

AGENDA
VENETA CITY COUNCIL
MONDAY, JUNE 27, 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. CONSENT AGENDA**
 - a. Minutes for June 13, 2016 (pgs. 3-11)
 - b. Accounts Payable
 - i. To be Paid – Payable through June 21, 2016 (pgs. 13-19)
 - c. Civic Calendar for July, 2016 (pg. 21)
 - d. Public Works Activity Report for May, 2016 (pgs. 23-24)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Lane County Sheriff’s Office Activity Report (pg. 25)
 - (2) Lane County Sheriff’s Office Contract Policing Goals and Expectations (pg. 27)
 - (3) Letter of Support for City of Florence (Handout)
 - (4) League of Oregon Cities 2017 Legislative Priorities (pg. 29)
 - b. Councilor/Committee Liaison Reports

- 7:00 **5. STAFF REPORTS**
 - a. Economic Development Specialist.....Claudia Denton
 - (1) Business Assistance Fund Program Update (pgs. 31-51)

 - b. Emergency Operation Specialist.....Julie Reid
 - (1) Community Emergency Notification System (pgs. 53-55)

 - c. Finance Director.....Shauna Hartz
 - (1) Adoption of Updated Classification and Compensation Plans for Regular Positions
 - i. Agenda Item Summary (pgs. 57-60)
 - ii. **RESOLUTION No. 1197** – A RESOLUTION UPDATING THE COMPENSATION SCHEDULE FOR REGULAR POSITIONS OF THE CITY OF VENETA FOR FISCAL YEAR 2016-17 AND REPEALING RESOLUTION NO. 1179 (pgs. 61-63)
 - (2) Adoption of Fiscal Year 2016-17 Budget
 - i. Agenda Item Summary (pg. 65)
 - ii. **Resolution No. 1198** – A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-17; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED (pgs. 67-68)
 - (3) State Revenue Eligibility for Fiscal Year 2016-17
 - i. Agenda Item Summary (pg. 69)
 - ii. **Resolution No. 1199** – A RESOLUTION CERTIFYING THAT THE CITY PROVIDES FOUR OR MORE MUNICIPAL SERVICES (pg. 71)
 - iii. **Resolution No. 1200** – A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE SHARED REVENUES (pg. 73)
 - (4) Classifying the Transportation Utility Fee (TUF)
 - i. Agenda Item Summary (pg. 75)
 - ii. **Resolution No. 1201** – A RESOLUTION CLASSIFYING CERTAIN FEES AND CHARGES AS NOT SUBJECT TO LIMITATIONS OF ARTICLE IX, SECTION 11b OF THE OREGON CONSTITUTION (MEASURE 5) (pgs. 77-80)

- 8:00 d. Public Works Director.....Kyle Schauer
 - (1) Award of Contract for the City of Veneta 2016 Pavement Preservation Projects (pgs. 81-85)

- 8:20 e. City Administrator.....Ric Ingham
 - (1) Repealing Prior Recreational Marijuana Tax Ordinance No. 515
 - i. Agenda Item Summary (pg. 87)
 - ii. **Ordinance No. 535** – AN ORDINANCE REPEALING ORDINANCE NO. 515 (pg. 89)
 - (2) Adopting a Resolution Calling on Election for a Tax on Recreational Marijuana Sales
 - i. Agenda Item Summary (pgs. 91-92)
 - ii. **Resolution No. 1202** - A RESOLUTION CALLING AN ELECTION ON NOVEMBER 8, 2016, TO REFER TO THE VOTERS OF THE CITY OF VENETA, OREGON, A THREE PERCENT TAX ON RETAIL SALES OF RECREATIONAL MARIJUANA IN THE CITY OF VENETA AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT (pgs. 93-99)
 - (3) Process for Conducting City Administrator’s Evaluation (pgs. 101-109)
 - (4) Questions from Councilors

8:40 **6. OTHER**

8:50 **7. 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 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>

Minutes of the Veneta City Council

June 13, 2016

Present: Sandra Larson, Thomas Cotter (arrived at 6:33 p.m.), Thomas Laing, and Laura Ruff

Absent: Tim Brooker

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director, Lane Branch, Branch Engineering; Darci Henneman, City Recorder; Clinton Begley, Development and Communications Director and Rob Hoshaw, Operations Director of Long Tom Watershed Council; Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:32 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Sandra Larson, aye; Laura Ruff, aye.

The consent agenda as approved included Minutes for May 9, 2016, Minutes for May 23, 2016, Accounts Payable - To be Paid – Payable through June 7, 2016, Temporary Liquor License for St. Catherine's Church Barbeque, Planning & Building and Activity Report.

Thomas Cotter arrived at 6:33 p.m.

4. USES OF STATE SHARED REVENUE

a. PUBLIC HEARING – Uses of State Shared Revenue

1) Mayor Larson opened the Public Hearing at 6:33 p.m.

2) Staff Report

Hartz said to remain eligible for State Shared Revenue apportionments, the City Council is required to conduct a public hearing regarding the uses of the revenue in the upcoming fiscal year. The Budget Committee conducted their public hearing on May 19th which included an opportunity for public comment. Hartz said the State of Oregon collects Cigarette, Liquor and Highway Gas Taxes and as required by statute, shares a portion of the money collected, based on population, with cities and counties. It is estimated that the City of Veneta will received a total of \$372,759 for the upcoming fiscal year. If the Council wishes to make any changes to the approved budget they can do so prior to adoption. Hartz said the Highway Gas Tax is restricted to street maintenance and repairs. The other taxes are not restricted. The City has chosen to use the Liquor and Cigarette Taxes for operating costs within the General Fund and the State Shared Revenue portion of the Liquor Tax for operating costs in the Parks and Recreation Fund.

3) Public Comment

None

4) Questions from Council

In response to questions from Thomas Cotter, Hartz said the top portion of the liquor tax is based on per capita and the bottom figure is calculated with a different formula, which is called the State Revenue Sharing. She said the average is about the same. She said it's the same process and the

liquor and cigarette tax revenue we receive can go into the General Fund and can be used for different things.

5) Mayor Larson closed the Public Hearing at 6:39 p.m.

6) Council Deliberation (if needed)

In response to a question from Mayor Larson, Hartz said the Council will be presented with two resolutions at the June 27th meeting; one to tell the state that we want to continue to receive the shared revenue and the second would be to certify that the City provides four or more municipal services in order to collect the revenue.

5. APPROVED BUDGET FOR FISCAL YEAR 2016-17

a. **PUBLIC HEARING** – Approved Budget for Fiscal Year 2016-17

1) Mayor Larson opened the Public Hearing at 6:39 p.m.

2) Staff Report

Hartz said every year effective July 1st the City is required to adopt a new budget based on state regulations and guidelines. One requirement is to conduct a public hearing to allow citizens an opportunity to make comments. The hearing notice was published on June 1, 2016 and approval of the budget was granted by the Budget Committee on May 19, 2016. Hartz provided a copy of the notice and also included a summary of the budget which is scheduled for adoption at the June 27th Council meeting.

3) Public Comment
None

4) Questions from Council
None

5) Mayor Larson closed the Public Hearing at 6:42 p.m.

6) Council Deliberation (if needed)
None

6. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Presentation from Long Tom Watershed Council

Clinton Begley, Development and Communications Director and Rob Hoshaw, Operations Director presented a slideshow. They explained what the Long Tom Watershed Council (LTWSC) does and how it operates.

In response to a question from Mayor Larson, Mr. Hoshaw said when a large amount of water is forced through a small culvert it can actually erode the stream bed and create an impediment culvert. He said this creates a barrier for cutthroat trout trying to move upstream.

Mr. Begley said the LTWSC is currently working with industrial sites in Eugene to clean storm water before it enters Amazon Creek which is the major tributary to Fern ridge Reservoir and the Long Tom River to the north. He said they have completed 20 projects in Veneta alone including removal of 15 fish barriers in the Coyote Creek basin. He said they hold regular public meetings and tours and many of their volunteers are from the Veneta area. On behalf of the LTWSC he thanked the City Council for waiving the community center rental fee. He said grants support a lot of their work but not all of it and many of those grant resources are shrinking so they continue to consolidate community support which allows more independency to the watershed community. He said it's about diversity so that everyone recognizes the many different ways we can protect the water.

In response to a question from Laura Ruff, Mr. Hoshaw said when LTWSC first started up, people were skeptical but they held a lot of community meetings and outreached and those first skeptics ended up being the biggest advocates for the Council.

Mr. Begley said businesses and landowners working with the LTWSC is on a voluntary basis so there is no government regulating. He said that creates a trust bridge with everyone they work with.

In response to a question from Thomas Laing, Mr. Begley said success of the LTWSC is measured by many things. He said water quality really starts in the urban areas and is just one way they measure their success.

Mr. Hoshaw said when two or three projects are completed on a section of stream it allows fish to migrate even further upstream and they will monitor one, two, three years later to determine how it changes. He said people may not understand why the water isn't clean but education is key as well as finding the trigger that they connect with to clean up their farm and still be able to continue farming.

In response to questions from Mayor Larson, Mr. Begley said an example of how they are working to clean up Amazon Creek in Eugene, cleaning storm water from a parking lot before it enters Amazon Creek will have a positive impact on landowners downstream.

In response to a question from Thomas Cotter, Mr. Hoshaw said the McKenzie Water District offers educational programs for Springfield school aged kids.

In response to a question from Mayor Larson, Mr. Begley said he would contact McKenzie Watershed Council to see if they would be willing to do educational programs in our School District.

Ingham said the City of Veneta was one of the early charter members and we provided some of the seed money to get it going as well as staff support. He said these grassroots watershed councils stepped up before the government took over. He said the City continues to support the LTWSC with annual contributions of \$1250 to \$2500.

(2) Community Center Rental Waiver Request from Fern Ridge Library

MOTION: Thomas Cotter made a motion to waive the Community Center rental fee in the amount of \$67.50 for the Fern Ridge Library. Laura Ruff seconded the motion which passed with a vote of 4-0.

b. Council/Committee Liaison Reports

Mayor Larson said Mid Lane Cares' annual fundraising event Benefit by the Glass went very well and was well attended. She said Pat Coy was in charge of contacting the auctioneer but because he forgot to do that, he ended up being the auctioneer.

Thomas Cotter said Joan Mariner provided a kiddy pool update at the last Economic Development Committee meeting. He said the Committee also reviewed the final package of the business loan application and on June 23rd Veneta Business Connect will host an event at Domaine Meriwether and do a presentation on the program.

Mayor Larson said the Elmira High School talent show was wonderful and it was inspiring to see many young talented kids perform. She said the graduating class of Elmira High School also had their first graduation walk where all graduates walked through Elmira and Veneta Elementary schools wearing their caps and gowns. She said students from kindergarten through eighth grade showed their support at both schools. Elmira Elementary students handed out simulated diplomas and

Veneta Elementary students made signs for the graduates. She said the high school graduation ceremony was short and sweet. The 8th grade promotion is tomorrow as well as the cardboard boat races starting at noon at the pool. She said the recent board meeting reported another successful outdoor school, the construction at Elmira Elementary is on schedule and the Garcia Center building is gone.

In response to a question from Mayor Larson, Ingham said staff heard from the Oregon State Parks and Recreation coordinator that the City's grant application for construction of the kiddy pool was ranked 7 out of 16 meaning we should receive full funding of \$175,000.

7. STAFF REPORTS

a. City Engineer.....Lane Branch

(1) Engineer's Report for Local Improvement District 8th St. Sewer (pgs. 55-68)

Lane Branch said the area south of Dunham is lacking public infrastructure. He said his engineer's report identifies the project and how project costs will be distributed to the benefited properties. He said the project will be a gravity fed sewer line including a branch line to the east. He said this is a fairly standard and straight forward municipal system and the design is far enough along to allow for a construction cost estimate. He said because there are so few benefited properties to distribute project costs, this will be an expensive project.

Schauer said the East Bolton LID was \$217,000 and the surface area was much larger and costs were spread over more property owners. He said because there are only five benefitted properties on 8th St., based on square footage, the cost is very high.

In response to a question from Thomas Laing, Schauer said if this project goes through, the sewer line would go right down the middle of 8th St. He said it would be repaired but bringing 8th St. to City standards would be a future, separate street project.

In response to a question from Laura Ruff, Mr. Branch said another possibility would be if one of the larger property owners decides to develop then the other property owners would join in, but it's difficult for people to finance it up front and take care of it themselves.

In response to a question from Mayor Larson, Schauer said if the larger property owners decided to develop then they would be required to put the infrastructure in and the other property owners would likely join in at that time. He said when a subdivision is proposed, they provide all the infrastructure.

In response to a question from Laura Ruff, Ingham said Bork has made an extensive effort to outreach to all property owners and some have been responsive but it seems as though some are avoiding talking to City staff.

Schauer said the two property owners that have talked to staff seem apprehensive about the cost and staff is under the impression that they are talking to their neighbors. He said they may not like what they heard from staff but they understood why it's needed. He said hopefully they will go back and explain to their neighbors what they were told by City staff.

Ingham said this is not an easy one for staff but the 8th St. LID will provide service to the last five to seven properties in Veneta within a serviceable range. He said it's the goal of the Council to get these properties off septic systems and set up the developable properties within City limits for City services. He said we were shocked to see one property owner could see an assessment of around \$66,000. The highest assessment in the East Bolton LID was \$38,000 which was a larger property that could be developed. He said we need to ensure that we are consistent for all LID property owners and that the finance package and options for hooking up are offered to all. He said the City cannot require property owners to allow utility easements through their property.

Hartz explained the three options offered in the finance package.

In response to questions from Thomas Laing, Schauer said when decommissioning or abandoning a septic tank, the County requires the tank be pumped empty and filled with pea gravel. He said the leach lines can remain but the tank must be abandoned or removed. He doesn't know the cost of doing that but it would be an additional cost along with the connection costs and SDCs. He said we are only talking about costs to place the infrastructure down the middle of 8th St.

Ingham said if there is a consensus of the Council to move forward with the 8th St. LID, the Council would officially adopt the engineer's report which would trigger the public notices and outreach process. He said staff doesn't believe we have any irrevocable petitions with any of these property owners so that means that they can all remonstrate but that would only delay the project for six months. He said in six months construction costs will likely be higher. He said staff is recommending the Council give staff until the second meeting in July to give staff more time to outreach to property owners.

The Council agreed with staff's recommendation.

b. Finance Director.....Shauna Hartz

(1) Establishing Transportation Utility Fees

i. Agenda Item Summary

Hartz said on May 9th the Council approved for final enactment a TUF. As is common with all ordinances, the actual rates are set by resolution primarily because rates change frequently and adopting a resolution is quicker and more cost effective than amending the Veneta Municipal Code (VMC). Council agreed there would be two types of users, residential and nonresidential, flat monthly fee of \$3 for residential and \$6 for commercial accounts. She said this fee was included in the budget. The resolution includes definitions and refers people back to the adopting ordinance or VMC to assist with consistencies.

ii. Public Comment
None

iii. **Resolution No. 1192** – A RESOLUTION ESTABLISHING TRANSPORTATION UTILITY FEES FOR THE CITY OF VENETA

MOTION: Thomas Cotter made a motion to approve Resolution No. 1192, a resolution establishing transportation utility fees for the City of Veneta. Laura Ruff seconded motion which passed with a vote of 4-0.

(2) Transfer Appropriations for 2015-16 Fiscal Year

i. Agenda Item Summary

Hartz said she starts planning the budget early in the year so estimates and assumptions are used. As the year progresses, projects are started, actual figures become known, unknown needs show up and priorities change. Oregon Budget Law allows us to respond to that by using several methods. One method is to pass a resolution that transfers existing appropriations from one expenditure classification to another within the same fund. These transfers do not change the total budget figure nor does it change the total appropriated for expenditures in any fund. Ending fund balance or revenue are not affected. She said Resolution No. 1193 is being presented which includes transfers in three funds; the General Fund – Contingencies to Materials and Services; 2) Parks and Recreation Fund - Contingencies to Materials and Services; and 3) Planning Fund - Contingencies to Materials and Services. She said the building permits and land use activity was considerably higher and that causes the City to incur expenditure. The Parks and Recreation transfer will cover the commitment to the plaza at Veneta Elementary that we had not budgeted for.

Resolution No. 1193 – A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2015-2016 FISCAL YEAR

MOTION: Thomas Cotter made a motion to approve Resolution No. 1193, a resolution transferring appropriations for 2015-16 fiscal year. Thomas Laing seconded motion which passed with a vote of 4-0.

(3) Establishing Fees, Charges and Rates and Governance for users and use of the Veneta Municipal Water, Sewer and Storm water Drainage Systems

- i. Agenda Item Summary for Resolution Nos. 1194, 1195 and 1196
Hartz said we did some major amendments to VMC Titles 3 and 13 to update some of our processes, improve efficiencies and communication related to our utility billing system. At this time there is no change to the water or sewer rates but the storm water rate is increasing by 2% effective July 1, 2016.

In response to a question from Mayor Larson, Hartz said all City residents, including those not currently receiving City water or sewer, will pay the storm water fee beginning July 1, 2016.

- ii. Public Comment
None

- iii. **Resolution No. 1194** – A RESOLUTION ESTABLISHING WATER FEES, CHARGES AND RATES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1185

MOTION: Thomas Cotter made a motion to approve Resolution No. 1194, a resolution establishing water fees, charges and rates and governance for users and use of the Veneta Municipal Water System and repealing Resolution No. 1185. Thomas Laing seconded motion which passed with a vote of 4-0.

Hartz said there is a typographical error in Resolution No. 1195. She said the last line in Section 7 it should read “sewer service” rather than “water service”.

- iv. Public Comment
None

- v. **Resolution No. 1195** – A RESOLUTION ESTABLISHING SEWER CONNECTION CHARGES, MONTHLY BASE FEES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL SEWER SYSTEM AND REPEALING RESOLUTION NO. 1124

MOTION: Thomas Cotter made a motion to approve Resolution No. 1195, a resolution establishing sewer connection charges, monthly base fees and governance for users and use of the Veneta Municipal Sewer System and repealing Resolution No. 1124 to include the above referenced correction. Laura Ruff seconded motion which passed with a vote of 4-0.

- vi. Public Comment
None

- vii. **Resolution No. 1196** – A RESOLUTION ESTABLISHING STORM WATER DRAINAGE FEES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL STORM-WATER DRAINAGE SYSTEM AND REPEALING RESOLUTION NO. 1178

MOTION: Thomas Cotter made a motion to approve Resolution No. 1196, a resolution establishing storm water drainage fees and governance for users and use of the Veneta Municipal Storm Water Drainage System and repealing Resolution No. 1178. Thomas Laing seconded motion which passed with a vote of 4-0.

c. City Administrator.....Ric Ingham

(1) Approval of Lane County Intergovernmental Agreement

Ingham said the contract will cover 4 deputies and half time sergeant’s time. He said as in the past, the agreement includes a communication and a records officer. He said the 2016-17 agreement increased about 2.3% from last year which amounts to about \$20,000. At this point there are not changes from the prior years’ agreements.

In response to a question from Laura Ruff, Ingham said that discount takes into consideration the proportional costs to deliver services to the City of Veneta. He said the discount fluctuates depending on total full time employees (FTE) in the sheriff’s office, total number of deputies on the road, and emergency and non-emergency calls.

In response to a question from Mayor Larson, Ingham said the City of Creswell shares our sergeant and they also increased to three deputies. He said they formed an active public safety committee which is looking to put a levy on the ballot rather than forming a district. He said they’re trying to enhance their budget to get to four deputies and to relieve some pressure that the public safety contract puts on their general fund.

MOTION: Thomas Cotter made a motion to approve the 2016-17 Public Safety Intergovernmental Agreement with the Lane County Sheriff’s Office as presented. Thomas Laing seconded motion which passed with a vote of 4-0.

(2) Marijuana Tax Referral

Ingham said at the last meeting the Council asked him to put some information together to place a marijuana tax on the ballot. He said the state allows cities to place up to a 3% tax on recreational marijuana but the only way to implement the tax is to refer it to the voters. He said with direction from the Council, staff can prepare the materials to call for the election. He said at this point three other cities in Lane County have prepared the referral and ballot language. Staff is asking for a consensus from the Council whether or not to place the measure on the ballot, to do so we would bring a resolution and enacting ordinance to the June 27th meeting.

In response to a question from Thomas Cotter, Ingham said the proposed tax would be on all recreational products.

In response to a question from Laura Ruff, Ingham said Jeff Schlageter, one of the recreational marijuana dispensary owners was informed about tonight’s meeting but we did not outreach to the other business. He said staff will do so upon direction from the Council prior to the resolution passing. He said currently those dispensaries are paying 25% to the state which would be reduced to 17% and with the City’s 3% tax they would still see a 5% reduction.

Ingham asked the Council if they would like to direct the proceeds to anything specific. He recommended the proceeds from the 3% tax be directed to the Law Enforcement Fund which we would likely get better support from residents. He said the Neighborhood Watch Group has requested funds to purchase more signage and start up kits, now that the budget has been approved, we can talk with them about specific needs

In response to a question from Laura Ruff, Ingham said when we may only collect \$4000 to \$8000 and it would likely cost more than that to put together some kind of educational program.

In response to a question from Mayor Larson, Ingham said once it goes to the voters, we can't change where the funds go but the Council has the discretion to redirect other funds.

Thomas Cotter said he didn't want all of the proceeds to go to the Law Enforcement Fund because he doesn't want to tie up the opportunity the funds offer. He suggested 70% to Law Enforcement and 30% to help another cause. He said a little over five or so years could provide some seed money for something else.

Ingham said there's been a lot of chatter that residents want to support public safety and he felt by dedicating all recreational marijuana tax revenue to public safety is the best hook to get it enacted. He said annually the Council has a lot of discretion over all tax proceeds regardless of these funds, and the Budget Committee can determine how much property tax apply to other areas.

Mayor Larson said directing all of the recreational marijuana tax revenue to the public safety fund will alleviate some of the drain on the General Fund.

After a brief discussion, it was the consensus of the Council to do a 50% 50% split between the Law Enforcement Fund and the Parks and Recreation Fund.

MOTION: Thomas Cotter made a motion to authorize staff to develop necessary material to refer a 3% recreational marijuana tax on all retail sales to the November General Election. Thomas Laing seconded motion which passed with a vote of 4-0.

(3) Questions from Councilors
None

8. OTHER

Ingham provided the annual ballot and legislative recommendation materials from the League of Oregon Cities to provide input for the 2017 session. He asked Council members to review the material and pick their top six priorities and return their results to him by June 20th. He will then tally the results for Council discussion at the June 27th meeting.

Ingham said Bork is looking into the possibility of a large non-profit development that may be taking place in Veneta which may or may not be required to pay property taxes. He said if they have nonprofit status by the state, they will not be required to pay property taxes.

Ingham said Mayor Larson will be on vacation during the June 27th Council meeting which will require Council President Thomas Cotter to attend the meeting. He said the upcoming budget will be on the agenda for approval and at this point the July 11th Council meeting has been canceled.

Schauer said the pool is opening this Saturday, June 18th and the summer solstice party is the same night. Also, the City barbeque is Sunday, June 26th.

Ingham said the public works department, and more specifically Kip Orme and Mark Eveland have been dealing with some significant pool challenges. He said unfortunately, some of the equipment hasn't fared very well over the past five years. Also, he said the landscaping at the four corners area and the bio swales have never looked better.

In response to a question from Mayor Larson, Ingham said Dennis from the Homeless Coalition has been acting as a liaison between the City and some of the homeless population. He said they were not fulfilling their obligation to be on City property so we'll continue to monitor the situation. He said we thought about having them involved in volunteer activities, like eradicating scotch broom, but like other volunteers, they would need to be covered under our insurance, but because of a high risk for the City, we decided that wasn't a good idea.

9. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:44 p.m.

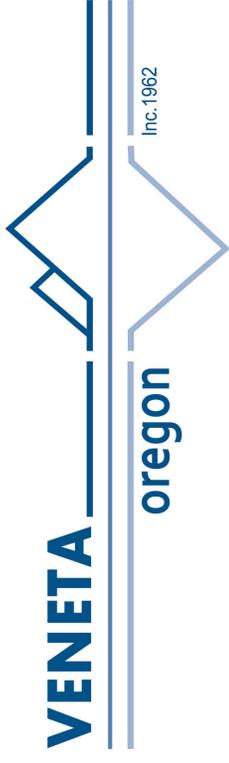
XXXXXXXXXXXXXXXXXXXX
Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder
(Minutes prepared by DHenneman)

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 06/21/2016 - 1:15 PM
 Batch: 001-06-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ASI ASI										
A00014656505JER	05/31/2016	3.75	0.00	06/28/2016	FSA admin fee		-	No		0000
100-100-51010	Admin Supplies & Services									
	A00014656505JER Total:	3.75								
	ASI Total:	3.75								
CentLink CenturyLink Communications, LL										
3860 5/16	06/02/2016	166.98	0.00	06/28/2016	Public Works/Wtr plant phone & internet		-	No		0000
210-210-51030	Telephone Services									
	3860 5/16 Total:	166.98								
	CentLink Total:	166.98								
CKMar C & K Market Inc										
1601053	05/31/2016	31.51	0.00	06/28/2016	City wide clean up food for PW		-	No		0000
100-170-51125	Ordinance Enforcement									
	1601053 Total:	31.51								
1601056	05/31/2016	37.28	0.00	06/28/2016	Budget meeting/Victoria recognition food		-	No		0000
100-100-51010	Admin Supplies & Services									
	1601056 Total:	37.28								
1601128	05/31/2016	2.96	0.00	06/28/2016	Budget meeting food		-	No		0000
100-100-51010	Admin Supplies & Services									
1601128	05/31/2016	1.59	0.00	06/28/2016	Budget meeting food		-	No		0000
140-140-51010	Admin Services & Supplies									
1601128	05/31/2016	36.99	0.00	06/28/2016	Victoria recognition food		-	No		0000
100-100-51097	Recognitions									
	1601128 Total:	41.54								
	CKMar Total:	110.33								
Cmor C-More Pipe Co										
16-1498-2	06/03/2016	1,915.00	0.00	06/28/2016	Annual Maintenance		-	No		0000
220-220-53040	System Maintenance									
	16-1498-2 Total:	1,915.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Cmor Total:	1,915.00								
ComfFlow Comfort Flow Heating AC & Refr SVC124092	06/10/2016	206.50	0.00	06/28/2016	Pool maintenance	PO4950	-	No		0000
130-520-54045	Pool Bldg Janitorial - Maint SVC124092 Total:	206.50 206.50								
ComfFlow Total:										
DaviCat Davis Catherine 16T000104Davis	06/16/2016	27.00	0.00	06/28/2016	Unused Bail		-	No		0000
100-000-20310	Bail Payable 16T000104Davis Total:	27.00 27.00								
DaviCat Total:										
DentClau Denton Claudia CDenton 6/16	06/21/2016	30.60	0.00	06/28/2016	Conference expense reimbursement		-	No		0000
100-205-51075	Travel CDenton 6/16 Total:	30.60 30.60								
DentClau Total:										
EDMS EDMS Inc 80503	06/15/2016	15.11	0.00	06/28/2016	Past Due notices June 2016		-	No		0000
210-210-51010	Admin Supplies & Services 80503	27.29	0.00	06/28/2016	Past Due notices June 2016		-	No		0000
210-210-51015	Postage 80503	22.67	0.00	06/28/2016	Past Due notices June 2016		-	No		0000
220-220-51010	Admin Supplies & Services 80503	40.94	0.00	06/28/2016	Past Due notices June 2016		-	No		0000
220-220-51015	Postage 80503 Total:	106.01 106.01								
EDMS Total:										
EPUD EPUD 8257 WtrPInt	06/06/2016	2,289.20	0.00	06/28/2016	Water Treatment Plant		-	No		0000
210-210-51035	Electricity 8257 WtrPInt Total:	2,289.20 2,289.20								
EPUD Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EWEB Eugene Water & Electric Board										
May 2016 A	06/07/2016	1,168.99	0.00	06/28/2016	Meter #76100316		-	No		0000
210-210-53135	Water Purchase									
	May 2016 A Total:	1,168.99								
May 2016 B	06/07/2016	8,022.95	0.00	06/28/2016	Meter #76100315		-	No		0000
210-210-53135	Water Purchase									
	May 2016 B Total:	8,022.95								
	EWEB Total:	9,191.94								
Ferg3021 FEI #3011 Waterworks										
4324970	06/08/2016	456.00	0.00	06/28/2016	Pump controls & pump heads	PO4771	-	No		0000
210-210-53040	System Maintenance									
	4324970 Total:	456.00								
	Ferg3021 Total:	456.00								
FigaPiz Figaro's Pizza										
06091601	06/09/2016	13.00	0.00	06/28/2016	Lunch w/ Mayor	PO 4676	-	No		0000
100-100-51095	Public Relations									
	06091601 Total:	13.00								
	FigaPiz Total:	13.00								
FRRRev Fern Ridge Review										
16599	06/02/2016	60.00	0.00	06/28/2016	Budget hearing notice		-	No		0000
100-100-51095	Public Relations									
	16599 Total:	60.00								
16625	06/03/2016	16.00	0.00	06/28/2016	State shared revenues		-	No		0000
100-100-51025	Publishing Costs									
	16625 Total:	16.00								
16626	06/03/2016	156.00	0.00	06/28/2016	Budget hearing notice		-	No		0000
100-100-51025	Publishing Costs									
	16626 Total:	156.00								
	FRRRev Total:	232.00								
FRSD28J Fern Ridge School District 28J										
May 2016	06/07/2016	7,805.16	0.00	06/28/2016	School excise tax for 5/1-5/30/2016		-	No		0000
100-000-20010	Accounts Payable									
	May 2016 Total:	7,805.16								
	FRSD28J Total:	7,805.16								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FurrPum Furrow Pump										
34436-IN	06/03/2016	558.05	0.00	06/28/2016	LMI Pump		-	No		0000
130-520-51515	Pool Equipment									
	34436-IN Total:	558.05								
	FurrPum Total:	558.05								
GreHill Greenhill Humane Society										
3171	06/01/2016	420.00	0.00	06/28/2016	Daily care fee for stray dogs		-	No		0000
100-170-52110	Animal Control Contract									
	3171 Total:	420.00								
	GreHill Total:	420.00								
HuntComm Hunter Communications, Inc										
06/16	06/15/2016	91.48	0.00	06/28/2016	Fiber Internet Service		-	No		0000
100-100-52050	Internet & Web Site Fees									
06/16	06/15/2016	30.50	0.00	06/28/2016	Fiber Internet Service		-	No		0000
140-140-52050	Internet & Web Site Fees									
06/16	06/15/2016	121.98	0.00	06/28/2016	Fiber Internet Service		-	No		0000
210-210-52050	Internet & Web Site Fees									
06/16	06/15/2016	60.99	0.00	06/28/2016	Fiber Internet Service		-	No		0000
220-220-52050	Internet & Web Site Fees									
06/16	06/15/2016	20.00	0.00	06/28/2016	Fiber Internet Service		-	No		0000
120-120-51030	Telephone Services									
	06/16 Total:	324.95								
	HuntComm Total:	324.95								
IndWel Industrial Welding Supply										
828123	06/08/2016	5.80	0.00	06/28/2016	Shop Supplies Oxygen, tip cleaner		-	No		0000
210-210-51515	Tools & Small Equipment									
828123	06/08/2016	5.80	0.00	06/28/2016	Shop Supplies Oxygen, tip cleaner		-	No		0000
220-220-51515	Tools & Small Equipment									
828123	06/08/2016	5.79	0.00	06/28/2016	Shop Supplies Oxygen, tip cleaner		-	No		0000
230-230-51515	Tools & Small Equipment									
	828123 Total:	17.39								
	IndWel Total:	17.39								
LanCoAc Lane Co Accts Receivable										
May 2016	06/13/2016	1,093.24	0.00	06/28/2016	Assmnts collected less 15% collection		-	No		0000
100-000-20330	County Fine Assessment Payable									
	May 2016 Total:	1,093.24								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	LanCoAc Total:	1,093.24								
LeiAlan Law Office of Alan J Leiman, P June 2016 100-160-52080	06/14/2016 Judicial Services June 2016 Total: LeiAlan Total:	371.00 371.00 371.00	0.00	06/28/2016	Monthly contrat		-	No		0000
LesSch Les Schwab Tire Center 3000463539 210-210-53030 3000463539 210-210-53030	06/15/2016 Vehicle Operation&Maintenance 06/15/2016 Vehicle Operation&Maintenance 3000463539 Total: LesSch Total:	28.12 28.13 56.25 56.25	0.00 0.00	06/28/2016 06/28/2016	Alignment - 2008 Ford truck - PO 4957 Alignment - 2008 Ford truck - PO 4957		- -	No No		0000 0000
LincAqua Lincoln Aquatics SI293129 130-520-54020	06/16/2016 Pool Operating Supplies SI293129 Total: LincAqua Total:	83.36 83.36 83.36	0.00	06/28/2016	Chlorine/PH tests - PO 4949		-	No		0000
NetAsset Net Assets 88-201605 100-100-51010	06/01/2016 Admin Supplies & Services 88-201605 Total: NetAsset Total:	255.00 255.00 255.00	0.00	06/28/2016	Lien search requests		-	No		0000
NorSaf Norwest Safety 603896 210-210-51055	06/03/2016 Safety Programs & Supplies 603896 Total: NorSaf Total:	12.90 12.90 12.90	0.00	06/28/2016	Hard hat bands & safety tape		-	No		0000
ODOR ODOR - Court May 2016 100-000-20320	06/13/2016 State Fine Assessments Payable May 2016 Total:	809.41 809.41	0.00	06/28/2016	Unitary Assessment / other St fees		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	ODOR Total:	809.41								
OreWat Oregon Water Services										
21053	06/17/2016	4,440.00	0.00	06/28/2016	Dogwood pump motor repair - PO 4958		-	No		0000
210-210-53040	System Maintenance									
	21053 Total:	4,440.00								
	OreWat Total:	4,440.00								
Ricoh Ricoh USA, Inc.										
5042853385	06/17/2016	172.84	0.00	06/21/2016	Color copier supplies/service		-	No		0000
100-100-51065	Office Machine Maintenance									
5042853385	06/17/2016	57.62	0.00	06/21/2016	Color copier supplies/service		-	No		0000
140-140-51065	Office Machine Maintenance									
	5042853385 Total:	230.46								
	Ricoh Total:	230.46								
SonsRay Sonsray Machinery										
6265-11	06/08/2016	380.73	0.00	06/28/2016	Backhoe repair parts PO 4892		-	No		0000
210-210-53130	Equipment Repairs									
6265-11	06/08/2016	380.73	0.00	06/28/2016	Backhoe repair parts Po 4892		-	No		0000
220-220-53130	Equipment Repairs									
	6265-11 Total:	761.46								
	SonsRay Total:	761.46								
SpeHoy Speer Hoyt LLC										
35502 GEN	05/31/2016	199.10	0.00	06/28/2016	Legal Services -General		-	No		0000
100-100-52010	Attorney & Legal Services									
	35502 GEN Total:	199.10								
35503 GEN	05/31/2016	778.30	0.00	06/28/2016	Legal Services -General		-	No		0000
100-100-52010	Attorney & Legal Services									
	35503 GEN Total:	778.30								
35503 StrmWtr	05/31/2016	28.60	0.00	06/28/2016	Legal Services - UB		-	No		0000
240-240-52010	Attorney & Legal Services									
	35503 StrmWtr Total:	28.60								
35503 SWR	05/31/2016	40.00	0.00	06/28/2016	Legal Services -UB		-	No		0000
220-220-52010	Attorney & Legal Services									
	35503 SWR Total:	40.00								
35503 WTR	05/31/2016	40.00	0.00	06/28/2016	Legal Services - UB		-	No		0000
210-210-52010	Attorney & Legal Services									
	35503 WTR Total:	40.00								
35504 CRT	05/31/2016	235.30	0.00	06/28/2016	Legal Services -Municipal Court		-	No		0000
100-160-52010	Attorney & Legal Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	35504 CRT Total:	235.30								
35505 PLN	05/31/2016	814.50	0.00	06/28/2016	Legal Services -Planning		-			0000
140-140-52010	Attorney & Legal Services									No
	35505 PLN Total:	814.50								
35506 UB	05/31/2016	60.00	0.00	06/28/2016	Legal Services		-			0000
210-210-52010	Attorney & Legal Services									No
35506 UB	05/31/2016	60.00	0.00	06/28/2016	Legal Services		-			0000
220-220-52010	Attorney & Legal Services									No
35506 UB	05/31/2016	42.90	0.00	06/28/2016	Legal Services		-			0000
240-240-52010	Attorney & Legal Services									No
	35506 UB Total:	162.90								
	SpeHoy Total:	2,298.70								
SwaPes Swanson's Pest Mgt										
1-14980	05/31/2016	33.00	0.00	06/28/2016	Community Ctr pest management		-			0000
130-530-52055	Community Ctr Janitorial&Maint									No
	1-14980 Total:	33.00								
1-15510	05/31/2016	31.20	0.00	06/28/2016	CH pest management		-			0000
100-100-51050	Bldg Maint/Janitorial Sup									No
1-15510	05/31/2016	7.80	0.00	06/28/2016	CH pest management		-			0000
140-140-51050	City Hall Maint/Janitorial Sup									No
	1-15510 Total:	39.00								
	SwaPes Total:	72.00								
WiedCri Wiedenbeck Cristine										
16T000093Wieden	06/16/2016	40.00	0.00	06/28/2016	unused bail		-			0000
100-000-20310	Bail Payable									No
	16T000093Wieden Total:	40.00								
	WiedCri Total:	40.00								
	Report Total:	34,397.64								



CITY OF VENETA - CIVIC CALENDAR - JULY 2016

Veneta Administrative Center - 88184 8th Street, Veneta, Oregon

4	City Hall closed in Observance of Independence Day Holiday	Closed
5	Veneta Planning Commission Meeting - City Hall	Cancelled
6	Veneta Park Board Meeting - City Hall	Cancelled
7	Zumwalt Campground Opens	2:00 p.m.
11	Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting immediately following	Cancelled
13	Veneta Economic Development Committee Meeting - City Hall	2:00 p.m.
15	Night Waves Teen Party - Veneta Community Pool - 25190 E. Broadway Ave.	8:30 p.m. to 10:00 p.m.
21	Municipal Court - City Hall	8:30 a.m.
25	Veneta City Council Meeting - City Hall	6:30 p.m.
29	Family Fun Night - Veneta Community Pool - 25190 E. Broadway Ave.	6:00 p.m. to 8:00 p.m.
30	Meet Sgt. Halvorson (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library	1:00 p.m.

Happy July 4th



Calendar updates will be posted on the City's website at www.venetaoregon.gov
 This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J,
 Fern Ridge Public Library, and Lane Fire Authority



City of Veneta
M E M O R A N D U M

Date: June 23, 2016
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for May 2016

Water

Monthly water production: Wells-9.158 MG, EWEB-6.152 MG.

Total of 15.310 MG.

Installed six new meters.

Repaired two service line leaks.

Took five bacteriological samples. All were negative.

Performed 68 service calls.

Delivered 83 Shut Off Notices.

Performed five shut offs for non-payment.

Completed one year warranty inspection on Broadway Reservoir.

Put Broadway reservoir back into service.

Made repairs to three fire hydrants.

Installed new fire hydrant at corner of Cornerstone and Hwy 126.

Brought well #9 online for summer months.

Created and distributed Consumer Confidence Report to all water accounts.

Wastewater

Took five influent and five effluent samples of treatment plant. Possible violations due to wastewater treatment plant upset. Contacted DEQ.

Monitored Jeans and Pine Street lift pump stations.

Completed and closed out Air-Piping project at WWTP.

Contracted vactor truck to remove grease and grit from lift stations.

Assisted contractor with video inspections of collection system.

Constructed and installed ramp for treated effluent pond to help animals exit pond.

Replaced failed non-potable water system pump.

Installed new pressure tank for non-potable water system.

Laid out over the ground irrigation main line to supply Big Gun irrigators on effluent disposal site in preparation of land applying treated effluent.

Worked with owner and contractor to remove blockage of sewer lateral connection on Perkins Road.

Street/Storm Drainage

Issued two Right of Way Construction Permits.

Replaced/repaired four street signs.

Lots of mowing around detention ponds, swales, and City owned properties.

Parks & Recreation

Cleaned parks weekly.

Mowed all parks weekly.

Began preparing pool for opening.

Built up and installed new floor matting at pool.

Made repairs to gearbox of Walker mower.

Installed new curbing at City Park near Community Center.

Installed new chlorinator for pool.

Turned on and fine-tuned all irrigation systems.

Other

Completed 11 miscellaneous service orders.

Performed 28 utility locates.

Community center use: paying-five, non-profit-three

Building Permits: Three

Certificates of Occupancy: Six

Removed signs from the Right of Ways weekly.

Sold 2001 Dodge truck, 1942 generator and trailer, portable generator, 1992 Chevy utility box truck, and chemical pack tank as part of surplus equipment disposal.

Coordinated and staffed City Wide Clean-Up.

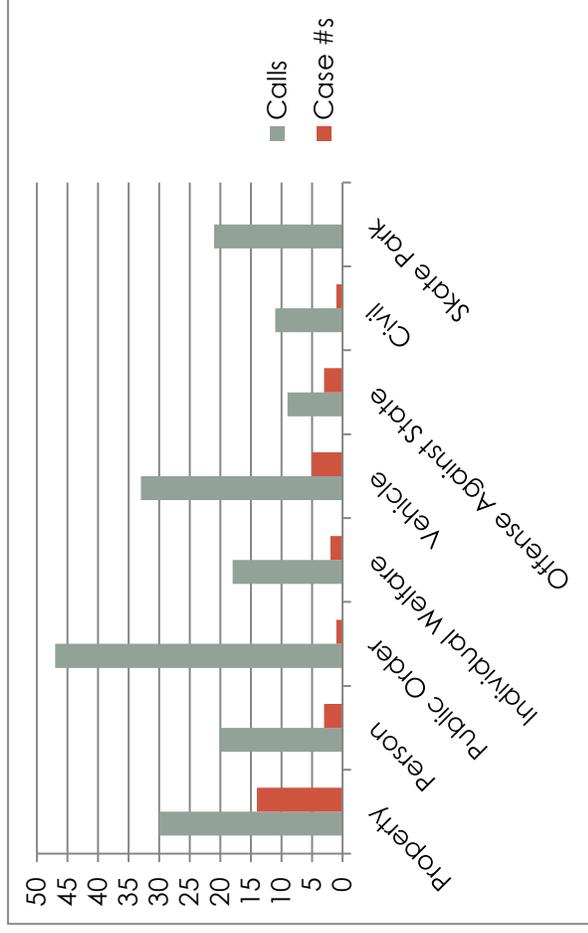
Public Works Department attended First Responder and CPR training at Fire Department.

City of Veneta Monthly Police Activity- May 2016

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	30	14
<u>Person</u>	20	3
<u>Public Order</u>	47	1
<u>Individual Welfare</u>	18	2
<u>Vehicle</u>	33	5
<u>Offense Against State</u>	9	3
<u>Civil</u>	11	1
<u>Skate Park</u>	21	
<u>Total</u>	189	29



Property (Thefts, Criminal Mischief, Trespass)
Person (Assaults, Menacing, Harassment, Viol. Restraining Order)
Public Order (Disorderly Subjects, Suspicious Vehicles/Persons)
Individual Welfare (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
Vehicle (DUI, DWS, Illegal Parking/Vehicles, Traffic Hazard)
Offense Against State (Drug, Warrants)
Civil (Civil Service, Eviction Process)

MEMORANDUM
LANE COUNTY SHERIFF'S OFFICE
POLICE SERVICES DIVISION



TO: Mayor Sandra Larson; City of Veneta Council Members; Administrator Ric Ingham
FROM: Sgt. Billy Halvorson
DATE: 06 09 2016
SUBJECT: Contract Policing Goals and Expectations

Below is an excerpt of an email that followed a meeting (October, 2014) I held with all deputies assigned to contract positions in the Cities of Veneta and Creswell, for the purposes of sharing and incorporating my vision of general policing operations. This has become a guide for all deputies working these positions and is periodically sent out as a reminder.

Mission Statement:

To develop and implement an exceptional policing contract model, which adds substantial value and influence to LCSO and the communities we serve.

Why we are doing this:

- Provide best service available to the contract cities
- Become a premiere assignment/unit within LCSO
- Future expansion of the contracts (existing and other potential cities)
- Increase the overall support base and image of the S.O.

How we are going to do this:

- Increase Contract Sgt. Position to half time each city to better dedicate time and resources to fulfilling this mission
- Develop Relationships/ Have Contact
 - Involvement in Community: Individual choice on type/ way to “plug in” with the community (eg, library/elementary school reading program, lunch at the school, VFW, Neighborhood Watch or numerous other ideas).
 - “Face Time” not “Car Time”: Attendance of events and functions (to include School sporting events) during patrol time.
- Visibility/ Maintaining reputation: Traffic enforcement is a must. No quotas, but we need to use it as a means of education and enforcement to change behavior, utilizing the creative approaches muni courts use. I also gave the stop sign example, and how that detracts from our reputation and view in the public if we fail to take action.
- Investigations: Contract units are to be as self-sufficient as we can, assuming primary on all investigations unless CIS specifically steps in; utilize each other’s skills (regardless of which city) to assist in investigations (KidsFirst, search warrants, etc) primarily, with the ability to pull other resources as needed.
- Training: I want to include 40 hours of training for each Contract Deputy every year, beyond the normal firearms, DT, EVOC, First Aid training Main Office gets for specialty training. This will be done as each deputy establishes a plan with me of special skills they would like to increase.

City of: Veneta

Please mark 6 boxes with an X that reflect the top 6 issues that your city recommends be the priorities for the League's 2017 legislative agenda.

Legislation	SL	TC	TB	TL	LR
Community Development					
A. Needed Housing Assistance Program	<input type="checkbox"/>				
B. Natural Hazard Land Use Reform	<input type="checkbox"/>				
C. DOGAMI Disaster Mapping	<input type="checkbox"/>				
D. Floodplain Technical Assistance	<input type="checkbox"/>				
Energy					
E. Green Energy Technology Requirement	<input type="checkbox"/>				
F. Funding Public Energy Projects	<input type="checkbox"/>				
G. Updates to Oregon Energy Code	<input type="checkbox"/>				
Finance and Taxation					
H. Property Tax Reform - Market Value / Local Control	<input type="checkbox"/>				
I. Property Tax Reform - Fairness and Equity	<input type="checkbox"/>				
J. Local Lodging Tax	<input type="checkbox"/>				
K. Nonprofit Property Tax Exemption	<input type="checkbox"/>				
L. Marijuana and Vaping Taxes	<input type="checkbox"/>				
General Government					
M. Restore Recreational Immunity	<input type="checkbox"/>				
N. Increase Local Liquor Fees	<input type="checkbox"/>				
O. Marijuana Legalization Implementation	<input type="checkbox"/>				
P. Mental Health Investments	<input type="checkbox"/>				
Q. Qualification Based Selection	<input type="checkbox"/>				
Human Resources					
R. Subsidy for Retiree Health Insurance Repeal	<input type="checkbox"/>				
S. PERS Reform	<input type="checkbox"/>				
T. Arbitration Reform	<input type="checkbox"/>				
U. Veterans Preference Clarifications	<input type="checkbox"/>				
Telecommunications					
V. Rights of Way	<input type="checkbox"/>				
W. Franchise Fees	<input type="checkbox"/>				
X. 9-1-1 Emergency Communications	<input type="checkbox"/>				
Y. Technology Funding	<input type="checkbox"/>				
Transportation					
Z. Transportation Funding and Policy Package	<input type="checkbox"/>				
Water/Wastewater					
AA. Funding Water System Resilience	<input type="checkbox"/>				
BB. Enhanced Prescription Drug Take-Back	<input type="checkbox"/>				
CC. Water Supply Development Fund	<input type="checkbox"/>				

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Business Assistance Fund Program Update

Meeting Date: June 27, 2016
Department: Economic Development

Staff Contact: Claudia Denton
Email: cdenton@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 312

ISSUE STATEMENT

Staff is presenting an update to the Business Assistance Fund, making significant changes from the original version adopted in 2011. Staff has already gone through thorough review and revisions with the Economic Development Committee who have made detailed recommendation throughout the process. Staff is asking City Council to adopt the proposed update.

BACKGROUND

The Business Assistance Fund had not been updated since its adoption in 2011. The City Administrator requested that staff create an update to the Business Assistance Fund to better reflect the changing needs, conditions, and interests of the City and its local businesses. Contact me if you would like a copy of the original Business Assistance Fund document.

Staff has made updates to most sections of the document, as well as look and layout, but most significantly to the Targeting Criteria, the focus on job creation or retention, and updates to the application checklist and application, which includes a \$100 fee. Changes were made based on updated information from the Economic Opportunities Analysis 2015, the Economic Development Strategy: Five-Year Action Plan 2015-2019, and directions from the City Administrator and Economic Development Committee.

COUNCIL OPTIONS

- A. Adopt the update to the Business Assistance Fund as presented or with minor revisions.
- B. Provide comments and suggestions for staff to send the Business Assistance Fund document back to the Economic Development Committee for further review.
- C. Reject changes and continue to use the original 2011 version.

CITY ADMINISTRATOR'S RECOMMENDATION

- A. Adopt the update to the Business Assistance Fund as presented.

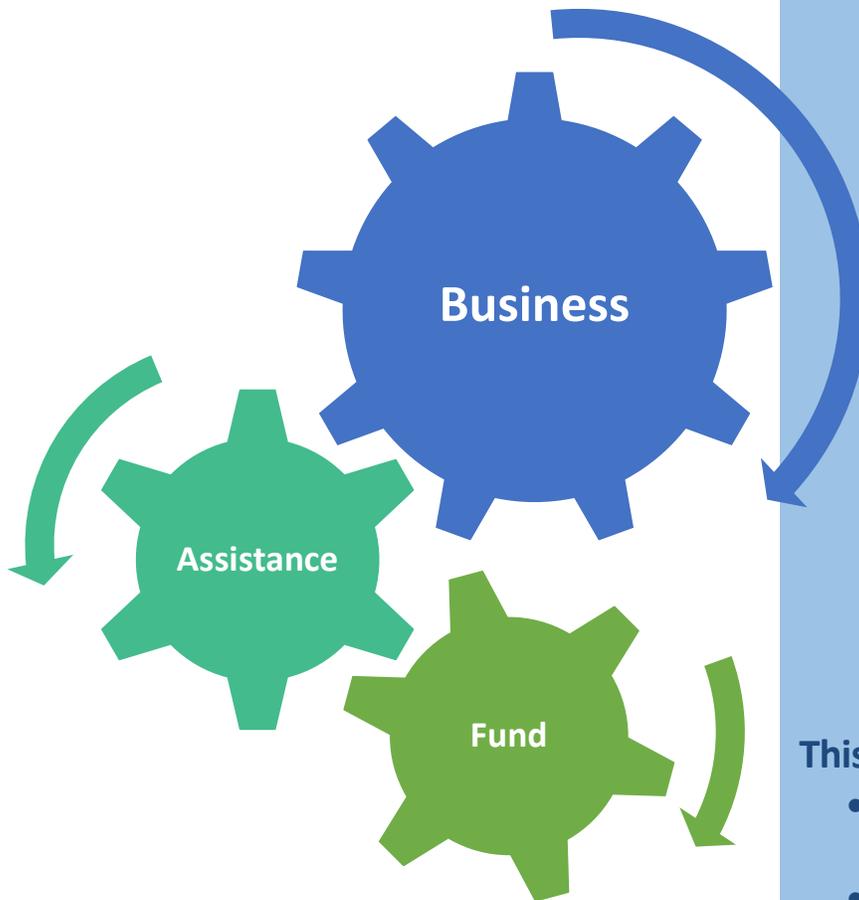
SUGGESTED MOTION

"I make a motion to approve the Business Assistance Fund update as presented."

ATTACHMENTS

- A. Business Assistance Fund draft update.

City of Veneta Business Assistance Fund Application Packet



This packet includes:

- Explanation of the program
- Funding Criteria
- Checklist
- Application



Adopted Month, Day 2016

Program Elements

A. Background

The City of Veneta Business Assistance Fund (BAF) is a toolkit of loan and grant programs available to businesses and nonprofit organizations within Veneta city limits at the discretion of the Veneta City Council. The first Business Assistance Fund Loan/Grant Packet was adopted on October 10, 2011. Originally named the Commercial Loan Fund, the Fund was developed in 1999 by Resolution 790 which amended Resolution 470 establishing the original Housing Rehabilitation Loan Fund, allowing the funds to also be used for business assistances and economic development purposes.

The BAF program rules will reflect both a traditional loan program as well as the Veneta City Council's discretion to provide grant funding when the Council chooses.

B. Goals

The overall goals of the City of Veneta Business Assistance Fund are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. The method employed to encourage this expansion will be to utilize the BAF and local matching funds to make low interest subordinated or direct loans/grants to small business or local nonprofits. It is highly preferred that loans or grants be made in cooperation with commercial lending institutions or other sources of debt capital or equity capital.

C. Targeting Criteria

Businesses and industries targeted for the City of Veneta BAF include:

The Veneta Economic Opportunities Analysis (2015) states the five industries that fit with the Community's aspirations for growth and are identified as having growth potential in Veneta:

- Food processing – with a focus on specialty items
- Professional, scientific, and technical services – focus on high-tech
- Secondary wood products – focus on niche markets
- Small-scale or specialty agriculture including greenhouse, and floriculture products
- Tourism and wine industry

Additional target businesses and industries:

- Technology transfer/incubator space

- Other activities which represent technology or type of economic enterprise that the Veneta City Council determines are needed to help diversify the community's economic base.

As a general rule, manufacturing or industrial projects will take precedence over commercial projects due to their relative high employment per dollar ratio and the economic diversification which they provide. Although it is not anticipated that a significant change will occur in the area's economic composition in the short run, should a vital shift happen, a subsequent realignment of criteria may be instituted with the Veneta City Council's approval.

D. Programs

Type of Assistance	Amount	Match Required	Notes
Microloan	\$500 - \$4,999	\$1 match : \$1 BAF	Must be participating in a federal, state or locally recognized business assistance or entrepreneurial development program.
Business Assistance Loan	\$5,000 - \$50,000	\$2 match : \$1 BAF	Supplements other loans and resources by traditional or SBA lenders. Targets businesses that can create, retain, or lead to the creation of, new family-wage jobs.
Project Assistance Grant	\$500 - \$25,000	\$1 match : \$1 BAF	Projects that create or retain jobs are given priority.

The following three definitions are being provided for the purpose of defining the three assistance programs being offered through Veneta's BAF program.

Microloans

A microloan is defined as any amount below \$5,000. Microloans are intended for existing or newer businesses with five or fewer employees. Applicants should have established good credit but have been deemed non-qualified from a traditional bank or Small Business Assistance (SBA) loan program. Any microloan applicant must be a participating business in a federal, state or locally recognized business assistance or entrepreneurial development program. Often microloan funds will be utilized for additional capitalization in order for a business to expand. The minimum BAF microloan amount is \$500.

Business Assistance Loans

A business assistance loan is defined as any amount from \$5,000 up to \$50,000 that is being utilized to leverage other resources being lent by a traditional or SBA lender. Veneta's BAF would be subordinate to other lenders, often placed in a second or third collateral position. Funds would be targeted to those businesses that can create, retain, or lead to the creation of family-wage jobs in the community. Any applicant will need a completed business or strategic plan in order to be invited to submit a full application. Family wage jobs are defined as the most recently calculated median wage (50th Percentile Wage) for Lane County, Oregon as published by the State of Oregon Employment Department (ex: \$16.37/hour, \$34,049.60/year in 2015). This criterion can be met by taking an existing lower-wage job and increasing the wage.

Project Assistance Grants

A project assistance grant is defined as any amount up to \$25,000 that is intended as an outright grant with no single entity or project likely to receive greater than the maximum eligible grant amount. Both for-profit and nonprofit entities are eligible to apply. Projects that create or retain jobs are given priority. Funds will be targeted towards those enterprises that can be a catalyst for new economic development efforts or that build capacity with existing businesses or targeted industries. Funds will generally be intended for startup operations or for leveraging resources to aid existing activities. Any applicant will need a completed business or strategic plan in order to be invited to submit a full application. The minimum BAF grant amount is \$500.

E. Eligibility and Criteria

Eligible applicants include private for-profit firms (such as corporations, partnerships, and sole proprietorships) and nonprofit organizations located inside Veneta city limits. Ineligible applicants are entities and organizations other than those described above.

Eligible Projects and Activities

Generally, the BAF will be available to support the start up or expansion of businesses within Veneta city limits. Activities that may be undertaken include the following:

- Acquisition of machinery, equipment, furniture, and fixtures.
- Acquisition and assembly of land for commercial, industrial, and related uses. Speculative activities, such as land banking and construction of speculative buildings, are not eligible.
- Acquisition of abandoned properties with redevelopment potential, though not for speculation.
- Development of real estate, including redevelopment and rehabilitation of historical buildings for industrial or commercial use.
- Other investments, which will accelerate repurposing of land and facilities for job creating activity, such as assistance to firms to locate or expand in such facilities.
- Improvements to commercial or industrial facilities and streets.
- Working capital needs.

Ineligible Projects and Activities

These include:

- Projects involving the relocation of any firm from one area in the community to another, unless such move meets the job preservation or creation standards elsewhere described herein.
- Projects for which all funds are judged by the City Council to be otherwise available from private lenders or other public agencies at terms which will permit the accomplishment of the project.

Eligible Costs

These include:

- Land costs, such as engineering, legal, grading, testing, site mapping, related costs associated with acquisition, and preparation of land.
- Building costs, such as real estate, engineering, architectural, legal, permit fees, System Development Charges, and related costs associated with acquisition, construction, and rehabilitation of buildings.

- Machinery and equipment costs, including delivery, installation, engineering, architectural, legal, insurance, and related costs associated with acquisition and installation of machinery and equipment.
- Other costs contributing directly to the value of the project fixed assets, such as sales and use taxes, and interest on interim construction financing.
- Adequate contingency reserves.
- Working and startup capital.

Ineligible Costs

These include:

- Acquisition of equity in private businesses.
- Subsidy of interest payments on existing loans.
- Refinancing or payoff of loans made by other lenders, except if the Loan/Grant Committee's approval is given prior to such loan issuance.

Loan/Grant Eligibility Criteria

The standards described below apply to the performance of the BAF as a whole. The selection of a business as a recipient of the BAF will be based on its ability to meet the loan portfolio standards. Individual loans/grants may vary from the loan/grant portfolio standards in a case where a significant economic benefit is available by assisting a particular business. Less than the specified performance on one or all of the standards may be acceptable in such cases.

- **Location**

Projects that have a physical location must be located within Veneta city limits. The organization/applicant receiving funds must be located within, or relocating to, Veneta city limits.

- **Job/Loan Ratio**

One full time equivalent job will be created or retained for each \$25,000 of BAF loan/grant.

- **Types of Jobs Created/Retained**

Preference will be given to businesses that create or retain permanent jobs involving skills related to manufacturing and industrial production.

- **Funding Leverage Ratio (match)**

The funding leverage ratio is described as a [number]:1 match (example: 1:1 or "one to one" match). To calculate the ratio, take the amount you are leveraging and divide by amount of BAF funds requested. Example: A project that is matching \$20,000 and is requesting \$10,000 ($20,000/10,000 = 2$) has an ROI of 2:1.

- Grants of any amount and microloans of less than \$5,000 require a funding leverage ratio of 1:1, or \$1 of total investment to every \$1 of BAF funding. The BAF assistance will not exceed one-half of the funding required in a proposed project.
- BAF loans of \$5,000 or more require a funding leverage ratio of 2:1, or \$2 of total investment to every \$1 of BAF funding. The BAF assistance will not exceed one-third of the funding required in a proposed project.

- **Activities to be Financed**

Loans/Grants from the BAF will be available to small, private, for-profit businesses or nonprofit entities for the purpose of startup, expansion, or improvement of existing operations. For the purposes of the BAF program, the definition of a small business will be that used by the U.S. Small Business Administration 504 program.

- **Other Economic Objectives/Benefits**

Other elements which will receive consideration in the selection of loans/grants for the BAF program are:

- Linkages with the area’s existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.
- Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
- Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

F. Financing Policies

Size

Microloans are for amounts of \$500 - \$4,999. Standard loans are for amounts \$5,000 - \$50,000. Grants are for amounts \$500 - \$25,000.

Fixed Assets/Working Capital Goal

Not more than 25 percent (25%) of the loan/grant portfolio will be for working capital. Working capital loans will generally only be made in conjunction with fixed assets.

Loan Repayment Terms

Loan terms will generally not exceed the full useful life of the assets being financed. However, shorter-term loans will be encouraged in order to accelerate the reuse of the BAF dollars. Loan repayment will normally be accomplished in equal monthly installments, including principal and interest over the life of the loan, except that a reasonable number of payments, typically no more than six months’ worth, may be interest only if found necessary to make the project viable. Except in cases of loan renegotiation, standard loan repayment terms will generally be

adhered to. BAF loan terms will normally not exceed the loan term of the participating private lender.

Loan Interest Rates

The maximum BAF loan interest rates will be set at no higher than the then current earnings from the Oregon Local Government Investment Pool plus five percent (5%). The minimum interest rate the BAF can charge is five percent (5%). Interest rates will be determined at the time of the loan approval and will be fixed over the life of the loan. A known rate contributes to the borrower's understanding of the program.

Special Financing Techniques

Loans/grants will generally be made on a subordinated basis. This approach will lower the risk for commercial lenders and generally act as an incentive to encourage their participation. Longer amortization with early balloon payments may also be used where appropriate.

Restructuring or Modifying Loans/Grants

Terms and conditions of existing loans/grants may be modified from time to time, as deemed appropriate, particularly to preserve the assets of the business and value of loan/grant collateral, should there be a problem with loan repayment. In general, restructuring a loan will be accomplished in a manner that will produce a reasonable likelihood of repayment, given a current and complete reassessment of conditions. BAF loans/grants will be restructured only where it improves a borrower's ability to repay.

Use of Interest and Fees from Activity

At all times, a minimum of \$100,000 will be preserved in the BAF as either outstanding loans/grants from the fund or cash available for continued lending. BAF Funds may be used to defray direct administrative expenses connected with the BAF.

Fees and Charges

There will be a \$100 application fee (not to exceed 5% of the requested loan/grant amount). Additionally, borrowers will pay for any direct costs incurred in loan/grant processing and closing, such as recording fees, attorney fees, escrow fees, loan/grant document fees, etc. Payments are considered late 15 days following the due date and will be charged a 5% late fee (minimum of \$15) after that date.

Cooperation with Other Financing Programs

BAF loans/grants will be used to fill gaps in the financing that exists for a wide range of business development purposes. This will be accomplished in a complementary manner to all public and private sources, including SBA-504 and 7(a), Oregon Business Development Fund, Revenue Bonds, Lane Council of Governments Revolving Loan Fund, and others as appropriate.

Administrative Elements

A. Loan/Grant Committee

The BAF program will have BAF Loan/Grant Committee consisting of three members, one of which shall be a City Councilor, and one alternate; two out of the three members must reside, be employed, or operate a business within the Veneta city limits. The alternate will become a voting member during any temporary absences or conflict of interest disqualification of regular members. Appointments will be made by the Mayor and approved by the Council for terms of two years. Preference will be given, when possible, to the appointment of a commercial lending professional and an accounting professional.

The BAF Loan/Grant Committee will meet on an “as needed” basis and elect its own Chairperson. A quorum shall consist of three members. In addition, the services of legal counsel may be made available to the Loan/Grant Committee. Legal services will be utilized on an “as needed” basis and this individual will not be a regular member of the Committee.

B. Staff Operation

The operation of the BAF, or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the BAF program are as follows:

- Publicize BAF objectives and availability in the Veneta community.
- Screen all applicants, inviting promising candidates to submit preliminary information.
- Based on preliminary data, invite qualified candidates to submit detailed applications.
- For approved loans/grants, ensure proper execution of documents, compliance with all appropriate regulations, timely loan closing and implementation of project.
- Monitor ongoing operations of loan/grant recipients and recommend loan/grant revisions as appropriate.
- Perform loan/grant servicing and accounting.
- Perform loan/grant collections, with attorney when appropriate, including asset liquidation.
- Provide regular financial reports for the BAF, including individual account status.

C. Loan/Grant Selection and Approval Process

The loan/grant selection and approval process includes four stages, as follows:

Marketing

Staff informs community interests about the availability of the BAF, as appropriate. Such interests may include the media, area bankers, area businesses, and the Veneta-Fern Ridge Chamber of Commerce.

Application

Normal and prudent lending standards are used in evaluating the strength and ability to repay of both businesses and individuals. However, loans/grants may be made in some cases where, in the Loan/Grant Committee's judgment, the employment and other potential benefits (and the quality of business planning) outweigh risks that more conservative lenders would be likely to avoid. This would apply, for example, to almost all business startups, which are routinely excluded from consideration by most members of the financial community.

Procedures and flow are as follows:

- Preliminary discussion with staff representatives for likely eligibility with BAF loan/grant criteria. If another lending program is more appropriate, the staff member will make those recommendations.
- Decision by staff representatives to invite preliminary written information or decline loan/grant request at this point. If negative, inform applicant as to reasons for decline and as to actions available for appeal to the BAF committee. If positive, review preliminary information needs with applicant and provide referral for business counseling regarding the applicant's business plan, if appropriate.
- Preparation and submission of preliminary application, information, and supporting documents by applicant.
- Review of preliminary information by staff will be completed within fifteen (15) business days upon receipt of the application.
- Decision by staff to invite formal application or decline loan/grant request at this point. If negative, provide a written explanation of reasons for decline and as to actions available for appeal to the BAF committee. If positive, inform applicant and schedule application conference, if needed.
- Application conference – review in detail the BAF full application needs, financial schedules, and any information determined necessary by staff with applicant.
- Submittal of formal application, all supporting documents, authorization for credit checks, and the application fee by applicant.

Review and Decision

Procedures and flow are as follows:

- Review by staff for completeness and regulatory compliance, with submittal of additional information by applicant if appropriate.
- Acceptance of formal application by staff representative.
- Detailed review and final recommendation to Loan/Grant Committee by staff, based on loan/grant criteria, strength of business and principals, and all other factors. Recommendation will include whether or not to make the proposed loan/grant, and if positive, what the terms and conditions should be. Final review and recommendation will be completed within twenty-five (25) business days once application is deemed complete and formal application has been received.
- Submission of complete package, with recommendations, to Loan/Grant Committee.
- Loan/Grant Committee decides whether to approve or decline the loan/grant request and what terms and conditions should apply.
- Notification to applicant in writing. If declined, include reasons for denial. The applicant has the right to appeal the BAF decision to City Council.

Loan/Grant Closing

Procedures and flow are as follows:

- Upon Loan Committee approval, preparation of loan/grant closing documents by staff, with attorney's review as necessary.
- Loan/grant closing by staff.
- Filing of liens, as available, and completion of any remaining legal, regulatory, or housekeeping matters, all to be carried out by staff.
- Payment of loan/grant closing fee.
- Disbursement of proceeds by bank or escrow agent according to directions.

D. Loan Servicing

Policies and procedures will be administratively established for managing and servicing the portfolio of the BAF. This will include closely monitoring payment performance, periodic review of financial data and employment generation, and personal inspections and site visits; all as appropriate.

In general, the City of Veneta wants to be an "understanding" creditor, willing to be flexible, but serious in its desire to be recapitalized by loan repayment from which to re-lend to deserving businesses within the community. Loan monitoring, such as annual financial statement review and employment reporting, insurance premium payments, etc., will be established to assure the activity and regularity.

Because early detection of a potential problem is generally a valuable assistance in correcting it, follow-up communication and monitoring of borrowing businesses may be made after loan closing

until full repayment. Should payment monitoring indicate a delinquency, a written notice or reminder will be generated and forwarded promptly 10 days after the due date, and if subsequently needed 20 days after the due date. Thereafter, personal contact will be made, by phone or inspection at the site, for discussion of problems. The follow-up and direction, at this point, will be driven by an assessment of problems after considering all conditions then existing.

If allowing additional time to bring any payments current becomes inappropriate, modification or revision of the loan agreement will be considered if workable and beneficial to the health of the business. Modifications will not be approved unless they enhance the borrower's repayment ability without detriment to the BAF. The borrower must make a good faith effort under these conditions and not have a hopeless situation. While considering the legitimate special needs of the borrower, the BAF will operate in a manner that also protects its assets. Should default occur which does not show reasonable prospects for remedy, the BAF will move against the loan collateral and assets of the borrower and guarantors, as appropriate.

E. Other Requirements

In general, staff will obtain assurances of regulatory compliance before a BAF loan is disbursed; monitor for compliance during the payback period; and in a case of confirmed and irremediable non-compliance, call the loan.

F. Amendments

The BAF Plan may be amended at any time by a duly approved resolution of the Veneta City Council.



Business Assistance Fund Checklist

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Business Assistance Fund Application Checklist

Before filling out an application:

- Schedule a meeting with staff to discuss the project, providing a project narrative.

Application:

1. BAF Loan/Grant Application Form

Business description:

2. Completed Business or Strategic Plan
3. A history and description of the business
4. Résumés of the principals involved in day-to-day management

Project description:

5. Description of project
6. Copy of cost estimates
7. Use and source of proceeds

Financial documents:

8. Personal financial statement
9. Personal credit report(s)
10. Personal tax returns for the last 3 years
11. Financial statements for the business/organization for the last 3 years
12. Current financial statements (within 90 days) for the business/organization
13. Business/organization tax returns for the last 3 years
14. Projected monthly cash flow for 12 months with assumptions
15. Projected annualized income statement for two years with assumptions
16. Opening balance sheet
17. Schedule of business/organization long term debt
18. List of collateral and its value

If applicable:

- Articles of Incorporation and Bylaws (if corporation)
 Articles of Incorporation and Operating Agreement (if LLC)
 Partnership Agreement (if partnership)
 Business License and Business Name Statement (if proprietorship)
 Franchise Agreement (if applicable)
 Environmental Information (if secured by real estate)
 Standard Flood Hazard Determination (if secured by real estate)



Business Assistance Fund Loan/Grant Application

PO Box 458 * Veneta, OR 97487 * 541-935-2191 * Fax 541-935-1838 * www.venetaoregon.gov

Business Assistance Fund Loan/Grant application information and accompanying financial records that are submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.

APPLICANT						
Full Legal Name of Borrower(s) and/or Company/Organization:				Telephone Numbers:		
				Business:		
				Personal:		
				Fax:		
Primary Contact:			SSN or Tax ID #:			
Street Address:						
City:			State:		Zip:	
Billing Address (If different from above):						
City:			State:		Zip:	
Proposed Business Address (If different from above):						
City:			State:		Zip:	
Nature of Business:				Date Established:	Date Under Current Management:	
Type of Assistance Requested:	<input type="checkbox"/> Microloan	<input type="checkbox"/> Business Assistance Loan	<input type="checkbox"/> Project Assistance Grant			
Type of Entity:	<input type="checkbox"/> Corp.	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Prop.	<input type="checkbox"/> S Corp.	<input type="checkbox"/> Nonprofit
COMPANY OWNERSHIP						
(List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership						
Name			Title		% of Ownership	
					%	
					%	
					%	
						Total: 100%
AFFILIATES						
(List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)						
Company Name			Owner (Applicant Company or Individuals)		% of Ownership	
					%	
					%	

PROJECT				
Purpose of Loan (Provide a brief description of use of funds.)				
Project Cost	Project Costs	Collateral Offered	Present Market Value	Present Loan Balance
Real Estate Acquisition	\$	Land	\$	\$
New Construction/Expansion Repair	\$	Building	\$	\$
Acquisition/Repair of Machinery or Equipment	\$	Machinery & Equipment	\$	\$
Inventory Purchases	\$	Furniture	\$	\$
Working Capital (including Loan Fees)	\$	Fixtures	\$	\$
Acquisition of Existing Business	\$	Accounts Receivable	\$	\$
Other:	\$	Inventory	\$	\$
Other:	\$	Real Estate	\$	\$
Other:	\$	Other	\$	\$
Total Project	\$	Total Collateral	\$	\$
Equity/Capital Injection/Down Payment	\$	Source of Applicant's Equity/Capital Injection:		
Requested Loan Amount	\$			
Requested Repayment Terms	yrs.	mo.		
LEASE INFORMATION				
Do you have a lease for the property your business now occupies?		<input type="checkbox"/> Yes		<input type="checkbox"/> No
Monthly Rent: \$	Years remaining on lease:		Renewal Option:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Renewal option: If answered "yes," provide details; attach a separate sheet if necessary:				
OTHER INFORMATION				
Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant an endorser, guarantor, or co-maker for obligations not listed in its financial statements?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant use or store any hazardous/toxic materials, or produce hazardous/toxic waste?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation; (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant owe any taxes for years prior to the current year?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant maintain key-person life insurance on any owner, officer, or shareholder?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Life Insurance Agent:	Insurance Company:	Telephone:
Name of Insured:	Beneficiary:	Amount:
		\$
Accountant Name:		Telephone:
Attorney Name:		Telephone:
Business Insurance Agent:		Telephone:
Residential Insurance Agent:		Telephone:
Real Estate Agent:		Telephone:

AGREEMENT

- By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state) and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification.
- You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated.
- You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application.
- You acknowledge that you are applying for credit from the City of Veneta.
- **You agree to pay the \$100 non-refundable application fee when submitting your application.**

Authorized Signature	Authorized Signature
Print Name	Print Name
Title	Title
Date	Date
Social Security or Tax ID Number	Social Security or Tax ID Number

Return with \$100 payment to:
 Ric Ingham, City Administrator
 City of Veneta
 88148 8th Street/PO Box 458
 Veneta, OR 97487

Phone: 541-935-2191
 Fax: 541-935-1838

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Community Emergency Notification System

Meeting Date: June 27, 2016
Department: Emergency Preparedness Specialist

Staff Contact: Julie Reid
Email: jreid@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 316

ISSUE STATEMENT

As a measure of disaster preparedness, should the City adopt and promote the use of a community emergency notification system for its citizens?

BACKGROUND

In the event of an emergency, the City of Veneta has an available, free option to improve its community emergency notification system to capture the growing number of citizens who no longer use land phone lines. Lane County has established such a community emergency notification system from AlertSense. AlertSense is newer technology that can provide notification to cell phones with a phone call, a text, or an email (or all three) for various types of emergencies or events. The number is linked to an address, has a simple sign up method, and it is easy to unsubscribe if moving out of the area.

Current notification systems include:

Emergency Alert System – This is the TV broadcast with news crawl, and radio alert, and can be activated through a request by a City official.

KOCF Radio Station – Chief Ney has access to make a local broadcast through this radio station.

Reverse 911 – This technology can call specified geographic areas based on their land line phone number upon request of a City official.

RELATED CITY POLICIES: Unknown

COUNCIL OPTIONS

1. Adopt AlertSense as the City's community emergency notification system.
Minimal financial impact (cost of flyers, etc.)
2. No Action

CITY ADMINISTRATOR'S RECOMMENDATION

Utilize AlertSense as the City's primary emergency notification system.

SUGGESTED MOTION

“I make a motion to adopt and promote the use of AlertSense as the City’s community emergency notification system.

ATTACHMENT: A. Flyer



GET NOTIFIED!!

COMMUNITY EMERGENCY NOTIFICATION SYSTEM

Sign up online to receive emergency alerts on your **cellphone** that could directly impact you and your family.

It's Fast and it's Free!

- Severe Weather
 - Fire
 - Flooding
 - Crime/Imminent Danger
 - Evacuation Alert
 - Local Area Emergency
 - Missing Persons/Amber Alert
 - You choose your Alerts



<http://public.alertsense.com/SignUp/?regionid=1087>

Or, go to www.lanecounty.org >> Click on "Your Government" tab mid-page >> Emergency Preparedness >> top of page says Alert Me! Click on the "Sign up now" link.

This free service sponsored by Lane County allows emergency responders to send emergency alerts and issue recommendations.

It's Easy!

- This service is for your cellphone and VoIP phone. Landline phones are already in the system.
- Notifications are sent by your preferred contact method – phone messages, texts, and emails.
- Phone numbers are linked to your address. You will receive notifications even if you are out of town.
- If you move, you will need to update, or easily unsubscribe.
- You can download the Mobile App on Google Play or the iTunes Store: AlertSense, and an additional app to customize your locations: myAlerts

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Adoption of Updated Classification and Compensation Plans for Regular Positions

Meeting Date: June 27, 2016
Department: Human Resources

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

ISSUE STATEMENT

Does the Council approve a 1.2% cost-of-living increase and thereby updating the Classification Plan and Compensation Schedule for regular positions?

BACKGROUND

Classification Plan and Compensation Schedules are revised periodically for a variety of reasons. One reason is to grant a cost-of-living increase. This type of increase is made to the pay ranges for all regular positions and each step within the ranges.

The Employee Handbook states that a determination will be made as to whether economic conditions warrant a cost-of-living adjustment primarily based on the previous calendar year's CPI-U Portland (Consumer Price Index, Portland). During 2015 the Portland CPI-U increased 1.2%. It was determined that the economic conditions support an adjustment and; therefore, a 1.2% cost-of-living increase was included in the fiscal year 2016-2017 Proposed Budget. This is the only Compensation Package change requested by City staff.

The Proposed Budget was approved May 19, 2016; however, the City Council, per Resolution No. 1153, makes the final decision regarding cost-of-living adjustments.

RELATED CITY POLICIES

The recently adopted Resolution No. 1179 which revised the Classification Plan and Compensation Schedule will be repealed. Resolution No. 1153, "Amend the Employee Handbook of the City of Veneta and Repealing Resolutions No. 1114 and 1135."

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 currently written.

SUGGESTED MOTION

"I make a motion to approve Resolution No. 1197 updating the Classification Plan and Compensation Schedule of Regular Positions for Fiscal Year 2016-2017 and repealing Resolution No. 1179."

ATTACHMENTS

- A. CPI-U Information Sheet
- B. Section 9.40.10 of Employee Handbook

U.S. DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS
 Western Information Office, 90 7th St., Suite 14-100, San Francisco, CA 94103
 Information Staff (415) 625-2270 / Fax (415) 625-2351

PORTLAND-SALEM

01/19/16

Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

SEMI-ANNUAL AVERAGE				OVER-THE-YEAR PERCENT CHANGE			
YEAR	1st Half	2nd Half	ANNUAL AVERAGE	YEAR	1st Half	2nd Half	ANNUAL AVERAGE
1988	113.6	115.9	114.7	1988	3.4	3.6	3.4
1989	119.3	121.6	120.4	1989	5.0	4.9	5.0
1990	124.9	129.8	127.4	1990	4.7	6.7	5.8
1991	132.8	135.1	133.9	1991	6.3	4.1	5.1
1992	138.8	140.9	139.8	1992	4.5	4.3	4.4
1993	143.6	145.8	144.7	1993	3.5	3.5	3.5
1994	147.7	150.1	148.9	1994	2.9	2.9	2.9
1995	152.5	153.9	153.2	1995	3.2	2.5	2.9
1996	157.2	160.0	158.6	1996	3.1	4.0	3.5
1997	162.6	165.5	164.0	1997	3.4	3.4	3.4
1998	166.1	168.1	167.1	1998	2.2	1.6	1.9
1999	170.8	174.4	172.6	1999	2.8	3.7	3.3
2000	176.4	179.5	178.0	2000	3.3	2.9	3.1
2001	181.2	183.6	182.4	2001	2.7	2.3	2.5
2002	183.5	184.0	183.8	2002	1.3	0.2	0.8
2003	186.0	186.5	186.3	2003	1.4	1.4	1.4
2004	189.8	192.5	191.1	2004	2.0	3.2	2.6
2005	194.5	197.5	196.0	2005	2.5	2.6	2.6
2006	199.8	202.5	201.1	2006	2.7	2.5	2.6
2007	206.653	210.460	208.556	2007	3.4	3.9	3.7
2008	214.619	216.159	215.389	2008	3.9	2.7	3.3
2009	214.102	217.191	215.647	2009	-0.2	0.5	0.1
2010	217.508	219.179	218.344	2010	1.6	0.9	1.3
2011	223.105	226.077	224.590	2011	2.6	3.1	2.9
2012	228.746	230.811	229.779	2012	2.5	2.1	2.3
2013	233.735	237.322	235.528	2013	2.2	2.8	2.5
2014	239.751	242.679	241.215	2014	2.6	2.3	2.4
2015	242.976	245.405	244.190	2015	1.3	1.1	1.2

Table of over-the-year percent increases. An entry for 2ndHalf 2005 indicates the percentage increase from 2ndHalf 2004 to 2ndHalf 2005 (in this example 2.6 percent).

**From City of Veneta Handbook
Resolution No. 1153, June 2014**

9.40. Wage Adjustments

9.40.10. Cost of Living Adjustments.

- A. Each year, during the budget process, determination will be made whether or not economic conditions warrant a cost-of-living adjustment. The amount of such an adjustment will be determined primarily by using the CPI-U Portland from the previous calendar year.
- B. The City Administrator, or designee, shall assist the budget committee in their decision by gathering information and assisting with the analysis.
- C. If granted, cost of living adjustments shall be for all positions and steps within the City's Compensation Plan and generally, will be effective the first day of a new fiscal year.
- D. The City Council has final decision regarding cost of living adjustments.

CITY OF VENETA

RESOLUTION NO. 1197

A RESOLUTION UPDATING THE CLASSIFICATION AND COMPENSATION PLAN FOR REGULAR POSITIONS OF THE CITY OF VENETA FOR FISCAL YEAR 2016-2017 AND REPEALING RESOLUTION NO. 1179

WHEREAS, the City of Veneta desires to comply with Federal and State labor laws and maintain a fair compensation plan for its employees; and

WHEREAS, pursuant to the City of Veneta Employee Handbook paragraph 9.40.10(A) each year, during the budget process, determination will be made whether or not economic conditions warrant a cost-of-living adjustment. The amount of such an adjustment will be determined primarily by using the CPI-U (Consumer Price Index, Portland) from the previous calendar year; and

WHEREAS, pursuant to the City of Veneta Employee Handbook paragraph 9.40.10(D) the City Council has final decision regarding cost of living adjustments; and

WHEREAS, the 2015 CPI-U for the Portland metro area was 1.2%;

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

SECTION 1 Adoption. The Veneta City Council adopts the Classification and Compensation Plan for regular positions attached hereto as Exhibit A.

SECTION 2 Amendment Date. The amendments to the Classification and Compensation Plan shall take effect on July 1, 2016.

SECTION 3 Effective Date. This Resolution shall take effect immediately.

SECTION 4 Repealing Clause. Resolution No. 1179 is to be repealed on June 30, 2016.

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

XXXXXXXXXXXXXXXXXX

Thomas Cotter, Council President

ATTEST:
XXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

4.00%

Positions By Classification **Step 1** **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7** **Step 8** **Step 9** **Step 10**

Skilled: Level I (non-exempt)	High school diploma (or equivalent), relevant experience and/or certifications or assigned one or two concentrations (see list below)									
Office Support Specialist I	2,535	2,636	2,741	2,851	2,965	3,084	3,207	3,335	3,468	3,607
Utility Worker I	2,752	2,862	2,976	3,095	3,219	3,348	3,482	3,621	3,766	3,917

Skilled: Level II (non-exempt)	Associate's degree, Bachelor's degree, minimum of 3 years relevant experience or two any two of the following certifications (Water Treatment I, Water Distribution II, Wastewater Treatment II or Wastewater Collection II) or assigned two or three concentrations (see list below)									
Assistant City Recorder	2,967	3,086	3,209	3,337	3,470	3,609	3,753	3,903	4,059	4,221
Office Support Specialist II	2,743	2,853	2,967	3,086	3,209	3,337	3,470	3,609	3,753	3,903
Utility Worker II	2,990	3,110	3,234	3,363	3,498	3,638	3,784	3,935	4,092	4,256

Skilled: Level III (non-exempt)	Associate's degree, Bachelor's degree, minimum of 5 years relevant experience, or all of the following certifications (Water Treatment I, Water Distribution II, Wastewater Treatment II, Wastewater Collection II) or assigned three or more concentrations (see list below)									
Assistant Planner	3,235	3,364	3,499	3,639	3,785	3,936	4,093	4,257	4,427	4,604
City Recorder	3,025	3,146	3,272	3,403	3,539	3,681	3,828	3,981	4,140	4,306
Office Support Specialist III	3,025	3,146	3,272	3,403	3,539	3,681	3,828	3,981	4,140	4,306
Utility Worker III	3,262	3,392	3,528	3,669	3,816	3,969	4,128	4,293	4,465	4,644

Professional/Supervisory: (exempt)	Bachelor's degree, minimum of 3 years relevant experience (including supervisory), and relevant certifications									
Associate Planner	3,638	3,784	3,935	4,092	4,256	4,426	4,603	4,787	4,978	5,177
Management Analyst	3,638	3,784	3,935	4,092	4,256	4,426	4,603	4,787	4,978	5,177
Public Works Superintendent	4,358	4,532	4,713	4,902	5,098	5,302	5,514	5,735	5,964	6,203

Management: (exempt)	Bachelor's degree, Master's degree, or minimum of 5 years relevant experience									
Community Development Director	4,751	4,941	5,139	5,345	5,559	5,781	6,012	6,252	6,502	6,762
Finance and Administrative Services Director	4,535	4,716	4,905	5,101	5,305	5,517	5,738	5,968	6,207	6,455
Public Works Director	5,349	5,563	5,786	6,017	6,258	6,508	6,768	7,039	7,321	7,614

List of "concentrations" that can be assigned to any Office Support Specialist at Level I, II, or III

Accounts Payable	Cash Receipts	Finance Assistant	Payroll
Accounts Receivable	City Administrator Assistant	Human Resources	PW/Planning Assistant
Animal Control	Communications	IT	Reception
Assistant City Recorder	Court	Ordinance Enforcement	Utility Billing
Building/Electrical			

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Adoption of the Fiscal Year 2016-17 Budget

Meeting Date: June 27, 2016
Department: Finance

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

ISSUE STATEMENT

To operate legally past June 30, 2016, the City is required to adopt a budget for fiscal year 2016-17.

BACKGROUND

The Proposed Budget for fiscal year 2016-17 was presented to the Budget Committee on May 19, 2016. On that same date the Budget Committee approved the proposed budget without making any changes. The committee also imposed a tax levy, specified appropriations, and categorized the taxes.

After the budget is approved, the City Council is required, per ORS, to conduct a public hearing giving the public an opportunity to discuss any element of the approved budget with the Council. The notice for the hearing was published in the newspaper on June 1, 2016 and the hearing was conducted at the City Council's June 13, 2016 meeting.

The resolution being presented contains the necessary components for official action. The resolution also includes a change being recommended by staff. That is to increase the Materials and Services appropriation in the Storm-water Drainage Fund by \$30,000.

The change is being recommended to secure professional services to support staff's efforts in developing a Storm-water Master Plan. The total budget amount is not affected because the unappropriated fund balance in that fund has been reduced by the same amount.

COUNCIL OPTIONS

1. Approve resolution without changes
2. Approve resolution after requesting changes
3. Deny resolution and provide direction to staff

CITY ADMINISTRATOR'S RECOMMENDATION

Approve the resolution.

SUGGESTED MOTION

"I make a motion to approve Resolution No. 1198 a resolution adopting the operating budget for fiscal year 2016-2017; specifying appropriations; imposing taxes; and categorizing taxes imposed, as presented."

CITY OF VENETA

RESOLUTION NO. 1198

A RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2016-2017; SPECIFYING APPROPRIATIONS; IMPOSING TAXES; AND CATEGORIZING TAXES IMPOSED

PART I - ADOPTION:

BE IT RESOLVED that the Veneta City Council hereby adopts the budget, approved by the City of Veneta Budget Committee on May 19, 2016, for the 2016-2017 fiscal year in the total amount of \$20,299,254, of which \$12,347,585 is unappropriated and reserved, now on file at the Veneta Administrative Center, also known as City Hall; and

PART II - APPROPRIATIONS:

BE IT RESOLVED that for the fiscal year beginning July 1, 2016 in the amounts and for the purposes shown on Exhibit "A" a total of \$7,951,669 be appropriated; and

PART III - IMPOSING THE TAX

BE IT FURTHER RESOLVED that the Veneta City Council hereby imposes the taxes provided for in the adopted budget at the rate of \$5.6364 per \$1,000 of assessed value for operations; and in the amount of \$89,453 for bonded debt; and that these taxes are hereby imposed and categorized for the tax year 2016-2017 upon the assessed value of all taxable property within the City as of 1:00 a.m. July 1, 2016.

PART IV – CATEGORIZING THE TAX

	General Government Limitation	Excluded from Limitation
General, Law Enforcement, Planning and Parks & Recreations Funds	\$ 5.6364/1,000	\$ -0-
Debt Service Fund	\$ -0-	\$ 89,453

BE IT ALSO FURTHER RESOLVED that the Veneta City Council directs the Finance Director/Budget Officer to certify to the County Assessor of Lane County, Oregon, the tax levy made by this resolution and shall file required documents by July 15, 2016.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ___ day of June, 2016.

XXXXXXXXXXXXXXXXXXXXXXXXXX

Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

RESOLUTION NO. 1198 - EXHIBIT A

FUNDS BY TYPE	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTINGENCY	TOTAL TO BE APPROPRIATED
GENERAL FUND:							
GENERAL	326,910	324,568	24,500	-	-	75,000	750,978
SPECIAL REVENUE FUNDS:							
LAW ENFORCEMENT	-	871,997	450	-	-	2,500	874,947
PARKS & RECREATION	235,895	195,008	20,800	-	-	20,000	471,703
PLANNING	165,144	45,287	6,900	-	-	25,000	242,331
STREETS	170,615	604,762	383,100	-	9,000	100,000	1,267,477
STORMWATER	34,653	41,134	6,450	-	25,000	10,000	117,237
CONSTRUCTION - GOVERNMENTAL	-	-	39,800	-	14,300	-	54,100
INVERSE CONDEMNATION	-	100	-	243,000	-	-	243,100
ZUMWALT	-	42,568	-	-	32,000	-	74,568
BUSINESS ASSIST LOAN/GRANT	-	39,050	-	-	1,000	-	40,050
LOCAL IMPROVEMENT	-	550	135,000	170,699	-	-	306,249
ENTERPRISE FUNDS:							
WATER	292,155	389,239	24,500	289,579	5,000	100,000	1,100,473
SEWER	358,575	503,238	24,500	190,649	195,000	100,000	1,371,962
WATER SDC	-	25	150,000	141,579	-	-	291,604
SEWER SDC	-	25	5,000	412,911	-	-	417,936
CAPITAL PROJECT FUNDS:							
CAPITAL PROJECT-NEW POOL	-	25	65,000	-	-	-	65,025
CAPITAL PROJECT- W BRDWAY DEVELOPMENT	-	300	25	-	-	-	325
DEBT SERVICE FUND:							
DEBT SERVICE	-	-	-	86,604	-	-	86,604
RESERVE FUNDS:							
PW EQUIPMENT	-	-	25,000	-	-	-	25,000
GOVERNMENTAL RESERVE	-	-	-	-	150,000	-	150,000
ENTERPRISE RESERVE	-	-	-	-	-	-	-
TOTALS	\$ 1,583,947	\$ 3,057,876	\$ 911,025	\$1,535,021	\$ 431,300	\$ 432,500	\$ 7,951,669

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: State Revenue Eligibility for Fiscal Year 2016-17

Meeting Date: June 27, 2016
Department: Finance

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

ISSUE STATEMENT

To remain eligible for State Shared Revenue apportionments the City Council needs to consider and approve two resolutions.

BACKGROUND

The State of Oregon collects Cigarette, Liquor and Highway Gas Taxes. The State then, as required by Oregon Revised Statutes (ORS) “shares” a portion of the money collected with cities and counties. For the upcoming fiscal year it is estimated that the City of Veneta could receive \$372,759.

To be eligible to receive the shared revenue each city and county must hold two public hearings and approve two resolutions. The first hearing is conducted by the budget committee and the second one is conducted by the City Council. The purposes of the resolutions are to verify that the City provides certain services and to officially notify the State that we wish to receive the revenue.

The City of Veneta’s Budget Committee conducted its hearing on May 19, 2016. There were no public comments. The City Council conducted its hearing on June 13, 2016. There were no public comments.

The resolutions referred to above follow this summary. They should be considered individually for approval.

COUNCIL OPTIONS (For each resolution)

1. Approve resolutions without changes
2. Approve resolutions after requesting changes
3. Deny resolutions and provide direction to staff

CITY ADMINISTRATOR’S RECOMMENDATION

Approve both resolutions.

SUGGESTED MOTION

“I make a motion to approve Resolution No. 1199 a resolution certifying that the City provides four or more municipal services, as presented.”

“I make a motion to approve Resolution No. 1200 a resolution declaring the City’s election to receive state share revenues, as presented.”

CITY OF VENETA

RESOLUTION NO. 1199

**A RESOLUTION CERTIFYING THAT THE CITY PROVIDES
FOUR OR MORE MUNICIPAL SERVICES**

WHEREAS, ORS 221.760 provides as follows:

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

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

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

RESOLVED, that the City of Veneta hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760: (1) police protection, (3) street construction, maintenance, and lighting, (4) sanitary sewer, (5) storm sewers, (6) planning, zoning, and subdivision control, and (7) water services.

NOW, THEREFORE, be it resolved by the Veneta City Council that the City of Veneta hereby certifies that it provides the municipal services as enumerated in the above paragraph.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ___ day of June, 2016.

XXXXXXXXXXXXXXXXXXXX
Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder

CITY OF VENETA

RESOLUTION NO. 1200

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

WHEREAS, the City of Veneta is eligible to receive state-shared revenues (cigarette, liquor, and highway taxes) under ORS 221.760; and

WHEREAS, a resolution declaring the City's election to receive state-shared revenue is required for each fiscal year; and

WHEREAS, the fiscal year 2016-17 approved budget includes these revenues as a resource; and

WHEREAS, receiving state-shared revenue enables the City to maintain the current level of municipal services as in previous years; therefore be it

RESOLVED, that pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2016-2017.

NOW, THEREFORE, be it resolved that the City of Veneta hereby elects to receive state-shared revenue for fiscal year 2016-17.

PASSED by the Veneta City Council this ___ day of June, 2016.

APPROVED by the Mayor this ___ day of June, 2016.

XXXXXXXXXXXXXXXXXXXXX

Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

I, Darci Henneman, certify that a public hearing before the Budget Committee was held on May 19, 2016 and a public hearing before the City Council was held on June 13, 2016, giving citizens an opportunity to comment on use of State Shared Revenue.

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Classifying the Transportation Utility Fee

Meeting Date: June 27, 2016
Department: Finance

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

ISSUE STATEMENT

The City Council recently adopted by resolution a Transportation Utility Fee that will become effective July 1, 2016. A resolution is now needed to classify the fee.

BACKGROUND

Ordinance No. 527 adopting a Transportation Utility Fee to be billed to all users of the City's Transportation (Street) System was approved for final enactment on May 9, 2016 and the fee amounts were approved, by resolution, on June 13, 2016. Certain fees when they are first enacted need to be officially classified as subject or not subject to the limits of Article XI, Section 11b of the Oregon Constitution (Measure 5).

The City's Transportation Utility Fee is an incurred charges and thus not subject to the limits of Article XI, Section 11b of the Oregon Constitution.

RELATED CITY POLICIES:

Ordinance No. 527; Resolution No. 1192

COUNCIL OPTIONS

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

CITY ADMINISTRATOR'S RECOMMENDATION

Approve the resolution as presented.

SUGGESTED MOTIONS

"I make a motion to approve Resolution No. 1201, a resolution classifying the Transportation Utility Fee, as presented."

ATTACHMENTS

None

CITY OF VENETA

RESOLUTION NO. 1201

A RESOLUTION CLASSIFYING CERTAIN FEES AND CHARGES AS NOT SUBJECT TO LIMITATIONS OF ARTICLE IX, SECTION 11b OF THE OREGON CONSTITUTION (MEASURE 5)

WHEREAS, Article XI, Section 11b of the Oregon Constitution (Measure 5) imposes limits on only certain types of fees and charges imposed by local governments; and

WHEREAS, ORS 305.583, enacted by the 1990 Legislature to implement Article XI, Section 11b, provides that local governments may adopt resolutions classifying its existing fees and charges as either subject to, or not subject to the limits in Article XI, Section 11b of the Oregon Constitution; and

WHEREAS, if a local government adopts such a classifying resolution, ORS 305.583(8) requires that notice of the adoption be published within fifteen (15) days of the adoption to ensure that the public is notified of the action and has an opportunity to challenge the classification in court; and

WHEREAS, if no challenge is brought against the classification within sixty (60) days after adoption of the resolution, and assuming that notice is published as required, ORS 305.583 then prohibits any challenge at a later time to challenge the local government's classification of a fee or charge as not subject to the limits in Article XI, Section 11b of the Oregon Constitution, thereby providing the local government additional certainty in preparing and relying on its budget; and

WHEREAS, it is in the public interest that the recently adopted Transportation Utility Fee be classified as not subject to the limits of Article XI, Section 11b of the Oregon Constitution at this time.

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

SECTION 1 Classification of Fee. The Transportation Utility Fees set forth on Exhibit "A", attached hereto and incorporated herein by reference, are classified as incurred charges and thus not subject to the limits of Article XI, Section 11b of the Oregon Constitution.

SECTION 2 Publication. Within fifteen (15) days of the adoption of this Resolution, the City Council Recorder shall cause to be published in a newspaper of general circulation within the City, a notice of adoption of this resolution classifying fees and charges. The notice shall:

- a. Appear in the general news section of the newspaper, not in the classified advertisements;
- b. Measure at least three (3) square inches;
- c. Be printed in a type size at least equal to eight (8) point type; and
- d. State that the City Council has adopted a resolution classifying its Transportation Utility Fee as not subject to the limits of Article XI, Section 11b of the Oregon Constitution, that the reader may contact a designated City official to obtain a copy of the

resolution, and that judicial review of the classification may be sought within sixty (60) days of the date the resolution was adopted.

SECTION 3 Effective Date. This resolution shall become effective on July 1, 2016.

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

XXXXXXXXXXXXXXXXXXXXX

Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

Exhibit A

CITY OF VENETA

RESOLUTION NO. 1192

**A RESOLUTION ESTABLISHING TRANSPORTATION UTILITY FEES
AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL
STREET SYSTEM**

WHEREAS, the City Council of Veneta recognizes the need for pavement preservation and improvement of the City's street system and a funding mechanism; and

WHEREAS, the Council adopted Ordinance No. 527 in May 2016, which created policy guidance for the collection of a Transportation Utility Fee; and

WHEREAS, Ordinance No. 527 authorizes the establishment of Transportation Utility Fees by resolution; and

WHEREAS, the intent of the City Council was to charge all developed, improved property located within the City's limits regardless of whether or not the property receives other utility services from the City; and

WHEREAS, the City Council has provided an opportunity for public comment as required by ORS 294.160;

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

SECTION 1 Billing Term. The Transportation Utility Fee shall appear on the monthly water, sewer or other utility bill and is referred to herein as the "Street Utility Fee".

SECTION 2 Street Utility Fees. The following Street Utility Fee shall apply to occupied premises within the City's limits per the terms of Ordinance No. 527, codified at VMC 3.15.

1. Residential:

Residences, Churches and all other residential property shall be charged a street utility fee of **\$3.00** per billing unit per month.

2. Non-Residential:

Commercial, industrial and all other non-residential property shall be charged a street utility fee of **\$6.00** per billing unit per month.

3. Other Rules:

(a) All street utility charges outlined in this section shall be for the preceding month (i.e. October 1 billing covers the period September 1 through September 30).

(b) All street utility charges outlined in this section shall be charged whether or not water usage has occurred during the month.

(c) All street utility charges will be pro-rated for partial service months, based on a fixed 30-day month. Such proration shall only apply when the City has been notified in writing of a change in responsible party, a change in the account status or other circumstance in which proration is deemed, by the City, to be appropriate

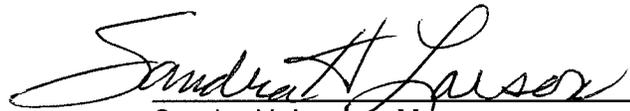
SECTION 3 Miscellaneous Fees.

Non-sufficient funds fee	\$ 25.00
Repair of damage to City's street system or components	Cost plus 20%

SECTION 4 Other Definitions, Terms, Policies, and Procedures. Unless otherwise set forth herein, the definitions, terms, policies and procedures relating to the City's provision of utility and other services under this Resolution are those established by Ordinance No. 527 codified at VMC 3.15.

SECTION 5 Effective Date. This resolution shall take effect on July 1, 2016.

PASSED AND ADOPTED by the Veneta City Council this 13 day of June, 2016.


Sandra H. Larson, Mayor

ATTEST:


Darci Henneman, City Recorder

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Award of Contract for the City of Veneta 2016 Pavement Preservation Projects.

Meeting Date: June 27, 2016
Department: Public Works

Staff Contact: Kyle Schauer
Email: kschauer@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 313

ISSUE STATEMENT

Will the City Council authorize staff to enter into contract with Wildish Construction to construct the 2016 Pavement Preservation Projects?

BACKGROUND

On June 16, bidding for the City of Veneta 2016 Pavement Preservation Projects closed. The project calls for grind out and replacement of the asphalt for the following street sections:

Parkside Drive from 8th Street to 10th Street.
Broadway Avenue from 4th Street to 6th Street.
5th Street from McCutcheon to Broadway Avenue.
East Broadway from Territorial Road approximately 400 feet east.
Cheney Drive from Territorial Road to East Bolton Road

The City received three bids for the project. They were as follows:

Knife River Corporation:	\$228,228.22
Eugene Sand Construction:	\$225,680.00
Wildish Construction:	\$204,160.00

Wildish Construction's bid is the lowest, most responsive bid for the project. Branch Engineering, Inc. has vetted out the bids and has recommended awarding the bid to Wildish Construction.

It is also recommended that the City add a contingency of about 10% to the budget for a total request not to exceed \$225,000.

RELATED CITY POLICIES

The project is budgeted for construction under the Street Fund in the 2016/2017 budget year as part of the City's six-year Pavement Preservation Plan.

COUNCIL OPTIONS

1. Authorize staff to enter into contract with Wildish Construction and proceed with the project.
2. Deny the request.
3. Postpone decision pending more information.

CITY ADMINISTRATOR'S RECOMMENDATION

The City Council authorize staff to enter into contract with Wildish Construction to construct the 2016 Pavement Preservation Projects for an amount not to exceed \$225,000.

SUGGESTED MOTION

"I make a motion to authorize City staff to enter into contract with Wildish Construction to construct the 2016 Pavement Preservation Projects for an amount not to exceed \$225,000."

ATTACHMENTS

1. Recommendation to Award letter from Branch Engineering, Inc.
2. Bid Tabulation for the 2016 City of Veneta Pavement Preservation Projects.
3. Summer 2016-Pavement Preservation Projects Map.



June 17, 2016

City of Veneta
88184 Eighth Street
Veneta, OR 97487
ATTN: Kyle Schauer, Public Works Director

**RE: 2016 - VENETA PAVEMENT PRESERVATION PLAN
Engineer's Recommendation for Award of Contract**

The City received the following bids for the 2016 Veneta Pavement Preservation Plan:

- | | |
|-----------------------------------|---------------------|
| 1. <u>Wildish Construction</u> | <u>\$204,160.00</u> |
| 2. <u>Knife River Corporation</u> | <u>\$228,228.22</u> |
| 3. <u>Eugene Sand</u> | <u>\$225,680.00</u> |

I have reviewed all bid packages and found them to be complete and responsive. Wildish Construction has presented the lowest bid for the project.

I recommend that the contract be awarded to Wildish Construction in the amount of \$204,160.00.

Respectfully submitted,

Lane Branch, P.E., Principal
Branch Engineering, Inc.

CITY OF VENETA
PUBLIC WORKS DEPARTMENT
DATE: June 16, 2016

PROJECT: 2016 Veneta Pavement Preservation Plan

NOTICE OF BID RESULTS

<u>CONTRACTORS</u>		<u>BID AMOUNT</u>	<u>COMPLETE</u>
<u>1. Wildish Construction</u>	Base	\$ 204,160.00	YES
<u>2. Knife River Corporation</u>	Base	\$ 228,228.22	YES
<u>3. Eugene Sand Construction</u>	Base	\$ 225,680.00	YES

COMMENTS: LOW BID IS – WILDISH CONSTRUCTION

NOTICE OF INTENT TO AWARD
June 16TH, 2016 BID OPENING

THIS IS NOT A NOTICE OF AWARD OR A NOTICE TO PROCEED

PROJECT # 16-006a
PROJECT: 2016-Veneta Pavement Preservation Plan

Wildish Construction for the Base Bid of \$ 204,160.00



VENETA 2016 PAVEMENT PRESERVATION IMPROVEMENT PLAN

VENETA, OREGON

DATE: MAY 24, 2016
 DRAWN BY: ARES
 DESIGNER: LB
 PROJECT NO.: 16-006A
VICINITY MAP

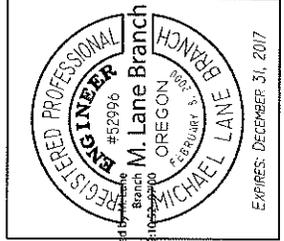
1

SHEET INDEX

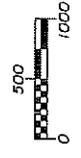
SHEET 1	VICINITY MAP
SHEET 2	PAVEMENT PRESERVATION NOTES AND DETAILS
SHEET 3	5th ST AND BROADWAY AVE PAVING AND STRIPING PLAN
SHEET 4	PARKSIDE DR AND E BROADWAY AVE PAVING AND STRIPING PLAN
SHEET 5	CHENEY DR AND CHENEY CT PAVING AND STRIPING PLAN

LEGEND

PROJECT BOUNDARY



Digitally signed by M. Lane Branch
 Date: 2016.05.24 09:04:00 -0700



VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Repeal of Previously Imposed Marijuana Tax

Meeting Date: June 27, 2016
Department: City Administration

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

ISSUE STATEMENT

Does the Council wish to repeal Ordinance No. 515 that imposed a tax on the sale of marijuana and marijuana-infused products?

BACKGROUND

Prior to Oregon voters' approval of Measure 91 (M91) the City Council chose to adopt Ordinance No. 515 as a preemptive effort to ensure our Home Rule authority to impose a recreational marijuana tax on the sale of all marijuana and marijuana-infused products sold within the City limits.

Measure 91 was subsequently approved during the 2014 general election. In order to clean-up several conflicting issues contained within M91 the Oregon legislature met in the spring of 2015. That session resulted in passage of House Bill 3400. That Bill established Oregon Revised Statute (ORS) 475B.345 outlining that marijuana products could only be taxed at the retail point of sale, nullifying any pre-emptive tax measures that had been passed by Oregon cities or counties. Additionally, the ORS outlined that any new tax could only be imposed by the voters of a municipality at the general election in November 2016.

Council is being asked to repeal Ordinance No. 515 by passing Ordinance No.535.

RELATED CITY POLICIES OR ASSOCIATED COST

The Council held an extensive Worksession on October 13, 2014 that resulted in passage of Ordinance No. 515 during a regular Council meeting that same day. That material can be made available for Council's review.

CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the City Council repeal Ordinance No. 515 in order to remove unenforceable code language.

COUNCIL OPTIONS

- 1) Approve Ordinance No.535
- 2) Choose to modify language in Ordinance No. 535 before approving it.
- 3) Choose not to approve Ordinance No. 535 and leave conflicting language in our code.

SUGGESTED MOTION

"I make a motion to approve Ordinance No. 535 for first reading by title only.

ORDINANCE NO. 535

AN ORDINANCE REPEALING ORDINANCE NO. 515

WHEREAS, on October 13, 2014, the Veneta City Council adopted Ordinance No. 515, an ordinance adopting Chapter 3.40 of the Veneta Municipal Code and imposing a tax on sales of medical and recreational marijuana in the City of Veneta; and

WHEREAS, following the City’s adoption of Ordinance No. 515, the Oregon Legislature adopted ORS 475B.345, which allows cities in Oregon to impose a 3% tax on retail recreational marijuana sales, if that 3% tax is approved by the voters of the City at the general election in November of 2016; and

WHEREAS, ORS 475B.345 prohibits cities from imposing all other taxes and fees on the production, processing, or sale of marijuana; and

WHEREAS, Ordinance No. 515 is now preempted by state law and is unenforceable;

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

Section 1 Chapter 3.40 of the Veneta Municipal Code is hereby repealed.

Section 2 Effective Date. This ordinance shall take effect on the 30th day after adoption by the Council and signature by the Mayor.

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

READ FOR A SECOND TIME, BY TITLE ONLY, this ____ day of July, 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 July, 2016.

XXXXXXXXXXXX

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

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder
Executed this ____ day of _____

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Recreational Marijuana Tax Referral

Meeting Date: June 27, 2016
Department: City Administration

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

ISSUE STATEMENT

Does the Council wish to refer a 3% tax on recreational marijuana to the voters at the November General Election?

BACKGROUND

At the June 13, 2016 City Council meeting the Council discussed placing a 3% tax on the sale of recreational marijuana products within Veneta's City limits. State statute 475B.345 allows municipalities to refer to the voters at a General Election the creation of up to a 3% tax on the retail sales of recreational marijuana products.

As a result of the discussion at the June 13th meeting legal counsel prepared the resolution and corresponding election material to call for an election and to place the measure creating a 3% recreational marijuana tax at the upcoming General Election. If passed by the voters the tax would go into effect on January 1, 2017.

If the Council chooses to adopt Resolution No.1202 they will be calling for the election and adopting the ballot title and explanatory statement. For the measure to be placed on the ballot, City legal counsel is recommending that the County Elections Officer receives all material by August 19th.

RELATED CITY POLICIES OR FISCAL IMPACT

Repealing Ordinance No. 515 would remove prior adopted language that is now preempted by state law and is unenforceable. There is no cost for placing the measure on the ballot. At this time City staff does not have a good estimate of the amount of revenue the recreational tax will generate.

CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the City Council adopt Resolution No. 1202 referring to the voters a 3% tax on the sales of recreation marijuana.

COUNCIL OPTIONS

- 1) Adopt Resolution.
- 2) Modify the resolution or the related election material and then adopt the Resolution.
- 3) Choose not to adopt the Resolution and not refer the measure on to the November General Election.

SUGGESTED MOTION

"I make a motion to adopt Resolution 1202 as presented.

Attachments

- A) Ordinance 536
- B) Explanatory Statement

CITY OF VENETA

RESOLUTION NO. 1202

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 8, 2016, TO REFER TO THE VOTERS OF THE CITY OF VENETA, OREGON, A THREE PERCENT TAX ON RETAIL SALES OF RECREATIONAL MARIJUANA IN THE CITY OF VENETA AND ADOPTING A BALLOT TITLE AND EXPLANATORY STATEMENT

WHEREAS, Section 4 of the Charter of the City of Veneta provides:

The City has all powers which the constitution, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers; and

WHEREAS, ORS 475B.345 allows the City of Veneta to impose a local tax of up to 3% on retail sales of recreational marijuana items within the City if the local tax is approved by the voters of the City at general election; and

WHEREAS, the Veneta City Council desires to impose a 3% tax on the sale of recreational marijuana items by marijuana retailers in the City;

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

Section 1 A city election is called for the purpose of submitting to the qualified electors of the City of Veneta an ordinance imposing a three percent (3%) tax on sales of marijuana items by licensed recreational marijuana retailers within the City of Veneta, a copy of which is attached to this Resolution as Exhibit A and incorporated into this Resolution by reference.

Section 2 The ballot title for this measure shall be as follows:

CAPTION: City tax on recreational marijuana retailers' sale of marijuana items

QUESTION: Shall Veneta impose a tax on sales of marijuana items by recreational marijuana retailers in the city?

SUMMARY: If adopted by the voters, this measure would impose a city tax on sales of marijuana items (including marijuana, marijuana products and marijuana extracts) by recreational marijuana retailers licensed by the Oregon Liquor Control Commission and located within the City of Veneta. The City Council would have the authority to set the amount of the tax, but under no circumstances would the tax exceed three percent of the retail sales price of a marijuana item. The tax would be collected from consumers

by recreational marijuana retailers at the point of sale. Recreational marijuana retailers would remit the tax to the City. The city tax would be imposed in addition to any state taxes on the sale of marijuana items. The city tax would not be imposed on medical marijuana sales. Revenue collected from the tax would be used by the City to fund law enforcement, parks, and recreational activities.

Section 3 The City Council orders this City election to be held in the City of Veneta, Oregon, concurrently with the general election, on the 8th day of November, 2016, in accordance with the provisions of Chapter 254 of the Oregon Revised Statutes. The ballots shall be counted and tabulated and the results certified as provided by law.

Section 4 The election shall be conducted by Lane County. The County Clerk for Lane County is hereby instructed to prepare ballots and to take other actions necessary to conduct the election.

Section 5 If a majority of the legal voters of the City voting on this measure approve this measure, the ordinance attached as Exhibit A to this Resolution shall take effect on January 1, 2017.

Section 6 The explanatory statement for this measure attached as Exhibit B to this Resolution is hereby approved by the Council.

Section 7 This Resolution, including the proposed ballot title and explanatory statement, shall be delivered to the City Recorder on the date of its adoption.

Section 8 The City Recorder shall give notice of this measure as required by law and take such other actions and otherwise proceed with the election as provided by law and so as to carry out the purposes of this Resolution.

Section 9 This Resolution shall become effective immediately upon its adoption.

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

XXXXXXXXXXXXXXXXXXXX

Thomas Cotter, Council President

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

Exhibit A
ORDINANCE NO. 536

WHEREAS, Section 4 of the Charter of the City of Veneta provides:

The city has all powers which the constitution, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers; and

WHEREAS, ORS 475B.345 allows the City of Veneta to impose a local tax of up to 3% on retail sales of recreational marijuana items within the City if the local tax is approved by the voters of the City at a general election; and

WHEREAS, the City of Veneta desires to impose a 3% tax on the sale of recreational marijuana items by marijuana retailers in the City;

NOW THEREFORE, THE CITY OF VENETA ORDAINS AS FOLLOWS:

SECTION 1. Title 3, Chapter 3.40 of the Veneta Municipal Code is added as follows:

3.40.010 DEFINITIONS.

The following words and phrases as used in this Chapter shall have the following meanings:

- A. "City" means the City of Veneta.
- B. "Tax Administrator" means the City Administrator of the City of Veneta, the City Administrator's designee, and/or another individual or entity designated by the City to collect the tax on behalf of the City.
- C. "Consumer" means a person who purchases, acquires, owns, holds or uses marijuana items other than for the purpose of resale.
- D. "Marijuana item" means marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts as defined in ORS 475B.015.
- E. "Marijuana retailer" means a person licensed under ORS 475B.110 who sells marijuana items to a consumer in the State of Oregon.
- F. "Person" means individuals, corporations, associations, firms, partnerships, limited liability companies and joint stock companies.

G. "Retail sale price" means the total consideration paid to a marijuana retailer for a marijuana item by or on behalf of a consumer, excluding any tax.

3.40.020 TAX IMPOSED.

The City of Veneta hereby imposes a tax on each marijuana item sold to a consumer within the City of Veneta by a marijuana retailer. The Veneta City Council shall set the tax rate by resolution; however, the tax rate adopted by the City Council shall not exceed three percent (3%) of the retail sale price for each marijuana item sold. The tax constitutes a debt owed by the consumer to the City and shall be extinguished only by payment to the marijuana retailer or to the City.

3.40.030 COLLECTION.

The consumer shall pay the tax to the marijuana retailer at the time of the purchase or sale of the marijuana item. Every marijuana retailer shall collect the tax from the consumer at the time of the sale of a marijuana item. The tax collected by the marijuana retailer shall be held in trust by the marijuana retailer for payment to the City. The marijuana retailer shall remit the tax to the Tax Administrator. The Tax Administrator is authorized to exercise all supervisory and administrative powers with regard to the administration, collection and enforcement of the tax authorized by this Ordinance.

3.40.040 ACCOUNTING AND RECORDS.

- A. Every marijuana retailer must keep and preserve, in a generally accepted accounting format used for reporting revenue and taxes due on business activity, detailed records of all sales made and all taxes collected. Every marijuana retailer must keep and preserve such records for a period of six (6) years. The Tax Administrator shall have the right to inspect all such records at reasonable times.
- B. For purposes of determining the accuracy of any tax return or for the purpose of an estimate of taxes due, the Tax Administrator may examine any books, papers, records, or memoranda bearing upon the marijuana retailer's tax returns, including copies of the marijuana retailer's state and federal income tax returns and copies of the marijuana retailer's state marijuana tax returns. All books, invoices and other records shall be made available within the City for examination by the Tax Administrator during regular business hours.

3.40.050 PENALTIES AND INTEREST

- A. Any marijuana retailer who has not been granted an extension of time for remittance of tax due and who fails to remit any tax imposed by this Chapter prior to delinquency shall pay a penalty of ten percent of the amount of the tax due in addition to the amount of the tax.
- B. Any marijuana retailer who has not been granted an extension of time for remittance of tax due, and who fails to pay any delinquent remittance on or before a period of thirty days following the date on which the remittance first becomes delinquent shall pay a second delinquency penalty of fifteen percent of the amount of the tax due plus the amount of the tax and the ten percent penalty first imposed.
- C. If the Tax Administrator determines that the nonpayment of any remittance due under this Chapter is due to fraud or intent to evade the provisions of this Chapter, a penalty of twenty-five percent of the amount of the tax shall be added the amount of the remittance due, in addition to the penalties stated in subsections A and B of this section.
- D. In addition to the penalties imposed, any marijuana retailer who fails to remit any tax imposed by this Chapter shall pay interest at the rate of one-half of one percent per month or fraction thereof, without proration for portions of a month, on the amount of the tax due, exclusive of penalties, from the date on which the remittance first becomes delinquent, until paid.
- E. Every penalty imposed and any interest that accrues under the provisions of this Chapter shall be merged with, and become a part of, the tax required to be paid.

3.40.060 APPEAL

- A. Any person aggrieved by any decision of the Tax Administrator may appeal to the City Administrator by filing a notice of appeal with the Tax Administrator within ten days of the date the notice of the decision is served or mailed. The Tax Administrator shall fix a time and place for hearing the appeal and shall give the appellant ten days' written notice of the time and place of the hearing.
- B. Any person aggrieved by any decision of the City Administrator under subsection A of this Section may appeal to the Council by filing a notice of appeal with the Tax Administrator within ten days of the date the City Administrator's decision is served or mailed. The Tax Administrator shall transmit the notice, together with the file of the appealed matter, to the Council, who shall fix a time and place for hearing the appeal. The Council shall give the appellant not less than ten days written notice of the time and place of hearing the appeal.

3.40.070 REFUND

Whenever the amount of any tax imposed under this Chapter has been paid more than once or has been erroneously or illegally collected or received by the Tax Administrator, it may be refunded, provided a verified claim in writing therefor, stating the specific reason upon which the claim is founded, is filed with the Tax Administrator within three years from the date of payment. The claim shall be made on forms provided by the Tax Administrator. If the Tax Administrator approves the claim, the excess amount collected or paid may be refunded to, or may be credited on any amounts then due and payable from, the marijuana retailer from whom it was collected or by whom it was paid, and the balance may be refunded to the marijuana retailer or the marijuana retailer's administrators, executors or assignees.

3.40.080 APPORTIONMENT OF TAX REVENUE

The net proceeds collected from the tax imposed by this Chapter shall be allocated in equal shares to the City's Law Enforcement Fund and the City's Park and Recreation Fund. For the purpose of this section, net proceeds means the revenue received by the City from the tax and penalties imposed by this Chapter, after providing for the cost of administration and any refunds and credits.

SECTION 2 SEVERABILITY. Any provision of this Ordinance which proves to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision of this Ordinance, and the remaining provisions of this Ordinance shall remain in full force and effect.

SECTION 3 EFFECTIVE DATE. If approved by a majority of the voters of the City of Veneta at the statewide general election held on Tuesday, November 8, 2016, this ordinance shall take effect on January 1, 2017.

Exhibit B
Explanatory Statement

If this measure is approved by the voters of the City of Veneta, the City will impose a tax on sales of marijuana items (including marijuana flowers, marijuana concentrates, marijuana edibles and marijuana extracts) by recreational marijuana retailers licensed by the Oregon Liquor Control Commission (OLCC) and located within the City of Veneta. The City Council would have the authority to set the amount of the city tax, but the city tax could not exceed three percent of the retail sales price of a marijuana item.

The city tax would be collected from consumers by the recreational marijuana retailer at the point of sale. The recreational marijuana retailer would then remit the tax to the City.

After paying for the administrative costs associated with the tax, revenue raised by the tax will be allocated equally to the City's law enforcement fund and the City's park and recreation fund.

If approved, this city tax would be imposed in addition to any state marijuana taxes. This city tax would not be imposed on medical marijuana sales.

TO: Mayor Larson and Council Members
FROM: Ric Ingham, City Administrator
DATE: June 23, 2016
SUBJECT: 2016 Evaluation Process

Mayor Larson and I discussed last week how best to conduct my annual performance evaluation. It was determined that I would distribute the evaluation form for discussion at the June 27, 2016 council meeting but the actual evaluation will take place in executive session at the next possible meeting in either July or August.

Please don't hesitate to ask questions about the process or other matters related to the evaluation during the Council meeting, or feel free to contact me directly.

MANAGER EVALUATION FORM¹

SCORING MATRIX

1 – Needs improvement; 3 – Marginally met expectations; 5 – Met expectations;
7 – Exceeded expectations; 10 – Outstanding

Person Completing the Form

SECTION ONE: BEHAVIORS

1. ELECTED BODY RELATIONS

A.____ Does the manager carry out directives of the elected body as a whole rather than those of any one elected body member?

Comments: _____

B.____ Is the manager available for elected body consultation and responsive to elected body input and needs?

Comments: _____

C.____ Does the manager keep the elected body informed of important developments and current issues affecting the community?

Comments: _____

D.____ Does the manager maintain open lines of communication with the elected body as a body and with individual members?

Comments: _____

E.____ Does the manager assist in facilitating elected body consensus and in identifying and setting goals and policies?

Comments: _____

_____ **Total Score** (50 points possible)

2. LEADERSHIP AND POLICY EXECUTION

A.____ Does the manager implement elected body action in accordance with the intent of the elected body?

Comments: _____

B.____ Does the manager support the actions of the elected body after a decision has been reached?

Comments: _____

¹ 2015 City Administrator Evaluation

- C. _____ Does the manager enforce and carry out organizational policies?
 Comments: _____

- D. _____ Does the manager present comprehensive factual information and analysis of issues for elected body decisions, and ensure that the elected body receives timely and sound advice and information in evaluating policy initiatives?
 Comments: _____

- E. _____ Does the manager have the respect and confidence of the elected body, employees, the community, and government officials?
 Comments: _____

- F. _____ Does the manager articulate a vision that motivates the organization to perform consistent with the elected body's policy direction?
 Comments: _____

- _____ **Total Score** (60 points possible)

3. COMMUNICATION

- A. _____ Does the manager provide the elected body with reports (written and/or verbal) concerning matters of importance to the organization in a timely fashion, and does the manager provide equal information to all members of the elected body?
 Comments: _____

- B. _____ Does the manager continuously evaluate and enhance methods to provide information to the widest audience possible through the efficient use of resources and technology?
 Comments: _____

- C. _____ Does the manager prepare a sound, well-organized elected body meeting agenda with clear staff reports fairly describing the issues and outlining more than one alternative action?
 Comments: _____

- D. _____ Does the manager provide adequate, timely information and provide follow-up to individual elected body requests for information?
 Comments: _____

- E. _____ Does the manager serve as an effective advocate in communicating support for organizational policies, programs, and plans?
 Comments: _____

F. _____ Does the manager provide clear and concise oral explanations to the elected body at elected body meetings?
Comments: _____

_____ **Total Score** (60 points possible)

4. COMMUNITY AND INTERGOVERNMENTAL RELATIONS

A. _____ Is the manager approachable, accessible, available, and responsive to the community, and does the manager displays diplomacy and tact when responding to others?
Comments: _____

B. _____ Does the manager have a successful, working relationship with the news media?
Comments: _____

C. _____ Does the manager cooperate and work well with neighboring communities and other government units, such as the neighboring cities, the county, special-purpose districts, and the state and federal governments, and does the manager represent the community's interests through regular participation in local, regional, and state groups?
Comments: _____

D. _____ Does the manager project a positive public image, based on courtesy, professionalism, and integrity?
Comments: _____

_____ **Total Score** (40 points possible)

5. MANAGEMENT AND ADMINISTRATION

A. _____ Is the manager successful at recruiting and retaining competent personnel for city and does the manager ensure the fair and equitable treatment of employees?
Comments: _____

B. _____ Is the manager willing to try new ideas to supplement or stretch resources and improve the management of services and programs?
Comments: _____

C. _____ Does the manager anticipate problems and develop effective solutions for solving them?
Comments: _____

D. _____ Does the manager ensure that the organization's resources—human, material, and fiscal—are used wisely?
Comments: _____

E. _____ Does the manager structure administrative work plans designed to accomplish elected body's goals?
Comments: _____

_____ **Total Score** (50 points possible)

6. FINANCIAL MANAGEMENT

A. _____ Does the manager direct the preparation of a balanced budget that provides services at levels consistent with elected body policy and direction?
Comments: _____

B. _____ Does the manager makes the best possible use of available funds, conscious of the need to operate the organization in an efficient and effective manner?
Comments: _____

C. _____ Is the budget prepared in a readable and easy-to-understand format?
Comments: _____

D. _____ Does the manager keep the elected body apprised of major financial issues affecting the organization?
Comments: _____

E. _____ Does the manager monitor the budget to ensure that funds are spent correctly?
Comments: _____

F. _____ Does the manager evaluate programs and services (e.g., opportunities for cost reduction, revenue enhancement, incorporation of supplemental resources) and make adjustments as needed?
Comments: _____

_____ **Total Score** (60 points possible)

7. PERSONAL CHARACTERISTICS

A. _____ IMAGINATION: Does the manager show originality in approaching problems? Does he create effective solutions? Is he able to visualize the implications of various alternatives?
Comments: _____

B. _____ OBJECTIVITY: Does the manager take a rational, impersonal, and unbiased viewpoint based on facts and qualified opinions? Is he able to put aside his personal feelings when considering the community's best interest?

Comments: _____

C. _____ ENERGY: Is the manager energetic and willing to spend the time necessary to do a good job? Does he have good initiative, and is she a self-starter?

Comments: _____

D. _____ JUDGMENT AND DECISIVENESS: Is the manager able to reach quality decisions in a timely fashion? Are his decisions generally good? Does he exercise good judgment in making decisions and in his general conduct?

Comments: _____

E. _____ INTEGRITY: Is the manager honest and forthright in her professional capacities? Does he have a reputation in the community for honesty and integrity?

Comments: _____

F. _____ SELF-ASSURANCE: Is the manager self-assured of his abilities? Is he able to be honest with himself and take constructive criticism? Does he take responsibility his own mistakes? Is he confident enough to make decisions and take actions as may be required without undue supervision from the elected body?

Comments: _____

_____ **Total Score** (60 points possible)

Conclusions

In what areas has the manager excelled over the past year?

What areas need improvement? What constructive, positive ideas can you offer the manager to improve these areas?

Do you have other comments or observations you want to share with the manager?

Manager Comments:

COMPOSITE PERFORMANCE RATING

SECTION ONE: BEHAVIORS (with points possible)	TOTAL SCORE	AVERAGE SCORE
1. RELATIONS WITH ELECTED BODY (50)	_____	_____
2. LEADERSHIP AND POLICY EXECUTION (60)	_____	_____
3. COMMUNICATION (30)	_____	_____
4. COMMUNITY AND INTERGOVERNMENTAL RELATIONS (40)	_____	_____
5. MANAGEMENT AND ADMINISTRATION (50)	_____	_____
6. FINANCIAL MANAGEMENT (60)	_____	_____
7. PERSONAL CHARACTERISTICS (60)	_____	_____
<u>SECTION ONE</u> AVERAGE SCORE		_____

COMPENSATION ADJUSTMENT MECHANISM

Performance-based Adjustment Based on Comparable Cities' Manager/Administrator Compensation using Composite Performance Score:

- 0 to 2.49 No increase in base pay
- > 2.50 to 3.49 No increase or base pay equals 90 percent of comparables average (whichever is greater)
- > 3.50 to 5.49 Base pay equals average of comparables, no performance pay
- > 5.50 to 7.49 Base pay equals average of comparables plus 2% merit increase
- > 7.50 to 10.00 Base pay equals average of comparables plus 4% merit increase