

**AGENDA**  
**VENETA CITY COUNCIL**  
**MONDAY, APRIL 13, 2015 – 7:00 P.M.**  
 Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 7:00 **1. CALL TO ORDER**
  
- 7:05 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.
  
- 7:10 **3. PUBLIC HEARING - EAST BOLTON RD. SEWER LOCAL IMPROVEMENT DISTRICT (LID)**
  - 1) Open Hearing
  - 2) Staff Report (pgs. 3-9)
  - 3) Public Comments
  - 4) Questions from Council
  - 5) Close Hearing
  - 6) Deliberation & Decision
  
- 7:40 **4. PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 25044 McCUTCHEON ST.**
  - 1) Open Hearing
  - 2) Staff Report (pgs. 11-13)
  - 3) Public Comments
  - 4) Questions from Council
  - 5) Close Hearing
  - 6) Deliberation & Decision
  
- 8:00 **5. PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 87646 TREK DR.**
  - 1) Open Hearing
  - 2) Staff Report (pgs. 15-17)
  - 3) Public Comments
  - 4) Questions from Council
  - 5) Close Hearing
  - 6) Deliberation & Decision
  
- 8:10 **6. CONSENT AGENDA**
  - a. Minutes for February 9, 2015 Work Session (pgs. 19-22)
  - b. Minutes for March 9, 2015 (23-35)
  - c. Accounts Payable
    - i. Checks for Approval – Paid through March 17, 2015 (pgs. 37-43)
    - ii. To be Paid – Payable through April 7, 2015 (pgs. 45-56)
  - d. Public Works Activity Report for February and March 2015 (pgs. 57-60)
  
- 8:15 **7. COUNCIL BUSINESS AND REPORTS**
  - a. Business
    - (1) Arbor Day Proclamation (pg. 61)
    - (2) Child Abuse Prevention Proclamation (pg. 63)
  - b. Councilor/Committee Liaison Reports
  
- 8:25 **8. STAFF REPORTS**
  - a. Finance Director.....Shauna Hartz
    - (1) Revising the City's Classification and Compensation Plans
      - i. Agenda Item Summary (pg. 65-74)
      - ii. **Resolution No. 1167** - A RESOLUTION REVISING THE CLASSIFICATION AND COMPENSATION SCHEDULE OF REGULAR EMPLOYEES OF THE CITY OF VENETA AND REPEALING RESOLUTION NO. 1163 (pgs. 75-78)

**8. STAFF REPORTS (CON'T.)**

- a. Finance Director.....Shauna Hartz
  - (2) Approve Contract with Accuity, LLC to Provide Municipal Auditing and Financial Consulting Services (pgs. 79-98)
  - (3) Residential Lease Renewal (pgs. 99-105)
- 8:45 b. Community Development Director.....Kay Bork
  - (1) E. Bolton Rd. Sewer Improvement Call to Advertise for Bids (pgs. 107-108)
  - (2) **Ordinance No. 519** - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 REGARDING REQUIRED IMPROVEMENTS. For Second Reading by Title Only and Final Enactment. (pgs. 109-112)
- 9:10 c. Public Works Director.....Kyle Schauer
  - (1) Pavement Preservation Plan (pgs. 113-122)
- 9:35 d. City Administrator.....Ric Ingham
  - (1) Modifications to Lane County Law Enforcement Intergovernmental Agreement (IGA) (pgs. 123-124)
  - (2) Adoption of the Economic Development Strategy: Five-Year Action Plan
    - i. Agenda Item Summary (pg. 125)
    - Resolution No. 1168** – A RESOLUTION ADOPTING THE VENETA ECONOMIC DEVELOPMENT STRATEGY: FIVE-YEAR ACTION PLAN, 2015-2019 (pgs. 127-150)
  - (3) Adopting Revised Park Board Bylaws
    - i. Agenda Item Summary (pg. 151)
    - ii. **Resolution No. 1169** - A RESOLUTION ADOPTING PARK BOARD BYLAWS AND REPEALING RESOLUTION NO. 1109 (pgs. 153-156)
  - (4) Distinguished Budget Presentation Award (pg. 157-158)
  - (5) Questions from Councilors

10:00 **9. OTHER**

10:10 **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 the 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. **Limit your testimony to three (3) minutes. Testimony must be specific to the issue at hand. Keep your comments brief and to the point. Comments can be made in favor, against, or neutral regarding the proposal.**

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

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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## **Title/Topic: Public Hearing - Bolton Rd. Sewer Local Improvement District (LID)**

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Meeting Date: April 13, 2015  
Department: Community Development

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

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### **ISSUE STATEMENT**

Council is scheduled to hold a public hearing on the formation of the E Bolton Rd Sewer LID. The City Council will take action on the formation of the LID based on valid written remonstrances and other comments received. If Council moves to proceed with the LID, the Council may also make a motion to call for bids for construction of the sewer improvement.

### **BACKGROUND**

On March 9, 2015 City Council approved the Engineer's Report for the East Bolton Rd Sewer Improvement LID and adopted Resolution 1165, declaring the City's intention to form a Local Improvement District to fund the E Bolton Rd sewer improvement project. Council set a public hearing date for the proposed improvements for April 13, 2015.

The intent of the public hearing is to take testimony on the proposed improvement. Property owners can submit written remonstrance and provide oral objections. Per Veneta Municipal Code (VMC) 3.10.060, if valid remonstrances of at least two thirds of the property to be specially assessed by the improvement, the City Council will abandon the project for six months, unless the project is unanimously declared by the Council to be needed at once because of an emergency. Written remonstrance can be received by the City Recorder prior to the public hearing.

In this case there are eighteen (18) properties within the proposed LID to be assessed. In order to abandon the project for six months, at least twelve (12) remonstrances shall be received. Since eight (8) properties have recorded non-remonstrance agreements, only ten (10) properties remain who can submit a remonstrance. This is less than the two thirds required to abandon the project. Attachment 1 identifies properties who can submit a remonstrance against the project.

As required by VMC 3.10.040, public notice was mailed to all property owners and published twice, each a week apart, in the Fern Ridge Review. To date no public comment or remonstrances have been received.

### **RELATED CITY POLICIES**

Veneta Municipal Code Chapter 3.10 regulates the formation of an improvement district. The City Council has passed several previous Ordinances for the formation and assessment of properties for an LID.

**COUNCIL OPTIONS**

After the close of the public hearing the City Council can order the improvement in accordance with Resolution 1165 or the Council by its own motion may abandon the project. Once the Council approves the project the City Engineer shall prepare plans for bid documents.

**CITY ADMINISTRATOR’S RECOMMENDATION**

Make a motion to proceed with the E Bolton Rd sewer improvement project and LID in accordance with adopted Resolution 1165.

**SUGGESTED MOTIONS**

1. *“I make a motion to proceed with the E Bolton Rd sewer improvement project and LID in accordance with Resolution 1165.”*

**ATTACHMENTS**

1. Table summary of property owners who can submit remonstrances
2. Copy of Resolution 1165

Maplot	Irrevocable Petition	Site Address	Address City/State/Zip	Owner Name	Address 1	City State Zip
1705313103700	Yes	25191 E BOLTON RD	VENETA OR 97487-9705	MILES RANDY A	25191 E BOLTON RD	VENETA OR 97487
1705313203100	Yes	25131 E BOLTON RD	VENETA OR 97487-9705	JASPER IRENE G	25131 E BOLTON RD	VENETA OR 97487
1705313203200	Yes	25137 E BOLTON RD	VENETA OR 97487-9705	LLOYD JAY W & SANDRA LYNNE	25861 HWY 126	VENETA OR 97487
1705313203300	No	25145 E BOLTON RD	VENETA OR 97487-9705	KRABILL TIZZAH	25145 E BOLTON RD	VENETA OR 97487
1705313203400	Yes	25161 E BOLTON RD	VENETA OR 97487-9705	BRADFORD FAMILY TRUST	PO BOX 646	VENETA OR 97487
1705313203500	Yes	25177 E BOLTON RD	VENETA OR 97487-9705	TILL KRISTI	25177 E BOLTON RD	VENETA OR 97487
1705313203600	No	25183 E BOLTON RD	VENETA OR 97487-9705	SHANNON JASON E & RACHEL D	25183 E BOLTON RD	VENETA OR 97487
1705313203700	Yes	25185 E BOLTON RD	VENETA OR 97487-9705	ROSDAHL DOROTHY L ESTATE OF	25185 E BOLTON RD	VENETA OR 97487
1705313300100	No	25188 E BOLTON RD	VENETA OR 97487-9705	CROWHEART LILLY KAMALA	25188 E BOLTON RD	VENETA OR 97487
1705313300200	No	25184 E BOLTON RD	VENETA OR 97487-9705	BROWN ELIZABETH TYLER TE	25184 E BOLTON RD	VENETA OR 97487
1705313300300	No	25178 E BOLTON RD	VENETA OR 97487-9705	COLOMBO ANTHONY	3000 SW 148TH AVE STE 200	MIRAMAR FL 33027
1705313300400	No	25168 E BOLTON RD	VENETA OR 97487-9705	COLEMAN CRAIG WELLS	PO BOX 369	NOTI OR 97461
1705313300500	Yes	25160 E BOLTON RD	VENETA OR 97487-9705	EVANS JAMES III & DANIELLE	25160 E BOLTON RD	VENETA OR 97487
1705313300600	Yes	25156 E BOLTON RD	VENETA OR 97487-9705	NORWOOD JAMES L & CAROL A	PO BOX 687	VENETA OR 97487
1705313300700	No	25138 E BOLTON RD	VENETA OR 97487-9705	CARLSON BENJAMIN D & PATRICIA I	25138 E BOLTON RD	VENETA OR 97487
1705313300800	No	25120 E BOLTON RD	VENETA OR 97487-9705	CUMMINGS TERRY O	3492 STARK ST	EUGENE OR 97404
1705313300900	No	25106 E BOLTON RD	VENETA OR 97487-9705	STUBBS ROBERT LEE & KAREN I	16509 FM 1173	KRUM TX 76249
1705313302200	No	25108 E BOLTON RD	VENETA OR 97487-9705	STONE JASON	88019 8TH ST	VENETA OR 97487

Properties That Can Remonstrate  
 E. Bolton Rd. Sewer Improvement LID

March 2015



## CITY OF VENETA

## RESOLUTION NO. 1165

**A RESOLUTION DESIGNATING PROPOSED WASTEWATER COLLECTION SYSTEM IMPROVEMENTS ON E. BOLTON ROAD AND DECLARING THE CITY'S INTENTION TO FORM A LOCAL IMPROVEMENT DISTRICT TO FUND SUCH IMPROVEMENTS**

**WHEREAS**, the City of Veneta directed Branch Engineering, as City Engineer, to prepare a report for the installation of wastewater collection system improvements within the E. Bolton Road right-of-way adjacent to the properties as indicated on Exhibit A, attached hereto and incorporated herein by reference; and

**WHEREAS**, on March 9, 2015, by motion of the City Council, the City approved such engineer's report; and

**WHEREAS**, the City Council desires to designate the proposed improvement, declare its intention to make such improvement, provide the manner and method of carrying out the improvement, and direct the Recorder to give notice of such improvement;

**NOW, THEREFORE**, be it resolved by the Veneta City Council that

**Section 1 Project Boundary.** Each property within the boundary shown on Exhibit A is hereby designated as specially benefitting from the proposed wastewater collection system improvement project (Improvement) and, therefore, is designated for inclusion within an associated local improvement district (LID).

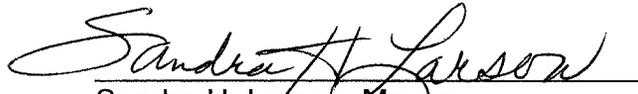
**Section 2 Council Intention.** As authorized by Veneta Municipal Code Chapter 3.10.050 and the City's Public Contracting Rules, these wastewater collection system improvements shall be constructed by independent contract pursuant to a bid or bids awarded by the City.

**Section 3 Assessment.** The costs of such Improvements shall be assessed against the benefited properties, provided, however, that the City Council reserves the right to exclude all or any portion of the benefited properties from the project, or to not allocate the full improvement assessment to one or more benefited property.

**Section 4 Notice Requirements.** The City Recorder is hereby directed to give notice of the Improvements by not less than two publications, one week apart, in a newspaper of general circulation within the City of Veneta, and by mailing copies of such notice by registered or certified mail to the property owners to be assessed for the costs of such improvements. The notice shall contain all matters required by Veneta Municipal Code Chapter 3.10.040.

**Section 5 Public Hearing Notice.** The public hearing on the proposed Improvements shall be scheduled for Monday, March 23, 2015 at 7:00 p.m. at Veneta City Hall, 88184 8th Street, Veneta, Oregon.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this 9 day of March, 2015.

  
Sandra H. Larson, Mayor

ATTEST:

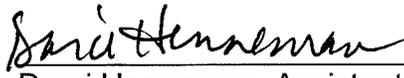
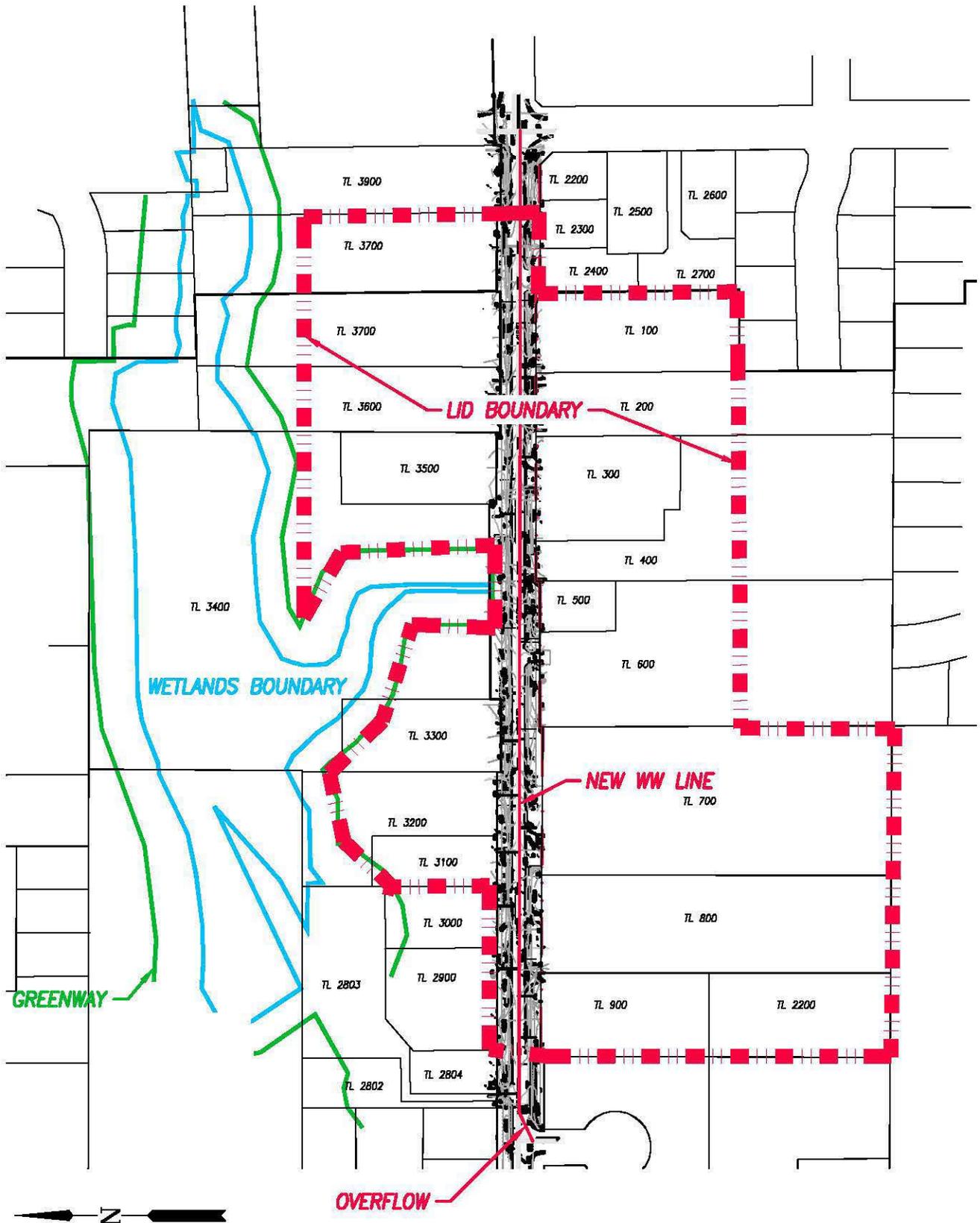
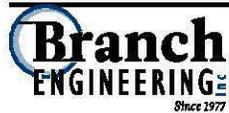
  
Darci Henneman, Assistant City Recorder

Exhibit A

Z:\2014\14-006b E. Bolton Wastewater\2014 Engineers Report\14-006b\_Map\_2.dwg 3/2/2015 2:49 PM NATHAN



SCALE: 1" = 200'



**Bolton Wastewater Collection L.I.D.**  
Bolton Road, Veneta, OR

**EXHIBIT 1**

SITE MAP

MARCH 2, 2015

310 5th Street, Springfield OR 97477 | p: 541.746.0637 | www.branchengineering.com

Project No:14-006b



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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### **TITLE/TOPIC: PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 25044 McCutcheon Ave**

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Meeting Date: April 13, 2015  
Department: Community Development

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

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#### **ISSUE STATEMENT**

Per Veneta Municipal Code 15.10, Abatement of Dangerous Buildings, when the Building Official determines that a dangerous building exists, the City Council shall declare the building a public nuisance and set a time for a public hearing. After the close of the public hearing City Council will determine whether or not to require the buildings to be demolished or made safe and if applicable prescribe what must be done to make the building safe.

#### **BACKGROUND**

The City's Building Official, David Mortier, investigated the subject property and determined 25044 McCutcheon to be a dangerous building. On March 9, 2015 Council declared 25044 McCutcheon Ave a nuisance and set a public hearing for April 13, 2015 per VMC below.

#### **RELATED CITY POLICIES**

##### **15.10.020 Nuisance declared.**

Every building found by the city council to be a dangerous building is declared to be a public nuisance and may be abated according to the procedures specified in this chapter, or by a suit for abatement brought by the city.

##### **15.10.030 Initial action.**

When the building official, city administrator, or public works director determines that a dangerous building exists in the city, the official shall report it to the city council. The city council shall, within a reasonable time, fix a time and place for a public hearing.

##### **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 at hearing, determine if building shall be made safe or shall be demolished.

#### **SUGGESTED MOTIONS**

##### **MOTIONS FOR 25044 MCCUTCHEON AVE**

1. *"I make a motion to declare 25044 McCutcheon Ave a dangerous building and order the **structure be made safe** by [June 13, 2015] 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 at the expense of the owner of the property."*

**OR**

2. *"I make a motion to declare 25044 McCutcheon Ave a dangerous building and order the **structure be demolished** by [June 13, 2015] 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 at the expense of the owner of the property."*

#### **ATTACHMENTS**

1. Building Official Reports on 25044 McCutcheon Ave, dated February 19, 2015

February 19, 2015

City of Veneta City Council  
88184 Eighth St  
Veneta, OR 97487

Re: Abatement of Dangerous Building Located at 25044 McCutcheon Avenue, Veneta, OR

The building located at the above noted address has been inspected for possible classification as a dangerous building. I believe the building falls under the definition of dangerous building as adopted by City of Veneta ordinance for the following reasons. The awning cover in front of the building which is supported by the building is in danger of collapsing. It shows signs of regular leakage due to rain water causing the underside of it to have parts sagging and falling off. The sign on this awning appears to have bracing that has deteriorated to a point where it is no longer fully secured and is in danger of coming off in a high wind event. It also appears that there are numerous places of leakage into the inside of the building and it is unclear what state the roof structure and roof framing members are in with regard to condition and whether or not the roof is in danger of collapsing.

For these reasons I feel Veneta city council should declare this building a dangerous building and take steps to abate it as prescribed in city ordinance. If you have any questions in the above regard do not hesitate to contact me.

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



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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### **TITLE/TOPIC: PUBLIC HEARING - DANGEROUS BUILDING ABATEMENT 87646 Trek Drive**

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Meeting Date: April 13, 2015  
Department: Community Development

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

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#### **ISSUE STATEMENT**

Per Veneta Municipal Code 15.10, Abatement of Dangerous Buildings, when the Building Official determines that a dangerous building exists, the City Council shall declare the building a public nuisance and set a time for a public hearing. After the close of the public hearing City Council will determine whether or not to require the buildings to be demolished or made safe and if applicable prescribe what must be done to make the building safe.

#### **BACKGROUND**

The City's Building Official, David Mortier, investigated the subject property and determined 87646 Trek Drive to be a dangerous building. On March 9, 2015 Council declared 87646 Trek Drive a nuisance and set a public hearing for April 13, 2015 per VMC below.

#### **RELATED CITY POLICIES**

##### **15.10.020 Nuisance declared.**

Every building found by the city council to be a dangerous building is declared to be a public nuisance and may be abated according to the procedures specified in this chapter, or by a suit for abatement brought by the city.

##### **15.10.030 Initial action.**

When the building official, city administrator, or public works director determines that a dangerous building exists in the city, the official shall report it to the city council. The city council shall, within a reasonable time, fix a time and place for a public hearing.

##### **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 at hearing, determine if building shall be made safe or shall be demolished.

#### **SUGGESTED MOTIONS**

##### **MOTIONS FOR 87646 TREK DRIVE**

1. *"I make a motion to declare 87646 Trek Drive a dangerous building and order the **structure be made safe** by [June 13, 2015] 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 at the expense of the owner of the property."*

**OR**

2. *"I make a motion to declare 87646 Trek Drive a dangerous building and order the **structure be demolished** by [June 13, 2015] 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 at the expense of the owner of the property."*

#### **ATTACHMENTS**

1. Building Official Reports on 87646 Trek Drive, dated February 19, 2015.

February 19, 2015

City of Veneta City Council  
88184 Eighth St  
Veneta, OR 97487

Re: Abatement of Dangerous Building Located at 87646 Trek Drive, Veneta, OR

I have made an inspection at the above noted address and believe this building constitutes a dangerous building due to the fire that occurred in it a number of months ago. Very little has been done to repair or remove the fire damaged material in this building and much of the roof remains burned off, collapsed, or in a state of possible collapse, therefore, the walls are in danger of caving in or out. There is evidence of people going into this building either through broken windows or the back yard. Some effort has been made to secure the building but it is still easily accessible through the back yard and is possibly harboring rodents or other animals living in the debris inside.

I believe the city council should declare this building a dangerous building and take the appropriate steps to abate it as outlined in the city ordinance. It is my opinion that if this building is left in this state much longer it will not be repairable and will have to be completely demolished. If you have any questions please feel free to contact me in regards to this project.

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



# Minutes of the Veneta City Council Work Session February 9, 2015

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

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Services Director; Kyle Schauer, Public Works Director; Darci Henneman, Assistant City Recorder, Lindsi Hammond, Pavement Services, Inc., and Joan Mariner, Fern Ridge Review

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## 1. CALL TO ORDER

Chair Larson called the City Council Work Session to order at 6:02 p.m.

## 2. PAVEMENT CONDITION SURVEY & EVALUATION REPORT

### a. Agenda Item Summary

Schauer reviewed his agenda item summary. He said this report isn't about bringing City streets up to standards but about preserving the existing surfaces.

In response to a question from Mayor Larson, Schauer said existing sidewalks were included in the study.

In response to questions from Thomas Cotter, Schauer said the study only looked at roadways. He said the study tells us what it costs to bring the existing roads to City standard and doesn't include road reconstruction, widening streets, or improvements like sidewalks, curbs and gutters. Schauer said the study points out what roads we need to focus on.

In response to a question from Tim Brooker, Schauer said the overall intent is to bring the roadways to a usable and acceptable level.

### b. Executive Summary of the Pavement Condition Survey and Evaluation of Veneta's City Street System-Pavement Services, Inc. January 23, 2015

Schauer said Pavement Services, Inc. (PSI) produced the Pavement Management Report to establish a pavement management system and baseline condition for City streets. The report includes surface condition descriptions, current treatment programs and costs, treatment plans based on several funding scenarios, and provides a formulated multi-year maintenance and repair project list. Schauer reviewed the Executive Summary and introduced Lindsi Hammond of Pavement Services, Inc.

### c. Power Point Presentation

Ms. Hammond thanked the Council for giving her the opportunity to make a power point presentation. She said her company conducted the street study of 21.5 miles of asphalt paved roads which took about a week. She said they also completed a visual survey of sidewalks; measuring widths, location, and condition. She said using the visual condition information, a budget, cost analysis, and funding analysis needed to elevate our street network was developed. She said a rough estimate to replace the existing pavement surfaces is about \$26,000,000. Ms. Hammond reviewed her power point presentation.

In response to a question from Victoria Hedenstrom, Ms. Hammond said many agencies will use a seven color scale graph but for simplicity, she used a five color scale. She said we need to pay attention to the lower level roads that are not so far gone that repairs are futile.

Ms. Hammond said for the most part our City streets are in good condition except the main connectors. She said approximately 4% of our streets need reconstruction. She said there is no official standard used to survey sidewalks. She said all sidewalks were surveyed and the majority of the sidewalks were in good condition; a few cracks or trip hazards were identified which are usually caused by tree roots. She said we had very few sidewalks in fair condition.

Ms. Hammond reviewed four budget scenarios for 2015-2020. She recommended we select budget scenario 2 to maintain the current Pavement Condition Index (PCI) at a cost of \$447,000 per year. Ms. Hammond reviewed the analysis results and the project recommendations based on a budget of \$325,000.

In response to a question from Mayor Larson, Ms. Hammond said a slurry seal is a surface treatment consisting of an asphalt and sand emulsion. She said it's applied to the entire surface to keep the aggregate from popping off the asphalt which extends the life of the surface.

Schauer said continued treatment will keep our roads at 75% which is ideal. He said once the road gets beyond repair, these treatments are futile. He said preservation is key so that our streets don't deteriorate to that degree.

In response to a question from Thomas Cotter, Schauer said the City contracts out road repairs, including applying the slurry seal treatment.

In response to a question from Thomas Cotter, Ms. Hammond said budget scenario 2 covers existing material replacement but does not include pavement overlay, ADA improvements or adding sidewalk curbs and gutters. She said the numbers came from current Veneta bid tabs and Eugene's bid tabs from the past couple of years.

In response to a question from Thomas Laing, Ms. Hammond said slurry seal application is 30 cents per sq. ft.

In response to a question from Tim Brooker, Ms. Hammond said depending on traffic, the slurry seal lasts around five years. She said it will reduce the acceleration rate of deterioration so it can potentially increase the life of the road.

Schauer said our roads are in constant decline and we're trying to interrupt the decline. He said the majority of our streets are residential and don't take a lot of load. He said most of the load is on the two highways which are not ours to maintain. He said our connectors; Eighth St., Hunter, East Bolton, and Perkins show the most decline.

In response to a question from Mayor Larson, Schauer said scenario 2 addresses the City's backlog maintenance and includes applying slurry seals, which is preventative. He said unfunded maintenance includes patching and major work activities.

In response to a question from Mayor Larson, Ms. Hammond said if the City wanted to repair and maintain everything that needed it, it would cost 3.2 million dollars. But if maintenance is done over time, we would have to consider continual deterioration of our roads.

Ingham said the study talks about our current backlog and preservation. He said Ms. Hammond recommends we go with scenario 2 which will allow us to get the projects done at the lowest cost. He said it doesn't factor other variables we may be faced with.

In response to a question from Thomas Laing, Ms. Hammond said the cost is based on numbers from the last two years. She said there's no way we can predict how oil prices will

affect the cost. She said we're only talking about material costs and not administrative or engineering costs which can be 15% to 25%. She said her figures are present day dollars for material costs.

Ms. Hammond said most budget scenarios had a timeline of 10 to 15 years. She said if we were to keep the current budget, the backlog continues to go down until 2025. She said in 2025 the backlog becomes so expensive we can't afford to do the repair, so if we increase the budget, we can chip away at the backlog.

Schauer said every dollar we spend today can potentially save us 3-5 dollars.

Ms. Hammond said the City is in a great place because we have many newer streets. She said that puts the City in a good position to focus on older pavements that are getting to that critical point and to also work on those reconstruction projects that will need more money.

In response to a question from Thomas Cotter, Ingham said because these projects are all maintenance related they would be paid from the street fund. The typical budget is \$350,000; however, more is needed to work on the backlog. The source of the approximately \$250,000 is unknown.

In response to a question from Victoria Hedenstrom, Ingham said \$325,000 doesn't cover costs to PCI to obtain a rating of 83.

In response to a question from Victoria Hedenstrom, Hartz said the current street budget consists of \$130,000 for personnel and \$260,000 for materials and services.

In response to a question from Victoria Hedenstrom, Ingham said we should be spending about \$325,000 per year to preserve our streets but that is not the current practice.

Tim Brooker said we still need to add another \$300,000 per year for six years. He said we would need about \$500,000 a year just to maintain today's streets, including the backlog, so by 2023 the backlog would be eliminated.

In response to a question from Mayor Larson, Ms. Hammond said the project list is based on spending \$325,000 per year to maintain current streets.

Ms. Hammond said there's still money for covering pot holes and other maintenance costs to keep the poor streets drivable and the goods street in good condition.

In response to a question from Victoria Hedenstrom, Ms. Hammond said the roads in red are overlay projects and are less expensive now because the road structure is still good. She said we can resurface those roads before they become a tear out and refill.

In response to a question from Mayor Larson, Ms. Hammond said at some point we will be done with the backlog so everything will just need maintaining.

In response to a question from Thomas Cotter, Ingham said staff needs Council direction to create a six year pavement and rehabilitation plan that would include Eighth St. He said a large capital project like Eighth St. will be captured in the Transportation System Plan (TSP). He said the big projects will likely require a sidewalk LID and will include curb and gutters which should be done at the same time. He said stormwater damages the roads more than anything else and the only way to address that is to put stormwater infrastructure in at the same time. He said we need to lay out a series of steps over a 10 year period.

In response to a question from Thomas Cotter, Hartz said a portion of the money allocated from the state needs to pay for bike/pedestrian paths.

Ingham said franchise fees can be dedicated to build bike paths and we have the discretion to put funds in that direction but we would rather focus on roads.

In response to a question from Mayor Larson, Hartz said a portion of the funds we collect are set aside for bike/pedestrian path projects – like a savings account.

Schauer said depending on the classification of the road, many bike paths are included.

In response to a question from Victoria Hedenstrom, Ingham said large developers contribute to roads and multi-purpose paths as well as for improvements to Highway 126. He said Transportation SDCs are allocated through our transportation plan and they have to be consistent for everyone.

Ingham said Ms. Hammond’s original report was 95 pages and is available for review. He said he felt scenario 2 is the right fit, however developing a comprehensive plan, including funding sources, is the next step. The next step in the discussion is deciding how we are going to complete these repairs and how are we going to pay for it over the next six years.

In response to a question from Mayor Larson, Ingham said this item can be on the next Council agenda.

**3. PRIORITIZED CITY COUNCIL GOALS & TASKS**

The paving assessment discussion went over so this topic was not discussed.

**4. OTHER**

None

**5. ADJOURN**

Chair Larson adjourned the Veneta City Council at 7:01 p.m.

XXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra Larson, Chair

ATTEST:

XXXXXXXXXXXXXXXXXX

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

# Minutes of the Veneta City Council

## March 9, 2015

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

Absent: Thomas Laing

Others: Ric Ingham, City Administrator; Kay Bork, Community Development Director; Shauna Hartz, Finance Director; Kyle Schauer, Public Works Director; Katie Babits, Management Analyst; Darci Henneman, Assistant City Recorder; Alex Lanham, Lee Kelley, E. Mike Litten, Chris Northcutt, Candi Unger and Courtney Roberts, Sanipac, Lane Branch, Branch Engineering, Ryan Fromm, DVM, Herb Vloedman, and Joan Mariner, Fern Ridge Review

### 1. CALL TO ORDER

Mayor Sandra Larson called the Veneta City Council to order at 7:00 p.m.

### 2. PUBLIC COMMENT

#### **Alex Lanham, 90356 Sheffler Rd., Elmira, OR**

Mr. Lanham said he submitted two requests to the City Council; one for a reduction of the Community Center rental fee and the other for scholarships for a summer art program. He has been doing this summer art program for 18 years. He's partnered with Lane Arts Council to bring a summer arts program to area youth. He said he will offer two - 2 week sessions for 40 students per session. He said he also received grant funds from the Oregon Country Fair.

Mayor Larson Mr. Lanham's requests are on tonight's agenda.

#### **Lee Kelley, 24979 Bolton Hill Rd., Veneta, OR**

Mr. Kelley said he sold his hardware store to Ace Hardware but he still owns the building at 24979 West Broadway. He said the building was built in 1956 and has been a hardware store since 1976. The 6500 sq. ft. building is available for sale or lease/rent for one to three separate rental spaces.

#### **E. Mike Litten, 87769 Oaks Orchard Dr., Veneta, OR**

Mr. Litten said he shares the adjacent fence with the dog owner that attacked the dog last month. He said his wife runs a day care from their home and this incident has had a tremendous impact on her business and their neighborhood. He said it's his understanding that the City's dog ordinance doesn't have zero tolerance language when it comes to vicious dogs. He would like to see that included. He said the dog is trying to get under his fence while it's under quarantine and he said if that happens, the City Council will be seeing a lot more of him.

#### **Chris Northcutt, 87772 Oaks Orchard Dr., Veneta, OR**

Mr. Northcutt is also here regarding the dog bite incident and he thanked Mayor Larson for responding to his email. He said he's a dog lover but anytime there's an animal that has the propensity to attack another animal or person or both, he can't see why we can't get a zero tolerance policy in place. He said his son was bit by a pit bull before and received 14 stitches. He said they knew the dog and had been around it several times. He said his son won't go to the bus stop or the mailbox because of the dog attack. He asked the Council to please consider a zero tolerance policy. He said he sees no reason why that dog should be alive.

In response to a question from Victoria Hedenstrom, Mr. Northcutt said his son was bitten by another dog, four years ago, in Eugene. He said the owner of the dog that attacked his son had the dog destroyed after his son was bitten.

### 3. CONSENT AGENDA

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

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

The consent agenda as approved Minutes for February 9, 2015, Minutes for February 23, 2015 Work Session, Minutes for February 23, 2015, Accounts Payable - To be Paid – Payable through March 4, 2015, and Temporary Sales License for Society of Saint Pius X, Eugene, Oregon (St. Thomas Becket Academy).

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

#### (1) 2014 Sanipac Annual Report

Candi Unger introduced herself and Courtney Roberts, Sanipac's Division Controller. Ms. Unger reviewed Sanipac's annual report. Ms. Unger said Sanipac assists the City with the City-wide cleanup held the first Saturday of May. She said this year's event will be May 2<sup>nd</sup>. She said the franchise agreement Sanipac has with the City allows for an annual rate adjustment based on the previous year's CPI. She said that rate adjustment will be 2.4% or about 45 cents per month. She said this increase will be reflected on the April 1<sup>st</sup> billing. Ms. Unger asked the Councilors if they had any questions.

In response to a question from Mayor Larson, Ms. Unger said the yard debris is hauled to Lane Forest Products.

The Council thanked Ms. Unger for presenting the Sanipac report.

Mayor Larson passed on the City's thanks for the many donated services Sanipac provides the City and its residents.

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

Mayor Larson said Mid Lane Cares is requesting a family pool pass to be auctioned at the Benefit by the Glass fundraising event. She said proceeds from the auction assist Mid Lane Cares programs.

In response to a question from Mayor Larson, Schauer said family season swim passes are \$130 for in City and \$175 for out of City. He suggested donating a family 10 visit pool punch pass which provides a family 10 visits to the pool. He said an in City family punch pass is \$85 and an out of City punch pass is \$100.

Schauer said the City Council approved \$500 annually to be used for pool donation requests. He suggested since this is the first request of the season, the Council may want to donate a family 10 visit pool punch pass rather than a family season swim pass.

In response to a question from Victoria Hedenstrom, Ingham said Mid Lane Cares makes an annual donation request and we've always provided a family 10 visit pool punch pass but not a family season pass.

**MOTION:** Thomas Cotter made a motion to donate a family 10 visit swim pass to Mid Lane Cares at a not to exceed amount of \$100. Tim Brooker seconded the motion which passed with a vote of 4-0.

- (3) Sponsorship Donation Request from the Distinguished Service Awards Committee  
Mayor Larson reviewed the request from the Distinguished Service Award ceremony sponsored by the Fern Ridge Kiwanis.

Ingham said in the past the City has donated \$250 which was previously the Title Sponsorship level.

Hartz said the City has made a donation for the last three years. In 2012 the Council approved a \$250 donation and in 2013 and 2014 the Council approved a \$150 donation each year.

In response to a question from Mayor Larson, Hartz said Zumwalt discretionary funds are used to make that donation.

**MOTION: Thomas Cotter made a motion to approve a \$150 donation to the 2015 Distinguished Service Awards. Tim Brooker seconded the motion which passed with a vote of 4-0.**

- (4) Donation Request from Lane Arts Council for \$500 to provide Scholarships for the Summer Art Program

Mr. Lantham provided the Council with a brief summary of the EcoArts Youth art camp.

In response to a question from Victoria Hedenstrom, Mr. Latham said this is not the same art camp offered through the Applegate Art Guild or the area schools. He said he will operate this year's camp with his team from last year.

In response to a question from Mayor Larson, Mr. Lantham said the community center is not available on Wednesdays but he has made arrangements to hold class at another location. He said Lane Arts Council will pay \$500 to rent the facility for the time requested and he is asking the Council to waive any costs exceeding that amount. He is also requesting the Council make a \$500 donation to be used for program scholarships.

In response to a question from Mayor Larson, Mr. Lanham said he has taught art classes for over 18 years within the Fern Ridge, Crow – Lorane, and Triangle Lake school districts. He said with support from the school districts and the library he believes he can recruit 40 students. He said he will start promoting the program soon which should be very successful.

In response to a question from Victoria Hedenstrom, Hartz said in June/July of 2013 and 2014 the City donated \$500 to the Imagination Zone Art program to be used for scholarships.

In response to a question from Mayor Larson, Mr. Lanham said he is comfortable teaching a ceramics class to 37 students.

There was a discussion about the total rental fee and how much the City is being asked to waive.

In response to a question from Mayor Larson, Hartz said the hours Mr. Lanham is requesting to use the community center is not in high demand. She said there are no scheduling conflicts other than on Wednesday, which Mr. Lanham is willing to work around.

Mr. Lanham said the free lunch program offered by Food for Lane County is in the City Park immediately following the class.

In response to a question from Thomas Cotter, Ingham suggested the Council make two separate motions to approve Mr. Lanham's requests.

**MOTION: Thomas Cotter made a motion to approve a \$500 donation to Lane Arts Council for scholarship to be used for the EcoArts Youth camp. Tim Brooker seconded the motion which passed with a vote of 4-0.**

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

**MOTION: Thomas Cotter made a motion to rent the Community Center to Lane Arts Council for the EcoArts Youth camp for an amount not to exceed \$500. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.**

Mayor Larson asked Mr. Lanham if he would return in the fall to report back to the Council about the art program.

- (6) Appointment to the Veneta Park Board (Position 9 expires March 31, 2015)

Mayor Larson appointed Brad Renfro as a student representative (position 9) on the Veneta Park Board.

- (7) Appointment to the Veneta Budget Committee

Mayor Larson appointed Robbie McCoy to fill the position on the Budget committee that was vacated by Mr. Brooker. She said this position expires December 31, 2016.

b. Councilor/Committee Liaison Reports

Tim Brooker said he attended the February Lane Area Commission on Transportation (LaneACT) meeting. He said many topics were discussed but the big item they are working on is the STIP project schedule. He said he will be attending the next meeting on Wednesday, March 11<sup>th</sup>. Also the Hwy 126 safety corridor meeting with Jay Bozievich went well. He said new issues are being discussed because of the recent automobile accidents. He said he will have more to report at the next Council meeting.

Victoria Hedenstrom said the Easter Bunny is gearing up for the Easter Egg Hunt which still needs volunteers. The subcommittee will be meeting next week and volunteers are needed for the egg stuffing. The Park Board is working on hosting movie night at the Bolton Hill Sports Complex. They are looking into renting the movie "Sandlot" and will use the City's movie screen. She said the event will be scheduled around the summer pool events. Other topics of discussion included using the reader board at Ray's to advertise Park Board activities. The volunteer arborist is hosting a defensible space workshop and Dennis Paronto is stepping down from the Park Board.

Mayor Larson said after placing second at the regional level of the Battle of the Books competition, Elmira High School will be competing at the state level. She said Fern Ridge Middle School won the regional championship and will also be competing at the state level. She said the elementary school battle will be this Saturday.

Mayor Larson said the school superintendent provided a legislative update (which is not looking good) at the most recent School Board meeting. She said this spring will be Mr. Bellingham's last trip to Washington DC for the AP history class. She said Mr. Bellingham has been an amazing contributor to our area youth. Mayor Larson said she and Victoria Hedenstrom

attended Capital Day in Salem. She said according to current regulations the medical marijuana dispensary (MMD) located in the West Lane Shopping Center will be required to relocate at the end of its license year because West Lane Technical Learning Center is locating in the shopping center. She said Sen. Prozanski has introduced a bill to grandfather existing MMDs in under those conditions because it's an unintended consequence. She said the League of Oregon Cities is cautioning municipalities to not look to legislature or congress for revenue streams for transportation so many cities are looking at a gas tax, a gas tax increase, or utilities fees to fund streets. Mayor Larson said property tax reform is not likely this year because all the polling has been negative. She said another marijuana issue that came up is the League of Oregon Cities has backed a bill that would enable all cities to receive shared revenue and not just cities with recreational marijuana outlets. She said the bill would shift the tax from the growers to the point of sale and it would call for everyone to be licensed and background checks would be required for all sellers. She also attended LCOG's board meeting; Lowell, Oakridge, Junction City, and Florence all have new mayors. She said Florence had 26 applicants for their City Administrator position. She said Senior and Disabled Services provided its annual report which was a really good, simple, and clear report. She said that organization does so many things, and provides many services for all of Lane County and she said she is very impressed with all that LCOG does. Mayor Larson said they did another presentation on "Mind Mixer" which is a free internet based survey. She said one free survey is available to cities once a year and additional surveys cost about \$200. She said the EWEB representative said EWEB expects marijuana growers to become major customers and has assigned staff to that issue.

**5. STAFF REPORTS**

- a. Community Development Director.....Kay Bork
  - (1) East Bolton Rd. Sewer Improvement Project
    - i. Agenda Item Summary and Engineer's Report Presented by Lane Branch, Branch Engineering

Bork introduced Lane Branch, City Engineer, who will be presenting the engineer's report tonight.

Mr. Branch said the City has been contemplating the East Bolton sewer project for a decade. He said in 2009 the Council directed staff to solicit a preliminary construction plan, but the timing was not good so the project was shelved. Mr. Branch said based on direction from the Council, he recently prepared an update to that report. He said construction prices since 2009 have increased from \$213,000 to \$303,000. He said the LID sewer line will start at Pine St. and extend to the last sewer lateral. He estimates that \$257,000 will be assessed to the benefited properties. Mr. Branch said some properties on the west end, on the north side of E. Bolton Rd., and on the east end have been removed from the project because they've been connected since 2009. He said there is now a wetland and greenway area identified which has been adopted in the code as a restricted building area. He said the service boundary generally follows the greenway boundary so the greenway property on the north side of E. Bolton Rd. was removed from the assessment. He said another change is to tax lots 200, 400 and 600 which can be served from existing stubs on Heavenly Ln. and Oak Island Dr. from the south. Mr. Branch said he modified the methodology and the estimated potential lots have been updated. He said his calculation was based on applying the assessment cost of 44 cents per sq. ft. of property within the boundary.

In response to a question from Mayor Larson, Mr. Branch said calculating the assessment costs by the sq. ft. is the most common methodology used.

In response to a question from Mayor Larson, Bork said there's several steps left to the process. She said tonight the Council will take action on the engineer's report; accept it, modify it, ask for additional information, or abandon it. If the Council accepts the report, the next step would be to pass an assessment ordinance once costs are known. She said

Resolution No. 1165 includes language that allows the Council to assess all or a portion of the project costs to the benefitted property owners. She said we're not setting the assessment amount but just passing the resolution which states the City's intent to move forward with the LID. Sometime in the future, after costs are known, the Council will have full understanding of the project and how much of the assessment should be apportioned. The resolution states the public hearing will be set for April 13<sup>th</sup>.

**MOTION: Thomas Cotter made a motion to approve the Engineer's Report for the East Bolton Rd. Sewer Improvement LID dated March 2, 2015 and to adopt Resolution No. 1165. Tim Brooker seconded the motion which passed with a vote of 4-0.**

ii. **Resolution No. 1165** – A RESOLUTION DESIGNATING PROPOSED WASTEWATER COLLECTION SYSTEM IMPROVEMENTS ON E. BOLTON ROAD AND DECLARING THE CITY'S INTENTION TO FORM A LOCAL IMPROVEMENT DISTRICT TO FUND SUCH IMPROVEMENTS

(2) Temporary Reduction of Transportation System Development Charges for Non-Residential Development

i. Agenda Item Summary

Bork said the Council is being asked to take public comment and adopt Resolution No. 1165 to temporarily reduce transportation SDCs for non-residential development. She said in 2011 the Council passed Resolution No. 1067 on a trial basis in hopes it would promote commercial development. The temporary reduction of transportation SDCs was extended with the passing of Resolution No. 1090 which expired on June 30, 2013. Bork said staff has recently seen an increase of inquiries for commercial development. Therefore staff is presenting Resolution No. 1165 to again offer a reduction in transportation SDC's for non-residential development. This resolution will sunset one year from the approval date.

In response to a question from Mayor Larson Bork said if a business relocates in the old hardware store, their transportation SDCs would be based on whether or not the new business generated more traffic than the previous business.

ii. Public Comment

**Ryan Frome, Veneta Veterinary Hospital, 88233 Territorial Rd., Veneta, OR**

Dr. Frome said he is grateful and supports the reduction of the transportation SDC fees but he is somewhat naïve about this process. He said from listening to the previous work session, he felt our services should be located in the center of town and we want all of our businesses to be in this commercial district so people can get to them easily but the transportation SDC specifically seems to be contradictory to that. He said the City is saying if he built a modest size building in City limits, the transportation SDCs are approaching \$100,000. He said that's a big hurdle for a small business owner. But if he went just outside Veneta City limits he would save \$100,000. He said that's the contradiction to talk about wanting our services centered in downtown but then charge that kind of transportation SDC. He said the 50% reduction is great but the idea of relocating an existing business or moving an existing building doesn't make sense. He said it would make more sense to base it on actual new traffic into our town. He said relocating a business doesn't add any traffic to our community. He said the current assessment doesn't make a lot of sense to him. He said the reduction is a simple thing to do but maybe we should calculate the fees differently.

In response to a question from Thomas Cotter, Mr. Frome said if he built a new building in Veneta City limits, the transportation SDC were calculated at slightly over \$80,000.

Ingham said Lane Branch calculated Mr. Frome's transportation SDCs as slightly over \$80,000 and then there's water, sewer and stormwater on top of that.

In response to a question from Victoria Hedenstrom, Bork said if he wanted to build a new building he would be credited for the SDC that is already paid for the current location.

Bork said our SDC methodology, passed by ordinance, requires we use the Traffic IT Manual which bases trip generations on square footage and the type of business. She said we have the option to actually survey the current business to determine the exact traffic impacts. She said there's a potential the SDC could be slightly less. She said changing the methodology would require updating the complete methodology of how we calculated those SDCs.

Victoria Hedenstrom said she felt if a business is relocating, the SDCs should remain the same as long as the type of business is the same.

In response to a question from Mayor Larson, Bork said normally it's the applicant or property owner's responsibility to provide the traffic study.

In response to a question from Victoria Hedenstrom, Ingham said SDC credits don't transfer with the business. He said the SDCs stay with the existing facility. Whoever purchased the old building would have those existing credits.

Victoria Hedenstrom said she is bothered by that. She said it seems logical that the SDC's would follow the business. She said there should be a caveat that encourages growth in the City and a credit if a business stays in the downtown area. She said there could be an incentive to encourage growth in the City of Veneta.

Bork said that's a separate topic for the Council to discuss and the Council can direct staff at any time to bring that topic forward. She said a traffic engineer would prepare the transportation SDC methodology.

Ingham said the Council has several options; 1) Updating the transportation SDC methodology, 2) Update the CIP, or like the proposal, reduce the SDC's by 50% or more if the Council felt it would encourage future development.

Mayor Larson said she felt a 50% reduction is a good place to start and the resolution can be repealed in the future if the Council decided it should be reduced even further. She said she was comfortable moving in that direction.

**Phil Velie, McDougal Brothers, 600 Dale Kuni Rd., Creswell, OR**

Mr. Velie said he represents the owners of the property Dr. Frome is thinking about purchasing. He said the reduction in SDCs is a great opportunity for new development. He said economics means dollars which is a very important issue to consider. He said he would highly recommend the Council take another look at future SDC reductions to get the vacant land occupied.

**Herb Vloedman, 25115 Luther Ln, Veneta, OR**

Mr. Vloedman said he appreciates all the discussion and he is very supportive of the reduction. He suggested the Council add another six months to the resolution expiration date in order to include another building cycle. He said if we're trying to encourage construction, that extension may give a little extra bang for this incentive.

Mayor Larson said extending the expiration date an additional six months does not seem like an issue.

Ingham said staff won't be starting the Transportation System Plan (TSP) update until

January 2016 which will give the Council about six months to understand the funding sources for the Capital Improvement Plan (CIP).

Mayor Larson closed the Public Hearing.

- iii. **Resolution No. 1166** – A RESOLUTION PROVIDING FOR THE TEMPORARY REDUCTION OF TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR NON-RESIDENTIAL DEVELOPMENT

**MOTION:** **Thomas Cotter made a motion to adopt Resolution No. 1166 providing for a 50% reduction of transportation system development charges for non-residential development ending at midnight on September 1, 2016. Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.**

- (3) Amendments to Ordinance No. 493 and Ordinance No. 494

i. Agenda Item Summary

- ii. **Ordinance No. 519** - AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 REGARDING REQUIRED IMPROVEMENTS. For First Reading by Title Only. (pgs. 85-88)

Bork said Ordinance No. 519 was pulled from the February 23, 2015 Council agenda because after the packets were delivered, legal counsel reviewed the ordinance and notified staff that it was not formatted correctly. Staff is now presenting the reformatted ordinance and requesting the Council approve it for first reading by title only.

**MOTION:** **Thomas Cotter made a motion to approve Ordinance No. 519 for first reading by title only. Victoria Hedenstrom seconded the motion which passed with a vote of 5-0.**

Ordinance No. 519 was read into the record for first reading by title only.

- (4) Approve Architectural Services Contract with Dustrud Architecture

Staff is requesting the Council approve the contract for architectural services. She said the Urban Renewal Agency supports the expenditure of Urban Renewal funds for façade improvements to the West Lane Fitness building. She said with that allocation of funds, staff suggested the City hire an architect to make sure the improvements are to City code and to also assist with improvements to the building. She said the contract has been reviewed by legal counsel.

In response to a question from Mayor Larson, Bork said the contract is for one year but can be renewed after that.

**MOTION:** **Thomas Cotter made a motion to approve the Architectural Services contract with Dustrud Architecture and authorize City Administrator's signature. Tim Brooker seconded the motion which passed with a vote of 4-0.**

- (5) Declare a Public Nuisance and Set Public Hearing Date for Dangerous Buildings

Bork said City codes state that when the Building Official has determined that a dangerous building exists, the City Council shall declare the building a public nuisance and set a public hearing. She said the City Building Official provided a memo to the Council at the last meeting which included his recommendation that the two buildings; 25044 McCutcheon and 87765 Trek Dr. be declared nuisances. She said the next step in the process is to determine whether or not to require the buildings to be demolished or made safe and to

prescribe what must be done to make the buildings safe. Staff is recommending the Council set the public hearing date for April 13, 2015. Bork said she would like the Council to make a motion for each property.

**MOTION: Thomas Cotter made a motion to declare 25044 McCutcheon Ave. a public nuisance and to set a public hearing for 7:00 p.m. at Veneta City Hall on April 13, 2015. Tim Brooker seconded the motion which passed with a vote of 4-0.**

**MOTION: Victoria Hedenstrom made a motion to declare 87765 Trek Dr. a public nuisance and to set a public hearing for 7:00 p.m. at Veneta City Hall on April 13, 2015. Thomas Cotter seconded the motion which passed with a vote of 4-0.**

b. Management Analyst.....Katie Babits

(1) Goal Setting Reprioritization Summary Report

Babits said on January 26<sup>th</sup>, the Council expressed interest in reprioritizing the Council Goals from the 2014 Goal Setting Session. Staff conducted a survey to identify changes in the prioritization of the previous goals and she is providing the results from that prioritization. Staff is recommending the Council approve the Goal Setting Summary Report for 2015 and 2016.

**MOTION: Thomas Cotter made a motion to approve the Goal Setting Summary Report for 2015 and 2016. Tim Brooker seconded the motion which passed with a vote of 4-0.**

(2) Establish New Website Domain Name

Babits said on January 12<sup>th</sup> the Council approved the redesign contract for the City's official website. She said the topic of changing the actual web address (domain) was brought up and staff felt it was a good idea to change it to "venetaoregon.gov" at a cost of \$125 per year. She said currently we don't pay for the existing web address. Staff is asking Council to approve changing the official name from "ci.veneta.or.us" to "venetaoregon.gov" and have authority over that domain name.

In response to a question from Victoria Hedenstrom, Ingham said many cities start out with the ci. Address. He said the smaller the name, the better, and with the new logo change, it makes sense.

Thomas Cotter said it is a great idea because "Veneta" is the first word.

In response to a question from Victoria Hedenstrom, Babits said it also coincides with the launching of the new website.

In response to a question from Mayor Larson, Joan Mariner said she thought the old name is awkward.

**MOTION: Thomas Cotter made a motion to approve changing the official City of Veneta web address to "venetaoregon.gov". Victoria Hedenstrom seconded the motion which passed with a vote of 4-0.**

Babits said currently April 1<sup>st</sup> is our goal to rollout the City's new website. She said aHa Consulting will provide the design and training. She said people going to the City's old website will be automatically directed to the new website.

- c. Public Works Director.....Kyle Schauer  
(1) Update of February 27<sup>th</sup> Dog Bite Incident

Schauer provided an update on the dog bite incident, more specifically, how the City responded and what happened as we know it. The following are highlights from his report to the City Council.

On Friday, February 27<sup>th</sup> at approximately 5:00 p.m. a man came to City Hall to report his wife had been attacked by a dog. A Deputy from the Lane County Sheriff's Office and the City's Code Enforcement Officer responded. They were told a woman was walking her dog on a City sidewalk and a dog behind a fence came into the front yard and attacked her dog. The woman got between the dogs and at some point she was bitten. A resident (not the dog owner) of the home took the dog into the house. This individual was very cooperative and indicated he noticed somehow the nails were pulled away from the fence which allowed the dog to escape from the back yard. The Deputy and City Code Enforcement Officer took a report and a required 10 day rabies quarantine was issued for the dog. This is standard procedure in every dog bite incident, for every animal control agency, and is typically done at the home. The resident understood and assured the deputy that the dog would be quarantined. When spoke to by phone, the dog owner expressed extreme remorse and said the female dog was in estrus. The owner willingly provided his information and asked that the City forward his information to the other dog owner so he could take responsibility. The quarantine process was explained to the dog owner. The Deputy indicated he would return on Monday to discuss citations. City staff met with the owner and citations were issued for "dog at large", "failure to obtain a license" and "dangerous behavior". The woman suffered a puncture mark, a laceration, and possible fracture to her left ring finger. The owner produced a valid rabies vaccination. During the quarantine, the City's Animal Control Officer made 10 visits to the home and each and every time the animal was put in a kennel before the door was opened. The officer noted that the dog was very friendly and showed no aggressive behavior. On Monday, March 9<sup>th</sup> the dog was released from quarantine. According to City code the owner is not required to do anything further. City staff advised him to make sure the animal does not get out. The owner indicated he would reinforce the fence from the inside to make sure it doesn't happen again.

Mayor Larson said she understands our code but also understands how residents feel. She doesn't think there's anything we should do at this point but to review the City's Animal Control Ordinance.

Schauer said the evidence indicates that the animal at no time attacked the woman. He said she told the deputy she didn't realize she'd been bitten.

Mayor Larson said the dog may not have attacked a person but in the minds of the neighbors it doesn't matter.

Victoria Hedenstrom told a story about an incident her daughter had with another dog while walking her dog.

In response to a question from Thomas Cotter, Schauer said if the judge finds the dog can be dangerous, it depends on the judge's interpretation. He said in the past we required a dog to be removed from City limits.

Thomas Cotter said zero tolerance doesn't work for him and he doesn't think it's easily enforced or defended. He said it is a good idea to wait to review the code until after this incident has gone through the court system.

Mayor Larson said people are telling her that they have pictures of the dog in the backyard unrestrained.

Schauer said the dog stayed in a kennel in the backyard and it was in compliance while it was in quarantined. It can be in the backyard once the quarantine was lifted.

Victoria Hedenstrom said she also is not in favor of zero tolerance.

Tim Brooker said he has no issue with reviewing the Animal Control Ordinance and suggested we should take a stronger stance on licensing. He said but we should allow the court system to do what it's supposed to do. He said we shouldn't be in the business of dealing with dog incidents in the City - that's law enforcement's area. He said but it needs to go through the court system and then we can go about reviewing our ordinance. He said we should not be dealing with individual dog instances because that's a civil matter.

Schauer said after his review, he determined that staff followed procedure.

d. City Administrator.....Ric Ingham

(1) 2015-16 Work Plan

Ingham reviewed the overlapping fiscal year work plan from January 1, 2015 to December 31, 2016. He said staff created the work plan based on the revised and prioritized goals the Council provided. He said 65 projects are listed with a three to 18 month timeline for completion. A number of projects focused on larger capital projects and numerous items focused on Economic Development and Urban Renewal. He said most will come from those plans presented earlier this evening including securing a R.A.R.E intern. He asked if the Council had any questions.

In response to a question from Tim Brooker, Ingham said cleaning up the poplar plantation will be included in the refinement of the Sewer Master Plan.

Schauer said a lot of that was addressed as part of the Effluent Management Plan update. He said the rules changed so that's why we were able to do what we did in getting away from using the plantation. Plus the acquisition of additional land, the poplars are no longer our only option for dispersing that water.

In response to a question from Victoria Hedenstrom, Schauer said once the plantation is dry enough to drive in, Lane Forest Products will chip the trees and the stumps will be ground. He said then the site will be prepared for planting a hay crop in the fall.

Ingham said staff will provide quarterly updates to the Council.

(2) Preliminary Design of Elmira Multi-Use Path

Ingham said in September the Council accepted \$8000 in grant funds from the Healthy Eating Active Living (HEAL) Cities campaign and then directed Branch Engineering to create a preliminary design for a multi-use path along Territorial Rd. to Elmira. He said Branch delivered that design and after staff reviewed and completed several revisions, the final draft was received on February 6<sup>th</sup>. He said since that time, he and Bork met with ODOT and Lane County Transportation staff to review the plan. He said representatives from both entities applauded staff for a job well done and indicated the path is now on their radar. He said they encouraged us to get aggressive in the next round of STIP funding. The grant deadline for the Oregon Public Health Institute is March 16<sup>th</sup>. He said we released a contract to Environmental Solutions to complete an environmental land survey that can only be done a few weeks in the spring.

Ingham said the report has the total project cost of 2.5 million dollars and the project will be done in three phases. He said the first phase would consist of almost 90% of the path's

length and include the center bridge. The second phase would start with constructing the bridge north of the shopping center and the third bridge crossing the Long Tom River at the northern end of the path. He said bridge construction will be about 1.2 million dollars. He said providing some kind of lighting will be the third phase which is not included in that cost.

In response to a question from Thomas Cotter, Ingham said solar lighting is more expensive up front but in the long term, it likely will be more cost effective.

Ingham continued to review the preliminary design report.

In response to a question from Thomas Cotter, Schauer said the trail bed will be concrete, which is a better wearing surface.

In response to a question from Victoria Hedenstrom, Ingham said the Safe Routes to School program is the first and foremost importance for providing this path. Also providing Elmira residents with safe access to city services is important. He said the path will be able to accommodate strollers, bikes, pedestrian, but it will not be an equestrian path.

In response to questions from Mayor Larson, Ingham said Lydia McKinney from Lane County indicated the County cannot offer financial support. He said Lane County is talking about updating their Transportation System Plan (TSP) and our first step is to include the project in that Plan. He said he would send the design report to Jay. Ingham said other than a larger price tag and not a lot of earmarks for transportation projects, staff was encouraged by Lane County's and ODOT's support for the project.

In response to a question from Tim Brooker, Ingham said most of the property is City owned. He said we could use the cost of our right of way as part of our contribution or matching funds.

In response to question from Thomas Cotter, Ingham said it's laid out how much is needed from the three properties for the right of ways and it's a given that OCF will likely donate their right of way. He said Environmental Solutions scope of work will address the entire length of the project.

(3) Questions from Councilors  
None

## **8. OTHER**

Ingham said Katie Babits has submitted her resignation. He said she will be going to the City of Eugene. Her last day is this Friday so this is her last Council meeting. He said he and Hartz have been reevaluating how they want to fill that position. He said he will provide an email update on the final conclusion of that.

Ingham said the Council will not likely have the second meeting in March due to Mayor Larson being out of town and Councilor Hedenstrom will be in Washington DC. He said if we don't identify any projects in the next two or three days, we are planning on cancelling the March 23, 2015 Council meeting.

Bork said the dangerous building public hearings were scheduled to take place at the March 23<sup>rd</sup> Council meeting but because that meeting has been cancelled she will re-advertise that the two public hearings will be moved to April 13<sup>th</sup>.

In response to a question from Victoria Hedenstrom, Hartz said the City will place a lien on property for any abatement costs the City may incur with regard to the properties and it's reasonable that when the property is sold the lien will be satisfied.

Ingham said the original property owners have taken possession of the property so the bank is no longer

in the equation.

He reminded everyone that the Fern Ridge Chamber of Commerce luncheon is Wednesday, March 11<sup>th</sup> at noon at Our Daily Bread. He said the City hosts those meetings so he encouraged everyone to attend. He said Fern Ridge School District Superintendent Sally Storm will talk about her administration and hopefully will provide an update on the bond measure and school activities.

Thomas Cotter reminded everyone that the Fern Ridge Chamber of Commerce Board meeting is tomorrow at 3:00 p.m.

**9. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 9:40 p.m.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, Assistant City Recorder



# Accounts Payable Checks for Approval



User: mindy  
Printed: 04/08/2015 - 2:52 PM

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18599	03/24/2015	WATER FUND	Professional Dues	AME Water Works Assoc	169.50
18599	03/24/2015	SEWER FUND	Professional Dues	AME Water Works Assoc	169.50
Check Total:					339.00
18600	03/24/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	Apex Systems	55.20
18600	03/24/2015	PLANNING FUND	City Hall Maint/Janitorial Sup	Apex Systems	13.80
18600	03/24/2015	WATER FUND	Bldg & Yard Maintenance	Apex Systems	75.00
18600	03/24/2015	SEWER FUND	WW Treatment Plant Maintenance	Apex Systems	75.00
18600	03/24/2015	PARKS and RECREATION	Pool Bldg Janitorial - Maint	Apex Systems	69.00
Check Total:					288.00
18601	03/24/2015	GENERAL FUND	Admin Supplies & Services	ASI	3.75
Check Total:					3.75
18602	03/24/2015	GENERAL FUND	Admin Supplies & Services	Bi-Mart Corporation	21.20
18602	03/24/2015	PLANNING FUND	Admin Services & Supplies	Bi-Mart Corporation	1.49
18602	03/24/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	Bi-Mart Corporation	7.89
18602	03/24/2015	PLANNING FUND	City Hall Maint/Janitorial Sup	Bi-Mart Corporation	1.98
18602	03/24/2015	PARKS and RECREATION	Tools & Small Equipment	Bi-Mart Corporation	44.94
18602	03/24/2015	STREET FUND	Landscape Maint & Supplies	Bi-Mart Corporation	4.99
18602	03/24/2015	STREET FUND	Street Maintenance	Bi-Mart Corporation	3.96
18602	03/24/2015	PARKS and RECREATION	Park Board Events & Activities	Bi-Mart Corporation	747.50
18602	03/24/2015	STREET FUND	Landscape Maint & Supplies	Bi-Mart Corporation	9.97
18602	03/24/2015	WATER FUND	Computer Equipment	Bi-Mart Corporation	11.62
18602	03/24/2015	SEWER FUND	Computer Equipment	Bi-Mart Corporation	11.63
18602	03/24/2015	STREET FUND	Computer Equipment	Bi-Mart Corporation	11.62
Check Total:					878.79

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18603	03/24/2015	PLANNING FUND	Technical Review Services	Branch Engineering, Inc	71.25
				Check Total:	71.25
18604	03/24/2015	WATER FUND	Telephone Services	CenturyLink Communications, LL	161.05
				Check Total:	161.05
18605	03/24/2015	CAP CONSTRUCTION-SEWER	System Expansion	Civil West Engineering Service	4,290.40
18605	03/24/2015	SEWER FUND	System Improvements	Civil West Engineering Service	2,310.22
				Check Total:	6,600.62
18606	03/24/2015	GENERAL FUND	Admin Supplies & Services	C & K Market Inc	24.38
18606	03/24/2015	STREET FUND	Admin Supplies & Services	C & K Market Inc	24.38
18606	03/24/2015	GENERAL FUND	Admin Supplies & Services	C & K Market Inc	4.31
18606	03/24/2015	WATER FUND	Admin Supplies & Services	C & K Market Inc	4.33
18606	03/24/2015	SEWER FUND	Admin Supplies & Services	C & K Market Inc	4.33
18606	03/24/2015	GENERAL FUND	Admin Supplies & Services	C & K Market Inc	5.90
18606	03/24/2015	PLANNING FUND	Admin Services & Supplies	C & K Market Inc	1.48
				Check Total:	69.11
18607	03/24/2015	GENERAL FUND	Admin Supplies & Services	Coffee Wholesale USA Inc	93.73
18607	03/24/2015	PLANNING FUND	Admin Services & Supplies	Coffee Wholesale USA Inc	93.74
18607	03/24/2015	WATER FUND	Admin Supplies & Services	Coffee Wholesale USA Inc	93.74
18607	03/24/2015	SEWER FUND	Admin Supplies & Services	Coffee Wholesale USA Inc	93.74
				Check Total:	374.95
18608	03/24/2015	GENERAL FUND	Bail Payable	Victoria Cortez	40.00
				Check Total:	40.00
18609	03/24/2015	GENERAL FUND	Admin Supplies & Services	DocuTRAK Imaging, Inc	30.00
				Check Total:	30.00
18610	03/24/2015	GENERAL FUND	Municipal Court Supplies	Driver & Motor Vehicle Service	23.00
				Check Total:	23.00
18611	03/24/2015	WATER FUND	Admin Supplies & Services	EDMS Inc	13.11

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18611	03/24/2015	SEWER FUND	Admin Supplies & Services	EDMS Inc	19.66
18611	03/24/2015	WATER FUND	Postage	EDMS Inc	28.70
18611	03/24/2015	SEWER FUND	Postage	EDMS Inc	43.06
Check Total:					104.53
18612	03/24/2015	WATER FUND	Electricity	EPUD	1,692.61
Check Total:					1,692.61
18613	03/24/2015	WATER FUND	Water Purchase	Eugene Water & Electric Board	893.52
18613	03/24/2015	WATER FUND	Water Purchase	Eugene Water & Electric Board	8,814.75
Check Total:					9,708.27
18614	03/24/2015	GENERAL FUND	Publishing Costs	Fern Ridge Review	70.00
Check Total:					70.00
18615	03/24/2015	GENERAL FUND	Training & Conferences	Shauna Hartz	156.87
Check Total:					156.87
18616	03/24/2015	SEWER FUND	WW Treatment Plant Maintenance	HD Fowler Company	22.87
Check Total:					22.87
18617	03/24/2015	GENERAL FUND	Travel - Staff	Darci Henneman	2.88
18617	03/24/2015	GENERAL FUND	Training & Conferences	Darci Henneman	22.25
Check Total:					25.13
18618	03/24/2015	GENERAL FUND	Internet & Web Site Fees	Hunter Communications, Inc	91.48
18618	03/24/2015	PLANNING FUND	Internet & Web Site Fees	Hunter Communications, Inc	30.50
18618	03/24/2015	WATER FUND	Internet & Web Site Fees	Hunter Communications, Inc	121.98
18618	03/24/2015	SEWER FUND	Internet & Web Site Fees	Hunter Communications, Inc	60.99
18618	03/24/2015	LAW ENFORCEMENT FUND	Telephone Services	Hunter Communications, Inc	20.00
Check Total:					324.95
18619	03/24/2015	GENERAL FUND	Telephone Services	Info Structure	394.48
18619	03/24/2015	PLANNING FUND	Telephone	Info Structure	98.61
18619	03/24/2015	SEWER FUND	Telephone Services	Info Structure	46.03

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18619	03/24/2015	PARKS and RECREATION	Pool Utilities	Info Structure	41.47
				Check Total:	580.59
18620	03/24/2015	PARKS and RECREATION	Wages	Gannon Jones	67.10
				Check Total:	67.10
18621	03/24/2015	ZUMWALT CAMPGROUND	Council Discretionary	Kiwanis of Fern Ridge	150.00
				Check Total:	150.00
18622	03/24/2015	ZUMWALT CAMPGROUND	Entertainment	Kutsinhira Cultural Arts Cente	300.00
				Check Total:	300.00
18623	03/24/2015	GENERAL FUND	County Fine Assessment Payable	Lane Co Accts Receivable	1,444.15
				Check Total:	1,444.15
18624	03/24/2015	GENERAL FUND	Admin Supplies & Services	Lane County Deeds & Records	37.00
18624	03/24/2015	PLANNING FUND	Admin Services & Supplies	Lane County Deeds & Records	52.00
				Check Total:	89.00
18625	03/24/2015	GENERAL FUND	Training & Travel-Officials	Lane Council of Govern	350.00
				Check Total:	350.00
18626	03/24/2015	STREET FUND	Street Maintenance	Lane County Waste Management	17.50
				Check Total:	17.50
18627	03/24/2015	ZUMWALT CAMPGROUND	Council Discretionary	Lane Arts Council	500.00
				Check Total:	500.00
18628	03/24/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	591.56
18628	03/24/2015	PARKS and RECREATION	Electricity-Community Center	Lane Electric Coop Inc	225.71
18628	03/24/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	42.09
18628	03/24/2015	GENERAL FUND	Welcome Sign Maintenance	Lane Electric Coop Inc	129.54
18628	03/24/2015	SEWER FUND	Electricity	Lane Electric Coop Inc	3,928.68
18628	03/24/2015	WATER FUND	Electricity	Lane Electric Coop Inc	164.67

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18628	03/24/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	480.00
18628	03/24/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	74.97
18628	03/24/2015	STREET FUND	Electricity-Street Lights	Lane Electric Coop Inc	122.40
18628	03/24/2015	WATER FUND	Electricity	Lane Electric Coop Inc	52.71
Check Total:					5,812.33
18629	03/24/2015	GENERAL FUND	Judicial Services	Law Office of Alan J Leiman, P	371.00
Check Total:					371.00
18630	03/24/2015	WATER FUND	System Maintenance	Murray Smith & Associates Inc	722.44
Check Total:					722.44
18631	03/24/2015	GENERAL FUND	Office Equipment & Furniture	National Business Furniture	53.75
18631	03/24/2015	PARKS and RECREATION	Office Equipment & Furniture	National Business Furniture	23.05
18631	03/24/2015	PLANNING FUND	Office Equipment & Furniture	National Business Furniture	14.90
18631	03/24/2015	WATER FUND	Office Equipment & Furniture	National Business Furniture	211.55
18631	03/24/2015	SEWER FUND	Office Equipment & Furnishings	National Business Furniture	117.59
18631	03/24/2015	STREET FUND	Office Equipment & Furniture	National Business Furniture	55.58
18631	03/24/2015	STORMWATER DRAINAGE	Office Equipment & Furniture	National Business Furniture	2.58
Check Total:					479.00
18632	03/24/2015	GENERAL FUND	State Fine Assessments Payable	ODOR - Court	969.82
Check Total:					969.82
18633	03/24/2015	GENERAL FUND	Other Professional Services	Office Team	127.84
18633	03/24/2015	WATER FUND	Other Professional Services	Office Team	127.84
18633	03/24/2015	SEWER FUND	Other Professional Services	Office Team	131.72
18633	03/24/2015	GENERAL FUND	Other Professional Services	Office Team	150.21
18633	03/24/2015	WATER FUND	Other Professional Services	Office Team	150.22
18633	03/24/2015	SEWER FUND	Other Professional Services	Office Team	154.77
18633	03/24/2015	GENERAL FUND	Other Professional Services	Office Team	144.91
18633	03/24/2015	WATER FUND	Other Professional Services	Office Team	144.91
18633	03/24/2015	SEWER FUND	Other Professional Services	Office Team	149.30
Check Total:					1,281.72
18634	03/24/2015	STREET FUND	Landscape Maint & Supplies	O'Reilly Automotive, Inc	9.99
18634	03/24/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	O'Reilly Automotive, Inc	15.20

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
18634	03/24/2015	PLANNING FUND	City Hall Maint/Janitorial Sup	O'Reilly Automotive, Inc	3.79
				Check Total:	28.98
18635	03/24/2015	STREET FUND	Street Rehabilitation	Pavement Services, Inc	1,727.79
				Check Total:	1,727.79
18636	03/24/2015	GENERAL FUND	Public Relations	Ephraim Payne	170.00
				Check Total:	170.00
18637	03/24/2015	GENERAL FUND	Office Machine Leases	Pitney Bowes	72.38
18637	03/24/2015	PLANNING FUND	Office Machine Lease	Pitney Bowes	53.86
18637	03/24/2015	GENERAL FUND	Office Machine Leases	Pitney Bowes	53.86
18637	03/24/2015	GENERAL FUND	Office Machine Leases	Pitney Bowes	5.18
18637	03/24/2015	PARKS and RECREATION	Office Machine Leases	Pitney Bowes	4.00
18637	03/24/2015	WATER FUND	Office Machine Leases	Pitney Bowes	73.33
18637	03/24/2015	SEWER FUND	Office Machine Leases	Pitney Bowes	109.99
				Check Total:	372.60
18638	03/24/2015	GENERAL FUND	Animal Control Supplies/Admin	Purchase Power	9.25
18638	03/24/2015	GENERAL FUND	Ordinance Enforcement	Purchase Power	80.30
18638	03/24/2015	GENERAL FUND	Municipal Court Supplies	Purchase Power	88.93
18638	03/24/2015	GENERAL FUND	Postage	Purchase Power	255.45
18638	03/24/2015	GENERAL FUND	Postage	Purchase Power	129.20
18638	03/24/2015	PARKS and RECREATION	Postage	Purchase Power	7.15
18638	03/24/2015	PLANNING FUND	Postage	Purchase Power	96.16
18638	03/24/2015	SEWER FUND	Postage	Purchase Power	196.37
18638	03/24/2015	WATER FUND	Postage	Purchase Power	130.92
				Check Total:	993.73
18639	03/24/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	1,416.00
18639	03/24/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	88.50
18639	03/24/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	955.80
18639	03/24/2015	PLANNING FUND	Attorney & Legal Services	Speer Hoyt LLC	708.00
18639	03/24/2015	SEWER FUND	Attorney & Legal Services	Speer Hoyt LLC	88.50
18639	03/24/2015	WATER FUND	Attorney & Legal Services	Speer Hoyt LLC	123.90
18639	03/24/2015	GENERAL FUND	Attorney & Legal Services	Speer Hoyt LLC	123.90

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
				Check Total:	3,504.60
18640	03/24/2015	PARKS and RECREATION	Community Ctr Janitorial&Maint	Swanson's Pest Mgt	33.00
18640	03/24/2015	GENERAL FUND	Bldg Maint/Janitorial Sup	Swanson's Pest Mgt	31.20
18640	03/24/2015	PLANNING FUND	City Hall Maint/Janitorial Sup	Swanson's Pest Mgt	7.80
				Check Total:	72.00
18641	03/24/2015	WATER FUND	Accounts Payable	Misty Glaze	39.59
				Check Total:	39.59
18642	03/24/2015	WATER FUND	System Operating Supplies	USA Blue Book	183.85
				Check Total:	183.85
18643	03/24/2015	GENERAL FUND	Animal Control Feral Program	Veneta Vet Hospital	70.05
18643	03/24/2015	GENERAL FUND	Animal Control Supplies/Admin	Veneta Vet Hospital	134.00
				Check Total:	204.05
18644	03/24/2015	GENERAL FUND	Training & Conferences	Washington State University	500.00
				Check Total:	500.00
18645	03/24/2015	GENERAL FUND	Animal Control Feral Program	Willamette Animal Guild	45.00
18645	03/24/2015	GENERAL FUND	Animal Control Feral Program	Willamette Animal Guild	45.00
18645	03/24/2015	GENERAL FUND	Animal Control Feral Program	Willamette Animal Guild	45.00
				Check Total:	135.00
18646	03/24/2015	PARKS and RECREATION	Park Maintenance	Wilco-Winfield LLC	252.49
18646	03/24/2015	STREET FUND	Landscape Maint & Supplies	Wilco-Winfield LLC	252.49
				Check Total:	504.98
				Report Total:	42,556.57

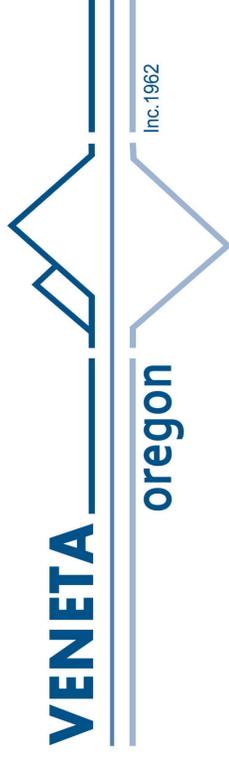


# Accounts Payable To Be Paid Proof List

User: mindy

Printed: 04/09/2015 - 10:04 AM

Batch: 001-04-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess										
1052	03/31/2015	438.00	0.00	04/14/2015	Monthly Contract		-	No		0000
100-100-52055	Janitorial Services Contract									
1052	03/31/2015	109.50	0.00	04/14/2015	Monthly Contract		-	No		0000
140-140-52055	Janitorial Services Contract									
1052	03/31/2015	182.50	0.00	04/14/2015	Monthly Contract		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	1052 Total:	730.00								
	AbvMess Total:	730.00								
ALSCO ALSCO										
March 2015	03/31/2015	352.60	0.00	04/14/2015	CH door mats / paper products		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
March 2015	03/31/2015	88.16	0.00	04/14/2015	CH door mats / paper products		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
March 2015	03/31/2015	7.50	0.00	04/14/2015	CH door mats / paper products		-	No		0000
130-130-51010	Admin Supplies & Services									
March 2015	03/31/2015	52.46	0.00	04/14/2015	CH door mats / paper products		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
March 2015	03/31/2015	52.46	0.00	04/14/2015	CH door mats / paper products		-	No		0000
220-220-53065	Bldg & Yard Maintenance									
March 2015	03/31/2015	29.98	0.00	04/14/2015	CH door mats / paper products		-	No		0000
230-230-53065	Bldg & Yard Maintenance									
March 2015	03/31/2015	7.50	0.00	04/14/2015	CH door mats / paper products		-	No		0000
240-240-62430	PW Bldg & Yard Improvements									
	March 2015 Total:	590.66								
	ALSCO Total:	590.66								
AnalyLab Analytical Laboratory Group										
64718 (Water)	03/11/2015	98.00	0.00	04/14/2015	Drinking water		-	No		0000
210-210-53055	System Quality Tests									
	64718 (Water) Total:	98.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
64718 (WW)	03/11/2015	862.20	0.00	04/14/2015	Wastewater		-	No		0000
220-220-53055	System Quality Tests									
	64718 (WW) Total:	862.20								
	AnalyLab Total:	960.20								
ASI ASI										
March 2015	03/31/2015	3.75	0.00	04/14/2015	FSA admin fee		-	No		0000
100-100-51010	Admin Supplies & Services									
	March 2015 Total:	3.75								
	ASI Total:	3.75								
BranEng Branch Engineering, Inc										
4843	03/17/2015	2,066.25	0.00	04/14/2015	Applegate Subdivision		-	No		0000
140-140-52140	Technical Review Services									
	4843 Total:	2,066.25								
4844	03/17/2015	4,835.00	0.00	04/14/2015	E Bolton WW extension		-	No		0000
220-220-60130	System Expansion									
	4844 Total:	4,835.00								
4845	03/17/2015	2,089.07	0.00	04/14/2015	5th Street Improvements		-	No		0000
230-230-53045	Street Maintenance									
	4845 Total:	2,089.07								
	BranEng Total:	8,990.32								
BucSan Buck's Sanitary Service										
A-33398	03/30/2015	53.00	0.00	04/14/2015	Fern Park unit		-	No		0000
130-130-53210	Park Maintenance									
A-33398	03/30/2015	53.00	0.00	04/14/2015	City Park Unit		-	No		0000
130-130-53210	Park Maintenance									
A-33398	03/30/2015	98.50	0.00	04/14/2015	Skate Park unit		-	No		0000
130-130-53210	Park Maintenance									
	A-33398 Total:	204.50								
	BucSan Total:	204.50								
BuiDep Building Department The										
March 2015	04/02/2015	4,478.40	0.00	04/14/2015	Inspection Services		-	No		0000
100-100-52025	Building Permit Inspections									
March 2015	04/02/2015	356.25	0.00	04/14/2015	Inspection Services		-	No		0000
100-100-52030	Electrical Permit Inspections									
	March 2015 Total:	4,834.65								
	BuiDep Total:	4,834.65								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CardSvc Card Service Center										
AFr Trng 3/15	03/29/1515	25.00	0.00	04/14/2015	Communications		-	No		0000
100-100-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	3.11	0.00	04/14/2015	Communications		-	No		0000
130-130-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	3.13	0.00	04/14/2015	Communications		-	No		0000
130-520-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	43.75	0.00	04/14/2015	Communications		-	No		0000
210-210-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	43.75	0.00	04/14/2015	Communications		-	No		0000
220-220-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	3.13	0.00	04/14/2015	Communications		-	No		0000
230-230-51070	Training & Conferences									
AFr Trng 3/15	03/29/1515	3.13	0.00	04/14/2015	Communications		-	No		0000
240-240-51070	Training & Conferences									
	AFr Trng 3/15 Total:	125.00								
MS Mar 2015	03/29/1515	31.79	0.00	04/14/2015	MS Online		-	No		0000
100-100-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	2.92	0.00	04/14/2015	MS Online		-	No		0000
100-160-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	4.08	0.00	04/14/2015	MS Online		-	No		0000
100-170-52045	Computer System Support/Maint									
MS Mar 2015	03/29/1515	3.21	0.00	04/14/2015	MS Online		-	No		0000
130-130-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	2.33	0.00	04/14/2015	MS Online		-	No		0000
130-520-52045	Computer System Support/Maint									
MS Mar 2015	03/29/1515	12.83	0.00	04/14/2015	MS Online		-	No		0000
140-140-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	11.38	0.00	04/14/2015	MS Online		-	No		0000
210-210-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	16.04	0.00	04/14/2015	MS Online		-	No		0000
220-220-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	1.75	0.00	04/14/2015	MS Online		-	No		0000
230-230-52045	Computer System Support-Maint									
MS Mar 2015	03/29/1515	1.17	0.00	04/14/2015	MS Online		-	No		0000
240-240-52045	Computer System Support-Maint									
	MS Mar 2015 Total:	87.50								
	CardSvc Total:	212.50								
CarlErik Carlstrom Erik										
CCdeposit3/15	03/23/2015	30.00	0.00	04/14/2015	Comm Center key deposit return		-	No		0000
130-130-51105	Refunds									
	CCdeposit3/15 Total:	30.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CarlErik Total:		30.00								
CasWat Cascade Water Works Inc	03/20/2015	7,800.00	0.00	04/14/2015	WWTP -Maint/Repairs		-		No	0000
220-220-53040	System Maintenance	7,800.00								
20150014 Total:		7,800.00								
CasWat Total:		7,800.00								
CivWest Civil West Engineering Service	03/26/2015	1,326.15	0.00	04/14/2015	Services through 03/26/15 (Air Piping)		-		No	0000
220-220-61610	System Improvements	2,462.85								
3101-006.06	03/26/2015	3,789.00								
314-314-60130	System Expansion	3,789.00								
3101-006.06 Total:		3,789.00								
CivWest Total:		3,789.00								
DeptOfEn Dept of Environmental Quality	04/07/2015	400.00	0.00	04/14/2015	A Fielder WW Syst Operator Grade 1		-		No	0000
AFI-Cert Fee	04/07/2015	400.00								
220-220-51070	Training & Conferences	400.00								
AFI-Cert Fee Total:		400.00								
DeptOfEn Total:		400.00								
Driver Driver & Motor Vehicle Service	03/31/2015	23.00	0.00	04/14/2015	2 Suspension packets		-		No	0000
68225-033115	03/31/2015	23.00								
100-160-51210	Municipal Court Supplies	23.00								
68225-033115 Total:		23.00								
Driver Total:		23.00								
EDMS EDMS Inc	03/31/2015	131.78	0.00	04/14/2015	March Utility Billings		-		No	0000
17091	03/31/2015	250.74								
210-210-51010	Admin Supplies & Services	376.12								
17091	03/31/2015	197.68								
210-210-51015	Postage	956.32								
17091	03/31/2015	733.40								
220-220-51010	Admin Supplies & Services	733.40								
17091	03/31/2015	733.40								
220-220-51015	Postage	733.40								
17091 Total:		733.40								
17091 NL/Flyers	03/31/2015	733.40	0.00	04/14/2015	Monthly Newsletter/EEH/Cln up/If Mayor		-		No	0000
100-100-51095	Public Relations	733.40								
17091 NL/Flyers Total:		733.40								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	EDMS Total:	1,689.72								
EPUD EPUD										
104799 3/15	03/25/2015	16.12	0.00	04/14/2015	Skate Park		-	No		0000
130-130-53110	Territorial Park Electricity									
	104799 3/15 Total:	16.12								
107383 3/15	03/25/2015	407.64	0.00	04/14/2015	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 3/15 Total:	407.64								
114643 3/15	03/25/2015	15.23	0.00	04/14/2015	Luther Ln - Seasonal lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	114643 3/15 Total:	15.23								
122635 3/15	03/25/2015	27.65	0.00	04/14/2015	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 3/15 Total:	27.65								
51043 3/15	03/25/2015	376.29	0.00	04/14/2015	City Hall		-	No		0000
100-100-51035	Electricity									
51043 3/15	03/25/2015	94.07	0.00	04/14/2015	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 3/15 Total:	470.36								
60675 3/15	03/25/2015	106.41	0.00	04/14/2015	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 3/15 Total:	106.41								
61380 3/15	03/25/2015	68.92	0.00	04/14/2015	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 3/15 Total:	68.92								
8229 3/15	03/25/2015	15.49	0.00	04/14/2015	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 3/15 Total:	15.49								
St Lights 3/15	03/25/2015	2,398.36	0.00	04/14/2015	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	St Lights 3/15 Total:	2,398.36								
	EPUD Total:	3,526.18								
Ferg3021 FEI #3011 Waterworks										
448846	03/31/2015	2,221.64	0.00	04/14/2015	System needs - PO 4559		-	No		0000
210-210-53040	System Maintenance									
	448846 Total:	2,221.64								
	Ferg3021 Total:	2,221.64								
FRRRev Fem Ridge Review										
14939	03/23/2015	35.00	0.00	04/14/2015	Legal - Abatement of Dangerous Bldg		-	No		0000
100-170-51125	Ordinance Enforcement									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
14939	Total:	35.00								
14940	03/23/2015	35.00	0.00	04/14/2015	Legal - Abatement of Dangerous Bldg		-	No		0000
100-170-51125	Ordinance Enforcement									
14940	Total:	35.00								
14951	03/23/2015	144.00	0.00	04/14/2015	Lifeguard position posting		-	No		0000
130-130-51025	Publishing Costs									
14951	Total:	144.00								
14952	03/23/2015	144.00	0.00	04/14/2015	OSSI Position posting		-	No		0000
100-100-51025	Publishing Costs									
14952	Total:	144.00								
14958	03/28/2015	100.00	0.00	04/14/2015	Easter Egg Hunt ad		-	No		0000
130-130-51025	Publishing Costs									
14958	Total:	100.00								
	FRRRev Total:	458.00								
<hr/>										
IngR Ingham R Ric										
Ingham 3/15EFR	03/24/2015	40.00	0.00	04/14/2015	Economic Forecast Registration		-	No		0000
100-100-51070	Training & Conferences									
Ingham 3/15EFR	Total:	40.00								
RIngham 2/15	03/24/2015	101.20	0.00	04/14/2015	Mileage/Expense Reimbursement		-	No		0000
100-100-51070	Training & Conferences									
RIngham 2/15	03/24/2015	110.40	0.00	04/14/2015	Mileage/Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
RIngham 2/15	03/24/2015	33.45	0.00	04/14/2015	Mileage/Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
RIngham 2/15	Total:	245.05								
RIngham 2/15mtg	03/24/2015	31.97	0.00	04/14/2015	CC/PC joint meeting needs		-	No		0000
100-100-51010	Admin Supplies & Services									
RIngham 2/15mtg	Total:	31.97								
RIngham 2/15ph	03/24/2015	50.00	0.00	04/14/2015	Cell phone stipend		-	No		0000
100-100-51030	Telephone Services									
RIngham 2/15ph	Total:	50.00								
RIngham 3/15	03/24/2015	166.75	0.00	04/14/2015	Mileage/Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
RIngham 3/15	Total:	166.75								
RIngham 3/15ph	03/24/2015	50.00	0.00	04/14/2015	Cell phone stipend		-	No		0000
100-100-51030	Telephone Services									
RIngham 3/15ph	Total:	50.00								
IngR Total:		583.77								
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JerBro Jerry Brown Co										
March 2015	04/07/2015	41.38	0.00	04/07/2015	Fuel usage		-	No		0000
100-100-51075	Travel - Staff									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
March 2015	04/07/2015	82.77	0.00	04/07/2015	Fuel usage		-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
March 2015	04/07/2015	82.77	0.00	04/07/2015	Fuel usage		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
March 2015	04/07/2015	331.08	0.00	04/07/2015	Fuel usage		-	No		0000
210-210-53030	Vehicle Operation&Maintenance									
March 2015	04/07/2015	289.70	0.00	04/07/2015	Fuel usage		-	No		0000
220-220-53030	Vehicle Operation&Maintenance									
	March 2015 Total:	827.70								
	JerBro Total:	827.70								
JerHom Jerry's Home Improvement										
3/15; Kenl Roof	03/31/2015	486.11	0.00	04/14/2015	Dog Kennel roof		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
3/15; Kenl Roof	03/31/2015	-13.10	0.00	04/14/2015	Dog Kennel roof - Item returned		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
	3/15; Kenl Roof Total:	473.01								
3/15; Streets	03/31/2015	166.76	0.00	04/14/2015	Sac Crete - Street Maniit needs		-	No		0000
230-230-53045	Street Maintenance									
	3/15; Streets Total:	166.76								
3/15; Terr/126	03/31/2015	254.84	0.00	04/14/2015	Territorial & Hwy 126 beutification		-	No		0000
230-230-53070	Landscape Maint & Supplies									
	3/15; Terr/126 Total:	254.84								
	JerHom Total:	894.61								
LanCoSh Lane County Sheriff's Ofc										
SO5081	04/01/2015	201,576.50	0.00	04/14/2015	3rd Quarter FY 2014/15		-	No		0000
120-120-52210	Law Enforcement Contract									
	SO5081 Total:	201,576.50								
	LanCoSh Total:	201,576.50								
LanEle Lane Electric Coop Inc										
42002 3/15	03/31/2015	161.53	0.00	04/14/2015	Community Center		-	No		0000
130-530-51035	Electricity-Community Center									
	42002 3/15 Total:	161.53								
42007 3/15	03/31/2015	129.54	0.00	04/14/2015	Hwy 126 Welcome Sign		-	No		0000
100-100-51100	Welcome Sign Maintenance									
	42007 3/15 Total:	129.54								
42008 3/15	03/31/2015	3,924.13	0.00	04/14/2015	Wastewater Treatment Plant		-	No		0000
220-220-51035	Electricity									
	42008 3/15 Total:	3,924.13								
42009 3/15	03/31/2015	180.17	0.00	04/14/2015	Bolton Hill Reservoir		-	No		0000
210-210-51035	Electricity									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
42009 3/15	42009 3/15 Total:	180.17								
210-210-51035	03/31/2015 Electricity	43.12	0.00	04/14/2015	Huston/Tidball pump		-			No 0000
42013 3/15	42013 3/15 Total:	43.12								
230-230-51035	03/31/2015 Electricity-Street Lights	1,308.36	0.00	04/14/2015	Various Street Lights		-			No 0000
	St Lights 4/15 Total:	1,308.36								
	LanEle Total:	5,746.85								
LeaOfOr League of Oregon Cities										
16376	03/27/2015 Training & Conferences	30.00	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
130-100-51070	03/27/2015 Training & Conferences	3.75	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
130-130-51070	03/27/2015 Training & Conferences	3.75	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
130-520-51070	03/27/2015 Training & Conferences	52.50	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
210-210-51070	03/27/2015 Training & Conferences	52.50	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
220-220-51070	03/27/2015 Training & Conferences	3.75	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
230-230-51070	03/27/2015 Training & Conferences	3.75	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
240-240-51070	03/27/2015 Training & Conferences	3.75	0.00	04/14/2015	Communication Strategies-A Frydendall		-			No 0000
	16376 Total:	150.00								
	LeaOfOr Total:	150.00								
MidSta Mid-State Industrial Svc										
158736	04/07/2015 Street Sweeping Contract	1,830.00	0.00	04/07/2015	Monthly Contract		-			No 0000
230-230-53150	158736 Total:	1,830.00								
	MidSta Total:	1,830.00								
NexCom Nextel Communications										
886952530-112	03/27/2015 Telephone Services	40.27	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
100-100-51030	03/27/2015 Telephone Services	40.27	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
886952530-112	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
130-130-51030	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
886952530-112	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
210-210-51030	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
886952530-112	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000
220-220-51030	03/27/2015 Telephone Services	60.41	0.00	04/14/2015	Cell phones 03/2015		-			No 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
886952530-112	03/27/2015	40.27	0.00	04/14/2015	Cell phones	03/2015	-	No		0000
230-230-51030	Telephone Services									
	886952530-112 Total:	241.63								
	NexCom Total:	241.63								
OAWU OAWU										
18712	03/30/2015	275.00	0.00	04/14/2015	Cert Review - J Powell		-	No		0000
210-210-51070	Training & Conferences									
	18712 Total:	275.00								
	OAWU Total:	275.00								
OfcTeam Office Team										
42635058	03/23/2015	201.36	0.00	04/14/2015	T Weller Wk End Dt 03/20/2015		-	No		0000
100-100-52290	Other Professional Services									
42635058	03/23/2015	201.35	0.00	04/14/2015	T Weller Wk End Dt 03/20/2015		-	No		0000
210-210-52290	Other Professional Services									
42635058	03/23/2015	207.45	0.00	04/14/2015	T Weller Wk End Dt 03/20/2015		-	No		0000
220-220-52290	Other Professional Services									
	42635058 Total:	610.16								
42687904	03/30/2015	236.51	0.00	04/14/2015	T Weller Wk End Dt 03/27/2015		-	No		0000
100-100-52290	Other Professional Services									
42687904	03/30/2015	236.51	0.00	04/14/2015	T Weller Wk End Dt 03/27/2015		-	No		0000
210-210-52290	Other Professional Services									
42687904	03/30/2015	243.67	0.00	04/14/2015	T Weller Wk End Dt 03/27/2015		-	No		0000
220-220-52290	Other Professional Services									
	42687904 Total:	716.69								
	OfcTeam Total:	1,326.85								
OregEcon OEEDA										
2015	04/07/2015	250.00	0.00	04/14/2015	Association Membership dues		-	No		0000
100-100-51020	Professional Dues									
	2015 Total:	250.00								
	OregEcon Total:	250.00								
OReilly O'Reilly Automotive, Inc										
March 2015	03/28/2015	13.99	0.00	04/14/2015	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services									
March 2015	03/28/2015	22.91	0.00	04/14/2015	Various needs		-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
March 2015	03/28/2015	22.92	0.00	04/14/2015	Various needs		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
March 2015	03/28/2015	5.99	0.00	04/14/2015	Various needs		-			No 0000
220-220-53130	Equipment Repairs									
March 2015	03/28/2015	4.58	0.00	04/14/2015	Various needs		-			No 0000
230-230-53130	Equipment Repairs									
March 2015	03/28/2015	13.19	0.00	04/14/2015	Various needs		-			No 0000
210-210-53030	Vehicle Operation&Maintenance									
March 2015	03/28/2015	13.20	0.00	04/14/2015	Various needs		-			No 0000
220-220-53030	Vehicle Operation&Maintenance									
	March 2015 Total:	96.78								
	O'Reilly Total:	96.78								
Ormkip Orme Kip										
KOrme 3/2015	04/01/2015	50.00	0.00	04/14/2015	Cell phone stipend		-			No 0000
220-220-51030	Telephone Services									
	KOrme 3/2015 Total:	50.00								
	Ormkip Total:	50.00								
PrevWage Prevailing Wage Rate Unit										
2.0MG Reservoir	03/31/2015	352.00	0.00	04/14/2015	Public Works Fee		-			No 0000
210-210-51010	Admin Supplies & Services									
	2.0MG Reservoir Total:	352.00								
	PrevWage Total:	352.00								
Ricoh Ricoh USA, Inc.										
5035144473	03/18/2015	117.30	0.00	04/14/2015	Color copier supplies/service		-			No 0000
100-100-51065	Office Machine Maintenance									
5035144473	03/18/2015	39.10	0.00	04/14/2015	Color copier supplies/service		-			No 0000
140-140-51065	Office Machine Maintenance									
	5035144473 Total:	156.40								
	Ricoh Total:	156.40								
SamiPac SANIPAC										
1868808	04/01/2015	23.76	0.00	04/14/2015	Trash haul-Act #2013-2002191-001		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
1868808	04/01/2015	5.94	0.00	04/14/2015	Trash haul-Act #20132002191-001		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
1868808	04/01/2015	102.74	0.00	04/14/2015	Trash Haul-Act #2013-2002191-001		-			No 0000
220-220-53050	WW Treatment Plant Maintenance									
1868808	04/01/2015	121.96	0.00	04/14/2015	Trash haul-Act #2013-2002191-001		-			No 0000
210-210-53065	Bldg & Yard Maintenance									
	1868808 Total:	254.40								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1868841	04/01/2015	120.00	0.00	04/14/2015	Street debris-2013-3001949-001		-			0000
230-230-53045	Street Maintenance									No
	1868841 Total:	120.00								
	SaniPac Total:	374.40								
SchKyl Schauer Kyle										
KSchauer 3/15	04/03/2015	50.00	0.00	04/14/2015	Cell phone stipend		-			0000
210-210-51030	Telephone Services									No
KSchauer 3/15	04/03/2015	21.99	0.00	04/14/2015	Training meals reimbursement		-			0000
210-210-51070	Training & Conferences									No
KSchauer 3/15	04/03/2015	22.00	0.00	04/14/2015	Training meals reimbursement		-			0000
220-220-51070	Training & Conferences									No
	KSchauer 3/15 Total:	93.99								
	SchKyl Total:	93.99								
StplsCC Staples Contract and Commercial										
7001707443	03/16/2015	81.99	0.00	04/15/2015	Various office needs		-			0000
100-100-51010	Admin Supplies & Services									No
7001707443	03/16/2015	44.15	0.00	04/15/2015	Various office needs		-			0000
140-140-51010	Admin Services & Supplies									No
	7001707443 Total:	126.14								
7001716346	03/20/2015	116.69	0.00	04/19/2015	Various office needs		-			0000
100-100-51010	Admin Supplies & Services									No
7001716346	03/20/2015	62.83	0.00	04/19/2015	Various office needs		-			0000
140-140-51010	Admin Services & Supplies									No
	7001716346 Total:	179.52								
7001724011	03/25/2015	25.00	0.00	04/24/2015	Various office needs		-			0000
100-100-51010	Admin Supplies & Services									No
7001724011	03/25/2015	13.46	0.00	04/24/2015	Various office needs		-			0000
140-140-51010	Admin Services & Supplies									No
	7001724011 Total:	38.46								
	StplsCC Total:	344.12								
VenVet Veneta Vet Hospital										
Per end 3/20/15	03/20/2015	90.00	0.00	04/14/2015	Spay/Neuter x 3		-			0000
100-170-51121	Animal Control Voucher Program									No
	Per end 3/20/15 Total:	90.00								
	VenVet Total:	90.00								
WilWin Wilco-Winfield LLC										
1021500-481	03/31/2015	174.08	0.00	04/14/2015	Landscape needs		-			0000
130-130-53210	Park Maintenance									No

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1021500-481 230-230-53070	03/31/2015 Landscape Maint & Supplies	174.09	0.00	04/14/2015	Landscape needs		-			0000
	1021500-481 Total:	348.17								
	WiiWin Total:	348.17								
	Report Total:	252,072.89								

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

**Date:** March 9, 2015  
**To:** City Council  
**From:** Kyle Schauer, Public Works Director  
**Subject:** Monthly Significant Activities Report for February 2015

Water

Repaired two service leaks.  
Investigated two water leaks, both were on customer side and their responsibility.  
Rebuilt one water service.  
Installed one new meter service.  
Monthly water production: Wells-3.296 MG, EWEB-6.173 MG  
Total of 9.469 million gallons.  
Took five bacteriological samples. All were negative.  
Performed 50 service calls.  
Delivered 39 Shut Off Notices.  
Performed seven shut offs for non-payment.

Wastewater

Took five influent and five effluent samples of treatment plant. No violations.  
Monitored Jeans and Pine Street lift pump stations.  
Continued removing irrigation standpipes from poplar plantation.  
Removed grease build up in manhole on 5<sup>th</sup> Street.  
Removed obstruction from Pine Street Lift Station.  
Serviced motors and cleaned Pine Street Lift Station.  
Changed oil in all blowers.  
Serviced generator.

Street/Storm Drainage

Issued two Right of Way Construction Permits.  
Replaced/repared two street signs.  
Cleaned and monitored all detention ponds.  
Cleaned out City owned drainage ways  
Put together action plan for phase one of the Four Corners Landscaping Upgrade project.  
Patched pot holes on East Bolton Road.  
Mowed Right of Ways  
Mowed City owned lots.  
Removed overhanging branches on 6<sup>th</sup> Street. Also on Bolton Hill Road.

Parks & Recreation

Cleaned parks weekly.

Cleaned up litter in Skate Park.

Lots of mowing and landscaping in all parks.

Applied moss control to lawns in Broadway and Johnson Parks.

Other

Completed six miscellaneous service orders.

Performed five utility locates.

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

Building Permits: Zero

Certificates of Occupancy: one

Mark Eveland received herbicide training at Lane Community College

Changed oil in three City vehicles and made misc. repairs.

Had all City owned fire extinguishers inspected and tested if required.

Installed new plantings at City Hall.

Conducted interviews and hired new Utility Worker I - Ross Macauley.

# City of Veneta

## MEMORANDUM

**Date:** April 6, 2015  
**To:** City Council  
**From:** Kyle Schauer, Public Works Director  
**Subject:** Monthly Significant Activities Report for March 2015

### Water

Repaired one service leak.  
Replaced one MXU radio transmitter.  
Installed one new meter service.  
Monthly water production: Wells-4.016 MG, EWEB-6.704 MG  
Total of 10.720 million gallons.  
Took five bacteriological samples. All were negative.  
Performed 65 service calls.  
Delivered 63 Shut Off Notices.  
Performed three shut offs for non-payment.  
Kip Orme and Kyle Schauer attended Cross Connection Specialist update training.  
Kip Orme attended water training in Eugene.

### Wastewater

Took five influent and five effluent samples of treatment plant. No violations.  
Monitored Jeans and Pine Street lift pump stations.  
Continued removing irrigation standpipes from poplar plantation.  
Repaired broken non-potable line at WWTP.  
Andy Fielder attended Wastewater Certification Review Class in Salem.  
Roof structure was installed over screw conveyors.

### Street/Storm Drainage

Issued two Right of Way Construction Permits.  
Replaced/repared two street signs.  
Cleaned and monitored all detention ponds.  
Mowed detention ponds.  
Cleaned out City owned drainage ways  
Removed vegetation from northwest corner of Hwy 126 and Territorial for upcoming beautification project.  
Moved and repaired irrigation lines for beautification project.  
Removed low Oak branches from 6<sup>th</sup> Street right of way.  
Cleaned up garbage at LTD bus stop.

### Parks & Recreation

Cleaned parks weekly.

Cleaned up litter in Skate Park.

Lots of mowing and landscaping in all parks.

Applied weed and feed product to field next to City Hall.

Applied pre-emergence herbicide to flower beds at Pool and Community Center.

Trimmed trees in Territorial Park to increase visibility.

### Other

Completed six miscellaneous service orders.

Performed 14 utility locates.

Community center use: paying-11, non-profit-eight.

Building Permits: Zero

Certificates of Occupancy: one

Built roof structure over dog kennels.

Applied moss out to City Hall roof.

Kyle Schauer attended Oregon Association of Water Utilities conference in Bend.

Repaired and maintained lawn mowers and other landscaper equipment.

Justin Powell, Andy Fielder, and Ross Macauley attended flagger training in Florence.

Updated Tree City USA signs.

# City of Veneta

## Arbor Day Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal,

NOW, THEREFORE, I, Sandra H. Larson, Mayor of the City of Veneta, Oregon do hereby proclaim the fourth Friday of April, 2015 as

## Arbor Day

in the City of Veneta, Oregon and I urge all citizens of our communities to celebrate Arbor Day and to support efforts to protect our trees and woodland, and

FURTHER, I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_ day of April, 2015.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra H. Larson, Mayor, City of Veneta

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, Assistant City Recorder



# City of Veneta

## Child Abuse Prevention Proclamation

WHEREAS, the public cares deeply about child abuse, and a majority report that child abuse is a very important moral issue to them;

Whereas, preventing child abuse and neglect is a community problem that depends on involvement among people throughout the community.

Whereas, child abuse and neglect not only directly harm children, but also increases the likelihood of long-term physical and mental health problems, alcohol and substance abuse, continued family violence and criminal behavior;

Whereas, child maltreatment occurs when people find themselves in stressful situations, without community resources, and don't know how to cope;

Whereas, child abuse and neglect can be reduced by making sure each family has the support they need in raising their children in a safe, nurturing environment;

Whereas, effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies and the business community;

Therefore, I do hereby proclaim April as

## Child Abuse Prevention Month

and call upon all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

In Witness Whereof, I hereunto set my hand this \_\_\_\_ day of April, 2015.

XXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra H. Larson, Mayor, City of Veneta

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, Assistant City Recorder



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: **REVISING THE CITY'S CLASSIFICATION AND COMPENSATION PLANS**

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Meeting Date: April 13, 2015  
Department: Finance and Administrative Services

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

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### ISSUE STATEMENT

Authorize revision of City's Classification Plan and Compensation Plan.

### BACKGROUND

The City's Classification Plan includes, per the Employee Handbook, an Organization Chart (Attachment A) and job descriptions for each position in the chart. The chart and descriptions are currently divided by department and then by classification level, as is the current Compensation Plan (Attachment B). Additionally, some of the positions have morphed into impractical specialties (i.e. Utility Clerk, in practice the person in this position is assigned additional responsibilities like reception, electrical permits and frequently acts as an, assistant to the City Administrator, Finance Director and the Public Works Director). Although the current structure is functional, it is not optimal.

Making the structure optimal includes the following changes:

1. Change to a "Citywide" format.
2. Add names to the Classification levels.
3. Establish and include the differentiating requirements for each level.
4. Broaden the individual position titles.
5. Create a clear path for employee advancement.
6. Create a list of specialties or "concentrations" that can be assigned as needed.

The resolution (No. 1167) including the Organization Chart and the Compensation Plan (Exhibits A and B, respectively) being presented accomplishes the above changes. The text of the resolution also directs that the City's current job descriptions be reviewed and revised, as needed, to coincide with the revised plans and actual assignments. Sticking with the Utility Clerk example above, the position title would change to Office Support Specialist - Level III with a job description in which the requirements are the same as what appears on the Plan(s), and the responsibilities listed reflect a higher skill set than Level I and are specific to the concentrations assigned to that employee. Attachment C is an example of such a description, in draft form.

### RELATED CITY POLICIES (include existing resolutions and ordinances)

Current Compensation Plan adopted March, 2015 by Resolution No. 1163

**COUNCIL OPTIONS (include financial impacts)**

1. Approve the resolution as presented.
2. Make changes to the resolution, then approve.
3. Deny the resolution and give direction to staff.

**CITY ADMINISTRATOR’S RECOMMENDATION**

I recommend that the City Council authorize the revisions to the Classification Plan and approve the corresponding Compensation Plan.

**SUGGESTED MOTION**

*“I make a motion to approve Resolution No. 1167 as presented.”*

**ATTACHMENTS**

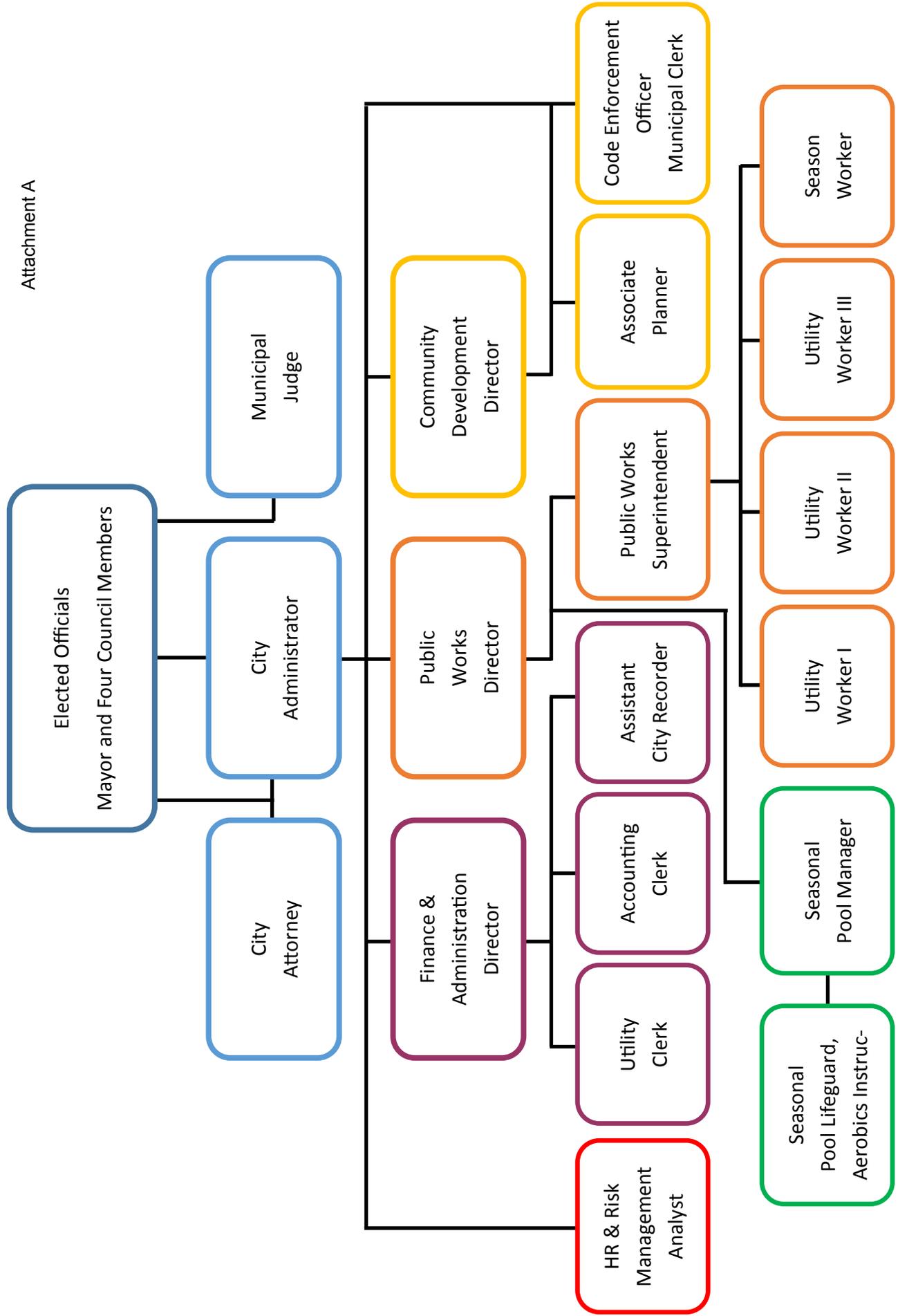
- A. Current Organization Chart
- B. Current Compensation Plan
- C. Example Job Description

# Organization Chart

Effective March 2014



Attachment A



## Compensation Plan for FY 2014-15

### Regular Employees: Management, Professional/Supervisory & Skilled Positions

Effective Date: 1-Mar-15  
 Step Increases: 4.00%

Exhibit A of Resolution 1163

Positions By Dept & Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Administrative</b>										
<u>Professional: (exempt)</u>										
Management Analyst/HR & RM Administrator	3,572	3,715	3,864	4,019	4,180	4,347	4,521	4,702	4,890	5,086
<b>Fiscal Services</b>										
<u>Skilled: (non-exempt)</u>										
Office Support Specialist/Utility Clerk	2,352	2,446	2,544	2,646	2,752	2,862	2,976	3,095	3,219	3,348
Utility Clerk II	2,547	2,649	2,755	2,865	2,980	3,099	3,223	3,352	3,486	3,625
Accounting Clerk	2,547	2,649	2,755	2,865	2,980	3,099	3,223	3,352	3,486	3,625
Assistant City Recorder	2,753	2,863	2,978	3,097	3,221	3,350	3,484	3,623	3,768	3,919
<u>Management: (exempt)</u>										
Finance Director/Budget Officer	4,376	4,551	4,733	4,922	5,119	5,324	5,537	5,758	5,988	6,228
<b>Community Development</b>										
<u>Skilled: (non-exempt)</u>										
Office Support Specialist/Compliance Officer	2,545	2,647	2,753	2,863	2,978	3,097	3,221	3,350	3,484	3,623
<u>Professional: (exempt)</u>										
Assistant Planner	3,122	3,247	3,377	3,512	3,652	3,798	3,950	4,108	4,272	4,443
Associate Planner	3,511	3,651	3,797	3,949	4,107	4,271	4,442	4,620	4,805	4,997
<u>Management: (exempt)</u>										
Community Development Director	4,585	4,768	4,959	5,157	5,363	5,578	5,801	6,033	6,274	6,525
<b>Public Works</b>										
<u>Skilled: (non-exempt)</u>										
Utility Worker I	2,553	2,655	2,761	2,871	2,986	3,105	3,229	3,358	3,492	3,632
Utility Worker II	2,775	2,886	3,001	3,121	3,246	3,376	3,511	3,651	3,797	3,949
Utility Worker III	3,147	3,273	3,404	3,540	3,682	3,829	3,982	4,141	4,307	4,479
<u>Management: (exempt)</u>										
Public Works Superintendent	4,205	4,373	4,548	4,730	4,919	5,116	5,321	5,534	5,755	5,985
Public Works Director	5,162	5,368	5,583	5,806	6,038	6,280	6,531	6,792	7,064	7,347

## Job Description

### OFFICE SUPPORT SPECIALIST III (Concentrations: Utility Billing, IT, Communications)

Department: Finance and Administrative Services Department  
Classification: Skilled, Non-Exempt  
Reports to: Finance and Administrative Services Director  
Work Schedule: Full-time (40 hrs/week) days

#### **General Statement of Responsibility**

The person in this position is responsible for the entire monthly utility service billing cycle. This includes but, is not limited to recording meter reading data, calculating billing amounts, processing adjustments and account changes, reviewing utility payment entry, posting payment batches to the General Ledger, and maintaining any other information necessary to keep the billing system up to date. The person in this position is also expected to respond to inquiries and requests from the public, other City staff, and outside agencies, perform general financial and payroll tasks and to function as the “back-up” for the reception function.

Serves as the City’s Information Specialist and develops mediums for distributing information about City news and public events included printed materials and the City website.

Performs a variety of advanced professional administrative and management support duties involving the development, coordination, and evaluation of City policies and programs related to Utility Billing, IT, communications, and other areas of local government administration.

#### **Essential Responsibilities**

##### Utility Billing

- Prepare utility account information and enter in computer system for billing and receipting purposes. Answer customer service questions, concerns, complaints and requests, on the telephone, by email and in person, concerning utility services.
- Assist customers with utility payments using the world-wide web. Trouble shoot problems as warranted.
- Initiate service orders as needed regarding utility bills and payments, service problems, establishment or discontinuance of service, notification of late payment and refunds.
- Prepare accounts for collection as needed.
- Review meter reading data for possible excessive water use or leaks and communicate with customers as indicated.
- Provide data to the Public Works Superintendent and crew members to resolve water usage issues, difficulties with water meters, Public Works emergencies and customer complaints.
- Administer reduced utility fee program.
- Maintain a tracking system for utility payment agreements, utility late notices, and other City programs.
- Maintain a tracking system for backflow testing program.
- Reconcile utility billing related reports and accounts
- 

##### Information Specialist

- Maintain City Website and work with vendor to create intuitive page layouts.

- Post information to the City’s website and Assist other staff in the same.
- Coordinate replacement and repairs relating to computer equipment and network, including maintaining a replacement schedule.

**Communications Specialist**

- In coordination with the City Administrator draft official Press Releases and Public Service Announcements.
  - Create promotional pieces for community events including activities at the community pool.
  - Assist management and elected officials in creating slide presentations and other visual media for public and employee meetings.
  - Assist with the development and updating of City’s communication plan.
  - Coordinate implementation of communication plan.
  - Prepare City’s monthly newsletter
  - Produce letters, often with mail merge, articles, and publications.
- Other Duties
    - Assist with the preparation of accounts payable and payroll checks or electronic deposits.
    - Perform on a routine basis all the tasks necessary to prepare and produce payroll checks and electronic deposits
  - Assist with preparation of budget document contents. Assist with other financial tasks such as preparing and/or reviewing schedules, reconciliations and reports.

**Auxiliary Expectations**

- Develop and maintain a positive working relationship with fellow employees, elected officials, supervisor, and citizens of our community, clients and others.
- Serve as “back-up” to other staff as needed.
- Follow all City safety rules and operating procedures at all times.
- Comply with City policies and procedures addressed in Ordinances, Resolutions, Employee Handbook, and other pertinent City documents.
- Practice common courtesy and respect with fellow employees especially related to work schedule, work load, time-off coordination, use of council room, and other shared equipment and areas.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat, and paraprofessional appearance and dress in an appropriate manner for the work being performed.
- Follow State retention laws for City records with area of responsibility.
- Maintain proficiency by attending trainings and meetings, reading materials, and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Perform related duties as assigned.

**Position Qualifications**

**Mandatory**

- High School diploma or equivalent educational certification.
- A valid Oregon Driver’s License.
- Bachelor’s degree or a minimum of five years of relevant experience in a professional office setting or combination of experience and education to perform assigned tasks.
- Working knowledge of spreadsheet and word processing software (Excel, Word).
- The ability to use a keyboard, mouse, and a 10-key calculator or number pad, sort and file documents, and answer a multi-line, electronic telephone system.

- The ability to prioritize, adapt to changes, and complete work with frequent interruptions
- Possess effective verbal and written communication skills
- Demonstrated professional trust and judgment especially related to maintaining confidentiality of information and documents and speaking to customers.
- The willingness and aptitude to perform responsibilities in three or more concentrations as assigned.

Special

- None

Desirable

- Utility billing experience.
- Experience with Springbrook Software or with a governmental agency.
- IT and/or public relations experience

**Physical Demands of Positions**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

DRAFT

Motor Coordination

- |                                                              |                                                                            |
|--------------------------------------------------------------|----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Use multi-line telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use radio/console        | <input checked="" type="checkbox"/> Type <u>50</u> words per minute        |
| <input checked="" type="checkbox"/> Use a calculator         | <input checked="" type="checkbox"/> Use postage machine                    |
| <input checked="" type="checkbox"/> Use a copy machine       | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a fax machine        | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a scanner            | Other: _____                                                               |

Sensory Requirements

- |                                            |                                                                        |
|--------------------------------------------|------------------------------------------------------------------------|
| <u>Sight</u>                               | <u>Hearing</u>                                                         |
| <input type="checkbox"/> Peripheral vision | <input type="checkbox"/> Distinguish between different tones           |
| <input checked="" type="checkbox"/> Focus  | <input type="checkbox"/> Hear warning alarms, bells and whistles       |
| <input type="checkbox"/> Color perception  | <input checked="" type="checkbox"/> Hear phone ringing and radio pages |
| <input type="checkbox"/> Depth perception  |                                                                        |

Lifting, Pushing, Pulling, Holding and Carrying

Movement	Ability to move materials / equipment (lbs.)						Frequency of Manipulation		
	<5	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift		X					X		
Push/Pull		X						X	
Hold/Carry		X					X		
Reaching		X						X	

Movement done from: (check all that apply)

- Ground to waist     Waist to shoulder     Above shoulder

Climbing

Ladders	Stairways
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> less than 1 flight
<input type="checkbox"/> 7' to 10' step ladder	<input type="checkbox"/> 1-2 flights
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> more than 3 flights
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Not essential to job function	<input checked="" type="checkbox"/> Not essential to job function

Standing, Sitting, Walking, and Running

	Duration (hrs./day)						Frequency		
	0-1	1-3	3-5	5-7	7-9	9+	Occasionally	Frequently	Continuously
Stand	X						X		
Sit					X				X
Walk	X						X		
Run									

Running and Walking done on:     Flat surface     Uneven surface     Other: \_\_\_\_\_

Driving

<u>Vehicle Type</u>	<u>Transmission</u>		
	Standard	Automatic	Multi-Gears
Light passenger car/van	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pickup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dump Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck with trailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

**Working Conditions**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, facsimile machine, copier, personal interruptions, and background noises.

**Supervision Exercised**

None

**Supervision Received**

Works primarily independently on essential tasks and on projects and plans driven by citizen inquiries, legal requirements and City needs. Receives direction from the Finance Director, with specific project direction from the City Administrator and other management staff upon request of supervisor. The Finance Director conducts an annual evaluation of the Utility Clerk's performance.

**Signatures**

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employee agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

\_\_\_\_\_  
Incumbent Name                      Incumbent Signature                      Date

\_\_\_\_\_  
Supervisor Name                      Supervisor Signature                      Date

**CITY OF VENETA**

**RESOLUTION NO. 1167**

**A RESOLUTION REVISING THE CITY'S CLASSIFICATION PLAN AND APPROVING A REVISED COMPENSATION SCHEDULE OF REGULAR EMPLOYEES OF THE CITY OF VENETA AND REPEALING RESOLUTION NO. 1163.**

**WHEREAS**, pursuant to the City of Veneta Employee Handbook section 9.20, the City Administrator, or designee, shall develop a Position Classification Plan. The plan will include an organizational chart showing each position by classification; and

**WHEREAS**, the City's existing organizational chart and Classification Plan separates existing positions by department and then by classification; and

**WHEREAS**, certain positions and classifications appear in multiple departments; and

**WHEREAS**, the requirements that differentiate the classifications are not clear; and

**WHEREAS**, this structure limits management options when assigning responsibilities and does not provide a clear path for employee development; and

**WHEREAS**, the City of Veneta desires to have a Classification Plan that is "Citywide" rather than departmentalized, that defines the requirements for each classification, that provides more options with regard to assigning responsibilities, and that presents clearly the path of employee development; and

**WHEREAS**, it is the City's intention to review the current job descriptions for each position and revise as needed to align with the Classification Plan; and

**WHEREAS**, a comparison of the City's current compensation wages and results from a recent salary survey was conducted; and

**WHEREAS**, the City desires to stay competitive in regard to compensation at least with similar sized cities;

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

**SECTION 1 Classification Plan.** The City's Organizational Chart, Exhibit A attached hereto, will be revised to present the current positions using a City-wide classification system and the City Administrator, or designee, is directed to review and revise, as needed, the current job descriptions for each position.

**SECTION 2 Compensation Plan.** The City's Compensation Plan, Exhibit B attached hereto, will be revised to reflect the City's positions by classification, provide clear requirements for each classification, and set a compensation range for each position.

**SECTION 3 Effective Date.** This Resolution shall take effect for pay period beginning April 12, 2015.

**SECTION 4 Repealing Clause.** Resolution No. 1163 is hereby repealed.

PASSED AND ADOPTED by the Veneta City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

XXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra H. Larson, Mayor

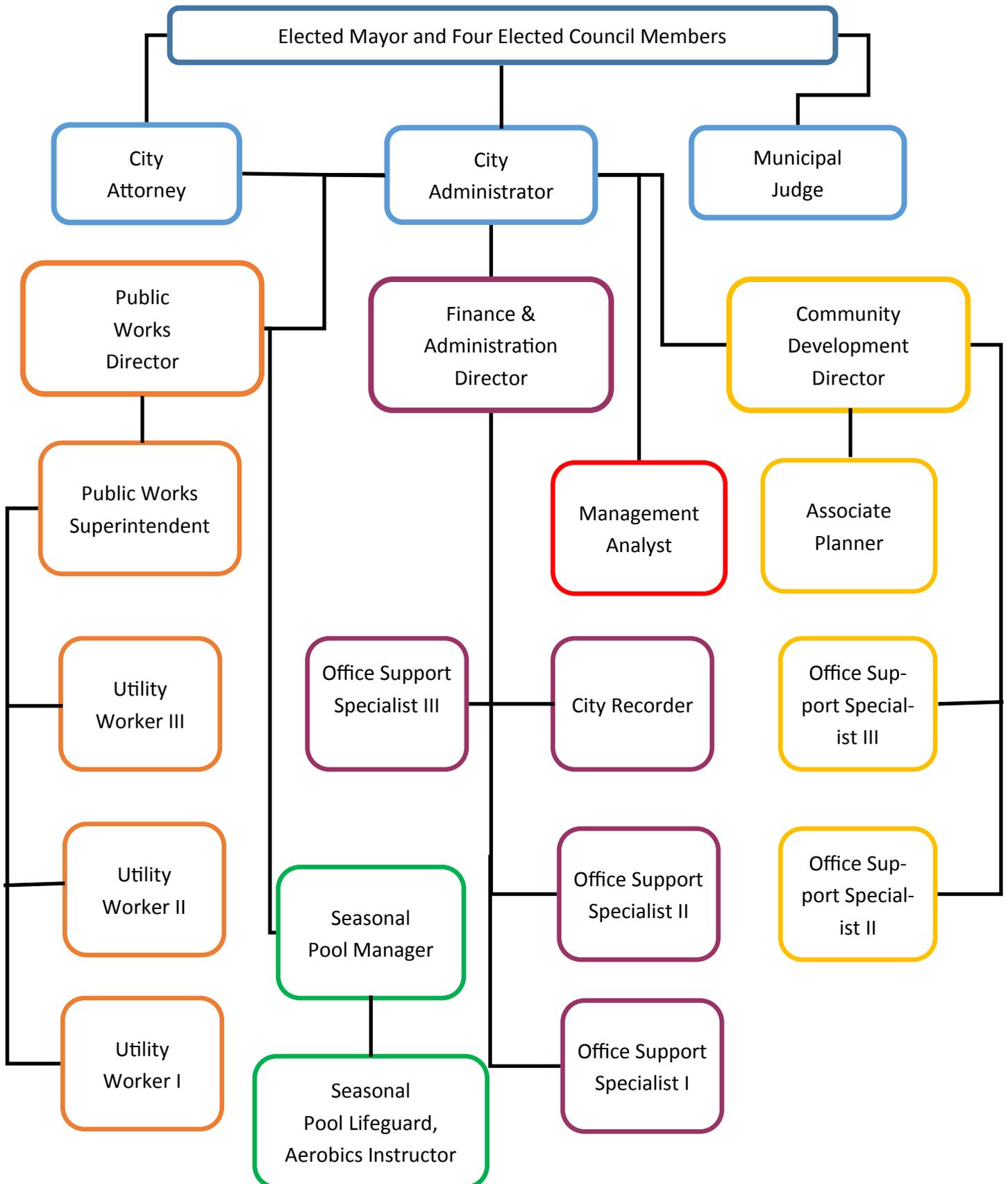
ATTEST:

XXXXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, Assistant City Recorder

# City of Veneta Organization Chart

**Exhibit A Resolution No. 1167**



Classification and Compensation Plan  
Difference Between Steps

Effective Date: April 12, 2015

4.00%

Positions By Classification

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
<b>Skilled: Level I (non-exempt)</b>										
High school diploma (or equivalent), relevant experience and/or certifications or assigned one or two concentrations (see list below)										
Office Support Specialist I	2,446	2,544	2,646	2,752	2,862	2,976	3,095	3,219	3,348	3,482
Utility Worker I	2,655	2,761	2,871	2,986	3,105	3,229	3,358	3,492	3,632	3,777

<b>Skilled: Level II (non-exempt)</b>										
Associate's degree, Bachelor's degree, minimum of 3 years relevant experience or two any two of the following certifications (Water Treatment I, Water Distribution II, Wastewater Treatment II or Wastewater Collection II) or assigned two or three concentrations (see list below)										
Assistant City Recorder	2,863	2,978	3,097	3,221	3,350	3,484	3,623	3,768	3,919	4,076
Office Support Specialist II	2,646	2,752	2,862	2,976	3,095	3,219	3,348	3,482	3,621	3,766
Utility Worker II	2,886	3,001	3,121	3,246	3,376	3,511	3,651	3,797	3,949	4,107

<b>Skilled: Level III (non-exempt)</b>										
Associate's degree, Bachelor's degree, minimum of 5 years relevant experience, or all of the following certifications (Water Treatment I, Water Distribution II, Wastewater Treatment II, Wastewater Collection II) or assigned three or more concentrations (see list below)										
Assistant Planner	3,122	3,247	3,377	3,512	3,652	3,798	3,950	4,108	4,272	4,443
City Recorder	2,919	3,036	3,157	3,283	3,414	3,551	3,693	3,841	3,995	4,155
Office Support Specialist III	2,919	3,036	3,157	3,283	3,414	3,551	3,693	3,841	3,995	4,155
Utility Worker III	3,147	3,273	3,404	3,540	3,682	3,829	3,982	4,141	4,307	4,479

<b>Professional/Supervisory: (exempt)</b>										
Bachelor's degree, minimum of 3 years relevant experience (including supervisory), and relevant certifications										
Associate Planner	3,511	3,651	3,797	3,949	4,107	4,271	4,442	4,620	4,805	4,997
Management Analyst	3,511	3,651	3,797	3,949	4,107	4,271	4,442	4,620	4,805	4,997
Public Works Superintendent	4,205	4,373	4,548	4,730	4,919	5,116	5,321	5,534	5,755	5,985

<b>Management: (exempt)</b>										
Bachelor's degree, Master's degree, or minimum of 5 years relevant experience										
Community Development Director	4,585	4,768	4,959	5,157	5,363	5,578	5,801	6,033	6,274	6,525
Finance and Administrative Services Director	4,376	4,551	4,733	4,922	5,119	5,324	5,537	5,758	5,988	6,228
Public Works Director	5,162	5,368	5,583	5,806	6,038	6,280	6,531	6,792	7,064	7,347

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

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

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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## **Title/Topic: Approve Contract with Accuity, LLC to Provide Municipal Auditing and Financial Consulting Services**

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Meeting Date: April 13, 2015  
Department: Finance and Administrative Services

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

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### **ISSUE STATEMENT**

Staff is requesting Council approve the contract with Accuity, LLC to provide Municipal Auditing and Financial Consulting services for the City.

### **BACKGROUND**

The City entered into the first contract with our current auditing firm, Steve Tuchscherer, CPA, in September of 2008. They have performed the required services for both the City and the Urban Renewal Agency. Although, staff isn't necessarily dissatisfied with the service being provided, we felt that it was prudent to do a solicitation.

A Request for Proposal (RFP) for Municipal Auditing and Financial Consulting services was prepared. The RFPs were direct mailed on January 20, 2015 to seven (7) firms, including the current provider. We received two proposals. One was from our current auditor, the other from Accuity, LLC.

A comparison of the RFP was conducted followed up by an interview and reference checks. Staff is recommending Accuity, LLC for the following main reasons:

1. The two partners conduct all the required fieldwork.
2. Accuity's practice is to conduct both interim and final fieldwork sessions.
3. Accuity's practice is to hold meetings with the City Administrator and/or Finance Director both prior to and after the draft report is prepared.

### **RELATED CITY POLICIES**

Oregon Contracting Rules allow for direct appointment of service contracts under \$100,000; however, the RFP process was primarily followed in an effort to expand the choices.

**CITY COUNCIL OPTIONS**

1. Approve contract as presented.
2. Approve contract with changes.
3. Do not approve contract and provide direction to staff.

**CITY ADMINISTRATOR’S RECOMMENDATION**

Approve the contract with Accuity, LLC as presented.

**SUGGESTED MOTION**

*“I make a motion to approve the contract with Accuity, LLC to provide Municipal Auditing and Financial Consulting services and authorize City Administrator to sign contract on the City’s behalf.”*

**ATTACHMENTS**

- A. Summary of Proposals
- B. Contract including Exhibits A and B

City of Veneta  
 Summary of Proposals  
 For Auditing and Financial Consulting Services

	Proposer 1	Proposer 2
Date Received	2/19/2015	2/9/2015
Four sealed copies	yes	yes
Information in Order of RFP	yes	yes
Audit Price City	\$ 15,200.00	\$ 15,000.00
# of Hours included	195	132
Audit Price URA	\$ 3,700.00	included with City
# of Hours included	45	included with City
Hourly Billing Rate	\$120-\$35	\$160-\$50
Travel fees	included	included
Expected increases	yes	yes
Cover sheet provided	yes	yes
Attestation Signed	yes	yes
Packet Complete	yes	yes
Consulting	4 hours no charge	no charge for brief questions and requests



## PUBLIC SERVICE AGREEMENT

This Agreement is between the City of Veneta (“City”) and Accuity, LLC Certified Public Accountants (“Contractor”).

### Recitals

1. City is in need of financial consulting and audit services.
2. City issued a Request for Proposal on January 20, 2015. Proposals were opened on February 20, 2015 and the City accepted a proposal from Contractor for the provision of services as set forth in the proposal dated February 4, 2015.

### Agreement

NOW, THEREFORE, the parties agree as follows:

1. Term. This Agreement, unless otherwise terminated in accordance with Section 6.8, below, will be valid for a term of April 20, 2015 – December 31, 2015 to commence upon full execution of this agreement.
  - 1.1. The intent of the City of Veneta is to negotiate a five (5) year contract with the second – fifth year contingent upon successful completion of the first year as determined by the City. The term stated in Section 1, above will include services for fiscal year ending June 30, 2015.
  - 1.2. After the completion of the Annual Financial and Audit Report for fiscal year ending June 30, 2015, the City shall notify the Contractor, in writing, as to whether or not the engagement will continue through December 31, 2019 for services including the fiscal years ending June 30, 2016, 2017, 2018 and 2019.
  - 1.3. If the contract is satisfactorily carried through for five (5) years, the engagement may be renewed for another two (2) years at the option of the City.
2. Contractor’s Obligation. Contractor will provide those services described above and within Contractor’s Proposal attached as Exhibit A.
3. Compensation.
  - 3.1 Compensation will be paid in accordance with the fee schedule set forth in Contractor’s proposal. Contractor will obtain City written approval prior to exceeding the amounts listed per fiscal year. Payment will be made within thirty (30) days of receipt of the invoice for the services rendered.
  - 3.2. Invoicing. On or before the 10th day of each month, Contractor will provide an invoice to the City for actual services provided and calculated in accordance with Paragraph 3 above. Upon request, Contractor will provide the City with supporting documents and records supporting the invoiced services.

- 3.3 Payments. City shall report the total amount of all payments to Contractor, including any expenses, in accordance with federal, Internal Revenue Service, and state of Oregon Department of Revenue regulations.
4. Public Property. The City shall make all provisions for Contractor to enter upon public property as necessary to perform the duties under this Agreement.
5. Access to Records. Contractor shall maintain, and City and its duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcripts of a period of three (3) years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by City.
6. Miscellaneous Provisions.
- 6.1 Modification or Amendment. No amendment to this Agreement shall be valid, unless in writing and signed by the parties.
- 6.2 Independent Contractor Status. Contractor is an independent contractor and acknowledges that it is responsible for all state and federal taxes related to payments made pursuant to this Agreement.
- 6.2.1 Contractor is not currently employed by City, and will not be under the direct control of City.
- 6.2.2 Contractor will not be eligible for any federal Social Security, state Workmen's Compensation, unemployment insurance or Public Employees Retirement System benefits from this contract payment, except as a self-employed individual.
- 6.2.3 Contractor is not a member of the Oregon Public Employees Retirement System, nor employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- 6.2.4 City shall report the total amount of all payments to Contractor, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 6.3 Insurance. Contractor shall maintain during the life of this agreement and provide certification of the following minimum public liability and property damage insurance, which shall protect the Contractor from claims for injuries including accidental death, as well as from claims for property damage, which may arise from the performance of work under this agreement:
- 6.3.1. Commercial general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$2,000,000.

- 6.3.2. Statutory workers' compensation and employer's liability insurance for the State of Oregon.
- 6.4 No Continuing Waiver. The waiver of either party of any breach of this Agreement shall not operate nor be construed to be a waiver of any subsequent breach.
- 6.5 Indemnification. Contractor agrees to defend, indemnify and hold City harmless from and against all claims and demands for loss or damage arising out of or in any way connected with the Contractor, its employees, officers or agents, intentional or negligent acts, errors or omissions in the performance of this contract.
- 6.6 Subcontracts and Assignment. Contractor shall not subcontract, assign or transfer any of the work scheduled under this Agreement, without the prior written consent of the City. Notwithstanding City approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and the City shall incur no obligation other than its obligations to the Contract hereunder. The Contractor agrees that if subcontractors are employed in the performance of this Agreement, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.
- 6.7 Errors. The Contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.
- 6.8 Termination. Either party may terminate this Agreement by written notice, in accordance with the Notice provision in Section 6.11, to the other party at least ninety (90) days prior to July 1 of each year.
- 6.9 Arbitration. If any disputes, disagreements, or controversies arise between the parties pertaining to the interpretation, validity, or enforcement of this Agreement, the parties shall, upon the request of either party, submit such dispute to binding arbitration. Except as otherwise provided in this Agreement, arbitration shall be requested by delivering to the other party a written request for arbitration. Within five (5) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within five (5) days, an arbitrator may be appointed by the Lane County Circuit Court, upon the request of either party submitted in accordance with ORS 36.645. If the parties have not designated mutually agreeable rules of arbitration as such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's decision shall be binding upon the parties.
- Notwithstanding any dispute under this Agreement, whether before or during arbitration, Contractor shall continue to perform work under this Agreement pending resolution of the dispute, and City shall make payments as required by this Agreement for undisputed portions of work.
- 6.10 Attorney Fees. If either party commences any arbitration, legal action, suit, or proceeding against the other to rescind, interpret or enforce the terms of this contract, the parties agree that the prevailing party shall be awarded reasonable attorney's fees

and costs incurred in any such arbitration, action, suit or proceeding and in any later appeals filed as a consequence thereof. Such costs shall bear interest at the maximum legal rate from the date incurred, until the date paid by losing party.

- 6.11 Notice. Any notice provided pursuant to the terms of this Agreement may be hand-delivered or sent via first-class mail, and will be deemed given immediately, if hand-delivered, and three days after the date of mailing, if sent via first-class mail. Notices shall be addressed to the parties at the addresses provided below, or as updated by the parties from time to time.
- 6.12 Applicable Law. This Agreement shall be interpreted and enforced in accordance with the laws of the state of Oregon.
- 6.13 ORS Chapter 279B. The requirements contained in ORS Chapter 279B, applicable to Public Service Contracts, are incorporated in this Agreement, and attached as Exhibit B.
- 6.14 Severability. If any part, term or clause of this contract is held by a court or arbitrator to be unenforceable, of no effect or in conflict with any law, the validity of the remaining provisions and clauses shall not be affected and the rights and obligations of the parties shall be construed and in force as if the contract did not contain the particular part, term or clause held to be unenforceable.
- 6.15 Entire Agreement. This agreement represents the entire understanding of City and Contractor as to those matters contained herein. No prior oral or written understanding shall be a force or effect with respect to those matters covered hereunder. This agreement may not be altered except in writing signed by both parties.

DATED this \_\_\_\_ day of April, 2015

DATED this \_\_\_\_ day of April, 2015.

CITY:

CONTRACTOR:

City of Veneta  
88184 8<sup>th</sup> Street  
P.O. Box 458  
Veneta, OR 97487

Accuity, LLC  
330 Washington Street SW  
P.O. Box 1072  
Albany, OR 97321

XXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXX

By: Ric Ingham  
Its: City Administrator

By: Glen Kearns  
Its: Managing Partner



**Accuity, LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

City of Veneta  
P.O. Box 458  
Veneta, Oregon 97487

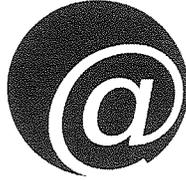
We are pleased to have the opportunity to present this proposal to provide our services to the City of Veneta and the Veneta Urban Renewal District for the years ending June 30, 2015, 2016, 2017, 2018, and 2019. Our proposal provides the information you requested, as well as additional information about our firm and our services that we believe are important to the City in its selection process.

We understand the scope of audit work will include auditing all funds of the City of Veneta and the Veneta Urban Renewal District in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* and Minimum Standards for Audits of Oregon Municipal Corporations, as well as OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, if required. We understand the objective of the services to be provided and commit to performing those services within the timeframe required by the City.

Our fee for the fiscal years ending June 30, 2015, 2016, 2017, 2018, and 2019 is listed in the table below. Our fee is inclusive of all services outlined below, including all staff time and out-of-pocket expenses. Our fee is based on the anticipated cooperation of the City's staff, as well as the assumption that the books will be closed and balanced, and all appropriate accounts reconciled to the applicable detail. If significant additional time is necessary beyond the work contemplated, we will discuss it with the City Administrator and Finance Director and arrive at a new fee estimate before we incur the additional costs. Such additional services may be set out in a supplemental agreement.

June 30, 2015	\$15,000	Standard Hourly Rates *
June 30, 2016	\$15,250	Standard Hourly Rates *
June 30, 2017	\$15,500	Standard Hourly Rates *
June 30, 2018	\$15,750	Standard Hourly Rates *
June 30, 2019	\$16,000	Standard Hourly Rates *

\* Rates vary by staff level. Current range is \$50 - \$160 per hour.



# Accuity, LLC

CERTIFIED PUBLIC ACCOUNTANTS

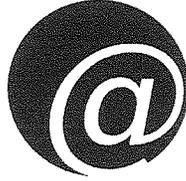
Progress billings for audit services are usually submitted monthly and at the completion of the engagement and issuance of our report. **We encourage communication throughout the year and do not charge additional fees for brief questions and information requests.**

Our firm was founded on a belief that client care is an integral part of a successful relationship, and we are committed to providing you with consistent staffing and professionals who are familiar with your engagement. This includes having a partner on-site for fieldwork and City Council presentations as well as for meetings held prior to and at the conclusion of fieldwork.

It is our goal to provide more to the City than just an audited set of financial statements. We feel that you should receive fair value for the consideration you pay to your professional advisors. Accordingly, we are committed to taking care of our clients by offering quality work, knowledgeable staff, and unparalleled client service at a fair price. We are confident that our firm can provide the professional auditing and accounting services the City requires. You have our assurance that our staff will provide the City with prompt, courteous, accurate, and reliable service. We are fully dedicated to accuracy and integrity in every engagement we perform.

The following services are included in the Fee Proposal:

- ❖ An entrance and exit conference with the City Administrator and Finance Director prior to, and at the conclusion of, fieldwork for the audit
- ❖ All audit work required to perform a complete engagement under current standards
- ❖ Copies of our adjusted trial balance and audit adjustments, if any, at the conclusion of the audit
- ❖ A written report to the audit committee or its equivalent communicating any audit adjustments, audit issues, and the scope of the contracted work
- ❖ A written report to those charged with governance communicating any control deficiencies or audit findings, if noted, and our recommendations for enhancing internal controls or improving operational efficiency and effectiveness
- ❖ Delivery of the audit report to the City no later than December 15<sup>th</sup> of each contract year
- ❖ An electronic (PDF) version and twelve (12) printed and bound copies and one unbound copy of the City's financial statements



**Accuity, LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

We confirm the following with regard to the City of Veneta:

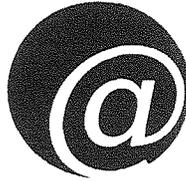
- ❖ We are independent in relation to the City of Veneta and the Veneta Urban Renewal District
- ❖ All key personnel are licensed municipal auditors in the State of Oregon as defined by Oregon Revised Statutes
- ❖ Our firm has had no legal settlements, judgments, pending or expected litigation, related to audit or other attestation services provided by the firm.
- ❖ None of our personnel have been disciplined by the Oregon State Board of Accountancy for any reason
- ❖ All information provided in this proposal is true and accurate.
- ❖ Our firm participated in the AIPCA peer review program. A copy of our most recent peer review report is attached to this proposal.

Glen O. Kearns, Managing Partner, as signer of this letter, is authorized to enter into binding agreements regarding this proposal.

Very truly yours,

Glen O. Kearns  
Certified Public Accountant  
Accuity, LLC

February 4, 2015



**Accuity, LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

**SUMMARY OF QUALIFICATIONS**

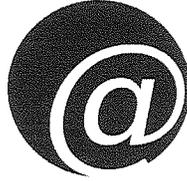
**Firm History and Profile**

Accuity, LLC is a local boutique CPA firm with expertise in all areas of accounting, attest (audit, review, compilation), and tax services for governmental and not-for-profit clients. We currently audit nine city clients throughout the State of Oregon as well as approximately twenty other municipalities. We also provide financial accounting and consulting services for numerous others. Accuity is a member firm of the Governmental Audit Quality Center, the American Institute of Certified Public Accountants and the Oregon Society of Certified Public Accountants.

An accounting firm is known for the quality of its service. Our firm's reputation reflects the high standards we demand of ourselves. Our high standards, excellent service and specialized staff spell the difference between our outstanding performance and other firms. Our goal is simple... to be our clients' most trusted advisor and consistently exceed their expectations. We achieve this by combining our experience, expertise and leadership with integrity, objectivity, and our ever-expanding resources and capabilities. By combining these abilities and the energy of our staff, each client receives close personal and professional attention.

We have purposely positioned our firm as an alternative to larger local and regional CPA firms. Because we are small by design, our firm is responsive... responsive to the needs of our clients and the ever-changing world in which they operate and responsive to their operational and reporting deadlines. We do whatever it takes to get the job done on time.

During all phases of the engagement, City management and staff are encouraged to discuss any concerns, issues, or problem areas with us. Any issues that arise during the engagement, including potential audit adjustments, management recommendations, and internal control related matters are evaluated and discussed with City management and staff for relevance and inclusion in the financial statements prior to issuance of the final report.



# Accuity, LLC

CERTIFIED PUBLIC ACCOUNTANTS

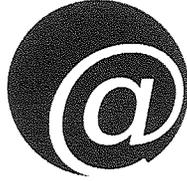
## Key Personnel

Our firm currently has two partners and three other professional and support staff that provide assistance during our engagements. Accordingly, our clients benefit from having partner level experience during all phases of the audit engagement as well as throughout the year for consultation.

	Professional Type	Municipal License No.	Started	Expires
Glen Kearns	CPA	1200	10/14/96	06/30/15
Kori Sarrett	CPA	1407	07/03/06	06/30/16

**Glen Kearns, CPA** Glen, has more than twenty years of public accounting experience in a wide range of services including accounting and assurance (audits, reviews, compilations, etc.), tax planning and preparation, business consulting, and strategic planning. Glen serves clients in a variety of industries including local governments, not-for-profit organizations, manufacturing, engineering, technology, and agriculture, among others. Glen has a Bachelor of Science degree in Business Administration from Oregon State University. He also served eight years as a Finance Officer in the United States Army prior to becoming a CPA. He is a member of the American Institute of Certified Public Accountants (AICPA) and the Oregon Society of Certified Public Accountants and is a licensed Oregon Municipal Auditor.

**Kori Sarrett, CPA** Kori has more than twelve years of experience in public accounting, specializing in audit and other attest services as well as tax preparation, planning, and consulting services for individuals and businesses. Kori also specializes in consulting for firm clients, including problem-solving, training, setup, cleanup, and improvement recommendations. Kori also has extensive experience providing payroll preparation and reporting services to clients. Kori has a Bachelor of Science degree in Business Administration/Economics from Eastern Oregon University. She is a member of the American Institute of Certified Public Accountants (AICPA) and the Oregon Society of Certified Public Accountants and is a licensed Oregon Municipal Auditor. Kori is a past board member of several not-for-profit organizations and currently serves as board treasurer for a local youth sports organization. She is a former member of the audit committee for a local credit union.



# Accuity, LLC

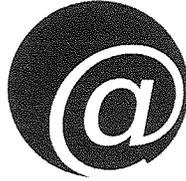
CERTIFIED PUBLIC ACCOUNTANTS

## Audit Experience with Federally Funded Organizations

We have performed Single Audits for numerous governmental organizations throughout the State of Oregon ranging in size from counties to smaller cities and special districts. Accordingly, we are well versed in dealing with the challenges faced by organizations that must comply with federal grant requirements and guidelines. We understand the unique challenges smaller organizations face in attempting to balance the need for sound internal controls required by federal agencies with providing efficient and effective operations and service to customers.

Because we have significant experience with a broad range of municipalities and non-profit organizations throughout the State of Oregon, we are routinely able to provide our clients with recommendations regarding strengthening and improving internal controls.

We understand that accounting is a technical field and is very often confusing to the layperson. Accordingly, we avoid using "accounting speak" whenever possible and instead explain accounting terminology in plain English terms and use real world examples that are easy to understand. In addition, we routinely assist our clients with interpretation of OMB Circular A-133 and other compliance requirements in their operations.



# Accuity, LLC

CERTIFIED PUBLIC ACCOUNTANTS

## Audit Engagement Organization

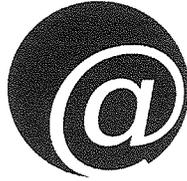
We utilize a backward planning methodology to ensure we meet client deadlines. We coordinate closely with management and key personnel when scheduling both interim and final fieldwork for the audit to ensure completion of the audit in as timely a manner as possible. We communicate frequently throughout the engagement to keep information flowing and manage deadlines.

We organize our audit engagements into three phases as follows:

**Planning Phase** Our audit planning involves obtaining a detailed understanding of the City, its business environment, and internal controls; determining materiality levels, troublesome audit areas, and potential audit adjustments. To assess control risk of the City, we focus on your organizational structure, operations, and the overall environment in which the City operates. We conduct a planning meeting to identify the critical audit areas; discuss the risks of misstatements, fraud, and noncompliance; make a preliminary risk assessment; determine preliminary analytical review procedures; and draft a plan for each significant area of the audit.

**Audit Work Phase** We initially obtain an understanding of the flow of information and your system through inquiry and observation, and evaluate the effectiveness of internal controls. Verification of design and implementation of internal controls, as well as evaluation and testing of the City's compliance with laws and regulations that have a direct and material effect on the financial statements is generally conducted during this phase, if deemed necessary.

Based on our preliminary risk assessment and information obtained during initial inquiries, we perform appropriate substantive audit procedures on the significant areas in the financial statements. The substantive procedures performed include, but are not limited to, inspection, observation, inquiry, confirmation, recalculation, reperformance, and analytical procedures. We may use statistical or other sampling to test specific accounts or audit areas. After completing our substantive testing, we perform an overall analytical review to confirm our expectations, as well as to determine whether additional testing of certain areas is warranted.



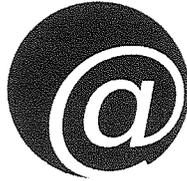
# Accuity, LLC

CERTIFIED PUBLIC ACCOUNTANTS

We intend to use City staff to document the City's internal controls and related processes and procedures, if not already completed. We will ask that City staff provide reconciliations for all major asset, liability, and net asset (fund balance) accounts. We will also request that payroll and payroll tax expenses be reconciled to the quarterly reports filed with the Internal Revenue Service. Other audit schedules that we may request City staff to prepare include budget reconciliations, grant revenue reconciliation, summary of public contracts awarded, check registers for the fiscal year, and a City Council member listing. We request that these items be available a minimum of two (2) weeks prior to the beginning date of fieldwork for the City.

**Final Review & Completion Phase** During the completion phase, any issues that arose during prior phases of the audit are evaluated and discussed with City staff and management for relevance and inclusion in the financial statements. Audit documentation and financial statements are reviewed to ensure that they meet our quality control standards. A draft copy of the financial statements, as well as a letters to the council and management expressing our comments and recommendations relative to improvements in internal control and accounting policies and procedures are provided to the City for review.

Copies of our final trial balance, audit adjustments (including the reasons for the adjustments), draft financial statements, draft communication letters and the management representation letter are provided to your staff at this time. The aforementioned information is generally transmitted to the City via email in PDF format, unless requested otherwise. After acceptance and approval of the audit adjustments and draft copy of the financial statements by the City, the final report is issued.



**Accuity, LLC**  
CERTIFIED PUBLIC ACCOUNTANTS

**Staffing and Professional Development**

We are very selective in the staff that we hire to ensure they meet our rigorous standards and can provide the level of performance and client care for which we have become known. We have had no staff turnover in the prior three years.

We believe that consistent engagement staffing is the key to both performing an efficient audit as well as maintaining strong client relationships. Accordingly, our policy is to not rotate staff on engagements unless requested by client management or where unavoidable circumstances arise. Furthermore, since Firm partners are actively involved in all phases of the audit, our clients have direct access to the decision makers.

Our audit staff receive ongoing continuing professional education (CPE) in a wide variety accounting and attestation areas to maintain their professional competence and provide quality professional services to our clients. Our CPE program meets, and in many cases, exceeds the minimum requirements of both the AICPA and Oregon State Board of Accountancy.

Our estimate of the hours needed to complete the City of Veneta's audit engagement, and related cost, is as follows:

	Hours	Hourly Rate	Total
Engagement Partner	28	\$ 160	\$ 4,480
Engagement Manager	40	130	5,200
Engagement Staff	40	75	3,000
Administrative Staff	24	50	1,200
Expenses			1,120
Total			\$ 15,000

The hours and fees above include all required services for the audit of both the City of Veneta and the Veneta Urban Renewal Agency including the preparation of the financial statements, supplemental information, and note disclosures.



## EXHIBIT B

### ORS CHAPTER 279B PUBLIC CONTRACTING REQUIREMENTS FOR PUBLIC SERVICE CONTRACTS

- (1) Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor. ORS 279B.220(1).
- (2) Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the contract. ORS 279B.220(2).
- (3) Contractor shall not permit any lien or claim to be filed or prosecuted against the Contracting Agency on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted. ORS 279B.220(3).
- (4) Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617. ORS 279B.220(4).
- (5) Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. ORS 279B.230(1).
- (6) Contractor shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, *et seq.* ORS 279B.235(3).
- (7) The Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work. ORS 279B.235(2).
- (8) All subject employers working under the contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126. ORS 279B.230(2).
- (9) All sums due the State Unemployment Compensation Fund from the Contractor or any

Subcontractor in connection with the performance of the contract shall be promptly so paid.  
ORS 701.430.

- (10) The contract may be canceled at the election of Contracting Agency for any willful failure on the part of Contractor to faithfully perform the contract according to its terms. Public Contracting Rule 137-049-0200(1)(b)(A).
- (11) Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.
- (12) Contractor certifies that it has not discriminated against minorities, women or emerging small business enterprises in obtaining any required subcontractors. ORS 279A.110.
- (13) Contractor may not assign this contract, delegate its duties, or subcontract these services without prior written approval from Contracting Agency. Public Contracting Rule 137-047-0260(2)(f).



## RESIDENTIAL LEASE

This lease is between the City of Veneta (Lessor) and Kyle and Tricia Schauer (Lessees).

1. **Premises.** The Lessor, in consideration of the mutual covenants and conditions exchanged herein and the rental payment provided for herein, hereby leases and lets to Lessees a residential dwelling and approximately a ½ acre yard at the premises described as follows:

88658 Territorial Road, Elmira, Oregon

and further delineated on Exhibit A, attached hereto.

This specifically does not authorize or allow Lessees' use of any other property surrounding the described leasehold.

2. **Term.** This lease shall run for a period of two (2) years commencing on the 1st day of April, 2015, and terminating at 12:00 midnight on the 1st day of April, 2017. This lease shall automatically be extended for one (1) additional two (2) year unless terminated by Lessees or Lessor prior to the end of the then current term.

3. **Purpose.** Lessees agree to use and occupy the premises for residential purposes for immediate family only and for no other purpose.

4. **Rental.** The Lessees agree to pay \$800.00 per month as rent for the premises in monthly installments payable in advance by the 5th day of each month beginning on the 5th day of April, 2015. The rent shall be paid to Lessor at 88184 8<sup>th</sup> Street, Veneta, Oregon.

5. **Security Deposit.** A security deposit is not required.

6. **Compliance with Law.** The Lessees, at their own expense, shall promptly observe and comply with all present and future laws, orders, regulations, rules, ordinances and requirements of federal, state, county and city governments with respect to the use, care and control of the leased premises.

7. **Protection of Property.** Lessees shall at all times use the premises in a reasonable manner considering the purpose for which they were intended; keep it clean, sanitary and free from accumulation of debris, filth, rubbish and garbage; dispose of all ashes, garbage, rubbish and other wastes in a clean and safe manner; not deliberately nor negligently destroy, deface, damage, impair or remove any part of the premises nor permit any person to do so and conduct themselves and require other persons on the premises to conduct themselves in a peaceable manner.

8. **Representations.** The Lessees acknowledge that this lease is accepted and executed on the basis of their own examination and personal knowledge of the value and condition of the premises; that no representation as to the value, condition or repair of the premises has been made by Lessor or Lessor's agents, and that the Lessees agree to take this leasehold premises in the condition the premises are in at the present time of the execution of this lease.

9. **Assignment and Sub-Lease.** The Lessees covenant that this lease shall not be assigned, and that no portion of the leased premises will be sublet by the Lessee without the written consent of the Lessor. If Lessees make such an assignment, or sublease without the written consent of Lessor, such assignment or sublease shall be null and void, and Lessor shall have the option and right to terminate this lease and re-enter the premises. The exercise of this option by Lessor shall not be a waiver by Lessor of its right to collect damages from Lessees breach of this agreement.

10. **Return of the Premises.** Upon the expiration of this lease or upon its termination for any cause, Lessees will surrender the premises in as good order and condition as when received, reasonable wear and tear, damage from the elements, fire, acts of God, or other casualty not caused by the negligence or fault of the Lessees, agents, guests or invitees, excepted.

11. **Access by Lessor.** Lessor, or Lessor's representatives and agents, shall have reasonable access to the premises at reasonable times for the purpose of examining or exhibiting the same, or to make any repairs or alterations on the premises which the Lessor deems convenient for the maintenance or preservation thereof. Lessor shall have the right to place on the premises "For Rent" signs at any time within thirty (30) days prior to the expiration of this lease. This paragraph shall not be construed to impose upon Lessor any obligation to repair.

12. **Repairs.** The obligation to repair, maintain, improve or remodel the premises shall be apportioned among Lessor and Lessees as follows:

(a) Lessor shall be obligated to maintain and repair the following:

(2) The roof, exterior walls, outside plumbing, and major repairs to the interior plumbing not caused by Lessees.

(3) Major repairs to the hot water heater, range, refrigerator and furnace.

(4) A major repair is defined as one exceeding \$100.00 on each occasion, provided however, the furnace shall be cleaned once each year at Lessor's expense, whether or not the cost exceeds \$100.00.

(b) Lessees shall be responsible for the following maintenance, repairs, improvements, and remodeling:

(1) All glass breakage to the premises.

(2) The maintenance of the exterior sidewalk and driveway in front of the premises.

(3) Any painting to the interior of the premises desired by Lessees, subject to Lessor's approval of the color.

(4) All minor maintenance and repairs required to the hot water heater, refrigerator, range and furnace. Minor maintenance and repairs are those which do not exceed \$100.00 on each occasion.

(5) Replacement of light bulbs.

(6) Maintenance of the yard, including watering, weeding the flower gardens and lawn, trimming the shrubs and mowing the lawn.

(7) Any and all improvements or remodeling required or desired by Lessees, provided however, no such improvement or remodeling shall be accomplished without first having received the written consent of Lessor.

(8) Repair or replacement of any of Lessor's property damaged or destroyed by Lessees, Lessees' agents, guests or invitees.

(9) The cleaning and maintenance of the rain gutters and downspouts.

(10) All other items of maintenance and repair not specifically identified as being the obligation of Lessor.

13. **Liens and Encumbrances.** The Lessees shall keep the leased premises free and clear of any and all liens or encumbrances imposed or threatened to be imposed on the leased premises by reason of any contract, act or omission by the Lessees.

14. **Injury to Property or Person.** The Lessees shall be responsible for the condition of the leased premises and the sidewalk in front of the premises during the term of this lease, any damage or injury to property or person resulting from the condition of the leased premises or sidewalk, or the activities of Lessees, and Lessees' agents and employees thereon, or any independent contractor hired by Lessees. Lessees agree to indemnify and hold Lessor harmless from any liability or loss caused by such conditions or activities.

15. **Utilities.** The parties acknowledge that some utilities are joint utilities and the parties will separately arrive at an agreement regarding distribution of costs.

16. **Termination or Re-Letting on Default.** In case Lessees violate or omit to perform any of the covenants or conditions herein contained, or in case the premises shall become vacant for an extended period exceeding seven (7) days, or be abandoned or deserted by the Lessees, Lessor may exercise one of the following options: (a) Re-enter the premises without notice and take possession thereof and in such event, Lessor may elect to terminate the lease or relet the premises at any time as the agent of Lessees, and whatever rent obtainable shall be applied first to the payment of any expenses of Lessor in re-entering and re-letting, and then to the payment of the rent due and to the fulfillment of Lessees covenants and the excess, if any, shall be paid to the Lessees. Lessees, in this option, shall remain liable to the Lessor for any deficiency.

(b) Consider such act to be a breach of the lease and accelerate the obligations of Lessees so that Lessor may initiate whatever action is available to Lessor, either at law or in equity and recover whatever damages Lessor suffered as a result of such breach.

17. **Destruction of Premises.** If the leased premises are destroyed or injured by an act of God, by fire or other casualty not occasioned by the act or omission of Lessees, to such an extent that Lessor consider it impractical or inadvisable to repair the damage or to reconstruct the premises, then Lessor shall give Lessees notice of

such decision and this lease shall terminate as of the date of such destruction. Lessor shall have a period of thirty (30) days following the destruction or damage in which to decide whether the repairs or reconstruction shall be made. If Lessor decides to repair or reconstruct, and proceeds with due diligence to effect the repairs or reconstruction, this lease shall continue in full force and effect. In any event, Lessees shall be entitled to a reduction of rent from the date of such destruction or damage until the repairs or reconstruction is completed, in an amount proportionate to the extent to which such damage and destruction and the making of the repairs or reconstruction interferes with the occupancy by Lessees of the premises.

18. **Insurance and Taxes**. Lessor and Lessees shall each insure their own property. The Lessor shall pay all real property taxes and assessments and the Lessees shall pay any taxes or assessments on any property of the Lessees on said premises.

19. **Insolvency of Lessees**. If the Lessees (or either of them) file a petition in bankruptcy or is declared bankrupt or insolvent according to law, or make an assignment for the benefit of creditors, or if the leasehold estate is taken, or sought to be taken, on execution, then at the option of Lessor, this lease shall terminate and Lessor, without notice or demand, may re-enter the premises and remove all persons, and effects without prejudice to any remedies which might otherwise be used by the Lessor for any breach of Lessees covenants.

20. **Notice**. Lessees shall not be deemed in default until notice has been given as follows:

(a) For failure to pay rent within seven (7) days after it is due, notice shall be 72 hours.

(b) For all other defaults, notice shall be thirty (30) days for the first occurrence and, for the second occurrence of substantially the same act, notice shall be ten (10) days.

(c) Any notice required to be given hereunder or by law shall be in writing and may be delivered personally or by certified mail, addressed to the Lessees at P.O. Box 1292 Veneta, Oregon 97487, whether or not Lessees have departed from, vacated, or abandoned the premises, or Lessor at 88184 8<sup>th</sup> Street, Veneta, OR 97487, or to either of them in any manner prescribed by law.

21. **Interpretation.** All the covenants, agreements, conditions and terms contained in this lease shall be binding upon, apply to and inure to the benefit of the successors and assigns respectively of Lessor and Lessees, and all such covenants shall be construed as covenants running with the land. This paragraph shall not be construed as consent by Lessor to the assignment or subletting of the leasehold premises.

22. **Waiver.** Failure of Lessor to insist upon the strict performance of the terms, covenants, agreements and conditions contained in this lease, or any of them, shall not constitute or be construed as a waiver or relinquishment of Lessor's right to thereafter enforce any such term, covenant, agreement or condition but the same shall continue in full force and effect.

23. **Litigation Expense.** If any legal proceeding is initiated which directly or indirectly arises out of this lease, including a suit by Lessor to recover possession of the premises, then the prevailing party in such proceeding shall be entitled to a reasonable attorney's fee allowed in such proceeding, or in any appeal therefrom, as well as the costs and disbursements of such proceedings.

24. **Appliances.** The leased premises are unfurnished except for a range, refrigerator and drapes. Upon the expiration of this lease or its termination for any cause, Lessees covenant that the appliances and drapes shall be returned in as good order and condition as when received, reasonable wear and tear, damage from the elements, fire, acts of God and other casualty not caused by the negligence or fault of Lessees, excepted.

25. **Access.** The parties acknowledge that access to the property, subject to this agreement, is over a shared access driveway, available for use by Lessor, Lessees, and the Oregon Country Fair. Lessees acknowledge that alterations and modifications are expected to be done on the access road during the coming year. Lessees also acknowledge that there is an additional access south of Lessees' rented property. Both accesses will have significant use by the Oregon Country Fair during the second and third weeks of July of each year. Lessees acknowledge that this may an inconvenience regarding access to Lessees' property and specifically waive any claims against Lessor as a result thereof. Lessees further acknowledge that Lessor will be using the access road for access to additional property owned by Lessor and used for

equipment storage and spray irrigation activities that surround Lessees' leasehold.

26. **Hazardous Substances.** Lessees shall comply fully with all laws pertaining to the protection of human health and the environment, all laws regarding the use, generation, storage, transportation, treatment, disposal or other handling of hazardous substances. Lessees shall promptly advise Lessor in writing of any hazardous substances regulated by such laws that are used, generated, manufactured, stored, transported or otherwise handled on the property. Lessees shall exercise extreme care in handling any hazardous substances and shall not cause or permit hazardous substances to be spilled, leaked, disposed of or otherwise released on the property. The term "hazardous substances" is used in its very broadest sense and refers to materials which, because of their quantity, concentration, or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly handled, treated, stored, transported, disposed of or otherwise managed. The term shall include, but is not limited to, all hazardous substances, hazardous materials and hazardous wastes listed by the U.S. Environmental Protection Agency and the state in which the property is located under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TCSA), and comparable state statutes.

27. If this lease, or any portion thereof, is determined to be unlawful, ineffective or unenforceable, the remainder of the lease will continue.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

LESSOR

By: XXXXXXXXXXXXXXXXXX  
City of Veneta

LESSEES

XXXXXXXXXXXXXXXXXX  
Kyle Schauer

XXXXXXXXXXXXXXXXXX  
Tricia Schauer



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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### **Title/Topic: E. Bolton Rd. Sewer Improvement Call to Advertise for Bids**

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Meeting Date: April 13, 2015  
Department: Community Development

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

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#### **ISSUE STATEMENT**

Council is being asked to make a motion to call for bids for construction of the E Bolton Rd sewer improvement project.

#### **BACKGROUND**

Per Veneta Municipal Code Chapter 3.10 - Public Improvements and Special Assessments, Section 3.10.070. Call for Bids:

*“(1) The council may, at its discretion, direct the city recorder to advertise for bids for construction of all or any part of the improvement project on the basis of the council-approved engineer’s report and before the passage of the resolution, or after the passage of the resolution and before the public hearing on the proposed improvement, or at any time after said public hearing; provided, however, that no contract shall be let until after the public hearing has been held to hear remonstrances and oral objections to the proposed improvement.”*

On March 9, 2015 City Council approved the Engineer’s Report for the East Bolton Rd Sewer Improvement LID and adopted Resolution 1165, declaring the City’s intention to Form a Local Improvement District to fund the E Bolton Rd sewer improvement project.

If Council approves a call for bids, staff anticipates approving a contract at the June 8, 2015 Council meeting, well after the April 13, 2015 public hearing. As proposed the timeline complies with Section 3.10.070 above.

Awarding a contract in June will allow the City to begin construction in June or July of 2015 with project completion in July or August.

#### **RELATED CITY POLICIES**

Veneta Municipal Code Chapter 3.10 regulates the formation of an improvement district. The City Council has passed several previous Ordinances for the formation and assessment of properties for an LID.

#### **COUNCIL OPTIONS**

Make a motion for the City Recorder to advertise for bids for the construction of the project based on the council approved Engineers Report. Council may choose to call for bids at a later date if desired.

**CITY ADMINISTRATOR’S RECOMMENDATION**

Make a motion for the City Recorder to advertise for bids for the construction of the E Bolton Rd sewer improvement project on the basis of the council approved Engineer’s Report.

**SUGGESTED MOTIONS**

1. *“I make a motion for the City Recorder to advertise for bids for the construction of the E Bolton Rd sewer improvement project on the basis of the council approved Engineer’s Report.”*

**ATTACHMENTS**

None

CITY OF VENETA

ORDINANCE NO. 519

AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT  
ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494  
RELATING TO REQUIRED IMPROVEMENTS

WHEREAS, the City recognizes that requiring the construction of improvements fronting a single or isolated lot at the time of building permit issuance may not always be in the public's best interest, particularly where full street improvement construction, rather than piecemeal installation would better serve the City; and

WHEREAS, the City wishes to incentivize developing real property, including individual infill lots, within the City of Veneta; and

WHEREAS, the City must ensure that public improvements will be constructed when feasible and when it makes practical sense for neighboring properties and adjacent streets; and

WHEREAS, pursuant to Section 11.0 of Veneta Land Development Ordinance No. 493, the Veneta City Council initiated amendments to the City's provisions addressing required improvements on June 24, 2014; and

WHEREAS, the Planning Commission held a properly noticed public hearing on the proposed amendments on January 6, 2015, and adopted findings of fact, and recommended to the City Council that Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494 be amended as presented in this Ordinance; and

WHEREAS, the Veneta City Council held a properly noticed public hearing on February 9, 2015 and took testimony on this matter; and

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

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

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

**Section 2.** Veneta Land Development Ordinance No. 493, Section 5.14(2)(a) is hereby amended as follows:

“Before approval of a building permit, the land developer may be required to install required street, sidewalk, water, sewer, storm sewer, drainage and other required public facilities (“Improvements”), or execute and record against the property an agreement between the owner of land and the City specifying the period of time within which required Improvements and repairs shall be completed (“Improvement Agreement”). The Improvement Agreement shall provide that, if Improvements are not installed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorneys’ fees necessary to collect said amounts from the land developer or lien the property in this full amount. In any event, the land developer shall repair existing streets or other public utilities damaged in the process of building the development.”

**Section 3.** Veneta Land Development Ordinance No. 493, Section 5.14(2)(b) is hereby amended as follows:

“In the City’s sole discretion, the City Administrator may substitute an irrevocable petition to install one or more required Improvements for the Improvement Agreement referenced in (2)(a) of this Section 5.14 after determining that immediate Improvement construction is not in the City’s best interest. Such a determination may, but need not, be based on circumstances where the proposed development is not adjacent to a paved street with curbs and gutters. In conjunction with the irrevocable petition, the developer may be required to deposit with the City a cash payment, surety bond, or letter of credit in an amount determined by the City Administrator not exceeding the cost of Improvement construction, as based upon an estimate approved by the City Engineer (“Deposit”). The irrevocable petition shall reference the deposit and cover future Improvement installation to the extent actual installation costs exceed the Deposit amount.”

**Section 4.** Veneta Land Development Ordinance No. 493, Section 6.03(1)(a) is hereby amended as follows:

Vicinity Map. A scaled vicinity map clearly showing the relationship of the proposed site to surrounding developments, tax lots, streets, storm drainage(s), sewer, water and other required public facilities.”

**Section 5.** Veneta Land Development Ordinance No. 493, Section 6.03(1)(b)(4)(e) is hereby amended as follows:

“Location of all other underground facilities, including phone, electricity, and cable television.”

**Section 6.** Veneta Land Development Ordinance No. 493, Section 6.04(1)(h) is hereby amended as follows:

“Installation of public facilities.”

**Section 7.** Veneta Land Development Ordinance No. 493, Section 6.05(1)(d) is hereby amended as follows:

“That adequate water, sewer, and other required facilities, for the proposed use are available.”

**Section 8.** Veneta Land Development Ordinance No. 493, Section 5.14(7) is hereby repealed in its entirety.

**Section 9.** Veneta Land Division Ordinance No. 494, Section 7.04 is hereby amended as follows:

“The same improvements required to serve a subdivision shall be required to serve each building site of a partition. However, if the Planning Commission or Building and Planning Official finds that the nature of development in the vicinity of the partition makes installation of some improvements, such as street width expansions, sidewalks or storm drainage unreasonable, the Planning Commission or Building and Planning Official may except those improvements. Exceptions to these improvements may be made only if a street grade has not been established or if installing such improvements could make traveling or walking dangerous due to the intermittence of the improvements. A recorded irrevocable petition will be required for excepted improvements. In conjunction with the irrevocable petition, the developer may be required to deposit with the City a cash payment, surety bond, or letter of credit in an amount not to exceed the cost of improvement construction, as based upon an estimate approved by the City Engineer. The irrevocable petition shall reference the deposit and cover future improvement installation to the extent actual installation costs exceed the deposit amount. In lieu of excepting an improvement, the Planning Commission may recommend the installation of the improvements to the City Council under special assessment financing or other facility extension policies of the City.”

**Section 10.** Veneta Land Division Ordinance No. 494, Section 7.05 is hereby amended as follows:

“Before final approval of a subdivision plat or, unless excepted under Section 7.04, a partition map, the land divider shall either install required improvements and repair existing streets and other public facilities damaged in the development of the property or execute and file with the City an agreement between himself and the City, specifying the period within which required improvements and repairs shall be completed and providing that, if the work is not

completed within the period specified, the City may complete the work and recover the full cost and expense, together with court costs and attorney fees necessary to collect said amounts from the land divider. The agreement shall also provide for reimbursement of the City for the cost of inspection by the City in accordance with Section 7.06.”

**Section 11.** Veneta Land Development Ordinance No. 493, Section 13.02 is hereby amended to insert the following additional definition in alphabetical order:

“Facilities: For the purposes of this Code, facilities are water, sewer, stormwater, telephone, cable, natural gas, electric, telecommunication facilities and broadband fiber conduit.”

**Section 12.** Veneta Land Division Ordinance No. 494, Section 8.06 is hereby amended to insert the following additional definition in alphabetical order:

“Facilities: For the purposes of this Code, facilities are water, sewer, stormwater, telephone, cable, natural gas, electric, telecommunication facilities and broadband fiber conduit.”

**Section 13.** All unamended provisions of Ordinance Nos. 493 and 494 shall remain in full force and effect.

READ FOR A FIRST TIME, BY TITLE ONLY, this 9th day of March, 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 present having requested that it be read in full.

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

XXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra Larson  
Executed on \_\_\_\_\_

ATTEST:  
  
XXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, Assistant City Recorder  
  
Executed on \_\_\_\_\_

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: Pavement Preservation Plan

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Meeting Date: April 13, 2015  
Department: Public Works

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

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### ISSUE STATEMENT

At the Council's direction, staff has prepared the following six-year Pavement Preservation Plan.

### BACKGROUND

On February 9, 2015, a work session was held with the City Council to review a pavement assessment report prepared by Lindsie Hammond of Pavement Services, Inc.(PSI). After a Powerpoint presentation of the executive report by Hammond, the City Council then directed staff to prepare a six-year Pavement Preservation Plan to remedy deficiencies identified in PSI's 2014 report titled *Pavement Condition Index Survey and Evaluation of the City of Veneta's Street Network*. The following is an overview of that plan.

Following the Council's desire to implement PSI's recommendation of scenario 2-*Funding to Stabilize Street System at Current Conditions*, a tentative schedule of projects has been developed based on the recommended funding amount of \$450,000 per year for that scenario.

The schedule of projects follows the recommendations put forward by PSI in their report. The first few years of the Pavement Preservation Plan will focus solely on trying to maintain and stabilize the condition of many of our existing streets to protect the investments that have already been made.

The last three years of the plan focus on repairing the street sections that are identified as needing major repairs. These projects require extensive repairs and in most cases, replacement of the existing asphalt and base rock. These projects will be expensive and the City may decide to incorporate other Capital projects such as the installation of curb, gutters, and sidewalks to those sections at the time of construction to maximize the investment.

The report utilized a five category rating system that rated all street sections either Good, Average, Fair, Poor, or Very Poor. After completion of the six-year Pavement Preservation Plan, all street sections identified in the assessment report as being rated Fair or below, will have been addressed and brought up into the Good category. The plan also will elevate almost all sections rated as Average into the Good category.

Shauna Hartz has prepared several options to finance and fund the six-year Pavement Preservation Plan.

She will be giving a presentation of these options at the Council meeting. To move forward, staff will need direction from the City Council as to which finance option to pursue.

### **RELATED CITY POLICIES**

It was recommended in PSI's report that follow up pavement surveys be made every three years. I recommend that the City follow that recommendation in order to re-evaluate the Pavement Preservation Plan.

### **COUNCIL OPTIONS**

Give direction to staff regarding finance and funding options.

### **CITY ADMINISTRATOR'S RECOMMENDATION**

None at this time.

### **SUGGESTED MOTION**

None requested

### **ATTACHMENTS**

1. Pavement Preservation Plan-Tentative Project Schedule.
2. Street Funding Options for Pavement Preservation Plan.

## Pavement Preservation Plan Tenetative Schedule

BranchID	Sec ID	Last Construction Date	Classification	Area (SqFt)	Age at Inspection	PCI	Condition Rating	Project Year	Project Type	Projected Cost
10TH ST	2	11/18/1997	Local Access	26,505	17	66	Average	2015	Slurry Seal	7,951.00
3RD ST	2	5/27/1999	Local Access	6,510	15	69	Average	2015	Slurry Seal	8,653.00
3RD ST	3	5/27/1999	Local Access	6,371	15	69	Average	2015	Slurry Seal	w/sec 2&5
3RD ST	5	6/1/2003	Local Access	15,964	11	85	Good	2015	Slurry Seal	w sec 2&3
4TH ST	2	11/25/2004	Local Access	15,959	10	80	Average	2015	Slurry Seal	4,788.00
5TH ST	4	6/1/1977	Local Access	20,650	37	81	Good	2015	Slurry Seal	6,195.00
6TH ST	1	11/26/1999	Local Access	9,667	15	70	Average	2015	Slurry Seal	17,819.00
6TH ST	2	5/27/2011	Local Access	9,713	3	93	Good	2015	Slurry Seal	w/sec 1&3
6TH ST	3	6/1/1977	Local Access	40,018	37	71	Average	2015	Slurry Seal	w/sec 1&2
8TH ST	1	6/1/2002	Minor Collector	33,770	12	84	Good	2015	Slurry Seal	13,040.00
8TH ST	2	5/20/2003	Minor Collector	9,697	11	77	Average	2015	Slurry Seal	w/sec 1
9TH ST	4	6/1/1973	Local Access	8,704	41	75	Average	2015	Slurry Seal	2,611.00
ACORN CT	1	6/1/1976	Local Access	5,151	38	72	Average	2015	Slurry Seal	1,545.00
BERRY LN	1	6/1/1976	Local Access	11,525	38	69	Average	2015	Slurry Seal	5,242.00
BERRY LN	2	6/1/1976	Local Access	5,951	38	61	Fair	2015	Slurry Seal	w/sec 1
BLEK DR	2	6/1/1972	Local Access	22,635	42	84	Good	2015	Slurry Seal	6,791.00
BROADWAY AVE	1	5/27/2003	Minor Collector	29,521	11	77	Average	2015	Slurry Seal	8,856.00
BROADWAY AVE	2	5/27/2003	Minor Collector	16,439	11	77	Average	2015	Major M&R	35,509.00
CHERRY LN	1	6/1/1976	Local Access	11,005	38	79	Average	2015	Slurry Seal	3,301.00
DUNHAM AVE	5	11/26/1999	Local Access	23,370	15	70	Average	2015	Slurry Seal	7,011.00
FOREST CT	1	6/1/1980	Local Access	5,272	34	61	Fair	2015	Slurry Seal	1,582.00
HUNTER AVE	4	5/18/2008	Major Collector	28,479	6	87	Good	2015	Slurry Seal	8,544.00
JEANS RD	1	5/19/2008	Major Collector	125,202	6	87	Good	2015	Slurry Seal	37,561.00
NORMAN AVE	1	6/1/1977	Local Access	16,358	37	79	Average	2015	Slurry Seal	4,907.00
OAK ISLAND DR	2	6/1/1976	Local Access	7,435	38	49	Poor	2015	Slurry Seal	8,322.00
OAK ISLAND DR	3	6/1/1976	Local Access	20,307	38	79	Average	2015	Slurry Seal	w/sec 2
PARKSIDE DR	1	6/1/1980	Local Access	7,132	34	62	Fair	2015	Slurry Seal	2,140.00
PONDEROSA DR	1	6/1/2003	Local Access	10,971	11	59	Fair	2015	Slurry Seal	3,291.00
TERRITORIAL CT	1	6/1/1977	Local Access	22,457	37	60	Fair	2015	Slurry Seal	6,737.00
TRINITY ST	1	6/1/2005	Minor Collector	45,976	9	89	Good	2015	Slurry Seal	13,793.00
WOODLAND AVE	1	6/1/1972	Local Access	11,052	42	66	Average	2015	Slurry Seal	7,596.00
WOODLAND AVE	2	6/1/1972	Local Access	25,316	42	93	Good	2015	Slurry Seal	w/sec 1
5TH ST	2	5/26/1992	Local Access	19,902	22	55	Fair	2015	Major M&R	77,259.00

E BOLTON RD	1	11/17/1980	Minor Collector	7,998	34	32	Very Poor	2015	Major M&R	64,024.00
E BOLTON RD	2	11/17/1982	Minor Collector	28,422	32	36	Poor	2015	Major M&R	40,000.00
								Total 2015	\$ 405,068.00	
CHENEY DR	2	6/1/1977	Minor Collector	56,734	37	55	Fair	2016	Major M&R	142,545.00
CHENEY DR	3	6/1/1977	Local Access	6,611	37	60	Fair	2016	Major M&R	14,279.00
2ND ST	2	6/1/2010	Local Access	11,574	4	71	Average	2016	Major M&R	31,434.00
PARKSIDE DR	2	6/1/1980	Local Access	31,898	34	50	Poor	2016	Major M&R	147,144.00
5TH ST	5	6/1/2002	Local Access	6,177	12	55	Fair	2016	Major M&R	22,887.00
E BROADWAY AVE	5	6/1/1997	Minor Collector	14,655	17	66	Average	2016	Major M&R	39,560.00
								Total 2016	\$ 397,849.00	
MCCUTCHEON AVE	1	11/25/1994	Local Access	48,412	20	60	Fair	2017	Major M&R	278,398.00
MCCUTCHEON AVE	2	11/25/1981	Local Access	8,877	33	34	Very Poor	2017	Major M&R	w/sec 1 & 3
MCCUTCHEON AVE	3	5/27/1994	Local Access	10,060	20	59	Fair	2017	Major M&R	w/sec 1& 2
TIDBALL LN	1	11/17/1980	Local Access	6,650	34	32	Very Poor	2017	Major M&R	57,390.00
5TH ST	1	5/27/1971	Local Access	3,147	43	13	Very Poor	2017	Major M&R	5,000.00
								Total 2017	\$ 340,788.00	
DAWN CT	1	6/1/1980	Local Access	12,819	34	61	Fair	2018	Major M&R	47,045.00
9TH ST	5	6/1/1999	Local Access	34,488	15	61	Fair	2018	Major M&R	126,669.00
DUNHAM AVE	6	11/25/1993	Local Access	12,041	21	58	Fair	2018	Major M/R	70,440.00
JEANS RD	2	11/18/1993	Major Collector	26,340	21	58	Fair	2018	Slurry Seal	105,253.00
								Total 2018	\$ 349,407.00	
8TH ST	3	11/18/1978	Minor Collector	60,027	36	28	Very Poor	2019	Major M&R	458,006.00





City of Veneta  
Comparison Chart

**Preservation Only**

For Street Funding Options

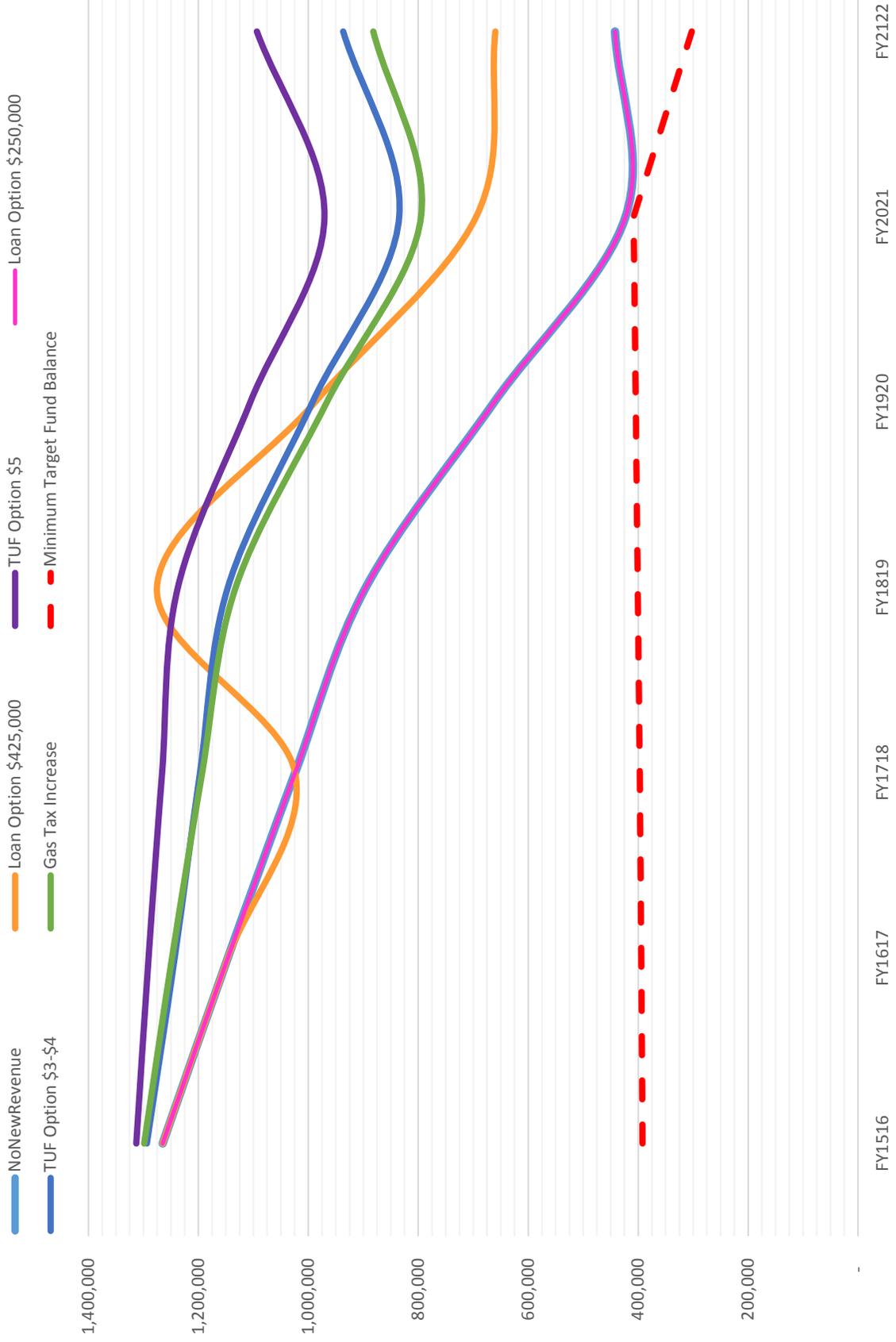
	FY1516	FY1617	FY1718	FY1819	FY1920	FY2021	FY2122	Fund Balance at June 30, 2022
No New Revenue	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve				\$ 442,104
Loan Option \$425,000	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Take out a loan of \$425,000; payments \$4,508 per month 10 months	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	\$ 659,746
Loan Option \$250,000	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve				\$ 442,104
Transportation Utility Fee Option \$5/month	Use \$100,000 of reserve; implement TUF of \$5/mth	Use \$100,000 of reserve; increase TUF by 2% (\$5.10/mth)	Use \$100,000 of reserve; increase TUF by 2% (\$5.20/mth)	Use \$100,000 of reserve; increase TUF by 2% (\$5.31/mth)	Increase TUF by 2% (\$5.41 per mth)	Increase TUF by 2% (\$5.52 per mth)	Increase TUF by 2%	\$ 1,093,605
Transportation Utility Fee Option \$4/month	Use \$100,000 of reserve; implement TUF of \$3/mth January 2016	Use \$100,000 of reserve; increase TUF to \$3.50/mth	Use \$100,000 of reserve; increase TUF to \$4.00/mth	Use \$100,000 of reserve; increase TUF to 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	\$ 936,581
Increase Gas Tax (from .03 to .05 per gallon)	Use \$100,000 of reserve; increase Gas Tax by .02 per gallon	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve				\$ 881,807

All scenarios include:

Fund Balance June 30, 2014 was \$1,672,569  
 Spending \$425,000 per year for 6 years on preservation (FY15-16 through FY20-21)  
 After FY20-21 spending on preservation drops to \$161,000 per year  
 Transfer from Reserve to Street Fund \$100,000 per year for 4 years (FY15-16 through FY18-19)

# Changes in Street Fund Balance by Option

## Preservation Only



**Preservation with Capital Projects in FY2122 and FY2627**

For Street Funding Options

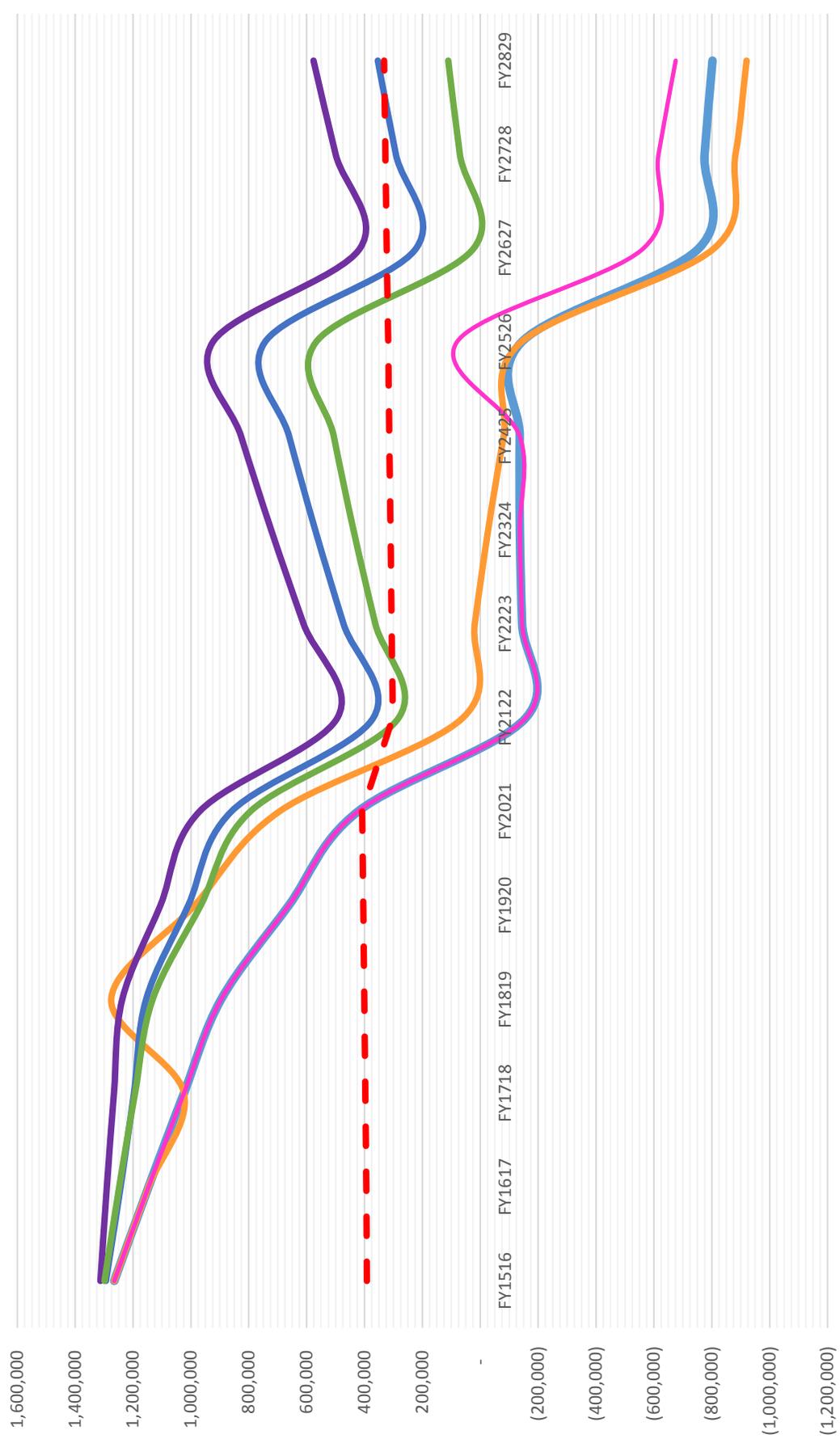
	FY1516	FY1617	FY1718	FY1819	FY1920	FY2021	FY2122	FY2223	FY2324	FY2425	FY2526	FY2627	FY2728	FY2829	Fund Balance at June 30, 2029
No New Revenue	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve											\$ (802,552)
Loan Option \$425,000	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve; take out a loan of \$425,000; payments \$4,508 per month 10 months	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	Loan payment \$4,508 per month	\$ (920,289)
Loan Option \$250,000	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve	Loan payment \$2,652 per month for 10 months	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	Loan payment \$2,652 per month	\$ (675,340)
TUF Option \$5/month	Use \$100,000 of reserve; implement increase TUF of \$5/mth	Use \$100,000 of reserve; increase TUF by 2% (\$5.10/mth)	Use \$100,000 of reserve; increase TUF by 2% (\$5.20/mth)	Use \$100,000 of reserve; increase TUF by 2% (\$5.31/mth)	Increase TUF by 2% (\$5.41 per mth)	Increase TUF by 2% (\$5.52 per mth)	Increase TUF by 2%	\$ 576,344							
TUF Option \$3/month	Use \$100,000 of reserve; implement TUF of \$3/mth January 2016	Use \$100,000 of reserve; increase TUF to \$3.50/mth	Use \$100,000 of reserve; increase TUF to \$4.00/mth	Use \$100,000 of reserve; increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	Increase TUF by 2%	\$ 354,184
Increase Gas Tax (from .03 to .05 per gallon)	Use \$100,000 of reserve; increase Gas Tax by .02 per gallon	Use \$100,000 of reserve	Use \$100,000 of reserve	Use \$100,000 of reserve											\$ 110,814

All scenarios include:

- Fund Balance June 30, 2014 was \$1,672,569
- Spending \$425,000 per year for 6 years on preservation (FY15-16 through FY20-21)
- Spending \$161,000 per year for 8 years on preservation (FY21-22 through FY28-29)
- Transfer from Reserve to Street Fund \$100,000 per year for 4 years (FY15-16 through FY18-19)
- FY21-22 Use \$400,000 from reserve AND spend \$1,000,000 on Capital Projects (Street Improvements)
- FY26-27 Use \$400,000 from reserve AND spend \$1,000,000 on Capital Projects (Street Improvements)

# Changes in Street Fund Balance by Option Preservation with Capital Improvement Projects

- NoNewRevenue
- TUF Option \$3-\$4
- Loan Option \$425,000
- Gas Tax Increase
- TUF Option \$5
- Minimum Target Fund Balance
- Loan Option \$250,000



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: Modifications to Lane County Law Enforcement Intergovernmental Agreement

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Meeting Date: April 13, 2015  
Department: City Administration

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

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### ISSUE STATEMENT

Does the Council wish to modify the City's Law Enforcement Intergovernmental Agreement (IGA) with Lane County to change the Full Time Equivalency (FTE) make-up from 4.33 FTE to 4.0 FTE?

### BACKGROUND

The City has been working with the Lane County Sheriff's Office for the past four years to have the duties and tasks of assigned Veneta contract deputies be more engaged in community policing practices. As part of that effort, the City and the Sheriff's Office have agreed that increasing the supervising sergeant's time, within the contract, would aid in our efforts to have a more focused community policing approach. Currently the sergeant expends a third (.33 FTE) of their time supervising the Veneta contract, a third of their time supervising the City of Creswell contract, and a third supervising the marine patrol and other duties as assigned by the Sheriff. This division of duties is perceived by the two municipalities as a limiting factor in accomplishing many of the community policing goals, which we would like to achieve.

Besides the obvious fact that the sergeant will spend more time engaged on our contract activities, the upside to increasing the sergeant's contract is that their time and effort will be focused on two contracts and not three plus numerous special projects assigned by the Sheriff's Office. The downside of the revised contract is that the City will see our deputy coverage reduced from 4 FTE to 3.5 FTE.

A complicating factor in increasing the sergeant's time, is the need to align with the actions and intentions of the City of Creswell. At their April 13<sup>th</sup> Council meeting they will determine several factors impacting public safety. Those factors include a second reading of a public safety fee, increasing the sergeant's time to .5 FTE, and reducing their deputy coverage from 3. FTE to 2.5 FTE.

A .5 FTE reduction, in deputy hours, by each jurisdiction will have an impact on the deputies' schedule and overall coverage times. A new schedule will be determined after both municipalities agree to the proposed changes. It is staff's hope that all of these issues can be resolved in the next few weeks to allow new language to be inserted in our IGA with the Lane County Sheriff's Office to reflect the change and the commitment to further our community policing goals.

The proposed changes from 4.33 FTE to 4. FTE will result in a \$48,000 reduction in this year's IGA with the Lane County Sheriff's Office. If the proposed changes are enacted this contract amount will be \$36,000 less than last year's IGA amount.

## **RELATED CITY POLICIES**

None to note at this time

## **COUNCIL OPTIONS**

1. Endorse the increase of the sergeant's FTE and the reduction of the deputies' FTE.
2. Reject some of the proposed changes.
3. Reject all of the proposed changes.

## **CITY ADMINISTRATOR'S RECOMMENDATION**

To continue advancing community policing practices it is important that we have a supervising sergeant that is working 50% of their FTE on Veneta related activities. To that end, I would recommend that we approve changes to the Lane County Sheriff's Office IGA that reflects a .5 sergeant FTE and 3.5 deputies for the upcoming fiscal year.

## **SUGGESTED MOTION**

*"I make a motion that the City pursue an IGA with the Lane County Sheriff's Office for the 2015-16 fiscal years that reflects funding a sergeant at .5 FTE and deputy patrols at a 3.5 FTE staffing level."*

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Adoption of Resolution No. 1168 an Economic Development Strategy: Five-Year Action Plan

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Meeting Date: April 13, 2015  
Department: City Administration

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

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## ISSUE STATEMENT

Does the Council wish to adopt by Resolution No. 1168 the Economic Development Strategy: Five-Year Action Plan for 2015-2019?

## BACKGROUND

For the past several months, with the assistance of an Economic Development Planning Committee, the City has developed a five-year strategic plan that will guide our economic development efforts. The Plan, as prepared by the University of Oregon's Community Planning Workshop, identifies a vision, goals, and actions items that will allow City staff to focus its efforts in achieving the desired outcomes.

The five-year Plan builds off of the eight community and economic development documents that have been developed since 2004. Elements of the Plan have been incorporated into the City's 2015-2016 Workplan.

## RELATED CITY POLICIES

In 2003 the City adopted its last Economic Development Strategic Plan. A companion piece the Veneta Economic Development Implementation Plan, was adopted in 2004.

## COUNCIL OPTIONS

1. Adopt Resolution No. 1168 as presented.
2. Request minor changes to the proposed Economic Development Strategy to bring back for adoption at a future Council meeting.
3. Do not adopt Resolution No. 1168 and table passage of the Economic Development Strategy until further discussion can be had.

## CITY ADMINISTRATOR'S RECOMMENDATION

I recommend that the Council adopt Resolution No. 1168, adopting the Economic Development Strategy: Five-Year Action Plan for 2015-2019.

## SUGGESTED MOTION

*"I make a motion to approve Resolution No. 1168 as presented."*

## ATTACHMENTS

"P qpg"



**CITY OF VENETA**

**RESOLUTION NO. 1168**

**A RESOLUTION ADOPTING THE VENETA ECONOMIC DEVELOPMENT STRATEGY: FIVE-YEAR ACTION PLAN, 2015-2019**

**WHEREAS**, the City desired a study to identify an economic development vision and strategy, supported by factual data about local and regional economic trends and an inventory of buildable employment lands; and

**WHEREAS**, the City prepared an Economic Opportunities Analysis and implementation strategy consistent with the requirements of Statewide Planning Goal 9 and the Goal 9 Administrative Rule (OAR 660-009); and

**WHEREAS**, the Veneta Economic Development Strategy: Five-Year Action Plan, 2015-2019 identifies the economic development vision, goals, and action items for the City of Veneta; and

**WHEREAS**, the City Council desires to adopt the implementation strategy and declare its intention in carrying out the vision, goals, and action items identified in the Plan.

**NOW, THEREFORE**, be it resolved by the City of Veneta that:

**SECTION 1 Adoption.** The City of Veneta hereby adopts the Veneta Economic Development Strategy: Five-Year Action Plan 2015-2019 attached hereto as Exhibit A.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_  
Darci Henneman, Assistant City Recorder



# Veneta Economic Development Strategy: Five-Year Action Plan, 2015-2019

April 2015

Final Report

**Prepared for:**  
City of Veneta

**Prepared by:**  
**Community Planning Workshop**  
A Program of the Community Service Center  
[csc.uoregon.edu/cpw](http://csc.uoregon.edu/cpw)



UNIVERSITY OF OREGON



# Special Thanks & Acknowledgements

Community Planning Workshop wishes to thank Ric Ingham, (City Administrator) and Kay Bork (Community Development Director), and Lisa Garbett (Associate Planner) for their assistance with this project.

## **City of Veneta Economic Development Strategic Planning Committee**

Sandra H. Larson, Mayor  
Brittany Boothe, Councilor  
Thomas J. Cotter, Councilor  
Victoria Hedenstrom, Councilor  
Thomas Laing, Councilor  
Kevin Conlin (Planning Commission)  
James Eagle Eye (Planning Commission)  
Len Goodwin (Planning Commission)  
Calvin Kenney (Planning Commission)  
Lily Rees (Planning Commission)  
Jason Alansky, Business Representative  
Joan Mariner, Community Representative  
Phil Velie, Business Representative  
Herb Vloedman, Business Representative

## **Community Planning Workshop Team**

Bob Parker, Director  
Michael Howard, Project Advisor  
Amanda D'Souza, Project Manager  
Aniko Drlik-Muehleck, Research Assistant  
Nestor Guevara, Research Assistant  
Leigh Anne Hogue, Research Assistant  
Emily Kettell, Research Assistant  
Evelyn Perdomo, Research Assistant

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# I: INTRODUCTION

The City of Veneta is reviewing its economic development strategy and the land use documents and policies that support that strategy. This update included two related parts: (1) developing an Economic Opportunities Analysis (EOA) complaint with Goal 9 and OAR 660-009; and (2) developing a strategy and five-year action plan to guide economic development policy and actions in Veneta. This report presents the Veneta Economic Opportunities Analysis (EOA). The economic development strategy was developed as a separate document.

## Background

The City of Veneta hired the Community Planning Workshop (CPW) to prepare a Goal 9 compliant Economic Opportunities Analysis and implementation strategy. Specifically, the City of Veneta wants a study to identify an economic development vision and strategy, supported by a fact base about local and regional economic trends and data and an inventory of buildable employment lands. Therefore, this project focuses on a process to develop a cohesive economic development vision and supporting strategies (including, but not limited to, land use strategies) that considers the needs of the various stakeholder interests.

Developing an economic development *vision* involves identifying the City's economic development goals for the next 20 years. This process did not start from scratch: over the past 12 years, the City of Veneta has engaged in multiple visioning and goal-setting processes to facilitate economic development in the community.

CPW used the existing economic development plans, data on local and regional economic trends gathered through the EOA update, and interviews with local professionals to create (1) a working list of core economic development goals and strategies for Veneta's Economic Development Strategic Plan, and (2) a draft economic development vision for Veneta. The preliminary set of goals and strategies was then reviewed by the Veneta Economic Development Committee over the course of several meetings. CPW reviewed Veneta's economic development goals and target industries as articulated in the following studies:<sup>1</sup>

- City of Veneta Comprehensive Plan (2004)
- Veneta Economic Development Strategic Plan (2003)
- Veneta Economic Development Implementation Plan (2004)
- Market Readiness Analysis and Report (2006)
- Next Step Strategies: Redevelopment Action Plan (2008)
- Downtown Master Plan (2006)
- Fern Ridge Visitor Readiness Report (2009)
- Urban Renewal Plan (2013)

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<sup>1</sup> These reports can be downloaded from the City's website: <http://www.ci.veneta.or.us>

These plans focused on strategic recommendations with goals and objectives and Veneta's target industries. None of the plans, however, articulated an economic development vision. In total, Veneta identified 101 Strategies and 156 Actions in the seven economic development plans. These goals and strategies broadly covered eight categories:

- Economic Development Commitment
- Business Attraction, Retention, and Expansion
- Marketing
- Downtown Development
- Community Enhancements
- Retail and Commercial Development
- Tourism Opportunities
- Business Readiness

CPW's assessment was that the plans presented too many strategies and actions. Moreover, many of the activities identified in previous plans have already been implemented. Key successes include a water intertie to Eugene Water and Electric Board (EWEB), substantial improvements to the roads and streetscape in the downtown core, a market and feasibility assessment for overnight lodging facilities, and implementation of the urban renewal district in 1984 and the 2006 Downtown Master Plan.

Thus, a big part of the Committee's effort for this study was to focus on key priorities over the next five years. To support this focus, the Veneta Economic Development Strategy includes a five-year action plan.

## **City of Veneta's Role in Economic Development**

A core objective of this project was to better define the City's role in helping to achieve community economic development aspirations through specific policies and implementation measures. Towards that end, articulating the city's role in economic development is important.

A number of organizations are working on economic, business, and workforce development in the region. These organizations include:

- City of Veneta
- Lane County
- Southern Willamette Economic Development Corporation (SWEDCO)
- Fern Ridge Chamber of Commerce
- Lane Community College Small Business Development Center
- Lane Workforce
- Business Oregon

The focus of this project was primarily on the City of Veneta's role; what resources can the City commit to economic development and what roles are most appropriate for the City. Following are foundational assumptions about the City's role in economic development:

- The City plays a support role in business development;
- The City is one of several organizations that provide and maintain infrastructure;
- The City has limited staff and financial resources that can be invested in economic development activities;
- The City has an obligation to adopt an economic development strategy, policies to manage employment lands, and maintain a 20-year supply of commercial and industrial sites under Goal 9 and OAR 660-009;
- The City is not the appropriate organization to coordinate and deliver workforce programs; and
- The City is not the appropriate organization to coordinate business recruitment and retention activities or house staff that are coordinating business recruitment and retention activities.

The economic development vision, strategies, and actions that follow primarily focus on those activities for which the city would be the lead organization, or relate directly to a defined city function. This approach is consistent with the intent of this project: to articulate the city's role in economic development. It does not, however, provide details on the activities of partner organizations, nor does it commit partner organizations to any specific activity.

## Organization of this Plan

The remainder of this report is organized as follows:

- **II: Environmental Scan** presents an assessment of the strengths, weaknesses, opportunities and threats (SWOT) of economic development in Veneta.
- **III: Veneta Economic Development Vision And Five-Year Action Plan** presents a summary of the cities economic vision and goals and strategies to achieve the vision over a five-year period.

This report includes one appendix:

- **Appendix A: Visioning Exercise Notes** provides the notes that were created during the visioning exercise that were used to develop the vision presented in Chapter 3.



## II: ENVIRONMENTAL SCAN

As a component of the economic development planning process, CPW conducted a SWOT (strengths, weaknesses, opportunities and threats) analysis with the Veneta Economic Development Committee. A SWOT analysis considers the internal factors (strengths and weaknesses) that influence economic development initiatives, as well as external factors (opportunities and threats) that may also impact these initiatives.

This SWOT analysis pertains specifically to economic development in Veneta. To gather input, CPW administered an electronic survey of committee members who were asked to list up to five items within each category. The Committee then reviewed the findings of each category and discussed how each item related to furthering economic development in Veneta. Following is a summary of the SWOT analysis.

### Strengths

- Availability of serviced employment land;
- Downtown infrastructure improvements and street furnishings;
- Water intertie with Eugene Water and Electric Board;
- Proximity to wineries, agriculture, and Eugene/Springfield area;
- Supportive residents and City staff around economic and community development;
- Strong City government relationship with Fern Ridge School District;
- Adequate infrastructure to accommodate development in the Northeast Employment Center;
- Lower housing cost compared to nearby communities; and
- Close proximity to a variety of recreational opportunities in the Fern Ridge area.

### Weaknesses

- Distance from Interstate-5;
- Limited public transportation;
- No rail access;
- Needed improvements on Highway 126 and Territorial Highway that require significant effort to process through the Oregon Department of Transportation;
- Limited stock of vacant commercial and industrial buildings ready for lease and occupancy;
- Limited local employment and no concentration of a business or industry to serve as a foundation for economic growth
- No downtown visibility from Highway 126;
- Limited workforce training opportunities in or near Veneta;
- No active, external communication about economic development efforts; and

- Retail and service sales leakage to the Eugene/Springfield area.

## Opportunities

- Tourism and recreational activities draw visitors to the area;
- Growth potential in Veneta small scale agriculture, wineries, breweries, and businesses where face-to-face interaction (e.g., retail outlets) not required;
- Population growth increases the demand for local services;
- Building on the success of redevelopment efforts in downtown Veneta;
- Low cost industrial land compared to nearby communities;
- Proximity to the Eugene Airport (~10 minute drive) can be leveraged to attract potential industries based on proximity to airport;
- Local labor force that currently commute out of the City could meet the needs of new or expanding businesses;
- Availability of lower-cost and moderately priced family housing in comparison to nearby communities, especially Eugene/Springfield area; and
- Higher disposable household income compared to the Eugene/Springfield area.

## Threats

- Local demand is not strong enough to bolster local retail and service businesses; retail and employment leakage continues unabated;
- City of Veneta staff have limited capacity and resources to support economic development;
- External perceptions of Veneta hinder the ability to recruit new industry to the area;
- Lack of a strong Chamber of Commerce for Veneta-area businesses;
- Limited ownership in the Northeast Employment Center reduces market choice for potential businesses that want to locate industrial activities in Veneta;
- Limited amount of private and public investment to support continued growth;
- Lack of vocational employment training in the area;

The results of the SWOT summarize the Committee's perceptions with respect to economic development in Veneta. These results were used to develop the goals and strategies the Committee chose to prioritize over the next 3-5 years. These strategies should take advantage of Veneta's strengths and opportunities while addressing or minimizing Veneta's weaknesses and external threats.

### **III: VENETA ECONOMIC DEVELOPMENT VISION AND FIVE-YEAR ACTION PLAN**

A broad range of policies and actions are available to cities in achieving local economic development objectives. The effectiveness of any individual tool or combination of tools depends on the specific objectives the municipality wants to achieve. In short, local strategies should be customized not only to meet locally defined objectives but to recognize economic opportunities and limitations (as defined in the EOA).

#### **Economic Development Vision**

The foundation of the Veneta Economic Development Strategy and Action Plan is the vision statement. CPW developed the vision statement collaboratively with the Veneta Economic Development Committee. Following is the City's economic development vision statement:

**The City of Veneta will be a “complete community” that provides an array of job opportunities and local services in addition to residential opportunities. The City will work collaboratively to develop partnerships to implement economic and community development activities.**

To implement the vision, City decision makers and staff will work to:

- Make Veneta a vibrant, safe, and welcoming place for community members and tourists.
- Support community members through the creation of long-term, family wage jobs in Veneta.
- Provide services and shopping amenities for Veneta and Fern Ridge area residents and visitors.
- Provide for a majority of residents' basic needs.
- Create a healthy environment for supporting current and future businesses.
- Create a unique community identity that residents and businesses are proud to promote.
- Embrace a sustainable economic development approach that meets Veneta's current needs while anticipating future growth opportunities.

#### **Five-Year Action Plan**

This section presents the five-year economic development action plan for the City of Veneta. The the Veneta Economic Development Committee prioritized the following goals, strategies and actions as essential to facilitating economic

development in the area. A key principle in the development of the Action Plan was to focus on a limited number of activities that can realistically be completed by the City.

The Committee considered action items identified in economic development plans from the past 12 years, as well as the current economic environment including the strengths, weaknesses, opportunities, and threats identified in the SWOT analysis. The actions listed below focus specifically on what City staff can do to support economic development over the next 3-5 years. The actions take into account the limited resources available for public investment in infrastructure and efforts to support economic development.

## **Goal I: Economic Development Commitment**

The first goal in the strategy is commitment to economic development. Commitment is important because without leadership, resources, and staff time, the action plan will not get implemented.

### **Strategy I.1: Demonstrate consistent commitment and support for long-term economic development in Veneta**

#### *Action Items:*

- **Allocate economic development funds to support the hiring of a RARE placement or Economic Development Intern in Year 1.**  
The RARE placement or intern will be tasked with initiating the actions outlined in this economic development strategic plan. Currently the City of Veneta allocates an amount of money in their budget for economic development projects. City staff should use these funds to support the hiring of a University of Oregon Resource Assistance for Rural Environments (RARE) placement or a skilled intern dedicated to economic development initiatives. The City of Veneta has had successful experience with the use of RARE placements in the past. This position should be hired for the first year of the strategic plan implementation.
- **Amend Veneta Comprehensive Land Use Plan and Zoning Code.**  
Findings and policies in the Comprehensive Plan are outdated and should be updated for consistency with the 2015 Economic Opportunities Analysis (EOA) and this Economic Development Action Plan. The Veneta Planning Commission and City Council should consider recommendations presented in CPW's a review of the Economic Element of the Comprehensive Plan and the Veneta Development Code (see February 26, 2015 memorandum from Bob Parker to Kay Bork titled "Review of Veneta's Comprehensive Plan Economic Element and Land Development Ordinance").

- City leadership and staff support and assistance with implementation of the strategic plan.**  
This consists of city leadership (e.g., Mayor and Council) and staff supporting the RARE/Intern outlined above, as well as ensuring there are resources committed to continuing the implementation of the plan in the longer term.
- Develop criteria used to determine how the City of Veneta prioritizes projects and allocates funding and other support for incentivizing economic development.**  
Currently, the city’s strategy to allocate development incentive funds is to assess projects on a case-by-case basis. This action item aims to provide more structure and accountability with respect to how funds are allocated and used to support economic development. A key consideration is maintaining flexibility while articulating city values in the criteria. This action does not suggest that the City create a “formalized” process (e.g., formal Council votes) for choosing projects, but rather document how the city chooses to incentivize certain types of development projects in Veneta. If developed correctly, the criteria should be able to prioritize projects that may serve as a catalyst for additional development in Veneta.
- Collaborate with Lane Workforce Partnership to demonstrate the City’s commitment to supporting workforce development in the community.**  
Lane Workforce Partnership is currently working to identify cities to become certified Workforce Ready Communities. City staff should work with the agency to determine what the City can do to demonstrate support, and how to connect local businesses and industries with Lane Workforce Partnership resources. Lane Workforce Partnership also works with job applicants to obtain their National Career Readiness Certificate (NCRC) which verifies each individual has three foundational and critical job-related skills. To further demonstrate their support for workforce development, the City of Veneta can submit a Letter of Support to Lane County Workforce Partnership indicating the City’s commitment to giving value to the NCRC during the hiring process.
- Establish an Economic Development Committee**  
Economic development requires sustained commitment and input. Given the City Council’s workload, establishing a council-appointed committee to provide direction to staff as they implement this plan and review other economic opportunities as they arise.

**Strategy 1.2: Establish and maintain relationships with business development partners and with local, state, and federal economic development organizations.**

*Action Items:*

- Collaborate with regional economic development agencies and other local municipalities to recruit industry to the area.**  
Dedicating staff time to recruiting new industry to the area is likely to be an inefficient approach to facilitating economic development in Veneta. City staff should focus their efforts on collaborating with agencies that focus on recruiting new industries around the region. City staff should actively

participate in conversations with potential industries and determining if there are any steps the City could take to improve its competitive position in attracting industries to Veneta. Agencies to collaborate with include Lane County Economic Development, South Willamette Economic Development Corporation, Business Oregon, City of Eugene, Lane Business Link, Neighborhood Economic Development Corporation, Economic Development Administration, Lane Council of Governments, and Lane Economic Committee.

- **Provide regular updates to real estate agencies on availability of developable sites.**

The City should help to connect real estate agencies that are experienced in recruiting developers to areas with landowners. The RARE/Intern should work in their first year to identify which agencies are most appropriate to collaborate with. The City should continue these relationships by communicating economic development updates in Veneta through the quarterly newsletter and sharing information about available “shovel-ready” properties, both discussed in Strategy 2.2.

## **Goal 2: Business Retention, Expansion, Recruitment, and Entrepreneurial Development**

Economic development typically has four cornerstone strategies: (1) retention (strategies to retain existing businesses), (2) expansion (strategies such as Economic Gardening or other approaches focusing on helping existing businesses grow); (3) recruitment (attracting new businesses to the community), and (4) entrepreneurial development (assisting individuals with ideas turn those into businesses). The City of Veneta embraces all of these strategies and does not prioritize one over another.

### **Strategy 2.1: Facilitate economic development in Veneta through the retention and expansion of existing businesses.**

*Action Items:*

- **Create a business registry database that inventories all current businesses located in Veneta.**

The development of a business registry would help to build relationships with local businesses in the Veneta area. The RARE/Intern discussed in Strategy 1.1 should develop a robust methodology for updating this database. This action should be implemented in conjunction with the outreach program. The long-term vision would be for the Fern Ridge Area Chamber to maintain the registry.

- **Develop an outreach program to better understand and meet the needs of local businesses.** This action item is based on building strong relationships with local businesses in the Veneta area. This action should be implemented in conjunction with the creation of the business registry. These discussions will help the City to understand business needs and whether there are any obstacles to development and expansion that the City could address. Outreach should be ongoing throughout the implementation of this plan.
- **Work with regional tourism associations and wine industry to increase tourism activity in the area.**  
The Southern Willamette Valley is currently home to a number of wineries that generate a significant amount of economic activity for the region. Given that Veneta serves as a gateway for many of these wineries, there is potential to take advantage of the traffic that travels to the area and through Veneta and to the area to access these wineries. The City should work with existing groups such as Travel Lane County and the South Willamette Wineries Association, who are already working to support, grow, and market the existing wine industry. The discussion should determine what type of support the City can provide to encourage the expansion of the tourism industry in the area and how the groups can collaborate to increase economic activity within the City of Veneta.

**Strategy 2.2: Make the community attractive to businesses and residents through marketing efforts.**

*Action Items:*

- **Develop a quarterly newsletter highlighting City of Veneta’s economic development initiatives.**  
This action item is based on marketing the community to potential industries and businesses. These newsletters will be distributed to parties that work with facilitating potential development, such as real estate brokers, land or building owners, and regional economic development agencies. It will highlight projects that would be of interest to potential industries such as new development and infrastructure updates. This action is key to providing current examples of how City staff is working to facilitate economic development in the Veneta and improving the perception of Veneta to becoming a business-friendly community.
- **Develop a program to identify and document sites that are “shovel-ready” and can accommodate development.**  
Due to the small size of available land in Veneta, there are currently no sites that meet the criteria established by Business Oregon’s Industrial Land Certification program.

The City will work in partnership with landowners to develop dossiers on key sites in the Veneta urban growth boundary (UGB). Ideally, landowners would provide the information and in return the City would help market the properties. The city will develop a list of desired information to be included on

the dossier. The Business Oregon application is a good place to start, but requires far more detail than is necessary.

The City will use the information to create marketing packages of available properties that document the type of infrastructure already in place to accommodate potential development. The packages will make it easy for developers to quickly determine if there is land available to meet their needs. This action item will require working with property owners to determine the infrastructure already in place and what other steps could be taken to make property more marketable. This should happen in conjunction with other action items involving outreach with landowners.

### **Strategy 2.3: Increase capacity to recruit commercial, industrial, and traded sector businesses.**

#### *Action Items:*

- **Collaborate with regional economic development groups and communities to recruit industries and businesses to Veneta.**

As the City does not currently have the resources to hire a long-term full-time staff member dedicated to economic development, the City should focus on developing collaborative relationships with regional entities that already focus on recruiting new development the area. The RARE/Intern proposed in Strategy 1.1 will work to develop the initial relationship which will be maintained by City staff upon completion of their term.

## **Goal 3: Retail and Commercial Development**

A key concern is the amount of sales “leakage” that Veneta is losing to other communities. To reduce the amount of sales leakage, the City will work to offer a broader range of retail and commercial services, with emphasis on attracting businesses to the downtown area.

### **Strategy 3.1: Create a vibrant downtown core area that encourages residents and visitors to shop and spend time.**

#### *Action Items:*

- **Collaborate with Oregon Department of Transportation to increase wayfinding signage and direct traffic off of Highway 126 into downtown Veneta.**

Given the significant amount of traffic that utilizes Highway 126, there is potential to direct more visitors into the downtown Veneta area. However, the downtown area is not visible from Highway 126 and there is a limited amount of signage dedicated to encouraging visits to Veneta-area businesses. The City will work with ODOT to increase the amount of signage located on Highway 126, directing potential

visitors to key business areas and educating the public about the businesses located in the area.

- **Continue to upgrade existing downtown infrastructure.** Developing a safe and walkable downtown will be key to encouraging visitors to spend time in the downtown area. Visitors will be more likely to spend time downtown if there is parking that is easy to access and they feel safe walking around the downtown area. Additionally, investing resources into infrastructure upgrades will demonstrate to existing and potential businesses the City's commitment to encouraging development in the downtown area.

**Strategy 3.2: Focus on quality retail and commercial development that will offer a full spectrum of products/services for the community.**

*Action Items:*

- **Conduct a market analysis to better understand the types of products and services desired by Veneta residents.**  
The most recent analysis of Veneta's market was conducted in 2006. The City should work to replicate that methodology. The analysis results should be used in marketing the community to potential and communicate results to regional partners listed in Strategy 2.1.

## **Goal 4: Infrastructure Improvement**

Infrastructure is a pre-requisite for economic development. While the City has made tremendous progress on infrastructure with the downtown street improvements and the water intertie, more work remains to be done.

**Strategy 4.1: Continue infrastructure improvements to support the needs of current and future Veneta businesses.**

*Actions:*

- **Focus improvements on pedestrian and streetscape infrastructure as needed.**  
To meet evolving business needs, Infrastructure improvements should be focused on continuing pedestrian and streetscape upgrades as sewer connections and parking supply are adequate to meet anticipated needs over the next 3-5 years. Improvements should be based upon need determined by City staff as well as input collected through business outreach.
- **Pursue the expansion and installation of a fiber optics line to, and throughout, Veneta to bring the city more fully into the communication age.**  
The buildout of a fiber optics network will help make Veneta more competitive in attracting development that rely heavily on telecommunication for their operations such as e-commerce, telework, and telehealth industries.

- **Continue to advocate for the Oregon Department of Transportation to fund and construct the preferred alternative consistent with the adopted HWY 126 Fern Ridge Corridor Plan.** The four-lane preferred alternative and ODOT spot improvements will provide corridor improvements to safely and efficiently accommodate the needs of all roadway users, as well as support the economic viability of the region including industrial, commercial, recreational, and tourist activities.

**Strategy 4.2: Make aesthetic enhancements to make Veneta attractive to residents, visitors, and potential industries.**

*Actions:*

- **Continue to make improvements along Highway 126.** The portion of Highway 126 that runs through Veneta provides the first impression for most potential visitors, therefore it is important that there is a positive appearance that does not discourage visitors from continuing to drive through the City. The City should work with ODOT to continue making aesthetic improvements to this portion of Highway 126.
- **Collaborate with ODOT to install consistent and attractive wayfinding signage directing drivers to Veneta businesses.** A significant obstacle to drawing visitors to the area is the lack of visibility of Veneta businesses from the Highway 126 corridor. Many visitors are unaware of the businesses located a short distance off of the highway. Installing wayfinding signage will inform potential visitors about downtown businesses as well as signal to potential industries the City's commitment to increasing economic activity in the area.
- **Continue to monitor "problem properties" through code enforcement and nuisance ordinances.** Properties that are not well-maintained can have a detrimental effect on recruiting new businesses to the area and impact the public perception of Veneta. The city should continue to implement its successful enforcement of established codes and issuance of nuisance citations to address these properties.
- **Incorporate local art into downtown streetscape improvements.** An additional way to aesthetically enhance the downtown area is to incorporate pieces from local artists into the streetscape. This will help to build relations with local artists in the community and can also serve as a draw for visitors to the area. The City can initiate this endeavor through connecting with the Oregon Country Fair and artists who are regularly associated with the event.

**Strategy 4.3: Implement a community beautification program.**

*Actions:*

- The City should continue making beautification improvements at key locations or along corridors that are not only appealing to residents and visitors, but signals to prospective businesses that the community invests in public aesthetics.



# APPENDIX A - VISIONING EXERCISE NOTES

At the October 7, 2014 meeting, the Committee was asked to submit individual answers to the following question:

*What are the most important things the City should be doing within the next 5 years to promote long-term economic development in Veneta?*

The Committee submitted 47 individual actions, which CPW grouped into eight themes. The full list of action items can be found in Appendix A. The themes included:

- **Highway 126 improvements** – There is a need for improved access and visibility of Veneta from Highway 126.
- **Business recruitment and support** – Initiate outreach for new businesses and eliminate barriers that may impede efforts to initiate or expand industry in Veneta.
- **Commercial development** – Target efforts at facilitating commercial development in downtown or other high traffic areas through building availability.
- **Effective land use planning** – Promote actions through land use designations and efficient regulatory processes.
- **Infrastructure improvement** – Continue efforts to further enhance Veneta’s ability to accommodate economic growth including physical improvements, and communications upgrading.
- **Pursue variety of industries** - Focus efforts on industries that can capitalize on Veneta’s strengths and areas of opportunity.
- **Transportation improvements** – Support general road and transit enhancements in the Veneta area, including connection to other regional destinations.
- **Miscellaneous actions**

## Highway 126 Improvements

- Open up visibility of downtown from Highway 126
- Advocate for Highway 126 improvements
- Address transportation limitations posed by Highway 126
- Secure funding for Highway 126 buildout
- Continue push for improved access to Veneta (via 126)

## Business Recruitment and Support

- Outreach program – Reach out to desired business
- Develop business incentives
- Find incentives for businesses to locate here
- Allow builders to pay SDC charges as a final step rather than up front
- Business education and assistance
- Recruit businesses to West Broadway
- Secure one catalyst project in the business park

- Affordable property

#### **Commercial Development**

- Build commercial specialty building in the downtown business district
- Invest in commercial building stock (build space)
- Facilitate more move-in ready commercial buildings
- Increase commercial focus areas (high traffic areas)

#### **Effective Land Use Planning**

- Designate sites for small scale hi-tech development
- Encourage mixed use development
- Update land use code to be flexible for commercial/industrial uses
- Transparent and streamlined regulatory process
- Reconfigure commercial/industrial land
- Finish pending LID projects

#### **Infrastructure Improvement**

- Secure funding for a secondary fiber route to ensure redundant ring
- Increase ability to provide stable internet connectivity
- Sponsor/promote civic fix-up/clean-up beautification
- Continue development of infrastructure
- Complete fiber buildout to business park
- Downtown parking or update parking code

#### **Pursue Variety of Industries**

- Develop recreational capacity/utilization of Fern Ridge reservoir
- Attract manufacturing employers
- Pursue small scale medical businesses that rely on info
- Pursue wine industry
- Pursue other agricultural tourist businesses
- The pursuit of business info and upscale caller options
- Well planned hotel/motel complex

#### **Transportation Improvements**

- Compete connectivity of trails and paths
- Support transit improvements
- Road improvements

#### **Miscellaneous Actions**

- Continue to improve community amendments
- Continue to support school improvements
- Wayfinding branding
- Improving public safety
- Form the Veneta City Police Department
- “Overcome” the disadvantage of not having your High School and Middle School inside City limits

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Adoption of Resolution No. 1169 Adopting Revised Park Board Bylaws

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Meeting Date: April 13, 2015  
Department: City Administration

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

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## **ISSUE STATEMENT**

Adoption of revised Bylaws removing any residency requirement for appointment to the Park Board.

## **BACKGROUND (include prior council or committee action)**

The Park Board has requested that their Bylaws be modified to remove any residency requirement for appointment to the Board. The Park Board is comprised of a minimum of five (5) members but no more than nine (9) members. Currently the Bylaws state that “Not more than three (3) non-student members shall live outside the City of Veneta.”

The Park Board, like many volunteer committees, from time to time has difficulty recruiting qualified candidates that have the commitment and compassion to be an active and engaged committee member. By removing the residency requirement, the Board hopes to maintain a full complement of members during those times when Veneta residents are showing limited interest in filling the positions.

The request is to replace the aforementioned residency language with “No residency requirement exists for becoming a Board member; however when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the Board.” The change will have no impact on the length of terms or the make-up of student representatives.

## **RELATED CITY POLICIES (include existing resolutions and ordinances)**

The City’s Charter does not specify residency requirements for the Park Board. On December 17, 2012 Resolution No.1109 was adopted. That resolution clarified student representation on the Board and the length of their terms.

## **COUNCIL OPTIONS (include financial impacts)**

1. Adopt the Bylaws as presented.
2. Provide suggested changes and adopt as modified.
3. Reject the changes and leave the Bylaws as currently written.

## **CITY ADMINISTRATOR’S RECOMMENDATION**

Approve the Bylaw revisions as presented.

## **SUGGESTED MOTION**

*“I make a motion to approve Resolution No. 1169 revising the Park Board Bylaws.”*



**CITY OF VENETA**

**RESOLUTION NO. 1169**

**A RESOLUTION ADOPTING PARK BOARD BYLAWS AND REPEALING  
RESOLUTION NO. 1109**

**WHEREAS**, the Veneta Park Board was created on January 26, 1981, and Bylaws were adopted at that time; and

**WHEREAS**, Bylaws were last adopted by the Veneta City Council on December 17, 2012; and

**WHEREAS**, on February 4, 2015 the Veneta Park Board unanimously voted to request the Veneta City Council allow the Park Board Bylaws to be amended to remove residency requirements to become a Board Member;

**WHEREAS**, on February 23, 2015, the Veneta City Council directed staff to amend the Park Board Bylaws to remove the residency requirement language;

**WHEREAS**, the Membership section of the Park Board Bylaws shall include the following language "No residency requirement exists for becoming a board member; however, when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the board";

**WHEREAS**, the following language was removed from the Veneta Park Board Bylaws "Not more than three (3) non-student members shall live outside the City of Veneta."

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

**SECTION 1 Adoption.** The Veneta City Council hereby adopts the Veneta Park Board Bylaws attached hereto as Exhibit A.

**SECTION 2 Repealing Clause.** Resolution 1109 is hereby repealed.

**SECTION 3 Effective Date.** This resolution shall take effect and be in full force and effect when signed by the Mayor.

PASSED AND ADOPTED by the Veneta City Council this \_\_\_\_\_ day of April, 2015.

XXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

\_\_\_\_\_  
Darci Henneman, Assistant City Recorder



**VENETA PARK BOARD BYLAWS**  
**APRIL 13, 2015**

**PURPOSE:** It is the mission of the City of Veneta’s Park Board to assist in implementing the Parks, Recreation, and Open Space Master Plan in order to create recreational opportunities that promote citizen involvement and a strong sense of community while striving to increase the social, cultural, and physical well-being of its residents and visitors.

**MEMBERSHIP:** The Veneta Park Board is a citizen’s advisory committee to the Veneta City Council and shall be comprised of a minimum of five (5) members but no more than nine (9) members who are not officials or employees of the City of Veneta. No residency requirement exists for becoming a Board member; however when appointing new members, or reappointing existing members, the Mayor will strive to maintain a majority of Veneta residents on the Board. Representation by two high school students preferably a senior and junior on the Board shall be strongly encouraged. Student Representatives shall have full voting privileges. A member of the Veneta City Council shall be appointed by the Mayor to serve as a non-voting representative of the Council.

**PRESIDING OFFICERS:**

**CHAIRMAN:** The Chairman shall serve as the Presiding Officer of the Board and shall conduct all meetings.

**VICE CHAIRMAN/ SECRETARY** A Vice Chairman/Secretary shall be elected from the Regular members and shall serve as the Acting Chairman in the absence of the Chairman and shall serve as Secretary for the Board. He/she shall record an accurate account of all Park Board proceedings, and ensure that all requirements of the Oregon’s Public Meeting Law, ORS 192 are adhered to.

**TERMS OF OFFICE:** All members of the Park Board shall be appointed by the City Council for one of nine positions, each with a four (4) year term limit except Student Representatives’ terms will be annual.

<u>Position</u>	<u>Expiration Date</u>
1	March 31, 2013 and every four years thereafter
2	March 31, 2014 and every four years thereafter
3	March 31, 2014 and every four years thereafter
4	March 31, 2015 and every four years thereafter
5	March 31, 2015 and every four years thereafter
6	March 31, 2016 and every four years thereafter
7	March 31, 2016 and every four years thereafter
8	Annually on March 31 <sup>st</sup>
9	Annually on March 31 <sup>st</sup>

**VACANCIES AND REMOVAL:** Appointments to fill vacant positions shall be for the remainder of the unexpired term. A member may be removed by the City Council after a hearing for misconduct or Non-Performance of Duty (NPD). NPD may include missing two or more consecutive unexcused meetings or fifty percent (50%) of meetings per calendar year. NPD may also include not participating in a minimum of one Park Board sponsored event per calendar year.

**ELECTION OF OFFICERS:**

Officers shall be elected at the first meeting in April of odd numbered years. Nominations of officers and elections shall be held at this meeting. Officers shall serve a two (2) year term.

**OFFICER VACANCIES:**

Vacancies shall be filled by special election and newly elected officers shall serve for the remaining term limit.

**QUORUM:**

Five (5) members shall constitute a quorum and of those five, four (4) shall constitute a majority vote.

**MEETING DATES:**

Meetings shall be held at a place and time to be determined by the Board. Work sessions and special meetings may be called at any time by the Chairman or the City Administrator.

**COMPENSATION:**

Members of the Park Board shall receive no compensation except authorized expenses.

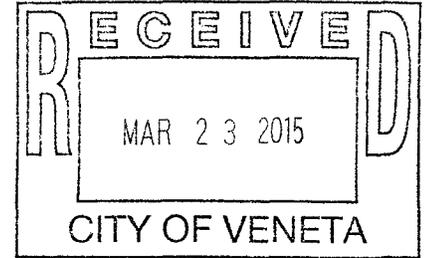
**POWERS AND DUTIES OF THE VENETA PARK BOARD**

The Veneta Park Board is a citizen's advisory committee to the Veneta City Council and shall have the powers and responsibilities which are now or may hereafter be assigned to it by a Resolution of the City of Veneta. The duties of the Park Board shall include the following:

1. Assist the City Council in the development and improvement of Veneta's park facilities.
2. Assist the City Council in the development and implementation of Parks, Recreation and Open Space Master Plan.
3. Assist the City Council in determining the needs and priorities of citizens in Veneta for Park facilities and recreational programs and activities.
4. Assist the City Council in the establishment and promotion of new recreational facilities and programs consistent with the needs of the community and all Park development plans.
5. Establish any subcommittees of the Park Board to carry out all duties assigned by the Park Board.
6. Report to the City Council in February of each year on the past year's accomplishments and projected Workplan for the next fiscal year.
7. Hold meetings or engage in any other activities necessary to promote and encourage citizen participation in all activities of the Veneta Park Board.
8. Act as a Tree Board per requirements of the Tree City USA program.
9. Advise the City Council on tree-related matters and opportunities for urban forestry enhancement.



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806



March 2, 2015

Shauna Hartz  
Finance Director  
City of Veneta  
88184 Eighth Street  
Veneta, OR 97487

Dear Ms. Hartz:

A Panel of independent reviewers has completed its examination of your budget document. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. Enclosed is an application form to facilitate a timely submission. This form should be submitted with four copies of your budget accompanied by the appropriate fee.

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

### **Management Team**

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

Shauna Hartz

March 2, 2015

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Veneta, Oregon** for its annual budget for the fiscal year beginning **July 1, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

The Government Finance Officers Association encourages you to make arrangements for a formal presentation of the award. If you would like the award presented by a member of your state or provincial finance officers association, we can provide the name of a contact person for that group.

We appreciate your participation in this program and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients (with hyperlinks) can be found on GFOA's website at [www.gfoa.org](http://www.gfoa.org). If we can be of further assistance, please contact the Technical Services Center.

Sincerely,

A handwritten signature in black ink that reads "Stephen J. Gauthier". The signature is written in a cursive, flowing style.

Stephen J. Gauthier, Director  
Technical Services Center

Enclosure