing and forecasting losses - frequency and severity analysis, anticipating future consequences of current actions
Reviewing alternate financing strategies and capacity of entity to assume different levels of risk
- Compiling data regarding implementation of "Best Practices" at entity level - employment practices, public safety and public works operations, etc
- Attending risk management education and training programs provided by CIS and others
- Using other CIS resources, e.g. video library, pre-loss legal and other staff assistance
- Implementing a risk management plan. Assigning primary responsibility for developing a risk management team at entity level to foster employee buy-in and ownership of workplace safety efforts.
- Tracking risk management information at the entity level
- Reviewing proposed actions, contracts and agreements from a risk management perspective
- Monitoring employment practices from a risk management perspective
- Keeping CIS staff aware of member questions, concerns and needs
- Maint. historic coverage, claims & other risk mgmt. records

A.4. Preventing Losses

- Identifying for CIS the local person who is the point of contact for safety committee and loss control activities
- Identifying and evaluating potential loss exposures and developing appropriate strategies to address them
Reviewing CIS loss inspection recommendations. Facilitating compliance
- Sharing of information with other entities about loss prevention activities and pro-active damage control
Attending Safety/Risk Management Committees; providing education and support to these groups
- Attending meetings and/or reviewing minutes to evaluate entity actions from a risk management perspective.

Table B City County Insurance Services - Activities

B. 1. Obtaining Coverage

- Identifying appropriate coverage for CIS pool to offer its members - risk identification and evaluation Identifying appropriate deductible and retention levels for individual members and pool Securing appropriate reinsurance for pool.
- Identifying other coverage or financing options that will improve CIS services to members
- Working with primary contact at each entity on coverage issues
- Mailing renewal application or quotes for new business. Accepting underwriting data
- Calculating experience modifications, rating and underwriting.
- Providing a renewal or new business proposal incorporating coverage, financing and services for each entity.
- Working with designated RMA contact to present the most appropriate proposal for an entity
- Delivery of coverage documents.
- Issuing original certificates of coverage and providing endorsements as needed.
- Invoicing Premium breakdown by department

B.2. Handling Claims

- Working with person designated at local level to be point of contact for claims-related information
- Monitoring claims and loss data. Distribution of entity specific data to local contact(s)
- Review of claims reports for: correct reporting, appropriate reserves, awareness of loss history, status and action on open claims, deductible options
- Facilitating claims settlement & payment or denial. Involve member in claims process at member request
- Facilitating early return to work for injured workers on workers' compensation & non-occupational illness Assisting as requested with communications/public relations with regard to claims handling and liability keeping elected and appointed officials informed of major issues and situations that have pool-wide implications
- Working with designated local contact regarding paid loss retrospective plans and other alternate premium are collections are based on claims experience.

B.3. Managing Risks

- Working with actuary to analyze and forecast pool losses - frequency and severity analysis, anticipating future consequences of current actions
- Working with broker to review pool financing strategies, capacity to take risk
- Developing, distributing and evaluating implementation of model "Best Practices" data as part of underwriting process - employment practices, public safety, public works operations, etc,
- Conducting risk management education and training programs for member entity staff and RMA's Prepare and distribute entity-specific Risk Management Plans that report on risk management activity and results
- Providing other risk management resources, e.g. video library, technical assistance

B.4. Preventing/Controlling Losses

- Working with local contact(s) for safety and loss control activities
- Conducting field loss inspections.
- Identifying risk exposures and developing appropriate strategies to address them. Securing compliance with recommendations
- Sharing of information about what other entities are experiencing, pro-active damage control Promoting Safety/Risk Management Committee and providing education and support for these groups Tracking regulatory compliance/OR-OSHA
- Promoting early return to work
- Providing on-site counseling and training