

AGENDA
VENETA CITY COUNCIL
MONDAY, MAY 9, 2016 – 6:30 P.M.
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**
- 6:30 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.
- 6:40 **3.A. ACCEPTANCE OF VICTORIA HEDENSTROM’S RESIGNATION FROM THE VENETA CITY COUNCIL** (pg. 3)
- 3.B. APPOINTMENT TO CITY COUNCIL VACANCY AND SWEARING IN OF NEWLY APPOINTED CITY COUNCILOR** (pg. 4)
- 6:55 **4. IF I WERE MAYOR CONTEST RESULTS**
- 7:15 **5. PUBLIC HEARING – AMENDMENTS TO VENETA LAND DEVELOPMENT ORDINANCE NO. 493, FILE #A-1-16**
- 1) Open Hearing
 - 2) Staff Report (Kay Bork) (pgs. 5-10)
 - 3) Public Comments
 - 4) Questions from Council
 - 5) Close Hearing
 - 6) Deliberation & Decision
- 7:35 **6. CONSENT AGENDA**
- a. Minutes for March 28, 2016 (pgs. 11-17)
 - b. Minutes for April 11, 2016 (pgs. 19-24)
 - c. Minutes for April 20, 2016 (pg. 25)
 - d. Accounts Payable
 - i. Checks for Approval – Paid through April 19, 2016 (pgs. 27-32)
 - ii. To be Paid – Payable through May 3, 2016 (pgs. 33-41)
- 7:40 **7. COUNCIL BUSINESS AND REPORTS**
- a. Business
 - (1) Donation Request from Lane Arts Council to provide Scholarships for the Summer Art Program (pg. 43)
 - (2) Donation Request from Mid Lane Cares (pg. 45)
 - b. Council/Committee Liaison Reports
- 8:05 **8. STAFF REPORTS**
- a. Community Development Director.....Kay Bork
 - (1) Transportation Utility Fee (TUF) Ordinance
 - i. **Ordinance No. 527** – AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF VENETA. For second reading by title only and final enactment. (pgs. 47-54)
 - (2) Amendments to Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494
 - i. **Ordinance No. 528** – AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 RELATING TO PARKING LOT LOCATION AND PROPERTY LINE ADJUSTMENT STANDARDS. For first reading by title only. (pgs. 55-61)

- 8:25 b. Finance Director.....Shauna Hartz
- (1) Amendments to Veneta Municipal Code relating to Utility Billing Cycle
 - i. Agenda Item Summary (pgs. 63-66)
 - ii. **Ordinance No. 529** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13, CHAPTER 10. For first reading by title only. (pgs. 67-68)
 - iii. **Ordinance No. 530** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 20. For first reading by title only. (pgs. 69-72)
 - iv. **Ordinance No. 531** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 25. For first reading by title only. (pgs. 73-81)
 - v. **Ordinance No. 532** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE SECTIONS 13.35.010, 13.35.050, 13.35.080; REPEALING 13.35.070; AND INSERTING 13.35.090. For first reading by title only. (pgs. 83-86)
 - vi. **Ordinance No. 533** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13 CHAPTER 05. For first reading by title only. (pgs. 87-93)
 - (2) Declaring City Assets as Surplus and Authorizing Disposal
 - i. Agenda Item Summary (pgs. 95-96)
 - ii. **Resolution No. 1190** - A RESOLUTION DECLARING SURPLUS PROPERTY (pgs. 97-102)
 - (3) Compensation Plan for Hourly, Temporary, and Seasonal Positions
 - i. Agenda Item Summary (pg. 103)
 - ii. **Resolution No. 1191** – A RESOLUTION ADOPTING A REVISED COMPENSATION PLAN FOR HOURLY, TEMPORARY, AND SEASONAL POSITIONS AND REPEALING RESOLUTION NO. 1180 (pgs. 105-106)
 - (4) Financial Report on Fund Balances through March 31, 2016 (pgs. 107-111)
- 8:55 c. City Administrator.....Ric Ingham
- (1) Veneta Elementary School Plaza Design (pg. 113)
 - (2) Questions from Councilors

9:15 **9. OTHER**

9:20 **10. ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Communication interpreter, including American Sign Language (ASL) interpretation, is available if notice is given at least 48 hours prior to the start of the meeting. Contact the City Recorder, Darci Henneman, via phone (541) 935-2191, Email dhenneman@ci.veneta.or.us, or TTY Telecommunications Relay Service 1-800-735-1232.

To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>

Public Hearings – Please observe the following rules:

WRITTEN TESTIMONY:

Written comments received seven (7) days prior to the meeting have been incorporated in the staff report. All comments, including those received up until the meeting, are presented to the City Council members to be considered in their decision.

ORAL TESTIMONY:

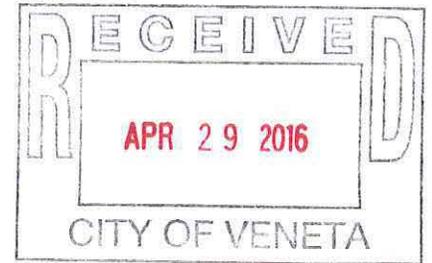
If you wish to testify with regard to a matter which has been set for **Public Hearing** please observe the following rules:

1. **State your name and address.**
2. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point. Comments can be made in favor, against, or neutral regarding the proposal.**

The City Council considers all public comments, staff reports, and City ordinances in arriving at a final decision. **Staff reports are available for review at Veneta City Hall - 88184 8th Street - Veneta, Oregon.**

April 28, 2016

Mayor Sandra Larson
City of Veneta
PO Box 458
Veneta, OR 97487



Dear Mayor Larson,

It is with great sadness that I offer my resignation as a city councilor prior to the end of my term in December 2016. I understand the need to replace my position with someone who can "get their feet wet" before the election season and therefore will step down as of April 30, 2016.

I have appreciated the opportunity to serve my community and help make this little city a better place to live. Veneta is such a special place and I will be sad to say goodbye when our move back to the Denver area is finalized this summer. Thank you for the incredible experience; it was a complete pleasure to work with you, the rest of the council and Veneta's remarkable staff.

Respectfully,

Victoria E. Hedenstrom

Victoria E. Hedenstrom
Veneta City Council

Name Laura Ruff

Committee Applying for City Councilor

Date 4-20-16

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I do not have specific training for City Councilor, however, I have served on ART, Inc's board and was the director of the Broadway Events Center.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I was asked to apply, by Sandra Larson, to help fill the vacancy until December 31st. I would hope to bring a positive perspective and cooperative heart to the City Council.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

My primary concern is to help fill the interim City Council vacancy so that the City of Veneta's Council can fully function for the remaining term.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I have been volunteering for Veneta Business Connect - interviewing local business to help gather helpful data that will be used to help local business owners and build new local businesses.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones? yes, Veneta Business Connect

6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

**VENETA CITY COUNCIL
STAFF REPORT
File # A-1-16**

FILE: File # A-1-16 Amendments to Land Development Ordinance 493 and Land Division Ordinance 494

CITY COUNCIL
HEARING DATE: May 9, 2016
PLANNING COMMISSION
HEARING DATE: April 5, 2016
REPORT DATE: May 1, 2016
APPLICANT: City of Veneta
PROPERTY OWNER: Not Applicable
LOCATION: Citywide
PUBLIC NOTICE: City Council Public Notice Published/Posted, April 9, 2016. DLCD Notice February 22, 2016

PROPOSAL: Amend the Veneta Land Development Ordinance No. 493, Sections 2.11(10), 5.13(2)(1), 5.20(3)(c), 6.05(2) and 13.02 and Veneta Land Division Ordinance 494, Sections 3.02 and 8.06.

REQUEST

City Council is being asked to hold a public hearing and adopt amendments to Veneta Land Development relating to parking lot location standards and amendments to Veneta Land Division Ordinances to update the definition of “lot line adjustment” to be consistent with Oregon Revised Statutes (ORS). ORS 92.010(12) defines “property line adjustment” as “a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.”

BACKGROUND

Per Veneta Land Development Ordinance 493, *“an amendment to the text of the Land Division and Land Development Ordinance may be initiated by the City Council, the City Planning Commission or by application of a property owner or city resident. Staff is requesting City Council initiate the proposed code amendments to be prepared by staff.”*

On January 5, 2015 an interpretation request was brought before the Planning Commission in order to define whether or not an applicant’s site plan complied with the intent of the off-street parking standards listed in Veneta Land Development Ordinance No. 493, Section 5.20(3)(c). The Planning Commission expressed the need to review and possibly amend the off-street parking standards at the following meeting.

At the February 2, 2016 meeting, Planning Commission initiated the amendments. Planning Commission proposed amending section 5.13(2)(1) to allow off-street parking location standards to be adjusted under the Track 2 Site Plan Review process for all commercial development by adding the CC zone to this section. Planning Commission agreed the Highway Commercial zone is not required to meet the parking lot location standards (locate parking to the side and rear of building) since this

zoning district is intended to serve auto travelers and therefore recommended eliminating the reference to all commercial uses from Section 5.20(3)(c). Planning Commission also elected to exclude industrial uses from the off-street parking location standards at Section 5.20(3)(c), but still require loading docks be located to the side or rear of buildings for all development. Public and semi-public uses listed in section 5.20(3)(c) will still be required to meet the parking lot location standards (locate parking to side and rear of building).

Planning Commission also approved an additional housekeeping amendment. The Veneta Land Division Ordinance doesn't include the new (2008) definition of a property line adjustment per ORS 92.010(12), which defines "property line adjustment" as "a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel." The ORS was amended in 2008 with the new definition. The definition listed in Veneta's code only specifies relocation: "*The relocation of a common property line between two abutting properties.*"

On April 9, 2016 the Planning Commission held a public hearing and made a recommendation to City Council to adopt the proposed amendments as presented.

APPROVAL CRITERIA

1. Veneta Land Development Ordinance 493, Section 11.0 Amendments.

Staff Response: Section 11.0 states: "An amendment to the text of this ordinance may be initiated by the City Council, the City Planning Commission or by application of a property owner or city resident." On February 2, 2016 Planning Commission directed staff to draft amendments to the Land Development Ordinance and Land Division Ordinance.

2. Compliance with the Comprehensive Plan, City Land Development and Land Division Ordinances, and if applicable, Statewide Planning Goals.

Staff Response: Exhibit A to Ordinance 528, City Council Findings of Fact (A-1-16), includes findings addressing consistency with applicable provisions of the Veneta Comprehensive Plan and Land Development and Land Division Ordinances.

AGENCY AND PUBLIC COMMENTS

The required 35-day notice was sent to DLCD, on February 22, 2016 at least 35-days prior to the first public hearing.

Notice of Public Hearing was published in the Fern Ridge Review and posted at City Hall, April 20, 2016 at least 10 days prior to the first hearing Per Veneta Land Development Ordinance 493, Section 2.11(1).

No public comments were received as of the date of the staff report.

POSSIBLE ACTIONS BY THE CITY COUNCIL

In considering the proposed amendments, the City Council may take the following actions after the closing of the public hearing:

1. Move to adopt Ordinance 528.
2. Move to recommend revisions to any of the recommended provisions contained in Ordinance 528.
3. Move to not adopt the proposed amendments as presented in Ordinance No. 528.
4. If more research or information is needed, the City Council may direct staff to conduct the needed research and bring revised language to the next City Council meeting. The Council will then continue the public hearing to the next City Council meeting.

PLANNING COMMISSION RECOMMENDATION

Planning Commission recommends approval and adoption of the amendments as presented in Ordinance No. 528

SUGGESTED MOTION

1. *“I make a motion to adopt Ordinance No. 528; an ordinance amending the Veneta Land Development Ordinance no. 493 and Land Division Ordinance no. 494 relating to parking lot location and property line adjustment standards, by first reading and title only.”*

ATTACHMENTS

1. Proposed Amendments to Veneta Land Development Ordinance 493 and Land Division Ordinance 494 in legislative format (strikeout version).

**Proposed Amendments
Veneta Land Development Ordinance 493 and Land Division Ordinance 494
File A-1-16**

Additions are indicated with underlined text and deleted text is indicated with ~~strikeout~~.

VENETA LAND DEVELOPMENT ORDINANCE 493

1. Amend Veneta Land Development Ordinance Section 2.11(10)

“ A notice of hearing on an amendment to a zoning map or text amendment shall be mailed to the Land Conservation and Development Commission (LCDC) 45 35 days prior to the first evidentiary hearing date.”

2. Amend Veneta Land Development Ordinance Section 5.13(2)(l)

Where new off-street parking is to be provided in the RC, and BC, and CC zones, it shall not be located between a buildings' primary entrance and any street, except as approved through Track 2 Site Plan Review. (see figure 5.13(d) below).”

3. Amend Veneta Land Development Ordinance Section 5.20(3)(c) and add new subsection (d):

“(c) Parking lots and loading docks for new ~~commercial, industrial,~~ public, and semi-public buildings shall be located to the side or rear of the building, except as approved through Track 2 Site Plan Review.”

“(d) Loading docks for new commercial, industrial, public, and semi-public buildings shall be located to the side or rear of the building.”

4. Amend Veneta Land Development Ordinance Section 6.05(2)

“Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13, or Residential Design Standards of Section 5.29 or Off Street Parking Location Standards Section 5.20(3)(c) may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design.”

5. Amend Veneta Land Development Ordinance Section 13.02 DEFINITIONS

**PROPERTY LINE
ADJUSTMENT**

The ~~relocations or elimination of a common property line between two abutting properties. An adjusted property line created by the relocation of a common boundary~~ shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.

VENETA LAND DIVISION ORDINANCE 493

1. Amend Veneta Land Division Ordinance Section 3.02 PROPERTY LINE ADJUSTMENT REVIEW CRITERIA

“(1) The property line adjustment is a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel not create any new lots or parcels.”

2. Amend Veneta Land Division Ordinance Section 8.06 DEFINITIONS

PROPERTY LINE ADJUSTMENT The relocations or elimination of a common property line between two abutting properties. An adjusted property line ~~created by the relocation of a common boundary~~ shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.

Minutes of the Veneta City Council

March 28, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Candi Unger, Sanipac; Craig Soderberg; Cathy Coulson-Keegan, Veneta Park Board; Sgt. Billy Halvorson, LCSO; Cathy Lundeen, VFW Post 9448; Joan Mariner, Fern Ridge Review,

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:30 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Victoria Hedenstrom seconded motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included, Minutes for February 22, 2016, Minutes for March 7, 2016 Special Meeting, Minutes for March 14, 2016 Work Session, Accounts Payable - Checks for Approval – Paid through March 15, 2016, To be Paid – Payable through March 21, 2016, Civic Calendar for April, 2016, Public Works Activity Report for February, 2016, Banner Permit from Territorial Sports Program Annual Auction, Request from Elmira High School Leadership Class to waive the Community Center rental fee for a fundraising event for the Mr. Falcon contest (no action required - previously approved by Mayor Larson), Request from Levi Hanson to waive the Community Center rental fee for a fundraising event for the Mr. Falcon contest (no action required – previously approved by Mayor Larson).

4. COUNCIL BUSINESS AND REPORTS

a. Business

(1) 2015 Sanipac Annual Report

Candi Unger, Office Manager at Sanipac, reviewed the annual rate increase as well as the Annual Report to the City. She said the consumer price index increased 1.2% which means monthly rates will increased on March 1, 2016 by 1.2% or 23 cents per month on a 35 gallon weekly can. She said the Department of Environmental Quality (DEQ) Report states the City is in compliance with recycling standards and in 2015, Sanipac, on behalf of the City, processed 400 tons of recycled material and 480 tons of yard debris. She said the annual clean up in May yielded 210 cubic yards of debris, 2.2 tons of metal and 10.76 tons of garbage. She said 40 more homes are being served by Sanipac for a total of 1358 Sanipac customers in Veneta. She said the Veneta franchise fees totaled \$25,200 in 2015 compared to \$20,000 in 2014 and in 2015 Sanipac donated \$18,333 in services to the City.

(2) 2015 Annual Report from the Park Board

Veneta Park Board Chair Craig Soderberg and Vice Chair Cathy Coulson-Keegan introduced themselves.

Ms. Coulson-Keegan gave a brief recap of the Easter Egg Hunt that took place last Saturday which went very well.

Mr. Soderberg reviewed the annual report which included past and present board members. He said the Park Board had another successful year and he thanked staff for the assistance the Board receives and he also thanked Victoria Hedenstrom as Council Liaison. He said the Park Board's signature events are the Tree Lighting, Easter Egg Hunt, Earth Day, and a fairly new event is the Fall Tree Planting. He said the Park Board is also the City's Tree Board. He said the Board also assists with pool events in the summer. He said an area they are starting to spend more time on is assisting the City Council in the development and improvement of Veneta's park facilities. On behalf of the entire Board, he thanked the Council for the financial support and said they appreciate being a viable Board and they do not take their positions lightly.

Mayor Larson said the Park Board is a very viable Board and she said the Easter Egg Hunt was a great event. She thanked Mr. Soderberg and Ms. Coulson-Keegan for the annual report.

(3) Lane County Sheriff's Office Activity Report

Sgt. Halvorson reviewed the February activity report. He said welfare checks peaked in February but that's somewhat common across the county and statewide. He said the deputies have been pretty active and are also working with the main office on property crimes in Veneta and other areas of Lane County. He said last week Lane County Sheriff's Office used armored vehicles to issue a search warrant on a 6th St. resident. He said based on a point scale, determined after following a state established matrix (based on the type of offense, history of the individuals, including a history of weapons, and individuals associated with the address), it was determined that the use of the armored vehicles was warranted. He said the search warrant was issued without incident and there was no show of force. He said the warrant was based on three separate cases in the Fern Ridge area where stolen property had been funneled into the 6th St. residence. One individual was released due to having no criminal history but the other individual is well known to law enforcement because of a consistent pattern of criminal behavior. He said the investigation continues.

In response to a question from Victoria Hedenstrom, Sgt. Halvorson said the two residents have returned to the home on 6th St. and all of the deputies are aware of that. He said our deputies as well as other general county patrols will make extra efforts to patrol that residence at different hours to look for future activity.

In response to a question from Thomas Laing, Sgt. Halvorson said the use of armored vehicles is based on the matrix and standards established through the Oregon Tactical Officers Association (OTOA). He said OTOA looks at current case law and national standards, and they establish the standards and guidelines for special response or SWAT teams. He said some of those persons at that residence are known to carry weapons, and for deputy protection, the show of force was deemed necessary. He said that kind of show of force actually calms a situation down because there's a perception of overwhelming force.

(4) Appointments to the Veneta Park Board (Positions 6 and 7 expire March 31, 2016)

With no objections from the Council, Mayor Larson appointed Jody Kenney to position 6 and Robert McCarthy to position 7 on the Veneta Park Board.

(5) Arbor Day Proclamation

Mayor Larson reviewed the Arbor Day Proclamation and declared the fifth Friday of April, (April 29th) National Arbor Day.

(6) Child Abuse Prevention Proclamation

Mayor Larson read the Child Abuse Prevention Proclamation and declared the month of April as Child Abuse Prevention Month.

- (7) Donation Request from Veterans' of Foreign Wars Post 9448
Cathy Lundeen, Post 9448 Commander, said on holidays such as Memorial Day, Independence Day, and Labor Day, Post 9448 displays flags along Highway 126 in front of the West Lane Shopping Center. She said several flags and poles need to be replaced and they have expended all of their flag funds. She said the Flag Sponsor Program has solicited a few large donations but she is asking the Council for a donation to allow them to purchase new flags and poles.

Mayor Larson said the display along the highway is a wonderful thing and represents the City well.

In response to a question from Mayor Larson, Ms. Lundeen said flags are about \$15 to \$20 each and currently 20 flags need replacing due to damage or vandalism. She suggested a \$200 donation.

MOTION: Thomas Cotter made a motion to donate to the Veterans of Foreign Wars Post 9448 in the amount of \$200 from the Council Discretionary account to be used to purchase flags. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

- (8) Sponsorship Request from Fern Ridge Kiwanis – Motorcycle Show & Shine
In response to a question from Mayor Larson, Ingham said last year the City Council approved the purchase of the event banner which was about \$400.

MOTION: Thomas Cotter made a motion to sponsor the Kiwanis Club of Fern Ridge Motorcycle Show and Shine event in the amount of \$200 from the Rural Tourism Marketing Program. Thomas Laing seconded motion which passed with a vote of 5-0.

- (9) Sponsorship Request from the Distinguished Service Awards Committee
Mayor Larson said last year the Council sponsored the event at the second level which is \$150.

MOTION: Thomas Cotter made a motion to sponsor the 2016 Distinguished Service Awards event in the amount of \$150 from the Council Discretionary Fund. Tim Brooker seconded the motion which passed with a vote of 5-0.

- (10) Update on "If I were Mayor" contest
Mayor Larson said she visited three different classrooms at Veneta Elementary and currently last year's elementary level winner has submitted an entry this year. She said 17 entries at the high school have been submitted and there have been no entries at the middle school level.

In response to a question from Mayor Larson, Thomas Cotter and Tim Brooker said they would assist with reviewing the entries.

b. Council/Committee Liaison Reports

Tim Brooker said there was a rousing discussion about the Governors' transportation vision panel at the last Lane ACT meeting. He said committee members felt the LCOG comments were spot on but they still feel there is an immediate need rather than visioning out 20 to 30 years. He said they drafted a letter listing the vision items and added the immediate need for funding and to bring it before the governor and legislature.

Victoria Hedenstrom said the Park Board Easter Egg Hunt subcommittee members solicited passes from Lively Splash Park and the Raptor Center as well as many donated books. She said tokens for the passes and books were stuffed in random eggs for the Hunt. She said the event was a great success. At the March and April meetings, the Park Board will inventory the City parks to identify what each park needs. She said the kiddy pool subcommittee will meet at City Hall tomorrow at 3:30

p.m. and the Earth Day subcommittee met at Veneta Elementary on March 11th. She said Earth Day has been extended by one hour and the Park Board approved increasing the payment to Zany Zoo for that additional hour. She said the event is April 15th at Veneta Elementary. She said they discussed including Arbor Day in the tree celebration event title, the tree planting will take place in the fall and there will be an auction at Domaine Meriwether for the Fern Ridge area radio station.

Thomas Laing said Kim Kaufman has returned to the Mid Lane Board and will take care of the community garden at the Community Center. He said he provided Mayor Larson with a copy of Mid Lane Cares' budget and financial report. He said Dr. Marta, who was hired to run the clinic funded by the Trillium grant, has retained an attorney and is suing Mid Lane for \$50,000 in severance pay. He said the VFW and Lions Club donated \$1000 to purchase a defibrillator for the Service Center and a CPR class is tonight at the Service Center from 6:00 to 9:00. He said on April 16th Charles Ruff will hold a class on fundraising ideas. He said on Sunday April 3rd the Mr. Falcon fundraising auction will be held from 5:00 to 8:00 in the Elmira High School cafeteria and the Mr. Falcon competition is April 8th. He said the Rural Medical clinic will be held the second Sunday in April at the Methodist Church.

Victoria Hedenstrom said a Mr. Falcon contestant raised \$800 from the fundraiser he held at the community center. She said he made a request of the Council to waive the rental fee for his event.

Thomas Cotter said things are moving forward with the Economic Development Committee.

Mayor Larson said the School District received a grant through United Way for a Fern Ridge Family Resource Center at Veneta Elementary which is open on Wednesday's from 10:00 a.m. to 2:00 p.m. She said the Resource Center is for parents and children age zero to six to prepare for kindergarten. She said Deputy Todd May's visit to the school was part of that program. She said he did a remarkable job with the kids. Mayor Larson said the School Board is conducting an anonymous survey of the attitudes of District employees. She said discussions at the last Mayor's Roundtable included Lane ACT and transportation. She said Ingham suggested the Mayors talk about a unified gas tax for all the cities. She said that discussion didn't take off but it did evolve into a discussion about the ACT and the perceived preponderance of urban influence. One suggestion was to develop a Rural Planning Organization (RPO) based on the Metropolitan Planning Organization (MPO). She said only five Mayors and Lane County Commissioner Stewart were in attendance. She said they are all looking at imposing a 3% marijuana tax. The primary discussion was on a bike tourism studio application for a studio to promote bike tourism across the region. She said the studio will be held in eastern Lane County and the western boundary will include Veneta - thanks to Bork's participation. She said Mayor Coey of Oakridge has been spearheading the program and he's optimistic the grant will happen. Also, to show our concern and support for Flint, Michigan, Commissioner Stewart suggested the Mayors send a letter to our congressional delegation asking them to help support efforts in Flint. She said LCOG Executive Director, Brenda Wilson, assisted with drafting a letter that seven Lane County Mayors have signed and it will be sent to Representative DeFazio, and senators Wyden and Merkley.

5. STAFF REPORTS

a. Community Development Director.....Kay Bork

(1) Transportation Utility Fee (TUF) Policy Discussion

Staff is asking for policy direction to move forward with the Transportation Utility Fee (TUF). Bork said in October the Council approved a \$3 flat rate for residential accounts and a \$6 flat rate for commercial accounts along with a fifty cent increase each year for two years followed by a 2% increase each year for five years. She said a public comment pointed out that the rate increase for residential and commercial properties was not the same. From 2016 to 2018 the residential rate increased by 33% while the commercial rate increased by 16%. Staff is recommending a flat rate with a 2% increase for five years and eliminate the annual fifty cent increase.

In response to a question from Thomas Laing, Ingham said the ending fund balance increase reflects the end of the six year plan for preservation work. The reduction in expenditures will

build the fund balance back up.

In response to a question from Victoria Hedenstrom, Ingham said when the consultants did the initial preservation work, and the six year proposed plan, staff thought we would repeat the process after the third year to see what the forecast would be beyond that.

Schauer said we figured the first three years would bring existing roads to a manageable standard and provide for lower maintenance costs. He said then we'd have another assessment done so we could see how we were doing as well as appropriately budget the next six year cycle.

In response to a question from Mayor Larson, Ingham said the TUF could be reevaluated annually, when the next assessment report is done, or as part of or at the conclusion of the Transportation System Plan Update.

Mayor Larson said annual increases seem complicated. She said three years would give us an idea of how the preservation plan works which, from a budget standpoint, should give us a good idea of what our next round of maintenance would look like.

In response to a question from Mayor Larson, Bork said the TUF ordinance would not include a sunset clause.

Tim Brooker said the TUF is needed and suggested starting with a flat rate with a 2% increase. He said not having the sunset clause will allow us to reevaluate the plan in three years and we need to make sure we maintain the fund balance which this scenario would allow us to do.

Schauer said the initial report suggested a six year forecast with an evaluation done after three years.

It was the consensus of the Council to move forward with a TUF flat rate and 2% increase.

(2) Oregon Parks & Recreation Dept. Local Government Grant Program

i. Agenda Item Summary

Bork said in order to submit an application to a local government grant program for partial funding of the kiddy pool, the Council must first approve a resolution stating that it supports the grant, that the City will meet the match funding, and that we have long term maintenance support of the project. She said the application is due April 1st and is for \$175,000 which the City would commit the same amount as matching funds until grants are secured. She said staff and the pool committee are actively seeking other foundation grants, fundraising or local donations to fund the remainder of the construction costs.

In response to a question from Tim Brooker, Bork said the pool committee is in charge of the fundraising efforts and will outline a funding strategy at tomorrow's meeting. She said the strategy will be similar to the pool construction fundraising plan.

Ingham said the donor brick wall was a form of fundraising for construction of the pool but it was expensive so they are looking at alternatives that would keep administrative costs down. He said it's key that we establish community support of the project before we start applying for construction grants.

Bork said the committee is also looking to Oregon Country Fair to assist with a creative fundraising project.

In response to a question from Mayor Larson, Bork said we've received letters of support from the School District, Park Board members, and other community members.

- ii. **Resolution No. 1189** - A RESOLUTION AUTHORIZING THE CITY OF VENETA TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR DEVELOPMENT OF A MULTI-USE POOL AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION

MOTION: Thomas Cotter made a motion to approve Resolution No. 1189. Tim Brooker seconded motion which passed with a vote of 5-0.

b. City Administrator.....Ric Ingham

(1) Questions from Councilors

In response to a question from Tim Brooker, Schauer said Oregon Dept. of Fish and Wildlife (ODFW) does not allow turkeys to be relocated, so the only way to deal with them is to dispatch them.

Ingham said we received a lot of calls after the newsletter went out but we're just trying to maintain the population.

Tim Brooker said he understands the issue but he wished we could find a better solution. He said he gets calls at home from concerned residents and he just hopes everyone understands it is a problem.

Schauer said ODFW issues the permit to the City to dispatch a turkey which is a process in itself. He said local law enforcement as well as the state police must be notified that a shot is fired in City limits. Then the bird is dressed, tagged and transported to the Eugene Mission. He said we're just trying to keep the population from soaring. He said City Hall gets several calls a week that the turkeys are a nuisance to City residents.

In response to a question from Joan Mariner, Schauer said its against Veneta Municipal Code to feed wild animals and a citation can be issued for feeding the turkeys. He said he's not sure if we've ever issued a citation.

6. OTHER

Ric said the City, along with other communities, were approached several months ago to review a tiny house tool kit for implementation in communities. The funds were awarded to develop the tool kit and the City agreed to participate in a discussion only. He said he wanted to clarify that at no time did the City agree to build a tiny house community.

Mayor Larson said it is not a homeless project or just another homeless camp but it's intended to be permanent housing. She said we need safe, clean, affordable housing.

Tim Brooker said the article was misleading.

Hartz said the original budget schedule had the Budget Committee meeting on May 12th and May 19th. She said since the Policing District did not move forward, she believes the budget process can be completed in one meeting which she would like to have on May 19, 2016 at 6:30 p.m. If a seconded meeting is needed, it would be May 26th, at 6:30 p.m.

In response to a question from Mayor Larson, Hartz said the Budget Committee has one citizen position vacancy.

Schauer said the City wide clean-up will be Saturday, May 7th.

Ingham said the City received a positive audit report. He said the result of Hartz working through the PERS liability, looks like the City's first year increase will be about \$24,000 which will likely be the smallest increase. He said currently a reserve has not been established so we'll try to absorb it for 16 employees. He said if we see large increases, we'd have to take a different approach.

Ingham said it looks like we won't see a large turnover of pool employees for the upcoming season. He said 14 former pool employees have shown interest in working at the pool again this year.

Victoria Hedenstrom said she will be resigning from the Veneta City Council. She said her family is focusing on moving in July. She said her family is looking at relocating to Monument, Colorado which is a smaller community a lot like Veneta. She has really enjoyed being on the Veneta City Council and she's learned a lot. She said she's hoping she can be involved in her new community.

Mayor Larson said its not welcome news but she understands.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:52 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council

April 11, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Victoria Hedenstrom and Thomas Laing

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Anthony Clemons; Alex Lanham, Laurette Garner, Lane Arts Council; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:29 p.m.

2. PUBLIC COMMENT

Anthony Clemons, Veneta, OR

Mr. Clemons said he is concerned about the curve in Pine St. between Hunter Rd. and E Bolton Rd. He said there are no yellow stripes along that curve and drivers can't tell where the center of the roadway is. He said it's just a matter of time before there's a car accident there.

Joan Mariner, Veneta, OR

Ms. Mariner commented on the Sanipac annual report that was presented to the Council at the March 28, 2016 meeting. She said she's concerned about low hanging utility lines that can cause problems for the large Sanipac trucks. Eco Systems's trucks are smaller and they hire local people. She said its not complicated but it requires a lot of tradeoffs. She said if we want a community rich in diversity, we need to foster local businesses. Bigger companies can produce slick products but small, local businesses pay local wages and are committed to their communities. She said we need people doing business that care about Veneta, she feels it's an oncoming concern.

In response to a question from Mayor Larson, Hartz said the high number of building inspections is a good thing – meaning there is a lot of construction happening in Veneta.

3. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the consent agenda as presented. Thomas Laing seconded motion.

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Tim Brooker, aye.

The consent agenda as approved included Accounts Payable - To be Paid – Payable through April 5, 2016, Temporary OLCC Liquor License for St. Thomas Becket Academy, and Banner Permit from N.E.W. PTA/Elmira Elementary for Talent Show & Auction.

4. COUNCIL BUSINESS AND REPORTS

a. Business

- (1) Appointment to the Veneta Park Board (Position 4)

This agenda item was postponed until later in the meeting.

- (2) Appointment to the Veneta Budget Committee

With no objections, Mayor Larson appointed Carolyn Heckler to the Veneta Budget Committee.

- (3) Request from Lane Arts Council to Reduce the Community Center Rental Fee

MOTION: Thomas Cotter made a motion to reduce the Community Center rental fee by \$380 for the Lane Arts Council All About Art Summer Camp program. Tim Brooker seconded the motion which passed with a vote of 5-0.

Mr. Alex Lanham from Lane Arts Council and Laurette Garner arrived after the Council approved the waiver.

Mr. Lanham provided a brief background of the program. He said originally the City started the art program in 1996 and in 1998 Lane Arts Council received a grant from the Ford Family Foundation to continue with the program and when the grant went away, another group was formed to continue the program. He said last year's program included a bat study which resulted in kids making ceramic tiles and bat mobiles, and they studied insects and focused on local wildlife. He said they constructed an 8 ft. bat house which is now located at the Oregon Country Fair (OCF). He said in the second session kids made clay stamps to stamp T shirts, canvas tote bags and a large canvas. They studied tad poles, salamanders, toads, a ferret, cats and turkeys and made art projects with beads, buttons and pipe cleaners. He said 43 kids stayed for the entire program and Lane Arts Council was able to provide 10 scholarships and 10 kids attended unfunded. He said many of the kids came from the Triangle Lake area. He said it was a full program and he thinks there will be twice as many kids next year.

In response to a question from Mayor Larson, Mr. Lanham said this year's theme will be music and animals. He said Amy Humphrey, a retired music teacher from the area, will talk about the music and then move into the art portion of the class. He said there will be a three week program this year.

Mayor Larson and the Council thanked Mr. Lanham and said they appreciate the program and would like to do more.

Laurette Garner, Lane Arts Council, Art Education Program Assistant, said she likes having a program in Veneta and said Lane Arts Council is requesting \$1000 to subsidize this year's scholarships.

Ingham said this item will be placed on the April 25th agenda.

In response to a question from Thomas Laing, Ms. Garner said there will be three-one week sessions and each session will be \$25 per week. She said they received a \$2500 from OCF and they are asking the City for \$1000 to cover the cost of the instructors.

(4) Donation Request from Mid Lane Cares for Benefit by the Glass Fundraising Event

MOTION: Thomas Cotter made a motion to donate a family 10 visit swim pass to Mid Lane Cares at a not to exceed amount of \$100. Tim Brooker seconded the motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Tim Brooker said due to some medical issues, he has stepped down as the liaison to Lane ACT. He said Ingham is the official alternate and hopefully it's a temporary situation for the next couple of months.

Victoria Hedenstrom said at the April 6th Park Board meeting, members discussed the non-performance of duty of one Park Board member and the Parks and Recreation Master Plan. She said they will survey the conditions, equipment, and ambiance of each park and then review the survey results at the May meeting. She said Earth Day is at Veneta Elementary this Friday April 15th from 11:00 a.m. to 2:00 p.m. with set up at 10:30 a.m. She said there will be 16 booths and the bird feeder kits will be handed out but without pine cones. There was some talk that the pine cones should be included but they decided to wait and see how that turns out. She said Robert volunteered to be the bird feeder instructor again. She said 337 kids attended the Easter Egg Hunt and there will be an event recap at the May meeting.

Mayor Larson said the Mr. Falcon contest was very successful, entertaining and raised \$17,000. She said Levi Hanson is the ultimate Falcon and his agent was Josie Hedenstrom. Mayor Larson said James Monegan did a remarkable job on the filming. She said the Oregon Battle of

the Books state finals were held last Saturday and Fern Ridge Middle School took the championship. She said it was an amazing contest.

5. STAFF REPORTS

a. Community Development Director.....Kay Bork

(1) Transportation Utility Fee Ordinance No. 527 – First Reading

i. Agenda Item Summary

Bork said the City Council held a work session on September 28, 2015 to set policy direction on specific elements of the TUF and in March 2016 the Council gave direction on the actual fee. The Ordinance being presented reflects the policy recommendations by City Council. She said the fees are not included in the ordinance but will be brought forward in a resolution at a later date. She outlined the policy elements.

Anthony Clemons said he was unaware he could comment because the topic was on the agenda.

In response to a question from Mr. Clemons, Bork said the rate will be set in a Resolution that will come before the Council for approval at a later date.

Ingham said the Council talked about the rate at the March 28th meeting and approved a \$3 per month residential rate and \$6 commercial rate with no proposed step increases. The Council will reevaluate the rate after each year and there is no sunset clause.

ii. **Ordinance No. 527 - AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF VENETA.** For first reading by title only.

MOTION: Thomas Cotter made a motion to adopt Ordinance No. 527, an Ordinance Adopting a Transportation Utility Fee for the City of Veneta, for first reading by title only. Thomas Laing seconded motion which passed with a vote of 5-0.

Ordinance No. 527 was read into the record for first reading by title only.

Ingham said we'll wait for a full month for the second reading.

b. Public Works Director.....Kyle Schauer

(1) Engineer's Local Improvement District Report for 8th St. Sewer Improvements

Schauer said the Council discussed the 8th St. sewer improvements at the March 13th work session when he told the Council he felt it needed more work. He spoke with a couple of residents and rewrote the material which he is providing tonight. He said 12 properties in the 8th St. and McCutcheon Ave. area were initially identified as not having sewer connections. It was found that tax lots 5500 and 5600 have access to existing sewer facilities on 7th St. and tax lots 7800 and 7501 have access from Dunham Ave. and Hunter Ave. Additionally, the owner of tax lot 100 has been working with the owner of tax lot 7501 towards providing a private easement for tax lot 100 to connect to existing sewer facilities on Hunter Ave. He said all five of those properties have been removed from the sewer project so the proposed project provides service to the remaining seven properties. Staff is asking the Council to authorize the engineer to prepare a LID report so we can determine what the total cost will be, how the effected property owners would be assessed and for how much. Schauer said authorizing the City Engineer to prepare the LID report does not trigger the LID.

In response to a question from Mayor Larson, Schauer said tax lots 7501 and 100 can only be served through tax lot 7501 so they'll connect to Hunter Ave. on their own and would not be included in the LID.

In response to a question from Thomas Cotter, Schauer said a pump station will not be required.

In response to a question from Tim Brooker, Ingham said the two large lots will see a substantial cost. He said there may be a couple of things we can do but we wouldn't subsidize the actual sewer connection work. He said because the condition of 8th St. is very bad it is included in the pavement preservation plan for complete replacement. He said if we patched it, it would only be temporary.

In response to a question from Thomas Cotter, Ingham said this area is not included in the Urban Renewal Area.

MOTION: Thomas Cotter made a motion to direct the City Engineer to prepare a report for the 8th St. Sewer Improvement LID in accordance with Veneta Municipal Code 3.10.020. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

c. City Administrator.....Ric Ingham

(1) Removal of Park Board Member for Non-Performance of Duty

Ingham said this is a request to remove a Park Board member from the Veneta Park Board. He said this member was initially appointed to the Park Board in September 2015. While she was very enthusiastic, she only attended the October and November 2015 meetings and has not attended a meeting since. Ingham said he and Park Board Chair Craig Soderberg have attempted to contact her several times by email and phone but have not received a response. He said the Park Board Bylaws include a non-performance of duty clause that allows the Board, through the Council, to remove a member for non-performance of duty. He said an unsolicited application for the Park Board was received last month and in order to keep the board as full as possible, staff would like to appoint this person to this Park Board position.

MOTION: Thomas Cotter made a motion to remove Desiree Rhodes as a member of the Veneta Park Board under the Non-Performance of Duty clause. Victoria Hedenstrom seconded motion which passed with a vote of 5-0.

With no objections, Mayor Larson appointed Marie Pickett to position 4 on the Veneta Park Board.

(2) Filling Council Vacancy

Ingham said at the last meeting, Councilor Hedenstrom announced that she would likely be leaving the area and wanted to let staff know that her position would become vacant in the next couple of months. He said in order to have a full Council and Budget Committee, we went ahead and advertised that vacancy which came out in last week's paper and will run again on April 20th. He said the deadline to apply is April 22nd. He said we will likely know by the 25th Council meeting if there is any interest to fill Ms. Hedenstrom's position.

(3) Questions from Councilors
None

6. OTHER

Ingham said Planning Commissioner Calvin Kenney, has sold his house more quickly than he anticipated. He said Mr. Kenney is planning on constructing a new home in Veneta but while that's being done, he will be moving to Springfield and will lose his residency for a three to four month period of time which means he will have to step down from the Planning Commission and Budget Committee. His wife is also a member of the Veneta Park Board. However, the residency requirements are not as stringent so we are hoping she will remain on the Park Board. He said staff has not talked to the Planning Commission Chair on whether we should immediately try to fill the position or wait to see if Mr. Kenney reapplies for his position.

Ingham said he received a call from Dr. Storm, Fern Ridge School District Superintendent, regarding construction of the plaza project at Veneta Elementary. He said as the Council may recall, the Tree Lighting event has outgrown the plaza at the West Lane Shopping Center and the School District is

working with their engineer and architect to complete the bus turn around and improvements on the north side of the building. He said the design and engineering for the plaza which would include the tree site and hardscape for choirs is \$8200. He said from the beginning, the City's commitment was to fund 50% of the project costs with the School District covering 50% as well. He said the Council has provided a verbal approval but he wanted to confirm that. He said a construction estimate for the tree stand, placement and hardscape was a little over \$22,000 – again with the City and School District each covering 50% of the cost. He was remiss when he talked about Veneta Elementary being included in the Urban Renewal Area – which it is not but staff agrees this would be an appropriate park related project so we would take it from the Parks and Recreation Fund. He said other contingencies would cover the \$4100 (half of the \$8200 engineering and design costs) in this fiscal year and the construction would take place in the next fiscal year and we would budget for the additional expenses. He said Dr. Storm has already signed the agreement.

In response to a question from Mayor Larson, Ingham said we would pay the \$4100 this fiscal year and next year we would pay 50% of the \$22,000 in construction costs.

In response to a question from Tim Brooker, Hartz said the Council would pass a resolution to move that contingency appropriation up to materials and services in the Park Fund.

In response to a question from Thomas Cotter, Ingham said we've used the Veneta Elementary site for the past several years to hold the Easter Egg Hunt and for several years the holiday bizarre has been held in the school gymnasium. He said we've been very secular.

Thomas Cotter said he's concerned that down the road, the School District may say that we can't use the plaza because it's used for a Christmas celebration.

Ingham said the City cannot obligate the current School Board to certain actions much like the current City Council cannot obligate a future Council to specific actions.

Dr. Storm said the School Board is fully committed to the plaza and she can't see that going away.

Mayor Larson said Veneta Elementary School is located in the heart of the community.

After a brief discussion, it was the consensus of the Council to direct staff to bring this back as a full agenda item.

In response to a question from Victoria Hedenstrom, Ingham said the project should be completed this summer.

Hartz reminded the Council that the ordinances amending Veneta Municipal Code regarding utility billing will be on the next agenda so it will be a large packet.

In response to a question from Victoria Hedenstrom, Schauer said he and the Veneta Post Master have talked about the yellow no parking strips and fire hydrants which provide for very little parking on her street. He said it's quite a process to either move the mailboxes to the opposite side of the street or the yellow no parking strips to the other side of the street. He said either scenario would require agreement from all the residents. He said the Post Office sets the routes and we really don't have a say about it. He said the Post Master agreed it would be easier to relocate the mail boxes and replace individual boxes with the multiple box stands.

In response to a question from Thomas Laing, Schauer said about a dozen residents on that street have complained. He said the entire Perkins Country Estate subdivision is set up that way and the residents on that street are really the only people that have complained about this situation.

Ingham said the Fern Ridge Neighborhood Watch open house and pot luck is tomorrow at 7:00 p.m. in the upstairs meeting room at Lane Fire Authority. He said the Distinguished Service Award (DSA)

ceremony will be April 21st at Applegate Elementary in Crow. He said he and Mayor Larson felt it was appropriate to thank that organization by acknowledging it as the City's DSA nominee for resurrecting the Neighborhood Watch Program throughout Veneta.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 7:40 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Minutes of the Veneta City Council Special Meeting April 20, 2016

Present: Sandra Larson, Tim Brooker, and Thomas Cotter
Absent: Victoria Hedenstrom and Thomas Laing
Others: Ric Ingham, City Administrator; Darci Henneman, City Recorder

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council Special Meeting to order at 2:00 p.m.

2. REVIEW IF I WERE MAYOR CONTEST ENTRIES AND SELECT AGE GROUP WINNERS

The Council reviewed and scored power point presentations from 17 High School student contestants, which resulted in Finley King's presentation receiving the highest score.

The Council reviewed and scored posters from seven Elementary School student contestants, which resulted in Mallorie Roberts-Stott's poster receiving the highest score.

After a brief discussion, it was the consensus of the Council to present Finley King with a \$50 cash card and Mallorie Roberts-Stott will receive a \$25 gift card to Dari Queen. At the May 9, 2016 Council meeting both winners will be presented with a plaque signed by Mayor Larson along with the gift cards. Mr. King's power point presentation will be viewed at the meeting and Ms. Roberts Stott's poster will be on display along with the other six poster entries.

MOTION: Thomas Cotter made a motion to approve giving a one day family swim pass to the six remaining Elementary School contestants. Tim Brooker seconded motion which passed with a vote of 3-0.

3. ADJOURN

Mayor Larson adjourned the Veneta City Council at 4:30 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable Checks for Approval



User: mindy
Printed: 04/26/2016 - 10:04 AM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20089	04/26/2016	WATER FUND	Accounts Payable	Leland Kraft	5.18
20089	04/26/2016	WATER FUND	Accounts Payable	Leland Kraft	3.22
20089	04/26/2016	SEWER FUND	Accounts Payable	Leland Kraft	15.20
20089	04/26/2016	STORMWATER DRAINAGE	Accounts Payable	Leland Kraft	0.78
Check Total:					24.38
20090	04/26/2016	WATER FUND	Accounts Payable	Brian Wilson	11.82
20090	04/26/2016	WATER FUND	Accounts Payable	Brian Wilson	7.48
20090	04/26/2016	SEWER FUND	Accounts Payable	Brian Wilson	34.70
20090	04/26/2016	STORMWATER DRAINAGE	Accounts Payable	Brian Wilson	1.76
Check Total:					55.76
20091	04/26/2016	WATER FUND	Accounts Payable	Kevin Trowbridge	15.43
20091	04/26/2016	WATER FUND	Accounts Payable	Kevin Trowbridge	13.36
20091	04/26/2016	SEWER FUND	Accounts Payable	Kevin Trowbridge	39.22
20091	04/26/2016	STORMWATER DRAINAGE	Accounts Payable	Kevin Trowbridge	1.99
Check Total:					70.00
20092	04/26/2016	WATER FUND	Accounts Payable	Skyeler & Tracy Lewkowicz	11.07
20092	04/26/2016	WATER FUND	Accounts Payable	Skyeler & Tracy Lewkowicz	12.78
20092	04/26/2016	SEWER FUND	Accounts Payable	Skyeler & Tracy Lewkowicz	32.48
20092	04/26/2016	STORMWATER DRAINAGE	Accounts Payable	Skyeler & Tracy Lewkowicz	1.65
Check Total:					57.98
20093	04/26/2016	WATER FUND	Accounts Payable	IMPG	14.48
20093	04/26/2016	WATER FUND	Accounts Payable	IMPG	6.10
20093	04/26/2016	SEWER FUND	Accounts Payable	IMPG	42.52
20093	04/26/2016	STORMWATER DRAINAGE	Accounts Payable	IMPG	2.16

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20094	04/26/2016	GENERAL FUND	Admin Supplies & Services	ASI	65.26
Check Total:					3.75
20095	04/26/2016	GENERAL FUND	Public Relations	Scottie Barnes	210.00
Check Total:					210.00
20096	04/26/2016	PARKS and RECREATION	Equipment Repairs	Bi-Mart Corporation	2.75
20096	04/26/2016	STREET FUND	Equipment Repairs	Bi-Mart Corporation	2.74
20096	04/26/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Bi-Mart Corporation	11.18
20096	04/26/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Bi-Mart Corporation	2.79
20096	04/26/2016	PARKS and RECREATION	Tools & Small Equipment	Bi-Mart Corporation	16.97
20096	04/26/2016	STREET FUND	Tools & Small Equipment	Bi-Mart Corporation	16.97
20096	04/26/2016	SEWER FUND	System Operating Supplies	Bi-Mart Corporation	4.99
20096	04/26/2016	GENERAL FUND	Admin Supplies & Services	Bi-Mart Corporation	19.46
20096	04/26/2016	PLANNING FUND	Admin Services & Supplies	Bi-Mart Corporation	10.48
20096	04/26/2016	WATER FUND	Tools & Small Equipment	Bi-Mart Corporation	1.49
20096	04/26/2016	STREET FUND	Bldg & Yard Maintenance	Bi-Mart Corporation	1.98
20096	04/26/2016	GENERAL FUND	Admin Supplies & Services	Bi-Mart Corporation	17.84
20096	04/26/2016	PLANNING FUND	Admin Services & Supplies	Bi-Mart Corporation	9.61
20096	04/26/2016	PARKS and RECREATION	Park Board Events & Activities	Bi-Mart Corporation	281.37
20096	04/26/2016	PARKS and RECREATION	Vehicle Operation/Maintenance	Bi-Mart Corporation	3.99
20096	04/26/2016	STREET FUND	Vehicle Operation-Maintenance	Bi-Mart Corporation	3.99
20096	04/26/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Bi-Mart Corporation	21.32
20096	04/26/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Bi-Mart Corporation	5.32
20096	04/26/2016	PARKS and RECREATION	Community Ctr Janitorial&Maint	Bi-Mart Corporation	8.88
20096	04/26/2016	PARKS and RECREATION	Equipment Repairs	Bi-Mart Corporation	8.50
20096	04/26/2016	STREET FUND	Equipment Repairs	Bi-Mart Corporation	8.49
20096	04/26/2016	PARKS and RECREATION	Park Board Events & Activities	Bi-Mart Corporation	22.50
20096	04/26/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Bi-Mart Corporation	9.58
20096	04/26/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Bi-Mart Corporation	2.40
20096	04/26/2016	PARKS and RECREATION	Park Maintenance	Bi-Mart Corporation	12.49
20096	04/26/2016	STREET FUND	Street Maintenance	Bi-Mart Corporation	12.48
20096	04/26/2016	WATER FUND	System Maintenance	Bi-Mart Corporation	11.98
20096	04/26/2016	GENERAL FUND	Animal Control Supplies/Admin	Bi-Mart Corporation	10.97
20096	04/26/2016	WATER FUND	System Maintenance	Bi-Mart Corporation	9.99
20096	04/26/2016	WATER FUND	Tools & Small Equipment	Bi-Mart Corporation	8.49
20096	04/26/2016	SEWER FUND	Tools & Small Equipment	Bi-Mart Corporation	8.48
20096	04/26/2016	STREET FUND	Safety Programs & Supplies	Bi-Mart Corporation	7.99
20096	04/26/2016	PARKS and RECREATION	Safety Program & Supplies	Bi-Mart Corporation	7.98

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20096	04/26/2016	STREET FUND	Tools & Small Equipment	Bi-Mart Corporation	12.49
20096	04/26/2016	PARKS and RECREATION	Tools & Small Equipment	Bi-Mart Corporation	12.48
				Check Total:	611.41
20097	04/26/2016	WATER FUND	Telephone Services	CenturyLink Communications, LL	164.48
				Check Total:	164.48
20098	04/26/2016	GENERAL FUND	Urban Forestry Activities	James Childs	69.99
				Check Total:	69.99
20099	04/26/2016	GENERAL FUND	Admin Supplies & Services	DocuTRAK Imaging, Inc	30.00
				Check Total:	30.00
20100	04/26/2016	WATER FUND	Admin Supplies & Services	EDMS Inc	16.74
20100	04/26/2016	WATER FUND	Postage	EDMS Inc	30.96
20100	04/26/2016	SEWER FUND	Admin Supplies & Services	EDMS Inc	25.10
20100	04/26/2016	SEWER FUND	Postage	EDMS Inc	46.45
				Check Total:	119.25
20101	04/26/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	10,706.14
20101	04/26/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	927.48
				Check Total:	11,633.62
20102	04/26/2016	PARKS and RECREATION	Publishing Costs	Fern Ridge Review	380.00
20102	04/26/2016	PLANNING FUND	Publishing Costs	Fern Ridge Review	84.00
20102	04/26/2016	PARKS and RECREATION	Advertising and Publishing	Fern Ridge Review	64.00
20102	04/26/2016	PARKS and RECREATION	Advertising and Publishing	Fern Ridge Review	128.00
20102	04/26/2016	PARKS and RECREATION	Publishing Costs	Fern Ridge Review	48.00
				Check Total:	704.00
20103	04/26/2016	WATER FUND	System Maintenance	HD Fowler Company	54.62
				Check Total:	54.62
20104	04/26/2016	GENERAL FUND	Internet & Web Site Fees	Hunter Communications, Inc	91.48
20104	04/26/2016	PLANNING FUND	Internet & Web Site Fees	Hunter Communications, Inc	30.50

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20104	04/26/2016	WATER FUND	Internet & Web Site Fees	Hunter Communications, Inc	121.98
20104	04/26/2016	SEWER FUND	Internet & Web Site Fees	Hunter Communications, Inc	60.99
20104	04/26/2016	LAW ENFORCEMENT FUND	Telephone Services	Hunter Communications, Inc	20.00
Check Total:					324.95
20105	04/26/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	440.42
20105	04/26/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	336.79
20105	04/26/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	77.72
20105	04/26/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	77.72
20105	04/26/2016	PARKS and RECREATION	Computer System Support-Maint	Lane Council of Govern	181.35
20105	04/26/2016	PARKS and RECREATION	Computer System Support-Maint	Lane Council of Govern	77.72
20105	04/26/2016	PLANNING FUND	Computer System Support-Maint	Lane Council of Govern	336.79
20105	04/26/2016	WATER FUND	Computer System Support-Maint	Lane Council of Govern	310.88
20105	04/26/2016	SEWER FUND	Computer System Support-Maint	Lane Council of Govern	466.32
20105	04/26/2016	STREET FUND	Computer System Support-Maint	Lane Council of Govern	181.35
20105	04/26/2016	STORMWATER DRAINAGE	Computer System Support-Maint	Lane Council of Govern	103.62
Check Total:					2,590.68
20106	04/26/2016	GENERAL FUND	Judicial Services	Law Office of Alan J Leiman, P	371.00
Check Total:					371.00
20107	04/26/2016	SEWER FUND	Equipment Repairs	McGuire Bearing Co.	33.84
Check Total:					33.84
20108	04/26/2016	GENERAL FUND	Professional Dues	OEDA	125.00
Check Total:					125.00
20109	04/26/2016	GENERAL FUND	Travel Staff	Justin Powell	14.50
Check Total:					14.50
20110	04/26/2016	GENERAL FUND	Postage	Purchase Power	166.79
20110	04/26/2016	PARKS and RECREATION	Postage	Purchase Power	46.24
20110	04/26/2016	PLANNING FUND	Postage	Purchase Power	534.82
20110	04/26/2016	WATER FUND	Postage	Purchase Power	35.91
20110	04/26/2016	SEWER FUND	Postage	Purchase Power	53.87
20110	04/26/2016	STREET FUND	Postage	Purchase Power	40.38
20110	04/26/2016	STORMWATER DRAINAGE	Postage	Purchase Power	1.10

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20111	04/26/2016	GENERAL FUND	Office Machine Maintenance	Ricoh USA, Inc.	879.11
20111	04/26/2016	PLANNING FUND	Office Machine Maintenance	Ricoh USA, Inc.	146.51 48.84
Check Total:					195.35
20112	04/26/2016	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	2,260.06
20112	04/26/2016	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	54.30
20112	04/26/2016	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	1,176.50
20112	04/26/2016	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	633.50
20112	04/26/2016	PLANNING FUND	Attorney & Legal Services	Speer Hoyt LLC	450.06
20112	04/26/2016	STREET FUND	Attorney & Legal Services	Speer Hoyt LLC	36.20
Check Total:					4,610.62
20113	04/26/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	26.17
20113	04/26/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	3.38
20113	04/26/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	4.01
20113	04/26/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	4.45
20113	04/26/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	34.84
20113	04/26/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	39.12
20113	04/26/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	29.67
20113	04/26/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.44
20113	04/26/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	36.13
20113	04/26/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	4.66
20113	04/26/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	5.54
20113	04/26/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	6.14
20113	04/26/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	48.11
20113	04/26/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	54.02
20113	04/26/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	40.97
20113	04/26/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.62
20113	04/26/2016	GENERAL FUND	Office Equipment & Furniture	Staples Credit Plan	206.96
Check Total:					545.23
20114	04/26/2016	PARKS and RECREATION	Community Ctr Janitorial&Maint	Swanson's Pest Mgt	33.00
20114	04/26/2016	WATER FUND	Bldg & Yard Maintenance	Swanson's Pest Mgt	16.17
20114	04/26/2016	SEWER FUND	Bldg & Yard Maintenance	Swanson's Pest Mgt	16.66
20114	04/26/2016	STREET FUND	Bldg & Yard Maintenance	Swanson's Pest Mgt	16.17
20114	04/26/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Swanson's Pest Mgt	31.20
20114	04/26/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Swanson's Pest Mgt	7.80

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	121.00
20115	04/26/2016	GENERAL FUND	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	46.10
20115	04/26/2016	PARKS and RECREATION	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	8.90
20115	04/26/2016	PLANNING FUND	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	60.93
20115	04/26/2016	WATER FUND	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	32.93
20115	04/26/2016	SEWER FUND	Office Equipment & Furnishings	Thermo Imaging & Analysis, LLC	26.34
20115	04/26/2016	STREET FUND	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	16.46
20115	04/26/2016	STORMWATER DRAINAGE	Office Equipment & Furniture	Thermo Imaging & Analysis, LLC	3.27
20115	04/26/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Thermo Imaging & Analysis, LLC	238.88
20115	04/26/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Thermo Imaging & Analysis, LLC	59.72
20115	04/26/2016	SEWER FUND	Equipment Repairs	Thermo Imaging & Analysis, LLC	398.87
				Check Total:	892.40
20116	04/26/2016	GENERAL FUND	Tourism Support/Projects	Travel Lane County	90.00
				Check Total:	90.00
				Report Total:	24,668.18

Accounts Payable To Be Paid Proof List

User: mindy

Printed: 05/05/2016 - 11:21 AM

Batch: 017-04-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess										
1252	05/01/2016	459.90	0.00	05/10/2016	Monthly Contract		-			No 0000
100-100-52055	Janitorial Services Contract									
1252	05/01/2016	114.98	0.00	05/10/2016	Monthly Contract		-			No 0000
140-140-52055	Janitorial Services Contract									
1252	05/01/2016	191.62	0.00	05/10/2016	Monthly Contract		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
	1252 Total:	766.50								
	AbvMess Total:	766.50								
ALSCO ALSCO										
April 2016	04/30/2016	142.85	0.00	05/10/2016	Door mats		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
April 2016	04/30/2016	35.71	0.00	05/10/2016	Door mats		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
April 2016	04/30/2016	132.05	0.00	05/10/2016	Paper Products		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
	April 2016 Total:	310.61								
	ALSCO Total:	310.61								
BanBkCC Banner Bank										
Mozy April-2016	04/17/2016	1.59	0.00	05/10/2016	Computer needs		-			No 0000
100-100-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.16	0.00	05/10/2016	Computer needs		-			No 0000
100-160-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.16	0.00	05/10/2016	Computer needs		-			No 0000
100-170-52045	Computer System Support/Maint									
Mozy April-2016	04/17/2016	0.37	0.00	05/10/2016	Computer needs		-			No 0000
130-130-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.16	0.00	05/10/2016	Computer needs		-			No 0000
130-520-52045	Computer System Support/Maint									
Mozy April-2016	04/17/2016	0.69	0.00	05/10/2016	Computer needs		-			No 0000
140-140-52045	Computer System Support-Maint									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Mozy April-2016	04/17/2016	0.64	0.00	05/10/2016	Computer needs		-	No		0000
210-210-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.95	0.00	05/10/2016	Computer needs		-	No		0000
220-220-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.37	0.00	05/10/2016	Computer needs		-	No		0000
230-230-52045	Computer System Support-Maint									
Mozy April-2016	04/17/2016	0.21	0.00	05/10/2016	Computer needs		-	No		0000
240-240-52045	Computer System Support-Maint									
	Mozy April-2016 Total:	5.30								
	04/17/2016	25.74	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
100-100-52045	04/17/2016	2.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
100-160-52045	04/17/2016	2.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support/Maint									
100-170-52045	04/17/2016	5.87	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
130-130-52045	04/17/2016	2.87	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support/Maint									
130-520-52045	04/17/2016	10.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
140-140-52045	04/17/2016	10.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
210-210-52045	04/17/2016	15.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
220-220-52045	04/17/2016	5.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
230-230-52045	04/17/2016	3.86	0.00	05/10/2016	Monthly Fee		-	No		0000
MSOnline 4/15	Computer System Support-Maint									
240-240-52045	04/17/2016	87.50								
	MSOnline 4/15 Total:	92.80								
	BanBKCC Total:									
BattBulb Batteries Plus										
211-462324	04/07/2016	21.00	0.00	05/10/2016	System Needs PO 4872		-	No		0000
130-520-54045	Pool Bldg Janitorial - Maint									
	211-462324 Total:	21.00								
	BattBulb Total:	21.00								
BranEng Branch Engineering, Inc										
6501	04/22/2016	5,412.50	0.00	05/10/2016	2nd & 3rd St Improvements		-	No		0000
230-230-53050	Street Rehabilitation									
	6501 Total:	5,412.50								
6502	04/22/2016	6,629.63	0.00	05/10/2016	2nd & 3rd St Improvements		-	No		0000
230-230-60250	Street System Improvements									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
6502	04/22/2016	736.62	0.00	05/10/2016	2nd & 3rd St Improvements		-	No		0000
310-310-60130	System Expansion	7,366.25								
	6502 Total:	12,778.75								
	BranEng Total:									
BrenPac Brenntag Pacific Inc										
BP1620068	04/26/2016	2,163.00	0.00	05/10/2016	System Chemicals - PO 4765		-	No		0000
210-210-53020	System Operating Supplies	2,163.00								
	BP1620068 Total:	2,163.00								
	BrenPac Total:									
CivWest Civil West Engineering Service										
3101-007.06	04/28/2016	5,030.00	0.00	05/10/2016	WW Master Plan Amend Per 3/26-4/25 2016		-	No		0000
314-314-52290	Other Professional Services	5,030.00								
	3101-007.06 Total:	5,030.00								
3101-009.02	04/28/2016	1,004.00	0.00	05/10/2016	WWTP Outfall Diffuser Per 3/26-4/25 2016		-	No		0000
220-220-52070	Engineering Fees	1,004.00								
	3101-009.02 Total:	1,004.00								
	CivWest Total:	6,034.00								
ComFlow Comfort Flow Heating AC & Refr										
JC19887	04/28/2016	1,963.92	0.00	05/10/2016	Minor Maint		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	490.98								
JC19887	04/28/2016	490.98	0.00	05/10/2016	Minor Maint		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup	2,454.90								
	JC19887 Total:	2,454.90								
	ComFlow Total:	2,454.90								
DeptOfCo Dept of Consumer & Bus Svcs										
July 2017	05/02/2016	89.60	0.00	05/10/2016	Pool Permits		-	No		0000
130-520-51010	Administrative Supplies	89.60								
	July 2017 Total:	89.60								
	DeptOfCo Total:	89.60								
DeptOfEn Dept of Environmental Quality										
Cert 2016-2018	05/03/2016	160.00	0.00	05/10/2016	J. Mitchell WWTP OP Renewal		-	No		0000
220-220-51070	Training & Conferences	160.00								
	Cert 2016-2018 Total:	160.00								
	DeptOfEn Total:	160.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EPUD EPUD										
104799 4/16	04/27/2016	21.20	0.00	05/10/2016	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 4/16 Total:	21.20								
107383 04/16	04/27/2016	306.51	0.00	05/10/2016	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 04/16 Total:	306.51								
122635 4/16	04/27/0216	27.77	0.00	05/10/2016	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 4/16 Total:	27.77								
281 4/16	04/27/2016	2,497.59	0.00	05/10/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	281 4/16 Total:	2,497.59								
51043 4/16	04/27/2016	349.22	0.00	05/10/2016	City Hall		-	No		0000
100-100-51035	Electricity									
51043 4/16	04/27/2016	87.31	0.00	05/10/2016	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 4/16 Total:	436.53								
60675 4/16	04/27/2016	124.61	0.00	05/10/2016	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 4/16 Total:	124.61								
61380 4/16	04/27/2016	93.28	0.00	05/10/2016	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 4/16 Total:	93.28								
8229 4/16	04/27/2016	20.56	0.00	05/10/2016	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 4/16 Total:	20.56								
	EPUD Total:	3,528.05								
FRSD28J Fern Ridge School District 28J										
April 2016	05/02/2016	11,211.16	0.00	05/10/2016	Schhol excise tax 4/1-4/30 2016		-	No		0000
100-000-20010	Accounts Payable									
	April 2016 Total:	11,211.16								
	FRSD28J Total:	11,211.16								
IngR Ingham R Ric										
RIngham 04/16	05/03/2016	86.75	0.00	05/10/2016	Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
RIngham 04/16	05/03/2016	75.00	0.00	05/10/2016	Expense Reimbursement		-	No		0000
100-100-51030	Telephone Services									
RIngham 04/16	05/03/2016	8.67	0.00	05/10/2016	Expense Reimbursement		-	No		0000
100-160-51075	Travel - Staff									
RIngham 04/16	05/03/2016	17.35	0.00	05/10/2016	Expense Reimbursement		-	No		0000
130-130-51010	Admin Supplies & Services									

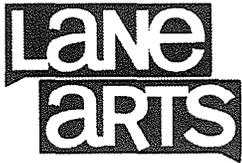
Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIngham 04/16	05/03/2016	43.37	0.00	05/10/2016	Expense Reimbursement		-	No		0000
140-140-51075	Travel - Staff									
RIngham 04/16	05/03/2016	17.35	0.00	05/10/2016	Expense Reimbursement		-	No		0000
210-210-51010	Admin Supplies & Services									
RIngham 04/16	05/03/2016	86.75	0.00	05/10/2016	Expense Reimbursement		-	No		0000
220-220-51010	Admin Supplies & Services									
RIngham 04/16	05/03/2016	8.67	0.00	05/10/2016	Expense Reimbursement		-	No		0000
130-520-51010	Administrative Supplies									
RIngham 04/16	05/03/2016	69.40	0.00	05/10/2016	Expense Reimbursement		-	No		0000
230-230-51010	Admin Supplies & Services									
RIngham 04/16	05/03/2016	8.67	0.00	05/10/2016	Expense Reimbursement		-	No		0000
240-240-51010	Admin Supplies & Services									
	RIngham 04/16 Total:	421.98								
	IngR Total:	421.98								
JerBro Jerry Brown Co										
April 2016	04/30/2016	36.16	0.00	05/10/2016	Fuel usage		-	No		0000
100-100-51075	Travel - Staff									
April 2016	04/30/2016	72.33	0.00	05/10/2016	Fuel usage		-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
April 2016	04/30/2016	72.33	0.00	05/10/2016	Fuel usage		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
April 2016	04/30/2016	289.31	0.00	05/10/2016	Fuel usage		-	No		0000
210-210-53030	Vehicle Operation&Maintenance									
April 2016	04/30/2016	253.14	0.00	05/10/2016	Fuel usage		-	No		0000
220-220-53030	Vehicle Operation&Maintenance									
	April 2016 Total:	723.27								
	JerBro Total:	723.27								
JerHom Jerry's Home Improvement										
415384/1	04/30/2016	19.99	0.00	05/10/2016	Various Needs		-	No		0000
210-210-51515	Tools & Small Equipment									
415384/1	04/30/2016	58.94	0.00	05/10/2016	Various Needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
415384/1	04/30/2016	-25.98	0.00	05/10/2016	Various Needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	415384/1 Total:	52.95								
417214/1	04/30/2016	139.90	0.00	05/10/2016	4x4 treated		-	No		0000
230-230-53045	Street Maintenance									
	417214/1 Total:	139.90								
419533/1	04/30/2016	6.50	0.00	05/10/2016	Weed Eater repair		-	No		0000
230-230-53130	Equipment Repairs									
419533/1	04/30/2016	6.49	0.00	05/10/2016	Weed Eater repair		-	No		0000
130-130-53130	Equipment Repairs									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	419533/1 Total:	12.99								
	JerHom Total:	205.84								
LanCoAc Lane Co Accts Receivable										
April 2016	05/02/2016	1,467.53	0.00	05/10/2016	Assmnts collected less 15% collection		-	No		0000
100-000-20330	County Fine Assessment Payable									
	April 2016 Total:	1,467.53								
	LanCoAc Total:	1,467.53								
LanEle Lane Electric Coop Inc										
42000 4/16	04/29/2016	1,369.68	0.00	05/10/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	42000 4/16 Total:	1,369.68								
42002 4/16	04/29/2001	108.46	0.00	05/10/2016	Community Center		-	No		0000
130-530-51035	Electricity-Community Center									
	42002 4/16 Total:	108.46								
42007 4/16	04/29/2016	136.17	0.00	05/10/2016	Hwy 126 Welcome Sign		-	No		0000
100-100-51100	Welcome Sign Maintenance									
	42007 4/16 Total:	136.17								
42008 4/16	04/29/2016	3,553.80	0.00	05/10/2016	Wastewater Treatment Plant		-	No		0000
220-220-51035	Electricity									
	42008 4/16 Total:	3,553.80								
42009 4/16	04/29/2016	162.02	0.00	05/10/2016	Bolton Hill Reservoir		-	No		0000
210-210-51035	Electricity									
	42009 4/16 Total:	162.02								
42013 4/16	04/29/2016	41.66	0.00	05/10/2016	Huston/Tidball pump		-	No		0000
210-210-51035	Electricity									
	42013 4/16 Total:	41.66								
	LanEle Total:	5,371.79								
LesSch Les Schwab Tire Center										
3000448115	04/11/2016	15.25	0.00	05/10/2016	Walker mower tire mount		-	No		0000
130-130-53130	Equipment Repairs									
	3000448115 Total:	15.25								
	LesSch Total:	15.25								
MidSta Mid-State Industrial Svc										
0164206	04/21/2016	1,830.00	0.00	05/10/2016	Monthly Contract		-	No		0000
230-230-53150	Street Sweeping Contract									
	0164206 Total:	1,830.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	MidSta Total:	1,830.00								
MidVal	Mid-Valley Tractor Co									
16819	04/30/2016	136.48	0.00	05/10/2016	Mower Tire		-	No		0000
220-220-53130	Equipment Repairs	136.48								
	16819 Total:	136.48								
	MidVal Total:	136.48								
NetAsset	Net Assets									
88-201604	05/02/2016	305.00	0.00	05/10/2016	Lien Search Requests		-	No		0000
100-100-51010	Admin Supplies & Services	305.00								
	88-201604 Total:	305.00								
	NetAsset Total:	305.00								
ODOR	ODOR - Court									
April 2016	05/02/2016	1,111.59	0.00	05/10/2016	Unitary Assessment / other St fees		-	No		0000
100-000-20320	State Fine Assessments Payable	6.00								
April 2016	05/02/2016	1,117.59	0.00	05/10/2016	Unitary Assessment / other St fees		-	No		0000
100-000-20330	County Fine Assessment Payable	1,117.59								
	April 2016 Total:	1,117.59								
	ODOR Total:	1,117.59								
OreWat	Oregon Water Services									
20497	04/07/2016	7.80	0.00	05/10/2016	System Needs PO 4874		-	No		0000
220-220-53040	System Maintenance	7.80								
	20497 Total:	7.80								
	OreWat Total:	7.80								
OrmKip	Orme Kip									
KOrme 04/2016	05/03/2016	50.00	0.00	05/10/2016	Cell phone stipend		-	No		0000
220-220-51030	Telephone Services	50.00								
	KOrme 04/2016 Total:	50.00								
	OrmKip Total:	50.00								
PitBo	Pitney Bowes									
1000309535	04/15/2016	27.57	0.00	05/10/2016	Postage meter supplies		-	No		0000
100-100-51010	Admin Supplies & Services	7.64								
1000309535	04/15/2016	7.64	0.00	05/10/2016	Postage meter supplies		-	No		0000
130-130-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1000309535	04/15/2016	88.41	0.00	05/10/2016	Postage meter supplies		-	No		0000
140-140-51010	Admin Services & Supplies									
1000309535	04/15/2016	5.94	0.00	05/10/2016	Postage meter supplies		-	No		0000
210-210-51010	Admin Supplies & Services									
1000309535	04/15/2016	8.91	0.00	05/10/2016	Postage meter supplies		-	No		0000
220-220-51010	Admin Supplies & Services									
1000309535	04/15/2016	6.67	0.00	05/10/2016	Postage meter supplies		-	No		0000
230-230-51010	Admin Supplies & Services									
1000309535	04/15/2016	0.18	0.00	05/10/2016	Postage meter supplies		-	No		0000
240-240-51010	Admin Supplies & Services									
	1000309535 Total:	145.32								
	PitBo Total:	145.32								
SchKyl Schauer Kyle										
KSchauer4/16	05/03/2016	50.00	0.00	05/10/2016	Cell phone stipend		-	No		0000
210-210-51030	Telephone Services									
	KSchauer4/16 Total:	50.00								
	SchKyl Total:	50.00								
Sprint Nextel Communications										
886952530-125	04/27/2016	39.66	0.00	05/10/2016	Cell Phones April 2016		-	No		0000
100-100-51030	Telephone Services									
886952530-125	04/27/2016	39.65	0.00	05/10/2016	Cell Phones April 2016		-	No		0000
130-130-51030	Telephone Services									
886952530-125	04/27/2016	59.49	0.00	05/10/2016	Cell Phones April 2016		-	No		0000
210-210-51030	Telephone Services									
886952530-125	04/27/2016	59.49	0.00	05/10/2016	Cell Phones April 2016		-	No		0000
220-220-51030	Telephone Services									
886952530-125	04/27/2016	39.67	0.00	05/10/2016	Cell Phones April 2016		-	No		0000
230-230-51030	Telephone Services									
	886952530-125 Total:	237.96								
	Sprint Total:	237.96								
SunsetAu Sunset Auto Parts, Inc										
951-275660	04/30/2016	1.50	0.00	05/10/2016	Mower repair		-	No		0000
130-130-53130	Equipment Repairs									
951-275660	04/30/2016	1.50	0.00	05/10/2016	Mower repair		-	No		0000
230-230-53130	Equipment Repairs									
	951-275660 Total:	3.00								
	SunsetAu Total:	3.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
UB*00431 Singer Deborah										
May 2016	05/03/2016	19.73	0.00	05/10/2016	Replacement Check		-	No		0000
210-000-20010	Accounts Payable									
May 2016	05/03/2016	41.62	0.00	05/10/2016	Replacement Check		-	No		0000
220-000-20010	Accounts Payable									
May 2016	05/03/2016	2.12	0.00	05/10/2016	Replacement Check		-	No		0000
240-000-20010	Accounts Payable									
	May 2016 Total:	63.47								
	UB*00431 Total:	63.47								
VenVet Veneta Vet Hospital										
Per End 4/21/16	04/21/2016	520.50	0.00	05/10/2016	Spay & Neuter Services		-	No		0000
100-170-51122	Animal Control Feral Program									
	Per End 4/21/16 Total:	520.50								
	VenVet Total:	520.50								
WilWin Wilco-Winfield LLC										
1098321	04/13/2016	487.74	0.00	05/10/2016	Landscaping Supplies PO4873		-	No		0000
230-230-53070	Landscapc Maint & Supplies									
	1098321 Total:	487.74								
	WilWin Total:	487.74								
	Report Total:	52,770.89								



Lane Arts Council
1590 Willamette Street, Suite 200, Eugene, OR 97401
541.485.2278 | lanearts.org

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Program Assistant

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Arts Education Program

Assistant

April 11, 2016

Veneta City Council
88184 8th Street
Veneta, OR 97487

Dear Council members,

Lane Arts Council is requesting funds to support our scholarship program in the amount of \$1,000. Camps will be held for three weeks, July 11-14, July 18-21, and July 25-28 and will serve close to 100 students. Last year we were grateful to receive a \$500 donation towards scholarships, and recognized a need to increase this funding due to the many requests we received. Rather than turning away students because of their limited financial resources, our artists welcomed those students to attend out of their own generosity.

At the Summer is All About Art Camp, students will explore the *Carnival of the Animals*, combining story-telling, art making, theatre, and writing. Inspiration comes from the music and invites students to learn about lions, tortoises, elephants, kangaroos, aquatic creatures, fossils, and more!

With your support, we will be able to provide quality summer arts programming for close to 100 students in the Veneta area.

Alex Lanham and Merrit Ferrell, two of Lane Arts Council’s professional teaching artists, will lead the camps. They have lived and worked in the area for over eighteen years and have successfully worked with young people throughout their careers.

Lane Arts Council works to strengthen and support the arts throughout Lane County. Last year, Lane Arts Council served over 9,000 youth in Lane County through our dynamic arts education programs. We are thrilled to launch summer programs in the Mid-Lane community to engage students with educational arts programs and help them explore their full, creative selves.

Thank you for your consideration of our request and please feel free to contact me with additional questions.

Sincerely,

Liora Sponko
Executive Director

Darci Henneman

From: Pat Coy <phcoy@q.com>
Sent: Tuesday, April 12, 2016 8:18 PM
To: Ric Ingham; Kay Bork; Darci Henneman
Subject: AED reimbursement

Friends:

Mid Lane Cares recently purchased an AED (automated external defibrillator) for the Fern Ridge Service Center. This was made possible by generous donations from the Lions and VFW of \$500 each. The AED cost \$1200. I was wondering if the city could help with the remaining \$200 as the center is a city owned building? Thanks for the consideration.

Pat Coy

ED Mid Lane Cares

ORDINANCE NO. 527

**AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE
FOR THE CITY OF VENETA**

WHEREAS, the City has completed its Pavement Condition Index Survey & Evaluation of the City of Veneta's Street Network (Plan), dated February 21, 2015; and

WHEREAS, the Veneta City Council has deemed it a priority to commence pavement preservation and street improvements outlined in the Plan and as identified by the City Council; and

WHEREAS, in order to finance City street improvements, the Veneta City Council has determined that funding from a transportation utility fee is required in addition to existing sources of street funding.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1. Creation and Purpose. A transportation utility fee is created and imposed for the purpose of maintaining the City of Veneta's streets. The transportation utility fee shall be paid by the Responsible Party for each Billing Unit or Occupied Unit of real property per the terms of this Ordinance. The purposes of the transportation utility fee are to charge users for the service the City provides in maintaining public streets and to ensure that maintenance occurs in a timely fashion, thereby reducing increased costs that result when maintenance is deferred.

Section 2. Definitions. Unless otherwise defined herein, terms used in this Ordinance have the meaning ascribed by Veneta Municipal Code (VMC) 3.20.005. As used in this chapter, the following terms shall mean:

CITY: The City of Veneta.

CITY ADMINISTRATOR: The City's Administrator or the City Administrator's designee.

COUNCIL: The City Council for the City of Veneta.

DEVELOPED PROPERTY: A parcel or legal portion of real property, on which an improvement exists or has been constructed. Improvement on Developed Property includes, but is not limited to buildings, parking lots, landscaping and outside storage.

FINANCE DIRECTOR: The City Finance Director or the Finance Director's designee.

NONRESIDENTIAL PROPERTY: Property that is not primarily used for personal domestic accommodation. Nonresidential Property includes industrial, commercial, institutional, hotel and motel, group homes, and other nonresidential uses.

OCCUPIED UNIT: Any structure or any portion of any structure occupied for residential, commercial, industrial, or other purposes. For example, in a multi-family residential development, each dwelling unit shall be considered a separate Occupied Unit when occupied, and each retail outlet in a shopping mall shall be considered a separate Occupied Unit. An Occupied Unit may include more than one structure if all structures are part of the same dwelling unit or commercial or industrial operation. For example, an industrial site with several structures that form an integrated manufacturing process operated by a single manufacturer constitutes one Occupied Unit. Property that is undeveloped or, if developed, is not in current use is not considered an Occupied Unit.

PUBLIC WORKS DIRECTOR: The City Public Works Director or the Public Works Director's designee.

RESIDENTIAL PROPERTY: Property that is used primarily for personal domestic accommodation, including single-family, multi-family Residential Property and home occupations, but not including group homes, hotels and motels.

RESPONSIBLE PARTY: The person or persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to an Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) paying the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City utility bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with the City.

STREET MAINTENANCE: Any action to maintain or improve City streets, including repair, renewal, resurfacing, replacement, and reconstruction. Street Maintenance does not include work that increases the capacity of a street such as street widening, adding bike lanes or sidewalks, or the construction of new streets or street lighting. Street Maintenance shall include resurfacing of existing streets; the repair, replacement or addition of curb and gutters; improving storm drainage; updating ADA access; repair or replacement of the entire existing street structural section; repair or replacement of existing street shoulders, pavement markers, striping and other street markings; repair or replacement of existing channelization devices; adjustment of existing utilities to match finish grades; and any other related work within existing streets.

Section 3. Administrative Officers Designated.

A. Except as provided in subsections (B) and (C) of this section, the City Administrator shall be responsible for the administration of this chapter. The City Administrator shall be responsible for developing administrative procedures for this chapter, administration of fees, and for the purposes of establishing the fee for a specific Occupied Unit, and the consideration and assignment of categories of use subject to appeal in accordance with this chapter.

B. The Public Works Director shall be responsible for developing and maintaining Street Maintenance programs for the maintenance of City streets and, subject to City Budget Committee review and City Council approval, allocation and expenditure of budget resources for street system maintenance in accordance with this chapter.

C. The Finance Director shall be responsible for the collection and calculation of fees.

Section 4. Transportation Utility Fees Allocated to the Transportation Utility Fee Fund.

A. All transportation utility fees received shall be deposited into the Street fund or other fund dedicated to the operation and maintenance of the City street system. Other revenue sources may also be used for Street Maintenance. Amounts in the Street fund may be invested by the Finance Director in accordance with State law. Earnings from such investments shall be dedicated to the Street fund.

B. The Street fund shall not be used for other governmental or proprietary purposes of the City, except to pay for an equitable share of the City's overhead costs including accounting, management and other costs related to management and operation of the Street Maintenance program. Engineering design, pavement evaluation, construction management, and other related costs, including project advertisements for bid, in the implementation of the Street Maintenance projects shall also be considered as being used for Street Maintenance.

Section 5. Determination of Transportation Utility Fee.

A. A transportation utility fee is hereby established and shall be based upon the following:

1. The City's priority corrective and preventative Street Maintenance projects.
2. For Residential Property, the fee shall be charged on a per unit basis.
3. For Nonresidential Property, the fee shall be charged on a per unit basis.

B. The amount of the transportation utility fee shall be set by Council resolution.

C. The transportation utility fee program shall be reviewed annually as part of the City's budget process.

D. Following each review of the program, the Finance Director shall review the revenue received from the new rates after a full year of collection to determine if the annual revenues meet the annual funding level needed for the priority Street Maintenance projects. The Finance Director shall report the findings of that review to City Council and may make recommendations on any potential fee increases or decreases based on that review. Any unspent funds will be carried over to the following budget year's beginning fund balance for the Street Fund.

Section 6. Determination of Amount, Billing and Collection of Fee.

A. Based upon the fees set by Council resolution, the Finance Director shall charge a per unit transportation utility fee to the Responsible Party for each Billing Unit with an Active Utility Account or, for Occupied Units not connected to City water and/or sewer, to the Responsible Party for each Occupied Unit of Residential and Nonresidential Property. The amount payable shall be re-determined if there is a change in use or development. All redeterminations based on a change in use or development shall be prospective only.

B. The transportation utility fee shall be billed to and collected from the Responsible Party identified in Section 6.A., above. Transportation utility fees shall be included as part of the water and sewer bill for Billing Units with Active Utility Accounts, and included on an "Other Utility" bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly by the Finance Director and shall become due and payable upon receipt.

C. Collections from Responsible Parties will be applied first to interest and penalties, second to transportation utility fees, third to storm water drainage fees, fourth to sanitary sewer service utilities, and last to water utilities.

D. An account is delinquent if the transportation utility fee is not paid by the due date shown on the utility bill. The City may follow the procedures for collection of delinquent accounts as outlined in VMC 3.20 and 3.25, including termination of water and sanitary sewer service.

E. For newly developed properties, the fees imposed under this chapter shall become due and payable from and after the earlier of the date when the Developed Property is occupied or when City water or sanitary sewer system service is initiated.

Section 7. Exemption. Transportation utility fees imposed under this chapter shall apply to all Billing Units and Occupied Units per Section 6.A. of this Ordinance, including property which may be entitled to exemption from or deferral of ad valorem

property taxation. Such Units owned or occupied by local, state and federal governments are exempt from the transportation utility fee.

Section 8. Waiver of Fees in Case of Vacancy.

A. When any Developed Property within the City becomes vacant as described in subsection (E) of this section, upon written application by the Responsible Party and approval by the Finance Director, the transportation utility fee shall thereafter not be billed until such time as the property is no longer vacant.

B. The Finance Director is authorized to cause an investigation of any property for which an application for determination of vacancy is submitted to verify any of the information contained in the application. The Finance Director is further authorized to develop and use a standard form of application, provided it shall contain a space for verification of the information and the person signing such form affirms under penalty for false swearing the accuracy of the information provided therein.

C. When any Developed Property within the City has the utilities shut-off due to vacancy, the transportation utility fee shall be waived for the duration of the vacancy as described in subsection (E) of this section.

D. When a change of use occurs, a vacancy has been filled, or a property is developed, it is the Responsible Party's responsibility to inform the City of any change so the proper transportation utility fees may be assessed. If the Responsible Party does not inform the City of any change, the City shall cancel the vacancy waiver and charge the Responsible Party as per subsection (E) of this section.

E. For purposes of this section, Developed Property is vacant when it has been continuously unoccupied and unused for at least thirty (30) days. Fees shall be waived in accordance with this section only while the property remains vacant. The waiver duration is for six (6) months. After six (6) months, the Responsible Party must re-apply for the waiver if the property continues to be unoccupied and unused. The Responsible Party has thirty (30) days to re-apply for the vacancy waiver after the expiration of the six (6) month waiver. Any occupancy or use of the property terminates the waiver. As a penalty for not reporting a change in property vacancy, the City may charge any property two times the appropriate transportation utility fee that would have been due without the vacancy waiver for prior billing periods, upon determining, in City's sole discretion, that the property did not qualify for waiver of charges during the relevant time. The decision of the Finance Director under subsections (A), (B), and (E) of this Section is final.

Section 9. Reduction of Fees for Low Income Households. Upon written application by the Responsible Party and approval by the Finance Director, Occupied Units receiving or otherwise eligible for a reduction in water and sewer base fees per the City's low-income eligibility policy shall receive a commensurate reduction in the

transportation utility fee charged. The Finance Director's decision under this Section is final.

Section 10. Appeals.

A. The City Administrator shall have the initial authority and responsibility to interpret all terms, provisions and requirements of this chapter and to determine the appropriate charges thereunder. The Responsible Party for an Occupied Unit may request reconsideration of the Public Work Director's determination of the amount of the fee by submission of a written application to the City Administrator. The application shall be supported with sufficient factual details to enable the City Administrator to render a decision.

B. Within thirty (30) days of the submission of a complete application requesting reconsideration of the amount of the transportation utility fee to be charged to an Occupied Unit, the City Administrator shall render a decision on the application. The decision shall be written and shall include findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria. A copy of the decision shall be mailed to the person submitting the request.

C. For the purpose of reviewing the fee, the City Administrator may determine that the land use category is proper and that the fee charged is appropriate. However, if the decision of the City Administrator results in a change in the category of land use, the City Administrator shall, for the purpose of establishing the fee, assign a new use category, and notify the Finance Director so that the appropriate change may be made in the applicable fee to be charged in the future. No back charges or refunds are required.

D. The Responsible Party may appeal the City Administrator's determination to the Council. The notice of appeal must be filed in writing within ten (10) days of the date notice of change of category of land use and determination of fee is sent and must be filed with the office of the City Administrator in writing, stating:

1. The name and address of the appellant.
2. The address of the affected premises.
3. The nature of the determination being appealed.
4. The reason the determination is incorrect.
5. What the correct determination of the appeal should be.

A Responsible Party who fails to file such a statement within the time permitted waives his or her objections and the appeal shall be dismissed. If notice of appeal is properly

filed, except in an emergency, the City shall take no enforcement action regarding the Responsible Party's failure to pay the transportation utility fee until the Council renders a final determination on the appeal.

At its next available meeting, the Council shall hear and determine the appeal on the basis of the written statement and such additional evidence as the Council deems appropriate. The appellant shall be allowed at least ten (10) days' written notice of the hearing on appeal. At the hearing the appellant may present testimony and oral argument personally or by counsel, and additional evidence. The rules of evidence as used by courts of law do not apply. The decision of the Council shall be in writing and shall contain findings of fact that substantiate the Council's decision. The decision shall be mailed to the appellant within ten (10) days of the completion of the appeal hearing. The decision of the Council shall be final.

Section 11. Penalty. In addition to any other remedy, violation of any provision of this chapter shall, upon conviction, constitute a violation punishable by a maximum fine of \$360.00. Each day of delinquency in paying the transportation utility fee constitutes a separate violation.

Section 12. Severability.

A. In the event any section, subsection, paragraph, sentence or phrase of this chapter or any administrative policy adopted herein is determined by a court of competent jurisdiction to be invalid or unenforceable, the validity of the remainder of the Chapter shall continue to be effective. If a court of competent jurisdiction determines that this Chapter imposes a tax or charge, which is therefore unlawful as to certain but not all affected parties, then as to those certain properties, an exception or exceptions from the imposition of the transportation utility fee shall thereby be created and the remainder of the chapter and the fees imposed thereunder shall continue to apply to the remaining properties without interruption.

B. Nothing contained herein shall be construed as limiting the City's authority to levy special assessments in connection with public improvements pursuant to applicable law.

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CITY OF VENETA

ORDINANCE NO. 528

AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 RELATING TO PARKING LOT LOCATION AND PROPERTY LINE ADJUSTMENT STANDARDS

WHEREAS, the City recognizes the need to allow flexibility in parking lot location design standards for challenging sites through an alternate design process; and

WHEREAS, the City wishes to update the Land Division Ordinance, to provide clarity and consistency with Oregon Revised Statutes ORS 92.010(12), which defines “property line adjustment”, to more fully implement the goals and policies of the Veneta Comprehensive Plan; and

WHEREAS, pursuant to Section 11.0 of Veneta Land Development Ordinance No. 493, the Veneta Planning Commission initiated amendments to the City’s provisions on February 2, 2016; and

WHEREAS, the Planning Commission held a properly noticed public hearing on the proposed amendments on April 5, 2016, and adopted findings of fact, and recommended to the City Council that Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494 be amended as presented in this Ordinance; and

WHEREAS, the Veneta City Council held a properly noticed public hearing on May 9, 2016 and took testimony on this matter; and

WHEREAS, the code revisions comply with applicable provisions of the Veneta Comprehensive Plan, Land Development Ordinance No. 493 and Land Division Ordinance No. 494 as shown in the Findings of Fact attached as Exhibit A; and

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 The City hereby adopts the Findings of Fact set forth above and in the attached Exhibit A as its basis for adopting the following amendments to Land Development Ordinance No. 493 and Land Division Ordinance No. 494.

Section 2 Amend Veneta Land Development No. 493 Ordinance Section 5.13(2)(l) as follows:

“Where new off-street parking is to be provided in the RC, and BC, and CC zones, it shall not be located between a buildings’ primary entrance and any street, except as approved through Track 2 Site Plan Review. (see figure 5.13(d) below).”

Section 3 Amend Veneta Land Development Ordinance No. 493 Section 5.20(3)(b) and (c) as follows:

“(b) Parking lots for new public and semi-public buildings shall be located to the side or rear of the building, except as approved through Track 2 Site Plan Review.”

“(c) Loading docks for new commercial, industrial, public, and semi-public buildings shall be located to the side or rear of the building.”

Section 4 Amend Veneta Land Development Ordinance No. 493, Section 6.05(2) as follows:

“Alternatives to the Commercial and Mixed Use Design Standards of Section 5.13, or Residential Design Standards of Section 5.29 or Off Street Parking Location Standards Section 5.20(3)(c) may be granted by the Planning Commission following a public hearing where the Commission finds that the alternative design.”

Section 5 Amend Veneta Land Division Ordinance No. 494 Section 3.02 PROPERTY LINE ADJUSTMENT REVIEW CRITERIA as follows:

“(1) The property line adjustment is a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel”.

Section 6 Amend Veneta Land Division Ordinance No. 494 Section 8.06 DEFINITIONS PROPERTY LINE ADJUSTMENT as follows:

“PROPERTY LINE ADJUSTMENT” The property line adjustment is a relocation or elimination of all or a portion of the common property line between two abutting properties that does not create an additional lot or parcel . An adjusted property line shall be surveyed and monumented in accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.”

Section 7 Amend Veneta Land Development Ordinance No. 493 Section 13.02 DEFINITIONS as follows:

“PROPERTY LINE ADJUSTMENT: The property line adjustment is a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel. In accordance with ORS 92.065(3); a survey, complying with ORS 209.250, shall be filed with the county surveyor; and the property line adjustment shall be recorded with the Lane County Department of Deeds and Records.”

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Section 8 All unamended provisions of Ordinance Nos. 493 and 494 shall remain in full force and effect.

Section 9 Effective Date. This ordinance will go into full force and effect on the 30th day after City Council enactment.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of May, 2016, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION, this ____ day of _____, 2016, no Council person present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ against by the City of Veneta Council this ____, day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson
Executed on _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed on _____

**EXHIBIT “A”
FINDINGS OF FACT
CITY COUNCIL**

**AMENDMENTS TO THE VENETA LAND DEVELOPMENT ORDINANCE NO.
493 AND LAND DIVISION ORDINANCE NO. 494
File (A-1-16)**

A. The Veneta City Council finds the following:

1. A public hearing was held at the Planning Commission on April 5, 2016 on the proposed amendments after providing the required notice as per Section 2.11 of Veneta’s Land Development Ordinance No. 493.
2. The Veneta Planning Commission recommended adoption of the proposed amendments to the Land Development and Land Division Ordinances at the meeting.
3. A public hearing was held by the Veneta City Council on May 9, 2016 on the proposed amendments after providing the required notice as per Section 2.11 of Veneta’s Land Development Ordinance No. 493.
4. The proposed amendments to the Veneta Land Development Ordinance are consistent with the goals and policies of the adopted Veneta Comprehensive Plan Ordinance No. 523, and therefore comply with all applicable statewide planning goals.
5. These amendments do not alter the intent or purpose of any portion of the Land Development and Land Division Ordinances. The intent of these amendments is to provide flexibility, clarity, and consistency within the Land Development and Land Division Ordinances.

FINDINGS

Applicable Ordinance and Comprehensive Plan provisions are set forth in *italics*, below. Findings showing compliance with the applicable criteria and standards are in **bold**.

FINDINGS OF CONSISTENCY FOR COMPREHENSIVE PLAN NO. 504

Chapter III PLAN ELEMENTS AND POLICIES

B. Community, Building, and Site Design Element

GOAL: Create a city with efficient and ecologically sensitive infrastructure; an environment that aesthetically stimulates us; and buildings, sidewalks, trails, and other public facilities that are accessible to everyone.

POLICIES:

- “8. Promote building and site design that contribute positively to a sense of neighborhood and to the overall streetscape by carefully relating building mass, frontages, entries, and yards to public streets and adjacent properties. The architecture and scale of commercial buildings should provide attractive street frontages and minimize the placement of parking lots and loading docks along public streets.
9. Construct new commercial or public buildings with parking to the side or in the rear.”

FINDINGS:

- 1. The amendments to Veneta Land Development Ordinance 493 are consistent with Comprehensive Plan policies 8 and 9 above. The amendments maintain the City’s desire to require parking lots and loading docks to the rear and sides of buildings in the commercial core and downtown areas of the City and allow flexibility in design for challenging sites through an alternative design process. Through a public hearing process, alternative designs must meet criteria which promotes pedestrian safety, convenience and comfort and contains architectural features substituting for code required features.**

FINDINGS OF CONSISTENCY FOR LAND DEVELOPMENT ORDINANCE

“PURPOSE OF LAND DEVELOPMENT ORDINANCE NO. 493: The purpose of this ordinance is to establish standards and procedures for the orderly development of land within the City of Veneta; to assist in implementing the Veneta Comprehensive Plan and to promote the public health, safety and general welfare.”

FINDINGS:

- 1. The amendments to the Land Development Ordinance No. 493 do not affect the stated purpose of the Land Development Ordinance.**
- 2. The proposed amendments clarify existing regulations and allow an alternative site plan review process which will promote orderly development within the City.**
- 3. The proposed amendments update standards and procedures in the Veneta Land Development Ordinance. The amendment brings City public noticing requirements into compliance with Oregon Administrative Rule 660-018-0020(1), which requires notice of the first public hearing at least 35 days prior to an amendment to a Comprehensive Plan.**

FINDINGS OF CONSISTENCY FOR LAND DIVISION ORDINANCE 494

“SECTION 1.02 PURPOSE: The purpose of this ordinance is to establish standards and procedures for the division of land within the jurisdiction of the City of Veneta. These regulations are necessary in order to provide uniform procedures and standards for the division of land; to provide for the proper width and arrangement of streets; to coordinate proposed development with any overall plan; to provide for utilities and other public facilities; to avoid undue congestion of population; to assure adequate sanitation and water supply; to provide for the protection, conservation, and proper use of land; and in general to protect the public health, safety and welfare.”

FINDINGS:

1. **Oregon Revised Statute 92.010(12) defines “property line adjustment” as “a relocation or elimination of all or a portion of the common property line between abutting properties that does not create an additional lot or parcel.”**
2. **The amendments ensure consistency between state and local standards for lot line adjustments regulated in Ordinance 494. Consistency will ensure uniform procedures and standards, consistent with the purpose of the Land Division Ordinance.**

CONCLUSIONARY FINDINGS

Based on the information and findings stated above, the proposed text amendments to the Veneta Land Development Ordinance 493 and Land Division Ordinance 494 complies with all applicable polices of the Ordinance Nos. 493 and 494 and the Veneta Comprehensive Plan. The Veneta City Council hereby approves the proposed amendments, and adopts these findings of fact.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: AMENDMENTS TO TITLES 3 AND 13 OF THE VMC RELATED TO UTILITY BILLING CYCLE

Meeting Date: May 9, 2016
Department: Finance

Staff Contact: Shauna Hartz
Email: shartz@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

Staff is recommending amendments to Veneta's current Municipal Code (VMC) to improve the policies and practices used to govern the entire utility billing cycle.

BACKGROUND

In late 2014, with the objectives of clarifying and improving efficiency, consistency, and compliance with Oregon Revised Statutes, staff began a comprehensive review of the entire utility billing cycle. Between then and now there has been numerous occasions in which the Council was presented with related findings, analysis, options and recommendations. The timeline is listed below.

December 2014: A chart of all the steps in the Utility Billing function/cycle was developed.

January 12, 2015: The chart was presented at a work session.

February 23, 2015: The chart was presented for a second time.

March 14, 2016: Final work session took place. This session included a review of a glossary of terms and information previously presented, and discussion and explanation of the policy and practice changes being recommended. The most significant changes are outlined in Attachment A.

Before you tonight are five ordinances being proposed to amend the Veneta Municipal Code Title 3, Chapters 20 and 25 and Title 13 Chapters 05, 10 and 35.

Due to the volume of documents, the redlined version of the existing code language in Title 3 and 13 are not included in this packet; however, they can be provided upon request.

RELATED CITY POLICIES

VMC 3.20, 3.25, 13.05, 13.10, 13.35

COUNCIL OPTIONS

1. Approve Ordinances as presented.
2. Approve Ordinances with suggested changes.
3. Postpone approval of Ordinances offer guidance to staff.

CITY ADMINISTRATOR'S RECOMMENDATION

Approve Ordinances as presented.

SUGGESTED MOTION

See each individual Ordinance.

ATTACHMENTS

- A. Chart of most significant changes being recommended.

STEPS IN BILLING CYCLE	CURRENT PRACTICE	PROPOSED	COMMENTS
1 Ultimate Responsibility	Non-property owners are allowed to set up accounts	Continue current practice and implement agreement/acknowledgement for property owners with rental unit(s) to complete and sign. If not received account to stay in owner's name. Draft of agreement has been completed.	Draft of agreement has been completed. This also gives us the authority we need to take appropriate collection action
2 Billing	Bills are mailed on or about the 1st of each month; Bills are due the 10th of the month; Grace period typically 15 days after the 10th	Mail bills on or about the 1st of each month; bills due on the 15th	Only due date changing
3 Bills Deemed Delinquent	Deemed delinquent on the 25th of the month	Deemed delinquent on the 16th of each month	
4 Past Due Notices	Late (delinquent) notice sent if no payment by the 10th of the second month. Typically about 45 days	Send to all accounts with an unpaid balance; allow a "grace" period of 10 days (due on the 27th)	Length of grace period is the same. Notices are just being mailed earlier in month.
5 Door Hangers	Door hanger (24 hr. disconnect notice) delivered) if no payment 10 days after delinquent notice mailed; \$15 fee added to bill	Discontinue practice of placing door hangers	Initially we could make reminder phone calls on the 25th or 26th
6 Payment Extensions	Verbal "payment arrangements" are made with customers	Allow verbal extensions for no more than 5 days as long as previous three bills have been paid timely and previous extensions have been honored	Verbal arrangements will be documented with in the UB system.
7 Involuntary Discontinuance of Service	24 hours after door hangers are placed we turn meter off and add disconnect fee	Service discontinued on 28th of month for all accounts with unpaid balance unless extension allowed	This shortens the period of time that the City provides service without payment
8 Reinstatement of services after off for non payment	Payment of 1/4 plus turn on fee and signed pay agreement	Pay balance in full and turn on fee.	Forces customer to be caught up.
9 Use of pay agreements	In addition to offering pay agreements to customer's turned off for non-payment, we use pay agreements to assist customers struggling financially and/or customers that consistently call for extensions after receiving late notice and/or door hanger	Allow payment agreements if no longer in Veneta; however, violation of agreement or lack of payment within 30 days of final bill will trigger sending account to collections or placing a lien	
10 Authority to make Adjustments other than refunds and deposits	Adjustments not taken to council	Adjustments of \$2,500 or less to be made without motion by the council; however, management review would take place for adjustments between \$200 to \$2,500	Adjustments will only be made going back three months; amounts less than \$5.00 will be written off.
11 Leak Adjustments	Whenever there is an extensive leak: adjust out any additional sewer charges based on use (commercial accts only); adjust out the amount billed under tier 2 and/or tier 3 (i.e. the charge should be the usage at the tier 1 rate at the time of leak). Allow customer to enter into pay agreement; when 90% of the leak amount has been paid adjust remaining 10% off of bill. After proof of repair is provided	If City receives a written adjustment request, continue current practice	Draft "Request for Account Adjustment Form" has been completed
12 Refunding Deposit/Credit on Closed Accounts	Deposits are credited back to w/s accounts when the account is being closed. Checks are written and sent for any credit balances remaining regardless of amount	Revise wording, in appropriate places, to set a \$5 limit (i.e. credits less than \$5 will be kept by City)	
13 Incorrect Service Start/Stop Dates (beyond current period). These can reduce or increase the amount due.	Corrections are made on a case by case basis	Corrections to be made going back 3 billing periods	Implementation of new forms will greatly reduce the need for these types of adjustments and requests will need to be in writing

STEPS IN BILLING CYCLE	CURRENT PRACTICE	PROPOSED	COMMENTS
14 Closed Accounts with Balances (threshold on amount)	Send bills regardless of amount due	Send bills with amounts due of \$5 or more	Bills in amounts less than \$5 will be written off
15 New applicants with balance from another Veneta account	Allow new service to start. We encourage a pay agreement for old account and send bills to new address	Refuse new service until old account is paid in full	Could allow pay agreement; however, consequence of not honoring would be discontinuance of service or lien if they are the owner too.
16 <i>Discontinuing Service Requests: moving</i>	<i>Done over the phone with no documentation; Meters more often than not are left on</i>	<i>Incorporate use of written form; meter to be turned off unless landlord has signed agreement stating otherwise</i>	<i>Draft of Discontinuance of Service form has been completed</i>
17 <i>Discontinuing Service Requests: repairs</i>	<i>Done over the phone with no documentation; \$40 turn off/on fees; no allowance on base charges given</i>	<i>Requests need to be in writing (if emergency can be after the fact) continue no fee we want people to fix problems; no credits</i>	<i>Draft of Discontinuance of Service form has been completed</i>
18 <i>Discontinuing Service Requests: vacation</i>	<i>Done over the phone with no documentation; no turn off/on fees; nor base charges until service resumed</i>	<i>Require written form; continue to charge \$40</i>	<i>Draft of Discontinuance of Service form has been completed</i>
19 Balance on property from previous party	Service is provided to new tenant/user; collection efforts are continued on old users	Contact owner or owner's agent immediately to work out payment; deny service if there are two or more unpaid accounts	Per ORS we can deny service as long as we have done proper notification to owner or owner's agent; however, it could punish an innocent party
20 Liens	Inconsistent due to unclear language and past practice	Place liens on closed accounts 30 days after date of final billing as long as we have the authority to do so	May incorporate a step to call and/or send letter around the 15th day as a friendly reminder
21 Collections	Closed accounts are sent to collections 90 days after the final bill has been sent	On accounts for which we cannot place a lien, send to collections 30 days after date of final billing	Once sent to collections, it is out of our control. In most cases. Only applies to non-owner users. May incorporate a step to call and/or send letter around the 15th day as a friendly reminder
22 Payments returned for non-sufficient funds (NSF)	Amount of payment added back to utility account; \$25 fee also charged; after two in six months only cash, money orders, credit card accepted for one year	Same as practice and add language stating that NSF will be considered as if no payment made.	New language could put account back into delinquent status and subject to discontinuance of service if not remedied in the time given

Items in "Italics" denote that the change being made is using a form that has not been required in the past.

ORDINANCE NO. 529

**AN ORDINANCE AMENDING
VENETA MUNICIPAL CODE TITLE 13, CHAPTER 10**

WHEREAS, the current terms and definitions in Veneta Municipal code (VMC) Title 13, Chapter 10 were established by Ordinance No. 258 in 1983; and

WHEREAS, since that time, the definition of certain terms has slightly changed; and

WHEREAS, the housekeeping changes proposed within VMC 13.10 ensure this Chapter's consistency to the City's other utility code provisions.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 Amending VMC 13.10.I, Definitions: VMC 13.10.040 is amended to read as follows:

"13.10.040 City.

"City" means the City of Veneta, Oregon."

Section 2 Amending VMC 13.10.I, Definitions: VMC 13.10.090 is amended to read as follows:

"13.10.090 Person.

"Person" means any individual, firm, co-partnership, association, corporation or other legally recognized organization."

Section 3 Amending to VMC 13.10.I, Definitions: VMC 13.10.220 is amended to read as follows:

"13.10.220 Superintendent.

"Superintendent" means the superintendent of the public works department of the City of Veneta or the Superintendent's designee."

Section 4 Unamended Provisions. All unamended provisions of Chapter 13.10 shall remain in full force and effect.

Section 5 Savings. Notwithstanding these amendments, the City Code provisions in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said provision(s) or portions thereof were operative.

Section 6 Severability. The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

Section 7 Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be

renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 3 through 7) will not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 8 Effective Date. This ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

ORDINANCE NO. 530

**AN ORDINANCE AMENDING
VENETA MUNICIPAL CODE TITLE 3 CHAPTER 20**

WHEREAS, the current language in Veneta Municipal code (VMC) Title 3, Chapter 20 was primarily established by Ordinance No. 96A in 1974 and No. 233 in 1982; and

WHEREAS, the City population, billing practices and utility services are substantially different than when Ordinances 96A and 233 were adopted; and

WHEREAS, changes to the policies relating to the City's collection of utility deposits are needed to reflect changes in the City's deposit, billing, collection, and use practices; and

WHEREAS, the City is also amending other chapters and sections of the code to enhance the consistency of terms and definitions used for utility billing and other services to which fees and charges apply.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 Amending VMC 3.20, Water and Sewer Use Fees and Deposits:
VMC 3.20 is hereby amended to read as follows:

“Chapter 3.20

Utility Account Deposits

Sections:

- 3.20.005 Definitions
- 3.20.010 Deposit
- 3.20.015 Deposit refund – Conditions.
- 3.20.020 Reposting of deposit – Conditions.
- 3.20.030 Deduction of unpaid balances on utility accounts.
- 3.20.035 Minimum amount of deposit refund

3.20.005 Definitions

As used in this chapter, the following terms shall mean:

ACTIVE: All Utility Accounts are considered Active unless the City has been notified in writing, on a form provided by the City, of the Responsible Party's intention to temporarily or permanently inactivate the Responsible Party's account and to stop receiving Utility Services or Other Services at a particular Billing Unit, Occupied Unit or Developed Property.

BILLING UNIT: Any structure or any portion of any structure intended for residential, commercial, industrial, or other uses. For example, in a multi-family residential development, each Dwelling Unit shall be considered a separate Billing Unit, and each retail outlet or non-residential operation in a shopping mall shall be considered a separate Billing Unit.

CITY: The City of Veneta, Oregon.

CITY ADMINISTRATOR: The City's Administrator or the City Administrator's designee.

CITY SYSTEM: The City's property, infrastructure, service yard, and offices connected therewith, clerical or field, existing and necessary for the provision of water, sewage, transportation and storm-water services, individually or combined, within and without the limits of the City of Veneta, Oregon.

DEVELOPED PROPERTY: A parcel or legal portion of real property, on which improvements exist or are being constructed. The term "Improvement" includes, but is not limited to buildings, parking lots, landscaping and outside storage.

DWELLING UNIT: A single unit providing complete independent living facilities, designed for occupancy by one (1) family and including permanent provisions for living, sleeping, eating, cooking and sanitation.

FINANCE DIRECTOR: The City Finance Director or the Finance Director's designee.

NONRESIDENTIAL PROPERTY: Property that is not primarily used for personal domestic accommodation. Nonresidential Property includes industrial, commercial, institutional, hotels and motels, and other nonresidential uses. Also includes property with facilities for residential homes and or care as defined in the City's Land Development Ordinance.

OTHER SERVICES: The existence and availability for use of streets, pathways, bike lanes, storm-water infrastructure and drainage ways.

OWNER: The Owner or Owners of record title, or the purchaser or purchasers under a recorded land sales agreement, and other Persons having an interest of record in the described real property.

PAST DUE NOTICE: The notice stating that a Utility Account is past due and delinquent and that failure to submit required payment will jeopardize the continuance of Utility or Other Services to the Billing Unit, Occupied Unit or Developed Property.

PERSON: Any individual, firm, co-partnership, association, corporation, or other legally recognized organization.

PREMISES: A parcel of land within the Veneta City limits that receives services or has the potential to receive services from one or more of the City's Systems.

PUBLIC WORKS DIRECTOR: The City Public Works Director or the Public Works Director's designee.

RESIDENTIAL PROPERTY: Property that is used primarily for personal domestic accommodation, including single-family, multi-family Residential Property and home occupations, but not including hotels and motels or other uses listed in the definition of "Non Residential Property".

RESPONSIBLE PARTY: The Person or Persons who by occupancy or ownership use one or more City Utility and Other Services, or by contractual arrangement on file with

City are responsible to pay for Utility and Other Services provided to a Billing Unit, Occupied Unit or Developed Property.

SERVICE MONTH: A period that begins with the first (1st) day of each calendar month and ends with the last day of that month.

UTILITY ACCOUNT: The account set up for each Responsible Party to record billings, payments, adjustments, and other information pertaining to City's provision of Utility Services and/or Other Services.

UTILITY SERVICES: The City's provision of water to and sewage removal from a Billing Unit, Occupied Unit or Developed Property.

3.20.010 Deposit

(1) The City shall bill the Responsible Party a deposit amount as established by council resolution to guarantee the payment for services rendered to such Premise whenever:

(a) an application for City Utility Services is approved to a Premise having no prior service;

(b) an application is approved for services to a Premise having an existing service, said application made for reasons of change in property ownership, Responsible Party or other Persons;

(c) an application is approved for services or restoration of services to a Premise having been disconnected or service discontinued by the City for delinquency of payment or other violations of this Code or other causes; or

(d) any deposit on record is applied, in whole or in part, to a Utility Account unpaid balance and the Responsible Party has not provided written notice of service termination per VMC 13.25.055.

(2) Notwithstanding the provisions of this section, no deposit shall be required of any Responsible Party agreeing to accept services from the City prior to construction of the applicable City System until said system is constructed and the Premise are connected.

(3) Such deposits, when paid, shall be recorded in the City's financial records and held as payable. Reductions of the payable amount shall occur when deposits are refunded or applied to the unpaid balances of Utility Accounts.

3.20.015 Deposit refund – Conditions. Whenever any water or sewer deposit required by the Veneta Municipal Code (VMC) or by the City's resolutions, has been on file with the City for at least two years, and whenever during such two-year period all amounts billed on the Utility Account have been paid on a regular and timely basis, such Responsible Party may, after such period, make written application for and be granted a refund of the deposit amount. This section shall be subject to the remaining sections of this chapter.

3.20.020 Reposting of deposit – Conditions. If, at any time after such deposit refund is made to a Responsible Party, the Responsible Party becomes consistently delinquent in making payments on the associated Utility Account or to the extent that it is necessary

to issue a "Past Due Notice", the City, as a condition of continuation or reconnection of service, shall require such deposit to be repaid on the Utility Account.

3.20.030 Deduction of unpaid balances on Utility Account. Whenever a Responsible Party shall apply for the refund of the deposit, whether because of the provisions of this chapter or those of the VMC or whenever a Responsible Party requests, in writing on forms provided by the City, a discontinuance of service due to vacating the Premise the City shall first apply said deposit to any unpaid balance on the Responsible Party's Utility Account and for services rendered by the City and billable, before remitting any excess to the Responsible Party upon termination of their Utility Account.

3.20.035 Minimum amount of deposit refund. If the deposit amount remaining after applying amounts due to the City, per VMC 3.20.030 of this chapter, is \$5.00 (five) or more, a refund check shall be issued to the Responsible Party and mailed to the Responsible Party's last known address. Deposit amounts of less than \$5.00 (five) shall be forfeited to the City by the Responsible Party."

Section 2 Savings. Notwithstanding these amendments, the City Code provisions in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said provision(s) or portions thereof were operative.

Section 3 Severability. The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

Section 4 Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 3 through 7) will not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 5 Effective Date. This ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of _____

ATTEST:
XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

ORDINANCE NO. 531

AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 25

WHEREAS, the current language in Veneta Municipal code (VMC) Title 3 Chapter 25 was primarily established by Ordinance prior to 1982; and

WHEREAS, the City population, billing practices and utility service are substantially different than when the original VMC 3.20 was adopted; and

WHEREAS, changes to the policies related to the processes and billing cycle for utility services are needed to reflect changes in the City's utility billings, collections, and use practices; and

WHEREAS, the City is also amending other chapters and sections of the code to enhance the consistency of terms and definitions used for utility billing and other services for which fees and charges apply.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 Amending VMC 3.25, Regulation of Sewer Connection and Use Fees: VMC 3.25 is hereby amended to read as follows:

“Chapter 3.25

Utility Service Billing Code

Sections:

- 3.25.005 Definitions
- 3.25.010 Council to set rates and other fees by resolution.
- 3.25.015 Annual reviews – Revisions.
- 3.25.020 Additional fees for non-assessed partition property.
- 3.25.025 Use of funds collected– Applicability.
- 3.25.030 Application for service - Requirements.
- 3.25.035 With-holding of services - Unpaid balances
- 3.25.040 Person responsible for payment for services rendered
- 3.25.045 Meter reading and billing
- 3.25.050 Delinquent accounts – Suspension of services
- 3.25.055 Voluntary discontinuation of services – permanent and temporary
- 3.25.060 Adjustments and refunds other than deposits and leaks
- 3.25.065 Adjustments for leaks
- 3.25.070 Charges for inspecting and testing meters

3.25.005 Definitions

(1) As used in this chapter, the following terms shall mean:

ACTIVE: All Utility Accounts are considered Active unless the City has been notified in writing, on a form provided by the City, of the Responsible Party's intention to temporarily or permanently inactivate the Responsible Party's account and to stop receiving Utility Services or Other Services at a particular Billing Unit, Occupied Unit or Developed Property.

BILLING UNIT: Any structure or any portion of any structure intended for residential, commercial, industrial, or other uses. For example, in a multi-family residential development, each Dwelling Unit shall be considered a separate Billing Unit, and each retail outlet or non-residential operation in a shopping mall shall be considered a separate Billing Unit.

CITY: The City of Veneta, Oregon.

CITY ADMINISTRATOR: The City's Administrator or the City Administrator's designee.

CITY SYSTEM: The City's property, infrastructure, service yard, and offices connected therewith, clerical or field, existing and necessary for the provision of water, sewage, transportation and storm-water services, individually or combined, within and without the limits of the City of Veneta, Oregon.

DEVELOPED PROPERTY: A parcel or legal portion of real property, on which improvements exist or are being constructed. The term "Improvement" includes, but is not limited to buildings, parking lots, landscaping and outside storage.

DWELLING UNIT: A single unit providing complete independent living facilities, designed for occupancy by one (1) family and including permanent provisions for living, sleeping, eating, cooking and sanitation.

FINANCE DIRECTOR: The City Finance Director or the Finance Director's designee.

NONRESIDENTIAL PROPERTY: Property that is not primarily used for personal domestic accommodation. Nonresidential Property includes industrial, commercial, institutional, hotels and motels, and other nonresidential uses. Also includes property with facilities for residential homes and or care as defined in the City's Land Development Ordinance.

OTHER SERVICES: The existence and availability for use of streets, pathways, bike lanes, storm-water infrastructure and drainage ways.

OWNER: The Owner or Owners of record title, or the purchaser or purchasers under a recorded land sales agreement, and other Persons having an interest of record in the described real property.

PAST DUE NOTICE: The notice stating that a Utility Account is past due and delinquent and that failure to submit required payment will jeopardize the continuance of Utility or Other Services to the Billing Unit, Occupied Unit or Developed Property.

PERSON: Any individual, firm, co-partnership, association, corporation, or other legally recognized organization.

PREMISES: A parcel of land within the Veneta City limits that receives services or has the potential to receive services from one or more of the City's Systems.

PUBLIC WORKS DIRECTOR: The City Public Works Director or the Public Works Director's designee.

RESIDENTIAL PROPERTY: Property that is used primarily for personal domestic accommodation, including single-family, multi-family Residential Property and home

occupations, but not including hotels and motels or other uses listed in the definition of "Non Residential Property".

RESPONSIBLE PARTY: The Person or Persons who by occupancy or ownership use one or more City Utility and Other Services, or by contractual arrangement on file with City are responsible to pay for Utility and Other Services provided to a Billing Unit, Occupied Unit or Developed Property.

SERVICE MONTH: A period that begins with the first (1st) day of each calendar month and ends with the last day of the month.

UTILITY ACCOUNT: The account set up for each Responsible Party to record billings, payments, adjustments, and other information pertaining to City's provision of Utility Services and/or Other Services.

UTILITY SERVICES: The City's provision of water to and sewage removal from a Billing Unit, Occupied Unit or Developed Property.

(2) Unless otherwise defined herein, terms used in this Veneta Municipal Code (VMC) 3.25 have the meaning ascribed in VMC 3.20.005.

3.25.010 Council to set rates and other fees by resolution.

(1) The council shall have power and authority to establish all rates, deposits, fees, penalties and other charges for connection to and use of City Utility Services by council resolution and to provide for the payment of billings, deposits, penalties and other charges and to discontinue services to any Billing Unit where any such charge is not duly paid within the time provided therefor, or when any of the rules and regulations of the City are disregarded or disobeyed.

(2) The council shall have power and authority to classify Utility and Other Services by service pipe size, meter size, demand, nature of usage, or other means deemed equitable by the council, and to establish associated rates and minimum charges by council resolution.

(3) The council shall have power and authority to enter into special agreements for Utility Service users and at special rates either greater or less than existing rates to users within or without the boundaries of the City.

3.25.015 Annual reviews – Revisions. An annual review of established Utility Service fees may be made by the council and said fees may be revised periodically to reflect actual costs for operation, repairs, improvements, expansion and maintenance of the City's Utility Systems.

3.25.020 Additional fees for non-assessed partition property. In addition to City Utility Service fees set forth above, an applicant desiring to partition property, any part of which has never been fully assessed, shall pay an additional fee which shall also be set forth by resolution. This additional fee shall not relieve the property or properties created from any assessments provided by other ordinances in the future. This section shall not apply when, after the partitioning, all the parcels or lots created are located within 100

feet of a dedicated City right-of-way. The fee shall not apply to each additional lot created.

3.25.025 Use of funds collected – Applicability.

(1) All sewer funds collected from the provisions of this chapter shall be recorded into the municipal sewer fund and shall be used only for the operation, repairs, improvements, expansion and maintenance of City's sewage collection, treatment and effluent system.

(2) All water funds collected from the provisions of this chapter shall be recorded into the municipal water fund and shall be used only for the operation, repairs, improvements, expansion and maintenance of City's water treatment and distribution system.

3.25.030 Application for service - Requirements.

(1) Person(s) requesting to receive Utility or Other Services from the City shall make written application to the City, on the forms provided by the City, and provide other information as requested to identify a Responsible Party for the Utility Account to be established upon approval of the application for service.

(2) A completed application identifying the Responsible Party and including Owner and occupant's agreement to abide by this Code and any written rules or regulations adopted for the Utility System and Owner's consent to lien the Premises being served in the amount of past due amounts and charges in the event of non-payment shall be submitted in person to City with at least one piece of government issued identification for the identified Responsible Party.

(3) Non-owner persons applying for Utility Services or Other Services shall also present an executed and valid rental agreement.

(4) If an application meeting the requirements of VMC 3.25.030(2) is not on file with the City, Utility and Other Service charges and fees shall be charged to the Utility Account and the billings mailed to the property Owner on record.

(5) City shall determine, in City's sole discretion, whether all Utility Service application requirements are met. Utility and Other Services shall begin on the earlier of the date specified on the application or on the date the City approves the application.

3.25.035 With-holding of services - Unpaid balances

(1) If a person moves to a different Premise within the City, leaving an unpaid balance on their Utility Account for Utility or Other Services at a former Premise, the City shall, prior to initiation of Utility Services at the new Premise and in addition to payment of the required deposits at the new Premise, require the payment of the unpaid balance and payment for Utility and Other Services rendered and billable at the former Premise.

(2) If a person submits an application for Utility or Other Services at a Premise for which an unpaid balance exists on any Utility Account associated with the provision of Utility or Other Services at that Premise, the City shall, prior to initiation of Utility Services at the Premise and in addition to payment of the required deposits at the Premise, require the payment of the unpaid Utility Account(s) balance(s) or require that an agreement, provided by and satisfactory to the City, be entered into by the property Owner.

(3) The Owner's responsibility for payment of bills per VMC 3.25.035 (1) and (2) shall not be reduced or waived because of the City's attempts to collect from the Responsible Party, so long as the Owner is sent notice of the delinquent billing by first class mail to Owner's last address on file with the City at the time notice is sent to the Responsible Party.

3.25.040 Person responsible for payment for services rendered. The person known or determined to be the Responsible Party at the time Utility or Other Services are rendered shall be responsible for payment of applicable fees authorized by this and other chapters of this Code, as adopted by council resolution. In cases where the Responsible Party is not the Owner and Responsible Party is delinquent on a Utility Account, the Owner of that Premise shall be liable for all past due amounts and charges. The Owner's responsibility for payment of bills shall not be reduced or waived because of the City's attempts to collect from the Responsible Party, so long as the Owner is sent notice of the delinquent billing by first class mail to Owner's last address on file with the City at the time notice is sent to the Responsible Party.

3.25.045 Meter reading and billing. The water meters for all service connections will be read on or about the twenty-fifth day of each month, and the Responsible Party for each Utility Account shall be billed on or about the first day of each month for the Utility and Other Services rendered during the preceding month. Said bills shall be due and payable on or before the fifteenth day of each month, and shall become delinquent on the sixteenth day of said month.

3.25.050 Delinquent accounts – Suspension of services

(1) Where the Responsible Party is delinquent in payment on their Utility Account, a Past Due Notice shall be mailed to the Responsible Party and to the property Owner of record, if different than the Responsible Party.

(2) The Past Due Notice shall inform the Responsible Party and the property Owner that:
a) if the unpaid balance on the Utility Account has not been paid in full by 4:00 p.m. on the twenty-seventh day of the month, Utility Services shall be suspended on the following business day without any further notice; b) a turn-off/turn-on fee will be charged and payable prior to restoration of Utility Service; and c) a lien may be placed on the property and the Utility Account may be assigned to a third-party collection agency.

(3) Payment extensions of no more than five (5) calendar days may be granted upon request of the Responsible Party, if the Utility Service bills for the prior three months were timely paid and any prior extension terms were honored. Requests for payment extensions need not be in writing; however, such request must be made no later than 3:00 p.m. on the fifteenth day of the month. If the fifteenth day of the month falls on a weekend or holiday, the request must be made the preceding business day.

(4) Payments returned to the City due to "non-sufficient funds" (NSF) shall be treated as if no payment was made. The Responsible Party shall be notified in writing of lack of payment. Notification will include a deadline for re-payment and inform the Responsible Party of the NSF fee, in an amount set by council resolution. Lack of re-payment by the deadline shall put the Utility Account into delinquent status, subject to discontinuance of service per this Code.

(5) If Utility Service is discontinued for lack of payment, the entire unpaid balance on the Utility Account plus the turn-off/turn-on fee must be received by the City prior to restoration of Utility Services. Exceptions, if requested in writing, may be granted by the Finance Director or City Administrator in their sole discretion. Considerations for granting exceptions shall include, payment history, whether or not prior exceptions or extensions were honored, and whether or not the service has been discontinued previously for lack of payment.

(6) Should the water to any Premises served by a City System be turned on by any user or other Person without authority from the City, the Utility Service may then be shut off at the main, or the meter removed. The cost thereof shall be established by council resolution, and service shall not be restored to Premises until all accrued charges are paid.

(7) Unpaid balances on Utility Accounts shall be a lien against the Premises served and entry made on the ledger or other records of the City pertaining to such ledger 30 days after the Utility Service has been discontinued for non-payment or other violations of applicable provisions of this Code.

(8) Utility Accounts with unpaid balances shall be assigned to a third-party collection agency 30 days after the Utility Service has been discontinued for non-payment or other violations of applicable provisions of this Code.

3.25.055 Voluntary discontinuation of services – permanent and temporary

(1) The Responsible Party for each Utility Account shall continue to receive billings and be charged for services rendered until such time as the City receives written application, using forms provided by the City, to transfer Responsible Party status for the Utility Account to a different Responsible Party.

(2) Persons can request to have Utility and Other Services discontinued by giving written notice to the City, when the Premises will be permanently or temporarily vacated or Utility Services are requested to be temporarily suspended for Premise repairs or maintenance.

(3) When written notice is received for the reason of permanently vacating the Premises, the City shall prepare and mail a final bill to the address on record. The final billing will include prorated base charges and fees, a use fee based on the actual use of water from the last meter reading and a credit for any deposit remaining on the Utility Account per VMC 3.20.015.

(4) The final billing shall be due on or before the due date shown on the billing.

(5) Responsible Parties or Property Owners of Premises with unpaid and inactive Utility Accounts may request to enter into a written pay agreement with City. Said agreement shall be recorded against the Premises and allow payment for a period of time not to exceed six months from the date services were discontinued. No variances to payment terms will be allowed unless a new agreement has been requested and approved by the City. Violations of pay agreement terms shall result in charges, penalties and collection per applicable provisions of this Code. Existence of a pay agreement for one Premise

within the City shall have no bearing on City's approval for services at another Premise within the City.

(6) Unpaid and inactive Utility Accounts not subject to a written pay agreement shall be recorded as a lien against the Premises served and are subject to referral to a third-party collection agency.

(7) Unless the City has written instructions stating otherwise, the water meter for all Premises being permanently vacated shall be turned off and locked until such time as a new Responsible Party is approved by the City.

(8) When written notice is received for the reason of temporarily leaving the Premises the City shall prorate the base charges and fees and calculate a usage fee based on the actual use of water from the last meter reading. The City shall also charge the Responsible Party the turn off/turn on fee set by council resolution.

(9) The City will bill the Responsible Party the calculated charges at the Responsible Party's address on record or as otherwise provided on the notice, as part of City's regular billing cycle established in VMC 3.25.045.

(10) Base charges and fees shall be suspended until such time as the City receives notice that services are to be restored or until water use occurs. It will be determined that water use has occurred if and when any digits on the water meter register for that Premise have changed from the previous reading.

(11) When written notice is received to temporarily suspend Utility Service, City will endeavor to turn off the appropriate meter within 24 hours of the time and date requested and to turn on the meter within 24 hours after City receives notice that the repairs and/or maintenance have been completed.

(12) A turn off/turn on fee shall not be charged for temporary service discontinuances requested for repairs or maintenance. A proration of the base charges and fees shall not be made and all water used, as determined by reading the water meter register, shall be billed at the standard use rates.

3.25.060 Adjustments and refunds other than deposits and leaks

(1) Adjustments and refunds, other than deposits, to Utility Accounts may be made by the Finance Director or designee pursuant to the following:

- a. All adjustments and refunds will be reviewed by a staff member other than the staff preparing the adjustment or refund.
- b. All adjustment and refunds in the amount of \$200 or more shall be reviewed by the Finance Director, or Finance Director's designee.
- c. All adjustments and refunds in the amount of \$2,500 or more shall only be made upon motion of the City council.

(2) No retroactive adjustment or refund shall extend beyond three (3) service months nor be granted in amounts less than five (\$5.00) dollars.

(3) The provisions of this section apply to all adjustments and refunds increasing or decreasing amounts due on Utility Accounts.

(4) In the event of a Responsible Party's death or bankruptcy, the City may eliminate any unpaid balance on the applicable Utility Account subject to the procedures set forth in VMC 3.25.060(1).

3.25.065 Excessive water leaks – adjustments and payment terms

(1) Requests for a billing adjustment due to a leak occurring may be made, using the forms provided by the City.

(2) Adjustments shall only be made if the leak resulted in water use equal to or greater than two times the previous highest monthly usage for that responsible party at the same premise.

(3) Adjustment shall be limited to removing excess sewer charges, if such charges have occurred, and recalculating the water usage charge at the Tier 1 rate.

(4) Payment for the recalculated amount shall be due, in full, under the same terms as the regular monthly utility bill.

(5) If payment in full is not possible by the due date, the Responsible Party may request to enter into a payment agreement with the City. City acceptance of the agreement is subject to Finance Director's approval. The payment amount subject to the agreement shall be an amount exceeding the average amount billed for water usage to that Premise for the preceding three service months.

3.25.070 Charges for inspecting and testing and broken meters.

(1) When any Responsible Party submits a complaint that the water use fee billed for any particular period is excessive, the City shall, upon written request by the Responsible Party, have such meter reread and the service inspected for leaks. The City will not charge for such rereading and inspection unless more than one request is made within a thirty (30) day period. The costs of more than one repeat rereading and inspections shall be charged to the Utility Account of the Responsible Party in an amount established by council resolution.

(2) Should such Responsible Party desire that the meter be tested or changed, such test or change shall be made by the City and the cost of said test or change shall be charged to the Utility Account of the Responsible Party in an amount established by council resolution. However, should the test of the meter show a registration in excess of three percent in favor of the City, the amount charged to the associated Utility Account for such test will be cancelled or credited as the case may be and the balance on the Utility Account adjusted accordingly. The excess registration, not to exceed the three previous readings, shall be credited to the account. Where no such error is found, the amount charged for such test will be retained to cover City test or change expenses.

(3) When any Owner or Person receiving Utility Service from the City shall request a relocation or alteration of the service or meter location, either vertically or horizontally, a determination of advisability of such relocation or alteration shall be made by the Public Works Director or designee. The decision of the Public Works Director or designee shall prevail, subject to the order of the council. In no event shall the meter or service be relocated onto private property beyond the property line, except by order of the Council. The cost of such relocation or alteration shall be charged to the Utility Account of said

Owner or Person in an amount established by council resolution. However, should a service or meter relocation or alteration be deemed beneficial to the City by the Public Works Director or designee, such relocation or alteration may be done by the City whether desired by the property Owner or not, and such relocation or alteration shall be at City's expense.

(4) Whenever a water meter is found by the meter reader to be inoperative, an amount equal to the average water use of the three preceding months and the applicable base charges and fees shall be charged to the Utility Account for that month."

Section 2 Unamended Provisions. All unamended provisions of Chapter 3.25 shall remain in full force and effect.

Section 3 Savings. Notwithstanding these amendments, City Code provisions in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said provision(s) or portions thereof were operative.

Section 4 Severability. The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

Section 5 Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 3 through 7) will not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 6 Effective Date. This Ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of _____

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

ORDINANCE NO. 532

AN ORDINANCE AMENDING VENETA MUNICIPAL CODE SECTIONS 13.35.010, 13.35.050, 13.35.080; REPEALING 13.35.070; AND INSERTING 13.35.090

WHEREAS, the City first established a stormwater drainage fund and stormwater drainage fee by Ordinance No. 446, effective August 26, 2004, codified at Veneta Municipal Code (VMC) Title 13, Chapter 35; and

WHEREAS, the fee is used for planning, design, construction, operation, maintenance and administration of stormwater drainage facilities throughout the City of Veneta; and

WHEREAS, the obligation to pay the stormwater drainage fee is currently tied to whether or not a developed property is connected to the City's water or sewer systems; and

WHEREAS, all Developed Properties increase impervious surface and accordingly increase those properties' usage of City stormwater drainage services; and

WHEREAS, the Council wishes to better allocate responsibility for the funding of City stormwater drainage system improvements.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 Amending VMC 13.35.010, Definitions: VMC 13.35.010 is hereby amended to read as follows:

“13.35.010 Definitions.

Unless otherwise defined herein, terms used in Veneta Municipal Code (VMC) 13.35 have the meaning ascribed in VMC 3.20.005. As used in this chapter, the following terms shall mean:

(1) “Developed Property” means a parcel or legal portion of real property, on which improvements exists or are being constructed. The term “Improvement” includes, but is not limited to buildings, parking lots, landscaping, and outside storage.

(2) “Impervious Surface” means any surface area which either prevents or retards saturation of water into the land surface, or a surface which causes water to run off the land surface in greater quantities or at an increased rate of flow from that present under natural conditions pre-existent to development. Common Impervious Surfaces include, but are not limited to, rooftops, concrete or asphalt sidewalks, walkways, patio areas, driveways, parking lots or storage areas, graveled, oiled or macadam surfaces or other surfaces which similarly impede the natural saturation or runoff patterns which existed prior to development.

(3) “Improved premises” means any area which the City determines has been altered such that the runoff from the site or impact to water quality is greater than that which could historically have been expected. “Improved premises” does not include public ways under the jurisdiction of the City, county, state or federal government; however, it does include,

but not limited to mining, dredging, filling, grading, paving, excavation or drilling operations.

(4) "Open Drainage" means a natural or manmade path, ditch or channel which has the specific function of transmitting natural stream water or Stormwater from a point of higher elevation to a point of lower elevation.

(5) "Responsible Party" means the Person or Persons who by occupancy or contractual arrangement are responsible to pay for utility and other services provided to a Billing Unit, Developed Property or Occupied Unit. Unless another party has agreed in writing to pay and a copy of the writing is filed with the City, the person(s) required to pay the City's water or sewer bill for an Occupied Unit shall be deemed the Responsible Party as to that Occupied Unit. For any Occupied Unit not otherwise required to pay a City utility bill, "Responsible Party" shall mean the person or persons legally entitled to occupancy of the Occupied Unit, unless another Responsible Party has agreed in writing to pay and a copy of the writing is filed with the City. Any person who has agreed in writing to pay is considered the Responsible Party if a copy of the writing is filed with City.

(6) "Stormwater Drainage Facilities" means any structure or configuration of the ground that is used or by its location becomes a place where Stormwater flows or is accumulated, including but not limited to pipes, sewers, curbs, gutters, manholes, catch basins, ponds, Open Drainage ways and their appurtenances.

(7) "Stormwater Drainage Service" means the collecting of Stormwater discharged from property on which development exists and its deposit directly or indirectly into public Stormwater Drainage Facilities.

(8) "Stormwater" means water from precipitation, surface or subterranean water from any source, drainage and non-septic waste water.

Section 2 Amending VMC 13.35.050, Charges for Stormwater Drainage Services: VMC 13.35.050 is hereby amended to read as follows:

"13.35.050 Stormwater Drainage Fee.

(1) A Stormwater drainage fee, in an amount to be set by Council resolution, is hereby established and imposed upon all persons who use Developed Property. It is presumed that Stormwater Drainage Services are used whenever a premise located within the City's limits is developed, improved, contains one or more impervious surfaces, or whenever an improved premise is connected to the City's sewer or water systems.

(2) The Stormwater drainage fee will be set in an equitable amount for residential, commercial and industrial users in amounts which will provide sufficient funds to properly manage and maintain the City's Stormwater Drainage Facilities.

(3) The Finance Director shall charge the appropriate Stormwater drainage fee to the Responsible Party for each Billing Unit with an Active Utility Account or, for Occupied Units not connected to City water and/or sewer, to the Responsible Party for each Occupied Unit of residential and non-residential property. The amount payable shall be redetermined if there is a change of use or development. All redeterminations based on a change in use or development shall be prospective only.

(4) The Stormwater drainage fee shall be billed and collected from the Responsible Party identified in subsection (3), above. Stormwater drainage fees shall be included as part of the water and sewer bill for Billing Units with Active Utility Accounts, and included on an "Other Utility" bill for Occupied Units not connected to City water or sewer services. All such bills shall be rendered regularly by the Finance Director and shall become due and payable upon receipt.

(5) Collections from Responsible Parties will be applied first to interest and penalties, second to City transportation utility fees, third to Stormwater drainage fees, fourth to sanitary sewer service utilities, and last to water utilities.

Section 3 Repeal. VMC 13.35.070, Enforcement is hereby repealed in its entirety.

Section 4 Amending VMC 13.35.080, Initiation of billing. VMC 13.35.080 is hereby amended to read as follows:

"13.35.080 Initiation of services

For newly developed properties, the fees imposed under this Chapter shall be come due and payable from and after the earlier of the date when the Developed Property is occupied or when City water or sanitary sewer service is initiated."

Section 5 Adopting VMC 13.35.090. VMC 13.35 is hereby amended to insert subsection 13.35.090, as follows:

"13.35.090 Collection and Enforcement

To the extent not addressed in VMC 13.35, Stormwater drainage fees and associated charges shall be billed, collected monthly, and enforced as established in VMC Title 3, Chapters 20 and 25."

Section 6 Unamended Provisions. All unamended provisions of VMC Chapter 13.35 establishing Stormwater drainage fees for the City of Veneta, shall remain in full force and effect.

Section 7 Savings. Notwithstanding these amendments, the City Code provisions in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said provision(s) or portions thereof were operative.

Section 8 Severability. The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

Section 9 Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 3 through 7) will not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 10 Effective Date. This ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

ORDINANCE NO. 533

**AN ORDINANCE AMENDING
VENETA MUNICIPAL CODE TITLE 13 CHAPTER 05**

WHEREAS, the current language in Veneta Municipal code (VMC) Title 13, Chapter 05 was primarily established by Ordinance No. 38 in 1967; and

WHEREAS, the City population, billing practices and utility services are substantially different than when Ordinance 38 was adopted; and

WHEREAS, changes to the policies relating to the City's Utility Systems collection of associated utility fees and systems are needed to reflect changes in the City's System usage, billing and collection practices; and

WHEREAS, the current VMC 13.05 contains a mix of policies related to the City's water system and City billing for such use; and

WHEREAS, separating these billing and use policies, and unifying the City's utility billing code provisions and practices will provide more efficient implementation and clarity for customers and staff; and

WHEREAS, the City is also amending other chapters and sections of the Code to enhance the consistency of terms and definitions used for utility billing and other services to which fees and charges apply.

NOW, THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1 Amending VMC 13.05, Water: VMC 13.05 is hereby amended to read as follows:

"Chapter 13.05

WATER

Sections:

13.05.010 Short title.

13.05.020 Definitions.

13.05.030 Authority.

13.05.040 Council powers and authority.

13.05.050 Council to set connection fee, penalties and other charges.

13.05.090 Application for connection to water system – Requirements.

13.05.100 Installation of service from main to curb line or property line.

13.05.110 Services outside the City.

13.05.120 Separate service to each house, unit, building or installation.

13.05.130 Access to premises for inspection.

13.05.150 Charges for relocation and alteration of meters.

13.05.180 Water shortage and water conservation measures.

13.05.220 Unauthorized water use

13.05.230 Faucet placement.

13.05.240 Abandoned and new revenue producing services.

13.05.250 Water system shut-off – Responsibility.

- 13.05.260 Damage through pipe and fixtures.
- 13.05.270 Use of City water and private water.
- 13.05.280 Operating valves or hydrants without authority.
- 13.05.300 Unauthorized service extensions.
- 13.05.310 Violation – Penalty.

13.05.010 Short title. This code shall be known as the “water code,” and may be so cited and pleaded.

13.05.020 Definitions. As used in this chapter, the following terms shall mean:

PERSON: Any individual, firm, co-partnership, association, corporation, or other legally recognized organization.

CITY: The City of Veneta, Oregon.

CITY SYSTEM: The City’s property, infrastructure, service yard, and offices connected therewith, clerical or field, existing and necessary for the provision of water, sewage, transportation, and storm-water services, individually or combined, within and without the limits of the City of Veneta, Oregon.

WATER DEPARTMENT: The total Water Department of the City of Veneta, including office, service yard, and all employees connected therewith, clerical or field.

PUBLIC WORKS DIRECTOR: The City Public Works Director or the Public Works Director’s designee.

13.05.030 Authority. The council shall have charge of the total water works, plant, and City System of the City of Veneta.

13.05.040 Council powers and authority.

(1) The Council is authorized and empowered to purchase, construct, keep, conduct, extend, and maintain the City System and all necessary plants and facilities to furnish water to the City and to areas adjacent thereto and to areas adjacent to the pipes, conduits, or aqueducts constructed or used for such purposes, and to that end may acquire, by purchase or otherwise, and own and possess such real and personal property within and without the limits of the City as in the judgment of the council may be deemed necessary and convenient.

(2) The council shall have power and authority to enter into the necessary contracts or agreements to purchase all necessary material, equipment, and supplies as it may deem necessary or convenient to the conduct, extension, operation, maintenance, and management of the City System, and to do any other act in the construction, operation, and maintenance of the City System.

(3) The council shall have power and authority to acquire any waterworks or water plant, or part thereof, either by direct purchase or by condemnation proceedings, in the manner prescribed by law for the appropriation of private property for corporate purposes or public use.

(4) The council shall have power and authority to and shall, from time to time, make such regulations as may be necessary for the installation of water mains, and for the apportionment of the cost thereof between property owners and the City.

(5) Excepting such installations as are deemed by the council to be of benefit to the City System as a whole, the council shall not cause to be laid any water mains unless, in its judgment, the revenue that will be derived from the water sales resulting from such installation shall produce a revenue equal to 10 percent per annum of the cost of such project. When the owner of property to be served by a water main, the income from which will not equal a sufficient amount to justify the cost of the project thereof as provided by this chapter and such council regulations, desires such service, the council may cause such project to be done, in accordance with City specifications, at the sole cost and expense of the property owner; such main becoming the sole property of the City upon completion of installation; and at any time thereafter when the annual income from such main shall be sufficient to have justified its construction, the City may reimburse the property owner at a price not exceeding the original cost, less five percent per annum for depreciation.

(6) The council shall have power and authority, by resolution and publication, to designate specific days, dates or hours during which users of water from the City System may use water for irrigation purposes, and may prohibit the use of water from the City System for purposes of irrigation and it shall be unlawful for any Person to irrigate or sprinkle in violation of such proclamation.

(7) The council shall have power and authority to do any other act or make any other regulation necessary and convenient for the conduct of its business and the due execution of the power and authority given it by Charter and not contrary to law.

13.05.050 Council to set connection fees, penalties and other charges.

(1) The council shall have power and authority to establish all fees, penalties and other charges for connecting to the City System and to provide for the payment of charges, fees, and penalties or when any of the rules and regulations of the City are disregarded or disobeyed. Said fees, penalties, and other charges shall be established by written resolution, without the necessity of amending the ordinance codified in this chapter, and such resolution when duly passed shall provide the lawful fees, penalties and other charges of the City in connection with such City System; provided however, the requirements of law be complied with in connection therewith.

(2) The council shall have power and authority to classify water services by service pipe size, meter sizes, demand, nature of usage, or other means deemed equitable by the council, and to establish minimum charges by said classification and the establishment of such classification and such minimums shall be by written resolution, without the necessity of amending the ordinance codified in this chapter, and such resolution, when duly and regularly passed, shall be the lawful classification of water services and minimum charges of the City.

(3) The council shall have power and authority to enter into special agreements for water usage and at special rates either greater or less than existing rates to water users within or without the boundaries of the City.

13.05.090 Application for connection to water system – Requirements.

(1) The property owner or authorized agent shall make written application for permits to connect premises with the City System, on the forms provided by the City, in which the applicant shall specify the location and the use for which the service is required and shall agree to abide by the provisions of this chapter, VMC 13.25 governing Utility Service and other applicable chapters of the Veneta Municipal Code.

(2) No application for a permit to connect any new structure to City water or sewer mains shall be accepted or installed without proof by the applicant of an approved building permit. The application shall only be valid as long as the building permit is valid. The City permit shall be automatically extended if the building permit is extended. When a building permit is terminated or voided for any reason, all fees paid for the building permit, water permit and/or sewer permit shall be forfeited by the applicant as liquidated damages. All systems development charges shall be refunded.

13.05.100 Installation of service from main to curb line or property line.

(1) Upon payment of the connection fee, the City or the consumer shall install a service pipe from the main to the curb or to the property line of the street in which the main is located, including curb stop, meter, and meter box. The City reserves the right to allocate the responsibility for the service pipe installation construction to consumer, at the consumer's own expense, based upon the location and extent of existing development on the premises, subject to all applicable building, plumbing, and sanitation codes and required inspections, fees and charges of the City.

(2) It shall be the duty of the City to maintain said service line from the main to the curb or property line of the street in which the main is located.

(3) The consumer shall, at consumer's own expense, install pipes from the curb or the property line of the street in which the main is located to the facilities as desired on consumer's premises, subject always to building, plumbing, and sanitation codes and required inspections of the City.

13.05.110 Services outside the City. The City may furnish water to places, individuals, companies, towns, and water districts outside the boundaries of the City and may charge therefor rates fixed by the council. In case such service is to companies, towns, or water districts, the aforesaid shall furnish to the City a map of its system, the number of consumers, and other information when called upon to do so, and the City may refuse to sell water to consumers who do not comply with the requirements of this section.

13.05.120 Separate service to each house, unit, building or installation.

(1) A separate service shall be furnished to each house or residence being individual and separate unto itself, whether abutting a street, easement, or public thoroughfare, or otherwise; and being not a part of a motel, trailer court, apartment house, or other multiple occupancy installation, nor being a related occupancy.

(2) A separate service shall be required to each unit of separate ownership, and in no event shall one service serve properties under separate ownership.

13.05.130 Access to premises for inspection. City officials, agents, and employees shall at all reasonable times have access to any premises served by the City System for the purpose of inspection, repair, or enforcement of any of the provisions of this chapter,

and in the event that any inspection discloses excessive leaks or any undue waste of water, then the City shall have the right to discontinue water service to such premises until satisfactory repairs have been made.

13.05.150 Charges for relocating and altering meters.

(1) When any property owner or his agent being served water by the City shall request a relocation or alteration of the service or meter location, either vertically or horizontally, a determination of advisability of such relocation or alteration shall be made by the Public Works Director. The decision of the Public Works Director, or designee, shall prevail, subject to the order of the council. In no event shall the meter or service be relocated onto private property beyond the property line, except by order of the council. The cost of such relocation or alteration shall be charged to the account of said owner or agent as established in rate resolution. However, should a service or meter relocation or alteration be deemed beneficial to the City by the Public Works Director, or designee, such relocation or alteration may be done by the Water Department, whether desired by the property owner or not, and such relocation or alteration shall be at the expense of the City.

(2) Whenever a City owned meter is damaged, the Water Department shall repair the damage and charge the account of said owner or occupant as established in the rate resolution.

(3) When a service pipe, curb stop, meter, or meter box is damaged or destroyed by contractors or others in the performance of construction, excavation, hauling, or other work, or where service pipes are destroyed by electrolysis, the Person, contractor, or company responsible for such damage or destruction shall be billed by the City for the cost of repair or replacement of such pipes, curb stops, meter, or meter box as established in the rate resolution.

13.05.180 Water shortage and water conservation measures.

(1) In an effort to prevent a water shortage the City council may adopt water conservation measures by resolution.

(2) In the event a water shortage should occur, and it becomes necessary for water to be conserved, or water use restricted, the City council by resolution may place such restrictions and promulgate such regulations in connection therewith as may be necessary until said water shortage is over.

13.05.220 Unauthorized water use. No Person shall use water from the City water system for any other purpose than that stated in the application or to supply in any other way Persons without application and permit to do so, and where a violation of these provisions is found to exist, the City may discontinue service.

13.05.230 Faucet placement. No faucets shall be allowed on the outside of any building except hose connections. The City reserves the right to require separate stops or control valves. No faucets shall be allowed on sidewalks or at the curb line where they are accessible to the public.

13.05.240 Abandoned and new revenue producing services. Whenever a service connection to any premises is abandoned or no longer used, or when new buildings are to be erected on the site of old ones and it is desired to increase the size or change the location of the old service connection, the City may cut out or remove such service

connection, and any new service required to said premises shall be installed only on application and payment for a new service connection in the regular manner.

13.05.250 Water system shut-off – Responsibility. The City reserves the right at any time without notice to shut off the water supply for repairs, extensions, or nonpayment of rates, or for any other reason. The City shall not be responsible for any damage, such as bursting boilers, pipes or fixtures; stoppage or interruption of water supply, or any other damage resulting therefrom. The City shall not be responsible for broken pipes, leaks, or other defects in water lines or fixtures beyond the property line on private property. It shall be the duty of each property owner to install a shut-off valve on the property served to permit shut-offs for repairing leaks in property owners' own system, and the City shall not be obligated to close any valve upon any street or alley in order to effect such repairs.

13.05.260 Damage through pipe and fixtures. No water user or any Person shall cause or suffer water from the system to run, drain or flow from property having the water connection onto any other property or onto any street or way, and the City shall in no case be liable for damage occasioned from water running from open or faulty fixtures or from broken or damaged pipes beyond the property line.

13.05.270 Use of City water and private water. Owners of premises desiring to use both the City water system and a supply of water other than that furnished by the City may obtain water from the City upon the following conditions, and not otherwise.

Under no circumstances shall a physical connection, direct or indirect, exist or be made in any manner, even temporarily, between the City water supply and the other water supply. Where such connection is found to exist, or where provision is made to connect the two systems by any means, the City water supply shall be shut off from the premises without notice. Service to said premises shall not be restored until satisfactory proof is furnished that the cross connection has been completely and permanently severed.

13.05.280 Operating valves or hydrants without authority. It shall be unlawful for any Person without authority from the City to remove, injure, open, close, or in any way tamper with, any water pipe, water main, shut-off valve or hydrant which is a part of the City System.

13.05.300 Unauthorized service extensions. It shall be unlawful for anyone to cause or permit the extension of water service from one dwelling unit, building or parcel of land to another without authority of the City. When additional dwelling units, buildings or parcels of land are connected without proper application and permit, such premises may be charged at double the rate for the time they are in use, and service may be disconnected by the City. The cost of such disconnection shall be established in the rates resolution, and service shall not be restored to said premises until such charge has been paid in full.

13.05.310 Violation – Penalty. Any Person, firm or corporation who shall violate, fail, neglect or refuse to comply with any of the provisions of this chapter shall, upon conviction thereof, be deemed guilty of a violation and fined an amount not to exceed \$360; and each day during which any violation hereof shall continue and persist after due notice thereof shall constitute a separate and distinct violation of this chapter.”

Section 2 Savings. Notwithstanding these amendments, the City Code provisions in existence at the time any criminal or civil enforcement actions were commenced shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said provision(s) or portions thereof were operative.

Section 3 Severability. The sections, subsections, paragraphs and clauses of this ordinance and the attached Code provisions are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

Section 4 Codification. Provisions of this Ordinance shall be incorporated into the City Code, and the words "ordinance" or "section" may be changed to "code," "article," "chapter," "division," or another word, and the sections of this Ordinance may be renumbered or re-lettered, provided however, that any recital clause and boilerplate provisions of this Ordinance (i.e., Section Nos. 3 through 7) will not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

Section 5 Effective Date. This Ordinance will go into full force and effect on the 1st day of July, 2016.

READ FOR A FIRST TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of _____, 2016, no Council member present having requested that it be read in full.

PASSED AND ADOPTED by a ____ vote for and ____ vote against by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor
Executed this ____ day of _____

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: DECLARING CITY ASSETS AS SURPLUS AND AUTHORIZING DISPOSAL

Meeting Date: May 9, 2016
Department: Finance

Staff Contact: Shauna Hartz
Email: shartz@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

Staff is recommending that assets no longer in use be deemed as surplus and the disposal of those items by advertised sale through Craigslist be authorized.

BACKGROUND

During the normal course of operations certain assets become damaged, obsolete, or otherwise unusable. The City's Public Contracting Rules (CPCR) allow for such assets to be disposed of after certain requirements have been met. One such requirement is to deem the assets as surplus and authorize their disposal. Attachment A contains the applicable section of the CPCR.

The resolution being presented includes, as Exhibit A, a detailed list of the items being recommended as surplus. Once that determination has been made, staff will dispose of the items by advertised sale through Craigslist.

RELATED CITY POLICIES

Resolution No. 1176 Public Contracting Rules for the City of Veneta

COUNCIL OPTIONS

1. Approve resolution as presented.
2. Approved resolution with suggested changes.
3. Deny approval and provide direction to staff.

CITY ADMINISTRATOR'S RECOMMENDATION

Approve resolution as presented.

SUGGESTED MOTION

"I make a motion to approve Resolution No. 1190, A Resolution Declaring City Assets as Surplus Personal Property and Authorizing Disposal."

ATTACHMENTS

A. Applicable section of Veneta's Public Contracting Rules

E-16 Surplus Personal Property, Disposition of

(1) Contracting Agency may dispose of surplus personal property by any means determined to be in the best interest of Contracting Agency, including but not limited to: transfer to other departments; donation to other government agencies, or non-profit organizations; negotiated or advertised sale; trade; auction; liquidation through commercially recognized third party liquidator; or destruction.

(2) Prior to surplusing property, Contracting Agency must find that the chosen disposition will substantially promote the public interest in a manner that could not practicably be realized by a competitive solicitation process and either that the disposition will result in a cost savings to Agency or will probably result in a higher net return than if the property were sold by a competitive solicitation process.

(3) All items of personal property having a residual value of more than \$10,000 are subject to prior authorization of the Contract Review Authority.

CITY OF VENETA

RESOLUTION NO. 1190

A RESOLUTION DECLARING CITY ASSETS AS SURPLUS PERSONAL PROPERTY AND AUTHORIZING DISPOSAL

WHEREAS, the Veneta City Council, acting as Veneta's Local Contract Review Board, has adopted Public Contracting Rules for the City of Veneta; and

WHEREAS, the Rules adopted include Exemption #16 which allows for the disposition of personal property designated as surplus by any means determined to be in the best interest of the City; and

WHEREAS, the assets listed in Exhibit A are either outdated or no longer being used in day to day operations and have a value of less than \$10,000; and

WHEREAS, the City has determined that using the advertised sale method through Craigslist is the best means of promoting the public interest; and

WHEREAS, the advertised sale method through Craigslist substantially promotes the public interest by removing unused assets in a much more expedient manner, thereby allowing more efficient use of the City's storage space and staff time; and

WHEREAS, the advertised sale method through Craigslist will: (1) result in substantial cost savings; and (2) probably result in a higher net return than if the property were sold by a competitive solicitation process as there is little to no charge for using Craigslist, such advertising can be done quickly and descriptions and photographs of the assets easily added, and this method does not require the assistance of, and unnecessary payments to, an outside agency;

WHEREAS, the Purchaser will be obligated to sign Bill of Sale and Release of Liability form, attached hereto as Exhibit B, prior to conveyance of the assets;

NOW, THEREFORE, BE IT RESOLVED by the Veneta City Council that:

SECTION 1 Surplus Assets. The City Council, sitting as the City's Public Contract Review Board, hereby deems the assets listed on the attached Exhibit A as surplus property.

SECTION 2 Disposal Authorization. The City Council, sitting as the Public Contract Review Board, hereby authorizes staff to dispose of the assets on attached Exhibit A by means of advertised sale through Craigslist.

SECTION 3 Ownership. Ownership of the assets will be transferred, "as is" to the successful Awardee as per the Bill of Sale and Release of Liability provisions, attached hereto as Exhibit B.

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SECTION 4 Findings. The City Council, sitting as the Public Contract Review Board, hereby adopts the above findings of fact as support for its conclusion that the proposed disposition of this surplus property is in the best interest of the City and promotes the public interest in a manner that could not practicably be realized by a competitive solicitation process.

PASSED AND ADOPTED by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

City of Veneta
 Log of Property to Deem Surplus

Exhibit A

Item Name	Year	Brand/Manufacturer	Model Name and No.	Serial No.
Pick-up	2000	Dodge Ram	1500	1B7HC16X4125704731
Pick-up	1992	Chevy Cheyenne	2500	1GBGC24K7NE156323
Flail blade mower	2000	Ortoian	TSA180	144
Generator	1946	Continental Motors	Diesel	K-02-1195
Printer		Hewlett Packard	8550N	
Printer		Hewlett Packard	M-401	
Printer		Hewlett Packard	Unknown	
Fax		Cannon-Laser	2050	

Exhibit “B” to Resolution No. 1190

BILL OF SALE AND RELEASE OF LIABILITY

This Bill of Sale and Release of Liability (this “Agreement”) is made and effective as of _____, 2016 (the “Effective Date”) between, the City of Veneta, an Oregon municipal corporation (“Seller”), and _____ (“Buyer”).

1. Purchase and Sale. In consideration of Buyer’s payment of \$ _____ dollars (\$ _____.00) (the “Purchase Price”) Seller hereby sells, conveys, transfers and assigns to Buyer all of its right, title and interest in the City personal property described in the attached Exhibit A (the “Equipment”), free and clear of any and all liens, to Buyer, its successors and assigns forever, to and for their own use and benefit.
2. Payment. Buyer shall pay the Purchase Price in full to Seller on the Effective Date.
3. Delivery and Possession. Buyer shall be responsible for taking physical possession of the Equipment in its current condition at Seller’s _____, located at _____, Oregon, and transporting the Equipment to Buyer’s desired location, with risk of loss to pass to Buyer upon Buyer taking possession of the Equipment at Seller’s loading dock, and Seller shall not be liable for any loss or damage in transport, shipping, packaging or handling thereafter. Buyer shall take physical possession of the Equipment and remove it from Seller’s facility within _____ (____) days after the Effective Date.
4. Equipment Purchased “As-Is,” Disclaimer of Warranty. Buyer is purchasing the Equipment “as is,” with all faults and limitations. Except as otherwise expressly provided herein Seller makes no warranties and hereby expressly disclaims all other warranties, express or implied, including without limitation implied warranties of merchantability and fitness or adequacy for any particular purpose, quality, productiveness or capacity. In no event shall Seller be liable for any consequential, indirect, special or incidental damages, including without limitation claims arising from malfunctions, defects or failures, whether arising out of contract, tort, warranty or otherwise.
5. Indemnification. Buyer shall forever indemnify, hold harmless and defend City from and against any and all claims, losses, damages, fines, charges, actions, or other liability of any description arising out of or in any way connected to Buyer’s purchase of the Equipment.
6. Public Contracting Requirements. The parties shall comply with all federal, state and local laws and ordinances applicable to this Agreement, including, without limitation, applicable provisions of ORS Chapter 279B of the Oregon Public Contracting Code.
7. Arbitration. If any disputes, disagreements, or controversies arise between the parties pertaining to the interpretation, validity, or enforcement of this Agreement, the parties

shall, upon the request of City, submit such dispute to binding arbitration under the Oregon Uniform Arbitration Act, ORS 36.600 et seq. Arbitration shall be requested by delivering to the other party a written request for arbitration. Within five (5) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within five (5) days, an arbitrator may be appointed by the president judge of the Lane County Circuit Court, upon the request of either party submitted in accordance with ORS 36.645 and 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's decision shall be binding upon the parties.

8. Attorney Fees. In any litigation or arbitration between the parties arising from or in any way pertaining to the interpretation or enforcement of this Agreement, including any action for rescission of this Agreement, the prevailing party shall be entitled to recover, as a part of any arbitration award or judgment, that party's costs and reasonable attorney's fees incurred in connection with such proceeding, at hearing or trial and on appeal.

9. Applicable Law. This Agreement shall be construed in accordance with Oregon law.

10. Consent to Jurisdiction. The parties hereby consent to jurisdiction of the Lane County Circuit Court, Lane County, Oregon, over all legal matters pertaining to this Agreement including, but not limited to, its enforcement or interpretation.

11. Entire Agreement. This Agreement is the complete and exclusive statement of the parties' agreement, and supersedes all prior and contemporaneous communications or representations, oral, written or implied, relating to Buyer's purchase of the Equipment. No communications or representations made by either party or either party's agents not expressly set forth herein shall be binding on either party. This Agreement may only be modified or any term hereof waived by the parties' written agreement, and no waiver of any obligation hereunder shall constitute a continuing waiver.

IN WITNESS WHEREOF, Buyer and Seller have caused this Agreement to be duly executed and delivered as of the Effective Date.

SELLER:
The City of Veneta

88184 8th Street, Veneta, Oregon

By: _____

Its: _____

BUYER:

By: _____

Its: _____

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: **AMENDING EXHIBIT A, THE CITY'S COMPENSATION PLAN FOR HOURLY, TEMPORARY AND SEASONAL POSITIONS, OF RESOLUTION NO. 1180**

Meeting Date: May 9, 2016
Department: Human Resources

Staff Contact: Shauna Hartz
Email: shartz@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 305

ISSUE STATEMENT

Approve amended Compensation Plan for Hourly, Temporary and Seasonal Positions to adjust for new State of Oregon minimum wage.

BACKGROUND

The State of Oregon is raising the minimum wage to \$9.75 effective July 1, 2016. The City has positions that are paid on an hourly basis. The pay for these positions is determined by the City's Compensation Plan for Hourly, Temporary and Seasonal positions using the State set minimum wage as a base wage. The City wishes to continue its compliance with State Law.

RELATED CITY POLICIES

Resolution No. 1180 effective June 26, 2015

COUNCIL OPTIONS

1. Adopt the proposed resolution with no changes.
2. Adopt the proposed resolution with specific changes.
3. Reject the proposed resolution.

CITY ADMINISTRATOR'S RECOMMENDATION

Adopt the resolution as proposed.

SUGGESTED MOTION

"I make a motion to adopt Resolution No. 1191, a resolution amending Exhibit A, the City's Compensation Plan of Hourly, Temporary and Seasonal Positions, of Resolution No. 1180, as proposed."

ATTACHMENTS

None

CITY OF VENETA

RESOLUTION NO. 1191

A RESOLUTION TO AMEND EXHIBIT A, THE CITY'S COMPENSATION PLAN FOR HOURLY, TEMPORARY AND SEASONAL POSITIONS, OF RESOLUTION NO. 1180

WHEREAS, pursuant to the City of Veneta Employee Handbook (9.10-9.30) the City Administrator, or designee, shall analyze the salary or hourly rate range for each position, to determine if adjustments should be made in compensation, either generally or in specific positions, and shall report such findings to the City Council; and

WHEREAS, the State minimum wage is scheduled to change on July 1, 2016; and

WHEREAS, the State minimum wage has been selected to serve as the base wage for all hourly, temporary and seasonal positions from this date forward; and

WHEREAS, Resolution No. 1180 was approved on June 22, 2015; and

WHEREAS, Exhibit A of Resolution No. 1180 is the Compensation Plan for Hourly, Temporary and Seasonal positions; and

WHEREAS, the City of Veneta has determined that only Exhibit A of Resolution No. 1180 needs to be amended;

NOW, THEREFORE BE IT RESOLVED by the Veneta City Council that:

SECTION 1 Amendment. Exhibit A, as adopted by Section 2 of Resolution No. 1180 is hereby amended as shown in Exhibit A, of this Resolution No. 1191, attached hereto and incorporated herein.

SECTION 2 Effective Date. This resolution will go into full force and effect on June 26, 2016.

PASSED AND ADOPTED by the Veneta City Council this ____ day of _____, 2016.

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

CITY OF VENETA
Compensation Plan
 Hourly, Temporary & Seasonal Positions *

Resolution No. 1191 Exhibit A

Effective Date: 26-Jun-16
 Increase between Steps: 3.00%
 Minimum Wage: \$ 9.75

Positions By Department	Increase Factor from Minimum Wage **	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Administrative											
Office Support Specialist/ Utility Clerk	1.467	14.30	14.73	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66
Recreation & Events Coordinator	1.180	11.51	11.85	12.21	12.58	12.96	13.35	13.75	14.16	14.58	15.02
Community Development											
Administrative Intern	1.000	9.75	10.04	10.34	10.65	10.97	11.30	11.64	11.99	12.35	12.72
Planning / Program Specialist	1.420	13.85	14.27	14.70	15.14	15.59	16.06	16.54	17.04	17.55	18.08
Public Works											
Seasonal Grounds Laborer	1.030	10.04	10.33	10.64	10.96	11.29	11.63	11.98	12.34	12.71	13.09
Wastewater Plant Intern	1.000	9.75	10.04	10.34	10.65	10.97	11.30	11.64	11.99	12.35	12.72
Pool Manager	1.832	17.87	18.41	18.96	19.53	20.12	20.72	21.34	21.98	22.64	23.32
Recreation Assistant / Lifeguard	1.000	9.75	10.04	10.34	10.65	10.97	11.30	11.64	11.99	12.35	12.72
Aerobics Instructor	1.240	12.09	12.45	12.82	13.20	13.60	14.01	14.43	14.86	15.31	15.77
Senior Guard	1.437	14.01	14.43	14.86	15.31	15.77	16.24	16.73	17.23	17.75	18.28

* These positions can be full or part-time.
 Part-time positions receive reduced benefits.
 All positions are non-exempt for overtime purposes.

** Do not change these factors unless an adjustment is being done to the entire range. Ok to hide column and this row when presenting to council.

City of Veneta
 Financial Activity and Fund Balance Report
 For July 1, 2015 through June 30, 2016

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance March 31, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
GENERAL:										
Property Taxes	829,886	\$ 1,073,922.49	253,404	\$ 253,525.38	100%				689,185	\$ 1,325,967.49
Governmental Agencies			71,565	59,542.22	83%					
Franchise Fees			107,542	87,324.39	81%					
User Fees			12,980	20,352.81	157%					
Interest Earnings			4,152	4,868.19	117%					
Grants and Donations			6,550	57,276.44	874%					
Licenses & Permits			32,188	104,443.75	324%					
Fines			13,000	15,349.35	118%					
Loan Proceeds			-	-	n/a					
All Other			61,497	44,094.18	72%					
Transfers-In			1,000	1,000.00	100%					
Personal Services						311,833	\$ 199,317.32	64%		
Materials & Services						259,746	196,319.39	76%		
Transfers-Out						-	-	n/a		
Capital Outlay						58,000	95.00	0%		
Contingency						75,000	-	0%		
DEBT SERVICE:										
Property Taxes	104,000	125,417.39	87,800	92,831.49	106%				105,329	134,283.27
Interest Earnings			529	579.96	110%					
Debt Service										
LAW ENFORCEMENT:										
Property Taxes	314,231	358,526.72	701,125	682,276.27	97%					
Interest Earnings			2,236	1,738.81	78%					
Licenses & Permits			60,800	19,376.61	32%					
Grants and Donations			-	-	n/a					
Transfers-In			5,000	5,000.00	100%					
All Other			50	-	0%					
Materials & Services						847,197	422,239.11	50%		
Capital Outlay						2,500	-	0%		
Contingency						2,500	-	0%		
PARKS & RECREATION:										
Property Taxes	392,087	493,873.30	204,543	212,828.36	104%					
Governmental Agencies			40,268	23,726.34	59%					
User Fees			46,700	28,081.92	60%					
Interest Earnings			1,000	2,255.60	226%					
Grants and Donations			50	-	0%					
All Other			100	2,803.22	2803%					
Transfers-In			20,000	20,000.00	100%					
Personal Services						220,517	143,223.09	65%		
Materials & Services						117,066	56,930.85	49%		
Capital Outlay						39,800	-	0%		
Contingency						20,000	-	0%		

City of Veneta
 Financial Activity and Fund Balance Report
 For July 1, 2015 through June 30, 2016

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance March 31, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
PLANNING										
Property Taxes	177,850	212,257.35	136,033	132,265.73	97%				95,067	244,232.56
Governmental Agencies			-	-	n/a					
User Fees			6,000	33,584.17	560%					
Interest Earnings			1,023	978.07	96%					
Grants and Donations			25	-	0%					
All Other			50	6,525.81	13052%					
Personal Services						154,891	104,965.17	68%		
Materials & Services						39,623	36,413.40	92%		
Capital Outlay						6,400	-	0%		
Contingency						25,000	-	0%		
									1,657,385	2,020,617.82
MUNICIPAL WATER:										
User Fees	1,583,616	1,949,117.05	943,050	720,800.10	76%					
Interest Earnings			9,359	8,750.90	94%					
Licenses & Permits			12,000	22,397.44	187%					
All Other			188,839	8,239.41	4%					
Transfers-In			-	-	n/a					
Personal Services						284,051	186,124.51	66%		
Materials & Services						409,428	245,406.57	60%		
Transfers-Out						5,000	5,000.00	100%		
Capital Outlay						22,000	-	0%		
Debt Service						259,000	252,156.00	97%		
Contingency						100,000	-	0%		
									1,122,372	1,650,492.70
MUNICIPAL SEWER:										
User Fees	1,789,683	2,030,536.27	979,805	751,017.03	77%					
Interest Earnings			8,188	7,260.00	89%					
Licenses & Permits			3,000	7,254.29	242%					
All Other			9,625	28,189.74	293%					
Transfers-In			-	-	n/a					
Personal Services						346,085	228,132.75	66%		
Materials & Services						652,844	399,982.88	61%		
Transfers-Out						430,000	430,000.00	100%		
Capital Outlay						22,000	-	0%		
Debt Service						117,000	115,649.00	99%		
Contingency						100,000	-	0%		

City of Veneta
Financial Activity and Fund Balance Report
For July 1, 2015 through June 30, 2016

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance March 31, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
STREETS	1,376,599	1,366,122.98							1,107,573	1,101,616.76
Governmental Agencies				183,418.89	80%					
Franchise Fees	107,542			87,324.44	81%					
User Fees	111,960			65,372.93	58%					
Interest Earnings	7,693			6,133.44	80%					
Grants and Donations	50,000			-	0%					
Licenses & Permits	600			1,040.00	173%					
All Other	25			1,780.61	7122%					
Transfers-In	100,000			-	0%					
Personal Services			162,954	108,688.79	67%					
Materials & Services			572,706	484,839.11	85%					
Capital Outlay			36,800	11,048.63	30%					
Transfers-Out			5,000	5,000.00	100%					
Contingency			100,000	-	0%					
STORMWATER DRAINAGE:	137,990	163,209.34							114,029	160,346.47
User Fees			58,830	45,899.08	78%					
Interest Earnings	689			732.77	106%					
All Other	25			62.26	249%					
Personal Services						32,089	21,501.33	67%		
Materials & Services						10,016	3,055.65	31%		
Capital Outlay						6,400	-	0%		
Transfers-Out						25,000	25,000.00	100%		
Contingency						10,000	-	0%		
PUBLIC WORKS EQUIPMENT:	184,000	176,339.98							174,733	192,131.70
Interest Earnings			733	791.72	108%					
Transfers-In	15,000			15,000.00	100%					
Capital Outlay						25,000	-	0%		
CAPITAL CONSTRUCT: GOVT	854,000	935,919.46							967,247	1,123,227.26
User Fees			112,990	184,333.46	163%					
Interest Earnings	3,857			4,201.97	109%					
Capital Outlay						3,600	1,227.63	34%		
CAPITAL CONSTRUCT: WATER	177,873	237,828.10							94,666	217,323.61
User Fees			93,810	157,427.73	168%					
Interest Earnings	2,008			1,067.78	53%					
Transfers-In				-	n/a	25	-	0%		
Materials & Services						-	-	n/a		
Capital Outlay						179,000	179,000.00	100%		
Debt Service										

City of Veneta
Financial Activity and Fund Balance Report
For July 1, 2015 through June 30, 2016

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance March 31, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
CAPITAL CONSTRUCT: SEWER	2,094,829	2,373,445.32							1,818,989	2,205,692.42
User Fees			82,020	142,846.84	174%					
Interest Earnings			11,140	10,656.00	96%					
Transfers-In			-	-	n/a					
Materials & Services						34,000	22,543.50	66%		
Capital Outlay						174,000	161,392.20	93%		
Debt Service						161,000	137,320.04	85%		
2007 INVERSE CONDEMNATION	21,000	56,233.36							28,898	88,919.83
Interest Earnings			10	252.47	2525%					
Transfers-In			100,000	100,000.00	100%					
Materials & Services						100	-	0%		
Debt Service						92,012	67,566.00	73%		
ZUMWALT CAMPGROUND:	130,000	108,299.77							129,175	124,774.89
User Fees			66,050	67,563.00	102%					
Interest Earnings			400	486.22	122%					
All Other			50	490.00	980%					
Materials & Services						42,325	27,064.10	64%		
Transfers-Out						25,000	25,000.00	100%		
BUSINESS ASSISTANCE GRANT:	156,346	155,864.67							116,766	155,564.46
Interest Earnings			450	699.79	156%					
All Other			20	-	0%					
Materials & Services						39,050	-	0%		
Transfers-Out						1,000	1,000.00	100%		
CAP PROJ-NEW POOL FACILITE	6,500	7,083.48							6,525	7,115.29
Interest Earnings			-	31.81	n/a					
Grants and Donations			25	-	0%					
Materials & Services										
CAP PROJ-W. B'WAY DEVELOP	44,600	57,632.17							44,650	57,890.92
Interest Earnings			150	258.75	173%					
Grants and Donations			50	-	0%					
All Other			-	-	n/a					
Transfers-In										
Materials & Services						150	-	0%		
Capital Outlay						-	-	n/a		
LOCAL IMPROVEMENTS	108,036	100,460.64							158,077	303,497.82
Interest Earnings			360	451.03	125%					
All Other			66,367	80,805.89	122%					
Transfers-In			350,000	350,000.00	100%					
Materials & Services						550	-	0%		
Capital Outlay						350,000	220,208.15	63%		
Debt Service						16,136	8,011.59	50%		

City of Veneta
 Financial Activity and Fund Balance Report
 For July 1, 2015 through June 30, 2016

Fund	Beginning Fund Balance July 1, 2015		New Revenue			Expenditures			Ending Fund Balance March 31, 2016	
	Adopted Budget	Actual	Adopted Budget	Actual Year-to-Date	% of Budget Received	Adopted Budget	Actual Year-to-Date	% of Budget Expended	Adopted Budget	Actual
RESERVE: GOVT	1,149,593	1,150,549.60	2,214	5,165.59	233%	100,000	-	0%	1,051,807	1,155,715.19
Interest Earnings			-	-	n/a					
Transfers-In										
Transfers-Out										
RESERVE: ENTERPRISE	1,336,800	1,339,739.12	6,119	6,015.01	98%				1,342,919	1,345,754.13
Interest Earnings										
CITY WIDE TOTALS:	\$ 12,969,519	\$ 14,472,378.56	\$ 5,612,877	\$ 4,986,847	88.8%	\$ 7,218,394	\$ 4,615,967	63.9%	\$ 11,364,002	\$ 14,843,259
Property Taxes	1,382,905.00	1,373,727.23	1,382,905.00	1,373,727.23	Personal Services	1,512,420.00	991,952.96			
Franchise Fees	215,084.00	174,648.83	215,084.00	174,648.83	Materials & Services	3,024,826.00	1,894,794.56			
Governmental Agencies	342,447.00	266,687.45	342,447.00	266,687.45	Transfers-Out	591,000.00	491,000.00			
Interest Earnings	62,310.00	63,375.88	62,310.00	63,375.88	Capital Outlay	746,500.00	393,971.61			
Loan Proceeds	-	-	-	-	Debt Service	911,148.00	844,248.20			
Transfers-In	591,000.00	491,000.00	591,000.00	491,000.00	Contingency	432,500.00	-			
Grants and Donations	56,700.00	57,276.44	56,700.00	57,276.44	Total	<u>\$ 7,218,394.00</u>	<u>\$ 4,615,967.33</u>			
All Other	326,648.00	172,991.12	326,648.00	172,991.12						
Licenses & Permits	108,588.00	154,512.09	108,588.00	154,512.09						
Fines	13,000.00	15,349.35	13,000.00	15,349.35						
User Fees	2,514,195.00	2,217,279.07	2,514,195.00	2,217,279.07						
Total	<u>\$ 5,612,877.00</u>	<u>\$ 4,986,847.46</u>	<u>\$ 5,612,877.00</u>	<u>\$ 4,986,847.46</u>						

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Financial Support for Tree-Stand and Plaza Terracing at Veneta Elementary

Meeting Date: May 9, 2016
Department: City Administration

Staff Contact: Ric Ingham
Email: ringham@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 306

ISSUE STATEMENT

Council needs to authorize Park & Recreation Funds in an amount not to exceed \$4100 for the design and engineering of the tree-stand and plaza terracing at the Veneta Elementary School.

BACKGROUND (include prior council or committee action)

For years the community has held an annual tree lighting ceremony at several locations throughout Veneta. For the past several years the annual event has been held at the fountain location at the West Lane Shopping Center. The site was able to accommodate the event when the stores in the immediate area were vacant; however, the event has grown in popularity and those stores have now been filled, making the site less accommodating.

With the remodeling of the Veneta Elementary School and construction of a new bus loading area, many members in the community felt this was an opportune time to see if a new tree lighting ceremony site could be incorporated into those improvements. It has been suggested that by relocating the tree lighting ceremony to the school site it would be more centrally located and would allow for some families to walk to the event.

If the Council chooses to allocate the funds for the design and engineering of a tree-stand and the plaza terracing, those activities would take place this spring. That phase of the project is estimated at \$8200 with 50% of that being paid by the City. Construction of actual improvements would take place later this summer. A preliminary construction estimate is \$22,000. Fifty percent (50%) of that amount has been included in the City's proposed 2016-17 fiscal year budget.

CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the City Council authorize \$4100 out of the Park & Recreation Fund be allocated to the design and engineering of a tree-stand and the plaza terracing at the Veneta Elementary School site.

COUNCIL OPTIONS (include financial impacts)

- 1) Approve the request.
- 2) Seek additional information before approving the request.
- 3) Choose to allocate the funds from another funding source.

SUGGESTED MOTION

"I make a motion to allocate an amount not exceed \$4100 for the cost of designing and engineering of a tree-stand and plaza terracing at the Veneta Elementary School site."