



PUBLIC MEETING NOTICE

Aumsville City Council Meeting

In the Community Center and via Zoom Video Conference

Monday, April 22, 2024

AGENDA

1) Call to Order – 7:00 PM

- a) Approve Agenda

2) Presentations, Proclamations, and Visitors

- a) **Public Comment.** Public comments will be accepted from online attendees at this time. Comments are limited to 5 minutes for comments on items other than Public Hearings listed below. There is a public comment period within each hearing. You may also submit comments by emailing City Administrator Ron Harding at rharding@aumsville.us by noon on April 22, 2024.
- b) **Visitors.** For information about how to attend the meeting online, please call City Hall at 503.749.2030 or email kpizzuto@aumsville.us to request login instructions. Information will also be posted on our website at Aumsville.us

3) Consent Agenda (Action)

- a) Minutes from the April 8, 2024 Regular Meeting
- b) Accounts Payable and Payroll Register (April 12, 2024 - April 19, 2024)

4) Public Hearings (None)

5) Old Business (None)

6) New Business

- a) Water Conservation and Management Plan (Action)
- b) MWVCOG Contract (Action)
- c) Budget Committee Application (Action)
- d) Resolution 04-22 Updating Application Fees for Alarm Permits (Action)
- e) Preview of Suggested COLA and Staff Comparables for 2024-2025 Budget

7) City Administrator Report

- a) Police Department Monthly Report

8) Mayor and Councilors Reports

9) Good of the Order (Other business may come before Council at this time)

10) Correspondence

11) Adjournment of Regular Meeting

12) Executive Session



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www.aumsville.us

AUMSVILLE CITY COUNCIL

April 8, 2024 Meeting Minutes

Mayor Angelica Ceja called the meeting to order at 7:02 PM. Present in person: Mayor Angelica Ceja, Councilors Nico Casarez, Scott Lee, Della Seney, Katie Wallace, and Walter Wick. Present via Zoom: Councilor Douglas Cox. Staff present: City Administrator (CA) Ron Harding, and Assistant City Administrator (ACA) Kirsti Pizzuto. The meeting was video recorded to be released later.

AGENDA APPROVAL: Councilor Casarez moved to approve the agenda as presented. Councilor Seney seconded. Council voted unanimously to approve the presented agenda. Agenda approved.

PRESENTATIONS, PROCLAMATIONS, & VISITORS:

A) If I Were Mayor Contest Presentation: Mayor Ceja thanked the participants in the contest and presented them with certificates and "Good Citizen" medals. The contestants are Pricilla, Duncan, Katiya, Opal, Alexis, Asher who received first place for Aumsville elementary age, and Monce who received first place for the Aumsville middle school age.

B) Arbor Day Proclamation: Mayor Ceja read the Arbor Day Proclamation.

PUBLIC COMMENT: None.

CONSENT AGENDA: Councilor Seney moved to approve the consent agenda as presented. Councilor Casarez seconded the motion. Council voted unanimously to approve the agenda. Motion passed.

PUBLIC HEARING: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

CITY ADMINISTRATOR REPORT: CA Harding presented the Public Works Report and let council know that the Police Report would be available at the next council meeting. CA Harding reminded council of the Volunteer Appreciation Dessert Social on April 12th and encouraged

AGENDA ITEM 3A

council to attend. CA Harding informed council that city staff is staying busy on projects such as the wastewater project as well as some maintenance issues with one of the wells.

CA Harding told council that the events are gaining momentum with vendor applications and sponsorship interest. CA Harding stated that the city is working to get children tickets sponsored so that kids would be able to get into the Circus for free.

Councilor Casarez spoke in support of having the Corn Festival Princesses be present at the circus to greet attendees. CA Harding welcomed the idea, and asked that the Princess Coordinator, Deanna Cox, reach out to CA Harding.

MAYOR/COUNCIL REPORTS AND INITIATIVES: Councilor Seney reported she attended the SKATS (Salem Keizer Area Transit Survey) meeting on the 26th where they voted to give Aumsville a vote as well as give the city of Salem a second vote. Councilor Seney said there were entities unhappy with the outcome, and there will be further discussion.

Mayor Ceja, Councilors Cazarez and Seney all attended the State of the County presentation.

Councilor Seney reported that the Aumsville Community Food Bank is now supplying food for 101 families twice a month.

GOOD OF THE ORDER: None.

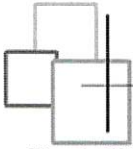
CORRESPONDENCE: None.

EXECUTIVE SESSION: None.

Mayor Ceja adjourned the meeting without prejudice at 7:20 PM.

Angelica Ceja, Mayor

Ron Harding, City Administrator

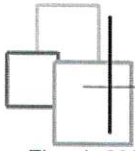


Accounts Payable Register

City of Aumsville

Fiscal: 2023-24
 Deposit Period: 2023-24 - April
 Check Period: 2023-24 - April - Second Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>56741</u>	AUMSVILLE ACE HARDWARE	4/12/2024	\$164.78
<u>56742</u>	BMS TECHNOLOGIES	4/12/2024	\$3,177.91
<u>56743</u>	CITY OF TURNER	4/12/2024	\$253.86
<u>56744</u>	CRUISE MASTER ENGRAVING	4/12/2024	\$323.20
<u>56745</u>	FERGUSON WATERWORKS #3011	4/12/2024	\$12,189.48
<u>56746</u>	JON M. ALLEMAN	4/12/2024	\$140.00
<u>56747</u>	PETROCARD, INC.	4/12/2024	\$1,844.87
<u>56748</u>	TMG SERVICES INC	4/12/2024	\$39,493.58
<u>56749</u>	VALLEY AGRONOMICS LLC	4/12/2024	\$15.23
<u>56750</u>	VALLEY SHADE TREE LLC	4/12/2024	\$735.00
<u>56751</u>	WESTECH ENGINEERING INC	4/12/2024	\$16,161.39
<u>56752</u>	WIRE WORKS, LLC	4/12/2024	\$18,809.41
<u>EFT Payment 4/12/2024 8:48:15 AM - 1</u>	INVOICE CLOUD	4/12/2024	\$207.00
<u>EFT Payment 4/12/2024 8:48:15 AM - 2</u>	REPUBLIC SERVICES #456	4/12/2024	\$60.00
<u>EFT Payment 4/12/2024 8:48:15 AM - 3</u>	RIVERVIEW COMMUNITY BANK	4/12/2024	\$8,345.83
	Total	Check	\$101,921.54
	Total	9001000967	\$101,921.54
	Grand Total		\$101,921.54



Accounts Payable Register

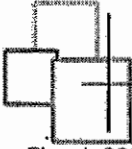
City of Aumsville

Fiscal: 2023-24
 Deposit Period: 2023-24 - April
 Check Period: 2023-24 - April - Second Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>56753</u>	AIRGAS USA, LLC	4/16/2024	\$274.81
<u>56754</u>	CASCADE COLUMBIA DISTRIBUTION COMPANY	4/16/2024	\$672.00
<u>56755</u>	CIS TRUST	4/16/2024	\$582.00
<u>56756</u>	DELL MARKETING L.P.	4/16/2024	\$914.71
<u>56757</u>	JPLATA FARM LABOR CONTRACTOR, INC	4/16/2024	\$5,000.00
<u>56758</u>	NORTHWEST MASONRY RESTORATION LLC	4/16/2024	\$4,565.00
<u>56759</u>	STAN BUTTERFIELD P.C.	4/16/2024	\$750.00
<u>56760</u>	THOMASON FORD, LLC	4/16/2024	\$3,771.94
	Total	Check	\$16,530.46
	Total	9001000967	\$16,530.46
	Grand Total		\$16,530.46

Debra Seney

Patricia J...



Payroll Register

City of Aumsville

Fiscal: 2023-24
 Deposit Period: 2023-24 - April
 Check Period: 2023-24 - April - First Council

Number	Name	Print Date	Amount
Riverview Community Bank	9001000967		
Check			
<u>Direct Deposit Run - 4/17/2024</u>	Brewster, Hayley E	4/19/2024	\$2,160.67
<u>EFT 44619576</u>	EFTPS	4/19/2024	\$725.73
<u>EFT 96370417</u>	Oregon Department of Revenue	4/19/2024	\$173.43
	Total Check		\$3,059.83
	Total 9001000967		\$3,059.83
	Grand Total		\$3,059.83

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STAFF REPORT

DATE: April 22, 2024
TO: Aumsville Mayor & City Council
FROM: Matthew Etzel Assistant Public Works Director
SUBJECT: New Water Conservation and Management Plan

BACKGROUND

Recently the City of Aumsville was notified of an expiring Water Conservation and Management Plan by the Oregon Water Resources Department. Staff communicated with Water Resources about the expectations of the new plan and questions about our existing plan which is located in our 2015 Water Master Plan done by Keller.

After the discussions with Water Resources, we reached out to some consultants we have recently been working with for water rights work, along with our local water association at OAWU (Oregon Association of Water Utilities). We received 3 quotes from OAWU, Summit Water Resources, and GSI.

The new Water Conservation and Management Plan is needed as Oregon Water Resources no longer accepts these plans if they are included in a Water Master Plan. This plan will also benefit the City by taking a deeper look into our existing water rights, our water demands, and projected future water demands which will help guide the city to make decisions on future water rights and water projects.

CURRENT SITUATION

Upon review of our existing plan we are happy to report the City has done a majority of the projects identified in the 2015 master plan under the water management and conservation plan sections. Even more recently was our work to complete existing water rights that needed certification. This was done about 2 years ago when we started exploring an option for additional well locations. A lot of this information will be used in the new plan.

In the council packet, the council will find three proposals from OAWU with a not-to-exceed (NTE) amount of \$16,500, Summit Water Resources with an NTE amount of \$19,260, and GSI with an NTE amount of \$30,191. We reviewed all three proposals and would recommend the OAWU proposal. This was also the lowest proposal received. OAWU was recommended by Water Resources along with a history of working with the city on several things including rate studies. OAWU has done several of these in the last couple of years, as cities like Aumsville convert plans from master plans into stand-alone plans.

RECOMMENDATION

Approval of the OAWU proposal with a not-to-exceed amount of \$16,500.00 from the Consultant/Professional Services Fund 016-620.

COUNCIL OPTIONS

1. Move to approve the OAWU proposal for a Water Conservation and Management Plan with a Not-to-Exceed amount of \$16,500.00 from Fund 012-620 as presented by staff
2. Move to approve the OAWU proposal for a Water Conservation and Management Plan with a Not-to-Exceed amount of \$16,500.00 from Fund 012-620 as amended by ...
3. Remand back to staff to provide additional research or modification.



Scope of Work and Fee Estimate

To: Steve Oslie, City of Aumsville
Matthew Etzel, City of Aumsville
595 Main Street,
Aumsville, OR 97325

From: Zach Pike-Urlacher, GSI Water Solutions, Inc.
Kimberly Grigsby, GSI Water Solutions, Inc.

Date: February 8, 2024

RE: Water Management and Conservation Plan Update and Extension of Time Application
for Permit G-13679

Steve and Matt,

Based on our recent conversation, we understand that the City of Aumsville (City) would like assistance with developing an updated Water Management and Conservation Plan (WMCP) and preparing an extension of time application for Permit G-13679. GSI Water Solutions, Inc. (GSI) has prepared this scope of work and fee estimate related to these efforts.

Scope of Work

Task 1 – Develop Updated WMCP

The overall goal of this task is to develop an updated WMCP for the City to meet the required WMCP content described in the Oregon Water Resources Department’s (OWRD) Oregon Administrative Rules. GSI proposes the following project activities: develop a draft WMCP, submit a draft WMCP to affected local governments, submit the final draft WMCP to OWRD, and submit the final WMCP to OWRD.

Subtask 1.1 – Prepare Draft WMCP

The updated WMCP will include the following elements:

Introduction: Provide an introduction to the WMCP and an overview of the City and describe how the WMCP meets the OWRD’s criteria for WMCPs.

Water Supplier Element

Preparation: Obtain demand and consumption information, population, and service area and infrastructure descriptions from the City’s previous WMCP progress report (2020) and WMCP (2014) and current Water Master Plan (2015) and supplement this information with contemporary information provided by the City. Review information about the City’s water rights and sources.

Update Water Supplier Element: Describe water sources, intergovernmental agreements, service area, service population, adequacy and reliability of existing water supplies, water demands, water rights, identification of

WATER MANAGEMENT AND CONSERVATION PLAN UPDATE AND EXTENSION OF TIME APPLICATION FOR PERMIT G-13679

streamflow-dependent species, customer descriptions, interconnections, system description and schematic, and water loss.

Water Conservation Element

Preparation: Work with the City to acquire recent information about management and operational measures implemented by the City that contribute to water conservation, such as billing rates and practices, leak detection programs, meter testing programs, and public education programs. Work with City staff to evaluate progress on existing conservation benchmarks and establish new five-year conservation benchmarks, as needed.

Update Water Conservation Element: Describe progress on conservation measures since 2014 and existing conservation and water use and reporting programs. As needed, develop or modify five-year benchmarks for all required conservation measures.

Water Curtailment Element

Preparation: Work with the City to update the existing curtailment element, as needed, by identifying and describing any recent water shortage(s), current capacity limitations, and events which could lead to supply shortages.

Update Curtailment Element: Describe historic supply deficiencies, identify capacity limitations, assess the ability of the City to maintain delivery during events, and identify events with the most potential to cause a supply shortage. As needed, revise stages of alert and triggers initiating each stage and describe the curtailment actions under each stage.

Water Supply Element

Preparation: Perform population and water use/demand projections for 10 years, 20 years, and longer, as needed. Compare the City's water rights to projected demands. Work with the City to identify infrastructure or supply issues that may limit the availability of the City's sources of supply. Reference local government comprehensive land use plans and communicate with the City to describe potential expansion of City's service area over the next 20 years. Evaluate water conservation measures or interties that could provide water at a cost equal to or lower than identified sources.

Update Water Supply Element: Delineate future service areas; describe the projected population and demand during the next 10 years, 20 years, and longer, if applicable; describe the schedule to exercise existing water right permits; describe projected need relative to existing supply; evaluate alternative supply sources as needed; request ongoing access to extended Permit G-13679, as necessary; quantify projected use in maximum rate and monthly volume; and describe mitigation actions needed to comply with federal requirements, if any.

Compile information into updated WMCP. Submit draft to the City for review.

Subtask 1.2 – Revise Draft WMCP and Submit to Affected Local Governments and OWRD

Incorporate the City's comments on the draft updated WMCP, and seek comments from affected local governments regarding consistency with each of the local government's comprehensive land use plans at least 30 days before submitting the final draft updated WMCP to OWRD. Work with the City to address any relevant comments from affected local governments before submitting the final draft updated WMCP to OWRD.

Subtask 1.3 - Submit Final Updated WMCP to OWRD

Respond to any comments from third parties, as appropriate, and from OWRD on its review of the final draft updated WMCP, submit the final updated WMCP to OWRD for approval, and communicate with OWRD about coordinating the timing of OWRD's final order with an order on the permit extension application for Permit G-13679, as further described for Task 2.

WATER MANAGEMENT AND CONSERVATION PLAN UPDATE AND EXTENSION OF TIME APPLICATION FOR PERMIT G-13679

Deliverables

The deliverables for this task include: a draft WMCP for the City’s review; a local government review draft WMCP submitted to affected local governments; a final draft WMCP submitted to OWRD; a final WMCP submitted to OWRD; and up to two printed copies of the final WMCP and an electronic version provided to the City.

Assumptions

- The City will provide demand and consumption information in MS Excel format.
- The City will provide a schematic of its water system.

Schedule

GSI proposes the following schedule to develop and submit the City’s updated WMCP to OWRD. The WMCP rules require the City to give affected local governments 30 days to respond to requests for comments.

Event	Anticipated Completion Dates
Notice to Proceed	Mid-February 2024
Kick off meeting	Early March 2024
Submit draft updated WMCP to the City for review	Early July 2024
Incorporate City comments and send draft WMCP to affected local government(s) for review	Late July 2024
Submit final draft updated WMCP to OWRD	Mid-August 2024
Revise updated WMCP per OWRD comments, submit revised WMCP to the City for review	Mid-September 2024 (estimate)*
Submit draft final and final updated WMCP to OWRD	Late October 2024 (estimate)*
Receive updated WMCP Final Order from OWRD	Mid-December 2024 (estimate)*

* These dates are dependent upon OWRD’s review and response times, which can vary.

Task 2 – Application for Extension of Time for Permit G-13679

The City holds water use permit G-13679, which has a completion date of October 1, 2024. The permit allows for the diversion of up to 0.446 cubic feet per second (cfs) for municipal use but has not been developed to date. Under this task GSI will develop and submit to OWRD an application for an extension of time to extend the completion date (development deadline) for Permit G-13679.

Activities under this task may include but are not limited to:

- Compile information to develop the extension of time application and the projected timeline for full beneficial use of water under the permit.
- Communicate with the City to confirm the approach for the extension of time, including the duration of the proposed extension.
- Develop draft extension of time application for City review.
- Revise extension of time application, as needed, and develop final extension of time application and submit to OWRD.
- Respond to inquiries from OWRD and provide additional information or comments as needed.
- Review OWRD processing documents (Proposed Final Order and Final Order, etc.)
- Provide on-going project communications with the City and OWRD as needed.

Deliverables

The deliverables for this task include: a draft and final extension of time application for Permit G-13679.

Schedule

GSI will begin work on the permit extension application upon receiving notice to proceed. GSI will provide the City with a draft extension application and submit a final extension application to OWRD within four weeks of notice to proceed, assuming the City provides GSI with any additional information needed to complete the extension application within this timeframe. GSI will communicate with OWRD to coordinate the processing of the extension application with the submittal of the WMCP. The goal of this coordination is to obtain a decision on the extension application prior to approval of the WMCP, so that a condition in the extension final order requiring submission of a WMCP would be satisfied by the WMCP proposed in this scope.

Fee Estimate

GSI's estimated budget for completing Tasks 1 and 2 is not to exceed \$35,214. This budget is based on our current understanding of the project. GSI is not required to perform activities in excess of this stated not-to-exceed budget. GSI will conduct this work on a time-and-materials basis. The budget by subtask may vary but the total budget will not be exceeded without prior approval from the City. A breakdown of budget by task is presented in table 1 below.

Table 1. Estimated Budget by Task

Tasks	Fee
Task 1 - WMCP Update	\$30,191
Task 2 - Extension of Time Application, Permit G-13679	\$5,023
Total	\$35,214

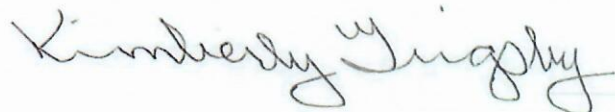
This budget estimate does not include required agency fees. The estimated agency fee for the WMCP is \$2,450. The estimated fee for the extension of time application is \$780. GSI has assumed that the City will pay all required agency fees directly to OWRD. If you would like GSI to provide the checks for the fees, GSI will request approval for an increase in the estimated budget in the amount of the fee with a 10 percent mark-up.

If this scope of work and fee estimate meet with the City's approval, GSI will provide a professional services agreement. We look forward to hearing back from you and getting started. Please do not hesitate to call us with any questions. Zach can be reached at 541.753.0933, and Kim can be reached at 541-257-9004.

Sincerely,



Zach Pike-Urlacher
Water Resources Consultant



Kimberly Grigsby
Principal Water Resources Consultant



Proposal

Project: City of Aumsville Water Management and Conservation Plan Update

To: City of Aumsville
 Attn: Matthew Etzel, Assistant Public Works Director
 595 Main Street
 Aumsville, OR 97325
 503-749-1185; metzel@aumsville.us

From: Summit Water Resources. LLC
 Ted Ressler, RG, CWRE tressler@summitwr.com
 Ryan Dougherty, PE, RG rdougherty@summitwr.com
 DeEtta Fosbury, RG dfosbury@summitwr.com
 503-967-7050

Date: March 4, 2024

Summit Water Resources, LLC (Summit) is pleased to present this proposal to update the City of Aumsville’s (City’s) Water Management and Conservation Plan (WMCP).

Water Rights and Water Planning Expertise

Summit’s water right experts assist our clients with navigating complex factors to plan for meeting future water demands through strategic management of existing water rights, procurement of new authorizations, and creative solutions for utilizing existing water sources (e.g., aquifer storage and recovery). Summit staff have extensive technical expertise and experience with regulatory programs that apply to water resources issues throughout the Pacific Northwest and have supported a wide range of water right projects for municipal water providers in Oregon, including:

- Canby Utility Board
- Clackamas River Water
- Interlachen People’s Utility District
- Joint Water Commission
- North Clackamas County Water Commission
- McMinnville Water & Light
- Medford Water Commission
- Port of Portland
- Pacific City Joint Water-Sanitary Authority
- Rockwood Water People’s Utility District
- Springfield Utility Board
- Sunrise Water Authority
- Tualatin Valley Water District
- City of Adrian
- City of Ashland
- City of Aumsville
- City of Aurora
- City of Bend
- City of Brookings
- City of Carlton
- City of Cannon Beach
- City of Cave Junction
- City of Corvallis
- City of Cottage Grove
- City of Creswell
- City of Dayton
- City of The Dalles
- City of Fairview
- City of Florence
- City of Forest Grove
- City of Grants Pass
- City of Gresham
- City of Harrisburg
- City of Hillsboro
- City of Independence
- City of Jacksonville
- City of Lafayette
- City of Monroe
- City of Mt. Angel
- City of Newberg
- City of Pendleton
- City of Prineville
- City of Rogue River
- City of Salem
- City of Sandy
- City of Talent
- City of Tigard
- City of Troutdale
- City of Toledo
- City of Veneta
- City of Waldport
- City of Woodburn

City of Aumsville Water Management and Conservation Plan Update

Summit staff have supported WMCPs, WMCP updates, and WMCP progress reports for the Cities of Banks, Fairview, Florence, Monroe, Newberg, Pendleton, Salem, Sandy, Tigard, Woodburn, and Veneta, and for the Salmon Valley Water Company and Columbia Hills Home Owners Association.

WMCP Background

A WMCP for a municipal water supplier provides a description of the water system, identifies the sources of water used by the community, and explains how the water supplier will manage and conserve water supplies to meet future needs. Preparation of a WMCP is intended to represent a pro-active evaluation of the management and conservation measures the water suppliers can undertake. The planning program requires water suppliers to consider water that can be saved through conservation practices as a source of supply to meet growing demands if the saved water is less expensive than developing new supplies.

The City's most recent WMCP was approved on February 27, 2015. The Final Order approving the WMCP specified submittal of a progress report by July 15, 2019 and an updated WMCP no later than November 15, 2024.

An updated WMCP includes all the elements of a full plan and a 5-year progress report. The key issues for review and approval by OWRD are:

- Are all of the required elements included in the plan?
- Does the updated plan address all of the conditions noted in the Final Order approving the previous plan?
- Are the water demand and supply capacity projections well-supported?

Summit's project approach and associated assumptions for updating the City's WMCP are outlined below.

Scope of Work

Task 1 – Project Kickoff and Project Management

Task 1 will include a review of relevant documents and a project kickoff meeting with the City project manager (PM) and key City staff to be involved in the development of the WMCP. Documents to be reviewed include:

- 2015 Water Master Plan
- 2019 Benchmark WMCP Progress Report
- City water rights, available from Oregon Water Resources Department (OWRD)
- Other water supply planning documents provided by the City

Summit will conduct a kickoff meeting to discuss data needs and sources and to identify the appropriate City staff to serve as subject matter experts for specific elements of the WMCP.

Assumptions: The kickoff meeting will be held online, via Microsoft Teams.

Deliverables: Kickoff meeting agenda and summary notes.

Task 2 – Draft WMCP Update

Summit will develop an updated WMCP through a series of work sessions with the appropriate subject matter experts identified in the kickoff meeting. The following sequence of activities is anticipated:

City of Aumsville Water Management and Conservation Plan Update

- Water Supplier Description
 - Compile questions and meet with City staff to develop revisions to the Water Supplier Description and prepare a narrative describing changes since the previous plan and the future build-out of any system changes that are in progress
 - Identify/describe changes to water sources or interconnections with other systems
 - Update current service area map and population served
 - Update water supply assessment
 - Summarize current and past water use
 - Total usage (average, peak, seasonal)
 - Usage by customer class
 - Leakage estimates
 - Prepare system schematic
 - Update water right inventory and environmental resource issues of concern
 - Submit draft of section to subject matter experts for review; revise based on review comments

- Water Conservation, Curtailment Plan, and 5-Year Benchmark update
 - Compile questions and meet with City staff to develop revisions
 - Update text and tables
 - Submit draft sections to subject matter experts for review; revise based on review comments

- Water Supply
 - Compile questions and meet with City staff to develop revisions
 - Future service area and population projections
 - Schedule to fully exercise each permit
 - Demand forecast
 - Comparison of projected need and available sources
 - Analysis of alternative sources (if available sources are deficient)
 - Greenlight water request (if needed)
 - Update text and tables
 - Submit draft of section to subject matter experts for review; revise based on review comments

Assumptions: All information needed for the WMCP update is up to date and will be provided by the City in a timely manner to meet the project schedule. There will be up to four work sessions with subject matter experts and one round of review for each WMCP section.

Deliverables: Draft versions of the WMCP sections, including Water Supplier Description; Draft Water Conservation, Curtailment Plan, and 5-Year Benchmark update; and Water Supply Analysis

Task 3 – WMCP Review and Submittal

- Compile and submit a complete draft document to the City PM for review
- Following review, an online review meeting will be held with the City PM to address revisions and outstanding comments
- Revise draft based on City PM comments, and submit for City Council review
- Finalize the draft WMCP for submittal to OWRD and any affected local government(s), as appropriate
- Address OWRD comments on the draft WMCP, and submit the final WMCP to OWRD

City of Aumsville Water Management and Conservation Plan Update

Assumptions: Two rounds of City review of the compiled draft WMCP (City PM and City Council). A total of 12 hours are reserved for addressing OWRD comments on the draft WMCP. The OWRD filing fee for the WMCP will be paid directly by the City.

Deliverables: Draft of the WMCP for review by the City PM, revised draft of the WMCP for review by City Council; final draft of the WMCP for review by OWRD, and a final version of the WMCP submitted to OWRD.

Budget Estimate

Summit will complete this work on a time and materials basis for an amount not to exceed **\$19,260** in accordance with Summit’s 2024 schedule of fees attached. Summit’s budget estimate does not include any OWRD, county, or other transactional agency fees that may be required as part of the work. Summit has assumed that any associated state agency fees will be paid separately the City.

Summit will not exceed the stated budget estimate without prior written approval from the City. The proposed budget estimate is based on Summit’s current understanding of the project as described in this scope of work; if additional assistance is required beyond that described in this scope of work, Summit will work with you to develop an amended scope of work and budget estimate.

Table 1. Budget by Task

Task	Description	Task Total
1	Project Kickoff	\$2,550
2	Draft WMCP Update	\$12,000
3	WMCP Review and Submittal	\$4,710
Total		\$19,260

Schedule

Summit is prepared to begin work upon receiving authorization to proceed. We understand that the final draft WMCP Update is due for submittal to OWRD on or before November 15, 2024. The calendar below shows a general outline of anticipated completion dates for project milestones.

MONTH	M	T	W	TH	F	S	S	MILESTONE
May	29	30	01	02	03	04	05	
	06	07	08	09	10	11	12	Kickoff Meeting
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
June	27	28	29	30	31	01	02	
	03	04	05	06	07	08	09	
	10	11	12	13	14	15	16	Draft Water Supplier Description
	17	18	19	20	21	22	23	
July	24	25	26	27	28	29	30	
	01	02	03	04	05	06	07	
	08	09	10	11	12	13	14	Draft Water Conservation, Curtailment Plan, and 5-Year Benchmark update
	15	16	17	18	19	20	21	
August	22	23	24	25	26	27	28	
	29	30	31	01	02	03	04	
	05	06	07	08	09	10	11	

City of Aumsville Water Management and Conservation Plan Update

	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	Draft Walter Supply Analysis
September	26	27	28	29	30	31	01	
	02	03	04	05	06	07	08	
	09	10	11	12	13	14	15	
	16	17	18	19	20	21	22	Complete Draft for City PM Review
	23	24	25	26	27	28	29	
October	30	01	02	03	04	05	06	
	07	08	09	10	11	12	13	
	14	15	16	17	18	19	20	Draft for City Council review
	21	22	23	24	25	26	27	
November	28	29	30	31	01	02	03	
	04	05	06	07	08	09	10	
	11	12	13	14	15	16	17	WMCP due to OWRD

We look forward to hearing back from you and getting started. Please do not hesitate to give us a call with questions at 503-967-7050.

Sincerely,
Summit Water Resources, LLC



Ted Ressler, RG, CWRE
Hydrogeologist and Water Resources Consultant



Ryan Dougherty, PE, RG
Hydrogeologist and Water Resources Engineer



2024 Standard Schedule of Fees
(Effective January 1, 2024 through December 31, 2024)

Professional Staff	Hourly Rate
Principal	\$230 - \$290
Senior	\$160 - \$250
Project	\$140 - \$205
Staff	\$110 - \$165
GIS Specialist	\$105 - \$175
Support Staff	
Administrative	\$85 - \$115
Technical Editor	\$115 - \$145

- Expenses**
- Mileage: Prevailing IRS rates plus 10 percent markup
 - Direct Expenses: Actual cost plus 10 percent markup
 - Outside Services: Actual cost plus 10 percent markup
 - Equipment Rentals: Actual cost plus 10 percent markup

Notes

1. Delivery of depositions or expert testimony will be billed at 1.5 times Fee Schedule rates.
2. Hourly rates and expenses are subject to annual updates.

March 18, 2024

City of Aumsville
Attn: Matt Etzel
595 Main Street
Aumsville, OR 97325-0227

RE: Water Management Conservation Plan Quote

Dear Mr. Etzel:

The Oregon Association of Water Utilities will be pleased to conduct a water management and conservation plan for the City of Aumsville for a fee not to exceed \$16,500.00 (sixteen thousand, five hundred) dollars.

Please note: Oregon WRD, the ORS, and OAR requirements may rewrite a water supplier's ability towards water development, used, or future planning. OAWU does not employ attorneys on these matters or offer legal opinions. OAWU will ask the water supplier to offer direction in the matters of plans, water amounts, rights, applications, green-light water, etc. that pertain to the future growth demands and water usage, etc.

If this meets your requirements, please send us a letter of confirmation agreeing to the services to be offered as specified in the above paragraphs as well as the timeline for completion of the water management and conservation plan. This proposal is in effect for 90 days from the date of this proposal.

If you have any questions, please feel free to contact our office at 503-837-1212 or e-mail Tim at ttice@oawu.net. We appreciate the opportunity to assist our membership.

Sincerely,

Jason Green
Executive Director
Oregon Association of Water Utilities

C: Tim Tice / Projects Manager

[Placeholder page]

Full proposal for Oregon Association of Water Utilities to be submitted and distributed to Council prior to April 22, 2024 meeting.



595 Main St. Aumsville, Oregon 97325
(503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

STAFF REPORT

DATE: April 22, 2024
TO: Aumsville Mayor & City Council
FROM: Kirsti Pizzuto, Assistant City Administrator
SUBJECT: MWVCOG Intergovernmental Agreement

BACKGROUND

Aumsville and many other cities in the area regularly work with Mid-Willamette Valley Council (MWVCOG) of Governments for different types of projects related to land use planning, grant support, and economic development. Previously, an agreement would be signed for each individual project.

CURRENT SITUATION

As described by their letter included in the packet, aiming to streamline the contracting process, MWVCOG has proposed a Master Services Agreement which establishes terms that apply to all projects and services provided by MWVCOG. Fees for services are determined using the most current established service rates per MWVCOG resolutions passed by their Board of Directors. The current Resolution 2024-01 will take effect July 1, 2024 and be effective until June 30, 2025.

RECOMMENDATION

Approve the intergovernmental agreement with MWVCOG.

COUNCIL OPTIONS

1. Move to approve the Intergovernmental Agreement between Mid-Willamette Valley Council of Governments and City of Aumsville as presented by staff
2. Move to approve the Intergovernmental Agreement between Mid-Willamette Valley Council of Governments and City of Aumsville as amended by ...
3. Remand back to staff to provide additional research or modification.



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

April 15, 2024

Dear COG Member,

As you know, every spring COG sends service contracts for the upcoming fiscal year. We have some important changes to share about our process and rates.

Streamlined Services Contracting Process

In the past, COG contracted with members for each type of service offered, creating multiple contracts which were identical except for the service description requiring redundant efforts for members and COG. To create efficiencies where possible, COG has streamlined our contracting process and now offers a Master Services Agreement for your consideration.

The Master Services Agreement allows the COG and members to agree to the terms for the delivery and payment of services for all services that the member may request from COG during the fiscal year. This reduces the processing time and cost for both the member and COG for contracts that are identical except for the service description.

Rate Changes

At their March meeting, the MWVCOG Board of Directors adopted Resolution 2024-01 setting rates for our services. A description of all COG services is provided in the attached Local Services Plan. The rates were informed by a cost analysis conducted by the COG finance team and presented to the Board and were set based on cost recovery principles. The new rates are attached as part of the Master Services Agreement.

Member Cost Recovery

In many cases, members are able to pass this cost on to developers or applicants who request planning services, either through direct billing or through the collection of fees. This is available for planning, legal and GIS services. 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 or if you would like information on a full recovery fee schedule.

Legal Services Change to Flat Rate Packages

COG is pleased to continue offering legal and hearings officer services. This year we are offering a bundled rate of 10 hours of service to members for a flat rate of \$1000. Thereafter, legal services are billed at the hourly rate of **\$200/hour**. Flat rate packages will continue to be available for special projects e.g. Charter review.

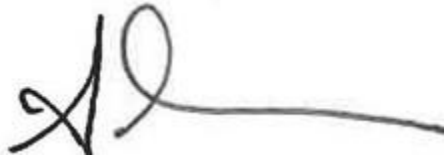
COG's Service Offerings

COG staff that are assigned to work with members are a great source of information for not only their own area of expertise but other areas of expertise that a member may need. The combined knowledge and experience of the staff at COG ensure that member needs can be met on a variety of projects and services. Please don't hesitate to speak with any of our staff about our array of services.

Please sign and return both copies of the enclosed contract by **June 30th**. If you have questions or wish to discuss this further, please feel free to contact any of our COG team.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'SD', followed by a long horizontal line extending to the right.

Scott Dadson, MWVCOG Executive Director

INTERGOVERNMENTAL AGREEMENT
Between
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
And
CITY OF AUMSVILLE

1. PARTIES TO AGREEMENT

This Intergovernmental Agreement (Agreement) is made pursuant to the authority found in ORS 190.010, et seq., between the *Mid-Willamette Valley Council of Governments*, an Oregon Intergovernmental Agency created under ORS Chapter 190, hereafter called COG, and City of Aumsville, hereafter called MEMBER. COG and Member collectively are referred to as Parties.

2. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which COG will provide services as described on the Local Service Plan to MEMBER.

3. TERM

This Agreement shall be effective for the period of time from July 1, 2024 through and until June 30, 2025 unless sooner terminated or extended as provided herein.

4. METHOD OF PAYMENT AND PAYMENT SCHEDULE

- 4.1 COG agrees to submit written invoices for services to the billing contact person identified in the signature block below.
- 4.2 COG shall submit invoices for services according to the current COG "Schedule of Fee for Services."
- 4.3 MEMBER agrees to pay for services at the rates set forth in the most current COG Schedule of Fee for Services resolution schedule including as applicable, hourly staff rates, flat rates, indirect rate (if applicable), and mileage at the IRS mileage rate for travel related to providing said services.
- 4.4 MEMBER agrees to make payment to COG within 30 days of receipt of invoices from COG.

5. ACCESS TO RECORDS

Both parties shall maintain all records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document both parties' performance hereunder. Parties

acknowledge and agrees that the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of six (6) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

6. COMPLIANCE WITH APPLICABLE LAWS

Each party agrees to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the provision of services under this Agreement, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

7. AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Any amendments shall be in writing and signed by duly authorized representatives of both parties.

8. SUSPENSION OR TERMINATION

- 8.1 This Agreement may be extended by written agreement of the parties signed by the representatives authorized to execute this agreement.
- 8.2 This agreement may be terminated by mutual consent of the parties at any time.
- 8.3 This Agreement may also be terminated for convenience upon written notification by either party with a minimum notice of thirty (30) calendar days delivered by mail or in person. In the event of Agreement termination for convenience, COG shall be due payment for all work completed by the time of termination.
- 8.4 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

9. INDEPENDENT CONTRACTOR

MEMBER 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.

10. LIMITED WARRANTY

In no event shall COG be liable for indirect or consequential damages. In no event regardless of theory of recovery shall COG be liable for any damages in excess of the amounts actually paid by MEMBER to COG for services provided under this agreement.

11. CONFLICT OF INTEREST

No member, officer, or employee of MEMBER, or its designees or agents, no member of the MEMBER Council, and no other public official of MEMBER who exercises any function or responsibility with respect to this project during the public official's tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under the contract.

12. 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.

13. 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).

14. INDEMNIFICATION

Each party shall indemnify, defend, save, and hold harmless the other party and its officers, employees, and agents from and against all claims, suits, actions, liabilities, damages, losses, or expenses, arising out of the acts or omissions of the party, its officers, agents, or employees performing under this Agreement, 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 the person's official duties

15. MERGER CLAUSE

The 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. The Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its term and conditions.

///

16. ASSIGNMENT, DELEGATION, SUCCESSOR

Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

17. CONFLICTS

Should a conflict arise regarding billing or quality of service, the parties shall prior to bringing a claim, action, suit or proceeding in court, meet to attempt to resolve the issue within thirty (30) days of issue identification. Each party shall designate a representative authorized to negotiate a solution to the conflict. If the conflict cannot be resolved by the parties, the parties will submit the issue for mediation. Each party shall make a good faith effort to resolve the conflict through mediation. If the conflict cannot be resolved by the parties through mediation.

18. GOVERNING LAW, JURISDICTION, VENUE & ATTORNEY FEES

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a Circuit Court of the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party shall be responsible for the party's attorney fees, costs and disbursements at all times including appeals.

19. WAIVER

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

20. COUNTERPARTS.

This Agreement and any subsequent amendments may be executed in any number of counterparts (including by facsimile, PDF, or other electronic transmission), each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one agreement binding on all parties.

21. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

22. NOTICES

Any notice required to be given to COG or MEMBER under this Agreement shall be sufficient if given, in writing, by first class mail or in person as described in the signature block below.

23. 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.

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF AUMSVILLE

By: _____

Scott Dadson, Executive Director

Date: _____

Mid-Willamette Valley Council of Governments

By: _____

Printed Name & Title _____

Date: _____

Organization: _____

BILLING CONTACT FOR INVOICES

FOR COG

Amber Mathiesen

Finance Director

amathiesen@mwvcog.org

100 High Street SE Ste. 200

Salem, OR 97301

NOTICES

For COG:

Scott Dadson

Executive Director

sdadson@mwvcog.org

100 High Street SE

Salem, OR 97301

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____

BEFORE THE BOARD OF DIRECTORS
 FOR THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
 In the matter of establishing rates for services provided member and other entities on a fee-for-service basis.

RESOLUTION 2024-01

WHEREAS, the Mid-Willamette Valley Council of Governments (COG) is an intergovernmental entity established by agreement among the participating jurisdictions pursuant to their home rule authority and ORS 190.019.

WHEREAS, the agreement establishing the COG and ORS 190.020 allows the COG to enter into intergovernmental agreements for the delivery of services to its member governments

WHEREAS, the COG presently offers a host of fee-for-service programs on a contractual basis with its member governments to include land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services; and

WHEREAS, the Board of Directors for the COG desires to set rates for such services that are affordable for members and recover the COG’s costs of providing such services,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS:

That the following rates shall take effect for the COG’s fee-for-service program beginning July 1, 2024, and ending June 30, 2025, unless sooner amended:

Member Services

	COG Member Rates	Affiliate Member Rates
Recruitment Services		
Population - Up to 1,000	\$ 8,500	\$ 9,400
Population - 1,001 to 5,000	\$ 10,900	\$ 12,000
Population - Over 5,000	\$ 14,600	\$ 16,100
Background Check Services (per background check)	\$ 600	\$ 700
Legal Services		
Legal Service Subscription (Includes up to 10 hours per year, unused hours do not roll forward)	Per year \$ 1,000	\$ 1,200
General Counsell Services	Per hour \$ 200	\$ 230
Hearings Officer Services	Per hour \$ 200	\$ 250

Member Services (continued)

		COG Member Rates	Affiliate Member Rates	Grant Contract Rates
Strategic Planning/Goal Setting				
	Evening/Half Day (4 hours)*	\$ 2,700	\$ 2,970	
	One Day (8 Hours)*	\$ 5,400	\$ 5,940	
	Evening Plus full day (10 hours)*	\$ 6,450	\$ 7,095	
	* hourly rates apply thereafter			
Staff Services				
	Executive Director	per hour	\$ 187	\$ 230 \$ 225
	Department Director	per hour	\$ 141	\$ 170 \$ 195
	Loan Program Manager	per hour	\$ 148	\$ 180 \$ 180
	Project Manager 2	per hour	\$ 114	\$ 140 \$ 165
	Planner, Senior	per hour	\$ 109	\$ 130 \$ 165
	Admin Services Coordinator	per hour	\$ 92	\$ 110 \$ 150
	Accountant	per hour	\$ 92	\$ 110 \$ 150
	Planner, Associate	per hour	\$ 107	\$ 130 \$ 150
	Project Manager 1	per hour	\$ 99	\$ 120 \$ 150
	Administrative Specialist	per hour	\$ 84	\$ 100 \$ 120
	Planner, Assistant	per hour	\$ 84	\$ 100 \$ 120
Modeling Services				
	Modeling Services Member Rate	per hour	\$ 100	\$ 160
	Modeling Services For Profit Rate	per hour		\$ 200
Loan Underwriting , Packaging and Closing Services*				
	*charged as per lender requirement		See contract	See contract
Copy				
	Black and White Copies (Each)		\$ 0.30	\$ 0.30
	Color Copies (Each)		\$ 0.80	\$ 0.90
	Regular Plots (Each)		\$ 39.00	\$ 42.00
	Image Plots (Each)		\$ 55.00	\$ 61.00

Affiliate and Business Partner Rates

	Individual / Non-Profit Affiliate
Cost	\$500
Eligibility	<ul style="list-style-type: none"> i. Local governments outside of Marion, Polk and Yamhill counties ii. Individual: Available to public employees or employees of nonprofits who work regularly with COG. iii. Nonprofit: Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club)
Scope of Services	<ul style="list-style-type: none"> i. Affiliates are eligible for fee-for-service community development, transportation planning and GIS programs and such other services as the Executive Director may deem appropriate based on available resources. ii. Affiliates are not eligible to participate in the COG's fee for service programs that are limited to Marion, Polk, and Yamhill local government entities (i.e. recruitments, strategic planning, etc.)

ADOPTED by the Board of Directors of the Mid-Willamette Valley Council of Governments at Salem, Oregon this 19th Day of March 2024.

ATTEST


 Roxanne Beltz, Vice Chair
 COG Board of Directors



 Scott Dadson
 Executive Director



MEMORANDUM

TO: Board of Directors
Mid-Willamette Valley Council of Governments

DATE: March 14, 2024

THRU: Scott Dadson
Executive Director

FROM: Amber Mathiesen
Finance Director

SUBJECT: Resolution No. 2024-01 Establishing Rates for Services for FY 2024-25

ISSUE

Should the Mid-Willamette Valley Council of Governments (COG) Board of Directors adopt the attached resolution establishing rates for fee-for-service programs FY 2024-25?

BACKGROUND

The COG, as an intergovernmental entity formed by agreement pursuant to ORS Chapter 190, has the authority to enter into intergovernmental agreements for the delivery of services to its member governments. The COG presently offers a host of fee-for-service programs on a contractual basis with its member governments, including but not limited to: land use planning, housing rehabilitation loan administration, revolving loan program administration, legal services, executive recruiting, and other technical services.

As part of the budget setting process, the Board adopts a rate schedule annually that sets out the fees that the COG charges for services provided to member and non-member governments.

RECOMMENDATION

The Board adopt Resolution No. 2024-01 establishing rates for fee-for-service programs FY 2024-25.

DISCUSSION

The following discussion summarizes the analysis that staff used to arrive at the rates on the attached resolution to include:

- Any relevant historical context for the program or service and its associated rates;
- The assumptions and methodology staff used to arrive at the recommended rate;

- Where applicable, how the recommended rate compares with private sector rates for similar work; and
- Whether the proposed rate will generate revenue in excess of expenses, only recover costs, or result in a program loss (and if so, why that is advisable).

-

Member Services Rates

Recruiting Services. The rates set forth in the attached resolution are based on an analysis that averages the number of hours spent on this service over a five-year period and tiered by entity size. The rates are well below that which recruiters charge (which based on recent recruitments in the area are \$25,000 - \$35,000 per recruitment). However, the services conducted by recruiters is markedly different, in that recruiters offer a guarantee and will also actively recruit candidates (whereas the COG's service approximates the role of an internal Human Resources staff - a passive recruitment model). The anticipated net effect of the attached rates is to be both revenue and cost neutral based on a five-year average.

Legal Services. The COG began providing legal services in 2018. The attached resolution contains two rates for attorney services. The first is for Legal Services subscriptions which allow members to get up to 10 hours of legal services for a flat rate. Then there are rates for general counsel and hearings officer services at a rate of \$200 per hour. Both rates are at or below what cities have historically paid for these services.

The COG's cost for providing this service is expected to be \$114 per hour starting July 1, 2024. On a strictly per-hour basis, this model results in a net revenue of \$86 per hour for attorney services. That net revenue goes to pay for the cost of legal services provided to the COG on internal matters. The anticipated net effect of the attached rates is to be revenue and cost neutral, with some potential for a net gain (depending on the degree to which the attorney is used for internal matters).

Strategic Planning / Goal Setting. The COG provides goal setting and strategic planning sessions through a contractor. The attached rates reflect the cost of the contractor. The net effect is to be both revenue and cost neutral.

Miscellaneous Services. The COG will occasionally provide additional member services on a fee for service basis. For example, members will contract with the COG to facilitate amendments to the city Charter, facilitate resolution of conflicts, or perform other studies within the skills and abilities of the Executive Director. The anticipated hourly cost for the Executive Director (including wages and benefits) is \$150.00. The anticipated hourly cost for administrative support is \$80.00. Staff recommends a rate of \$187 per hour for the Executive Director and \$84.00 per hour for the Administrative Support, which is the rate that most facilitators charge for similar services. Because the demand for this type of work is intermittent, it is difficult to accurately predict the revenue impact of this rate, but any revenue would be minimal.

Community Development Rates

Land Use Planning. The COG provides land use planning services on a contractual, hourly basis for over twenty (20) jurisdictions throughout the region. The current contracts are set to expire on June 30, 2024.

Contract work includes current planning, special planning projects and long-range planning work, such as updating comprehensive plans, buildable land inventories and UGB expansions, code updates, mapping, etc. and this work is often shared between the local jurisdiction and private sector (if we are not successful in securing grant sources).

The staff recommended rates are intended to recover costs, however, some rates have historically been lower than cost recovery. In these cases, we are raising these rates incrementally 10% this year, and similar increases in following years)to improve recovery over time.

A market rate analysis of other planning services consultants within the region shows that, at the recommended rates, the COG proposed FY24/25 in the mid-range of other planning consultants within the region.

Program attributes that sets the COG apart, in addition to our hourly services contracts, are:

- Direct representation of our local jurisdictions with an assigned planner they can become familiar with and develop firm relationships and understandings;
- Support from the Community Development program as a whole, including support from the Community Development Director, Housing Rehabilitation Specialist, Grant Administrator, and Small Business Loan Program staff; and
- Support from a total of seven (7) Community Development staff rather than a single land use planner providing office hours that can often serve as a siloed resource.

Grants Administration. COG staff also contract with cities and other local governments throughout the year for funding application assistance, administration of public infrastructure grants and loans, and/or income surveys or other tasks needed to ensure continued eligibility for various state and federal funding programs. The recommended rate will achieve full cost recovery for this program area and is well within market rates for similar services.

Housing Rehabilitation. Community Development staff support the Valley Development Initiatives (VDI) housing rehabilitation program and contracted hourly services to support housing rehabilitation program contracts for the cities of Jefferson, Mt. Angel, Scotts Mills, Silverton, and Woodburn who maintain their own housing funds and desire COG assistance with program administration. The recommended rate will achieve full cost recovery for this program area.

Other Economic Development Services. Community Development staff will occasionally provide other economic development services, such as urban renewal planning and other

economic development efforts as requested by member local governments to enhance the region. The recommended rates for these services will achieve full cost recovery for those activities.

Geographic Information Services (GIS) / Transportation Modeling Services Rates

The COG provides various technical GIS services to member governments to include:

- Updates of zoning and comprehensive plan maps as well as other maps needed for local land use planning services;
- Requested services of a local government, such as address mapping, or assistance with Census program participation (e.g. Boundary and Annexation Survey)
- Support to Yamhill County to maintain and update the county's online GIS web application;
- Services for the Salem-Keizer School District to maintain and update data layers, update and create maps of school boundaries, and maintain the district's online GIS web application (the Salem-Keizer School Finder), and other services requested by the district; and
- Mailing list GIS services for ODOT Region 2.

The hourly member rate is the needed to cover COG's labor rate for a GIS analyst, plus indirect and material costs.

Modeling Services. On an infrequent basis (from two to four times per year), the COG transportation section will get requests for modeling forecasts from private sector companies (or their consultants) for projects associated with a private-sector land use development application. COG only provides this service only for the geographic area inside the SKATS MPO area. The proposed Transportation Modeling services hour charges of \$130/hour is higher than the "break-even" costs of \$110.00/hour for a Senior Planner- \$100/hour for an Associate Planner. In a typical year, the total amount of hours charge is less than 20 hours. Requests from our local governments within SKATS and ODOT for modeling forecasts and related outputs is not charged to those jurisdictions or ODOT since they provide local or state funds for matching the federal funds provided to the COG for SKATS.

Loan Program Service Rates

The loan program bills the individual loan programs for the time spent to market, underwrite, funding and servicing the loans. The recommended staff rates are expected to achieve full cost recovery when loans are funded. However, because many prospective lending opportunities are not pursued by the business borrowers and their participating lenders, for a variety of reasons beyond the control of the loan program staff, the time spent working on these prospective projects is not billable, so the time and costs are not recovered in instances when a loan does not

fund. The costs of those activities are then borne by the carryover in program income from year to year, which derives from other program revenues.

The loan program budget is the aggregate revenues of each revenue source. For example, the SBA 504 program and the Oregon Business Development Fund generates income in excess of costs; the COG revolving loan fund and VDI loan programs fund most, to all of the revenues to cover expenses and the contract lending services provided two cities and one county is subsidized by the other COG lending activities.

The COG's rates are well below market rates and that of other public sector lenders. A true private sector comparison is problematic because a lender would be reluctant to accept the liability risk and increased insurance costs inherent with a contract for lending services that are not core to the lender's activities. However, for comparison purposes assume the COG's rate for loan officer and program manager to be doubled to match private sector salaries (loan officer and team leader) and add a factor of plus 50% for indirect costs; the loan servicing rates would be increased by an indirect increase of 50%. Public sector comparisons are limited to other Councils of Governments in the State, which either are understaffed, do not have the software capacity, and are unable to provide lending services outside of their area of operations. Typically, these public entities have higher staff rates because of their individual burden rates/indirect costs in comparison to MWVCOG, as per our prior affiliation with jointly operated (three COGs) Certified Development Company.



ABOUT MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

The Mid-Willamette Valley Council of Governments is a voluntary association of over 40 local governments. Members include Marion, Polk, and Yamhill counties, 32 cities, 7 special districts, and the Confederated Tribes of the Grand Ronde.

MISSION

Our ongoing mission includes:

- Expanding interaction and improving dialogue among local units of government
- “Convenorship” – enhancing collective awareness of major regional issues through seminars and workshops
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to individual needs of member governments.

GOVERNMENT

The Mid-Willamette Valley Council of Governments operates under Oregon Revised Statute 190 however; the charter has enumerated powers, so we do not have all the same powers granted to municipal corporations by State statutes. Enumerated powers limit the Board’s power to the powers expressly listed in the ORS 190 Agreement. This affects the power to issue debt, levy taxes, as well as other Board’s decisions and daily operations.

Mid-Willamette Valley Council of Governments is governed by a representational Board comprised of an appointed Chair and 19 Board members. The Board exercises policy-making and legislative authority and is responsible for COG legislation, adopting the budget, appointing committees, and hiring the Executive Director.

The Executive Director and staff are responsible for carrying out the day-to-day operations of the COG.

The COG’s fiscal year begins July 1 and ends June 30. Current information about services and projects can be found at the website www.mwvcog.org

MEMBER SERVICES

The Council of Governments provides services to our members. At the core of MWVCOG programs are: Promoting regional collaboration, cooperation and dialogue among local units of government; Enhancing collective awareness of major regional issues, projects and activities through newsletters, meetings, seminars and workshops; Providing staff support, technical assistance and local services tailored to the individual needs of Mid-Willamette Valley Council of Government member jurisdictions.

ADMINISTRATIVE SERVICES

COG provides a variety of services to support the elected leadership and central office functions. These include facilitation, recruitments, finance and accounting, and legal services.

Facilitation

Facilitation services are available for elected leadership as well as department level efforts. Services include council goal-setting sessions, community visioning, and strategic planning.

Recruitment Services

COG staff are available to provide recruitment services for city managers and administrators including;

- Develop a recruitment timeline based on the Council's decisions regarding the placement of advertisements and the associated deadlines; the process that the Council determines is appropriate, Council availability, etc.
- Meet with Council to draft a position profile.
- Draft and place the position advertisements.
- Receive applications and send acknowledgment letters to all applicants. Screen applications.
- Respond to inquiries from candidates during the recruitment process.
- Perform background/reference checks on finalist(s) chosen by the Council.
- Work with the Council in designing the interview process and questions.
- Facilitate the interview process.
- Send out regret letters to unsuccessful candidates at appropriate times.
- Assist in negotiating an employment agreement. MEMBER is responsible for having its legal counsel prepare or review any proposed employment contract with the person being hired as MEMBER Manager.

Legal Services

COG provides experienced local government attorneys to provide legal services. Services include:

- Legal consultation and navigation services to assist with answering day-to-day questions such as conduct of a public meeting, public records, or the interpretation of a code or legal requirement.
- Review and drafting of contracts, intergovernmental agreements, and other documents and legal instruments.
- Drafting or resolutions, ordinances, and updates of municipal code sections as requested by MEMBER.
- Attendance at MEMBER meetings as requested by MEMBER and coordinated with the designated attorney.
- Attendance at meetings requiring legal representation either accompanying one or more MEMBER representatives or as the designated MEMBER legal representative.
- Training of MEMBER personnel, elected, and appointed officials on legal issues.
- Hearings Officer.
- Other legal services as requested by MEMBER, but does not include, litigation, bond counsel, personnel and labor negotiations, city prosecutor, or other specialized attorney services beyond agreed upon general legal representation.

Fiscal and Budget Administration Services

COG finance staff provide services to members for budgeting, accounting, payroll administration, financial reporting, cash management, insurance, investment oversight, fiscal records management, property management, analyses, and audit support.

TRANSPORTATION PLANNING AND GIS SERVICES

MWVCOG provides administrative services and staffing for the Metropolitan Planning Organization (MPO) responsible for transportation planning in the Salem-Keizer-Turner metropolitan planning area. Policy direction for the MPO program is provided by the Salem Keizer Area Transportation Study Policy Committee (SKATS). Participants in SKATS are: City of Salem, City of Keizer, City of Turner, Marion County, Polk County, School District 24J, Salem Area Mass Transit District, and Oregon Department of Transportation (ODOT). SKATS is responsible for the adoption and maintenance of the SKATS Metropolitan Transportation Plan (MTP), the SKATS Transportation Improvement Program (TIP), development of the regional travel demand model, and coordination and technical assistance for regional transportation studies in the SKATS boundary.

COG's Safe Routes to School program serves the Salem Keizer School district area using funding from transportation grants from ODOT the SKATS TIP, and matching funds from the Salem Keizer School District.

COG provides support and assistance to the Mid-Willamette Area Commission on Transportation (MWACT) to facilitate discussion and develop consensus on transportation issues throughout the three county-area.

GIS Services

COG's GIS (Geographic Information System) services include specialized mapping and analysis, online web map and application development, mapping support to land use planning, census data analysis, and assisting members in establishing or expanding the use of GIS in their agencies. Ongoing projects include development and maintenance of online web map applications for Yamhill County Planning and the cities of Sheridan, Dundee, and Turner, mobile data collection application development for Yamhill County Public works and the Marion Soil and Water Conservation District, attendance boundary maintenance for the Salem-Keizer School District, quarterly building permit reports for the greater Salem-Keizer area, and production and maintenance of zoning, comp plan, address, natural resources, and other maps for member cities. Specific services include:

- Web map application development/hosting
- Planning, transportation, natural resources, demographic, utility, and many other types of mapping
- Advanced geographic processes and analyses
- Online surveys
- Mobile data collection application development
- Utility CAD data conversion
- Public participation tools, such as online public comment maps
- Story Maps
- Arc HUB sites
- Custom data analysis

COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

Community and economic development services include land use planning, grant writing and administration, housing rehabilitation program management, small business lending, and economic development planning and activities.

Land Use Planning

MWVCOG provides professional planners for land use planning services for current and long-range planning including code updates, UGB expansion, and related analysis. Planning staff:

- Analyzes and evaluates land use applications, development proposals and building permits; prepares appropriate public notices; evaluates data; interprets applicable laws, codes, and ordinances, and makes appropriate recommendations; coordinates reviews and negotiations with other City departments.
- Identifies and resolves critical issues affecting the feasibility and success of various development proposals and land use applications.
- Answers questions and provides information to the public on land use, sign, and public nuisance regulations; investigates complaints and recommends corrective action as necessary to resolve concerns regarding the City's land use code.
- Prepares staff reports for the City Council and Planning Commission, Hearings Official, and other committees and advisory boards; makes presentations as required.
- Participates in pre-application conferences with project teams.
- Confers with and advises engineers, surveyors, developers, architects, attorneys, landscape architects and the public regarding City development requirements and planning policies and standards; coordinates City's response on land use applications, zoning, and other planning related matters; negotiates and resolves related conflicts that arise.
- Serves as project manager or staff team member on complex land use applications and studies.
- Conducts plan review on residential, multifamily, and commercial plans for zoning development standards, such as building design, setbacks, bicycle and motor vehicle parking, and landscaping.
- Develops informational materials to provide information to the public regarding land use standards and procedures related to the City's land use code, plans, and other standards.
- May research and draft ordinances to amend the zoning and other land use development ordinances; may evaluate amendments to the comprehensive plan or neighborhood plans.
- May make presentations regarding general planning issues, or specialized planning policies and procedures to neighborhood groups, educational, civic, and professional organizations.

Grants Administration

MWVCOG grant administration staff monitors, identifies and notifies member governments of grant and other opportunities; writes and administers grants including environmental reviews and wage monitoring; and completes reports to comply with grant requirements. These services include helping in insuring future eligibility for state and federal grants and loans by helping members with regulatory compliance in managing projects.

Housing Rehabilitation Services

COG provides specialized assistance to members with management and administration of housing rehabilitation programs and funds. Via the HUD Community Development Block Grant (CDBG) Program, these funds provide loans or grants to low and moderate-income homeowners for home

repairs and often require extensive regulatory compliance and specialized management on the part of funded cities. Due to regulatory changes, it is advantageous for many cities to assign these CDBG funds to Valley Development Initiatives, a regional non-profit corporation, for long term management. MWVCOG provides staff services to Valley Development Initiatives (VDI) under contract.

Economic Development

MWVCOG coordinates and provides staff support to the activities of the Mid-Willamette Valley Community Development Partnership, an advisory Board chartered by the MWVCOG consisting of 29 members made up of both local government elected officials and private sector representatives. The Partnership provides policy direction for the regional economic development planning program. This program is supported by federal funds (EDA) and MWVCOG and Economic Development District dues.

With EDA assistance, MWVCOG provides economic development services such as urban renewal planning projects, mapping, infrastructure and employment land inventories, participation in regional economic development activities and meetings, and continued services as the Economic Development District to ensure eligibility for EDA funding and opportunities.

Fiduciary Funds

COG offers fiscal agent services for members. For example, COG provides fiscal agent services under an agreement with the Marion Cultural Development Corporation. Donations are received and held pending disbursement instructions from the corporation.

BUSINESS LENDING AND REVOLVING LOAN FUND SERVICES

Revolving Loan Fund Administration

COG staff provide revolving loan fund administration services for members.

Business Lending

MWVCOG operates a regional loan program to help finance business facilities. This Revolving Loan Fund (RLF) program was capitalized by grants from the U.S. Economic Development Administration (EDA), member governments and the Regional Investment Program.

MWVCOG entered into intermediary relationships with the United States Department of Agriculture (USDA), the Oregon Business Development Corporation, CCD Business Development Corporation, and Business Oregon to provide loan packaging services.

Under contract with Valley Development Initiatives, MWVCOG provides staff support and fiscal services to administer an Intermediary Relending Program from the USDA Rural Business Development Loan Program and the SBA Intermediary Lending Pilot (ILP) Program.

Valley Development Initiatives applied to the U.S. Small Business Administration to become a Community Advantage lender under the SBA 7a guaranty loan program. With this program Valley Development Initiatives can lend to eligible borrowers and receive an SBA guaranty for a portion of the loan, then selling the guaranteed portion to secondary market pools, receiving a premium on the sale, servicing income and income generated from the non-guaranteed portion of each loan. The Community Advantage program targets businesses that cannot find financing elsewhere but are creditworthy.



595 Main St. Aumsville, Oregon 97325
(503) 749-2030 • TTY 711 • Fax (503) 749-1852
www.aumsville.us

STAFF REPORT

DATE: April 22, 2024
TO: Aumsville City Council
FROM: Kirsti Pizzuto, Assistant City Administrator
SUBJECT: Budget Committee Appointment

CURRENT SITUATION

There are currently two remaining vacancies on the Budget Committee. Our applicant is Laura Ann Rinaker. If filled, the position will be a three-year term, expiring December 31, 2026, and one vacancy will remain.

RECOMMENDATION

Staff recommends appointing the citizen member.

MOTION TO APPROVE:

- I move to appoint Laura Ann Rinaker to the vacant budget committee seat with a term expiring December 31, 2026.

Submission information

Form: Budget Committee Application - Webform [1]
Submitted by Visitor (not verified)
Wed, 04/03/2024 - 10:02am

Name

LAURA ANN RINAKEK

Address

REDACTED

City

Aumsville

State

Oregon

Zip

97325

Home Phone

Cell Phone

REDACTED

Work Phone

Email Address

REDACTED

Occupation

Retired Payroll Manager

Place of Employment

Retired

Are you a registered voter?

Yes

Resident of Aumsville since:

October 2022

Please tell us why you are interested in this position for the Budget Committee:

I would like to be involved with the town I live in. I love living in Aumsville.

Describe your background and experience and why your background makes you a good choice for this open position:

My 30+ years experience as Payroll Manager included budgeting, accounting and finance.

Please include any other relevant information for this application.



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STAFF REPORT

DATE: April 22, 2024
TO: Aumsville Mayor & City Council
FROM: Kirsti Pizzuto, Assistant City Administrator
SUBJECT: Resolution 04-24 Updating Application Fees for Alarm Permits

BACKGROUND

Ordinance 690 ("Aumsville Alarm Ordinance") was passed by Council on December 17, 2024, which established procedures regulating alarm systems within Aumsville, repealing and replacing the previous Ordinance 490.

CURRENT SITUATION

The Aumsville Alarm Ordinance requires any person(s) or business located within Aumville city limits to obtain a permit if they have an alarm system. Section 3 details that:

- Permits are valid for one year from the date of issuance
- Fees shall accompany the permit application
- Late fees may apply for new applications submitted more than 30 days after the system becomes operative, and renewal applications submitted more than 45 days after the permit's expiration.
- The required fee for applying for alarm permits shall be set by Council by resolution.

There is no existing standalone resolution for the fees for alarm permits, and the current City Fees Resolution 09-23 does not include the fee either. To remain compliant with the Aumsville Alarm Ordinance, fees must be established. Resolution 04-24 proposes updated fees for new and renewing applications and late fees.

RECOMMENDATION

Approve Resolution 04-24 to update application fees for alarm permits.

COUNCIL OPTIONS

1. Move to approve Resolution 04-24, A Resolution Updating Application Fees for Alarm Permits as presented by staff
2. Move to approve the Resolution 04-24, A Resolution Updating Application Fees for Alarm Permits as amended by ...
3. Remand back to staff to provide additional research or modification.

RESOLUTION NO. 04-24

A RESOLUTION UPDATING APPLICATION FEES FOR ALARM PERMITS.

WHEREAS, Section 3 (A) of Ordinance 690 (“Aumsville Alarm Ordinance”) mandates that every alarm user must obtain an Aumsville alarm permit and that fees for alarm permits must accompany the permit application; and

WHEREAS, Section 3 (B) of the Aumsville Alarm Ordinance states that additional late penalty fees may apply to new alarm permit applications submitted more than 30 days after a system has become operative, and renewal permit applications submitted more than 45 days after an existing permit’s expiration date;

WHEREAS, failure to obtain a permit or renew a permit within 90 days from the due date will be a violation of the Aumsville Alarm Ordinance, and fines and penalties will apply as per Section 6(A)(1);

NOW THEREFORE, BE IT RESOLVED that all alarm permit applications shall be submitted to the City Administrator, on the appropriate form provided by the City, and accompanied by the appropriate fee as follows:

SECTION 1. Fee Schedule.

New Alarm Permit Application	\$50
Renewal Alarm Permit Application	\$25
New Permit Late Fee	\$25
Renewal Permit Late Fee	\$25

SECTION 2. City Administrator Authority. The City Administrator or designee shall have the authority to waive or reduce fees and waive required compliance with this resolution when it is determined all right.

BE IT FURTHER RESOLVED that this resolution becomes effective upon adoption.

CONSIDERED AND PASSED BY THE AUMSVILLE CITY COUNCIL ON THE 22ND DAY OF APRIL, 2024.

ATTEST:

Angelica Ceja, Mayor

Ron Harding, City Administrator

Date

ORDINANCE NO. 690

AN ORDINANCE ESTABLISHING PROCEDURES REGULATING ALARM SYSTEMS WITHIN AUMSVILLE, TO BE KNOWN AS THE "AUMSVILLE ALARM ORDINANCE" AND REPEALING ORDINANCE NO. 490.

WHEREAS, the occupants of residential, commercial, and industrial establishments within the incorporated areas of the City find it desirable to install and utilize alarm systems for such emergencies as burglary and robbery; and

WHEREAS, the public interest requires the enactment of rules, regulations, standards, and procedures to regulate and control the alarm systems such that the City's police department and other agencies charged with the promotion of public safety and protection of the city's citizens efficiently and economically coordinate their functions.

Based on the foregoing, the city of Aumsville ordains as follows:

Section 1. Purpose and scope.

- (A) This ordinance provides minimum standards applicable to burglary, robbery, and panic alarm systems (including systems utilizing automatic dialing devices) to promote alarm users' responsibility for maintaining the reliability and proper use of alarm systems in the City thereby preventing unnecessary emergency response(s) by the City's emergency workers to false alarms and thereby protecting the City's emergency response capability and capacity.
- (B) This ordinance establishes:
1. a requirement for alarm permits;
 2. provides for monetary penalties for excessive false alarms and delinquent accounts;
 3. provides for possible discontinuation of police response to alarms;
 4. revocation of alarm permits; and
 5. establishes a system of administration.

Section 2. Definitions.

- (A) For the purposes of this ordinance:
1. **Alarm coordinator** means the individual designated by the Aumsville City Administrator to issue permits and enforce the provisions of this ordinance.
 2. **Alarm permit** refers to the official document that is issued by the Aumsville Police Department to users of alarm systems within the city limits.
 3. **Alarm system** or **system** means any assembly of equipment, mechanical or electrical, including one interconnected with radio frequency signals which is designed to signal the occurrence of an illegal entry, emergency or other activity by emitting or transmitting a remote or local audible, visual, or electronic signal requesting emergency services personnel response. An alarm system does not

include an alarm installed on a motor vehicle or an alarm that is carried as a personal protection device on an individual's body.

4. **Alarm user** means the person, firm, partnership, association, corporation, company, or organization of any kind owning, controlling, or occupying any building, structure, or facility wherein an alarm system is maintained.
5. **Burglar alarm system** means an alarm system signaling an entry or attempted entry into an area protected by the system.
6. **City** means the City of Aumsville.
7. **False alarm** means an alarm signal that elicits a response by emergency services personnel when a situation requiring such a response does not in fact exist but does not include an alarm signal caused by violent conditions of nature or other means not reasonably subject to control by the alarm business, operator, or alarm user.
8. **Robbery alarm system** means an alarm system transmitting a silent robbery signal from a business location or a panic/duress signal from a residential location.

Section 3. Permits required—Fees—Exemptions.

- (A) Every alarm user, including those connected through an alarm center, must obtain an Aumsville alarm permit from the alarm coordinator for each alarm system prior to use thereof. Applications for an alarm permit must be filed with the alarm coordinator and must be accompanied by the required fee which fee shall be set by Council by resolution. Each permit shall be valid for one year from the date of issue.
- (B) A late penalty may be charged in addition to the alarm permit fee to an alarm user failing to obtain an alarm permit within 30 days of the system becoming operative or to a user failing to renew a permit within 45 days of the permit's expiration date.
- (C) Alarm permits are personal to the permit holder and are issued for a specified location. They are not transferable to another person or different location.

Section 4. False alarms.

For each false alarm over 3 each permit year, the permit holder must pay a fee as established by Council.

Section 5. Permit revocation.

- (A) Any alarm system having seven (7) or more false alarms during any permit year is subject to having its permit revoked.
- (B) Before revoking any permit, the police chief will give 10 days' written notice to allow the permit holder an opportunity to correct the system and submit proof thereof.

Section 6. Violation penalties.

(A) Penalties will be assessed by the alarm coordinator for false alarms as follows:

Number of False Alarms	
Within permit year:	Penalty (per violation)
3	\$__0__
4	\$__50.00__
5 or more	\$__150.00__

(1) Violation of any other provision of this ordinance is subject to a penalty not to exceed \$500.00 per violation.

Section 7. Repeal. Ordinance 490 is hereby repealed.

Section 8. Effective Date. This ordinance shall take effect on the thirtieth day after its enactment.

PASSED and unanimously adopted by Council and signed by the mayor December 14, 2020.

DEPARTMENT MESSAGE:

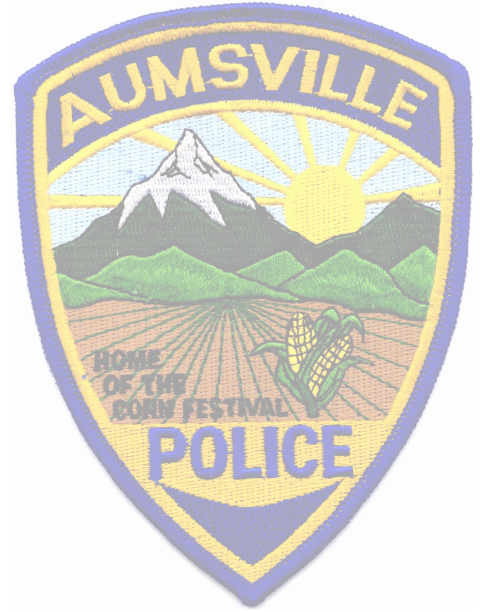
March was a busy month for Aumsville Police Department. We participated in handing out medals for the Special Olympics with Stayton and Turner Police Departments.

APD utilized several traffic enforcement grants that were targeting DUII drivers as well as speeding drivers.

We have been getting several citizen complaints about pedestrians unable to cross Main Street. In response to these complaints we will be doing several pedestrian safety blitzes in the coming months.

Follow our Facebook page for updates on community events and traffic enforcement activities.

-Chief Damian Flowers



Calls for Service	#
Assist Other-Turner PD	1
Assist Other-Fire	3
Assist Other-DHS	8
Assist Other-MCSO	3
Assist Other-Stayton PD	3
Assist Other-Other	3
Citizen Contact	17
Area Check	6
Welfare Check	2
Stolen Vehicle	1
Prowler	1
Suicide / Attempt / Threat	1/1/1
Traffic Complaint	3
Civil Dispute	13
False Alarm	2
Noise Complaint	5
Vandalism	2
Juvenile Problem	3
Traffic Stops	108
Suspicious Person/Vehicle/Circumstance	21
Animal Complaint	16
Open Door	2
Ordinance Violation	7
Property: Found/Lost/Seized	5
Person: Missing/Found/runaway	2
Emotionally Distressed Person	4
Total	246

Traffic Violation	City	County
Driving While Suspended	7	0
Driving Uninsured	15	0
No Operator's License	6	0
Fail to Display Plates	3	0
Violation of Basic Speed Rule	1	0
Exceeding Speed Limit	3	0
Fail to Drive Within Lane	2	0
Illegal Window Tinting	1	0
Fail to Carry Proof of Insurance	2	0
Fail to Renew Veh. Registration	6	0
Failed to Use Safety Belt	1	0
Unlawful Operation of Vehicle	1	0
Fail to Register Vehicle	5	0
Total	53	0

Crime	#	Arrested
DUII	2	2
Driving While Susp. Misd.	1	1
Menacing	1	1
Warrant	2	2
Harassment	2	2
Total	8	8