

AGENDA
VENETA CITY COUNCIL
MONDAY, JANUARY 26, 2015 – 7:00 P.M.
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 7:00 **1. CALL TO ORDER**
- 7:05 **2. STATE OF THE CITY ADDRESS - MAYOR SANDRA LARSON**
- 7:30 **3. 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.
- 7:40 **4. PUBLIC HEARING – (CONT.) TO DETERMINE DANGEROUS BUILDING ABATEMENT**
- 1) Open Hearing
 - 2) Staff Report (pgs. 3-5)
 - 3) Questions from Council
 - 4) Public Comment
 - 5) Close of Hearing
 - 6) Deliberation & Decision
- 8:00 **5. CONSENT AGENDA**
- a. Minutes for December 8, 2014 Work Session (pgs. 7-8)
 - b. Minutes for December 15, 2014 Work Session (pgs. 9-13)
 - c. Minutes for December 15, 2014 (pgs. 15-25)
 - d. Minutes for January 12, 2015 Work Session (pgs. 27-28)
 - e. Minutes for January 12, 2015 (pgs. 29-34)
 - f. Accounts Payable
 - i. To be Paid – Payable through January 21, 2015 (pgs. 35-42)
 - g. Civic Calendar for February, 2015 (pg. 43)
 - h. Approval of Liquor License (change of ownership) for Danielle Taste Veneta (formerly DJMcRB, LLC, dba Taste), 88330 Territorial Rd., (located in the West Lane Shopping Center) (pgs. 45-46)
 - i. Year End Planning & Building Activity Report (pgs. 47-48)
- 8:10 **6. COUNCIL BUSINESS AND REPORTS**
- a. Business
 - (1) Request from Tristan Cornelius to waive the Community Center rental fee for a fundraising event for the Mr. Falcon contest (pgs. 49-50)
 - (2) Lane County Sheriff's Office Activity Report (pg. 51)
 - (3) Liaison Appointment to Committees (pg. 53)
 - (4) City Day at the Capital (pgs. 55-59)
 - (5) Lane Council of Governments (LCOG) Annual Banquet (pg. 61)
 - (6) Congressional Letter of Support (pgs. 63-64)
 - b. Councilor/Committee Liaison Reports
- 8:30 **7. STAFF REPORTS**
- a. Finance Director.....Shauna Hartz
 - (1) 2nd Quarter Fund Balance Report (pgs. 65-68)
 - (2) Proposed Budget Calendar for FY2015-16 (pg. 69)
 - b. Management Analyst.....Katie Babits
 - (1) Adoption of a City of Veneta Communication Plan (pgs. 71-81)
 - (2) Revision of City Logo (pgs. 83-84)

- 9:10 c. City Administrator.....Ric Ingham
- (1) Veneta Vision LLC Franchise Agreement
 - i. Agenda Item Summary (pgs. 85-86)
 - ii. **Ordinance No. 518** – AN ORDINANCE GRANTING TO VENETA VISION LLC, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A TELECOMMUNICATIONS SERVICE AND TO OCCUPY RIGHTS-OF-WAY IN THE CITY OF VENETA, OREGON AND SETTING AN EFFECTIVE DATE. For First Reading by Title Only (pgs. 87-94)
 - (2) Neighborhood Watch Request (pg. 95)
 - (3) Review of 2014 Work Plan & Goals
 - a. 2014 Work Plan Review (pgs. 97-98)
 - b. 2014 Goal Setting Session Report (pgs. 99-103)
 - (4) Process for Establishing 2015 Council Goals & Priorities (pgs. 105-106)
 - (5) Questions from Councilors

9:30 9. OTHER

9:45 10. ADJOURN

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

To access City Council meeting materials please go to <http://www.ci.veneta.or.us/meetings.cfm>

PUBLIC HEARINGS - Please observe the following rules.

WRITTEN TESTIMONY:

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

ORAL TESTIMONY:

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

1. **State your name and address.**
2. **Indicate if you are in favor of or opposed to the proposal.**
3. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point.**

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

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

TITLE/TOPIC: PUBLIC HEARING (CONTINUED) TO DETERMINE DANGEROUS BUILDING ABATEMENT

Meeting Date: January 26, 2015
Department: Community Development

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

ISSUE STATEMENT

City Council is continuing the December 15, 2015 public hearing to specify abatement for accessory structure at 24988 West Broadway.

BACKGROUND

The City's Building Official, David Mortier, investigated the subject property and determined the Tootle House accessory building is a dangerous building.

City Council set a public hearing for October 7, 2014. At that meeting Council postponed the public hearing to December 15, 2014 in order to allow more information about ownership to be gathered. Council declared the building dangerous at the December 15, 2015 meeting and wished to continue the hearing to discuss specific abatement methods and timeline at the January 12, 2015 meeting. Council requested additional information from the City Building Official on what specific methods are required to make the building safe. The Building Official's findings are attached for Council consideration.

The public hearing is intended to gather information about the nature of the dangerous building and for City Council to order the building made safe or demolished within a specified time period. If the City Council orders are not complied with, the City Council may specify the demolition or work to be done and direct that it be undertaken by city personnel and equipment, or that bids be obtained according to applicable local and state contracting laws and regulations.

Per Veneta Municipal Code 15.10.060 Hearings, the following procedures shall be followed at the public hearing:

- (1) At the hearing, the owner or other interested parties shall have the right to be heard.
- (2) The city council may inspect the building and consider the facts observed in determining whether the building is dangerous.
- (3) (a) If the city council determines that the building is dangerous, it may:
 - (i) Order the building to be demolished; or
 - (ii) Order the building to be made safe and prescribe what must be done to make the building safe.

(b) In the order, the city council may set a time, not less than 10 days, within which the order must be obeyed, and may prescribe time limits within which specific portions of the work must be completed.

CITY ADMINISTRATOR’S RECOMMENDATION

Based on Building Official’s report and information gathered from property owner at hearing, determine if building shall be made safe or shall be demolished.

SUGGESTED MOTION

Staff is presenting two motions for Council consideration, depending on whether council desires the building be made safe or demolished.

1. *“I make a motion to declare the accessory structure at 24988 West Broadway a dangerous building and order the **structure be made safe** by _____ and if deadline is not met, the work shall be undertaken by city personnel and equipment, or bids be obtained according to applicable local and state contracting laws and regulations, to complete the work at the expense of the owner of the property.”*

2. *“I make a motion to declare the accessory structure at 24988 West Broadway a dangerous building and order the **structure be demolished** by _____ and if deadline is not met, the work shall be undertaken by city personnel and equipment, or bids be obtained according to applicable local and state contracting laws and regulations, to complete the work at the expense of the owner of the property.”*

ATTACHMENTS

- 1) Report from Veneta Building Official, dated January 22, 2015.

January 22, 2015

City of Veneta City Council
PO Box 458
Veneta, OR, 97487

Re: Abatement of Dangerous Building Located at 24988 West Broadway Avenue, Veneta, OR

The building located at the above noted address has been declared a dangerous building by the city council of the City of Veneta. The following items need to be resolved with this building in order to prevent further action being taken by the City.

1. The large openings into the building on the east and south sides and any others need to be sealed up in a weather proof and rodent proof manner, this means no openings greater than ½" into the walls, floors, or structural portions of the building area.
2. The crawl space has openings into the underfloor area and it is unclear whether or not cats, rodents, or other vermin have entered into the crawl space and or gained access into the building. These areas shall be sealed up with pressure treated plywood, galvanized wire mesh with no more than ¼" openings, or another approved type of material that is resistant to decay from contact with the ground.

The above items will temporarily prevent the building from being an attractive nuisance to transients and other people in the area as well as preventing rodents, cats and other vermin from entering the building. These measures constitute only a temporary fix. If this building is allowed to continue to be exposed to weather conditions without proper maintenance it will continue to deteriorate and will be or will become a greater nuisance in the future. If you have any other questions in regards to this building or in regards to specific materials to use to secure this building, please feel free to contact me.

David Mortier, C.B.O.
City of Veneta

Minutes of the Veneta City Council Work Session December 8, 2014

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

Absent: Brittany Boothe

Others: Ric Ingham, City Administrator; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder; Lydia McKinney, Lane County Transportation Planning Manager; Bill Morgan, Lane County Engineer; Jay Bozievich, Lane County Commissioner; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:30 p.m.

2. SUPPORT LANE COUNTY IN PLACING A COUNTY VEHICLE REGISTRATION FEE ON THE MAY, 2015 BALLOT

Lydia McKinney reviewed her presentation on the Vehicle Registration Fee proposed by the Lane County Board of Commissioners (LCBC).

In response to a question from Thomas Cotter, Commissioner Bozievich said all trucks pay gas taxes which is calculated from driver mileage logs kept by all truck drivers.

In response to a question from Thomas Laing, Ms. McKinney said even though we've see an increase in the gas tax, the amount of money generated from gas tax is less because of electric cars, better mileage, and people are using different forms of transportation. She said vehicles will continue to become more efficient.

In response to a question from Victoria Hedenstrom, Ms. McKinney said if we don't start building back the reserve the backlog of maintenance increases drastically. She said we realize this doesn't completely solve the problem but it will close the gap from 9 million dollars to about 3 million dollars.

In response to a question from Thomas Laing, Ms. McKinney said the grant program started in 2012 continues to be successful for capital projects only but not for general maintenance. She said imposing a local Vehicle Registration Fee (VRF) rose to the top as the easiest and most cost efficient way to fund the road maintenance reserves. She said ORS specifies that a percentage of the funds collected (based on city population) will be distributed directly to cities. She said Veneta will receive \$78,000 to \$100,000 annually and all of those funds are earmarked specifically for road maintenance only.

Ms. McKinney reviewed the timeline for getting the VRF on the May ballot.

In response to a question from Mayor Larson, Ms. McKinney said recreational vehicles are not included because they already pay a registration fee that feeds the Oregon State Parks system.

In response to a question from Victoria Hedenstrom, Ms. McKinney said currently, nationwide, Oregon is ranked as the eighth lowest as far as what residents pay for gas tax, road maintenance, and registration fees. Ms. McKinney said the State of Oregon is considering a registration fee and gas tax increase.

Commissioner Bozievich said if the State of Oregon does increase its VRF, the County wouldn't impose the maximum fee of \$35 per vehicle and \$20 per motorcycle every two years.

In response to a question from Victoria Hedenstrom, Ms. McKinney said the VRF would be collected by the state and tacked on to the current registration fee already in place.

In response to a question from Tim Brooker, Commissioner Bozievich said the reserves came from Capitol Hill and the Secure Rural Schools funds (SRS). He said every time a SRS is re-upped, they cut the amount of money by just a little bit which doesn't make us whole but it does help. He said this is a nationwide issue about US Forest Service Harvests which is what we've been living off of for the last five or six years and we've used those reserves. He said if we don't do something soon, we're going to have a backlog of road maintenance countywide. He said it's critical that LCBC take local action.

In response to a question from Victoria Hedenstrom, Mr. McKinney said Multnomah County is the only county statewide that has passed a registration fee. She said Benton County Commissioners passed the fee without putting it to the voters and it was recalled. She said Washington County Commissioners included the fee on their last ballot but it was unsuccessful.

Bill Morgan said if voters pass the VRF, 11.5 million dollars would be earmarked for road maintenance; Lane County would receive approximately 6.5 million dollars and 4.2 million dollars would be distributed among all incorporated Lane County cities.

After a thorough discussion Mayor Larson, Thomas Cotter, and Thomas Laing requested staff put this item on the December 15th agenda in order for Mayor Larson to sign the letter supporting the VRF be placed on the May 2015 ballot. Victoria Hedenstrom was undecided.

6. OTHER

Commissioner Bozievich said he met with Frannie Brindle, ODOT Region Two Area 5 Manager, and discussed forming a small safety task force for Highway 126. He said he had a brief discussion with Tim Brooker and Chief Terry Ney who both indicated they would like to serve on the task force. He said folks from west of the Highway 126 tunnel would also be on the task force along with ODOT Safety Engineer, Angela Cargile.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 8:41 p.m.

XXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council Work Session December 15, 2014

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

Absent: Brittany Boothe

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, Assistant City Recorder, Carolyn Connelly, Legal Counsel; Tim Brooker; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Chair Larson called the Veneta Work Session of the City Council to order at 5:35 p.m.

2. E. BOLTON RD. SEWER IMPROVEMENT PROJECT

a. Project Overview

Bork said last month staff provided some background information about the possibility of forming a Local Improvement District (LID) for E. Bolton Rd. sewer improvements. She said staff had outlined the LID process and stated there were no alternative funding options available. After Carolyn Connelly, legal counsel, reviewed the packet materials, she reminded staff of another possible option, a Zone of Benefit (ZB). Council then directed staff to hold a work session to review all of the funding options. She said tonight, Ms. Connelly will review the differences between an LID and ZB. Bork provided a brief background on the project description and boundary for the E. Bolton Rd. Sewer Improvement Project and presented a power point presentation.

Local Improvement District (LID)

In 2006 and 2009 the project boundary included 30 households on 29 tax lots. Currently there are nine properties, within the original boundary, connected to sewer and a potential for an additional 36 lots to be created through land division.

In response to a question from Mayor Larson, Ingham said in 2009 the LID costs were \$213,900. He said the Council can choose to amend the boundary which will need to be discussed because all the lots in Ernest Acres, along with a few others, are already hooked up.

Bork said currently there are 18 recorded irrevocable petitions and those petitions follow the property.

Ms. Connelly provided a general overview and said she would provide more detail later in the meeting. She provided a definition for an LID and the process for establishing one. She said LIDs are used frequently by cities because it's a way for a city to ensure it will be paid back for some or all improvement costs by placing a lien on the property.

In response to a question from Victoria Hedenstrom, Ms. Connelly said LIDs and SDC liens have priority. She said unless the lien has been subordinated, it will be paid when the property is sold. She said but if the City has subordinated and the property value is less than the owed mortgage, the City wouldn't get paid.

Ms. Connelly described the eight steps it takes to develop an LID.

In response to a question from Thomas Cotter, Ms. Connelly said if a property owner signs a non-remonstrance agreement, it runs with the property even if the original signer sells the home. She said a non-remonstrance agreement and an irrevocable petition are the same thing.

Ingham said the developer of Ernest Acres signed irrevocable petitions in order to develop those lots. He said at times, it's not the property owners that sign the agreements.

Ms. Connelly said unfortunately, many times the developer will pass the costs on to the home buyer who is unaware of the potential LID and that an irrevocable petition is attached to the property. She said when the City wants to form the LID, property owners have no idea the petitions exist and that they are required to pay for the improvements.

Ingham said an irrevocable petition should be provided by the title company and identified in the property title search.

In response to a question from Thomas Cotter, Ingham said the Council had policy discussions in 2006 and 2009 and no final decision was ever made. He said six lots in Ernest Acres Subdivision are currently connected as part of their development. He said when the upsizing took place, the E. Bolton Rd. LID was undecided but those lots have always been included in the calculations for a LID in the E. Bolton area.

Ms. Connelly said those lots would have paid SDCs when they hooked up to the other line so the only cost they will have with this improvement is the assessment if they're included as a benefited property. She said if they are still able to divide their property then they are still considered benefited.

In response to questions from Mayor Larson, Ingham said when Ernest Acres was approved the line from Cheney Dr. was upgraded so those lots would not benefit from the new sewer lines.

Schauer said currently Ernest Acres is connected by gravity flow service and would not benefit from the E. Bolton LID.

In response to a question from Victoria Hedenstrom, Schauer said the lots that front East Bolton are connected via Pine St. He said East Bolton Rd. changes to Pine St. north of the intersection.

Ingham said when the sewer was made available to the Ernest Acre lots, they connected at that time.

Ms. Connelly reviewed and explained the timeline. She said property owners can pay their costs up front to avoid interest or a lien being placed on their property. If a lien is recorded, they can apply to make installment payments for up to 10 years with interest.

Zone of Benefit

Ms. Connelly provided a definition for Zone of Benefit (ZB) which are mostly used by developers to recover some of the costs of constructing public improvements. She said ZB can also be utilized by cities. Costs are apportioned amongst benefited properties but only recovered by the City when connection to the public improvement is made. She said there is no state law or statute addressing ZBs but there is an entire ORS chapter dedicated to LIDs. She said there is more flexibility with ZBs but less security. She said the engineer creates the same type of report for an LID or ZB and allocates improvement costs evenly amongst all property owners. The Council adopts a resolution which is recorded and follows the property until the development takes place. A lien cannot be placed on the property with a ZB. She said ZB assessments can also be established and property owners have no right to remonstrate; they can voice their reasons for not wanting it but there's no legal means to make the City stop with a ZB. She said if the Council wanted to create a ZB, an ordinance would be drafted and approved that sets the framework for the ZB application.

b. Financing Options

i. Local Improvement District (LID)

Hartz said property owners contribute 0 to 100% of the project construction costs. Council establishes assessments, two public hearings are held and resolution is adopted in a three to four month process. Installment payments and deferrals are allowed under City code and assessments can become liens on property. The time period of payment is between 10 and 30 years.

ii. Zone of Benefit

Hartz said property owners contribute 0 to 100% of the project construction costs. Council establishes assessments. An ordinance is established in a one to two month process. Installment payments and deferrals are allowed through an ordinance. Liens cannot be placed against property and do not get paid when the property changes hands. Payment agreements could be offered. The time period for payment usually sunsets after 10 years and the obligation goes away after 10 years. The Council can modify the ordinance but that requires more staff time.

In response to a question from Thomas Cotter, Ms. Connelly said the City cannot change a ZB to make the assessment a lien. She said the structure is different because the assessment is not owed until the property is connected.

In response to a question from Thomas Laing, Bork said SDC's and connection costs are due upon connection.

In response to a question from Ingham, Ms. Connelly said the ZB cannot be applied to the 19 lots and said the Council could make an allowance to change or waive that 12 months connection requirement. She said those lots have something built on the property and are developed but once the sewer line goes in, a totally separate provision of City code requires developed parcels to connect.

In response to questions from Thomas Cotter, Ms. Connelly said any existing home within that range, and under a ZB, is a developed property, and would have 12 months to hook up or ask for more time to hook up. She said at that time they would need to pay the ZB charge which could depend on how the engineer allocates the connection charge and the methodology may allocate the full portion of the charge or divide it out.

In response to a question from Thomas Cotter, Ingham said there has been a shadow plat done which determined a potential for 36 lots. If we were to provide direction to the City engineer we would make sure all 36 potential lots would be included as part of the calculations in the final assessment.

In response to a question from Mayor Larson, Ingham said the engineers report would be the same for an LID and a ZB.

Ingham said this is a tool for infill development of property. He said lots 3400 and 700 have a potential to subdivide into seven other lots, that's where we create the level of fairness and equity in spreading out the cost of the sewer line.

In response to a question from Mayor Larson, Ingham said the lots cannot be developed until the sewer line is installed. He said every lot has one home on it. He said with a ZB the City couldn't require property owners to pay for future development until it's developed.

In response to a question from Victoria Hedenstrom, Ms. Connelly said LID's are controlled by state statutes and because City code is already in place we can predict what it will look like more so than with ZBs. She said ZBs are not controlled by state law and we don't have code

in place so there's more freedom to draft a more flexible code; charging and requiring the existing home be hooked up but not potential development. She said that's the kind of option ZBs allow. She said with an LID the City pays the improvements cost and we assess the properties for all costs even if the lots with potential development never develop. She said with a ZB the assessments on potential development are not owed until the development occurs.

Ingham said we're hopeful some of the larger parcels will eventually be developed and subdivided.

iii. City Funded Project

Hartz said the City also has the choice to pay for the improvements with accumulated and budgeted City funds with no expectations of being reimbursed by the property owners or by placing liens. Connections would still require hook up charges and SDC's but public improvement costs would not be reimbursed to the City. She said with this scenario, the City would solicit bids just like any other improvement project. She said this fiscal year budget included \$300,000 for a sewer infill project in capital outlay but it was not specified to any particular project.

c. Pros & Cons of Financing Options

Bork briefly reviewed the pros and cons of all three funding options. She said a ZB will require less staff time than an LID. She said if the City funds the entire project, staff is hopeful infill happens quickly. She said there may be some fall out from residents that were required to pay for an LID if we use a ZB for this sewer project.

In response to a question from Thomas Cotter, Ingham said there is a different flow of revenue if the City funds the entire project. He said if we build it, we make everyone hook up which generates revenue from sewer fees.

Hartz said sewer fees generated would be about \$31,000 per year.

Ingham said that figure will cover operation and maintenance costs but it doesn't reimburse the City for construction costs.

In response to a question from Thomas Cotter, Ingham said staff wants to install the main sewer line and fix the road conditions on E. Bolton. He said we could use some SDC funds but we're going to be asked where that revenue came from. He said we've been able to build up reserves to be applied to future capital improvement projects and maintenance but residents may question why we are using reserves.

Victoria Hedenstrom suggested a ZB would be a good middle ground and suggested it be modified to require residents pay for a percentage and not all the costs associated with the improvements.

d. Next Steps

Ingham said once we have a direction, we'll start discussions with residents hopefully to come up with something that is beneficial for all. He said a blended option may be more attractive to residents. He said if residents don't want to sign an irrevocable petition they likely know we'll require them to hook up in 12 months.

In response to a question from Thomas Cotter, Hartz said if the City funded the entire project our reserves would take a hit but it wouldn't wipe it out.

Mayor Larson said she doesn't think we can sell a City funded project to those residents that paid for previous LIDs.

Tim Brooker said the issues with a ZB is the City may never recoup all of the expenses plus ZBs aren't governed by state law and an LID is. He said the City needs to be cautious when we use a different method from what we've already created. He said there's a lot of work involved to make sure all the issues are covered.

3. OTHER

None

4. ADJOURN

Chair Larson adjourned the Veneta City Council at 6:35 p.m.

XXXXXXXXXXXXXXXXXXXX

Sandra Larson, Chair

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council

December 15, 2014

Present: Sandra Larson, Thomas Cotter, Victoria Hedenstrom, Thomas Laing, Brittany Boothe

Others: Ric Ingham, City Administrator; Kay Bork, Community Services Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Darci Henneman, Assistant City Recorder, Carolyn Connelly, Legal Counsel; Link Smith, Andrew Kilmer, Pat Coy, and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:03 p.m.

2. PUBLIC COMMENT

Link Smith, 25275 Jake St., Veneta, OR

Mr. Smith addressed the Council about basketball hoops and the letter he received from the City regarding the same. He said he has had several conversations with Ingham about the subject and he felt the City went about this the wrong way. He said the door hangers should have included background information about basketball hoops in the right-of-way. He said as a community he felt the City can do better. He said his hoop is always active and it's nice to have it out and ready for his kids to use. He suggested the City issue permits for basketball hoops and should educate hoop owners. He said he understands the City's position about hoops when it comes to leaf pick and the right-of-way but he felt the City should have offered residents other options rather than just placing a notice on doors.

Andrew Kilmer, 25294 Jake St., Veneta, OR

Mr. Kilmer echoes a lot of what Mr. Smith said. He said he coaches a lot of youth sports and when kids are engaged in a positive activity they're not active in negative behavior. He said he and Mr. Smith live in the same neighborhood and it's a tight group of families that spend time together. He said he would much rather see kids spend time dunking a basketball in the driveway instead of playing on an Xbox and he felt something needs to be in place so kids can play outside. He is also in favor of a permit system.

Joan Mariner, 25712 Cochran Ct., Veneta, OR

Ms. Mariner said she is interested in E. Bolton sewer Local Improvement District (LID). She said she lives outside Veneta City limits and she is on a well. She said septic tanks can leak and threaten water supplies. She said she understands the City needs to pass on the cost of an LID to residents but if the interest rate is low and the fees are prorated over 10 years it is manageable. She thanked the Council for going through this process.

Pay Coy, 24753 Hunter Rd., Veneta, OR

Mr. Coy said he is here tonight as the president of Mid Lane Cares to talk to the Council about the letter he submitted requesting that the Council waive the water/sewer usage bill for the Fern Ridge Service Center (FRSC) for one year. He thanked the Council for waiving last year's monthly water/sewer usage. He said they are still working on securing their financial base as much as possible and waiving the fees would really help them out.

Mayor Larson commented on how the activities at the Service Center have increased.

Mr. Coy said the Service Center now has three foot care nurses providing services to residents. He said his involvement with the Center has allowed him to be more sensitive to the needs of residents.

3. CONSENT AGENDA

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

VOTE: Thomas Laing, aye; Thomas Cotter, aye; Sandra Larson, aye; Victoria Hedenstrom, aye; Brittany Boothe, aye.

The consent agenda as approved included Minutes for October 29, 2014 Joint Meeting of Planning Commission & City Council, Minutes for November 10, 2014 City Council, Minutes for November 19, 2014 Joint Meeting of Planning Commission & City Council, Accounts Payable: Checks for Approval – Paid through December 8, 2014, Civic Calendar for January, 2015, Public Works Activity Report for November, 2014.

4. COUNCIL BUSINESS AND REPORTS

a. Business

- (1) Lane County Sheriff's Office (LCSO) Activity Report
Sgt. Halvorson could not attend tonight's meeting.
- (2) Budget Committee Appointments
Mayor Larson asked if there were any objections to appointing the three applicants to the Budget Committee, if not, she is appointing Calvin Kenney, James Skinner, and Keith Weiss to the vacant positions on the Veneta Budget Committee.
- (3) Request from Long Tom Watershed Council to Waive Community Center Rental Fee

MOTION: Thomas Cotter made a motion to approve waiving the Community Center rental fee for January 27, 2015 for the Long Tom Watershed Council. Brittany Boothe seconded motion which passed with a vote of 5-0.

- (4) Request from Mid-Lane Cares to Waive Water/Sewer Fees for One Year

In response to a question from Thomas Cotter, Hartz said the Council approved waiving the water/sewer fees for 2014.

In response to a question from Mayor Larson, Hartz said from July 2013 to June 2014 the Service Center water/sewer bills totaled \$4,363 which averages out to \$364 per month. She said there are two meters; one for the building and one for irrigation which is only billed when there's usage on the meter. She said both meters are billed at the commercial rate and the base charges for the building is \$82.83 per month. The irrigation meter base charges are \$35.57 per month (when it's used).

Ingham said the construction budget covered the water/sewer expense from July to September. He said the last waiver was granted in September 2013 so if the Council approved waiving the fees again, it would be retroactive back to September 2014.

In response to a question from Mayor Larson, Hartz said the fees are waived but the City still pays the bill – just like the City pays for water at all of its other buildings. She said it's an expense to the building and is recorded as such. She said the Service Center water/sewer bills are charged to the West Broadway Development fund.

In response to a question from Victoria Hedenstrom, Hartz said the balance of that fund is approximately \$59,000.

MOTION: Thomas Cotter made a motion to approve waiving the cost of the water/sewer accounts for Mid Lane Cares from October 2014 to September 2015. Thomas Laing seconded the motion which passed with a vote of 5-0.

(5) Request from Lane County for Support to Place Vehicle Registration Fee on May 2015 Ballot

Mayor Larson said at the City Council Work Session on December 8th Lane County made a presentation on the Vehicle Registration Fee and at the end of that meeting three Councilors agreed to support Lane County in placing the item on the May 2015 ballot. She asked Councilors if they had any questions.

Victoria Hedenstrom said she worked through her questions.

MOTION: Thomas Cotter made a motion to support the placement of the Vehicle Registration Fee on the May 2015 Ballot. Thomas Laing seconded the motion which passed with a vote of 5-0.

b. Councilor/Committee Liaison Reports

Thomas Laing said Pat Coy is stepping down as the Chair of Mid Lane Cares and Dennis Paronto will be stepping into that position. He said grant funds and proceeds from the Benefit by the Glass event are coming in.

Thomas Cotter said he will be attending the December 18th LCOG meeting.

Victoria Hedenstrom said topics discussed at the previous Chamber Board meeting included working through the details of the Wineries without Walls and Sollevato Vineyard partnership. She said the Tree Lighting was successful but a little wet. There were some concerns that the event may have outgrown its current location and the possibility of relocating the event to the Park and Ride near Our Daily Bread Restaurant was discussed. She said the Board also talked about the poor PA system. She said more than 39 floats participated in the Light Parade. The Chamber renewed its building lease and the HVAC system had to be replaced. Also discussed was changing up the Chamber luncheons; some would include speakers and others would be focused on providing opportunities for community networking. She said Dave D'Avanzo is no longer on the Oakridge Chamber Board so he will be able to devote more time to the Fern Ridge Chamber. She said Lane County Commissioner Jay Bozievich spoke to the Chamber about the proposed vehicle registration fee. She said the next Chamber luncheon is Wednesday, March 11, 2015 at Our Daily Bread.

Mayor Larson said the School Board voted to reject the offer from West Lane Tech to rent a portion of Central Elementary which leaves West Lane Tech still looking for a home.

In response to a question from Victoria Hedenstrom, Mayor Larson said the School Board is concerned about the cost to bring Central Elementary to a usable condition as well as possible unforeseen expenses that may come up. She said Art Inc. had a very nice Christmas program and the Historical Advisory Committee received a grant from the Lane County Cultural Coalition (LCCC) for installation of the first historical panel at the Applegate Pioneer Museum. Mayor Larson said the VFW awarded the "Teacher of the Year" award to three teachers at Veneta Elementary who organized the civics unit for the second grade classes. She said the civics unit included, field trips to the Applegate Museum, Fern Ridge Library and City Hall. She said the Fern Ridge Library provided a grant to be used to transport Elmira Elementary students to Veneta for next year's field trips. Mayor Larson said Cooper and Tucker Barnes received the Voice of Democracy Audio Essay Award.

5. STAFF REPORTS

a. PUBLIC HEARING – To Determine Dangerous Building and Abatement (Continuation)

(1) Mayor Larson opened the Public Hearing at 7:10 p.m.

(2) Staff Report

Bork said in October the City Council postponed this public hearing until tonight to allow the owner to gather more information. Bork said she spoke with the building owner who is not here tonight. Bork said the public hearing is intended to gather information and for the Council to direct staff to do one of two things; determine whether or not the building located at 24988 West Broadway is dangerous or if the building should be torn down. She said the Council can give the owner a specific time frame to make the building safe or require the building be torn down not less than 10 days from today's date.

In response to a question from Mayor Larson, Bork said the missing foundation, leaking roof and the building slant may not be the only issues that need to be addressed to make the building safe.

(3) Questions from Council

Ingham said the discussions are still ongoing but he's not sure if Ms. Keys' potential buyer has made an offer or if they are even interested in the buildings.

Bork said there are two motions for Council's considerations; making the building safe or demolishing the building.

In response to a question from Thomas Laing, Ingham said the first step is for the Council to decide whether or not it's a dangerous building and from there we can move forward.

In response to a question from Thomas Cotter, Ms. Connelly said the Council could order the owner to complete certain actions, and if they don't comply, the City can demolish the building and then assess the costs back to the owner.

Ingham said once the building is declared dangerous, staff will provide the Council with the abatement process in January.

Bork said she will ask the building official to give a more specific recommendation.

In response to a question from Victoria Hedenstrom, Ingham said the owner didn't specify where she was going. He said her preference is to sell the building because she doesn't have any direct interest in developing it or fixing it. He said she would rather not have the expense to demolish it. He said it may be that the land is worth more without the structure.

(4) Public Comment

None

(5) Deliberation & Decision

None

(6) Mayor Larson closed the Public Hearing at 7:40 p.m.

MOTION: Thomas Cotter made a motion to declare the structure at 24988 West Broadway a dangerous building. Thomas Laing seconded the motion which passed with a vote of 5-0.

b. Finance Director.....Shauna Hartz

(1) Consideration of Re-financing Offer (and options) on 2001 Sewer Assessments

Hartz provided the Council with information about two property owners with outstanding assessments (liens) on their property for the 2001 Sewer Connection Project. She said in 2000-2001 the City took on the project of connecting 53 existing homes to the City's sewer system. She said all but four paid off the assessment within the time frame so they didn't pay any interest and two of the four paid off their assessments in 2007 and 2008 respectively. She said the remaining two properties still have outstanding liens at the current interest rate of 10%. She said one property owner made the first annual payment only and interest has accrued since. The second property owner made payments sporadically but has recently made payments consistently. She said both agreements have expired. Hartz provided the Council with three options to address the two assessments. Staff's recommendation is to offer a refinancing package to the two property owners with outstanding assessments.

In response to a question from Thomas Cotter, Hartz said when the properties are sold the liens will be paid.

Thomas Cotter said he is concerned about the fairness to those who paid off their assessments in good faith and he felt it is unfair to now offer refinancing options to those that didn't. He said eventually the property will be sold and we would get all our funds. He said he appreciated the work Hartz has done on this but he's not ready to make a change. He said he doesn't feel it's in the best interest of the City to offer refinancing options.

In response to questions from Mayor Larson, Hartz said interest rates are much lower now. She said she has not contacted the residents.

In response to a question from Thomas Cotter, Ms. Connelly said if the liens are recorded as LID assessments then the City is in first position to be paid when the property is sold.

Victoria Hedenstrom suggested the City offer to refinance the original assessment plus the total accrued interest at a lower interest rate.

Thomas Cotter is concerned about the precedence offering a refinancing package would set. He said the property owner that hasn't made any payments hasn't come to the City requesting assistance.

In response to a question from Mayor Larson, Hartz said she is hesitant to make contact with the property owners until or unless she has clear direction from the Council on what she is authorized to offer.

In response to questions from Thomas Cotter, Hartz said if the property owners don't pay, she would propose the interest rate be reset to 8% and that language would be included in any new document the property owner would sign. She said we could charge 8% on the E. Bolton assessments. She said Bolton Hill property owners were charged 8% interest for the sewer assessments and sidewalk liens were at 10% interest.

Brittany Boothe said she feels torn. She said she understands how difficult it is to pay bills when the money isn't there but she also sees Councilor Cotter's point about fairness. She said she's not sure reaching out to the property owners would even affect her opinion. She said she's leaning toward not changing the terms but that may not be the right decision because it's just going to get worse.

Ingham said Hartz wanted to bring this to the Council's attention because there are staffing costs every year. He said this is still a debt owed to the City of Veneta.

Thomas Laing said one property owner hasn't made any effort and the other has. He suggested contacting the property owners to determine what their intentions would be if the City allowed them to refinance the amount owed at a lower interest rate.

Thomas Cotter said we shouldn't lower the interest rate on an existing LID. He said he has no issue with offering a lower interest rate on a new LID but not for an LID that is already established.

Mayor Larson said she is more persuaded by practicality and asked Council members to think about this and continue the discussion later.

After a thorough discussion, it was the consensus of the Council to table the discussion for now and leave things as they are.

c. Community Development Director.....Kay Bork

(1) Update Status of Transportation SDC Reduction

Bork provided an update to the Council. She said there was some question on whether we needed to notify builders on the interested parties list. She said we are required to provide a 90 day notice to those parties, which has been done. She said currently there was only one party on the list and once that notification period has passed, staff will bring this matter back to the Council in March 2015.

In response to a question from Mayor Larson, Bork said the list changes over time. She said some want to remain on the list, others want to be removed so staff does an outreach periodically to see who wants to remain on the interested parties list.

d. City Administrator.....Ric Ingham

(1) E. Bolton Rd. Sewer Improvement Project

Ingham provided a recap of the earlier Council Work Sessions on this project. He said staff is asking for Council direction to get the sewer main built on E. Bolton. He said in 2009 the project costs were \$213,900 which is outdated and was a very low estimate. He said the \$350,000 figure just covers the engineer's estimate but after its bid, it could come in less than that. He said hopefully Branch Engineering was being conservative but it may come in higher. He said an LID process would take three to five months before we could ask an engineer to provide bids for the 2015 construction season, if we were to put this off, we likely will be looking at the 2016 construction season.

Thomas Cotter said he's all for moving forward with the E. Bolton project but deciding on what option to take is difficult.

Mayor Larson said even if we do an LID we can charge a percentage of the cost. She said she sees liens as double sided – liens provide security for the City but are not always good for a property owner.

Ingham said the City has done a dozen sewer projects and we're always going to be faced with tough decisions when it comes to assessing costs.

Victoria Hedenstrom said she is leaning toward the Zone of Benefit, (ZB) because we could write our own rules; the City can say when it expires and write the timeline within which to collect the fees.

In response to a question from Brittany Boothe, Ingham said in 2006 the City's ordinance based assessments on the linear footage along the roadway and we realized that was unfair

to property owners that had large lots running parallel to E. Bolton so the Council approved the assessment process to be based on how many hook ups each resident would have if they were to develop. He said in 2006 and 2009 the Council decided to hold off doing the E. Bolton Rd. sewer project because of the hardship it would create for property owners.

In response to a question from Mayor Larson, Ms. Connelly said the existing City code states property owners must connect within 12 months but the Council has waived that in the past. She said a ZB gives the City more flexibility and it can be modified. She said once the ZB is formed it is not considered a lien, the property owner pays only when the house is connected.

Ingham said under a ZB developable lots would only be required to pay to connect the house and would pay for potential connections if and when development happens. He said with an LID the property owners would be required to pay for all connections; the house and any potential development even if the property owner doesn't plan on developing the property.

Ms. Connelly said many cities have a ZB ordinance which allows for cities to be the applicants but usually ZB are utilized by developers.

In response to a question from Victoria Hedenstrom, Hartz said property taxes do not go into the sewer fund.

Thomas Laing said we need to be fair and the ZB has more flexibility.

In response to a question from Victoria Hedenstrom, Ingham said staff doesn't really have a recommendation but wanted to provide the Council with all the options available to address the E. Bolton Sewer Project.

Ms. Connelly said the ZB ordinance needs to be in place and in the code. She suggested staff could provide a draft ordinance highlighting the various terms the Council would like to see. She said more details could be added to the ordinance in the future.

Thomas Cotter said LIDs are supported by the State but ZBs are not.

Ms. Connelly said taking the steps to draft a ZB ordinance does not require the City use it. She said it's a great tool for future developers to utilize and she suggested adopting a ZB ordinance for future development.

Mayor Larson suggested directing Ms. Connelly to draft a ZB regardless of whether the City uses it for this sewer project.

In response to a question from Mayor Larson, Ingham said both scenarios could be put to the property owners, but a ZB doesn't have specific parameters.

Thomas Laing said we should be setting a precedence so all future infill projects follow a standard process.

Bork said whichever process we follow, we still need a full engineer's report. She said the Council could also direct the City Engineer to create the methodology which is also needed for both options. She said we're still moving forward as we continue to gather information.

The Council had a general agreement that the improvements need to be done and directed staff to initiate the City Engineer prepare a report.

In response to a question from Mayor Larson, Ms. Connelly said the next step, regardless of what type of assessment process the City uses for the E. Bolton LID, is to prepare the engineering report. She said that doesn't obligate the City to go with either option. She said we would still be acting under the City's LID code provisions.

In response to a question from Brittany Boothe, Mayor Larson said the benefits to the City of using a ZB include less staff time and construction would begin sooner.

Schauer asked if it would be feasible to use the 2009 engineer's report and methodology but it was determined that a new report and methodology should be completed.

MOTION: Thomas Cotter made a motion to direct the City Engineer to prepare an Engineering Report for E. Bolton Rd. Sewer Project pursuant to Veneta Municipal Code 3.10.020.

In response to a question from Victoria Hedenstrom, Ingham said staff really doesn't have a recommended method to use for the E. Bolton sewer project but just wanted to provide the Council with all of the available options.

In response to a question from Brittany Boothe, Bork said the difference between an LID and a ZB is the timeline of each option. She said an LID timeline is longer which pushes construction further out and a ZB timeline is much shorter which means construction can start sooner.

Hartz said it may mean starting the project in the 2015 construction season verses the 2016 construction season.

Ms. Connelly said an LID requires we provide a remonstrance period which adds to the timeline but we don't have to go through that process with a ZB. She said LIDs are state governed and have mandated timelines. She said the adoption process for a ZB is a relatively easy process. She said it's basically down to policy issues that separate LIDs and ZBs. She said LIDs are preferred as far as benefits to the City. She said the City chose twice in the past to listen to residents and be responsive. She said if the City Council chose to use the ZB process for the E. Bolton Rd. sewer project it may be a way to show that the City wants to lessen the financial impact to residents.

MOTION: Thomas Laing seconded the motion which passed with a vote of 5-0.

In response to a question from Thomas Laing, Schauer said a ball park cost to overlay E. Bolton Rd. would be about \$100,000.

(2) Staffing Options for Law Enforcement Contract

Ingham said in November, the Council directed discussions take place between Ingham, Mayor Larson, Council President Cotter, and Sgt. Halvorson about Sgt. Halvorson increasing his hours from a 1/3 FTE to a 1/2 FTE. He said his memo outlines the increase in cost but before the City made any obligations to increasing Sgt. Halvorson's time, we need to hear from the City of Creswell if they could or would support this. Ingham said he set a meeting for Wednesday, December 17th to meet with the City of Creswell to determine if this is feasible. Staff has felt we've been very aggressive over the last three years on our policing activities. He said it's been difficult to provide clear direction to deputies when we only have a 1/3 time sergeant. Staff is asking Mayor Larson and Council President Cotter to also attend the meeting with the City of Creswell. He said from there this issue will be brought to the Council in January along with additional financial information provided by

Hartz. He asked for a general consensus from the Council if this is something we should explore.

In response to a question from Thomas Cotter, Hartz said the 2014/15 budget includes \$816,000 for our public safety contract with Lane County Sheriff's Office. She said it likely will be less than that. She said she doesn't have 2013/14 but 2012/13 budget was \$720,000 then it went to \$724,000 for the same contract.

In response to questions from Victoria Hedenstrom, Ingham said the City of Creswell has released a contract to complete an evaluation on what it would cost to convert from their contract to a police department. He said Veneta City Council has never directed staff to secure the services of a consultant. He said Creswell has several things built into their contract that Portland State University (PSU) has been hired to review. One element is to review the 2008 report that provided actual start-up and annual operating costs. He said the start-up cost was about \$1,000,000 and the annual operating cost was \$200,000 to \$300,000 more than their annual contract with LCSO. He said a class at PSU is working to update several elements of that conversion.

Thomas Cotter said the City and Council explored the costs of a police department when Jan Wellman was the City Administrator.

Hartz said from her personal experience funding our own police department would be very expensive.

Victoria Hedenstrom suggested the City provide residents with a cost comparison of our current public safety contract with Lane County Sheriff's Office (LCSO) and what the same coverage would cost if we were to fund our own police department.

Thomas Cotter said we would still need to contract with LCSO to provide coverage while we're developing our own police service.

In response to a question from Thomas Laing, Ingham said LCSO will have the funding in 2015 to provide 24 hour coverage/seven days a week but they're still trying to hire deputies to provide that coverage.

In response to questions from Victoria Hedenstrom, Ingham suggested we could ask to review the City of Creswell's 2006-07 report and then ask a consultant what it would cost to update the report for Veneta. He said eventually we will have to do an RFP and go through the procurement process. He said when he meets with City of Creswell he will ask whether or not PSU could modify the report or wait until Creswell's report is complete and extrapolate the information to modify it to the City of Veneta. He said the 2014-15 budget doesn't include any analytical work. He said there may be some contingency in the Law Enforcement Fund.

In response to a question from Ingham, Hartz said the Law Enforcement contingency appropriation is \$5,000.

After a thorough discussion, it was the consensus of the Council to direct staff to move forward with the staffing options with the City of Creswell.

(3) Fiber to Veneta Business Park Grant Award Letter

Ingham said the City received \$20,000 from the Regional Fiber Consortium to develop a fiber optic connection to the Veneta Industrial Park but we are still short \$5,000. He said he is working with Commissioners Bozievich and Stewart to see if Lane County could

participate. He said there's no way to scale back the \$36,000 project costs but we may see a lower cost in EPUD's engineer's report which includes replacing the Jeans Rd. poles that will carry the line.

(4) Regional Committee Obligations

Ingham provided a print out of his commitments for the 2015 regional activities. He said many of the agencies asked for his commitment. He said after January 2015, he will follow this outline and continue to represent the City until given further direction from the Council.

(5) Questions from Councilors

In response to a question from Victoria Hedenstrom, Ingham said staff needs Council direction to address basketball hoops in any public right-of-way which includes streets and sidewalks.

In response to a question from Thomas Laing, Ingham said the issue with garbage cans, recreational vehicles, illegally parked cars, and basketball hoops in the public right-of-way has been addressed in the City's newsletter. He said 46 door hangers were delivered to homes with basketball hoops located in our public right-of-way.

Brittany Boothe said she appreciated the public comments made tonight however, there are folks in her neighborhood who use wheelchairs, parents with strollers, and children that depend on the sidewalks to be clear.

Ingham said when the hoops are left out year round they become an obstacle and leaves build up because the street sweeper can't get around them.

Thomas Cotter said it's also a safety issue for emergency vehicles.

In response to a question from Mayor Larson, Schauer said it is illegal to have anything in a public right-of-way. He said sidewalks are intended for pedestrian travel and nothing else.

Mayor Larson said the basketball hoops are manufactured to be portable but placing the hoops in the street means children end up playing in the street.

Ingham said staff can outreach to other cities to see how they handle objects in public right-of-ways.

In response to a question from Thomas Laing, Schauer said the contract with the street sweeper requires the truck clean one day a week but does not include a specific day or time the streets are swept.

Mayor Larson suggested staff create a friendlier flyer stating the safety hazards basketball hoops create when they are placed in the public right-of-way which includes sidewalks and streets.

In response to a question from Brittany Boothe, Ingham said about 2/3rd of the basketball hoops were in the street.

In response to a question from Victoria Hedenstrom, Ingham said Teresa continues to work with the property management company on the arson house on Trek Dr. He said the Council could direct staff to initiate the blighted property process which includes setting a public hearing date and publishing the hearing in the Fern Ridge Review.

Ingham said the Council would need to direct staff to contract with the building inspector to determine if the arson house on Trek Dr. is a dangerous building.

After a thorough discussion it was the consensus of the Council to direct staff to look into initiating the blighted property process for the arson house on Trek Dr.

6. OTHER

Ingham asked the Council for further direction with regard to basketball hoops and how to address Mr. Smith's and Mr. Kilmer's comments and community communication.

Brittany Boothe said she felt we should expect people to abide by the code for all the reasons listed but she doesn't think requiring a permit is needed or that will it deter residents from placing hoops in the street. She suggested if staff delivers door hangers again, it should include an informative letter.

Ingham said since the door hangers were sent, many hoops have been moved back out into the street. He said staff can send a letter that better explains the need for the hoops not to be in the street.

Brittany Boothe said she isn't suggesting citations be issued but if we're going through this process, we should make sure that residents know this is a serious matter mainly because of the potential hazard hoops in public right-of-ways create for residents.

Mayor Larson said we should make a concentrated effort to provide residents with more information.

Thomas Cotter suggested after the third notice goes out and the hoops are still in the street, some kind of citation should be issued.

After a thorough discussion, it was the consensus of the Council to direct staff to pursue more communication with residents about basketball hoops being placed in public right-of-ways.

Schauer said the paving assessment was done but he does not expect the full assessment report until late January. He said so far he is pleased with the level of the work that has been done.

7. ADJOURN

Mayor Larson adjourned the Veneta City Council at 9:58 p.m.

XXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council Work Session January 12, 2015

Present: Sandra Larson, Tim Brooker; Thomas Cotter, Victoria Hedenstrom (left early), and Thomas Laing

Others: Shauna Hartz, Finance Director; Kay Bork, Community Services Director; Kyle Schauer, Public Works Director; and Darci Henneman, Assistant City Recorder

1 CALL TO ORDER

Chair Larson called the Veneta Work Session of the City Council to order at 3:29 p.m.

2. COMPREHENSIVE REVIEW AND UPDATING OF UTILITY BILLING POLICIES AND PRACTICES

Hartz said this project has been on her list for a long time. She said the City's utility billing process was adopted in 1967 and many portions are no longer applicable or relevant to today's world. Resolutions have been updated on a regular basis; however, the majority of them are focused on rates and structure and not policies.

Hartz reviewed the flowchart she created which outlines the process she would like to use to update the utility billing policies and practices. She said the purpose of this work session is to explain the billing cycle and what the ordinance and resolutions say. She said there's no right or wrong way to do this but she wants to simplify the process and keep things consistent.

In response to questions from Mayor Larson, Hartz said currently customers are notified after two billing cycles that an account is delinquent. She said it's a practice that she would like to change. Hartz said she is providing the information tonight and is not asking for Council action.

Hartz said the next step will be for her to bring back a similar chart with possible options for the Council to review. She said a few issues and policies will be addressed at an administrative level which are more efficient for staff to handle. She said one policy included in the original ordinance required the Council to review all account adjustments which is unrealistic in today's world. She said that's an example of why this project has been on her list to complete.

In response to a question from Thomas Cotter, Hartz said a past due notice is sent if no payment is made by the 10th of the second month. If a payment is still not made then a door hanger is placed which gives residents 24 hours to make a payment or payment arrangements otherwise the water is shut off with no further notice. In order to turn the water back on, the City currently requires a minimum payment of 25% of the total bill and that the resident sign a payment agreement.

She said in regard to new policies and practices, it's impossible to anticipate every scenario. Currently some issues are handled on a case by case basis. She said we try to be professional and not get too personal about past due bills.

In response to a question from Mayor Larson, Hartz said Ann does a really good job of working with residents but occasionally she will deal with an upset customer.

Schauer said on average, 40 to 60 door hangers go out monthly.

Hartz said door hangers create a lot of phone calls and extra work for the front desk. She said a day or two after they go out, only six or so residents actually get their water shut off.

Thomas Cotter said it seemed like it would be easier to charge the property owner and not the renter.

Hartz said that will be one of the options for the Council to review.

In response to a question from Mayor Larson, Schauer said meters installed within the last 20 years include two shut off valves; one for the resident and one for the City. He said we provide the resident shut off valve as a courtesy when we do the install but we are not responsible for that valve. He said we shut off on our side if repairs need to be done.

Hartz said the ordinance now says we charge a fee to shut off water and then turn it back on for lack of payment. However, this is inconsistent because we don't charge if a resident wants the water turned off in order to make repairs or when residents call to turn their water off while they're on vacation. If City water is available and residents don't request the water be shut off, the base fees are charged.

In response to a question from Thomas Cotter, Hartz said we can amend the ordinance to decrease the grace period and also remove the language that deems a utility bill delinquent after 30 days.

Hartz said it may lessen staff's workload to require landlords to sign a landlord agreement which could include language addressing when and if the meters are shut off and turned back on which again, we currently don't charge for those types of shut offs.

In response to a question from Tim Brooker, Hartz said customers pay a \$70 deposit; \$50 for sewer and \$20 for water and the average monthly bill is between \$65 and \$70.

Hartz said the larger apartment complexes and mobile home parks pay the entire utility bills and then individually bill their residents. She said in that case, we don't know who those residents are.

The Council thanked Hartz for the information and agreed the ordinance needs to be updated and be consistent with how the City actually deals with utility billing.

3. OTHER

None

4. ADJOURN

Chair Larson adjourned the Veneta City Council at 4:21 p.m.

XXXXXXXXXXXXXXXXXXXXX

Sandra Larson, Chair

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

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

Minutes of the Veneta City Council

January 12, 2015

Present: Sandra Larson, Thomas Cotter, Tim Brooker, Victoria Hedenstrom (arrived late), and Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder, Municipal Court Judge, Alan Leiman; Sgt. Billy Halvorson; and Joan Mariner, Fern Ridge Review

1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 2:05 p.m.

2. PUBLIC COMMENT

None

3. SWEARING-IN OF NEWLY ELECTED COUNCIL MEMBERS

Judge Alan Leiman gave the oath of office to Tim Brooker and Thomas Cotter as City Councilor's for the City of Veneta.

4. CONSENT AGENDA

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

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

The consent agenda as approved included Minutes for December 8, 2014 Work Session with Lane County, Accounts Payable - Checks for Approval – Paid through December 29, 2014, to be paid – Payable through January 6, 2015, and the Code Enforcement Significant Activities Report - Fourth Quarter, 2014.

5. COUNCIL BUSINESS AND REPORTS

a. Business

(1) Election of Council President

MOTION: Tim Brooker made a motion to nominate Thomas Cotter as Council President. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.

(2) Appointment to fill a Partial Park Board Vacancy (Position No. 7 expires March 31, 2016)

In response to a question from Thomas Cotter, Ingham said committee appointments have always been made by Mayor Larson, after consensus of the Council and are not included on the consent agenda.

Mayor Larson appointed Robert McCarthy to position number 7 on the Veneta Park Board. She said position 7 is a partial position and expires March 31, 2016.

b. Councilor/Committee Liaison Reports

Thomas Laing said Mid Lane Cares met on Thursday, January 8th. He said Catherine Amber, Executive Director, stepped down from that position and Pat Coy will be the new Executive Director. He said Dennis Paronto was elected Board Chair. He said the one-year building construction warranty walkthrough took place at the Service Center and things are running smoothly.

Thomas Cotter said he attended the most recent LCOG Board meeting where Commissioner Faye Stewart was nominated Board Chair and a gentleman from EWEB was nominated as the second Board Chair. He said it was a very interesting meeting.

Mayor Larson said she did not attend the Fern Ridge School Board meeting because she attended the state of the County address. She said the School Board detailed report will be summarized in the monthly report published in the Fern Ridge Review.

6. STAFF REPORTS

- a. Management Analyst.....Katie Babits
 - (1) Approval of Website Development Agreement with aha Consulting

Ingham said after the packets were delivered, legal counsel reviewed the packet and had a couple of minor changes on pages 3 and 4.

Babits said the ongoing maintenance of the City’s current website is split among the operating funds and departments within the funds. She said the FY 14-15 budget includes \$10,806 for the City’s website services and internet. Annual internet costs are about \$3600 which leaves \$7200 for website maintenance. She said projected website expenses paid to LCOG through March 31, 2015 will be approximately \$5400, leaving about \$1800 for website expenses through June 30, 2015. She said to host the City’s website through the end of this fiscal year, aHa Consulting will charge an initial startup fee of \$2000 plus \$300 prorated for three months beginning April 1, 2015. After the initial startup fees, the annual fee of \$1200 will be due on July 1st for website hosting and support services if we have problems with the website. She said in order to terminate the contract with LCOG, the Council needs to approve the budget and contract with aHa Consulting. She said updating the website will allow for more flexibility because staff will be uploading a lot of what we currently pay LCOG to do. However, this will increase staff time slightly but we won’t be paying LCOG or aHa Consulting to provide that service.

In response to a question from Victoria Hedenstrom, Babits said she will be the primary staff person responsible for uploading and maintaining the website.

In response to a question from Victoria Hedenstrom, Ingham said currently we send minutes to LCOG for posting but only after they are approved.

In response to a question from Victoria Hedenstrom, Babits said it was decided the base package would suffice so we’re not looking at adding other options onto the contract. She said we could add items to be migrated but that would increase the contract amount. She said aHa Consulting won’t do a complete migration of everything on the City’s current website because there’s so much outdated or duplicate information. She felt 50 items should cover the majority of the migration and anything over that staff will post.

In response to a question from Thomas Cotter, Babits said one of the corrections was on page three; No. 12 termination/Section “6.11” should be Section “15” and the second correction was on page four; ORS 36.”310” should be ORS 36.”645”.

In response to a question from Victoria Hedenstrom, Ingham said the City’s current website should be available until March 31st and the new website should come online April 1st. He said there may be a slight overlap.

Mayor Larson suggested paragraph 2. Compensation should include the word “annually”.

MOTION: Thomas Cotter made a motion to approve the agreement, including the changes noted, with aHa Consulting as written and authorize the City Administrator to sign the agreement. Thomas Laing seconded the motion which passed with a vote of 5-0.

Thomas Cotter thanked Babits for a job well done.

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

(1) East Bolton Rd. Sewer Improvement Project

Bork said staff is requesting the Council review revised elements of a potential Local Improvement District (LID) project for East Bolton Rd. Sewer Improvements. She said after the Council reviewed the three funding options in December, it directed staff to enlist the City Engineer to prepare the Engineer's Report. She said today, staff is providing the Council with the information that will be sent to the engineer in order to prepare the Engineer's Report. Bork reviewed the three elements of staff's recommendation to proceed with a modified LID project. The first element is to revise the project boundary by removing the nine properties that are already connected to City sewer; the six lots in Ernest Acres and three lots on at the west end of the project boundary. The second element is to use the cost per lot assessment calculated for the 2009 LID. This modification will require the City to fund a portion of the project. (Approximately \$136,100 which is the difference of \$350,000 and \$213,900).

In response to a question from Thomas Cotter, Bork said by removing the nine properties from the East Bolton sewer project boundary, there is still not enough properties to remonstrate. She said a minimum of 13 properties is required to remonstrate.

In response to a question from Thomas Cotter, Bork said a requirement that the assessments be paid prior to sale of the property can be included in the agreements.

In response to a question from Thomas Cotter, Hartz said if a property is sold we would be required to give the new owners a year to hook up.

Ingham said staff is working to narrow the whole process down but there will be many opportunities for discussion. He said staff just wants to make sure we're going in the right direction. He said the Council will review the Engineer's Report in February and in the mean time staff will meet with residents and work through the details. He said then the eight steps of the LID process will start and the ordinance language can be updated throughout that process.

Bork said the third element is to use the same deferment process for the East Bolton LID that was used for the Bolton Hill residents. Portions are written into code and would not change.

Hartz said the residents could apply for installment payments for their assessment and also apply for a deferral on undeveloped lots.

In response to a question from Mayor Larson, Hartz said residents have the option to defer payment of the assessment for 10 years or make installments payments. She said if they choose to defer the assessment it's for all potential hook ups and not one lot at a time.

In response to a question from Victoria Hedenstrom, Ingham said once development opportunities are identified and assessed, that is the amount they will pay. He said if a property owner decides to develop four lots but he was assessed for six, he would still be required to pay for six hook ups.

In response to a question from Thomas Laing, Bork said the engineer calculated the number of potential lots for the larger parcels. She said the shadow plat configuration could be included in the Engineer's Report.

In response to a question from Victoria Hedenstrom, Hartz said a resident can request an extension after the 10 years but more than likely the City would require them to make installment payments (which would include 10 years of accrued interest) on the assessment.

In response to a question from Thomas Laing, Ingham said the existing home on lot 3400 would be required to pay for the assessment and the remaining six connections could be deferred.

In response to a question from Mayor Larson, Hartz said residents can avoid a lien being placed on the property if they pay for the assessment immediately. She said liens are placed if assessments are deferred or installment payments are approved.

Bork said the assessment per service is about \$3500 which is the same amount projected in the 2009 East Bolton LID.

Ingham said residents will pay to connect and also pay SDCs. He said the SDCs are charged for all new connections but are completely separate from assessment costs.

In response to a question from Joan Mariner, Ingham said he and Schauer have talked about using Street funds to expand the asphalt and improve the roadbed but the actual upgrade to City standards will likely happen years from now. He said we'd like to see some of the infill projects completed before the City does major street improvements, i.e. sidewalks, stormwater, etc.

In response to a question from Thomas Cotter, Bork said generally, infill partitions won't require full sidewalks and usually street frontage is the only area that would call for a sidewalk but we wouldn't require that here because there's no place to build the sidewalk.

In response to a question from Mayor Larson, Ingham said the full street assessment study will be provided at the first Council meeting in February, which identifies all streets that need to be brought to City standards. He said the travel surface on East Bolton Rd. will be addressed but not sidewalks, storm drainage, etc.

Schauer said the main sewer line down East Bolton Rd. will require a four ft. trench down the middle of the road. He said once that's installed, a lot of the existing issues with the roadway will be addressed. He said the road base will be better and will be close to City standards. He said some Street funds could be used to put down a pavement treatment which will make East Bolton Rd. look similar to Hunter Rd. He said that should last several years. Schauer said it doesn't make sense to pay for a complete street project, (stormwater, sidewalks, etc.) and then allow development to cut into the new road and sidewalks. He said doing that takes years off the life of the road itself.

Ingham said residents would likely appreciate if we wait to do all road improvements so they don't get hit with a sidewalk assessment as well. He said Bolton Hill residents got hit with sidewalk assessments from Lane County and the City's sewer assessment at the same time.

Hartz said the assessment deferral agreement includes a condition that allows a maximum of two renewal periods or 20 years total, but residents will be required to complete an application that can be approved or denied.

In response to a question from Victoria Hedenstrom, Hartz said the contract can be modified.

Bork said staff is proposing to outreach to property owners hopefully before the February 9th Council meeting. She said if there is Council consensus on the three revisions, staff will start outreaching to property owners and if the Council desires to start the process at that meeting, a motion must be passed in order for the engineer to complete the Engineer's Report.

After a brief discussion, it was the consensus of the Council to direct staff to move forward with the three revisions outlined at tonight's meeting.

c. City Administrator.....Ric Ingham

(1) Questions from Councilors

Ingham said Mayor Larson and Council president Cotter met last week with concerned citizens regarding the City's public safety issues. He said the Veneta crime watchers group attended the meeting and talked about how they can support neighborhood watch programs. He said staff will get information about that meeting in the next newsletter. Ingham reviewed what that meeting was about and the issues discussed. He said staff and Councilors are happy to be active with that group and want to continue to work on our public safety issues.

Thomas Cotter said Mayor Larson handled the meeting very well. He said almost every item and point of view brought up had already been brought up and discussed at past meetings. He said adding another deputy to Veneta was brought up but he's not sure what that would accomplish because of the deputy shortfall Lane County is facing. He said years ago we reached out to Junction City to look into a combined police department and the costs were enormous. He suggested if there's a way to concentrate and gather funds for our own police department, maybe that's where we should go.

Mayor Larson said another deputy would be great but we likely would not see an increase in convictions because Lane County doesn't have the prosecutors it needs. She said most of the crime happening are petty crimes driven by drug addiction and unfortunately, we don't have enough mental health drug treatment facilities.

Thomas Laing said Lane County Board Chair Pat Farr said that they may not have the additional funding to provide for more deputies.

In response to a question from Victoria Hedenstrom, Ingham said by July 1st Lane County should have all of the resources in place to fill the five Parole and Probation (P & P) vacancies. He said having a full time P & P officer to assist deputies and track activities definitely makes a difference in the amount of negative activity in Veneta.

7. OTHER

Ingham provided a letter of from Mayor Lundberg of the City of Springfield, asking if Mayor Larson would be willing to sign it. He said the letter is addressed to Oregon Senators and House Representatives in support of responsible solutions to fix the Trust Fund and direct more funding to local needs. He provided the Council with a copy and asked Councilors to read the letter and provide input whether or not Mayor Larson should sign the letter on behalf of the City. He said if the Council suggests Mayor Larson sign the letter, it would be listed on the January 26th agenda.

Ingham said the January 26th agenda will be full and Babits will also take new photos of all Council members in conjunction with the Mayor's state of the City address.

Mayor Larson thanked Sgt. Halvorson for stopping by the homeless center last week.

8. ADJOURN

Mayor Larson adjourned the Veneta City Council at 3:25 p.m.

XXXXXXXXXXXXXXXXXX

Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXX

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

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 01/21/2015 - 1:35 PM
 Batch: 004-01-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AccInfo Access Information Management										
0856125	01/20/2015	66.45	0.00	01/27/2015	Confidential shredding	12/24/2015	-	No		0000
100-100-51010	Admin Supplies & Services	66.45			Shredding svc					
	0856125 Total:	66.45								
	AccInfo Total:									
ASI ASI										
December 2014	12/31/2014	3.75	0.00	01/27/2014	FSA admin fee		-	No		0000
100-100-51010	Admin Supplies & Services	3.75								
	December 2014 Total:	3.75								
	ASI Total:	3.75								
BarDis Bar-N-Dee Discount Trophies										
749	01/08/2015	8.10	0.00	01/27/2015	Name plate -T J Brooker		-	No		0000
100-100-51010	Admin Supplies & Services	8.10								
749	01/08/2015	8.10	0.00	01/27/2015	Name plate - Judge Leiman		-	No		0000
100-160-51210	Municipal Court Supplies	16.20								
	749 Total:	16.20								
	BarDis Total:									
BranEng Branch Engineering, Inc										
00004601	01/08/2015	4,842.50	0.00	01/27/2015	Billing through 01/08/2015 (Madrone)		-	No		0000
140-140-52140	Technical Review Services	4,842.50								
	00004601 Total:	11,965.61								
00004618	01/13/2015	11,965.61	0.00	01/27/2015	Billing through 01/13/2015		-	No		0000
230-230-52290	Other Professional Services	11,965.61								
	00004618 Total:	3,987.76								
00004622	01/15/2015	3,987.76	0.00	01/27/2015	Applegate Subdivision through 01/15/2015		-	No		0000
140-140-52140	Technical Review Services	3,987.76								
	00004622 Total:	3,987.76								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BranEng Total:		20,795.87								
CentLink CenturyLink Communications, LL										
Jan 2015	01/02/2015	161.01	0.00	01/27/2015	Public Works/Wtr plant phone & internet		-	No		0000
210-210-51030	Telephone Services	161.01								
Jan 2015 Total:		161.01								
CentLink Total:		161.01								
CityCou CIS Trust										
2015-Conf Reg	01/05/2015	175.00	0.00	01/27/2015	K Babbits		-	No		0000
100-100-51070	Training & Conferences	175.00								
2015-Conf Reg Total:		175.00								
CityCou Total:		175.00								
CKMar C & K Market Inc										
December 2015	12/31/2014	5.20	0.00	01/27/2015	Monthly - various needs		-	No		0000
130-130-54620	Park Board Events & Activities	71.89	0.00	01/27/2015	Monthly - various needs		-	No		0000
December 2015	12/31/2014	38.72	0.00	01/27/2015	Monthly - various needs		-	No		0000
100-100-51010	Admin Supplies & Services	8.69	0.00	01/27/2015	Monthly - various needs		-	No		0000
December 2015	12/31/2014	124.50	0.00	01/27/2015	Monthly - various needs		-	No		0000
140-140-51010	Admin Services & Supplies	124.50								
December 2015	12/31/2014	124.50								
100-100-51095	Public Relations	124.50								
December 2015 Total:		124.50								
CKMar Total:		124.50								
DCBS DCBS										
Dec 2014	01/15/2015	91.20	0.00	01/27/2015	Electric permit surcharges		-	No		0000
100-000-20280	Electrical Surcharges Payable	356.55	0.00	01/27/2015	Building permit surcharges		-	No		0000
Dec 2014	01/15/2015	30.00	0.00	01/27/2015	Mfg Dwelling admin fee		-	No		0000
100-000-20275	Building Surcharges Payable	477.75								
Dec 2014	01/15/2015	129.48	0.00	01/27/2015	Building permit surcharges		-	No		0000
100-000-20270	State Mobile Home Fee Payable	110.64	0.00	01/27/2015	Electric permit surcharges		-	No		0000
Dec 2014 Total:		240.12								
Nov 2014	01/15/2015	717.87								
100-000-20275	Building Surcharges Payable	717.87								
Nov 2014	01/15/2015	717.87								
100-000-20280	Electrical Surcharges Payable	717.87								
Nov 2014 Total:		717.87								
DCBS Total:		717.87								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DeptOfEn	Dept of Environmental Quality									
WQ15DOM-0935	01/09/2015	1,636.00	0.00	01/27/2015	Annual permit: NPDES-DOM-Db		-	No		0000
220-220-51010	Admin Supplies & Services									
	WQ15DOM-0935 Total:	1,636.00								
	DeptOfEn Total:	1,636.00								
DocuTrak	DocuTRAK Imaging, Inc									
3296	01/14/2015	30.00	0.00	01/27/2015	Confidential shredding 01/14/2015		-	No		0000
100-100-51010	Admin Supplies & Services									
	3296 Total:	30.00								
	DocuTrak Total:	30.00								
Driver	Driver & Motor Vehicle Service									
61344-123114	01/15/2015	3.00	0.00	01/27/2015	Certified record		-	No		0000
130-130-51010	Admin Supplies & Services									
	61344-123114 Total:	3.00								
	Driver Total:	3.00								
EDMS	EDMS Inc									
16329	01/02/2015	30.36	0.00	01/27/2015	Late notice postage		-	No		0000
210-210-51015	Postage									
16329	01/02/2015	45.56	0.00	01/27/2015	Late notice postage		-	No		0000
220-220-51015	Postage									
	16329 Total:	75.92								
16381	01/06/2015	106.18	0.00	01/27/2015	December water/sewer bills		-	No		0000
210-210-51010	Admin Supplies & Services									
16381	01/06/2015	253.82	0.00	01/27/2015	December water/sewer bills		-	No		0000
210-210-51015	Postage									
16381	01/06/2015	159.25	0.00	01/27/2015	December water/sewer bills		-	No		0000
220-220-51010	Admin Supplies & Services									
16381	01/06/2015	380.72	0.00	01/27/2015	December water/sewer bills		-	No		0000
220-220-51015	Postage									
	16381 Total:	899.97								
16517	01/16/2015	31.83	0.00	01/27/2015	January wtr/swr delinquent notices		-	No		0000
210-210-51015	Postage									
16517	01/16/2015	15.70	0.00	01/27/2015	January wtr/swr delinquent notices		-	No		0000
210-210-51010	Admin Supplies & Services									
16517	01/16/2015	47.75	0.00	01/27/2015	January wtr/swr delinquent notices		-	No		0000
220-220-51015	Postage									
16517	01/16/2015	23.55	0.00	01/27/2015	January wtr/swr delinquent notices		-	No		0000
220-220-51010	Admin Supplies & Services									
	16517 Total:	118.83								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	EDMS Total:	1,094.72								
EPUD EPUD										
8257 12/14	01/06/2015	1,572.96	0.00	01/27/2015	PWD shops/Water Plant		-		No	0000
210-210-51035	Electricity									
	8257 12/14 Total:	1,572.96								
	EPUD Total:	1,572.96								
EWEB Eugene Water & Electric Board										
December 2014	01/08/2015	892.24	0.00	01/27/2015	Meter #76100316		-		No	0000
210-210-53135	Water Purchase									
December 2014	01/08/2015	9,754.62	0.00	01/27/2015	Meter #76100315		-		No	0000
210-210-53135	Water Purchase									
	December 2014 Total:	10,646.86								
	EWEB Total:	10,646.86								
FRRRev Fern Ridge Review										
14628	01/07/2015	72.00	0.00	01/27/2015	Public notice		-		No	0000
140-140-51025	Publishing Costs									
	14628 Total:	72.00								
14629	01/07/2015	66.00	0.00	01/27/2015	Public notice		-		No	0000
140-140-51025	Publishing Costs									
	14629 Total:	66.00								
	FRRRev Total:	138.00								
FRSD28J Fern Ridge School District 28J										
Aug 14-Jan 15	01/15/2015	2,174.64	0.00	01/27/2015	School Excise Tax		-		No	0000
100-000-20010	Accounts Payable									
	Aug 14-Jan 15 Total:	2,174.64								
	FRSD28J Total:	2,174.64								
GarbLisa Garbett Lisa										
LGarbett 12/14	01/08/2015	14.97	0.00	01/27/2015	Reimbursement - City Hall heater		-		No	0000
100-100-51010	Admin Supplies & Services									
LGarbett 12/14	01/08/2015	14.97	0.00	01/27/2015	Reimbursement - City Hall heater		-		No	0000
140-140-51010	Admin Services & Supplies									
	LGarbett 12/14 Total:	29.94								
	GarbLisa Total:	29.94								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
HuntComm Hunter Communications, Inc										
December 2014	01/15/2015	195.68	0.00	01/27/2015	Fiber Internet Service		-	No		0000
100-100-52050	Internet & Web Site Fees									
December 2014	01/15/2015	65.23	0.00	01/27/2015	Fiber Internet Service		-	No		0000
140-140-52050	Internet & Web Site Fees									
December 2014	01/15/2015	260.91	0.00	01/27/2015	Fiber Internet Service		-	No		0000
210-210-52050	Internet & Web Site Fees									
December 2014	01/15/2015	130.46	0.00	01/27/2015	Fiber Internet Service		-	No		0000
220-220-52050	Internet & Web Site Fees									
December 2014 Total:		652.28								
HuntComm Total:		652.28								
LaNaNaom LaNasa Naomi										
13T000080	01/08/2015	4.00	0.00	01/27/2015	refund over payment		-	No		0000
100-160-51105	Refunds - Court									
13T000080 Total:		4.00								
LaNaNaom Total:		4.00								
LanCoDe Lane County Deeds & Records										
Dec Recording	12/18/2014	312.00	0.00	01/27/2015	Six 2 page sidewalk easements		-	No		0000
230-230-51010	Admin Supplies & Services									
Dec Recording Total:		312.00								
LanCoDe Total:		312.00								
LanCoWa Lane County Waste Management										
7125330028	01/05/2015	16.50	0.00	01/27/2015	Transfer site fees		-	No		0000
230-230-53045	Street Maintenance									
7125330028 Total:		16.50								
LanCoWa Total:		16.50								
LeiAlan Law Office of Alan J Leiman, P										
January 2015	01/15/2015	371.00	0.00	01/27/2015	Monthly contrat		-	No		0000
100-160-52080	Judicial Services									
January 2015 Total:		371.00								
LeiAlan Total:		371.00								
OfcTeam Office Team										
42077695	01/05/2015	101.27	0.00	01/27/2015	T Weller Wk End Date 01/02/2015		-	No		0000
100-100-52290	Other Professional Services									
42077695	01/05/2015	101.27	0.00	01/27/2015	T Weller Wk End Date 01/02/2015		-	No		0000
210-210-52290	Other Professional Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
42077695	01/05/2015	104.34	0.00	01/27/2015	T Weller Wk End Date	01/02/2015	-	No		0000
220-220-52290	Other Professional Services									
	42077695 Total:	306.88								
42125524	01/12/2015	143.83	0.00	01/27/2015	T Weller Wk End Date	01/09/2015	-	No		0000
100-100-52290	Other Professional Services									
42125524	01/12/2015	143.82	0.00	01/27/2015	T Weller Wk End Date	01/09/2015	-	No		0000
210-210-52290	Other Professional Services									
42125524	01/12/2015	148.18	0.00	01/27/2015	T Weller Wk End Date	01/09/2015	-	No		0000
220-220-52290	Other Professional Services									
	42125524 Total:	435.83								
	OfcTeam Total:	742.71								
OrCit O C C M A										
2015	01/14/2015	212.00	0.00	01/27/2015	R Ingham membership dues		-	No		0000
100-100-51020	Professional Dues									
	2015 Total:	212.00								
	OrCit Total:	212.00								
OreMay Oregon Mayors Assoc										
2015	01/20/2015	95.00	0.00	01/27/2015	Mayor Sandra Larson membership		-	No		0000
100-100-51020	Professional Dues									
	2015 Total:	95.00								
	OreMay Total:	95.00								
PaveSvc Pavement Services, Inc										
1311	01/06/2015	2,620.80	0.00	01/27/2015	Maintenance analysis		-	No		0000
230-230-53050	Street Rehabilitation									
	1311 Total:	2,620.80								
	PaveSvc Total:	2,620.80								
PerCon Personnel Concepts										
PO #4328	01/08/2015	11.43	0.00	01/27/2015	2015 Labor law posters		-	No		0000
100-100-51010	Admin Supplies & Services									
PO #4328	01/08/2015	11.44	0.00	01/27/2015	2015 Labor law posters		-	No		0000
130-520-51010	Administrative Supplies									
PO #4328	01/08/2015	11.44	0.00	01/27/2015	2015 Labor law posters		-	No		0000
210-210-51010	Admin Supplies & Services									
PO #4328	01/08/2015	11.44	0.00	01/27/2015	2015 Labor law posters		-	No		0000
220-220-51010	Admin Supplies & Services									
	PO #4328 Total:	45.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	PerCon Total:	45.75								
RaiaShir Raia Shirle										
14T000360 Raia	01/15/2015	60.00	0.00	01/27/2015	Refund unused bail		-	No		0000
100-000-20310 Bail Payable										
	14T000360 Raia Total:	60.00								
	RaiaShir Total:	60.00								
SaniPac SANIPAC										
1790527	01/01/2015	168.00	0.00	01/27/2015	Street debris		-	No		0000
230-230-53045 Street Maintenance										
1790527	01/01/2015	5.80	0.00	01/27/2015	Trash haul-Act #2013-2002191-001		-	No		0000
100-100-51050 Bldg Maint/Janitorial Sup										
1790527	01/01/2015	23.20	0.00	01/27/2015	Trash haul-Act #20132002191-001		-	No		0000
140-140-51050 City Hall Maint/Janitorial Sup										
1790527	01/01/2015	100.33	0.00	01/27/2015	Trash Haul-Act #2013-2002191-001		-	No		0000
220-220-53050 WW Treatment Plant Maintenance										
1790527	01/01/2015	119.12	0.00	01/27/2015	Trash haul-Act #2013-2002191-001		-	No		0000
210-210-53065 Bldg & Yard Maintenance										
	1790527 Total:	416.45								
	SaniPac Total:	416.45								
SpeHoy Speer Hoyt LLC										
29192	12/31/2014	1,435.60	0.00	01/27/2015	General services		-	No		0000
100-100-52010 Attorney & Legal Services										
	29192 Total:	1,435.60								
29193	12/31/2014	194.70	0.00	01/27/2015	Wastewater / Finance		-	No		0000
220-220-52010 Attorney & Legal Services										
	29193 Total:	194.70								
29194	12/31/2014	17.70	0.00	01/27/2015	Court		-	No		0000
100-160-52010 Attorney & Legal Services										
	29194 Total:	17.70								
29195	12/31/2014	778.80	0.00	01/27/2015	LID/ZOB (Wastewater)		-	No		0000
220-220-52010 Attorney & Legal Services										
	29195 Total:	778.80								
	SpeHoy Total:	2,426.80								
StplsCC Staples Contract and Commercia										
Jan 2015 - 1	01/06/2015	100.18	0.00	01/27/2015	Inv 7001581391; 1394; 1429; 4629; & 9133		-	No		0000
100-100-51010 Admin Supplies & Services										
Jan 2015 - 1	01/06/2015	80.12	0.00	01/27/2015	Inv 7001581391; 1394; 1429; 4629; & 9133		-	No		0000
140-140-51010 Admin Services & Supplies										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Jan 2015 - 2	01/06/2015	180.30								
210-210-51010	Admin Supplies & Services	19.99	0.00	01/27/2015	Inv 7001581391; 1394; 1429; 4629; & 9133		-	No		0000
Jan 2015 - 3	01/06/2015	19.99								
220-220-51010	Admin Supplies & Services	9.99	0.00	01/27/2015	Inv 7001581391; 1394; 1429; 4629; & 9133		-	No		0000
Jan 2015 - 4	01/06/2015	9.99								
230-230-51010	Admin Supplies & Services	9.99	0.00	01/27/2015	Inv 7001581391; 1394; 1429; 4629; & 9133		-	No		0000
	Jan 2015 - 4 Total:	9.99								
	StplsCC Total:	220.27								
<hr/>										
SwaNes Swanson's Pest Mgt										
562207	12/30/2014	33.00	0.00	01/27/2015	Community Ctr pest management		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	562207 Total:	33.00								
562208	12/30/2014	16.17	0.00	01/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
562208	12/30/2014	16.66	0.00	01/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
220-220-53065	Bldg & Yard Maintenance									
562208	12/30/2014	16.17	0.00	01/27/2015	PWD shops / Water Trmnt Plant		-	No		0000
230-230-53065	Bldg & Yard Maintenance									
	562208 Total:	49.00								
562210	12/30/2014	31.20	0.00	01/27/2015	CH pest management		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
562210	12/30/2014	7.80	0.00	01/27/2015	CH pest management		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	562210 Total:	39.00								
	SwaNes Total:	121.00								
<hr/>										
	Report Total:	47,703.33								



CITY OF VENETA - CIVIC CALENDAR - FEBRUARY 2015

Veneta City Hall - 88184 8th Street, Veneta, Oregon

3	Veneta Planning Commission Meeting - City Hall	7:00 p.m.
4	Veneta Park Board Meeting - City Hall	4:30 p.m.
9	Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency - Immediately following	7:00 p.m.
14	Happy Valentine's Day 	
16	President's Day - City Hall Closed 	Closed
19	Municipal Court - City Hall	8:30 a.m.
23	Veneta City Council Meeting - City Hall	7:00 p.m.
28	Meet Sgt. Halvorson (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library	1:00 p.m.
	<p>Calendar updates will be posted on the City's website at www.ci.veneta.or.us</p> <p>This Civic Calendar was sent to: Fern Ridge Review, Fern Ridge School District 28J, The Fern Ridge Public Library, and Lane Fire Authority</p>	

MEMORANDUM

TO: Sgt. Billy Halvorson, Lane County Sheriff's Office DATE: January 6, 2015
FROM: Darci Henneman, Assistant City Recorder
SUBJECT: Request for Change of Ownership Liquor License – Danielle Taste Veneta
(formerly Taste), located at 88330 Territorial Rd. in the West Lane Shopping
Center

Attached is a Liquor License application for a Change of Ownership for Danielle Taste Veneta (formerly Taste), located at 88330 Territorial Rd. in the West Lane Shopping Center in Veneta, OR.

Please **initial and date** below and return this application to me at your earliest convenience. This request will be submitted to the City Council at the **January 26, 2015** meeting.

If you feel the application should be conditionally approved or denied, please provide additional information.

 01 12 2015 UNCONDITIONAL APPROVAL

_____ APPROVAL WITH CONDITIONS (include conditions of approval below)

_____ DENIAL (include reasons for denial below)

Conditions of Approval:

Denial:

city Veneta



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other CFN

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

_____ (name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____ (signature) _____ (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: Daniel Jean

Date: 12/22/14

90-day authority: Yes No

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Danielle Cilia ③ _____

② Limited liability company.

2. Trade Name (dba): Danielle Taste Veneta.

3. Business Location: 88330 Territorial Veneta Lane OR 97487
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SAME
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers _____ (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: Deanna Brand Type of License: LLC

8. Former Business Name: Deanna Brand

9. Will you have a manager? Yes No Name: Danielle Cilia
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Veneta
(name of city or county)

11. Contact person for this application: Danielle Cilia
(name)
88330 Territorial
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

[Signature] Date 12/5/14 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: 2014 Year End Planning and Building Activity Report

Meeting Date: January 6, 2015
 Department: Community Development

Staff Contact: Lisa Garbett
 Email: lgarbett@ci.veneta.or.us
 Telephone Number: 541-935-2191 Ext.304

Current Planning Activity Summary

The table below summarizes 2014 Land Use applications and inquiries approved or in process as of December 17, 2014. The most significant applications for the year include the West Lane Fitness Site Plan Review, Applegate Landing Phase 3 Subdivision and Madrone Ridge Subdivision (coming to the Commission in February) and code amendments (i.e. Backyard Chickens, Medical Marijuana Facilities, and Irrevocable Petitions). In addition, staff has been discussing options for a reduction of Transportation System Development Charges (SDC's) for Non-Residential Development. Council also held a work session to provide details on the options to fund sewer infrastructure on E. Bolton Road.

Planning Applications & Inquiries for 2014	
Application Type	Year to Date Total
Amendment	3
Subdivisions	2
Site Plan Reviews	2
Site Plan Amendment	0
Partitions	0
Property Line Adjustments	0
Variances	3
Temporary Use Permits Renewal	2
Temporary Use Permit	0
Conditional Use Permits	0
Zone Changes	0
Appeals	0
Tree Removal Type A	7
Tree Removal Type B	4
Tree Removal Type C	2
Sign Permits	4
Chicken Permits	8
Inquiries	212
Total Permits/Applications	37

Building Permit Activity Summary

In August 2014, the City implemented the State of Oregon’s on-line permitting system (ePermitting) allowing contractors to submit building, electric, plumbing, and mechanical permits 24/7 from their own computer.

The table below summarizes building permits issued for each calendar year. In 2014, the City issued 13 single family residential permits and 116 other building permits so far. The City has collected a total of \$245,118.65 in System Development Charges this year as of December 17, 2014.

Building Permits Issued By Year			
YEAR	New SFR	Other	Total
1999	23	72	95
2000	10	73	83
2001	35	140	175
2002	56	71	127
2003	115	67	182
2004	126	79	205
2005	112	108	220
2006	120	112	232
2007	55	125	180
2008	25	79	104
2009	23	64	87
2010	15	59	74
2011	12	63	75
2012	11	58	69
2013	30	81	111
2014	13	116	129

Long Range Planning and Other Activities Summary

The Economic Opportunities Analysis and Economic Development Strategic Plan component of the Comprehensive Plan Update is almost completed with four joint meetings that took place from October through December. Staff will be updating the Comprehensive Plan and Map to incorporate the results of the EOA and completed Residential Buildable Land Inventory and Housing Needs Analysis.

January 20, 2015

Dear Veneta City Council Members:

My name is Tristan Cornelius, and I am one of seven boys selected to participate in this year's Elmira High School Mr. Falcon competition. This is an annual fundraiser to raise money for Mid Lane Cares (MLC), a local non-profit organization that serves the Fern Ridge area. MLC covers a wide range of services including Meals-on-Wheels, The Love Project/local food pantry, The SANTA Project, youth sports scholarships (including Elmira High School Booster Club scholarships), senior prescription and utility assistance, Fern Ridge Gleaners, and more.

Each of the contestants has a goal to raise \$1500.00, but my personal goal is to reach \$5000.00. The more money we raise for MLC will result in providing more services to people in need. While we have a few group activities scheduled, most of our money comes through fundraising on our own. Some of the individual activities I have planned include a winery dinner and auction, school dance, a poker tournament, and a rummage sale.

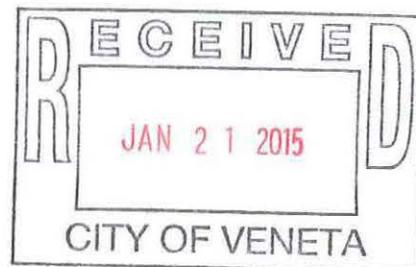
I would like to host the rummage sale at the Veneta Community Center on Saturday, February 7. Past contestants have hosted the sale at the community center and were extremely successful in their fundraising effort. I am requesting from the Council to please waive any rental fees since this is a charity fundraiser benefiting residents of our local community.

All our fundraising efforts culminate on Friday, April 3, at 7:00 p.m. when Elmira High School presents the Mr. Falcon Pageant. This is a fun night of skits, talent, video, dance, and Q & A with the contestants, leading up to the announcement of the winner of Mr. Falcon. This year, our pageant theme is Cereal Box Heroes. If you would like to purchase tickets to the show, they are priced at \$8.00 for adults and \$5.00 for high school age and younger. You may purchase tickets at the door on the night of the event, but the prices will be increased. You may order tickets through me, using the enclosed envelope. Just be sure to let me know how many people will be attending.

Thank you for helping me to reach my goal, whether by making a donation or sending me positive thoughts for success! Please contact me if you have any questions at 541-556-4945.

Sincerely,

Tristan Cornelius
ASB Vice President
Elmira High School



10. **RENTAL FEES.**

a. **REGULAR RATES:**

Group Size	Minimum Charge	Each Additional
	3 Hours	Hour
1 - 10	\$32.00	\$12.00
11 - 50	42.00	16.00
51 - 100	52.00	18.00
101 +	62.00	22.00
Non-Profit	32.00	12.00

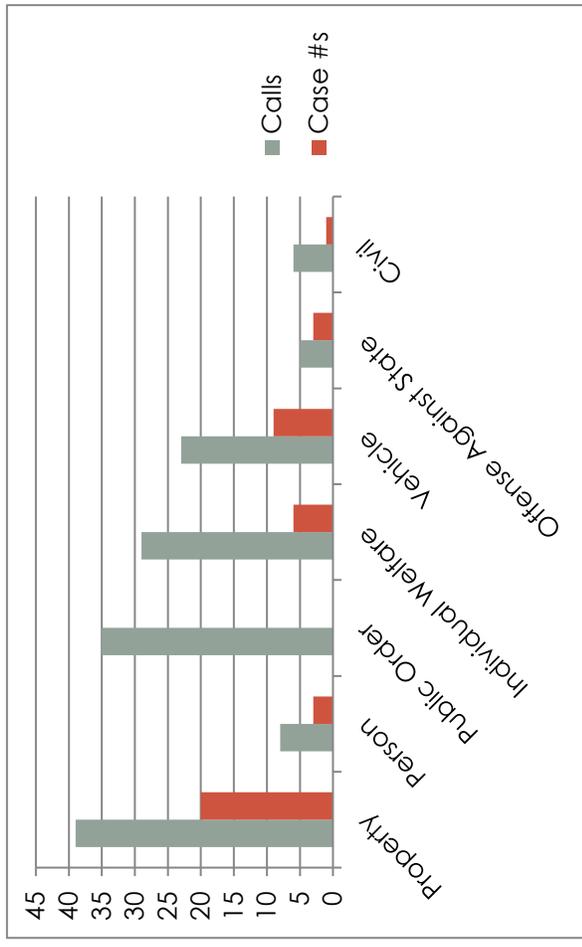
- b. **SPECIAL EVENTS:** The community Center may be rented for special events such as Christmas Bazaars, Art Shows, Flea Markets, and other functions where the actual number of persons attending the event is unknown at the time of rental. (See For-Profit activities to determine fees).
- c. **SENIOR CITIZEN DISCOUNT:** Special events or group activities that are sponsored by an organized senior citizens group of the Veneta area are entitled to a 50% discount on all fees.
- d. **EDUCATIONAL RATE:** Regularly-scheduled educational programs may be scheduled at the Community Center on a one-hour session basis. The hourly charge is \$12.00/hour.
- e. **FOR-PROFIT ACTIVITIES:** For-profit activities will be charged a minimum fee of \$50 for 6 hours if the gross receipts do not exceed \$500. The charge will be \$100 if the gross receipts are between \$501-\$1,000; and 10% of the gross receipts, if the gross receipts exceed \$1,000. If the organization does not show proof of gross receipts they will be charged as though the gross receipts exceeded \$1,000. If any of these profit activities exceed 6-hours the group will be charged \$22.00 for each additional hour of use.

City of Veneta Monthly Police Activity- December 2014

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	39	20
<u>Person</u>	8	3
<u>Public Order</u>	35	0
<u>Individual Welfare</u>	29	6
<u>Vehicle</u>	23	9
<u>Offense Against State</u>	5	3
<u>Civil</u>	6	1
<u>Total</u>		42



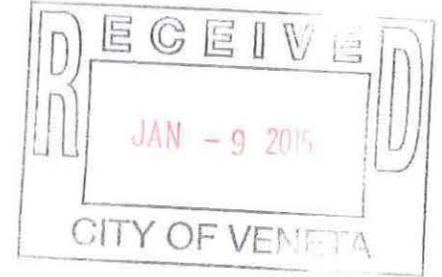
- Property** (Thefts, Criminal Mischief, Trespass)
- Person** (Assaults, Menacing, Harassment, Viol. Restraining Order)
- Public Order** (Disorderly Subjects, Suspicious Vehicles/Persons)
- Individual Welfare** (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
- Vehicle** (DUI, DWS, Illegal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

Veneta City Council 2014 Liaison Matrix

Council Name	LCOG	LCOG Alternate	Park Board	Park Board Alternate	LACT	LACT Alternate	School District	School District Alternate	Chamber	Mid Lane
Sandra		X					X			
Tom C	X				X				X (ALT.)	
Brittany			X							
Victoria				X					X	
Tom L										X

2015 Mayor's Recommendation

Council Name	LCOG	LCOG Alternate	Park Board	Park Board Alternate	LACT	LACT Alternate	School District	School District Alternate	Chamber	Mid Lane
Sandra	X						X			
Tom C		X							X	
Tim					X					
Victoria			X					X		
Tom L										X



City Day at the Capitol

February 26, 2015

On behalf of the League of Oregon Cities and the Oregon Mayors Association, we cordially invite you to join mayors, city councilors, and city staff members for our “City Day at the Capitol.” *This is our opportunity to speak with one voice and provide collective efforts for influencing state policy and legislation for the benefit of our communities.*

This event is your chance to stand with other city officials from around Oregon in support of legislative actions that will return greater local authority over local decisions. It is also the time to let legislators know how actions they take could impact our communities and the difficult decisions we make. By coming together, our collective voices will make a difference to advance our legislative agenda.

During City Day, the legislative session will be in full swing. Many issues critical to cities will be under consideration, including the League’s five legislative priorities—property tax reform, transportation funding, medical marijuana regulation, protecting city right of way authority and increasing mental health resources.

The most important part of the day will be your individual visits with legislators. You are encouraged to meet with them in the afternoon (1:15 p.m. to 4:15 p.m.) or early morning. A contact list for legislators is included. *If you need assistance setting up a meeting, please contact the League.*

We ask that you also invite your legislators to the afternoon Legislative Reception, which will be held at the Salem Convention Center from 4:30 p.m. to 6:30 p.m.

Registration for “City Day at the Capitol” is due by 5:00 p.m. on Wednesday, February 18. You can register online and find additional information on the LOC website at www.orcities.org. Or, fill out the enclosed registration form and fax or mail it to the League.

Sincerely,

Pete Truax
Mayor of Forest Grove
LOC President

Scott Burge
Mayor of Scappoose
OMA President

Enclosures



2015 City Day at the Capitol Thursday, February 26, 2015

AGENDA

-
- 8:30 – 10:00 a.m.** **Salem Convention Center, Willamette Foyer**
I. Continental Breakfast and Registration
-
- 9:00 – 9:45 a.m.** **Salem Convention Center, Willamette Room**
II. Legislative Orientation/Grassroots Advocacy
III. How to Track Legislation (OLIS and LOC Bill Tracker)
-
- 10:00 – 11:45 a.m.** **Salem Convention Center, Willamette Room**
IV. Welcome and Introductions
V. Legislative Session Overview
VI. Issue Briefings
-
- 12:00 – 1:00 p.m.** **Salem Convention Center, Willamette Room**
VII. Group Lunch – Governor and Legislative Leadership Invited
-
- 1:15 – 4:15 p.m.** **State Capitol**
VIII. Bus Shuttle to Capitol
IX. Personal Visit with Legislators
X. Bus Shuttle to Salem Convention Center
-
- 4:30 – 6:30 p.m.** **Salem Convention Center, Willamette Foyer**
XI. Legislative Reception

HOTEL RESERVATIONS

The Grand Hotel

201 Liberty Street SE, Salem, OR 97301
www.grandhotelsalem.com

Call (877) 540-7800 by January 26 and indicate that you are with the
LOC City Day at the Capitol to receive the contracted rates.

Deluxe King - \$104 single occupancy, \$114 double occupancy
Deluxe Double Queen - \$114 single occupancy, \$124 double occupancy
*All rates are subject to a 10% room tax.

Check-in time is 3:00 p.m.; check-out time is 11:00 a.m.

2015 State Senators

			District	Phone	Email
Sen.	Herman	Baertschiger Jr.	SD 02	503-986-1702	sen.hermanbaertschiger@state.or.us
Sen.	Alan	Bates	SD 03	503-986-1703	sen.alanbates@state.or.us
Sen.	Lee	Beyer	SD 06	503-986-1706	sen.leebeyer@state.or.us
Sen.	Brian	Boquist	SD 12	503-986-1712	sen.brianboquist@state.or.us
Sen.	Ginny	Burdick	SD 18	503-986-1718	sen.ginnyburdick@state.or.us
Sen.	Peter	Courtney	SD 11	503-986-1600	sen.petercourtney@state.or.us
Sen.	Michael	Dembrow	SD 23	503-986-1723	sen.michealdembrow@state.or.us
Sen.	Richard	Devlin	SD 19	503-986-1719	sen.richarddevlin@state.or.us
Sen.	Chris	Edwards	SD 07	503-986-1707	sen.chrisedwards@state.or.us
Sen.	Ted	Ferrioli	SD 30	503-986-1950	sen.tedferrioli@state.or.us
Sen.	Sara	Gelser	SD 08	503-986-1708	sen.saragelser@state.or.us
Sen.	Fred	Girod	SD 09	503-986-1709	sen.fredgirod@state.or.us
Sen.	Bill	Hansell	SD 29	503-986-1729	sen.billhansell@state.or.us
Sen.	Mark	Hass	SD 14	503-986-1714	sen.markhass@state.or.us
Sen.	Betsy	Johnson	SD 16	503-986-1716	sen.betsyjohnson@state.or.us
Sen.	Tim	Knopp	SD 27	503-986-1727	sen.timknopp@state.or.us
Sen.	Jeff	Kruse	SD 01	503-986-1701	sen.jeffkruse@state.or.us
Sen.	Laurie	Monnes Anderson	SD 25	503-986-1725	sen.lauriemonnesanderson@state.or.us
Sen.	Rod	Monroe	SD 24	503-986-1724	sen.rodmonroe@state.or.us
Sen.	Alan	Olsen	SD 20	503-986-1720	sen.alanoisen@state.or.us
Sen.	Floyd	Prozanski	SD 04	503-986-1704	sen.floydprozanski@state.or.us
Sen.	Chuck	Riley	SD 15	503-986-1715	sen.chuckriley@state.or.us
Sen.	Arnie	Roblan	SD 05	503-986-1705	sen.arnieroblan@state.or.us
Sen.	Diane	Rosenbaum	SD 21	503-986-1700	sen.dianerosenbaum@state.or.us
Sen.	Chip	Shields	SD 22	503-986-1722	sen.chipshields@state.or.us
Sen.	Elizabeth	Steiner Hayward	SD 17	503-986-1717	sen.elizabethsteinerhayward@state.or.us
Sen.	Kim	Thatcher	SD 13	503-986-1713	sen.kimthatcher@state.or.us
Sen.	Chuck	Thomsen	SD 26	503-986-1726	sen.chuckthomsen@state.or.us
Sen.	Doug	Whitsett	SD 28	503-986-1728	sen.dougwhitsett@state.or.us
Sen.	Jackie	Winters	SD 10	503-986-1710	sen.jackiewinters@state.or.us

2015 State Representatives

			District	Phone	Email
Rep.	Jeff	Barker	HD 28	503-986-1428	rep.jeffbarker@state.or.us
Rep.	Phil	Barnhart	HD 11	503-986-1411	rep.philbarnhart@state.or.us
Rep.	Greg	Barreto	HD 58	503-986-1458	rep.gregbarreto@state.or.us
Rep.	Brent	Barton	HD 40	503-986-1440	rep.brentbarton@state.or.us
Rep.	Cliff	Bentz	HD 60	503-986-1460	rep.cliffbentz@state.or.us
Rep.	Deborah	Boone	HD 32	503-986-1432	rep.deborahboone@state.or.us
Rep.	Peter	Buckley	HD 05	503-986-1405	rep.peterbuckley@state.or.us
Rep.	Knute	Buehler	HD 54	503-986-1454	rep.knutebuehler@state.or.us
Rep.	Brian	Clem	HD 21	503-986-1421	rep.brianclem@state.or.us
Rep.	John	Davis	HD 26	503-986-1426	rep.johndavis@state.or.us
Rep.	Margaret	Doherty	HD 35	503-986-1435	rep.margaretdoherty@state.or.us
Rep.	Sal	Esquivel	HD 06	503-986-1406	rep.salesquivel@state.or.us
Rep.	Paul	Evans	HD 20	503-986-1420	rep.paulevans@state.or.us
Rep.	Shemia	Fagan	HD 51	503-986-1451	rep.shemiafagan@state.or.us
Rep.	Lew	Frederick	HD 43	503-986-1443	rep.lewfrederick@state.or.us

Rep. Joe	Gallegos	HD 30	503-986-1430	rep.joegallegos@state.or.us
Rep. Vic	Gilliam	HD 18	503-986-1418	rep.vicgilliam@state.or.us
Rep. David	Gomberg	HD 10	503-986-1410	rep.davidgomberg@state.or.us
Rep. Chris	Gorsek	HD 49	503-986-1449	rep.chrisgorsek@state.or.us
Rep. Mitch	Greenlick	HD 33	503-986-1433	rep.mitchgreenlick@state.or.us
Rep. Jodi	Hack	HD 19	503-986-1419	rep.jodihack@state.or.us
Rep. Cedric	Hayden	HD 07	503-986-1407	rep.cedrichayden@state.or.us
Rep. Dallas	Heard	HD 02	503-986-1402	rep.dallasheard@state.or.us
Rep. Ken	Helm	HD 34	503-986-1434	rep.kenhelm@state.or.us
Rep. Paul	Holvey	HD 08	503-986-1408	rep.paulholvey@state.or.us
Rep. Val	Hoyle	HD 14	503-986-1900	rep.valhoyle@state.or.us
Rep. John	Huffman	HD 59	503-986-1459	rep.johnhuffman@state.or.us
Rep. Mark	Johnson	HD 52	503-986-1452	rep.markjohnson@state.or.us
Rep. Bill	Kennemer	HD 39	503-986-1439	rep.billkennemer@state.or.us
Rep. Alissa	Keny-Guyer	HD 46	503-986-1446	rep.alissakenyguyer@state.or.us
Rep. Betty	Komp	HD 22	503-986-1422	rep.bettykomp@state.or.us
Rep. Tina	Kotek	HD 44	503-986-1200	rep.tinakotek@state.or.us
Rep. Wayne	Krieger	HD 01	503-986-1401	rep.waynekrieger@state.or.us
Rep. Ann	Liningner	HD 38	503-986-1438	rep.annlininger@state.or.us
Rep. John	Lively	HD 12	503-986-1412	rep.johnlively@state.or.us
Rep. Caddy	McKeown	HD 09	503-986-1409	rep.caddymckeown@state.or.us
Rep. Susan	McLain	HD 29	503-986-1429	rep.susanmclain@state.or.us
Rep. Mike	McLane	HD 55	503-986-1400	rep.mikemclane@state.or.us
Rep. Nancy	Nathanson	HD 13	503-986-1413	rep.nancynathanson@state.or.us
Rep. Mike	Nearman	HD 23	503-986-1423	rep.mikenearman@state.or.us
Rep. Rob	Nosse	HD 42	503-986-1442	rep.robnosse@state.or.us
Rep. Andy	Olson	HD 15	503-986-1415	rep.andyolson@state.or.us
Rep. Julie	Parrish	HD 37	503-986-1437	rep.julieparrish@state.or.us
Rep. Carla	Piluso	HD 50	503-986-1450	rep.carlapiluso@state.or.us
Rep. Bill	Post	HD 25	503-986-1425	rep.billpost@state.or.us
Rep. Dan	Rayfield	HD 16	503-986-1416	rep.danrayfield@state.or.us
Rep. Tobias	Read	HD 27	503-986-1427	rep.tobiasread@state.or.us
Rep. Jeff	Reardon	HD 48	503-986-1448	rep.jeffreardon@state.or.us
Rep. Greg	Smith	HD 57	503-986-1457	rep.gregsmith@state.or.us
Rep. Barbara	Smith Warner	HD 45	503-986-1445	rep.barbarasmithwarner@state.or.us
Rep. Sherrie	Sprenger	HD 17	503-986-1417	rep.sherriesprenger@state.or.us
Rep. Duane	Stark	HD 04	503-986-1404	rep.duanestark@state.or.us
Rep. Kathleen	Taylor	HD 41	503-986-1441	rep.kathleentaylor@state.or.us
Rep. Jessica	Vega Pederson	HD 47	503-986-1447	rep.jessicavegapederson@state.or.us
Rep. Jim	Weidner	HD 24	503-986-1424	rep.jimweidner@state.or.us
Rep. Gene	Whisnant	HD 53	503-986-1453	rep.genewhisnant@state.or.us
Rep. Gail	Whitsett	HD 56	503-986-1456	rep.gailwhitsett@state.or.us
Rep. Jennifer	Williamson	HD 36	503-986-1436	rep.jenniferwilliamson@state.or.us
Rep. Carl	Wilson	HD 03	503-986-1403	rep.carlwilson@state.or.us
Rep. Brad	Witt	HD 31	503-986-1431	rep.bradwitt@state.or.us



City Day at the Capitol

Thursday, February 26, 2015

Oregon State Capitol & Salem Convention Center

Registration is also available online at www.orcities.org.

Registration Form

(One person per form, please – make copies if needed)

Name _____ Title _____

Address _____ Email _____

City/Zip _____ Phone _____

The registration fee is **\$20.00 for city participants and \$20.00 for any additional guests**, which includes food and beverages, briefing materials, and the Legislative Reception. League staff will bill your city accordingly.

Guest Name _____

Please check the events you plan to attend:

9:00 - 9:45 a.m. – Legislative Orientation *(optional)* prior to the event. ____ # of people

I plan to make an **appointment with my legislator** before 10:00 a.m. or between
____ 1:15 p.m. - 4:00 p.m.

12:00 p.m. - 1:00 p.m. – Lunch at the Salem Convention Center. ____ # of people

4:30 - 6:30 p.m. – Legislative Reception at the Salem Convention Center. ____ # of people

Please submit by February 18 to:

League of Oregon Cities, ATTN: Kristie Marecek
1201 Court St. NE, Suite 200, Salem, OR 97301
Email: kmarecek@orcities.org
FAX: (503) 399-4863

Hello:

I cordially invite you to spend an evening with us as we give thanks to our members and partners and recognize community leaders. We hope to see you there!

~ Brenda Wilson, LCOG Executive Director

Lane Council of Governments
cordially invites you to attend our
Annual Appreciation Dinner
Friday, February 6, 2015

Keynote Speaker
Oregon State Senator Lee Beyer

5:00-6:00 p.m. Get Acquainted
Buffet & no-host bar

6:15-8:30 p.m. Program and Dinner

Presentation of Awards:

Outstanding Elected Official

Outstanding Citizen

Outstanding Public Employee

Outstanding Public Career

Outstanding Intergovernmental Team

Award of Merit for Economic Enhancement

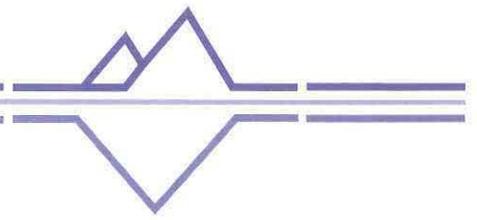
Special Humanitarian Award

Lane Community College, Center for Meeting and Learning in Building 19

Reservation deadline: Wednesday, January 28
\$35 per individual

Please contact Kim Hascall to make reservations: khascall@lcog.org / 541-682-4491

– we can invoice you for the cost



January 26, 2014

The Honorable Ron Wyden
United States Senate
Washington, DC 20510

The Honorable Jeff Merkley
United States Senate
Washington, DC 20510

The Honorable Suzanne Bonamici
United States House of Representatives
Washington, DC 20515

The Honorable Greg Walden
United States House of Representatives
Washington, DC 20515

The Honorable Earl Blumenauer
United States House of Representatives
Washington, DC 20515

The Honorable Peter DeFazio
United States House of Representatives
Washington, DC 20515

The Honorable Kurt Schrader
United States House of Representatives
Washington, DC 20515

Dear Congressmen:

Congratulations on the convening of the 114th Congress. We are looking forward to working closely with you on issues of importance to the State of Oregon. High on our list, and the reason we are writing to you today, is the looming crisis in the federal transportation program. This is one of the first items the new Congress will need to address, as the law governing that program expires at the end of May. We want to underscore the need for Congress to adopt a new multi-year transportation bill that provides stable and dependable funding and addresses local communities' transportation needs.

Our state's and country's economic strength depends upon our cities, towns, and suburbs having the resources they need to attract and retain businesses and provide for a high quality of life for residents to prosper. Their success relies on an integrated, multimodal transportation network that allows for the safe and efficient movement of people and goods. Unfortunately, the federal Highway Trust Fund has been on the brink of insolvency for years, staving off fiscal disaster through a series of stop-gap budget gimmicks that do nothing to address the underlying issue of declining fuel tax revenues.

Oregon has long been a national leader for transportation issues. In 1919, the State of Oregon led the country by introducing the first gas tax, and is currently pioneering the nation's first road usage charge program to assess a fee of users of our transportation system on a per mile basis.

We will continue to lead through action at the local and state level, but we rely on a strong Federal program for maintaining and building transportation networks fit for the 21st century. Oregon receives over half a billion dollars in federal surface transportation funding each year. Because ODOT's State Highway Fund resources are generally fully dedicated to debt service, highway maintenance, and agency operations, federal highway funds are the only source of funding for new construction projects that

preserve and improve the state highway system.¹ If Oregon is able invest enough to build the projects in our long-range transportation plans, by 2040, we will see a \$993 million annual benefit to our state compared with current levels of investment.²

We support responsible solutions to fix the Trust Fund and direct more funding to local needs. Specifically, we urge Congress to take the following actions:

- **Raise revenue to stabilize the Highway Trust Fund and spur economic growth.** Federal fuel taxes have not been raised since 1993, but transportation investment needs have grown significantly since that time. We urge Congress to raise revenues for transportation through one of the following means: an increase in the gasoline tax, a sales tax on fuel, a per-barrel oil fee, or any other reliable and dedicated funding source. These additional revenues should be available to invest in all modes of surface transportation in order to create the network of transportation options that a 21st century economy demands.
- **Stimulate innovation through local empowerment.** Local leaders are best able to identify the particular transportation investments to address their communities' unique challenges. Yet, under current law, local communities have direct access to less than 8 percent of federal highway funds, and many discretionary programs that communities once utilized to help fund innovative transportation projects have been eliminated. Congress should provide local leaders with control of a greater share of transportation funding to ensure that it will be invested in the projects that best meet local needs and provide a strong return on investment.

As a member of the 114th Congress, you have a crucial opportunity to refocus the transportation program in ways that will boost local economies, maintain our existing infrastructure, and prepare for the future. We request that Oregon's delegation show bold and visionary leadership on transportation issues at the Federal level in the 114th Congress and make strengthening the Federal, state and local transportation partnership one of your highest priorities. We stand ready to help you succeed in that important work.

Sincerely,

Sandra. H. Larson
Mayor, City of Veneta

¹ What will happen to federal transportation funding? ODOT, 2014: <http://www.oregon.gov/ODOT/GOVREL/Pages/Federal-Funding.aspx>

² *Oregon Cost of Congestion Report*. January, 2014

City of Veneta
 Financial Report on Fund Balances
 For July 1, 2014 through June 30, 2015

Second Quarter (July through December) 50% through the Year

Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year- to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to- Date	% of Budget Expended	Ending Fund Balance December 31, 2015
GENERAL:	\$ 888,230.55							\$ 1,028,741.46
Receipts	\$	\$ 555,403.00	\$ 409,766.43	74%				
Transfers-In		1,000.00	1,000.00	100%				
Personal Services					\$ 338,932.00	\$ 147,243.97	43%	
Materials & Services					242,950.00	98,011.55	40%	
Transfers-Out					25,000.00	25,000.00	0%	
Capital Outlay					16,500.00	-	0%	
Contingency					50,000.00	-	0%	
DEBT SERVICE:	108,648.86							116,446.88
Receipts		88,277.00	89,033.11	101%				
Debt Service					84,000.00	81,235.09	97%	
LAW ENFORCEMENT:	449,513.58							868,200.63
Receipts		683,668.00	620,348.00	91%				
Materials & Services					816,900.00	201,660.95	25%	
Capital Outlay					5,000.00	-	0%	
Contingency					5,000.00	-	0%	
PARKS & RECREATION:	380,517.20							516,484.52
Receipts		298,519.00	252,106.22	84%				
Transfers-In		25,000.00	25,000.00	100%				
Personal Services					193,251.00	99,524.45	52%	
Materials & Services					104,182.00	41,614.45	40%	
Capital Outlay					6,250.00	-	0%	
Contingency					20,000.00	-	0%	
PLANNING	215,899.97							291,345.59
Receipts		127,759.00	161,417.89	126%				
Personal Services					123,480.00	56,587.09	46%	
Materials & Services					67,350.00	29,385.18	44%	
Capital Outlay					6,000.00	-	0%	
Contingency					10,000.00	-	0%	

City of Veneta
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Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Recorded Year-to-Date	Resources Recorded Year-to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to-Date	% of Budget Expended	Ending Fund Balance December 31, 2015
MUNICIPAL WATER:	2,033,296.31								2,145,516.04
Receipts		910,575.00	541,974.58		60%				
Transfers-In		250,000.00	-		0%				
Personal Services						352,437.00	158,555.70	45%	
Materials & Services						956,140.00	126,476.64	13%	
Transfers-Out						5,000.00	5,000.00	100%	
Capital Outlay						11,500.00	717.51	6%	
Debt Service						143,000.00	139,005.00	97%	
Contingency						75,000.00	-	0%	
MUNICIPAL SEWER:	1,778,430.83								1,822,600.06
Receipts		916,186.00	507,014.33		55%				
Transfers-In									
Personal Services						308,347.00	140,637.83	46%	
Materials & Services						531,467.00	125,834.47	24%	
Transfers-Out						80,000.00	80,000.00	100%	
Capital Outlay						41,500.00	723.80	2%	
Debt Service						117,500.00	115,649.00	98%	
Contingency						100,000.00	-	0%	
STREETS	1,672,571.72								1,297,877.82
Receipts		461,864.00	182,931.14		40%				
Transfers-In									
Personal Services						130,280.00	59,757.43	46%	
Materials & Services						251,200.00	83,577.61	33%	
Capital Outlay						7,250.00	9,290.00	128%	
Transfers-Out						405,000.00	405,000.00	100%	
Contingency						100,000.00	-	0%	
STORMWATER DRAINAGE:	148,501.62								142,691.43
Receipts		55,534.00	30,801.76		55%				
Personal Services						19,083.00	8,481.70	44%	
Materials & Services						11,670.00	3,130.25	27%	
Capital Outlay						6,000.00	-	0%	
Transfers-Out						25,000.00	25,000.00	100%	
Contingency						10,000.00	-	0%	
PUBLIC WORKS EQUIPMENT	160,516.46								175,937.71
Receipts		600.00	421.25		70%				
Transfers-In		15,000.00	15,000.00		100%				
Capital Outlay						5,000.00	-	0%	

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CAPITAL CONSTRUCT: GOV"	839,033.58							854,774.02
Receipts		84,311.00	15,740.44	19%				
CAP CONST: WATER SDC	-							(278,853.82)
Receipts		74,447.00	13,297.18					
Transfers-In		450,000.00						
Materials & Services					25.00			
Debt Service					295,000.00	292,151.00		
Capital Outlay								
CAP CONST: SEWER SDC	-							(123,108.48)
Receipts		74,393.00	24,379.33					
Transfers-In		2,850,000.00						
Materials & Services					25.00			
Debt Service					163,500.00	137,320.04		
Capital Outlay					410,000.00	10,167.77		
CAPITAL CONSTRUCT: ENTE	2,751,402.10							2,751,402.10
Receipts		-	-	0%				
Transfers-Out					3,300,000.00	-		
Capital Outlay					-	-		
2007 INVERSE CONDEMNATI	46,090.24							101,167.65
Receipts		10.00	121.41	1214%				
Transfers-In		100,000.00	100,000.00	100%				
Materials & Services					100.00			
Debt Service					108,000.00	45,044.00		
ZUMWALT CAMPGROUND:	101,531.83							109,602.74
Receipts		60,450.00	69,625.75	115%				
Materials & Services					40,366.00	36,554.84		
Transfers-Out					25,000.00	25,000.00		
BUSINESS ASSISTANCE GRA	156,053.97							155,462.40
Receipts		470.00	408.43	87%				
Materials & Services					39,050.00	-		
Transfers-Out					1,000.00	1,000.00		
CAP PROJ-NEW POOL FACIL	6,528.52							7,046.91
Receipts		300.00	518.39	173%				
Materials & Services					300.00	-		

City of Veneta
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Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year- to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to- Date	% of Budget Expended	Ending Fund Balance December 31, 2015
CAP PROJ-W. B'WAY DEVEL	59,602.04							58,339.69
Receipts		110.00	156.39	142%				
Transfers-In		90,000.00						
Materials & Services					5,050.00	1,298.26	26%	
Capital Outlay					100,770.00	120.48	0%	
LOCAL IMPROVEMENTS	113,847.62							107,518.88
Receipts		2,345.00	1,682.85	72%				
Transfers-In								
Materials & Services					550.00	-	0%	
Debt Service					66,000.00	8,011.59	12%	
CAP PROJ-WATER PIPELINE	-							-
Transfers-Out					50,000.00		0%	
RESERVE: GOV'T	721,793.40							1,148,684.51
Receipts		3,600.00	1,891.11	53%				
Transfers-In		425,000.00	425,000.00	100%				
RESERVE: ENTERPRISE	1,332,819.22							1,336,301.50
Receipts		6,000.00	3,482.28	58%				
CITY WIDE TOTALS:	\$ 13,964,829.62	\$ 8,610,821.00	\$ 3,493,118.27	40.6%	\$ 10,411,905.00	\$ 2,823,767.65	27.1%	\$ 14,634,180.24

DETAILED BUDGET PREPARATION SCHEDULE

DUE DATES IN 2015	BUDGET ACTIVITY
01/20	1. Managers receive budget preparation packet
01/20	2. Review of preparation packet (regular management meeting)
1/21 - 2/6	3. Develop preliminary plans, figures and proposals
2/9	4. Review preliminary plans, figures and proposals with City Administrator
2/10-2/20	5. Adjust and refine plans, figures and proposals until City Administrator approves
2/23	6. Complete questionnaires, worksheets and budget detail pages
2/25	7. Review documents in Step 6 (above) with City Administrator
2/26-3/12	8. Adjust and refine document information until City Administrator approves
3/13	9. Submit worksheets, questionnaires and detail pages to Finance Director
3/20	10. Managers receive draft budget materials for their department(s); City Administrator receives for all departments
3/23-4/1	11. Review draft materials
4/2	12. Submit corrections/revisions to Finance Director
4/10	13. Finance Director submits entire DRAFT document to City Administrator & Mgrs.
4/13-4/22	14. City Administrator and Managers review DRAFT document 15. Submit changes to Finance Director
4/27	16. Finance Director submits entire PROPOSED document to City Administrator & Managers
4/23	17. Submit Notice of Budget Committee Meetings
4/28-5/1	18. Review PROPOSED budget document 19. Submit changes to Finance Director
4/29	20. First Notices of Budget Committee Meetings Published
4/30	21. Submit Notice for State Shared Revenue Hearing (Budget Committee)
5/4-5/7	22. Compile Proposed Budget Document
5/6	23. State Shared Revenue Hearings Notice Published (Budget Committee)
5/6	24. Second Notice of Budget Committee Meetings Published
5/7	25. Deliver Proposed Budget Documents to Committee Members
05/14 Thursday	26. First Budget Committee Meeting: <ul style="list-style-type: none"> - Elect Officers - Budget Presentation - Public Hearing on State Shared Revenue - Finalization and Committee Approval of City and Agency Budgets <ul style="list-style-type: none"> - Receive Budget Messages - Discussion & Revision - Receive Public Comment
05/21 Thursday	27. Second Budget Committee Meeting: (if needed) <ul style="list-style-type: none"> - Continue Budget Discussion and Revisions - Finalization and Committee Approval of City and Agency Budgets
05/22	28. Submit Public Hearing Notices (3) to Fern Ridge Review
05/27	29. Public Hearing Notices Published
06/08 Monday * (Hearings to be part of regular City and URA meetings)	30. City Joint Meeting: City Council and Budget Committee 31. Urban Renewal Agency Joint Meeting: Board and Budget Committee 32. Three Public Hearings: Uses of State Shared Revenue, City's Approved Budget and Urban Renewal Agency's Approved Budget 33. Adoption of the Budgets and Related Resolutions
07/15	34. Deadline to submit Budget Forms to Lane County Assessor
09/09	35. Deadline to submit for GFOA Distinguished Budget Document Award
09/30	36. Deadline to submit Budget Forms to Lane County Clerk

Dates in **BOLD** denotes involvement of the budget committee members/council. * June 22, 2015 Alternative Date for Adoption of Budgets and Related Resolutions (if needed). This would occur during the regularly scheduled City Council meeting; however, it would be a Special URA meeting.

VENETA CITY COUNCIL WORK SESSION

AGENDA ITEM SUMMARY

Title/Topic: Adoption of a City of Veneta Communication Plan

Meeting Date: January 26, 2015
Department: Administration

Staff Contact: Katie Babits
Email: kbabits@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 315

ISSUE STATEMENT

Does the Council wish to approve the City of Veneta Communication Plan?

BACKGROUND

In the October 2013 Council Goal Setting Session, Council identified Goal #6: “Improve community awareness of City issues and public engagement opportunities.” The 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 and in its duties collaborated to aid in the creation of Communication Plan. The Plan aims to achieve the Council Goal by meeting the following objectives: 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 and develop a flexible plan that allows for the city and community’s changing needs.

Ultimately, the Communication Plan is meant to outline methods through which the City of Veneta communicates information to its target audiences. These audiences include both residents and non-residents. The goal is to have a farther reach and develop a more informed community in regard to City events and avenues through which people may find answers to questions.

COUNCIL OPTIONS

1. Adopt the City of Veneta Communication Plan as written.
2. Adopt the City of Veneta Communication Plan with specific changes.
3. Reject the City of Veneta Communication Plan.

CITY ADMINISTRATOR’S RECOMMENDATION

Approve the City of Veneta Communication Plan as submitted.

SUGGESTED MOTION

“I make a motion to adopt the City of Veneta Communication Plan as presented.”

ATTACHMENTS

- A) City of Veneta Communication Plan

City of Veneta Communication Plan

Attachment A

Draft

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, delivering services otherwise possibly not available in Veneta, and by creating a competitive market within Veneta. 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 and Actions

Strategies:

- Institute an ongoing communication survey to assess effectiveness of City communication.
- Employ a multi-media and multi-level communication approach, monitor and fine-tune the existing communication tools, and seek additional tools.
- 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 involve 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 staffs' time for implementing elements of the Communication Plan. Most major funds also have a Public Relations line-item to support.

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 WORK SESSION

AGENDA ITEM SUMMARY

Title/Topic: Revision of City Logo

Meeting Date: January 26, 2015
Department: Administration

Staff Contact: Katie Babits
Email: kbabits@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 315

ISSUE STATEMENT

Does Council approve of the changes to the City logo and accept it as the official City of Veneta logo?

BACKGROUND

In March of 2013, Council directed staff to create a logo committee. The committee met that month and at the next Council meeting, staff suggested Council to revisit logo creation during the Goal Setting Session. The October 2013 Goal Setting Session stated in Goal #6: "Improve community awareness of City issues and public engagement opportunities." One objective identified was to create a new City logo and update the website. Due to capital projects and a change in staffing, the logo process was postponed until July, 2014. In July, the Communication Subcommittee convened to discuss a new City logo. After a design contest did not produce the anticipated results, the Committee decided to revise the current logo.

During the process the committee entertained many different color options, deciding to move forward with Pantone 2955. Considerations regarding color surrounded the difference in color when printed from a professional printing company and when printed from a City printer. The committee reviewed the colors printed by both methods and chose a color that shows little difference in print color. Additionally, the lines in the logo are not different colors; rather, the top line and letters are 100% Pantone 2955 and the line below are 60% tint and 30% tint of Pantone 2955, respectively. Attached are the black and white and full color logo printed on the City printer. A color is available for viewing the logo if printed from the print company. The goal of the new logo is for it to be compatible for many display options, including on stationary, business cards, t-shirts, vehicles, the website, etc. to become easily recognized as the City of Veneta logo.

COUNCIL OPTIONS

1. Approve the revisions to the City logo and adopt it as the official City of Veneta logo.
2. Approve the revised logo with specific changes.
3. Reject the revised logo.

CITY ADMINISTRATOR'S RECOMMENDATION

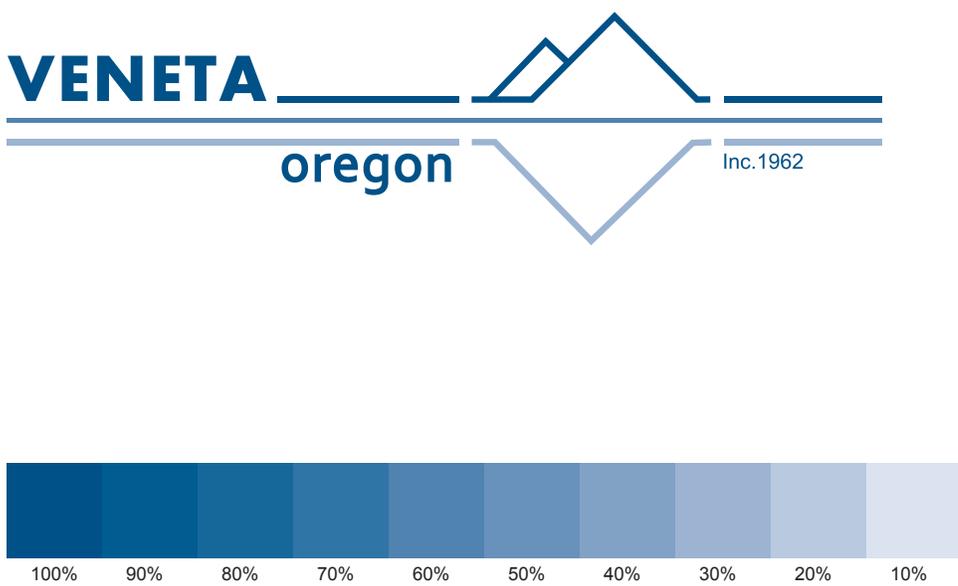
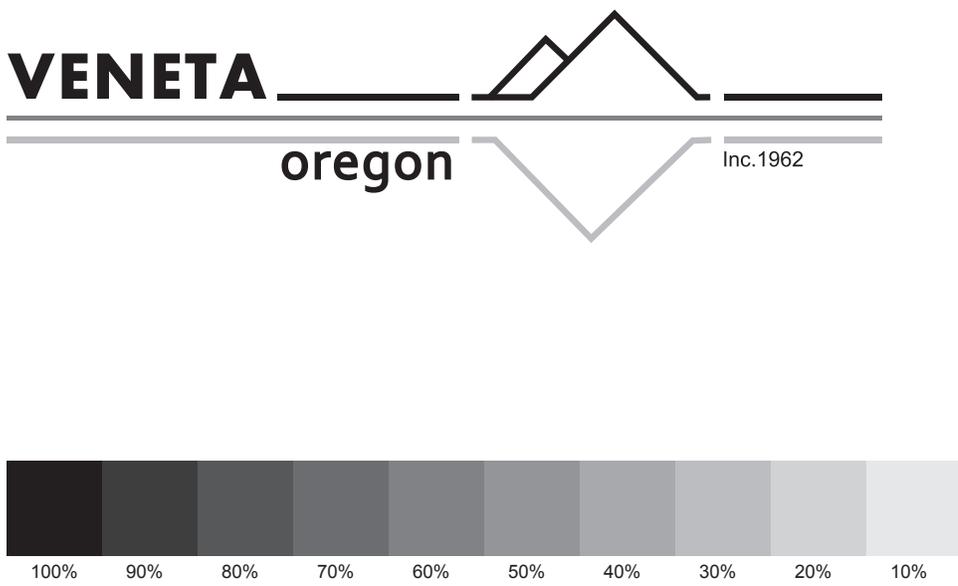
Approve the logo as submitted.

SUGGESTED MOTION

"I make a motion to approve the revisions to the City logo and adopt it as the official City of Veneta logo as presented."

ATTACHMENTS

- A) Logo revision in color and black



VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Veneta Vision LLC Franchise Agreement

Meeting Date: January 26, 2015
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 enter into a franchise agreement (Ordinance No. 518) with Veneta Vision LLC for the purpose of delivering telecommunication services in Veneta?

BACKGROUND (include prior council or committee action)

At the October 13, 2014 City Council meeting Country Vision Cable, Inc. requested that the City grant them a wireless and cable franchise agreement. City staff, along with Milo Mecham of LCOG, have been working with Mark Hetrick and Nolan Scheid of Country Vision and Emerald Cable, respectively, for the past several months to finalize that franchise agreement. That agreement will combine their request to deliver both internet services over a wireless network and possibly, overtime, develop a network to deliver other telecommunication services. Mr. Hetrick and Mr. Scheid are now requesting the agreement be issued to a newly formed corporation, Veneta Vision LLC.

Franchise fees are generally split 50/50 with half going to the General Fund and the other half going to the Street Fund. Staff would be recommending that any new revenue also be directed to the two funds.

RELATED CITY POLICIES (include existing resolutions and ordinances)

The City has several franchise fees with telecommunication and communication providers; including Century Link, LCOG, LS Networks and Hunter Communications. As with the most recently adopted Hunter Communication franchise agreement, this includes a provision that Veneta Vision pay franchise fees on internet and data services.

At this time staff is requesting that Ordinance No. 518 be read for a first time by title only. A second reading by title only and final enactment will take place at the February 9th Council meeting.

Requests made by Veneta Vision to occupy or construct in the City's right-of-way or to lease any City facility, will come under a separate request.

COUNCIL OPTIONS (include financial impacts)

The Council has several options:

- 1) Adopt Ordinance No. 518, granting a franchise agreement.
- 2) Modify Ordinance No. 518 to remove the requirement to pay franchise fees on internet and data services.
- 3) Choose to not enter into an agreement with Veneta Vision LLC.

CITY ADMINISTRATOR’S RECOMMENDATION

I recommend that the Council adopt Ordinance No. 518 to enter into a franchise agreement with Veneta Vision.

SUGGESTED MOTION

“I make a motion to adopt Ordinance No. 518 to be read for a first time by title only”

ORDINANCE NO. 518

AN ORDINANCE GRANTING TO VENETA VISION, LLC, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A TELECOMMUNICATIONS SERVICE AND TO OCCUPY RIGHTS-OF-WAY IN THE CITY OF VENETA, OREGON AND SETTING AN EFFECTIVE DATE.

THE CITY OF VENETA ORDAINS AS FOLLOWS:

Section 1. Definitions - as used in this ordinance:

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

"**Grantee**" means Veneta Vision, LLC, the grantee of rights under this franchise, including its successors or assigns when approved pursuant to this franchise.

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

"**Data Services**" means the transmission of information, facts, concepts or instructions in a formalized manner, suitable for communication, interpretation or processing, by any means or protocol of transmission, and the equipment necessary for such transmission. Voice and video services are sometimes included in data services. The definitions here are stated separately so as to be inclusive rather than exclusive of forms of communications services. Includes the sending and receiving of data from and to any ultimate customer.

"**Facility**" or "**Facilities**" means the conduits, cables, poles, wires, fibers, fixtures, underground lines, manholes, equipment and appurtenances thereto, including other technical items necessary or convenient for the purpose of providing data, voice or video services.

"**Gross revenues**" shall mean any and all revenue, of any kind, nature or form, without deduction for expense; all inflows or enhancements of assets or settlements of its liabilities (or a combination of both) of whatsoever kind and nature derived by the Grantee and, any affiliates, subsidiaries or parent of the Grantee on account of goods or services from the Grantee's ongoing operations delivered within the City of Veneta. Gross revenue shall include any and all subsidies, discounts, rebates or other considerations or forbearances by the Grantee associated with the delivery of such goods and services within the City of Veneta. Grantee may deduct uncollectible accounts of customers within the corporate limits of City from these gross revenues. Gross revenues does not include taxes, fee or assessments of general applicability collected by the Grantee from Ultimate consumers for pass-through to a government agency other than the City, or revenue paid directly by the United States of America or any of its agencies.

"**Person**" means any person, firm, partnership, association, corporation, limited liability company or organization of any kind.

"**Rights of way**" include streets, land paths, boulevards, avenues, circles, drives, lanes, roads, highway, bridges, alleys, sidewalks, and public utility easements, including the subsurface under and air space over these areas and similar public ways and extensions and additions thereto. This definition applies only to the extent of the City's right, title, interest or authority to grant a franchise to occupy and use such areas for siting telecommunications facilities. "Rights of way" excludes other property owned by the City, such as parks or public buildings.

"**Telecommunications Services**" as used in this franchise, means the offering for sale or in exchange for some other form of compensation of data services, video services, or voice services, or any combination

of these services.

"Video Services" means the transmission, by any means or technology, of visual images, including moving and still images intended for perception by the human eye, and any sound associated with the visual images, either as a one way or two way transmission, and all equipment or facilities necessary for such transmission. "Video Services" includes all forms of transmission of visual image communications, regardless of the medium or method of transmission.

"Voice Services" includes providing processing and transmission of voice communications, including all equipment associated with such transmission. "Voice Services" also includes services related to or commonly sold or provided in connection with the transmission of voice communication, such as, but not limited to, call waiting, call forwarding, voice mail and similar services. "Voice Services" includes all forms of transmission of voice communications, regardless of the medium or method of transmission.

"Ultimate consumer" means any person or entity that obtains services transmitted over Grantee's Facilities for its own use by any means, including purchase, lease or direct receipt of such services.

Section 2. Grant of Authority. City grants to Grantee the right and privilege, subject to all City of Veneta ordinances, policies, rules and regulations, to construct, install, maintain and operate over, in, on and under the present and future public rights of way of the City of Veneta, facilities necessary for the purpose of providing telecommunications services. This franchise is not exclusive, and City reserves the right to grant a similar or different privilege to any other Person at any time during the period of this franchise. This grant is further subject to all prior rights, interests, agreements, permits easements or licenses granted by the City, and to the City's right to use the rights of way for any purpose it deems fit, including the same or similar purposes allowed Grantee hereunder. This franchise does not grant any rights with regard to attaching to or using any City or public property located within the rights-of-way (i.e. street lights or conduit). Such additional use of City property may be granted on an individual basis under a separate arrangement.

Section 3. Compliance with Laws, Rules and Regulations. The locations and methods of installation and maintenance of all Grantee's Facilities shall be subject at all times to regulation by the City (including City's ordinances and policies on street cuts and use of right-of-way), and all such Facilities shall be so constructed and maintained as to interfere as little as practicable with street or other traffic. Nothing herein however shall be construed to change or modify any applicable Oregon law regarding Grantee's ability to recover costs for any relocation of its Facilities. All of such Facilities shall be installed and at all times maintained by Grantee in accordance with industry standards. Grantee shall change the location of or remove any Facility within the public right of way when the City determines that the public convenience requires such changes or removal. The expense of said change shall be paid by Grantee.

Section 4. Grantee Liability, Indemnification of City and Insurance.

1. Grantee shall at all times conduct its operations under this franchise, including installation, construction or maintenance of its Facilities, in a safe and workmanlike manner so as not to present a danger to the public or City.
2. To the fullest extent permitted by law, Grantee shall defend, save harmless and indemnify City from any loss or claim against City on account of or in connection with any activity of Grantee in the construction, operation or maintenance of its Facilities or provision of services, provided such loss or claim is not as a result of the City's negligence. Nothing contained in this foregoing indemnity provision or any other indemnity provision in this franchise, shall be construed to require the Grantee to indemnify the City, the City's related parties, architects, architect's consultants and agents and employees of any of them and anyone else acting for or on behalf of the City for damages, losses, liabilities, costs and expenses due to the sole negligence or willful

misconduct of the City, the City's related parties, architects, architect's consultants and agents and employees of any of them and anyone else acting for or on the City's behalf. The City acknowledges that under no circumstances will the Grantee be liable under this franchise for special, consequential or punitive damages or damages with respect to economic loss.

3. This franchise shall not be effective until Grantee secures, and shall at all times be conditioned upon Grantee maintaining, a comprehensive liability insurance policy which shall contain the following provisions:
 - a. Grantee shall obtain, at Grantee's expense, and keep in effect at all times during the term of this franchise, public liability and property damage insurance that protects Grantee and the City, as well as the City's officers, agents, and employees, from claims arising from claims referred to in section 4.2. The insurance shall provide coverage at all times of not less than \$2,000,000 for personal injury to each person, \$4,000,000 for each occurrence, and \$1,000,000 for each occurrence involving property damages, plus cost of defense; or a single limit policy of not less than \$4,000,000 covering all claims per occurrence, plus cost of defense. The insurance policies may provide for self-retention or deductibles in reasonable amounts. The limits of the insurance shall be subject to statutory changes as to the maximum limits of liability imposed on municipalities of the State of Oregon during the term of this Franchise.
 - b. Grantee, and its subcontractors, if any, will comply with the Oregon Worker's Compensation Law at all times.
 - c. City, its officers, directors, and employees shall be added as additional insured with respect to the Grantee's general liability insurance policy. Grantee will require that its insurance carrier give the City 30 day written notice of any change in insurance coverage.
 - d. There shall be no cancellation, material change, exhaustion of aggregate limits, or intent not to renew insurance coverage without 30 days written notice to City. Any failure to comply with this provision will not affect the insurance coverage provided to City. The 30 days notice of cancellation provision shall be physically endorsed on the policy.
 - e. Coverage provided by Grantee must be underwritten by an insurance company deemed acceptable by City. City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating or not authorized to transact business in Oregon.
 - f. As evidence of the insurance coverage required by this franchise, Grantee shall furnish a Certificate of Insurance to City. This franchise shall not be in effect until the required certificates have been received and approved by City. The Certificate will specify and document all provisions with in this franchise. A renewal certificate will be sent to City 10 days prior to coverage expiration.

Section 5. Conditions on Right of Way Occupancy.

1. **Use.** Grantee shall construct, install, maintain and operate its Facilities in designated public rights of way to the industry standard and City's satisfaction, in compliance with all state laws and regulations and City ordinances, rules, policies and regulations; and in a manner so as to cause minimum interference with the proper use of streets, alleys, and other public ways and places, and to cause minimum interference with the rights or reasonable convenience of property owners who adjoin any of the streets, alleys or other public ways or places.
2. **Restoration.** In case of any disturbance of pavement, sidewalk, driveway or other surfacing by Grantee, Grantee shall, at its own cost and expense and in a manner approved by City, replace and restore all paving, sidewalk, driveway, landscaping or surface of any street or alley disturbed. If Grantee fails to make restoration as required, City may cause the repairs to be made at the

expense of Grantee.

3. **Relocation.** Except as provided below, if the removal or relocation of Facilities is caused directly by an identifiable development of property and the removal or relocation of Facilities occurs within the area to be developed, or is made for the convenience of a customer, Grantee may charge the expense of removal or relocation to the developer or customer provided it is not contrary to any laws. Grantee shall be solely responsible for enforcing collection from the developer or customer. City may require Grantee to relocate its Facilities. If the removal or relocation of Facilities results from City's need to provide public Facilities, is a City project, or is otherwise requested by City and is made for the purpose of improving a street to City standards or other improvement for the benefit of the public, Grantee will remove or relocate its Facilities at Grantee's expense within a reasonable time frame after notification by City. In cases of capital improvement projects undertaken by City, Grantee shall convert existing overhead distribution Facilities to underground at Grantee's expense if requested to do so by City. City agrees to comply with provisions of applicable law when requiring such conversion. In the event that any electric utilities, cable facilities and telecommunication facilities are reimbursed by the City or any agency thereof for the placement of cable underground or the movement of cable, Grantee shall be reimbursed upon the same terms and conditions as any telecommunications, electrical or other utilities.
4. **Placement of Facilities.** Grantee shall not place its Facilities where they will interfere with any existing or future City utility, gas, electric or telephone fixture, power, sanitary sewer, storm sewer or water facility. Grantee will consult with City's Public Works Department prior to placement of Facilities, and will comply with all City ordinances, policies, rules and regulations in connection with its placement of Facilities. Whenever all existing electric utilities, cable facilities and telecommunications facilities are located underground within a public right of way of the City, Grantee must also locate and relocate its facilities underground.
5. **Temporary Rearrangement of Facilities.** Grantee shall, consistent with City policies, ordinances, rules and regulations, arrange to temporarily raise, lower, or otherwise move its Facilities to permit the moving of buildings or other objects if the Person wishing to move the building or other object makes a reasonable arrangement to reimburse Grantee for its expenses in rearranging its Facilities. Nothing contained in this section shall preclude City from requiring Grantee to move its Facilities at its own expense when public convenience requires the move, as described in Subsections 3 and 4 of this section.

Section 6. Transfer of Franchise. Grantee shall not sell, assign, dispose of, lease or transfer in any manner whatsoever any interest in this franchise or in the Facilities authorized by this franchise, or any part of the Facilities, without prior written approval of City, which consent shall not be unreasonably withheld. The City may impose reasonable conditions on its approval of any transfer, including but not limited to the requirement that the transferee acknowledge in writing and agree to be bound by the terms of this Franchise. City shall have the right to collect from Grantee City's actual administrative costs associated with processing a transfer request, including the cost of ascertaining the financial responsibility of the proposed transferee. The foregoing requirements shall not apply to any sale, assignment or transfer to any Person that is owned or controlled by Grantee, or any Person that owns or controls the Grantee. Grantee shall notify the City at least thirty (30) days prior to any such sale, assignment or transfer.

Section 7. City Rights in Franchise.

1. **City Supervision and Inspection.** City shall have the right to supervise all construction or installation of Grantee's Facilities subject to the provisions of this franchise and make such inspections as it shall find necessary to insure compliance with governing laws, ordinances, rules

and regulations.

2. **Termination or Abandonment of Franchise.** Upon any termination of this franchise, all Facilities installed or used by Grantee shall be removed by Grantee at Grantee's expense and the property upon which the Facilities were used restored by Grantee to the condition it was in before installation except that City or its designee shall have the following options after termination of this franchise:
 - a. City or its designee may elect to acquire the Facilities for the fair market value of the physical facilities, but not any intangibles, consistent with any applicable law; and
 - b. Value shall be determined by an appraiser who is mutually acceptable to City and Grantee. In the event that City and grantee are unable to agree on a single appraiser, then the City and Grantee shall each appoint an appraiser, and those two appraisers shall select a third appraiser. The opinion of any two appraisers shall be determinative of the value of the Facilities.
 - c. City agrees to provide Grantee with written notice of its intention to acquire Grantee's Facilities pursuant to this section within 120 days after termination of this franchise by City or by Grantee with the closing of the acquisition to occur as soon thereafter as is practicable.
 - d. If, after termination of this franchise, Grantee provides notice to the City that it is abandoning the Facilities, or otherwise refuses within a reasonable time to respond to notice from the City that the Facilities must be removed (*de facto* abandonment), the City may cause the Facilities to be removed at Grantee's expense, or the City may elect to take title to and possession of some or all of the Facilities, to be used thereafter as the City deems is in the public interest. If the City provides notice to the Grantee of a determination that Grantee's Facilities have been abandoned, and that the City is taking possession of the Facilities, Grantee shall not be entitled to any compensation for any of the Facilities abandoned by Grantee. Grantee may abate the notice of abandonment by, within thirty days of notice being provided by the City, notifying the City of its election to remove the Facilities and beginning removal within ten days, and thereafter completing removal within a reasonable period.
3. **City Connection to Facilities.** In addition to City's other rights in this franchise, and so long as Grantee has sufficient capacity on its Facilities that is not being used by a paying customer at that time, City shall have the right to obtain services from Grantee at the Grantee's most favorable rate applicable to those services. Nothing in this subsection shall affect Grantee's obligation to pay franchise fees to the City under Section 8 of this Ordinance.

Section 8. Franchise Fee (Compensation for Use of the Rights of Way).

1. Grantee shall pay quarterly to City five percent of gross revenue earned from all services, specifically including data, voice and video services, provided by Grantee through Grantee's use of the City rights-of-way.
2. The fee required by this section shall be due and payable within 60 days after the end of each applicable calendar quarter. Any payment not made when due shall bear interest at the rate of 12% per annum, compounded monthly, from the date due until paid.
3. City's acceptance of any payments due under this section shall not be considered a waiver by City of any breach of this franchise.
4. Grantee agrees and covenants that it will not challenge the validity of the franchise fees under this ordinance as long as they do not exceed the maximum amounts established by applicable

statutes.

5. If Grantee provides a multi-channel video service which is the equivalent of a cable service as defined by federal law, Grantee shall make one channel of the multi-channel video service available to the City for Government Access Programming. If the City elects to use this channel, the City shall be solely responsible for the content of programming provided on the Government Access Channel. The City may, at its sole discretion allow Grantee to provide programming on the Government Access Channel in lieu of, or in addition to, programming selected by the City. The City may modify the choice of shared programming at any time, and for as many times as convenient to the City, but modifications must be coordinated with Grantee's operations. Grantee shall cooperate in the City's acquisition of programming from other locations if that programming is made available for transmission by Grantee at any of Grantee's points of presence in Lane County. If requested by the Veneta School District or Lane Community College, or both, and Grantee is providing multi-channel video service, Grantee shall make one channel of the multi-channel video service available to the educational institutions for shared use for educational programming on the same terms and conditions set forth for Government Access. There shall be no charge to the City or the educational institutions for use of the channels.

Section 9. Grantee Records and Reports.

1. Grantee shall keep accurate books of financial accounts at an office within the State of Oregon throughout the term of this franchise. Grantee shall produce all books and records directly concerning its gross revenues and other financial information deemed necessary by City for purposes of calculation of the franchise fee for inspection by City, upon no less than 10 days prior written notice, during normal working hours. City may require periodic reports from Grantee relating to its operation within City. City shall have the right during the term of this franchise or within 180 days thereafter to conduct audits or reviews (examinations) of Grantee's records. Such examination shall be undertaken by a qualified person or entity selected by City. The cost of any such examination shall be borne by City, unless the results of any such examination reveal an underpayment of more than 5% of the franchise fee for the period examined. In the case of such underpayment, the full cost of such examination shall be paid by Grantee. Grantee shall immediately pay the amount of the underpayment as determined by such examination to City together with 12% per annum interest from the date such payment should have been made to the date the payment is actually made.
2. Any examination information obtained by City under these provisions shall be kept confidential to the maximum extent allowed by Oregon law, except that this obligation shall not prevent the City from introducing examination results in any forum where enforcement of the provisions of this franchise is at issue.

Section 10. Permit and Inspection Fees. Nothing in this ordinance shall be construed to limit the right of City to require Grantee to pay reasonable costs incurred by City in connection with the issuance of a franchise or permit, making an inspection, or performing any other service for or in connection with Grantee or its Facilities, whether pursuant to this ordinance or any other ordinance or regulation now in effect or hereafter adopted by City.

Section 11. Enforcement and Termination of Franchise for Violation.

1. Default: Time of payment and performance are of the essence in the franchise. The following shall be events of default:
 - a. Default in Payments. The failure of Grantee to pay City when due any amounts required by the franchise and such failure continues for a period of ten (10) days after the first

overdue notice.

- b. **Default in Other Covenants.** The failure of Grantee to perform any of the covenants and conditions required herein to be kept and performed by Grantee, and such failure continues for a period of 30 days after notice from City of such failure.
2. **Termination.** Upon the occurrence of an event of default, this franchise may be terminated at the option of City by notice in writing to Grantee given within 30 days of the date of default.
3. **Grantee's Right to Cure or Respond.** The Grantee shall have thirty (30) days from receipt of the Default Notice to (i) respond to the City, in writing, providing reasonable explanation why it believes there has been no default, or (ii) to cure such default, or (iii) if, by the nature of default, such default cannot be cured within the thirty (30) day period, initiate reasonable steps to remedy such default and notify the City of the steps being taken and the projected date that they will be completed. The City shall not unreasonably deny Grantee an opportunity to cure any default.

Section 12. Remedies not Exclusive; Waiver. All remedies under this ordinance, including termination of franchise, are cumulative, and recovery or enforcement of one is not a bar to the recovery or enforcement of any other remedy. Remedies contained in this ordinance, including termination of the franchise, are not exclusive and City reserves the right to enforce penal provisions of any ordinance and also use any remedy available to City at law or in equity. Failure to enforce any provision of this ordinance shall not be construed as a waiver of a breach of any other term, condition or obligation of this ordinance.

Section 13. Franchise Term. This franchise is granted for a term of ten years beginning on the date on which this franchise ordinance is approved. City agrees to renegotiate in good faith a renewal of this franchise for future five (5) year renewal if this franchise is not in default at its expiration.

Section 14. Acceptance of Franchise. Within 30 days from the adoption of this ordinance, Grantee shall file with the City Recorder a written unconditional acceptance of this franchise executed by its duly authorized representative and all of its terms and conditions, and if it fails to do so, this ordinance shall be void and of no effect. This Ordinance shall become effective the day after Grantee's acceptance is filed with the City.

Section 15. Severability. If any section, subsection, sentence, clause or portion of this ordinance is for any reason held invalid or rendered unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity or constitutionality of the remaining portion thereof. If for any reason, the franchise fee is invalidated or amended by the act of any court or governmental agency, then the highest reasonable franchise fee allowed by such court or other governmental agency shall be the franchise fee charged by this ordinance.

Section 16. Notices. Any notice required or permitted under this franchise shall be deemed given when received or when deposited with postage prepaid in the United States Mail as registered or certified mail addressed as follows:

Section 17. Equal Protection. In the event that Grantor adopts a franchise for any other provider of Telecommunication Services allowing use of facilities located wholly or partly in the public Rights-of-Way of the Grantor, which terms differ in substantial ways from this franchise, Grantee shall have the option to seek an amendment of this franchise in a way that corresponds in all ways with the franchise provided to the other Telecommunications Service provider. Grantee must submit a request for amendment in writing, setting forth the ways that Grantee believes that the other franchise is substantially different from the Grantee's current franchise. Franchises that involve different services, or fewer services than the present franchise shall not be eligible for renegotiation, even if there is a partial overlap. Grantor shall be the final determinant of substantial differences, and may give consideration to other provisions of the

alternative franchise that provide equivalent provisions. No partial amendments shall be allowed.

TO CITY:
City of Veneta
Attn: City Administrator
P.O Box 458
Veneta, Oregon 97487

TO GRANTEE:
Veneta Vision, LLC
Attention GM
PO Box 199
Cheshire, OR 97419

or to such other address as may be specified from time to time by either parties in writing.

Section 17. Interpretation/Jurisdiction. This franchise shall be deemed to have been entered into in Lane County, Oregon. Jurisdiction of any dispute shall be in the circuit court of the State of Oregon, and venue shall be in Lane County, Oregon. Interpretation of the franchise shall be governed by laws of the State of Oregon.

Section 18. Force Majeure. The Grantee shall not be held in default under, or in non-compliance with the provisions of this Ordinance, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by circumstances reasonably beyond the ability of the Grantee to anticipate and control. This provision includes work delays caused by waiting for utility providers to service or monitor their utility poles to which Grantee's Facilities are attached, as well as unavailability of materials and/or qualified labor to perform the necessary work.

READ FOR A FIRST TIME, BY TITLE ONLY this 26th day of January, 2015, no Council person in attendance having requested that it be read in full.

READ FOR A SECOND TIME, BY TITLE ONLY, AND FOR FINAL ADOPTION this ___ day of _____, 2015, no Council person in attendance having requested that it be read in full.

PASSED AND ADOPTED by a ___ vote for and ___ against by the City of Veneta Council this ___ day of _____, 2015.

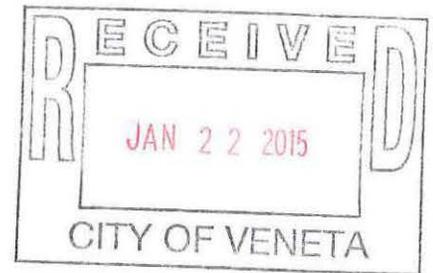
Sandra Larson, Mayor
Executed on _____

ATTEST:

Darci Henneman, Assistant City Recorder
Executed on _____

January 21, 2015

To: Veneta City Council
From: Liz Killam



RE: Veneta Neighborhood Watch Endorsement

A concerned group of Veneta Citizens have recently been in formal discussions with the Lane County Sheriff's Office to create a Neighborhood Watch within the Veneta City limits. Our group would appreciate an official endorsement by the City of Veneta in support of the NW groups.

The Lane County Sheriff's Office is very supportive of initiating a Neighborhood Watch group in Veneta. The Sheriff's Office has been looking forward to gaining enough local citizen support to get started and it looks like we have enough interest now.

I intend on having a Kick Off NW meeting February 24th at 6:00 pm in the Konnie Room of the Library. This room has already been authorized for monthly meetings for the NW group. The intent of this 'Kick Off' meeting is to inform Citizens on what a neighborhood watch is, how it is organized, how the local Sheriff's Office will support them and mostly importantly - we will begin to determine how many citizens will be willing to officially sign up to participate. After we have an estimate of how many citizens will commit to being neighborhood captains, we will have an idea of how many neighborhood watch groups we will be able to form and the areas of coverage we will have. Each Captain will be responsible for filling out the proper documents and all involved citizen participants will go through the same thorough process of registering and back ground checks facilitated by the Sheriff's Office. After the paperwork process is started our next step will be to meet with the Sheriff's Office and start the coordination process.

Once we have the formal number of participants and groups, we will be requesting some financial assistance from the City of Veneta to provide needed NW signs and Start Up Kits for the neighborhood groups. I will be facilitating getting these groups started and projecting the cost and needed supplies in conjunction with the Sheriff's Office. Our group would also appreciate having assistance in advertising our 'Kick Off' meeting. The more participation we have initially – the more effective our NW will be. I look forward to the NW having a positive impact on crime in our area and with your assistance we can get off to a great start!

Thank you for your consideration and I look forward to seeing you all again at the City Council Meeting on 1-26-15. I will be available to answer any further questions you may have.



Liz Killam
Veneta Citizen

CITY OF VENETA
OVERLAPPING FISCAL YEAR WORK PLAN

Jan. 2014 - Dec. 2014

Updated: January 22, 2015 - RI

Summary or Council Goals (adopted 2013)

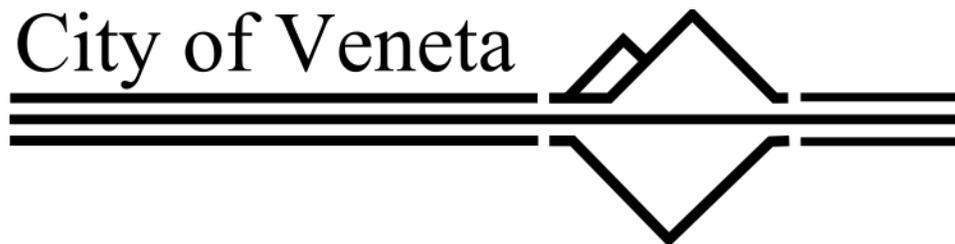
1. Develop Infrastructure Capacity (Goal 1 & 2)
2. Improve Community Health & Safety (Goal 3 & 4)
3. Encourage Business Development (Goal 5)
4. Enhance Communication & Civic Engagement (Goal 6)

Criteria for Prioritization:

1. Council Priority
2. Essential for Maintaining Basic Service
3. Plan to Outline Future Projects and Activities
4. Enhances Community Livability and Safety

Item #	Program Area	Start Date	End Date	Budget	Lead	Status
Wastewater						
1	Develop Infill Report and Budget Recommendations	Jan-14	Nov-14		KS, KB	Complete
2	Air Piping Facilities Improvements -Pre-design (part of Project T-5 WWMP CIP)	Jan-14	Apr-14	\$25,000	KS	Complete
3	Develop 2014 Infiltration & Inflow Program	Ongoing		\$90,000	KS	Establishing list for 2015
Transportation						
1	Complete Comprehensive Street Assessment Report	Oct-14	Mar-15	\$35,000	MGNT	Assessment complete. Draft report due Jan 23, 2015
2	Develop funding package for preservation and modernization			\$10,000	MGNT	To be completed after street assessment is complete
3	Advance design and engineering for Southern Route Multi-Use Path	ongoing			RI	Currently funded for 2016 STIP but could move up to 2015
4	Continue efforts to secure funding for Hwy 126 four-lane build out	ongoing			RI	LACT recommended design & eng. for 2018-21 STIP
5	Develop funding package for sidewalk and regional trail projects	Fall 2014			MT	Complete after Planning Dept. updates report(s)
6	Develop Work Plan and Agreement with ODOT to update City's Transportation System Plan	Fall 2014			KB, RI	ODOT has reserved funds for a 2015 update
7	If warranted update Transportation SDC	TBD	TBD			Working with ODOT to secure TA funds
Public Safety						
1	Develop an Emergency Response/Disaster Plan (EOP)	Jan-14	Dec-14		RI	Draft 80% complete. Chief providing comments after fire season
2	Explore the development of a community resiliency plan	Fall 2014			RI	Will begin after adopted EOP
3	Define elements of a community policing strategic plan	Sep-14	Nov-14		LCSO, RI	Process has slowed while hosting Public Safety meetings
4	Develop a Community Policing Strategic Plan	May-14	Dec-14		CW, RI	Will evaluate if utilizing a consultant is the best approach
5	Inform Council on code enforcement policies & practices (work session)	TBD	TBD			
Planning						
1	Comp Plan Update: Residential BLI	May-13	Jan-14	\$0	KB, LG	Complete
2	Comp Plan Update: Housing Needs Analysis	Jun-13	Feb-14	\$0	KB, LG	Complete
3	Update Chicken Ordinance	Jan-14	Mar-14	\$0	LG, KB	Complete
4	Implementation of ePermitting system	May-13	Dec-14	\$0	CW, KB	Complete
5	Develop a project priority list to address critical gaps in sidewalk connectivity	May-14	Aug-14	\$0	MGNT	To be completed after Street Assessment
6	Comp Plan Update: Initiate Economic Opportunity Analysis (EOA), Implementation Plan & Comp Plan Policy Amendments	May-14	Jun-15	\$25,000	KB, LG/ Consultant	On Schedule
7	Update regional trails & multi-use path plan	Sep-14	Nov-14	\$0	MGNT, LG	TBD
8	Draft & Adopt Hillside Development Standards	TBD	TBD	\$5,000	KB, LG, KS	Postponed
9	Comp Plan Update: Draft Map and Text Amendments	Dec-14	Mar-15	\$0	KB, LG	On Schedule
10	Comp Plan Update: Draft Findings and Adoption	Mar-15	Jul-15	\$1,500	KB, LG	On Schedule
Community & Economic Development						
1	Draft short-term recommendation for economic development (ED) efforts	May-14	Jun-15		RI	Incorporating Effort into Long-term ED Strategic Plan
2	Secure funding for design & engineering of fiber optics to business park	Jan-14	Feb-15		RI	Awaiting word on Lane County Award
3	Complete fiber design & engineering	Feb-14	Feb-15	\$5,000	RI	Design Completed Solicited Cost Estimates
4	Develop long-term ED Plan in conjunction with EOA	Jun-14	Mar-15		RI	Scope of Work Completed Work to commence with EOA

Item #	Program Area:	Start Date	End Date	Budget	Lead	Status
Urban Renewal (Urban Renewal Agency)						
1	Develop Urban Renewal Plan Project List	TBD	TBD		RI, KB, LG	To be completed after EOA adopted
2	Complete Inventory of Blighted Properties within District	Feb-14	Mar-14		RI, RS, LG	Complete
3	Codify Urban Renewal Plan including updates	Mar-14	Apr-14		KB	Draft Complete
4	Develop Action Plan to Address each Blighted Property	Mar-14	Apr-14		RS, KB, LG	Complete
5	Begin Removing Blighted Properties or Complete Specific Plan for Removal	Sep-14	Dec-14		RI, KB, LG	Started Process
6	Secure Luther Lane Site for long-term VDFM site	ongoing	ongoing		RI	Waiting or determination from ODOT & Attorney General
7	Research & Determine Update to Next Steps Strategy	TBD	TBD		KB, RI	TBD
Water						
1	Finalize bid documents for water tank rehabilitation	Sep-14	Oct-14	\$10,000	KS	Bid opening January 28, 2015
2	Secure contractor for water tank rehabilitation	Nov-14	Dec-14		KS	Work to be performed at contractors discretion in 2015
3	Construction of Bulk Water Station	Jan-14	Jun-14		KS	Complete
4	Update Water Management and Conservation Plan				KS	Update complete.
5	Old Well Abandonment - 2 & 7	Ongoing			KS, KO	
Fiscal Services						
1	Review and revise policies and procedures related to Utility Billing	Jan-14	Dec-14	\$1,000	SH	In process
2	Implement Fixed Assets Module of accounting software	Oct-14	Mar-15	\$4,000	SH	
3	Revise processes and reporting method for City Liens	Jan-14	Jan-15	\$500	SH	In process
4	Prepare FY14-15 proposed budget	Jan-14	Jun-14		SH	Completed
5	Year end closing and audit preparation	Jun-14	Sep-14		SH	Completed
6	Upgrade accounting software	Sep-15	Jun-16		SH	
7	Solicitation for audit services	Jan-15	May-15		SH	
8	Review and revise policies & procedures compared to latest "Best Practices"	TBD	TBD		SH	Postpone until Specific Areas are identified
Administrative Services						
1	City branding, logo and website redesign	Mar-14	Nov-14	\$5,000	KEB	Branding Campaign Shelved, Logo Comm. Recommendation
2	Implementation of PetSmart Grant (spay & neuter program)	Jan-14	ongoing	\$9,000	KB & TW	
3	Create outline for Communication Plan including 5 CC identified elements	Aug-14	Jan-15		KEB & Mgmt	Completed
4	Develop Communication Plan	Sep-14	Jan-15		KEB & Mgmt	
5	Implement top CP methods	Dec-14	Feb-15		KEB & Mgmt	
6	Determine best use of Risk Management Incentive \$ from CIS					In progress
7	Design & Construction of FRSC Storage Bldg & Screening		May-14		KB, KS, RI	Completed
Parks, Recreation & Cultural Enhancement						
1	Implement programs for Family & Youth (Park Board & Pool Events)	Feb-14	Sep-14		SC, KEB,	Complete
2	Develop historic recognition and preservation program	ongoing			Mayor lead	Consultant hired to design interpretative panels
3	Park improvements & open space beautification	Jan-14	Feb-15		MGNT	Bids to be release in Jan
4	Reconvene Partners for Implement 1st Phase BHSC Master Plan	Feb-14	Ongoing		RI, KS	Assisting Partners to Complete Property Transaction
Council Direction & Other						
	Staff to review chicken ordinance	Dec-13			KB	Adopted Ordinance May 2014
	Staff to review water rate tiers	Postponed			SH, RI	Work to be Completed as Part of 2015 Rate Analysis Work
	Tree code: Develop notification requirements for large logging operations	TBD			KB	Will present during next round of "house keeping" revisions.
	Develop permanent swim lesson scholarships	Jun-13			KEB & SC	Completed
	Completion of Salary Survey	Aug-14	Dec-14		KEB	LGPI Under Contract to Complete Survey
	Update of Telecommunication Ordinance	Aug-14	Nov-14		RI	In Progress
	Development of New Franchise Template	Aug-14	Nov-14		RI	In Progress
	Research implementation of recreational marijuana tax	Sep-14	Dec-14		RI	In Progress



**VENETA CITY COUNCIL RETREAT
OCTOBER 28-29, 2013**

**GOAL SETTING SESSION SUMMARY REPORT
JANUARY 13, 2014**

PREPARED BY

CHRIS WORKMAN

PURPOSE

The purpose of the 2013 Goal Setting Session was for the City Council to establish new goals to be used by staff to develop a two-year work plan.

HISTORY

Between 2005 and 2011, the City Council held biannual goal setting sessions and established new short-term objectives and tasks based upon the goals originally established in 2005. As 2013 approached, the Council and staff were focused on the completion of two very large projects, the Fern Ridge Service Center and the Water Pipeline, and so it was decided to postpone the Goal Setting Session until the fall of 2013.

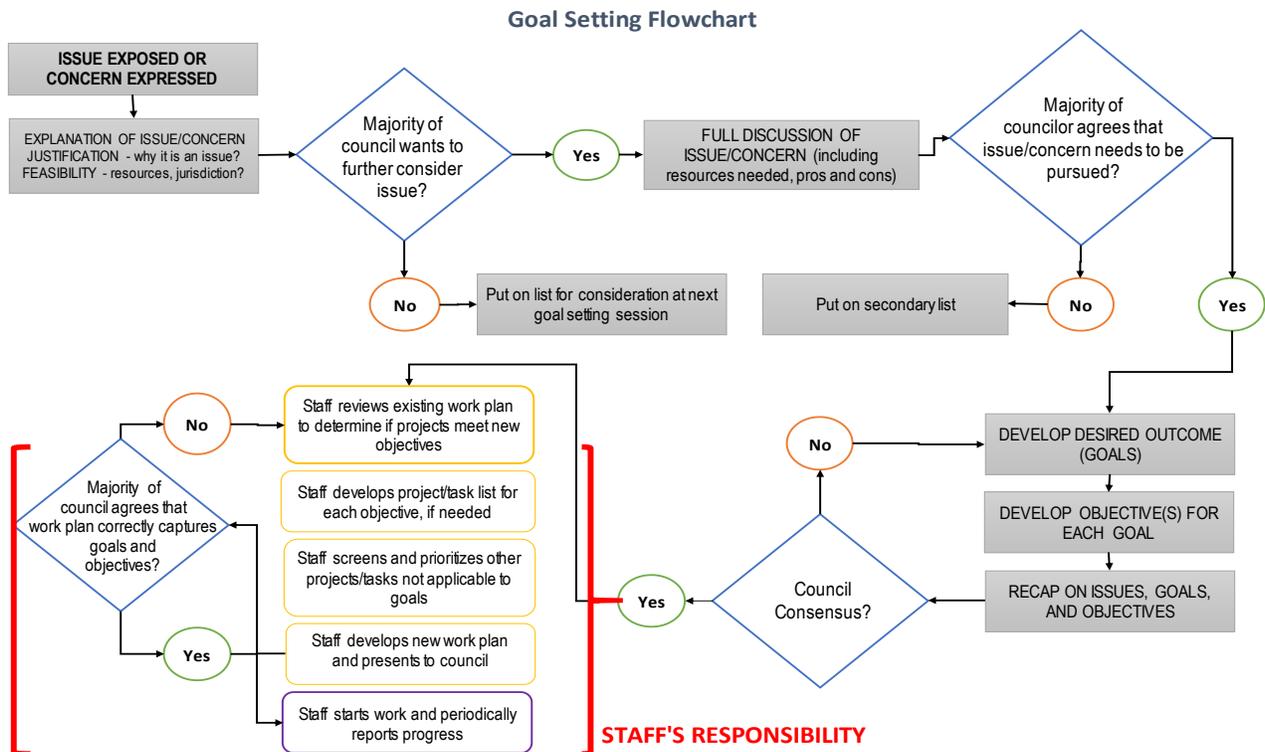
The Fern Ridge Service Center was completed in September 2013 followed by the completion of the Water Pipeline project in October. With these two large projects completed, the Council met on October 28th and 29th to establish new goals and priorities. The meeting on the 28th was held at Veneta City Hall from 5:00-7:00 p.m. as a joint work session of the Veneta City Council and the Urban Renewal Agency. The meeting on the 29th was held at the Lane Electric Board Room in Eugene from 10:30 a.m.-4:00 p.m.

2013 GOAL SETTING SESSION PARTICIPANTS

Mayor:	Sandra Larson	City Administrator:	Ric Ingham
Councilors:	Thomas Cotter	Finance Director & Facilitator:	Shauna Hartz
	Brittany Boothe	City Recorder & Facilitator:	Chris Workman
	Victoria Hedenstrom	Public Works Director:	Kyle Schauer
	Thomas Laing	Community Dev. Director:	Kay Bork

SESSION PREPARATION

Several steps were taken in preparation for the Goal Setting Session. First, Hartz and Workman volunteered to facilitate the session as opposed to hiring an independent, professional facilitator and were tasked with developing a system for helping the Council establish new goals and prioritize them. Hartz created a flowchart (below) that mapped out



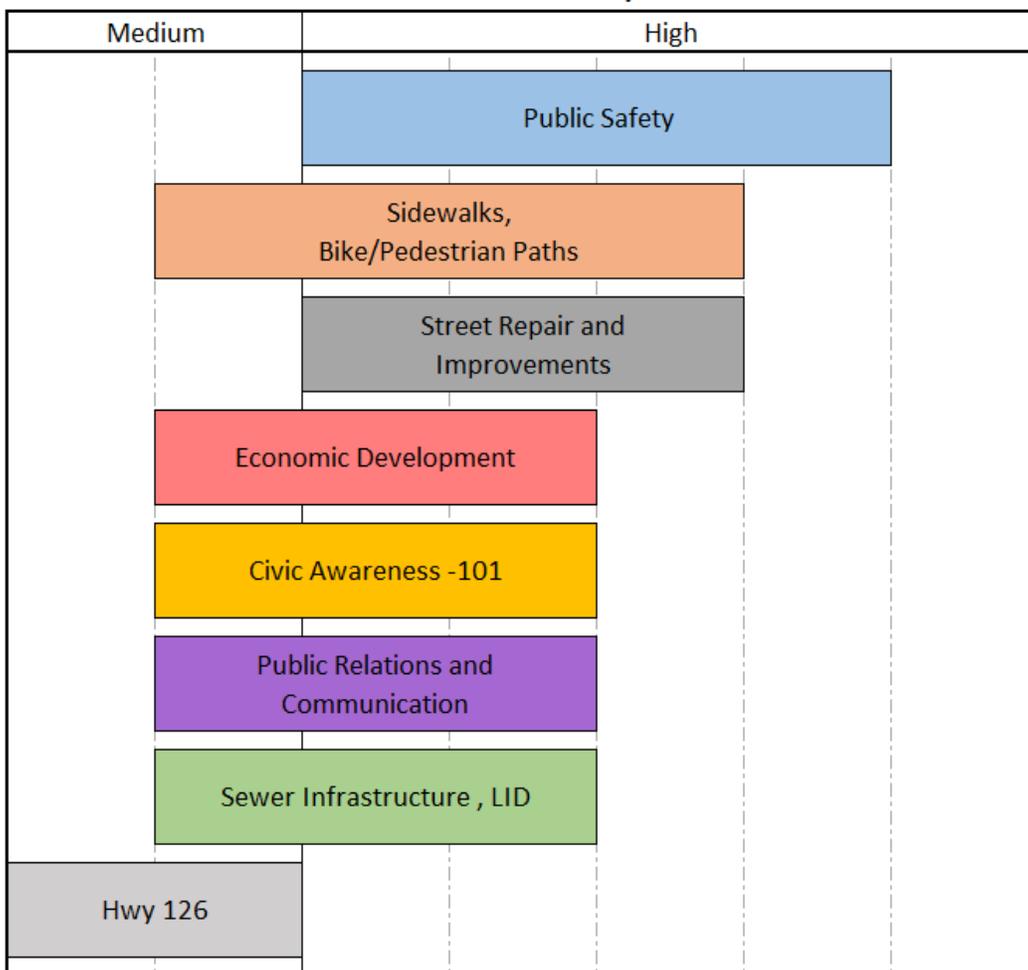
the process for the Council to follow to help form goals out of issues and then establish objectives for each goal. Once the Council established these objectives, it would be up to staff to identify tasks needed for each objective and to present an updated work plan that reflected the Council's new goals and objectives.

Second, Workman prepared an Issue Identification Form for Council members to use in identifying issues that they each thought the City should address in the next 12-24 months. Council members completed the forms and submitted them to Workman who amalgamated the responses into a single table and created a chart showing the Council's issues in order of their initial priority.

Issues Submitted by More than One Council Member

Continued improvement (lower cost, increased patrol) of public safety contract with Lane County Sheriff. -high	Public Safety, Community Policing, skate park, reflected in contract or hire our own officer. -high		Law Enforcement Expansion, increase police patrols, community outreach to youth. -high	public safety, code enforcement, illegally parked trailers. -high
Identify strategies to encourage positive public behavior. -high	Livability, bike/ped Master Plan, school routes. -high	Perkins Road Sidewalks to be installed. -medium	Sidewalks/alternative pathways for pedestrians along roads. -high	Road improvements, sidewalks, bike/ped paths. -high
Address issues of homelessness in the community. -high				
Sidewalk and roadway improvements throughout the city. -high		Road Repair: Prioritize and plan for replacement and repair. -high	Street Improvements, 5 year plan to fix needed roadssidewalks, pathways. -high	
Economic Development: Support of existing local businesses. -high		Small business help, business development, welcome toolkit. -high	Upgrade franchise agreements to get more investment into downtown. -medium	
Evaluation of prior/future use of small business loan/grant fund. -high			Help businesses identify, produce, and take advantage of natural areas. -medium	
Continued efforts to bring business to Broadway and downtown. -high				
Job creation within Veneta. -high	Youth Civic Awareness and involvement, Local Govt. IOI. -high	Civics IOI, educating youth, curriculum for schools. -medium		
Educate residents of city functions, roles and responsibilities. Opportunities to share with EHS. -high	Community Awareness - public works department, P.W. Day in May. -medium			
Public Involvement: Implement systems for receiving public feedback and comments. -high	Public Relations, Communications, City Logo/website. Regular opportunities for the public to engage with the Council. -medium	Communication: make information more visible and accessible to residents. -high		
Increase public participation in volunteer activities; open houses, meetings, etc.	East Bolton LID. -medium		Sewer Infrastructure, LID, health/ssafety. -high	Sewer infrastructure and efforts to allow infill development. -high
Enhance and improve safety along Hwy. I26. -medium		Traffic light at I26 and Huston, I26 and Ellmaker. -medium		

**Grouped Issue Chart
in order of Priority**



Prior to the Goal Setting Session, each member of the City Council was provided with the documents that would be covered for their review. These documents were made part of the October 28, 2013 Work Session Council Packet and made available to the public on the City’s website. The documents provided included: (1) 2011 Prioritized Goals, (2) Review of Past Accomplishments, (3) 2013-2014 Work Plan, (4) Purpose Statement and Definition of Terms, (5) Goal Setting Flowchart and (6) Issues Submitted Chart.

GOAL SETTING SESSION –MEETING 1

The Goal Setting Session was broken up into two separate meetings in order to avoid having too full an agenda to reasonably cover in one day. The first meeting was a joint work session of the Veneta City Council and the Urban Renewal Agency, since some of the submitted issues had strong ties to urban renewal efforts. The meeting focused on review of the materials the Council members had been provided in preparation for the session. The Council gave consensus to follow the Goal Setting Flowchart as proposed and agreed to meet the following day to begin formulating goals and objectives.

GOAL SETTING SESSION –MEETING 2

The second Goal Setting Session meeting was focused on establishing and prioritizing new Council Goals and formulating objectives for each of them. The Council began by discussing each issue individually, answering questions about feasibility including proper jurisdiction, timing and available resources. Issues that were grouped together into common areas of concern generated the most interest

and were discussed in greater detail by each Council member. Eventually, the Council considered the expected outcomes desired in response to each grouping of issues that passed its feasibility test.

The next challenge the Council faced was prioritizing the goals. To do this, Council members were each given three dot stickers and instructed to place a dot beside their top three goals. The result of this exercise was a clear vision of the Council’s new Goals and priorities for the upcoming two years.

2014-2015 Council Goals

Complete sewer system buildout in current servicable area.	Improvement of City streets through preservation and modernization.	Improve upon community policing, youth relations and code enforcement efforts.	Continue to urbanize City streets in order to improve bicycle and pedestrian connectivity within the City. Continue to develop multi-use paths for the betterment of the community.	Provide development opportunities for businesses and industry to create jobs.	Improve community awareness of City issues and public engagement opportunities.
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Once the grouped issues were prioritized, the Council members were given three more dot stickers and asked to identify their top issues from the list of those that were not grouped –those that had only been identified as an issue by a single council member on the Issue Identification Forms that were submitted. From this exercise, the issues that garnered a consensus were prioritized into a separate list:

Other Identified Tasks

Emergency response plan, coordinated with Lane County, Fire, Schools, etc.
Historic recognition and preservation, placing historical plaques and developing better relationship with the museum
Continued increase of communication with council by way of educational work sessions
Continued and increased support for positive activities for youth and families (movie nights, swim, concerts, festivals, etc.)
Maintain and improve park structures and cleanliness
Council members to participate in learning opportunities such as conferences, training workshops, etc.

To finish out the meeting, the Council established objectives for the first three priorities and then instructed staff to develop objectives for the remaining goals. After reviewing and providing feedback to staff at the following City Council meeting held November 9, 2013, the Council gave its approval of the established goals and objectives (see Addendum C. Veneta City Council 2014-2015 Goals and Objectives).

STAFF WORK PLAN

The next step in the goal setting process was for staff to implement the Council Goals and Objectives into the current Work Plan. Each member of the Management Team was assigned a goal and asked to identify the specific tasks staff would need to complete in order to reach each of the Council’s objectives. Once done, the Management Team reviewed the Work Plan in its entirety and submitted the new 2013-2014 Work Plan for the City Council’s approval.

The 2013 Veneta City Council Goal Setting Session was a success on several levels. The Council spent time reviewing past goals and accomplishments, discussing current City needs and, most importantly, fulfilled the purpose of the session by establishing new goals and objectives that will guide the workload staff takes on through the end of calendar year 2014.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Process for Establishing 2015 Council Goals and Priorities

Meeting Date: January 26, 2015
Department: City Administration

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

ISSUE STATEMENT

How Does the Council Wish to Proceed in Establishing New Council Goals and Priorities?

BACKGROUND (include prior council or committee action)

Between 2005 and 2011, the City Council held biannual goal setting sessions and established new short-term objectives and tasks based upon the goals originally established in 2005. As 2013 approached, the Council and staff were focused on the completion of two very large projects; the Fern Ridge Service Center and the Water Pipeline, so it was decided to postpone the Goal Setting Session until the fall of 2013.

The Fern Ridge Service Center was completed in September 2013 followed by the completion of the Water Pipeline project in October. With these two large projects completed, the Council met in a Council retreat on October 28th and 29th to establish new goals and priorities. The information from that retreat was compiled into a Goal Setting Session Summary Report and adopted by the City Council on January 13, 2014. The Summary Report was then incorporated into a 2014 Work Plan that has guided staff projects, activities and development of the 2014-15 fiscal year budget.

With the swearing-in of Councilor Brooker and Cotter the Council needs to decide on how it wishes to proceed with establishing new goals and priorities.

RELATED CITY POLICIES (include existing resolutions and ordinances)

Traditionally, a City Council goal setting session is held once newly elected councilors have been sworn in. Goal setting sessions would normally happen in late January to early February and the outcome lays the blueprint for the upcoming budget as well as a new Work Plan. Depending on the nature of the projects and programs proposed, the work plans can overlap the proposed fiscal year budget or could be developed as either an 18 month or 24 month work plan.

COUNCIL OPTIONS (include financial impacts)

The Council has several options for establishing new goals and priorities:

1. Repeat the process used to establish the 2014 goals, priorities and work plan (described above).
2. Establish a new process for establishing council goals and priorities.
3. Revisit the key issues identified in the 2014 Summary Report and modify the report to reflect new issues and/or Council priorities.
4. Provide feedback while utilizing the 2014 Summary Report as a guide to develop a 2015-16 Work Plan that would direct staff activities and the development of the 2015/16 fiscal year budget.

CITY ADMINISTRATOR’S RECOMMENDATION

I believe the 2014 Goal Setting Session Summary Report still reflects many of the priority issues that exists in the community and that the newly seated City Council would like to address. By surveying the Council members the Report could be modified to reflect new issues or priorities and incorporate the results into a 2015-16 Goal Setting Report.