

AGENDA
VENETA CITY COUNCIL
MONDAY, DECEMBER 12, 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 November 14, 2016 (pgs. 3-9)
 - b. Accounts Payable
 - i. Checks for Approval – Paid through November 29, 2016 (pgs. 11-16)
 - ii. To be Paid – Payable through December 6, 2016 (pgs. 17-26)
 - c. Public Works Activity Report for November 2016 (pgs. 27-28)
 - d. Banner Permit for Kids Akademy (previously approved by K. Schauer) (pg. 29)
 - e. Civic Calendar for January 2017 (pg. 31)

- 6:45 **4. COUNCIL BUSINESS AND REPORTS**
 - a. Business
 - (1) Recognition of Councilor Laura Ruff
 - (2) Lane County Sheriff’s Office Activity Report (pg. 33)
 - (3) Transportation Advisory Committee appointments (pgs. 35-37)
 - b. Council/Committee Liaison Reports

- 7:05 **5. STAFF REPORTS**
 - a. Community Development Director.....Kay Bork
 - (1) Transportation System Plan Timeline (verbal)
 - (2) Northeast Employment Center Specific Development Plan Amendment Options (pgs. 39-43)

 - 7:25 b. Finance Director.....Shauna Hartz
 - (1) City of Veneta Communication Plan Implementation Report (pgs. 45-57)
 - (2) Approval of Agreement with Oregon Infrastructure Authority (IFA), Acceptance of Specific Purpose Grant and Appropriating Expenditures
 - i. Agenda Item Summary (pgs. 59-60)
 - ii. Grant Agreement with Infrastructure Authority (IFA) (pgs. 61-70)
 - iii. **Resolution No. 1212** – A RESOLUTION ACCEPTING A SPECIFIC PURPOSE GRANT AND APPROPRIATING EXPENDITURES (pgs. 71-72)

 - 7:45 c. City Administrator.....Ric Ingham
 - (1) Establishing Recreational Marijuana Tax Rate
 - i. Agenda Item Summary (pg. 73)
 - ii. **Resolution No. 1211** - A RESOLUTION ESTABLISHING THE RATE OF A TAX ON THE SALE OF MARIJUANA ITEMS BY MARIJUANA RETAILERS IN THE CITY OF VENETA (pg. 75)
 - (2) November 8, 2016 Election Results
 - i. Acceptance of Laura Ruff’s Notification Declining the Write-In Candidacy (pg. 77)
 - ii. Declaration of Council Vacancy
 - iii. Proclamation Declaring Election of Candidates (pg. 79)
 - iv. Proclamation Declaring Passage of Measure 20-246 (pg. 81)
 - (3) Questions from Councilors

- 8:15 **6. OTHER**

8:25 7. **EXECUTIVE SESSION**
ORS 192.660(2)(m)(C)(v) – Storage Security

8:50 8. **ADJOURN**

Times are approximate. This meeting will be digitally recorded. Location is wheelchair accessible (WCA). Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 72 hours prior to the City Council meeting. To make your request, please contact the City Recorder at 541-935-2191(voice), or by e-mail at: dhenneman@ci.veneta.or.us or TTY Telecommunications Relay Service 1-800-735-1232.

Si necesita traductor en español o servicios de discapacidades (ADA) para asistir a una junta pública de la ciudad por favor llame con 72 horas de anticipación al 541-935-2191

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Minutes of the Veneta City Council

November 14, 2016

Present: Sandra Larson, Thomas Cotter, Thomas Laing, Laura Ruff

Absent: Tim Brooker

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork Community Development Director; Kyle Schauer, Public Works Director; Carrie Connolly, Legal Counsel; Steve Dobrinich; Economic Development Specialist; Darci Henneman, City Recorder; Shane Gofourth; Liz Killam; Sgt. Scott Denham, LCSO; Len Goodwin; Herb Vloedman; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:34 p.m.

2. PUBLIC COMMENT

Shane Gofourth, Veneta, OR

Mr. Gofourth said on behalf of the Lions Club, they would like to purchase a park bench to be placed in one of the City's parks as a service project. He said they would like to get permission from the Council prior to designing the bench.

In response to a question from Mayor Larson, Mr. Gofourth said it doesn't have to be in City Park and they are open to providing more than one bench.

3. CONSENT AGENDA

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

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

The consent agenda as approved included Minutes October 24, 2016 Work Session, Minutes for October 24, 2016, Accounts Payable - To be Paid – Payable through November 8, 2016, Civic Calendar for December 2016, Public Works Activity Reports for September & October 2016.

4. NEIGHBORHOOD WATCH PROGRAM PRESENTATION

Liz Killam reviewed the map and narrative with the Council. She said she wanted to thank Schauer for installing the Neighborhood Watch Program (NWP) signs throughout the City and that she appreciates the support the City provides to the NWP. Their groups are expanding and the captains meet regularly with Sgt. Denham to discuss among other things, how they can effectively and efficiently communicate among the six active groups, including the patrol group. She noted that there are no active groups in the west side of the City but she's working on soliciting some interest in that area.

Ms. Killam said local school buses have cameras and she suggested that information should be published in the Fern Ridge Review. She said bus drivers are also able to take still shot photos to identify people that don't obey bus traffic laws. She said the Shalimar Mobile Home Park group members are spread out within the park and the park owner installed cameras, which have been very effective in cutting back potential crime. She said they are hoping the City will continue to provide supplies and start up packets for new groups and Neighborhood Watch continues to look forward to working with the City and Lane County Sheriff's Office.

Mayor Larson thanked Ms. Killam for all of the positive work she and the Neighborhood Watch Program has been doing.

Sgt. Denham said the Neighborhood Watch Program has been very helpful to the deputies. They've evaluated how it has helped to identify hot spots within the City and one unique aspect is the captains

work together and direct only one person to communicate with the deputies. He said they step up to provide an extra set of eyes when there is no deputy in Veneta. He said background checks are no longer required to join a Neighborhood Watch Program which, in the past, seemed to deter people from joining.

After a brief discussion, it was the consensus of the Council to provide up to \$1000 to purchase five to 10 Neighborhood Watch signs. Ms. Killam was asked to let Schauer know where the signs should be installed.

Ms. Killam said the start-up packets are also great but the existing packets really have more information than they need, she will talk with Ingham about scaling back the start-up packets.

In response to a question from Mayor Larson, Ms. Killam said currently there are about 1300 vetted members.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Lane County Sheriff's Office Activity Report

Sgt. Denham said the call frequencies are down but activity has increased from last month – traffic stops and patrol checks. He said case numbers and calls are the same or down from last month as well as property crimes.

In response to a question from Mayor Larson, Sgt. Denham said Public Order calls are for disorderly subjects and suspicious persons or vehicles. He said the calls were high but were resolved or the subject wasn't located. He said these calls are also coming in from Neighborhood Watch, suspicious cars, etc.

Ingham said an annual wrap up will be provided after the first of the year to identify crime trends.

In response to a question from Mayor Larson, Sgt. Denham said property crimes happen in waves. He said when habitual offenders go to jail, activity may decrease but when they are released, the crime cycles back up. He said they will continue to watch that and hopefully remove a group of people that continually commit crimes in Veneta.

(2) Acceptance of City Councilor Tim Brooker's Resignation

MOTION: Thomas Cotter made a motion to accept Tim Brooker's resignation. Thomas Laing seconded the motion which passed with a vote of 4-0.

Declare Council Vacancy

MOTION: Thomas Cotter made a motion to declare that the Veneta City Council has a Council vacancy. Laura Ruff seconded the motion which passed with a vote of 4-0.

(3) Economic Development Committee Update

Len Goodwin, Chair of the Economic Development Committee (EDC), said the committee is making progress with getting the broadband survey out, working with Lane Transit District (LTD) on the Veneta bus schedule, and additional opportunities to get people out here to work. He said they are entering the second year of the Business Retention and Expansion program. He said a complicated issue has come up about the Northeast Employment Center (NEEC) and underlying code governing that district. He said a developer is wanting to purchase two adjoining lots – one within the NEEC and the other sits just outside the NEEC. He said the east side of the lot within the NEEC requires a 30 ft. vegetated buffer but because the developer wants to develop both lots, the Planning Commission realized it doesn't make sense to require a buffer between the two lots.

Also, a buffer along the east side of the outside parcel would take up 20% of that parcel. He explained how market trends have changed since the NEEC Specific Development Plan (SDP) was created almost 20 years ago and it's clear it is different than current market trends. He said after a thorough discussion, it was the consensus of the EDC that the Council should direct staff to review and update the SDP to address typical commercial industrial areas for the next 20 years. He said the SDP also includes a tree preservation plan but it's not clear if existing trees are to be preserved or if a tree buffer is to be planted, which doesn't seem appropriate for high visibility from the highway and it is somewhat contradictory for the kind of development the City is looking for. The EDC feels this too needs to be looked at and there was a consensus of the EDC that the Council should give direction to staff, the EDC, the Planning Commission, or all three, to address how to deal with the buffer in order to support the NEEC and future industrial/commercial development. He said the development on the table right now likely will not go forward if that buffer is required. He said the Planning Commission may allow the development and not require the buffer but a temporary solution is needed because updates to the SDP cannot be done in three weeks. He said hopefully the Council can find a solution to allow the development that's on the table for the NEEC.

In response to questions from Thomas Laing, Mr. Goodwin said changing the SDP will be a long and hard process but the Council could direct the Planning Commission to consider the effective use of the property as a potential reason to allow for a variance. He said he would like to see the buffer requirement go away but some type of screening should be required. He said the property the adjacent residence is zoned commercial.

Ingham said the NEEC and the Southwest Area Plan (SWAP) are unique overlays on top of the existing code. He said staff thinks this is an appropriate issue and the EDC is advocating to get businesses in the NEEC and commercial brokers have also identified some hindrances. He said a long term view and overhaul of the SDP is needed. He said it's an expensive process and it takes a lot of staff time.

Bork said the EOA talks about a lot of different types of development but staff hasn't looked at getting away from the campus type development. She said there may be some support for that but they haven't looked into it in detail. Another issue is that the tree preservation is already on the recorded plat so we're not sure how to deal with that.

Mayor Larson said we may lose development if we take the time to completely rework the Plan.

Ingham said it's hard for staff to take it on right now, unless the Council directs staff to rearrange the work plan and evaluate it as a partnership with the developer. He said we may bring Bob Parker in and we may want input from the developers and real estate brokers to address why we haven't been able to get that property developed.

In response to a question from Thomas Laing, Len Goodwin said the NEEC includes all types of zoning.

Len Goodwin suggested a short term solution would be to change the buffer requirement and notify all adjacent property owners. He said that reduces the time and effort involved by working with only the property owners that would be effected. He said other property owners in the SDP are not effected or impacted and it doesn't address the Highway 126 tree preservation requirement.

In response to a question from Laura Ruff, Ingham said at the December 12th meeting, staff can provide proposed short and long term solutions.

Mayor Larson said that's why we formed the EDC and we should listen when they suggest changes to the Council.

b. Council/Committee Liaison Reports

Mayor Larson said she attended the City Park Master Plan open house at the Community Center. She said it was not as well attended as they had hoped but people were actively participating. She said it was a good process. She said not a lot is happening at the school district but at the last work session the Board talked about how unbalanced enrollment is at Veneta and Elmira Elementary schools. She said Veneta has a few hundred more students and Elmira will have a brand new school. She said the boundaries may be rewritten or all kindergarten classes will be at Elmira. She said the final decision will be up to the parents but as Veneta continues to grow, the imbalance will increase.

6. STAFF REPORTS

a. Economic Development Specialist.....Steve Dobrinich

(1) Emergency Operations Plan Adoption

i. Agenda Item Summary

Steve Dobrinich provided the Emergency Operations Plan (EOP) for final adoption. He said Julie Reid provided the Council with the Plan on October 24th and since that time only a few formatting and housekeeping changes were needed but no major content changes were made. He said the basic Plan is complete and a few more changes are needed to one of the annexes and to the appendix.

In response to a question from Mayor Larson, Ingham said Chief Ney indicated Lane Fire Authority will wait until the official election results are provided before Lane Fire District No. 1 and Lane Rural fire/Rescue merge. Ingham thanked Dobrinich for stepping in and taking over for Reid who did a nice job getting the EOP to near completion. He said Dobrinich will continue to work on the annexes which are in addition to the Plan that's before the Council for adoption. He said changes to the annexes will not require Council approval, however, any significant changes to the EOP will come before the Council.

ii. **Resolution No. 1209** – A RESOLUTION ADOPTING THE CITY OF VENETA/LANE FIRE AUTHORITY EMERGENCY OPERATIONS PLAN (EOP)

MOTION: Thomas Cotter made a motion to adopt Resolution No. 1209, a Resolution adopting the City of Veneta/Lane Fire Authority Emergency Operations Plan (EOP). Thomas Laing seconded motion which passed with a vote of 4-0.

Joan Mariner said after hearing about all of the after-shocks from the New Zealand earthquake, we should all be grateful we have the Plan.

Ingham said we are still working with Creswell to provide a template of the EOP and the annexes. He said the intent is that the EOP notebooks will stay at City Hall and if Dobrinich doesn't accept the job he interviewed for at the City of Wilsonville, his next project is to create a Council Handbook.

b. Community Development Director.....Kay Bork

(1) Fern Ridge Southern Route Multi Use Path Intergovernmental Agreements, Lane County & ODOT

i. Agenda Item Summary

Bork presented two intergovernmental agreements relating to the phase 1 - Environmental Planning (national Environmental Planning Act (NEPA) and preliminary design for the multi-use path. She said the project was placed on the 2015-18 State Transportation Improvement Program (STIP) project list for funding of \$140,000 and the City and Lane County's required match is \$17,500 each. Lane County's agreement states they will provide that match funding (rather than their original agreement to provide engineering services as their in-kind match) and ODOT's agreement states they will complete the NEPA Planning and preliminary design and to do the environmental planning.

Bork said Carrie Connolly, the City's legal counsel, reviewed the IGAs and is making a slight

change to paragraph six on page 50 of the Lane County IGA.

Ms. Connolly suggested changing the indemnification language to read “. . . resulting from their own negligence . . .” rather than “. . . resulting from the other party’s negligence . . .”

ii. Intergovernmental Agreement (IGA) with Lane County

MOTION: Thomas Cotter made a motion to approve the attached IGA between Lane County and the City titled, “Oregon Route 126: Fern Ridge Southern Route Multi-Use Path Planning & Design Match Contribution City of Veneta / Lane County.” and including modification to Section 6 - Indemnification. Laura Ruff seconded the motion which passed with a vote of 4-0.

iii. Intergovernmental Agreement (IGA) with ODOT

MOTION: Thomas Cotter made a motion to approve the attached IGA between Oregon Dept. of Transportation and the City titled, “Local Agency Agreement Multimodal Transportation Enhance Program (MTEP) Oregon Route 126: Fern Ridge Southern Route Multi-Use Path National Environmental Policy Act (NEPA) Planning and Design City of Veneta.” Thomas Laing seconded the motion which passed with a vote of 4-0.

c. Finance Director.....Shauna Hartz

(1) Financial Activity and Fund Balance Report through September 30, 2016

Hartz said the first column of the spreadsheet reflects the budget that was adopted for July 2016 and the far right column is the June 30, 2017 anticipated ending fund balance but the actual column is just through September 30, 2016.

Hartz reviewed the exceptions to the percentages. She said the building permit related revenue is higher than anticipated, but for the rest of the fiscal year, there won’t be much more building so those percentages will decrease. She said the interest rate we’re earning at the pool is 1% and its been about half of that for quite some time. She said and this means that we are earning more interest than expected in many funds and the high percentages reflect that. The expenditure percentages are running high on activity that happens only once a year; insurance, workers compensation, professional dues, and summer activities. She said those percentages will even out as we go through the year. The sewer fund debt service expenditure overage is an error. She said usually half of that amount is coded to the fund with the SDC charges in it and that will be corrected with a journal entry. She said we received our first large payment of property taxes today and they will continue to come in for the next month.

d. Public Works Director.....Kyle Schauer

(1) Adoption of the 2016 Wastewater Master Plan and Recommended Capital Improvement Plan

i. Agenda Item Summary

Schauer said in October 2015 the Council authorized the City Engineer to update the 2009 Wastewater Master Plan to evaluate the assumptions of that 2009 Plan and determine if they were still realistic based on the City’s actual growth rates. He said Civil West Engineering has completed the updates and added the recommendations from the Council at the September 26, 2016 Work Session. Staff is recommending the Council approve the Plan for final adoption.

In response to a question from Mayor Larson, Schauer said the Jeans Rd. lift station is okay for right now but there are some redundancy issues there. He said we’re not at critical stage yet

but the other plan will take a while to get to. He said we'll start looking at the other project which is a priority 2 because it needs to be in place before the rest of the plan can work. He said it's all about timing - he would rather construct a lift station in another location rather than spend the time and funds making upgrades to the Jeans Rd. lift station which is not in an ideal location.

Resolution No. 1210 – A RESOLUTION ADOPTING THE 2016 WASTEWATER MASTER PLAN AND RECOMMENDED CAPITAL IMPROVEMENT PLAN AND REPEALING RESOLUTION NO. 1001

MOTION: **Thomas Cotter made a motion to adopt Resolution No. 1210, a Resolution adopting the 2016 Wastewater Plan and Recommended Capital Improvement Plan and repealing Resolution No. 1001. Laura Ruff seconded the motion which passed with a vote of 4-0.**

Ingham said we will continue to work with Ms. Connolly to get the CIP adopted which includes a little work with our Facility Plan and requires each project to be identified to determine if they are SDCs eligible. He said staff is hoping to bring that to the Council in March or April of 2017.

(2) Cost Overrun for 2016 Pavement Preservation Project

Schauer said in June 2016 the Council authorized staff to award the contract for the 2016 pavement Preservation Project to Wildish construction for an amount not to exceed \$285,000, however, there was a cost overrun of \$10,138.41. That overrun was due to an increase of about 2200 sq. ft. of additional asphalt to be removed and replaced and we had to negotiate the \$10,000 credit that was being applied for recycling the grindings. The grindings were contaminated with rock and could not all be used. The credit was reduced to \$5000 from the original \$10,000. Lastly, a very shallow stormwater pipe was damaged during the grinding process and needed to be repaired quickly so paving could continue. He said overall these totaled \$38,448 of additional costs that were not in the original set of plans. That took us over our authorized contingency by \$10,138.41. He said that was paid from the \$425,000 budgeted for the pavement preservation project but he wanted to bring the overage to the Council's attention.

In response to a question from Mayor Larson, Schauer said the grinding creates pockets that require additional asphalt and other areas were also found that required full depth repairs. He said the City Engineer calculated the estimated asphalt amounts prior to the contract being signed but there was no way of knowing that additional asphalt would be needed until after the grinding process started.

Ingham said we've been able to get the first two years of projects completed well below the six year plan cost estimates.

(3) Update on Wastewater Treatment Plant (verbal)

Schauer said he saw signs that a substance came in over the three day weekend. It's not crippling our plant like it has in the last few months.

In response to a question Thomas Laing, Schauer said we're getting good dilution and its getting better but one problem is we can't get a good sample with high dilution levels.

Ingham said we received the \$20,000 grant from Infrastructure Authority (IFA) but at this point, Schauer is working on a set testing protocol. He said heavy rain creates those high dilution levels which doesn't allow us to get a good sample.

Schauer said the plant typically processes 300,000 gallons per day and now we're running about 700,000 gallons so there's quite a bit more dilution.

e. City Administrator.....Ric Ingham

(1) 2016 Election Results

Ingham said Mayor Larson received 92% of all votes cast for Mayor and Thomas Laing received 90% of all votes cast for his Council position. He said Lane County will not be able to provide write in information about Laura Ruff's position until November 28th. He said four other cities and Lane County had a recreational marijuana tax on the ballot and all four passed. He said ours passed at the lowest level and a gas tax was defeated for all the cities that were proposing it. The Lane Fire District No. 1 and Lane Rural Fire/Rescue merger passed. He said Tim Brooker's vacant position will be advertised and Laura Ruff's term will expire December 31, 2016.

(2) Questions from Councilors

In response to a question from Mayor Larson, Ingham said he has asked Mr. Kaufman on several occasions about getting a plan for the proposed fencing around the community garden to staff and he always says he's working on it.

Ingham said the November 28th Council meeting has been cancelled and City Hall will be closed Thursday and Friday, November 24th and 25th for the Thanksgiving holiday. He said the next Council meeting is scheduled for December 12th and the December 26th Council meeting is cancelled.

Ms. Connolly thanked the Council and staff for the farewell reception for Ken Jones.

7. OTHER

None

8. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:17 p.m.

XXXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

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

Accounts Payable Checks for Approval



User: mindy
Printed: 12/07/2016 - 4:42 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	2.36
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	0.24
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	0.24
20945	12/01/2016	PARKS and RECREATION	Computer System Support-Maint	Banner Bank	0.55
20945	12/01/2016	PARKS and RECREATION	Computer System Support-Maint	Banner Bank	0.24
20945	12/01/2016	PLANNING FUND	Computer System Support-Maint	Banner Bank	1.02
20945	12/01/2016	WATER FUND	Computer System Support-Maint	Banner Bank	0.94
20945	12/01/2016	SEWER FUND	Computer System Support-Maint	Banner Bank	1.42
20945	12/01/2016	STREET FUND	Computer System Support-Maint	Banner Bank	0.55
20945	12/01/2016	STORMWATER DRAINAGE	Computer System Support-Maint	Banner Bank	0.31
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	2.94
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	29.40
20945	12/01/2016	GENERAL FUND	Computer System Support-Maint	Banner Bank	2.94
20945	12/01/2016	PARKS and RECREATION	Computer System Support-Maint	Banner Bank	6.86
20945	12/01/2016	PARKS and RECREATION	Computer System Support-Maint	Banner Bank	2.94
20945	12/01/2016	PLANNING FUND	Computer System Support-Maint	Banner Bank	12.74
20945	12/01/2016	WATER FUND	Computer System Support-Maint	Banner Bank	11.76
20945	12/01/2016	SEWER FUND	Computer System Support-Maint	Banner Bank	17.64
20945	12/01/2016	STREET FUND	Computer System Support-Maint	Banner Bank	6.86
20945	12/01/2016	STORMWATER DRAINAGE	Computer System Support-Maint	Banner Bank	3.92
20945	12/01/2016	GENERAL FUND	Penalties/Interest	Banner Bank	3.97
20945	12/01/2016	GENERAL FUND	Penalties/Interest	Banner Bank	15.79
20945	12/01/2016	GENERAL FUND	Urban Forestry Activities	Banner Bank	105.00
20945	12/01/2016	GENERAL FUND	Urban Forestry Activities	Banner Bank	50.00
20945	12/01/2016	CAP. PROJ. NEW POOL FAC	Admin Supplies & Services	Banner Bank	84.99
20945	12/01/2016	WATER FUND	Tools & Small Equipment	Banner Bank	173.80
20945	12/01/2016	SEWER FUND	Tools & Small Equipment	Banner Bank	173.80
20945	12/01/2016	STREET FUND	Tools & Small Equipment	Banner Bank	434.50
20945	12/01/2016	PARKS and RECREATION	Tools & Small Equipment	Banner Bank	86.90
Check Total:					1,234.62
20946	12/01/2016	GENERAL FUND	Public Relations	Scottie Barnes	168.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20947	12/01/2016	WATER FUND	Admin Supplies & Services	Bureau of Labor & Industries	168.00
				Check Total:	250.00
20948	12/01/2016	WATER FUND	Telephone Services	CenturyLink Communications, LL	179.54
20949	12/01/2016	GENERAL FUND	Admin Supplies & Services	DocuTRAK Imaging, Inc	30.00
20950	12/01/2016	PARKS and RECREATION	Postage	EDMS Inc	90.96
20950	12/01/2016	GENERAL FUND	Ordinance Enforcement	EDMS Inc	371.92
20950	12/01/2016	GENERAL FUND	Admin Supplies & Services	EDMS Inc	743.83
20950	12/01/2016	PARKS and RECREATION	Admin Supplies & Services	EDMS Inc	280.96
20950	12/01/2016	WATER FUND	Admin Supplies & Services	EDMS Inc	63.26
20950	12/01/2016	WATER FUND	Postage	EDMS Inc	97.86
20950	12/01/2016	SEWER FUND	Admin Supplies & Services	EDMS Inc	94.90
20950	12/01/2016	SEWER FUND	Postage	EDMS Inc	146.79
				Check Total:	1,890.48
20951	12/01/2016	PARKS and RECREATION	Territorial Park Electricity	EPUD	24.23
20951	12/01/2016	PARKS and RECREATION	Pool Utilities	EPUD	214.21
20951	12/01/2016	STREET FUND	Electricity-Street Lights	EPUD	2,623.43
20951	12/01/2016	WATER FUND	Electricity	EPUD	27.06
20951	12/01/2016	GENERAL FUND	Electricity	EPUD	333.47
20951	12/01/2016	PLANNING FUND	Electricity	EPUD	83.36
20951	12/01/2016	SEWER FUND	Electricity	EPUD	128.24
20951	12/01/2016	SEWER FUND	Electricity	EPUD	102.58
20951	12/01/2016	WATER FUND	Electricity	EPUD	23.62
				Check Total:	3,560.20
20952	12/01/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	4,521.00
20952	12/01/2016	WATER FUND	Water Purchase	Eugene Water & Electric Board	6,790.17
				Check Total:	11,311.17

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20953	12/01/2016	PLANNING FUND	Publishing Costs	Fern Ridge Review	96.00
				Check Total:	96.00
20954	12/01/2016	STREET FUND	Street Maintenance	Gageit Construction	10,075.00
				Check Total:	10,075.00
20955	12/01/2016	GENERAL FUND	Professional Dues	Government Ethics Commission	554.54
				Check Total:	554.54
20956	12/01/2016	GENERAL FUND	Animal Control Contract	Greenhill Humane Society	50.00
				Check Total:	50.00
20957	12/01/2016	GENERAL FUND	Internet & Web Site Fees	Hunter Communications, Inc	91.48
20957	12/01/2016	PLANNING FUND	Internet & Web Site Fees	Hunter Communications, Inc	30.50
20957	12/01/2016	WATER FUND	Internet & Web Site Fees	Hunter Communications, Inc	121.98
20957	12/01/2016	SEWER FUND	Internet & Web Site Fees	Hunter Communications, Inc	60.99
20957	12/01/2016	LAW ENFORCEMENT FUND	Telephone Services	Hunter Communications, Inc	20.00
				Check Total:	324.95
20958	12/01/2016	GENERAL FUND	Telephone Services	Info Structure	397.29
20958	12/01/2016	SEWER FUND	Telephone Services	Info Structure	52.09
20958	12/01/2016	PLANNING FUND	Telephone	Info Structure	99.32
20958	12/01/2016	PARKS and RECREATION	Pool Utilities	Info Structure	49.04
				Check Total:	597.74
20959	12/01/2016	GENERAL FUND	County Fine Assessment Payable	Lane Co Accts Receivable	1,082.90
				Check Total:	1,082.90
20960	12/01/2016	SEWER FUND	Admin Supplies & Services	Lane County Deeds & Records	37.00
				Check Total:	37.00
20961	12/01/2016	GENERAL FUND	Attorney & Legal Services	Lane Council of Govern	125.00
20961	12/01/2016	PARKS and RECREATION	Computer System Support/Maint	Lane Council of Govern	406.47
20961	12/01/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	2,303.33
20961	12/01/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	1,761.37

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20961	12/01/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	406.47
20961	12/01/2016	GENERAL FUND	Computer System Support-Maint	Lane Council of Govern	406.47
20961	12/01/2016	PARKS and RECREATION	Computer System Support-Maint	Lane Council of Govern	948.43
20961	12/01/2016	PLANNING FUND	Computer System Support-Maint	Lane Council of Govern	1,761.37
20961	12/01/2016	WATER FUND	Computer System Support-Maint	Lane Council of Govern	1,625.88
20961	12/01/2016	SEWER FUND	Computer System Support-Maint	Lane Council of Govern	2,438.82
20961	12/01/2016	STREET FUND	Computer System Support-Maint	Lane Council of Govern	948.43
20961	12/01/2016	STORMWATER DRAINAGE	Computer System Support-Maint	Lane Council of Govern	541.96
Check Total:					13,674.00
20962	12/01/2016	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	340.32
Check Total:					340.32
20963	12/01/2016	GENERAL FUND	Judicial Services	Law Office of Alan J Leiman, P	371.00
Check Total:					371.00
20964	12/01/2016	GENERAL FUND	State Fine Assessments Payable	ODOR - Court	979.15
20964	12/01/2016	GENERAL FUND	County Fine Assessment Payable	ODOR - Court	2.00
Check Total:					981.15
20965	12/01/2016	PARKS and RECREATION	Administrative Supplies	Oregon Dept of Revenue	245.00
Check Total:					245.00
20966	12/01/2016	WATER FUND	Admin Supplies & Services	OHA-State of Oregon	200.00
Check Total:					200.00
20967	12/01/2016	GENERAL FUND	Professional Dues	OR Assoc of Municipal Recorder	50.00
Check Total:					50.00
20968	12/01/2016	GENERAL FUND	Office Machine Maintenance	Pacific Office Automation	112.06
20968	12/01/2016	PLANNING FUND	Office Machine Maintenance	Pacific Office Automation	37.36
Check Total:					149.42
20969	12/01/2016	WATER FUND	System Maintenance	Pacific Rubber & Supply	78.00

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
20970	12/01/2016	SEWER FUND	System Maintenance	Ready Router & Chapman Plumbin	78.00
Check Total:					304.00
20971	12/01/2016	GENERAL FUND	Office Machine Maintenance	Ricoh USA, Inc.	142.88
20971	12/01/2016	PLANNING FUND	Office Machine Maintenance	Ricoh USA, Inc.	47.63
Check Total:					190.51
20972	12/01/2016	STREET FUND	Street Maintenance	SmartSign	52.28
20972	12/01/2016	STREET FUND	Street Maintenance	SmartSign	265.05
Check Total:					317.33
20973	12/01/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	36.00
20973	12/01/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	4.64
20973	12/01/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	5.51
20973	12/01/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	6.12
20973	12/01/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	47.92
20973	12/01/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	53.80
20973	12/01/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	40.81
20973	12/01/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.61
20973	12/01/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.39
20973	12/01/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	26.16
20973	12/01/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	34.49
20973	12/01/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	30.71
20973	12/01/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	3.92
20973	12/01/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	3.53
20973	12/01/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	2.98
20973	12/01/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	23.07
20973	12/01/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	159.98
20973	12/01/2016	GENERAL FUND	Admin Supplies & Services	Staples Credit Plan	32.05
20973	12/01/2016	PARKS and RECREATION	Admin Supplies & Services	Staples Credit Plan	4.13
20973	12/01/2016	PARKS and RECREATION	Administrative Supplies	Staples Credit Plan	4.91
20973	12/01/2016	PLANNING FUND	Admin Services & Supplies	Staples Credit Plan	5.45
20973	12/01/2016	WATER FUND	Admin Supplies & Services	Staples Credit Plan	42.68
20973	12/01/2016	SEWER FUND	Admin Supplies & Services	Staples Credit Plan	47.92
20973	12/01/2016	STREET FUND	Admin Supplies & Services	Staples Credit Plan	36.35
20973	12/01/2016	STORMWATER DRAINAGE	Admin Supplies & Services	Staples Credit Plan	0.55

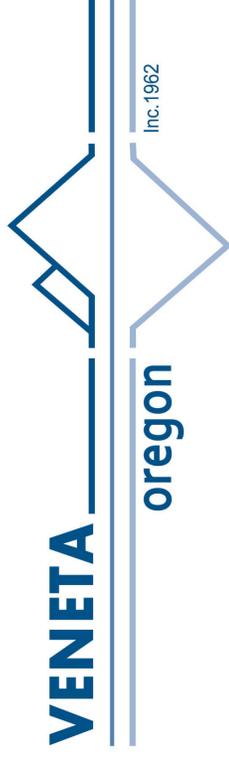
Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	654.68
20974	12/01/2016	PARKS and RECREATION	Community Ctr Janitorial&Maint	Swanson's Pest Mgt	33.00
20974	12/01/2016	GENERAL FUND	Bldg Maint/Janitorial Sup	Swanson's Pest Mgt	31.20
20974	12/01/2016	PLANNING FUND	City Hall Maint/Janitorial Sup	Swanson's Pest Mgt	7.80
				Check Total:	72.00
20975	12/01/2016	GENERAL FUND	Refunds	Todd Wilson	150.00
				Check Total:	150.00
20976	12/01/2016	GENERAL FUND	Tourism Support/Projects	Travel Lane County	150.00
				Check Total:	150.00
20977	12/01/2016	WATER FUND	System Maintenance	United Rentals Northwest, Inc.	96.00
				Check Total:	96.00
				Report Total:	49,465.55

Accounts Payable To Be Paid Proof List

User: mindy

Printed: 12/07/2016 - 3:20 PM

Batch: 008-11-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess, LLC										
1321	11/30/2016	459.90	0.00	12/13/2016	Monthly Contract	Nov 2016	-	No		0000
100-100-52055	Janitorial Services Contract									
1321	11/30/2016	114.98	0.00	12/13/2016	Monthly Contract	Nov 2016	-	No		0000
140-140-52055	Janitorial Services Contract									
1321	11/30/2016	191.62	0.00	12/13/2016	Monthly Contract	Nov 2016	-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	1321 Total:	766.50								
	AbvMess Total:	766.50								
ALSCO ALSCO										
Nov 2016	11/02/2016	214.28	0.00	12/13/2016	City Hall doormats	Nov 2016	-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Nov 2016	11/02/2016	53.57	0.00	12/13/2016	City Hall doormats	Nov 2016	-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Nov 2016	11/23/2016	29.95	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Nov 2016	11/23/2016	1.67	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
120-120-51050	Building Maint & Janitorial									
Nov 2016	11/23/2016	5.71	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
130-130-53220	Building Maintenance									
Nov 2016	11/23/2016	5.45	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Nov 2016	11/23/2016	23.40	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
210-210-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	26.30	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
220-220-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	2.55	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
230-230-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	4.07	0.00	12/13/2016	Paper Products	PO 5112	-	No		0000
240-240-53065	Building & Yard Maintenance									
Nov 2016	11/23/2016	44.16	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov 2016	11/23/2016	2.46	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
120-120-51050	Building Maint & Janitorial									
Nov 2016	11/23/2016	8.42	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
130-130-53220	Building Maintenance									
Nov 2016	11/23/2016	8.03	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Nov 2016	11/23/2016	34.50	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
210-210-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	38.77	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
220-220-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	3.76	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
230-230-53065	Bldg & Yard Maintenance									
Nov 2016	11/23/2016	5.99	0.00	12/13/2016	Paper Products	PO 5075	-	No		0000
240-240-53065	Building & Yard Maintenance									
	Nov 2016 Total:	513.04								
	ALSCO Total:	513.04								
<hr/>										
AMEWat AME Water Works Assoc										
7001267395	10/31/2016	172.50	0.00	12/13/2016	Membership dues	2/1/17-1/31/18	-	No		0000
220-220-51020	Professional Dues									
7001267395	10/31/2016	172.50	0.00	12/13/2016	Membership dues	2/1/17-1/31/18	-	No		0000
210-210-51020	Professional Dues									
	7001267395 Total:	345.00								
	AMEwat Total:	345.00								
<hr/>										
AnalyLab Analytical Laboratory Group										
84901 Wtr	11/05/2016	140.00	0.00	12/13/2016	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
	84901 Wtr Total:	140.00								
84901 WW	11/05/2016	816.40	0.00	12/13/2016	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
	84901 WW Total:	816.40								
	AnalyLab Total:	956.40								
<hr/>										
BiMart Bi-Mart Corporation										
Nov 2016	11/26/2016	45.93	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
100-100-51500	Office Equipment & Furniture									
Nov 2016	11/26/2016	13.12	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
120-120-51050	Building Maint & Janitorial									
Nov 2016	11/26/2016	21.87	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
130-130-51500	Office Equipment & Furniture									
Nov 2016	11/26/2016	21.87	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
140-140-51500	Office Equipment & Furniture									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov 2016	11/26/2016	41.55	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
210-210-51500	Office Equipment & Furniture									
Nov 2016	11/26/2016	48.12	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
220-220-51500	Office Equipment & Furnishings									
Nov 2016	11/26/2016	21.87	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
230-230-51500	Office Equipment & Furniture									
Nov 2016	11/26/2016	4.38	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
240-240-51500	Office Equipment & Furniture									
Nov 2016	11/26/2016	17.76	0.00	12/13/2016	Various needs		-	No		0000
230-230-51010	Admin Supplies & Services									
Nov 2016	11/26/2016	65.10	0.00	12/13/2016	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
Nov 2016	11/26/2016	25.55	0.00	12/13/2016	Various needs		-	No		0000
140-140-51010	Admin Services & Supplies									
Nov 2016	11/26/2016	12.99	0.00	12/13/2016	Various needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
Nov 2016	11/26/2016	86.30	0.00	12/13/2016	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Nov 2016	11/26/2016	21.57	0.00	12/13/2016	Various needs		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Nov 2016	11/26/2016	38.68	0.00	12/13/2016	Various needs		-	No		0000
100-170-51120	Animal Control Supplies/Admin									
Nov 2016	11/26/2016	13.99	0.00	12/13/2016	Various needs		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
Nov 2016	11/26/2016	12.99	0.00	12/13/2016	Various needs		-	No		0000
130-130-53210	Park Maintenance									
	Nov 2016 Total:	513.64								
	BiMart Total:	513.64								
BucSan Buck's Sanitary Service										
A-62046	11/29/2016	53.00	0.00	12/13/2016	Fern Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A-62046 Total:	53.00								
A-62047	11/29/2016	53.00	0.00	12/13/2016	City Park Unit		-	No		0000
130-130-53210	Park Maintenance									
	A-62047 Total:	53.00								
A-62048	11/29/2016	98.50	0.00	12/13/2016	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A-62048 Total:	98.50								
	BucSan Total:	204.50								
BuiDep Building Department The										
10/2016	11/02/2016	1,524.90	0.00	12/13/2016	Inspection Services Oct 2016		-	No		0000
100-100-52025	Building Permit Inspections									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
10/2016	11/02/2016	6.00	0.00	12/13/2016	Inspection Services Electrical Oct 2016		-	No		0000
100-100-52030	Electrical Permit Inspections									
	10/2016 Total:	1,530.90								
Nov 2016	12/02/2016	1,016.59	0.00	12/13/2016	Inspection Services Nov 2016		-	No		0000
100-100-52025	Building Permit Inspections									
Nov 2016	12/02/2016	174.00	0.00	12/13/2016	Inspection Services-Electrical- Nov 2016		-	No		0000
100-100-52030	Electrical Permit Inspections									
	Nov 2016 Total:	1,190.59								
	BuiDep Total:	2,721.49								
CivWest Civil West Engineering Service										
3101-007.10	11/28/2016	97.00	0.00	12/13/2016	WW Master Plan Amend. Prj 3101-007		-	No		0000
220-220-52290	Other Professional Services									
	3101-007.10 Total:	97.00								
	CivWest Total:	97.00								
HallSara Hall Sarah										
4	12/01/2016	200.00	0.00	12/13/2016	Grant writing for kiddie pool		-	No		0000
130-520-52290	Other Professional Services									
	4 Total:	200.00								
	HallSara Total:	200.00								
HeinKev Heine Kevin										
KHeine 11/16	11/28/2016	89.60	0.00	12/13/2016	Refund for plumbing permit		-	No		0000
100-100-51105	Refunds									
	KHeine 11/16 Total:	89.60								
	HeinKev Total:	89.60								
IngR Ingham Ric										
Nov 2016	12/05/2016	53.80	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
100-100-51075	Travel - Staff									
Nov 2016	12/05/2016	5.38	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
100-160-51075	Travel - Staff									
Nov 2016	12/05/2016	10.76	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
130-130-51075	Travel									
Nov 2016	12/05/2016	26.90	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
140-140-51075	Travel - Staff									
Nov 2016	12/05/2016	10.76	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
210-210-51075	Travel									
Nov 2016	12/05/2016	53.80	0.00	12/13/2016	Expense Reimbursement Nov 2016		-	No		0000
220-220-51075	Travel									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov 2016	12/05/2016	5.38	0.00	12/13/2016	Expense Reimbursement	Nov 2016	-	No		0000
130-520-51075	Travel									
Nov 2016	12/05/2016	43.04	0.00	12/13/2016	Expense Reimbursement	Nov 2016	-	No		0000
230-230-51075	Travel									
Nov 2016	12/05/2016	5.38	0.00	12/13/2016	Expense Reimbursement	Nov 2016	-	No		0000
240-240-51075	Travel									
Nov 2016	12/05/2016	75.00	0.00	12/13/2016	Expense Reimbursement	Nov 2016	-	No		0000
100-100-51030	Telephone Services									
Nov 2016	12/05/2016	50.00	0.00	12/13/2016	Expense Reimbursement	Nov 2016	-	No		0000
100-100-51097	Recognitions									
	Nov 2016 Total:	340.20								
	IngR Total:	340.20								
JerBro Jerry Brown Co										
Nov 2016	11/30/2016	36.69	0.00	12/13/2016	Fuel usage	Nov 2016	-	No		0000
100-100-51075	Travel - Staff									
Nov 2016	11/30/2016	73.38	0.00	12/13/2016	Fuel usage	Nov 2016	-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
Nov 2016	11/30/2016	73.38	0.00	12/13/2016	Fuel usage	Nov 2016	-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
Nov 2016	11/30/2016	293.52	0.00	12/13/2016	Fuel usage	Nov 2016	-	No		0000
210-210-53030	Vehicle Operation&Maintenance									
Nov 2016	11/30/2016	256.83	0.00	12/13/2016	Fuel usage	Nov 2016	-	No		0000
220-220-53030	Vehicle Operation&Maintenance									
	Nov 2016 Total:	733.80								
	JerBro Total:	733.80								
JerHom Jerry's Home Improvement										
460107	11/30/2016	39.98	0.00	12/13/2016	Various Needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
	460107 Total:	39.98								
	JerHom Total:	39.98								
LanCoAc Lane Co Accts Receivable										
Dec 2016	12/01/2016	758.62	0.00	12/13/2016	Assmnts collected less 15% collection		-	No		0000
100-000-20330	County Fine Assessment Payable									
	Dec 2016 Total:	758.62								
	LanCoAc Total:	758.62								
LanCoDe Lane County Deeds & Records										
Nov 2016	11/30/2016	148.00	0.00	12/13/2016	Municipal lein recording fees		-	No		0000
220-220-51010	Admin Supplies & Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	Nov 2016 Total:	148.00								
	LanCoDe Total:	148.00								
LanEle Lane Electric Coop Inc										
42002 11/16	11/30/2016	133.85	0.00	12/13/2016	Community Center	Nov 2016	-	No		0000
130-530-51035	Electricity-Community Center									
	42002 11/16 Total:	133.85								
42007 11/16	11/30/2016	136.17	0.00	12/13/2016	Hwy 126 Welcome Sign	Nov 2016	-	No		0000
100-100-51100	Welcome Sign Maintenance									
	42007 11/16 Total:	136.17								
42008 11/16	11/30/2016	3,252.29	0.00	12/13/2016	Wastewater Treatment Plant	Nov 2016	-	No		0000
220-220-51035	Electricity									
	42008 11/16 Total:	3,252.29								
42009 11/16	11/30/2016	150.95	0.00	12/13/2016	Bolton Hill Reservoir	Nov 2016	-	No		0000
210-210-51035	Electricity									
	42009 11/16 Total:	150.95								
42013 11/16	11/30/2016	45.48	0.00	12/13/2016	Huston/Tidball pump	Nov 2016	-	No		0000
210-210-51035	Electricity									
	42013 11/16 Total:	45.48								
St Lights 11/16	11/30/2016	1,566.16	0.00	12/13/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lights 11/16 Total:	1,566.16								
	LanEle Total:	5,284.90								
MidSta Mid-State Industrial Svc										
167368	11/17/2016	1,930.00	0.00	12/13/2016	Monthly Contract	Nov 2016	-	No		0000
230-230-53150	Street Sweeping Contract									
	167368 Total:	1,930.00								
	MidSta Total:	1,930.00								
MrChain Mr Chain Saw Inc										
249399	11/30/2016	7.00	0.00	12/13/2016	Chainsaw repair		-	No		0000
130-130-53130	Equipment Repairs									
	249399 Total:	7.00								
	MrChain Total:	7.00								
NetAsset Net Assets										
88-201611	12/01/2016	257.00	0.00	12/13/2016	Nov 2016 Lien searches		-	No		0000
100-100-51010	Admin Supplies & Services									
	88-201611 Total:	257.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	NetAsset Total:	257.00								
ODOR ODOR - Court										
Dec 2016	12/01/2016	462.74	0.00	12/13/2016	Unitary Assessment / other St fees		-			0000
100-000-20320	State Fine Assessments Payable									
	Dec 2016 Total:	462.74								
	ODOR Total:	462.74								
OneCal One Call Concepts Inc										
6110509	11/30/2016	7.35	0.00	12/13/2016	Utility Locates 11/16		-			0000
210-210-51030	Telephone Services									
6110509	11/30/2016	7.35	0.00	12/13/2016	Utility Locates 11/16		-			0000
220-220-51030	Telephone Services									
	6110509 Total:	14.70								
	OneCal Total:	14.70								
OrDepAg Oreg Dept of Agriculture										
Mark E Renew	12/05/2016	25.00	0.00	12/13/2016	2017 License Renewal		-			0000
130-130-51070	Training & Conferences									
Mark E Renew	12/05/2016	25.00	0.00	12/13/2016	2017 License Renewal		-			0000
230-230-51070	Training & Conferences									
	Mark E Renew Total:	50.00								
	OrDepAg Total:	50.00								
O'Reilly O'Reilly Automotive, Inc										
Nov 2016	12/05/2016	14.50	0.00	12/13/2016	Various needs Nov 2016		-			0000
130-130-51515	Tools & Small Equipment									
Nov 2016	12/05/2016	14.49	0.00	12/13/2016	Various needs Nov 2016		-			0000
230-230-51515	Tools & Small Equipment									
Nov 2016	12/05/2016	7.99	0.00	12/13/2016	Various needs Nov 2016		-			0000
230-230-53030	Vehicle Operation-Maintenance									
Nov 2016	12/05/2016	4.75	0.00	12/13/2016	Various needs Nov 2016		-			0000
130-130-53030	Vehicle Operation/Maintenance									
Nov 2016	12/05/2016	4.74	0.00	12/13/2016	Various needs Nov 2016		-			0000
230-230-53030	Vehicle Operation-Maintenance									
	Nov 2016 Total:	46.47								
	O'Reilly Total:	46.47								
OrmKip Orme Kip										
KOrme 11/16	12/06/2016	50.00	0.00	12/13/2016	Cell phone stipend Nov 2016		-			0000
220-220-51030	Telephone Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	KOrme 11/16 Total:	50.00								
	OrmKip Total:	50.00								
	OutAdv Outdoor Advertising Sign Prog,	25.00	0.00	12/13/2016	Additional amount due		-	No		0000
	2N2982 12/07/2016									
	100-100-51010 Admin Supplies & Services	25.00								
	2N2982 Total:	25.00								
	OutAdv Total:	25.00								
	SaniPac SANIPAC									
	2404312 12/01/2016	24.04	0.00	12/13/2016	Trash haul-Act #2013-2002191-001		-	No		0000
	100-100-51050 Bldg Maint/Janitorial Sup	6.01	0.00	12/13/2016	Trash haul-Act #20132002191-001		-	No		0000
	2404312 12/01/2016									
	140-140-51050 City Hall Maint/Janitorial Sup	103.95	0.00	12/13/2016	Trash Haul-Act #2013-2002191-001		-	No		0000
	2404312 12/01/2016									
	220-220-53050 WW Treatment Plant Maintenance	123.43	0.00	12/13/2016	Trash haul-Act #2013-2002191-001		-	No		0000
	2404312 12/01/2016									
	210-210-53065 Bldg & Yard Maintenance	257.43								
	2404312 Total:	80.00	0.00	12/13/2016	Street debris		-	No		0000
	230-230-53045 Street Maintenance	80.00								
	2404346 Total:	80.00								
	SaniPac Total:	337.43								
	SchKyl Schauer Kyle									
	KSchauer 11/16 12/06/2016	50.00	0.00	12/13/2016	Cell phone stipend Nov 2016		-	No		0000
	210-210-51030 Telephone Services	50.00								
	KSchauer 11/16 Total:	50.00								
	SchKyl Total:	50.00								
	Sprint Nextel Communications									
	886952530-132 11/27/2016	39.68	0.00	12/13/2016			-	No		0000
	100-100-51030 Telephone Services	39.68	0.00	12/13/2016			-	No		0000
	886952530-132 11/27/2016									
	130-130-51030 Telephone Services	59.52	0.00	12/13/2016			-	No		0000
	886952530-132 11/27/2016									
	210-210-51030 Telephone Services	59.52	0.00	12/13/2016			-	No		0000
	886952530-132 11/27/2016									
	220-220-51030 Telephone Services	39.66	0.00	12/13/2016			-	No		0000
	886952530-132 11/27/2016									
	230-230-51030 Telephone Services	238.06								
	886952530-132 Total:	238.06								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Sprint Total:		238.06								
SunsetAu	Sunset Auto Parts, Inc									
Nov 2016	11/21/2016	26.99	0.00	12/13/2016	Various needs	Nov 2016	-	No		0000
220-220-51500	Office Equipment & Furnishings									
Nov 2016 Total:		26.99								
SunsetAu Total:		26.99								
VenAce	Veneta Ace Hardware									
Nov 2016	11/30/2016	9.13	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
100-100-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	2.61	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
120-120-51050	Building Maint & Janitorial									
Nov 2016	11/30/2016	4.35	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
130-130-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	4.35	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
140-140-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	8.26	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
210-210-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	9.57	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
220-220-51500	Office Equipment & Furnishings									
Nov 2016	11/30/2016	4.35	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
230-230-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	0.87	0.00	12/13/2016	City Hall kitchen remodel		-	No		0000
240-240-51500	Office Equipment & Furniture									
Nov 2016	11/30/2016	24.23	0.00	12/13/2016	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
Nov 2016	11/30/2016	3.56	0.00	12/13/2016	Various needs		-	No		0000
100-100-51095	Public Relations									
Nov 2016	11/30/2016	14.86	0.00	12/13/2016	Various needs		-	No		0000
100-190-51050	Building Maint & Janitorial									
Nov 2016	11/30/2016	24.57	0.00	12/13/2016	Various needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
Nov 2016	11/30/2016	41.63	0.00	12/13/2016	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
Nov 2016	11/30/2016	6.03	0.00	12/13/2016	Various needs		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
Nov 2016	11/30/2016	16.53	0.00	12/13/2016	Various needs		-	No		0000
210-210-51515	Tools & Small Equipment									
Nov 2016	11/30/2016	29.75	0.00	12/13/2016	Various needs		-	No		0000
210-210-53040	System Maintenance									
Nov 2016	11/30/2016	4.49	0.00	12/13/2016	Various needs		-	No		0000
210-210-53065	Bldg & Yard Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov 2016	11/30/2016	16.53	0.00	12/13/2016	Various needs		-			0000
220-220-51515	Tools & Small Equipment									No
Nov 2016	11/30/2016	40.26	0.00	12/13/2016	Various needs		-			0000
230-230-53130	Equipment Repairs									No
Nov 2016	11/30/2016	16.50	0.00	12/13/2016	Various needs		-			0000
230-230-51515	Tools & Small Equipment									No
Nov 2016	11/30/2016	57.89	0.00	12/13/2016	Various needs		-			0000
230-230-53045	Street Maintenance									No
Nov 2016	11/30/2016	17.18	0.00	12/13/2016	Various needs		-			0000
130-130-51515	Tools & Small Equipment									No
	Nov 2016 Total:	357.50								
	VenAce Total:	357.50								

Report Total: 17,565.56

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

Date: December 7, 2016
To: City Council
From: Kyle Schauer, Public Works Director
Subject: Monthly Significant Activities Report for November 2016

Water

Monthly water production: Wells-3.476 MG, EWEB-6.725 MG.

Total of 10.201 MG.

Installed two new meters.

Rebuilt one meter.

Repaired two service line leaks.

Took five bacteriological samples. All were negative.

Performed 61 service calls.

Performed seven shut offs for non-payment.

Pressure washed Broadway Reservoir.

Began work on the 3rd Street Waterline Project.

Shut down water mains for 3rd Street waterline connections.

Wastewater

Took five influent and five effluent samples of treatment plant.

Unknown substance continued to enter WWTP but have been able to counter and keep plant functional.

Monitored Jeans and Pine Street lift pump stations.

Picked up irrigation main line from field and stored for winter.

Unplugged blocked line between Facultative sludge lagoons and headworks.

Repaired two broken aerator manifolds.

Street/Storm Drainage

Issued one Right of Way Construction Permit.

Replaced/repared four street signs.

Removed signs from Right of Ways.

Inspected and cleared City owned waterways and detention ponds.

Continued leaf pick-up program.

Re-painted all Disabled Parking spaces for City owned properties.

Cut back landscape plantings in Downtown area.

Parks & Recreation

Cleaned parks weekly.
Mowed all parks as needed.
Removed leaves from all parks.
Replaced gear in push mower.
Repainted Disabled Parking spaces at Community Center.
Painted new 15 minute parking spaces at City Hall.

Other

Completed 6 miscellaneous service orders.
Performed 31 utility locates.
Community center use: paying-four, non-profit-ten.
Building Permits: Zero
Planted new landscaping at City Hall parking lot.
Certificates of Occupancy issued: Three
Completed installing new counters in break room at City Hall.
Installed two new Disabled Parking spaces in Senior Center parking lot.
Cut down and installed new Community Holiday Tree for Lighting Ceremony.

STREET BANNER PERMIT APPLICATION



City of Veneta
PO Box 458
88184 8th St
Veneta, OR 97487
(541) 935-2191

This form must be submitted to Veneta City Hall no later than three weeks prior to the date requested. Applications will be processed on a first come, first serve basis. All banners are subject to appropriate jurisdictional approval. Banners are only allowed for the following entities: governmental entities, special district organizations, non-profit organizations. Banners shall be permitted to promote only the following activities: public service activity which provides benefits to the community as a whole; artistic or literary activities, provided that artistic shall include music and the performing arts; scholastic activities which are defined as activities sponsored by organizations which carry on general education activities. Banners may display the name, slogan, advertising, logo or trademark of any sponsor of the activity. Banners shall not be permitted to advertise the following: promote or be sponsored by any political candidate/party, religious, issue group, or be carried on for the purpose of earning a profit.

1. Organization Information

Entity: Kids Akademy preschool
Purpose: Annual Auction
Contact Person: Lisa McCann
Phone Number: 541-935-4388
Email: kidsakademypreschool@gmail.com

2. Permit Information

Event Date 12/4/16
Requested time period for banner display: Start Date ASAP End Date 12/5/16
Requested banner location:

Luther Ln (Lane Electric Cooperative)

Territorial Hwy (Emerald PUD)
ODOT Banner Application must accompany Veneta permit

Please attach a copy of the proposed banner.
Banner must meet Lane Electric and/or ODOT specifications.

3. Proof of Insurance

Please attach a copy of proof of insurance listing both city and the respective utility as additionally insured for the proposed dates (ODOT will need to be listed as additionally insured for all Territorial Hwy banners).

Signature: Lisa McCann Date: 11/14/2016

City of Veneta use only below line

Date Received in City Hall: 11.14.16 Time Received: 9:00 AM
Received By: [Signature]
Public Works Approval: [Signature]
Date applicant notified of decision: 11.17.16
Application forwarded to (circle one): ODOT Lane Electric EPUD
Further action requested: Yes No
If yes, explain: _____



CITY OF VENETA - CIVIC CALENDAR - JANUARY 2017

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

2	City Hall Closed in Observance of News Year's Day Holiday		Closed
3	Veneta Planning Commission Meeting - City Hall		6:30 p.m.
4	Veneta Park Board Meeting - City Hall		4:30 p.m.
9	Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting - Immediately following		6:30 p.m.
11	Veneta Economic Development Committee Meeting - City Hall		2:00 p.m.
16	Martin Luther King Jr. Day - City Hall Closed		Closed
18	City Park Redesign Open House - Community Center, 25190 E. Broadway		6:30 p.m.
19	Municipal Court - City Hall		8:30 a.m.
23	Veneta City Council Meeting - City Hall State of the City Address from Mayor Sandra Larson		6:30 p.m.
28	"Meet Sgt. Denham" (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library		1:00 p.m.



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, Lane Fire Authority, and Fern Ridge Library

All City of Veneta Ordinances are available for review at City Hall (88184 8th St.) prior to and after City Council adoption

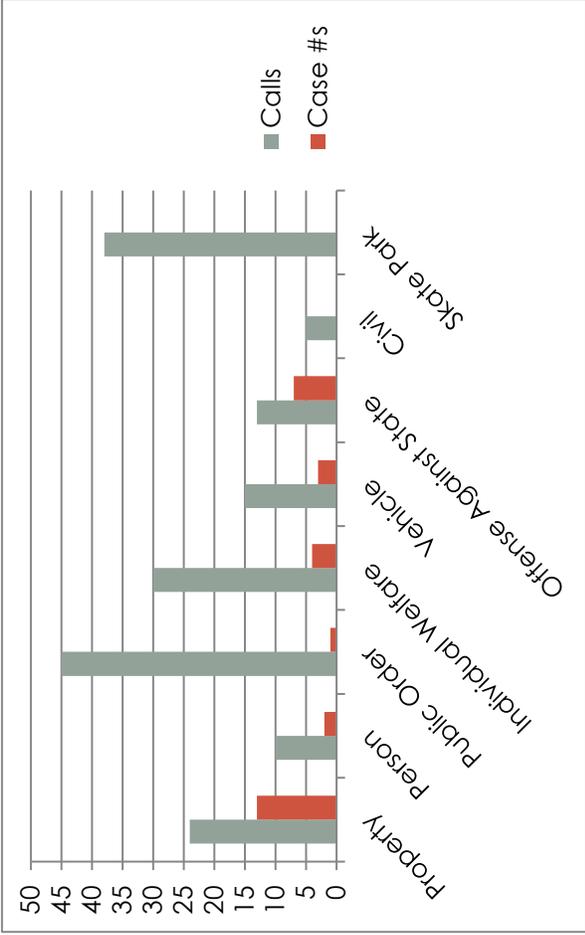
City of Veneta Monthly Police Activity- November 2016

Prepared by Sgt. Scott Denham, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	24	13
<u>Person</u>	10	2
<u>Public Order</u>	45	1
<u>Individual Welfare</u>	30	4
<u>Vehicle</u>	15	3
<u>Offense Against State</u>	13	7
<u>Civil</u>	5	0
<u>Skate Park</u>	38	0
<u>Total</u>	180	30

Skate Park calls include 9 calls for service, same reporter and 29 random patrol check



- 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)

Name LEONARD GOODWIN Committee Applying for TRANS-ADV. COMM Date 9 Nov 2016

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

I'VE WORKED WITH ODOT ON DEVELOPING PROJECTS AND DIRECT STAFF WHO HAVE DRAFTED AND IMPLEMENTED TSPS AND RELEVANT PROJECTS AND REVENUE SOURCES

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

MY EXPERIENCE IN DEVELOPING AND IMPLEMENTING TSPS AND REVENUE SOURCES TO FUND PROJECTS SHOULD FACILITATE STAFF WORK TO DEVELOP THE TSP.

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

NEED TO IMPROVE HIGHWAY 126.

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

*MEMBER OF PLANNING COMMISSION FOR 12 YEARS
ECONOMIC DEVELOPMENT COMMITTEE CHAIR FOR 2 YEARS*

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

*PLANNING COMMISSION
ECONOMIC DEVELOPMENT COMMITTEE*

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

No

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

As a cyclist, runner, walker, and motorist, I travel extensively within the city by multiple modes of transportation. Now, walking, biking, or jogging around town with my son, I am seeing our community's transportation infrastructure from the additional viewpoint of a parent. My past work as the executive director of a non-profit (Siuslaw Watershed Council), provides me with experience working with ODOT, a municipality, Lane County, as well as community members. I

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

I value the safety of all Veneta residents and visitors and our quality of life here. I feel that a community that plans for, implements, and maintains the infrastructure for multiple modes of transportation will ultimately be a more successful community. My background as a cyclist (past racing, now commuter), pedestrian, and motorist gives me a well rounded perspective.

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

Connectivity of existing sidewalks and paths.
 Pedestrian safety.
 Clear line of sight at all intersections (as a motorist this is a concern).
 Safe routes to schools.

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

Former member of GEARS (Greater Eugene Area RiderS) and several cycling teams.
 Member of Fern Ridge Runners (group is no longer active).
 Served on a Lane County Technical Advisory Committee for Territorial Highway (representing the Siuslaw Watershed Council).

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

No

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

No



Application for Council or Commission/Committee

City of Veneta * 88184 8th Street * PO Box 458 * Veneta OR 97487 * (541) 935-2191 * www.venetaoregon.gov

NAME OF COMMISSION/COMMITTEE:
Transportation System Plan Citizen Advisory Com.

PLEASE CHECK ONE:
[checked] New applicant
[] Application for reappointment

Are you registered to vote in the State of Oregon? [checked] Yes [] No

Do you live within Veneta City limits? [] Yes [checked] No

How did you learn about this vacancy?
[] Newspaper [] Word of mouth [checked] Other

PLEASE PRINT

Name Marshall (Last) Michelle (First)

Address [] Home Ph# []

Email Address mmarshall@fernridge.k12.or.us Cell Ph# []

Occupation Principal- Elmira Elementary

Place of Employment Fern Ridge School District

Business Address 88960 Territorial Rd

Phone 541-935-8214 Email []

Signature of Applicant [] Date 12-7-16

PLEASE RETURN TO:
City of Veneta
P. O. Box 458
88184 8th Street
Veneta, OR 97487

It is the policy of the City to comply with all federal and state statutes on equal employment and volunteer opportunities. This policy shall be applied without regard to any individual employee/volunteer or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

S:\FORMS\Volunteers\Commission & Committee Application form.rtf

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

TITLE/TOPIC: Northeast Employment Center Specific Development Plan Amendment Options

Meeting Date: December 12, 2016
Department: Community Development

Staff Contact: Kay Bork, Director
Email: kbork@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext.314

ISSUE STATEMENT

The NEEC SDP was developed in 1998-2000 as a means of stimulating job growth and reducing travel to Eugene, Noti, and elsewhere for employment. Since the plan was adopted in 2000, little development has occurred within the Plan boundary. Recently however the City is experiencing an increase in interest from potential developers with a couple of impending development proposals.

Recently staff working on the Market Analysis project received comments from property owners and a commercial real estate broker that the landscape buffer and HWY 126 tree preservation standards may hinder development on certain sites within the NEEC. These issues were brought to the Economic Development Committee for discussion who presented the issue to City Council on November 14, 2016.

As a result the Veneta City Council wishes to re-examine the Northeast Employment Center (NEEC) Specific Development Plan (SDP) standards to identify and amend significant barriers to development. City Council asked staff to present options to pursue a review the SDP and address development issues. Below staff is presenting several options for Council consideration. The options address tree preservation and landscape buffer regulations to accommodate immediate development opportunities as well as long term solutions to update the SDP.

BACKGROUND

Current Standards

1. Northeast Employment Center Specific Development Plan - Landscape Buffer and Tree Preservation Policies

Landscape Buffer Overlay

To mitigate potential noise, visual, and other impacts from non-residential uses at the eastern end of the Employment Center on adjacent and nearby rural residential uses outside of the project area and Veneta UGB, the SDP identifies a landscape buffer overlay. This overlay consists of a 30' wide development setback with a 20' wide landscaped buffer to effectively screen adjacent parcels. Evergreen plants within the buffer area must form a continuous hedge or treed buffer reaching a height of at least 8' within 3 years of establishment, and all plants must be watered with automatic irrigation systems until established. Solid fencing may be used to supplement, but not replace, landscaping.

Tree Preservation Overlay

Existing trees lining the north side of Highway 126 bordering the project area, particularly that area west of Hope Lane should be conserved to maintain the rural gateway appeal of the major crossroads gateway to Veneta. Abutting property owners and tenants shall preserve and enhance the tree canopy bordering Highway 126, but will be allowed to establish “windows” to provide greater visibility to future businesses and greater solar access. Trees greater than 8” diameter at breast height within 20’ of the Highway 126 right-of-way will be preserved unless determined to be impracticable. Cleared “windows” through the canopy shall be no greater than 100’ in length and must have at least 300’ of canopy between windows unless exempted upon City site review.

2. Veneta Land Development Ordinance 493, Section 4.15(7)(a)(4) NEEC Specific Development Plan - Setbacks

“a. East end landscape buffer: 30' building setback, twenty (20)' landscaping consisting of evergreen plants forming a continuous hedge or treed buffer reaching a height of at least 8' within 3 years of establishment. All plants must be watered with automatic irrigation systems until established.

b. Highway 126 tree preservation setback: thirty (30) foot building setback, twenty (20) foot tree preservation area in which trees greater than eight (8) inch diameter at four (4) foot from the ground will be preserved unless deemed to be impracticable. Cleared "windows" no greater than 100 foot in length are allowed. "Windows" shall be spaced to provide at least 300 foot of tree canopy between "windows" unless exempted as part of site review.”

Options

1. Land Use Review

There are two land use review processes that can address the trees preservation and landscape buffer standards.

a. Variance Procedure

This option would apply to specific development sites that can comply with the Variance criteria. The site in question was discussed by the Economic Development Committee as being severely constrained due to the buffer and tree preservation requirements. This parcel is the only site in the NEEC that is subject to both the tree preservation and landscape buffer standards.

Staff and legal counsel analyzed the site, applying the variance criteria and agree findings can be made to support a variance for the 30-foot landscape buffer, especially since the site is the only one in the NEEC subject to both the tree preservation and buffer standards — a requirement not applied to other lots in the NEEC.

b. Site Plan Review Exemption Procedure

Per Veneta Land Development Ordinance, all new commercial development is subject to Site Plan Review. The SDP tree preservation standards include two exemption opportunities that can be applied during site plan review. The code reads as follows and the exemptions are highlighted:

Highway 126 tree preservation setback: thirty (30) foot building setback, twenty (20) foot tree preservation area in which trees greater than eight (8) inch diameter at four (4) foot from the ground will be preserved unless deemed to be impracticable. Cleared "windows" no greater than 100 foot in length are allowed. "Windows" shall be spaced to provide at least 300 foot of tree canopy between "windows" unless exempted as part of site review.

The Planning Commission would review the proposal and consider the exemptions if justified. Some of the reasons that could constitute an exemptions to the tree preservation standards: 1) there are no trees to preserve, 2) the existing tree canopy is less than 300 feet, or 3) a proposed retail use depends on visibility from passing vehicles along Hwy 126 requiring a reduction or elimination of tree canopy. The burden of proof is upon the applicant to provide.

Minimum Timeline:

Month 1	Month 2	Month 3	Month 4	Month 5
Applicant submits proposal/application	Work Session with PC to review final amendment language	PC Hearing CC Hearing	CC Adoption	Ordinance Effective 30 days later

2. Amend landscape buffer and/or tree preservation standards.

This will require an amendment to both the Veneta Land Development Ordinance and an amendment to the SDP to amend the tree preservation and buffer standards. This is because amendments to the VLDO would have to be consistent with the SDP which was adopted into the code by reference.

The NEEC Specific Development Plan states: “Preservation and enhancement of trees along Highway 126 to provide gateway appeal to the community and project area, while allowing “windows” of visibility for uses bordering Highway 126.”

Staff would prefer to undertake a more complete review of the SDP rather than focus on one specific issue. An amendment process is time consuming regardless of the number of amendments, therefore addressing as many issues at once is a more efficient use of staff time and resources. The code amendment process is somewhat lengthy and the timeline uncertain since the plan is open to public comment. The amendment process may not respond quickly enough to near-term development. Focusing on one specific issues also runs the risk of amending or removing standards that could result in unintended consequences.

Minimum Timeline:

Month 1	Month 2	Month 3	Month 4	Month 5
Work Session with PC to review draft amendment language	Work Session with PC to review final amendment language	PC Hearing CC Hearing	CC Adoption	Ordinance Effective 30 days later

3. Remove the SDP from the VLDO and zoning map with the intention of a future project that would analyze the SDP and VLDO for possible amendments.

This will require an amendment to both the Veneta Land Development Ordinance and an amendment to the Zoning Map. The code and amendment process is somewhat lengthy and the timeline uncertain since the plan is open to public comment. The amendment process may not respond quickly enough to coming development.

Staff would prefer to take a more complete review of the SDP and address all issues at once. There is a risk of removing standards that could result in unintended consequences such as removing allowed uses within the SDP that are not permitted in the underlying zoning.

There is no benefit of removing the entire SDP since the most pressing issue (tree preservation and buffer) can most likely be addressed through the land use review process.

Minimum Timeline:

Month 1-2	Month 3	Month 4	Month 5
Hold one or two work sessions with PC to analyze outcomes of removing SDP	PC Hearing CC Hearing	CC Adoption	Ordinance Effective 30 days later

4. Amend the NEEC SDP

Staff supports re-examining the Northeast Employment Center (NEEC) Specific Development Plan (SDP) to identify and amend significant barriers to development and to determine if the zoning, lot configuration, and development standards will likely impede the desired type of development, and if the SDP supports the findings of the recently adopted 2015 Economic Opportunity Analysis and Veneta Economic Development Strategy: Five-Year Action Plan, 2015-2019.

The outcomes could include amendments to the Specific Development Plan, amendments to development standards, or even a removal of the SDP overlay zone if justified. Any proposed amendments could require amendments to the Land Development Ordinance, Veneta Zoning Map, and/or Comprehensive Plan Diagram.

Staff contacted Bob Parker at UO Community Planning Workshop about the project. Mr. Parker will provide the City a draft work plan and cost estimate to complete an analysis and proposed amendments for the NEEC. The CPW is available to work on the project beginning in January 2017. A proposal will be submitted before the end of December 2017.

Minimum Timeline:

Month 1	Month 2-3	Month 4	Month 5	Month 6	Month 7	Month 8
Staff Prep	Work Session with PC and or EDC to review issues and draft	Work Session with PC and or EDC to review draft amendme nt language	Work Session with PC and or EDC to review final amendment language	PC Hearing CC Hearing	CC Adoption	Ordinance Effective 30 days later

COUNCIL OPTIONS

1. Direct staff to pursue one or more of the presented options.
2. Direct staff to bring back proposal from Bob Parker before giving direction on an option.

CITY ADMINSTRATOR’S RECOMMENDATION

Direct property owner to pursue a Variance to the tree setback and landscape buffer requirements with their development proposal and if proposal is accepted, conduct a re-analysis of the NEEC with Community Planning Workshop.

VENETA CITY COUNCIL MEETING

AGENDA ITEM SUMMARY

Title/Topic: City of Veneta Communication Plan Implementation Report

Meeting Date: December 12, 2016
Department: Administration

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

ISSUE STATEMENT

Implementation report for the City's Communication Plan.

BACKGROUND

In the October 2013 Council Goal Setting Session, Council identified six main goals. Goal #6 was to "Improve community awareness of City issues and public engagement opportunities." The main objective of this goal was to develop a communication plan that would promote understanding of the City and its functions, outline engagement opportunities, foster appreciation for Veneta's history and establish a means to disseminate and receive feedback with the public.

In July 2014, the Communication Subcommittee convened to aid in the creation of the Communication Plan. The Communication Plan (included as Attachment A), as adopted January 25, 2015, outlines methods through which the City of Veneta communicates information to its target audiences. These audiences include both residents and non-residents. The intent is to create a more informed community in regard to City events and avenues through which people may find answers to questions.

The methods are referred to as "Communication Tools" in the plan. Listed below are the tools outlined in the Communication Plan. The action(s) taken thus far for each tool is also provided.

Website: The City has had a website for several years; however, the site was "redesigned" in October 2015 to make it more visually appealing, more flexible and easier to navigate. The site contains: general information about the City, monthly calendar of events, meetings and other important dates, meeting agendas, packet materials and minutes and enables users to view, complete or obtain forms, services and official documents. The website is updated as needed by any one of three staff members trained appropriately.

City Newsletter: The newsletter, which started during the period that the local newspaper was not in operations, is prepared monthly and sent as an insert with the monthly utility bills. The focus of the newsletter is usually upcoming events in the Fern Ridge area and timely information related to operations (i.e. leaf pick-up) and/or the City's regulations as specified in the Veneta Municipal Code (i.e. parking of RVs). All staff members can submit article ideas; however, they are finalized by the City Administrator. Currently the City utilizes the writing services of a third party for the narrative, City staff does the formatting and editing.

Press Releases: Press releases are prepared and published on an "as needed" basis. Typically, the request comes from the City Administrator and the topic is considered somewhat urgent in nature.

Display Advertisements: In addition to appearing on the City's website and in the City's newsletter, an advertisement is prepared for upcoming events especially those that are family and community oriented.

Public Notices: These types of notices are reserved for official business. Most often they are required (i.e. land use actions, budget hearings); however, past practice has been to use this format for filling committee and council vacancies as well.

Public Meetings: With few exceptions all council, board, commission and committee meetings are open to the public. The day, time, and location of meetings are posted on the bulletin board at City Hall, published in the Fern Ridge Review, sent to the Fern Ridge Library and as a “Civic Calendar”. The City’s website also has a calendar that can be accessed quickly from the main page. Meeting agendas and packet materials are also available at City Hall and on the website.

Brochures: There is not a lot of demand for City generated brochures; however, there is a wall in the lobby of City Hall dedicated to holding brochures from other organizations.

Assorted Printed Materials: Flyers and posters are created as needed for City programs and events. The flyers and posters are posted at City Hall and frequently included as an insert with the monthly utility bills. Other forms of printed material are door hangers when action is needed by particular citizens, documents focusing on regulatory information and instruction. They are available, along with the needed permits and applications, in the lobby of City Hall and on the website.

Water Quality Report: This report is prepared annually and mailed and/or hand delivered to each utility account customer or user of the City’s water system.

Social Media: In September 2016 the City launched a Facebook Page. Each week one-three new posts are made to the page. Until recently the posts have been informative in nature focused on events and notifications. Each of these posts include a link to the City’s or other website for more information. Viewers are able to “like” and/or comment on the City’s posts. They cannot start a new posting (thread). Recently, a more interactive post was made called “Where is it Wednesday”. Depending on the response, this will be done weekly. The premise is that a picture is taken of some location within the City and posted. Viewers are then encouraged to guess via making a comment where the photo was taken.

Budget in Brief: This report, currently called “Citizens Budget Report” is in the making. At this point it is 5.5” x 8” inches in size and 8 pages. The content is written in plain language and focuses on the use of tax dollars and explanations of the City’s major resources and the uses of them.

The other components of the Communication Plan are Evaluation Method, Resource Allocation, Defining Responsibilities and Social Media Policy. The status of these components are as follows.

The **Evaluation Method** section includes the purpose of evaluating the plan and the methods by which the evaluation will take place. Staff will make the evaluation part of the 2017 work plan.

Budget and staff time are the two resources discussed in the **Resource Allocation** section. Thus far the budget allocation has been sufficient to cover necessary supplies and the department heads and other staff members have completed the necessary communication plan tasks without negatively impacting other responsibilities.

The **Defining Responsibilities** section explains the role of “Information Specialist” (IS) as being filled by multiple staff members. The subject matter and the audience determine which staff person will fill the role at any given time.

The guidelines contained in the **Social Media Policy** section are currently used to administer the City's Facebook Page. They will also be used if and when the City expands to other social media methods (i.e. Twitter, Instagram, etc.).

COUNCIL OPTIONS

No action necessary unless the Council wishes to provide direction to staff regarding the Communication Plan.

CITY ADMINISTRATOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

- A) City of Veneta Communication Plan

City of Veneta Communication Plan

Adopted

January 26, 2015

City of Veneta Communication Plan

Purpose

Recognizing the value of citizen involvement and the wealth of good information and resources that the citizens of Veneta possess, the Veneta City Council identified a goal to improve community awareness of City issues and public engagement opportunities during its 2013 Goal Setting Session.

A proactive approach is needed to foster effective two-way communication. Understanding citizen concerns, ideas and values is critical to the City's decision-making process, and much of a city's overall success depends upon the quality of its communication.

To that end, our city must identify, create and budget adequate resources to engage citizens and citizen groups to effectively become a part of the decision-making process.

Guiding Principals

Open, Two-Way Communication: Ensure that information is shared throughout the community and the organization, emphasizing two-way informational flow.

Proactive Problem Solving: Identify methods by which the City will provide prompt, accurate and timely information on the City's actions, issues and decisions.

Decentralized Communication: Strengthen direct communication between elected officials, City departments and citizens rather than trying to funnel all information through a central point of contact or department. This provides for more knowledgeable discourse, strengthens accountability and also makes it easier to access or provide information on City activities. The City must work to balance open and decentralized communication while producing a clear, consistent and focused message.

Inclusive Communication: Include everyone in the process who cares to participate and encourage those who are not currently engaged, in order to build collaboration and a sense of belonging.

Consistent Message: Support, reinforce and reflect the goals of the City government as established by the City Council and the City management, thus underscoring the idea of an organization with one common purpose – serving its citizens.

Objectives of the Communication Plan

- Develop a communication plan that will promote understanding of the City and its functions.
- Outline engagement opportunities.
- Foster appreciation for Veneta's history.
- Establish means to disseminate and receive feedback to and from the public.
- Develop a flexible plan that allows for the city and community's changing needs.

Target Audiences

The process of identifying and prioritizing target audiences is a key strategic component of a communication plan. Understanding the audience enables the City to better relate to its social environment and the unique needs of different groups.

Primary Target Audiences:

Citizens of Veneta: The citizens of Veneta are the highest priority target audience. Strengthening the relationship between City government and its residents is the starting point of a sound communications plan.

Business Owners: Business owners help foster the economic development of Veneta by creating employment opportunities and delivering goods and services locally. They also serve as a model for potential business owners and residents who are considering living and/or working in Veneta.

Members of City Boards, Commissions and Committees: While these individuals are included under the citizens of Veneta, it is important to recognize the work they do on behalf of the community and government, which in turn makes them a distinct and specific target audience.

Media: This audience includes a variety of print, web and broadcast mediums.

Community Organizations: Local area non-profits, service clubs, community service agencies, and faith communities.

Secondary Target Audiences:

Fern Ridge Residents: Those who live outside Veneta city limits and work, shop or visit in Veneta.

Other Government Entities: Local, state, and federal jurisdictions.

Municipal Government Associations: Organizations such as the Lane Council of Governments, City/County Insurance Services and the League of Oregon Cities.

Visitors: Visitors may include potential residents and business owners, or patrons of local establishments.

Communication Tools (External)

Website: Comprehensive web site designed to enable staff to post information as needed. The site contains news items, department information, calendar of City meetings and events, agendas and minutes for all Boards, Commissions, Committees and Council. It offers easy access to City programs, services, documents and ePermitting. The City's web page provides 24-hour access to City information and enables residents and outlying community residents to cross reference information so it is accessible from multiple entry points.

City Newsletter: A monthly print publication included with utility bills and available on the City website. Information is submitted by the management team and occasionally a deputy, and informs the public of City services, issues, tips and events affecting the community, along with the monthly civic calendar.

Press Releases: A prepared news or publicity item about City of Veneta business. News releases should be timely and relevant and contain the facts of the information. The release should include basic information: who, what, where, when, why and how.

Display Advertisements: The City occasionally places display advertisements in local newspapers to call attention to City programs and upcoming public events.

Public Notices: Items posted according to state law.

Public Meetings: In addition to the regularly scheduled Council and assorted Board, Committee and Commission meetings, which are always open for public comment, other public meetings targeted towards specific issues are also held as needed to present the community with an opportunity to express opinions and give input on specific City issues.

Brochures: Varieties of informational brochures are created in-house and are available at City Hall.

Assorted Printed Materials: Flyers, door hangers, postcards, maps, etc. are created as needed to provide information about City programs and issues.

Water Quality Report: Completed each June and posted to the City website. Meets the EPA requirement of providing a Consumer Confidence Report (CCR) on the quality of Veneta's drinking water.

Social Media: Use of web 2.0 services to disseminate information to a larger demographic of customers (see Social Media Policy).

Budget in Brief: Script/brochure explaining the Veneta City Budget in a condensed, easy to read format, to provide basic information about the current fiscal year budget.

Communication Tools (Internal)

Management Team Meetings: The City Administrator meets with the management team each week to review up-coming Council meetings, action items and to keep each other informed of issues in their own departments. The meetings provide an opportunity for department managers to keep abreast of what is happening in all departments.

Department Meetings: Each department meets regularly to exchange information and to update each other on issues and activities within the department and other departments.

Employee Committee Meetings: Safety committee meetings occur once a month to review any accidents, identify needed trainings and conduct facility inspections.

Evaluation Methods

To ensure successful efficiency and effectiveness of the communication plan, various communication tools and an ongoing evaluation method should take place.

Strategies:

- Institute an ongoing communication survey to assess effectiveness of City communication.
- Monitor and fine-tune the existing communication tools, and seek additional tools as needed.
- Ensure that the communication tools are diverse in order to reach various segments of the targeted audiences.
- Research communication tools and techniques to remain up-to-date on types of communication which will continue to engage and expand target audiences in the communication process and increase their commitment to the interactive government process.

Actions:

Communication Effectiveness Research: Conduct surveys to gather information that identifies the level of effectiveness of City communication. Survey methods should include a diverse set of tools, such as online, email and mail. The implementation must reach a broad spectrum of Veneta citizens so that the results accurately reflect the demographic make-up of the community.

Measuring Communication Success: Assess the tools in place and overall communication efforts in order to determine necessary modifications the City could implement. Determine if additional tools may be utilized to update the efficiency of communication.

Communications Training: Provide communication training for City officials and staff, including the Mayor, Council Members, City Administrator and management team, as well as City staff and members of City commissions, committees and boards.

Resource Allocation

Budget: There is not a specific budget for communications. Resources are allocated from major fund categories to support implementing elements of the Communication Plan. Most major funds also have a Public Relations line-item to support implementation activities.

Staff Time: The Management Analyst position, with input from Department Heads, handles the core functions of communication operations. This includes website posting and updates, press releases, creating promotional pieces for City events, and maintaining social media accounts. This position, in its role as Information Specialist for the City, dedicates only a portion of its time to communication duties.

Defining Responsibilities

Information Specialist: The role of Information Specialist (IS) may be filled by multiple employees of the City of Veneta. The IS manages community relations and coordinates with regional agencies as needed. Some of the IS' duties include: responding to citizens' concerns and comments; serving as the "voice and face" of the City. The responsibility for IS duties will be shared between the Management Analyst and City's Management Team depending on circumstances.

Social Media Policy

Every day people engage in online communication. The City recognizes the vital importance of participating in this type of communication and is committed to ensuring the City participates in a responsible and balanced approach.

I. Official City Social Media Sites

Official City use of social media is intended to broaden the reach of communication and engagement with the community and with stakeholders, while utilizing fundamental platforms that offer methods of communicating beyond traditional sources of information such as the City website.

Official social media tools should be used to:

- Deliver public information, customer service and E-Government to City residents
- Advance City goals such as creating a culture of engagement
- Communicate directly to the public especially during emergencies
- Increase government transparency and efficiency

II. Publishing

1. Publishers

At least one information specialist will serve as the lead staff person for official City social media sites. Mandatory duties include serving as the lead contact for an account, developing the engagement framework for posting information and ensuring the social media site is regularly updated. The IS will monitor content on all official social media sites to ensure a consistent message and for adherence to this policy.

Only City staff will serve as publishers; publishers will attend training sessions. Volunteers, interns, contractors and board/committee/commission members are not eligible to administer official accounts.

2. Posting Guidelines

Social media content is fleeting because updates compete for attention in personal social media news streams. Official City social media sites need to be clear, precise and follow industry best practices for posting updates.

Three tenets City social media publishers must follow regarding the types of content to share:

- Relevant: Information that helps residents and pertains to their daily lives
- Timely: Information about deadlines, upcoming events, news or related to current events
- Actionable: Information to register, attend, go or do

Legal requirements and City guidelines towards the protection of confidential, sensitive, and internal use information still apply.

III. Links

As an extension of the City's communication platform, social media sites should include links that direct users back to the City's website for more information, forms, documents or online services whenever possible. External links to media articles or other relevant content are permitted on official City social media sites to share information.

IV. Emergencies

During emergencies, all social media content and postings must be coordinated with the City Administrator and the Incident Commander. Specifically, social media publishers need to complete the following tasks in the event of an emergency:

1. Un-schedule any posts that may appear during the height of the incident.
2. If there is information clearly delivered from the Incident Commander and/or the City Administrator, then publish to social media and other platforms. If there is any doubt, then IS must check with either or both individuals to verify information before posting.
3. If the public provides any life safety information via private social media messaging, reach out to Incident Commander and/or the City Administrator ASAP to share information.
4. Timestamp posts so it is clear when the information was published. Use a template such as: "12/20, 1:33 pm: (message here)"
5. Please "Share" City information on Facebook as needed.
6. Be aware of hashtags. If collaborating agencies' public information offices have identified hashtags in reference to a shared emergency, utilize the hashtag to maintain consistency and collaboration with agencies.
7. Social media content must be usable, especially to people using mobile devices. For example, provide links to webpages, not PDFs unless absolutely necessary.
8. All incidents evolve over time and City staff may need to change how social media assets are being used from strategic and tactical perspectives.

V. Embedding Icons and Content

Social media icons and content players such as embedded Facebook posts, videos or pictures may be placed on City web pages. Social media content from agencies may also be embedded. The City reserves the right to use social media content on citywide web pages, social media sites and other platforms.

VI. Understanding Publisher and Personal Roles

The City will grant administrative rights to page publisher(s). All publishers must use their own personal Facebook profiles to access official City sites (the public will not know publisher identities). It is a violation of Facebook's terms of service to create additional personal profiles or to create a generic personal profile to administer a business page.

VII. Wall Settings

The City Facebook page is not an "open forum". Temporary exceptions for turning on the wall may be used and granted by the City Administrator in cases of emergencies where situational awareness of an unfolding event would be helpful.

VIII. Updating from Mobile Devices

If publishers use personal devices such as an iPhone or Droid with Facebook apps, the official City social media site can be managed from these devices. However, be aware the app does not provide the full set of page management features found on Facebook's desktop browser version. If a publisher loses a personal phone and someone accesses the Facebook app, then an official City resource is at risk. If you are publisher and use a smartphone, then you must protect City information by using a passcode on your personal device.

IX. Replying

There is no method to disable private messages on Facebook. Messages shall be replied to as needed. Replying through an official account is equivalent to serving as an official online spokesperson for the City.

X. Liking/Following

Like or follow select government agencies, entities, media, key partners/nonprofits and industry-specific groups to develop a larger reach.

XI. Archives and Retention

Communications received through social media are public records that generally should be considered as “correspondence” for the purposes of Oregon retention laws. Generally, such social media responses need to be retained as long as administratively necessary before it can be destroyed.

XII. Security

Passwords should maintain complexity requirements and use uppercase letters, lowercase letters, numbers, and special characters. Passwords to social media sites should be changed at a minimum of every 90 days. In the event of a compromise, or suspected compromise, passwords should be changed immediately. An official City email address should be used to establish an official social media site whenever possible. Credentials to City social media sites should be protected and limited to authorized personnel.

XIII. Compliance

In order to comply with the retention requirements of the Oregon Public Records Law (ORS Chapter 192 and OAR 166-200-0005 *et seq*), it is the policy of the City that personnel may not post original content to social media sites unless content is preserved and retained according to Oregon Public Records Law.

The Oregon Public Records Law and relevant City records retention schedules apply to all content posted to the City’s social media site. The content will be retained for the period required by the relevant records retention schedule and maintained in a format that preserves the integrity of the original record, is easily accessible, and is allowable under the Oregon Records Retention Law.

Use of social media sites by personnel may not violate the Oregon Public Meetings Law (ORS 192.610 through ORS 192.710).

When posting information to the City’s social media sites, personnel are responsible for complying with all applicable federal, state and local laws, regulations and policies, including but not limited to laws governing copyright, public records, free speech and privacy.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Approval of Agreement with Oregon Infrastructure Finance Authority, Acceptance of Specific Purpose Grant and Appropriating Expenditures

Meeting Date: December 12, 2016
Department: Finance

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

ISSUE STATEMENT

Does the Council wish to enter into an agreement with Oregon Infrastructure Finance Authority? The agreement outlines the terms of receiving grant money.

Does the Council wish to accept the specific purpose grant from (IFA) and appropriate expenditures to use grant money within the current fiscal year?

BACKGROUND

The City recently applied for and was awarded a grant from the Oregon Infrastructure Finance Authority to be specifically used for testing of the incoming flow at the Wastewater Treatment Plan (WWTP). In order to receive the grant, the City needs to agree to the grant terms as presented in the attached agreement.

The testing is an unanticipated need due to repeated occurrences of the WWTP's inflow being contaminated by an unknown substance. The health of the WWTP has been compromised, in varying degrees, over the past six months. Routine testing and observations have failed to identify the type of substance. The identity of the substance is necessary to determine the source after which corrective and preventive actions will be taken.

Oregon budget law allows for changes after budget adoption, including increasing appropriations, in certain circumstances by Council resolution. One such circumstance is being awarded a specific purpose grant. The IFA grant is for the specific purpose of testing. In order to spend the grant money, the City needs to increase its appropriation authority.

Resolution No. 1211, being presented tonight, accepts the grant money and increases the necessary appropriation in the FY2016-2017 budget.

RELATED CITY POLICIES

Resolution No. 1198 Adoption of the Fiscal Year 2016-17 Budget.

COUNCIL OPTIONS

1. Approve the agreement and proposed resolution with no changes.
2. Approve the agreement and proposed resolution with specific changes.
3. Reject the agreement and provide direction to staff. If the agreement is not approved, there is no need to consider the resolution.

CITY ADMINISTRATOR’S RECOMMENDATION

Approve the agreement and resolution as currently written.

SUGGESTED MOTION

“I make a motion to approve the agreement with the Oregon Infrastructure Finance Authority and authorize the Mayor to sign.”

“I make a motion to approve Resolution No. 1211, accepting the specific purpose grant and appropriating expenditures in fiscal year 2016-17.”

ATTACHMENTS

- A. Grant agreement with Oregon Infrastructure Finance Authority.

WATER FUND TECHNICAL ASSISTANCE PROJECT
FINANCING CONTRACT

Project Name: Veneta Wastewater Contaminant Testing

Project Number: V17005

This financing contract (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority (“IFA”), and the City of Veneta (“Recipient”) for financing of the project referred to above and described in Exhibit C (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

- Exhibit A General Definitions
- Exhibit B NOT APPLICABLE
- Exhibit C Project Description
- Exhibit D Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

“Estimated Project Cost” means \$26,250.

“Grant Amount” means \$20,000.

“Project Closeout Deadline” means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

“Project Completion Deadline” means 24 months after the date of this Contract.

SECTION 2 - FINANCIAL ASSISTANCE

Commitment. The IFA shall provide Recipient, and Recipient shall accept from IFA, financing for the Project as a grant in an aggregate amount not to exceed the Grant Amount (the “Grant”).

SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Financing Proceeds will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an IFA-provided or IFA-approved disbursement request form (“Disbursement Request”).
- B. Financing Availability. The IFA’s obligation to make and Recipient’s right to request disbursements under this Contract terminates on the Project Closeout Deadline.

SECTION 4 - CONDITIONS PRECEDENT

- A. Conditions Precedent to IFA's Obligations. The IFA's obligations are subject to the receipt of the following items, in form and substance satisfactory to IFA and its Counsel:
- (1) This Contract duly signed by an authorized officer of Recipient.
 - (2) Such other certificates, documents, opinions and information as IFA may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, IFA has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
 - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
 - (3) The IFA, in the reasonable exercise of its administrative discretion, has sufficient moneys in the Fund for use in the Project and has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.
 - (4) The IFA (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as IFA may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
 - (5) The Recipient has delivered documentation satisfactory to IFA that, in addition to the Financing Proceeds, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
 - (6) Any conditions to disbursement elsewhere in this Contract are met.

SECTION 5 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Financing Proceeds only for the activities described in Exhibit C and according to the budget in Exhibit D. The Recipient may not transfer Financing Proceeds among line items in the budget without the prior written consent of IFA.
- B. Costs of the Project. The Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act, and Oregon law as applicable. Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit C.
- C. Costs Paid for by Others. The Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to IFA:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded.

B. Organization and Authority.

- (1) The Recipient is a Municipality under the Act, and validly organized and existing under the laws of the State of Oregon.
- (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
- (3) This Contract has been duly executed by Recipient, and when executed by IFA, is legal, valid and binding, and enforceable in accordance with their terms.

C. Full Disclosure. The Recipient has disclosed in writing to IFA all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract is true and accurate in all respects.

D. Pending Litigation. The Recipient has disclosed in writing to IFA all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.

E. No Defaults.

- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
- (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.

F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iv) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.

SECTION 7 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

A. Notice of Adverse Change. The Recipient shall promptly notify IFA of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.

B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract, the Project and the operation of the waste water system to which the Project is associated. In particular, but without limitation, Recipient shall comply with the following, as applicable:

- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.

- (2) OAR 123-043-0095 (4) requirements for signs and notifications.

These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.

C. Project Completion Obligations. The Recipient shall:

- (1) When procuring professional consulting services, provide IFA with copies of all solicitations at least 10 days before advertising, and all contracts at least 10 days before signing.
- (2) Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
- (3) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the IFA in writing.
- (4) No later than the Project Closeout Deadline, provide IFA with a final project completion report on a form provided by IFA, including Recipient's certification that the Project is complete, all payments are made, and no further disbursements are needed; provided however, for the purposes of this Contract, IFA will be the final judge of the Project's completion.

D. [Reserved]

E. Inspections; Information. The Recipient shall permit IFA and any party designated by IFA: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters, and financial statements or other documents related to its financial standing. The Recipient shall supply any related reports and information as IFA may reasonably require.

F. Records Maintenance. Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds until the date that is three years following the later of the final maturity of the Lottery Bonds, or the final maturity or redemption date of any obligation, or series of obligations, that refinanced the Lottery Bonds, or such longer period as may be required by other provisions of this Contract or applicable law.

G. Economic Benefit Data. The IFA may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by IFA.

H. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to "aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses..." The IFA encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at https://www.oregonlegislature.gov/bills_laws/ors/ors200.html. Additional resources are provided by the Governor's Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.

I. Professional Responsibility. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty.

- J. Notice of Default. The Recipient shall give IFA prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- K. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless IFA and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- L. [Reserved]
- M. Exclusion of Interest from Federal Gross Income and Compliance with Code.
- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Lottery Bonds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. IFA may decline to disburse the Financing Proceeds if it finds that the federal tax exemption of the Lottery Bonds cannot be assured.
 - (2) The Recipient shall not take any action (including but not limited to the execution of a management agreement for the operation of the Project) or omit to take any action that would cause any Lottery Bonds to be "private activity bonds" within the meaning of Section 141(a) of the Code. Accordingly, unless Recipient receives the prior written approval of IFA, Recipient shall not permit in excess of ten percent (10%) of either (a) the Financing Proceeds or (b) the Project financed or refinanced with the Financing Proceeds to be directly or indirectly used in any manner that would constitute "private business use" within the meaning of Section 141(b)(6) of the Code, including not permitting more than one half of any permitted private business use to be "disproportionate related business use" or private business use unrelated to the government use of the Financing Proceeds. Unless Recipient receives the prior written approval of IFA, Recipient shall not directly or indirectly use any of the Financing Proceeds to make or finance loans to persons other than governmental units, as that term is used in Section 141(c) of the Code.
 - (3) The Recipient shall not directly or indirectly use or permit the use of any of the Financing Proceeds or any other funds, or take any action or omit to take any action, which would cause any Lottery Bonds to be "arbitrage bonds" within the meaning of Section 148(a) of the Code.
 - (4) The Recipient shall not cause any Lottery Bonds to be treated as "federally guaranteed" for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to "federally guaranteed" obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Lottery Bonds will be treated as "federally guaranteed" if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Lottery Bonds will be (i) used in making loans if the payment of principal or interest is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.

- (5) The Recipient shall assist IFA to ensure that all required amounts are rebated to the United States of America pursuant to Section 148(f) of the Code. The Recipient shall pay to IFA such amounts as may be directed by IFA to satisfy the requirements of Section 148(f) applicable to the portion of the proceeds of any tax-exempt bonds, including any Financing Proceeds or other amounts held in a reserve fund. The Recipient further shall reimburse IFA for the portion of any expenses it incurs related to the Project that is necessary to satisfy the requirements of Section 148(f) of the Code.
- (6) Upon IFA's request, Recipient shall furnish written information regarding its investments and use of Financing Proceeds, and of any facilities financed or refinanced therewith, including providing IFA with any information and documentation that IFA reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Lottery Bonds.
- (7) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Lottery Bonds, the covenants contained in this subsection will survive the Project, including the application of any unexpended Financing Proceeds. The Recipient acknowledges that the Project may be funded with proceeds of the Lottery Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Lottery Bonds from gross income for federal income tax purposes.
- (8) Neither Recipient nor any related party to Recipient, within the meaning of 26 C.F.R. §1.150-1(b), shall purchase any Lottery Bonds, from which proceeds were used to finance the Project, in an amount related to the amount of the Grant.

SECTION 8 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient in this Contract or in any document provided by Recipient related to the Project or in regard to compliance with the requirements of Section 103 and Sections 141 through 150 of the Code.
- B. (1) A petition, proceeding or case is filed by or against Recipient under any federal or state bankruptcy or insolvency law, and in the case of a petition filed against Recipient, Recipient acquiesces to such petition or such petition is not dismissed within 20 calendar days after such filing, or such dismissal is not final or is subject to appeal;
- (2) The Recipient files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, liquidation, dissolution, winding-up or composition or adjustment of debts;
- (3) The Recipient becomes insolvent or bankrupt or admits its inability to pay its debts as they become due, or makes an assignment for the benefit of its creditors;
- (4) The Recipient applies for or consents to the appointment of, or taking of possession by, a custodian (including, without limitation, a receiver, liquidator or trustee) of Recipient or any substantial portion of its property; or
- (5) The Recipient takes any action for the purpose of effecting any of the above.
- C. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsections A through B of this section 8, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by IFA. The IFA may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 9 - REMEDIES

- A. Remedies. Upon any Event of Default, IFA may pursue any or all remedies in this Contract and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
- (1) Terminating IFA's commitment and obligation to make the Grant or disbursements under the Contract.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract, including as provided in ORS 285B.599.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by IFA pursuant to section 9.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by IFA; then, as applicable, to repay any Grant proceeds owed; and last, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to IFA is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The IFA is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by IFA. In the event IFA defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of IFA's obligations.

SECTION 10 - MISCELLANEOUS

- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of IFA, Recipient, and their respective successors and permitted assigns.
 - (4) The Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of IFA. The IFA may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to IFA, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of IFA's Counsel. Any approved assignment is not to be construed as creating any obligation of IFA beyond those in this Contract, nor does assignment relieve Recipient of any of its duties or obligations under this Contract.
 - (5) The Recipient hereby approves and consents to any assignment, sale or transfer of this Contract that IFA deems to be necessary.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon’s sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

J. Integration. This Contract (including all exhibits, schedules or attachments) constitute the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through the
Oregon Infrastructure Finance Authority



CITY OF VENETA

By: XXXXXXXXXXXXXX
Robert Ault, Manager
Program Services Division

By: XXXXXXXXXXXXXX
The Honorable Sandy Larson
Mayor of Veneta

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

Not Required per OAR 137-045-0030

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 285B.560 through 285B.599, as amended.

“Award” means the award of financial assistance to Recipient by IFA dated 9 Nov 2016.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, IFA or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“Financing Proceeds” means the proceeds of the Grant.

“Lottery Bonds” means any bonds issued by the State of Oregon that are special obligations of the State of Oregon payable from unobligated net lottery proceeds, the interest on which is exempt from federal income taxation, together with any refunding bonds, used to finance or refinance the Project through the initial funding or refinancing of all or a portion of the Grant.

“Municipality” means any entity described in ORS 285B.410(9).

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

EXHIBIT C - PROJECT DESCRIPTION

The Recipient will hire a consultant to identify the proper testing type(s) and testing protocols to identify the contaminant responsible for several recent contamination events, and attempt to identify the source or point source of the contaminant entering the wastewater system. The report must include, at least, a summary of findings and options to address the contamination issue.

EXHIBIT D - PROJECT BUDGET

	IFA Funds	Other / Matching Funds
Activity	Approved Budget	Approved Budget
Conduct Lab Testing	\$20,000	\$6,250
Total	\$20,000	\$6,250

CITY OF VENETA

RESOLUTION NO. 1212

**A RESOLUTION ACCEPTING A SPECIFIC PURPOSE
GRANT AND APPROPRIATING EXPENDITURES**

WHEREAS, the council adopted the fiscal year 2016-17 budget on June 27, 2016; and

WHEREAS, the City has been subjected to repeated contamination of the wastewater plant; and

WHEREAS, determining the source is crucial to mitigating the contamination; and

WHEREAS, the source can only be determined after the substance is identified through testing; and

WHEREAS, this level of testing is expensive and needs to be conducted by an outside party; and

WHEREAS, the City set out to obtain funding to cover the cost of testing; and

WHEREAS, the City of Veneta has now been awarded a grant from the Oregon Infrastructure Finance Authority (IFA) of \$20,000 for the specific purpose of testing; and

WHEREAS, in this situation, Oregon Budget Law allows expenditures, in the year of award, for specific purpose grants by resolution, rather than by Supplemental Budget (ORS 294.338);

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

SECTION 1 Acceptance of Grant Terms. The terms of the \$20,000 grant award from the Oregon Infrastructure Finance Authority are accepted.

SECTION 2 Project Timing. The work on this project shall begin in the same fiscal year as the grant was awarded (2016-2017).

SECTION 3 Appropriating Expenditures. The appropriations are to be increased in the Sewer Fund for the specific purpose of the IFA grant, as follows:

- under the function of Materials and Services \$20,000.00.

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SECTION 4 Future Budgets. In the 2017-2018 budget process any amounts of said specific purpose grants not spent in the 2016-2017 fiscal year will be included as a resource and an appropriation.

PASSED AND ADOPTED by the Veneta City Council this ____day of December, 2016.

XXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Establishing Recreational Marijuana Tax Rate

Meeting Date: December 12, 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 establish a tax rate of 3% for all recreational marijuana items sold within Veneta's City limits?

BACKGROUND

At the June 27, 2016 City Council meeting the Council placed a measure on the November 8, 2016 ballot to impose up to a 3% tax on the sale of recreational marijuana items within Veneta's City limits. That measure passed, approving Ordinance No. 536. Pursuant to that ordinance the City Council must set the tax rate by resolution. Resolution No.1211 establishes the tax rate.

The Resolution does not stipulate whether the City will act as the Tax Administrator or will enter into an agreement for a third-party to collect the tax. Establishment of the tax collection process is targeted to be brought before the Council at the January 9, 2017 meeting.

RELATED CITY POLICIES OR FISCAL IMPACT

Resolution No. 1202 placing Ordinance No. 536 before the voters was approved by the City Council at the June 27, 2016 meeting. Voters approved the measure on November 8, 2016.

CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the City Council adopt Resolution No. 1211 establishing the tax rate on the sale of marijuana items by marijuana retailers in the City of Veneta.

COUNCIL OPTIONS

- 1) Adopt the Resolution.
- 2) Modify the Resolution and then adopt the Resolution.
- 3) Choose not to adopt the Resolution at this time and request it be brought back in January 2017 with the necessary ordinance establishing the tax collection process.

SUGGESTED MOTION

"I make a motion to adopt Resolution No.1211 as presented."

CITY OF VENETA

RESOLUTION NO. 1211

A RESOLUTION ESTABLISHING THE RATE OF A TAX ON THE SALE OF MARIJUANA ITEMS BY MARIJUANA RETAILERS IN THE CITY OF VENETA

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 referred Ordinance No. 536, an ordinance imposing a local tax on sales of marijuana items by recreational marijuana retailers within the City, to the voters of the City of Veneta at the November 8, 2016, general election; and

WHEREAS, on November 8, 2016, the voters of the City of Veneta approved Ordinance No. 536; and

WHEREAS, Section 1 of Ordinance No. 536 provides that the Veneta City Council will, by resolution, establish a tax rate of up to 3% on the sale of marijuana items by recreational marijuana retailers in the City of Veneta;

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

SECTION 1 Establishment of Tax Rate. Pursuant to section 1 of Ordinance No. 536, the City Council of the City of Veneta hereby establishes a tax rate of three percent (3%) of the retail sale price for each recreational marijuana item sold by a marijuana retailer to a consumer within the City of Veneta.

SECTION 2 Effective Date. This resolution shall take effect on January 1, 2017.

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

XXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder

Darci Henneman

From: Laura Bowman
Sent: Thursday, December 01, 2016 2:17 PM
To: Darci Henneman; Ric Ingham
Subject: City Councilor Position...

Dear Darci and Ric,

I am writing to you to let the City of Veneta know that I will not be able to accept the position of City Councilor. I very much appreciated the opportunity to fill in this past year but I have found that the time commitment for this position does not work well with my family life at this time. It has been a pleasure working with you and the other staff as well as the Mayor and the other City Councilors. I have learned so much about how the City conducts their business and overall I am very impressed with the process.

I wish you all the best of luck finding a qualified person for this position.

Sincerely,
Laura Ruff

State of Oregon
City of Veneta

Proclamation Declaring Election of Candidates

At a City election duly and regularly held within the territorial limits and boundaries of the City of Veneta and conducted by Lane County Elections on November 8, 2016, the electors of the City of Veneta voted on the following Council positions:

MAYOR	One (1) position for four year term expiring December 31, 2020
CITY COUNCILOR	Two (2) positions for four year terms expiring December 31, 2020

I hereby declare that I have canvassed and reviewed the election returns for said City Election conducted by Lane County Elections submitted in the abstract of the election, the date of abstract being November 25, 2016, and certified by Cheryl Betschart, County Clerk for Lane County, Oregon, and the abstract shows the results of the election as follows:

MAYOR	Sandra H. Larson	1338	total votes
CITY COUNCILOR	Thomas G. Laing	1299	total votes
CITY COUNCILOR	Laura Ruff	17	write-in votes

I, Darci Henneman, City Recorder/Elections Official for the City of Veneta, do hereby declare and proclaim the following persons have been elected to serve on the Veneta City Council for a period of four years:

Sandra H. Larson - Mayor
Thomas G. Laing - Councilor

Laura Ruff did not accept her write in candidacy or complete and submit form SEL 141 but did submit a letter of refusal.

Dated this 2nd day of December, 2016.



Darci Henneman, City Recorder/Elections Official

State of Oregon
City of Veneta

Proclamation Declaring Passage of Measure 20-246

At a City election duly and regularly held within the territorial limits and boundaries of the City of Veneta and conducted by Lane County Elections on November 8, 2016, the electors of the City of Veneta voted on the following Measure:

MEASURE 20-246 CITY TAX ON RECREATIONAL MARIJUANA RETAILERS' SALE
ON MARIJUANA ITEMS

I hereby declare that I have canvassed and reviewed the election returns for said City Election conducted by Lane County Elections submitted in the abstract of the election, the date of abstract being November 25, 2016, and certified by Cheryl Betschart, County Clerk for Lane County, Oregon, and the abstract shows the results of the election as follows:

MEASURE 20-246	Total votes YES "VENETA MARIJUANA TAX"	<u>1,437</u>
	Total votes NO "VENETA MARIJUANA TAX"	<u>802</u>

I, Darci Henneman, City Recorder for the City of Veneta, do hereby declare and proclaim that Measure 20-246, City of Veneta Tax on Recreational Marijuana Retailers' Sale on Marijuana Items, was passed.

Dated this 2nd day of December, 2016.



Darci Henneman, City Recorder/Elections Officer