

AGENDA
VENETA CITY COUNCIL
MONDAY, APRIL 27, 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. CONSENT AGENDA**
- a. Accounts Payable
 - i. To be Paid – Payable through April 21, 2015 (pgs. 3-11)
 - b. Civic Calendar for May, 2015 (pg. 13)
 - c. Recommended Approval of Annual OLCC Liquor License Renewals (pgs. 15-16)
- 7:15 **4. COUNCIL BUSINESS AND REPORTS**
- a. Business
 - (1) Lane County Sheriff’s Office Activity Report for February and March, 2015 (pg. 17-18)
 - (2) Recognition of Service to the Veneta Park Board for Dennis Paronto, Penny Lacky, Elmira Louie, and Chelsea Coffman
 - (3) Appointment to Fill Park Board Vacancies (Positions 5 and 8) (pgs. 19-20)
 - (4) Kiwanis Proclamation (pg. 21)
 - (5) Donation Request from Elmira Booster Club – Country Classic Car Show (pgs. 23-24)
 - (6) Donation Request from Fern Ridge Kiwanis – Motorcycle Show & Shine (pgs. 25-26)
 - (7) Request from Fern Ridge Middle School to Waive Pool Rental Fee (pgs. 27-28)
 - (8) May 1, 2015 - “If I were Mayor” contest Deadline to Submit Entry to City
 - b. Councilor/Committee Liaison Reports
- 7:45 **5. STAFF REPORTS**
- a. Finance Director.....Shauna Hartz
 - (1) Financial Report on Fund Balances through March 31, 2015 (pgs. 29-32)
- 7:55
- b. Community Development Director.....Kay Bork
 - (1) Adoption of Veneta Residential Buildable Land Inventory & Housing Needs Analysis
 - i. Agenda Item Summary (pgs. 33-34)
 - ii. **Resolution No. 1170** – A RESOLUTION ADOPTING THE CITY OF VENETA’S RESIDENTIAL BUILDABLE LANDS INVENTORY AND HOUSING NEEDS ANALYSIS (pgs. 35-84)
- 8:05
- c. Public Works Director.....Kyle Schauer
 - (1) Proposed Rate Increases for the Veneta Community Pool
 - i. Agenda Item Summary (pgs. 85-88)
 - ii. **Resolution No. 1171** – A RESOLUTION ESTABLISHING SWIMMING POOL USER FEES AND REPEALING RESOLUTION NO. 1023 (pgs. 89-90)
 - (2) Wastewater Outfall Mixing Study (pgs. 91-97)
 - (3) Proposed Veneta Community Pool Donation and Fee Waiver Policy (pgs. 99-102)

- 8:25 d. City Administrator.....Ric Ingham
(1) Modifications to Lane County Law Enforcement Intergovernmental Agreement (IGA)
(pgs. 103-109)
(2) Authorization of Judge Leiman to sign the Law Enforcement Data System Agreement
(pgs. 111-119)
(3) Request to Adopt Ordinance Restricting Electronic Cigarettes and Tobacco Retail Licensing
(4) Questions

8:45 6. OTHER

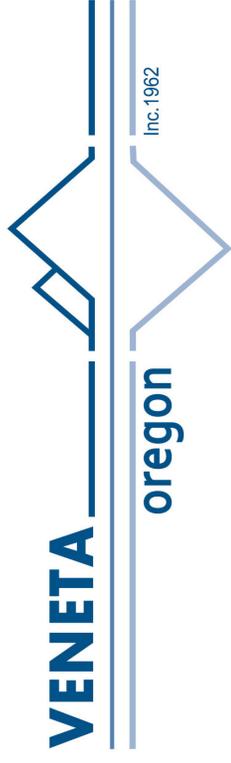
9:00 7. ADJOURN

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 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>

Accounts Payable To Be Paid Proof List

User: mindy
 Printed: 04/23/2015 - 8:42 AM
 Batch: 003-04-2015



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BarnScot Barnes Scottie										
1001	04/15/2015	160.00	0.00	04/28/2015	Monthly Newsletter	MM/XXXXX Newsletter	-	No		0000
100-100-51095	Public Relations	160.00								
	1001 Total:	160.00								
	BarnScot Total:	160.00								
BiMart Bi-Mart Corporation										
March 2015	04/04/2015	27.45	0.00	04/28/2015	Various needs		-	No		0000
130-130-51055	Safety Program & Supplies	27.46								
March 2015	04/04/2015	27.46	0.00	04/28/2015	Various needs		-	No		0000
230-230-51055	Safety Programs & Supplies	16.98								
March 2015	04/04/2015	16.98	0.00	04/28/2015	Various needs		-	No		0000
130-130-53210	Park Maintenance	16.98								
March 2015	04/04/2015	16.98	0.00	04/28/2015	Various needs		-	No		0000
230-230-53070	Landscape Maint & Supplies	23.98								
March 2015	04/04/2015	23.98	0.00	04/28/2015	Various needs		-	No		0000
130-520-54020	Pool Operating Supplies	4.97								
March 2015	04/04/2015	4.97	0.00	04/28/2015	Various needs		-	No		0000
210-210-51515	Tools & Small Equipment	4.97								
March 2015	04/04/2015	4.97	0.00	04/28/2015	Various needs		-	No		0000
230-230-51515	Tools & Small Equipment	8.99								
March 2015	04/04/2015	8.99	0.00	04/28/2015	Various needs		-	No		0000
230-230-53045	Street Maintenance	14.82								
March 2015	04/04/2015	14.82	0.00	04/28/2015	Various needs		-	No		0000
210-210-53040	System Maintenance	15.58								
March 2015	04/04/2015	15.58	0.00	04/28/2015	Various needs		-	No		0000
100-100-51010	Admin Supplies & Services	8.38								
March 2015	04/04/2015	8.38	0.00	04/28/2015	Various needs		-	No		0000
140-140-51010	Admin Services & Supplies	25.55								
March 2015	04/04/2015	25.55	0.00	04/28/2015	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup	6.39								
March 2015	04/04/2015	6.39	0.00	04/28/2015	Various needs		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	March 2015 Total:	202.50								
	BiMart Total:	202.50								
CasHlth Cascade Health Solutions										
6835-15	04/06/2015	29.40	0.00	04/28/2015	Employee Vaccination		-	No		0000
130-130-51055	Safety Program & Supplies									
6835-15	04/06/2015	80.85	0.00	04/28/2015	Employee Vaccination		-	No		0000
210-210-51055	Safety Programs & Supplies									
6835-15	04/06/2015	22.05	0.00	04/28/2015	Employee Vaccination		-	No		0000
220-220-51055	Safety Programs & Supplies									
6835-15	04/06/2015	14.70	0.00	04/28/2015	Employee Vaccination		-	No		0000
230-230-51055	Safety Programs & Supplies									
	6835-15 Total:	147.00								
	CasHlth Total:	147.00								
CenPri Central Print & Repro Svc										
297230	04/17/2015	37.00	0.00	04/28/2015	Admin Bldg Plans		-	No		0000
100-100-52290	Other Professional Services									
	297230 Total:	37.00								
	CenPri Total:	37.00								
CentLink CenturyLink Communications, LL										
3680	04/02/2015	161.23	0.00	04/28/2015	Public Works/Wtr plant phone & internet		-	No		0000
210-210-51030	Telephone Services									
	3680 3/2015 Total:	161.23								
	CentLink Total:	161.23								
CKMar C & K Market Inc										
March 2015	04/06/2015	40.45	0.00	04/28/2015	Meeting needs		-	No		0000
100-100-51010	Admin Supplies & Services									
	March 2015 Total:	40.45								
	CKMar Total:	40.45								
DCBS DCBS										
Feb 2015	04/22/2015	46.20	0.00	04/28/2015	State Bldg Surchg 02/2015		-	No		0000
100-000-20275	Building Surcharges Payable									
Feb 2015	04/22/2015	35.52	0.00	04/28/2015	State Elec Surchg 02/2015		-	No		0000
100-000-20280	Electrical Surcharges Payable									
	Feb 2015 Total:	81.72								
Mar 2015	04/22/2015	57.00	0.00	04/28/2015	State Elec Surchg 02/2015		-	No		0000
100-000-20280	Electrical Surcharges Payable									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Mar 2015	04/22/2015	519.36	0.00	04/28/2015	State Bldg Surchg	02/2015	-	No		0000
100-000-20280	Electrical Surcharges Payable									
	Mar 2015 Total:	576.36								
	DCBS Total:	658.08								
<hr/>										
EPUD EPUD										
8257 WtrPnt 3/	04/06/2015	1,581.47	0.00	04/28/2015	Water Treatment Plant		-	No		0000
210-210-51035	Electricity									
	8257 WtrPnt 3/ Total:	1,581.47								
	EPUD Total:	1,581.47								
<hr/>										
EWEB Eugene Water & Electric Board										
March 2015	04/07/2015	892.24	0.00	04/28/2015	Meter #76100316		-	No		0000
210-210-53135	Water Purchase									
March 2015	04/07/2015	8,807.09	0.00	04/28/2015	Meter #76100315		-	No		0000
210-210-53135	Water Purchase									
	March 2015 Total:	9,699.33								
	EWEB Total:	9,699.33								
<hr/>										
Ferg3021 FEI #3011 Waterworks										
0452536	04/13/2015	2,283.90	0.00	04/28/2015	System needs		-	No		0000
210-210-53040	System Maintenance									
	0452536 Total:	2,283.90								
	Ferg3021 Total:	2,283.90								
<hr/>										
FerRiCh Fern Ridge Chamber										
2479 chairs	04/21/2015	160.00	0.00	04/28/2015	8 Boardroom chairs		-	No		0000
100-100-51500	Office Equipment & Furniture									
2479 chairs	04/21/2015	40.00	0.00	04/28/2015	8 Boardroom chairs		-	No		0000
140-140-51500	Office Equipment & Furniture									
	2479 chairs Total:	200.00								
2479 RTMP	04/21/2015	1,000.00	0.00	04/28/2015	Visitor Information Center		-	No		0000
100-100-52065	Tourism Support/Projects									
	2479 RTMP Total:	1,000.00								
	FerRiCh Total:	1,200.00								
<hr/>										
FreeAmb Freeman Amber										
15T000126Freema	04/16/2015	27.00	0.00	04/28/2015	Refund overpayment - court fine		-	No		0000
100-160-51105	Refunds - Court									
	15T000126Freema Total:	27.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	FreeAmb Total:	27.00								
FRRev Fern Ridge Review										
15003	04/06/2015	315.00	0.00	04/28/2015	E Bolton LID notice		-		No	0000
220-220-52290	Other Professional Services	315.00								
	15003 Total:	315.00								
	FRRev Total:	315.00								
InfoStru Info Structure										
2262653	04/21/2015	389.84	0.00	04/22/2015	Cust #C7930 - City Hall		-		No	0000
100-100-51030	Telephone Services	97.46	0.00	04/22/2015	Cust #C7930 - City Hall		-		No	0000
2262653	04/21/2015	487.30								
140-140-51030	Telephone	46.00	0.00	04/22/2015	Cust #61227 - WWTP		-		No	0000
	2262653 Total:	46.00								
2262874	04/21/2015	41.44	0.00	04/22/2015	Cust #62054 - Pool		-		No	0000
220-220-51030	Telephone Services	41.44								
	2262874 Total:	41.44								
2262929	04/21/2015	41.44								
130-520-54055	Pool Utilities	574.74								
	2262929 Total:	574.74								
	InfoStru Total:	574.74								
LanCoAc Lane Co Accts Receivable										
March 2015	04/02/2015	823.47	0.00	04/28/2015	Court assmnts less 15% coll/state fees		-		No	0000
100-000-20330	County Fine Assessment Payable	823.47								
	March 2015 Total:	823.47								
	LanCoAc Total:	823.47								
LanCoDe Lane County Deeds & Records										
Schiller-Satisf	04/10/2015	37.00	0.00	04/28/2015	17-05-31-34 2500 Lien satisfaction		-		No	0000
100-170-51125	Ordinance Enforcement	37.00								
	Schiller-Satisf Total:	37.00								
	LanCoDe Total:	37.00								
LeiAlan Law Office of Alan J Leiman, P										
March 20115	04/16/2015	371.00	0.00	04/28/2015	Monthly contrat		-		No	0000
100-160-52080	Judicial Services	371.00								
	March 20115 Total:	371.00								
	LeiAlan Total:	371.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MurSmi Murray Smith & Associates Inc 14-1619-4 210-210-53040	04/14/2015 System Maintenance 14-1619-4 Total: MurSmi Total:	882.45 882.45 882.45	0.00	04/28/2015	Srevices through 03/31/15 - Reservoir		-	No		0000
ODOR ODOR - Court March 2015 100-000-20320	04/02/2015 State Fine Assessments Payable March 2015 04/02/2015	768.50 4.00	0.00 0.00	04/28/2015 04/28/2015	Unitary Assessments collected/other fees Unitary Assessments collected/other fees		- -	No No		0000 0000
100-000-20330	County Fine Assessment Payable March 2015 Total: ODOR Total:	772.50 772.50								
OfcTeam Office Team 42761848 100-100-52290	04/07/2015 Other Professional Services 04/07/2015	239.70 239.71	0.00 0.00	04/28/2015 04/28/2015	T Weller Wk End Dt 04/03/2015 T Weller Wk End Dt 04/03/2015		- -	No No		0000 0000
42761848 210-210-52290	Other Professional Services 04/07/2015	246.97	0.00	04/28/2015	T Weller Wk End Dt 04/03/2015		-	No		0000
220-220-52290	Other Professional Services 42761848 Total:	726.38 239.70	0.00	04/28/2015	T Weller Wk End Dt 04/10/2015		-	No		0000
42792954 100-100-52290	04/13/2015 Other Professional Services 04/13/2015	239.71	0.00	04/28/2015	T Weller Wk End Dt 04/10/2015		-	No		0000
42792954 210-210-52290	Other Professional Services 04/13/2015	246.97	0.00	04/28/2015	T Weller Wk End Dt 04/10/2015		-	No		0000
220-220-52290	Other Professional Services 42792954 Total: OfcTeam Total:	726.38 1,452.76								
OreHea OHA - State of Oregon JP-2015 210-210-51070	04/10/2015 Training & Conferences JP-2015 Total: OreHea Total:	50.00 50.00 50.00	0.00	04/28/2015	J Powell WD Level 1 Cert application fee		-	No		0000
PlayCraf Playcraft Direct, Inc. 11214-PC 130-130-53240	03/20/2015 Play Equipment Maintenance 11214-PC Total:	586.52 586.52	0.00	04/28/2015	Toddler swing seats/needs PO 4494		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	PlayCraf Total:	586.52								
PoweJust Powell Justin										
JPowell 3/15	04/20/2015	78.49	0.00	04/28/2015	Mileage reimbursement-Class (Salem)		-	No		0000
210-210-51070	Training & Conferences									
	JPowell 3/15 Total:	78.49								
	PoweJust Total:	78.49								
SpeHoy Speer Hoyt LLC										
30484 Gen	03/31/2015	318.60	0.00	04/28/2015	General		-	No		0000
100-100-52010	Attorney & Legal Services									
	30484 Gen Total:	318.60								
30484 LID	03/31/2015	442.50	0.00	04/28/2015	LID		-	No		0000
220-220-52010	Attorney & Legal Services									
	30484 LID Total:	442.50								
30485	03/31/2015	106.20	0.00	04/28/2015	Finance		-	No		0000
100-100-52010	Attorney & Legal Services									
	30485 Total:	106.20								
30486	03/31/2015	35.40	0.00	04/28/2015	Court		-	No		0000
100-160-52010	Attorney & Legal Services									
	30486 Total:	35.40								
30487 Aplgt	03/31/2015	920.40	0.00	04/28/2015	Applegate Landing		-	No		0000
140-140-52010	Attorney & Legal Services									
	30487 Aplgt Total:	920.40								
30487 Plng	03/31/2015	708.00	0.00	04/28/2015	Planning		-	No		0000
140-140-52010	Attorney & Legal Services									
	30487 Plng Total:	708.00								
30488	03/31/2015	40.00	0.00	04/28/2015	Public Contracting		-	No		0000
100-100-52010	Attorney & Legal Services									
	30488 Total:	40.00								
130-130-52010	Attorney & Legal Services									
30488	03/31/2015	40.00	0.00	04/28/2015	Public Contracting		-	No		0000
140-140-52010	Attorney & Legal Services									
	30488 Total:	40.00								
210-210-52010	Attorney & Legal Services									
30488	03/31/2015	20.00	0.00	04/28/2015	Public Contracting		-	No		0000
140-140-52010	Attorney & Legal Services									
	30488 Total:	20.00								
220-220-52010	Attorney & Legal Services									
30488	03/31/2015	100.00	0.00	04/28/2015	Public Contracting		-	No		0000
100-100-52010	Attorney & Legal Services									
	30488 Total:	100.00								
230-230-52010	Attorney & Legal Services									
30488	03/31/2015	20.00	0.00	04/28/2015	Public Contracting		-	No		0000
100-100-52010	Attorney & Legal Services									
	30488 Total:	20.00								
240-240-52010	Attorney & Legal Services									
	30488 Total:	400.00								
30490	03/31/2015	35.40	0.00	04/28/2015	SDC		-	No		0000
100-100-52010	Attorney & Legal Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	30490 Total:	35.40								
	SpeHoy Total:	2,966.50								
SplsCC Staples Contract and Commercial										
7001748732	04/09/2015	43.08	0.00	04/28/2015	Various office needs		-	No		0000
100-100-51010	Admin Supplies & Services									
7001748732	04/09/2015	23.19	0.00	04/28/2015	Various office needs		-	No		0000
140-140-51010	Admin Services & Supplies									
	7001748732 Total:	66.27								
7001750436	04/09/2015	70.84	0.00	04/28/2015	Various office needs		-	No		0000
100-100-51010	Admin Supplies & Services									
7001750436	04/09/2015	38.14	0.00	04/28/2015	Various office needs		-	No		0000
140-140-51010	Admin Services & Supplies									
	7001750436 Total:	108.98								
7001750437	04/09/2015	5.00	0.00	04/28/2015	Various office needs		-	No		0000
100-100-51010	Admin Supplies & Services									
7001750437	04/09/2015	2.69	0.00	04/28/2015	Various office needs		-	No		0000
140-140-51010	Admin Services & Supplies									
	7001750437 Total:	7.69								
7001750438	04/09/2015	3.96	0.00	04/28/2015	Various office needs		-	No		0000
100-100-51010	Admin Supplies & Services									
7001750438	04/09/2015	2.13	0.00	04/28/2015	Various office needs		-	No		0000
140-140-51010	Admin Services & Supplies									
	7001750438 Total:	6.09								
	SplsCC Total:	189.03								
SwaPes Swanson's Pest Mgt										
565552	04/03/2015	33.00	0.00	04/28/2015	Community Ctr pest management		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
	565552 Total:	33.00								
565560	04/03/2015	16.17	0.00	04/28/2015	PWD shops / Water Trmnt Plant		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
565560	04/03/2015	16.66	0.00	04/28/2015	PWD shops / Water Trmnt Plant		-	No		0000
220-220-53065	Bldg & Yard Maintenance									
565560	04/03/2015	16.17	0.00	04/28/2015	PWD shops / Water Trmnt Plant		-	No		0000
230-230-53065	Bldg & Yard Maintenance									
	565560 Total:	49.00								
565561	04/03/2015	31.20	0.00	04/28/2015	CH pest management		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
565561	04/03/2015	7.80	0.00	04/28/2015	CH pest management		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
	565561 Total:	39.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	SwaPes Total:	121.00								
USAblu USA Blue Book										
21021053020	04/13/2015	238.93	0.00	04/28/2015	System needs - PO 4518		-	No		0000
210-210-53020	System Operating Supplies	238.93								
	21021053020 Total:	238.93								
	USAblu Total:									
ValTel Valley Tel Service Inc										
405551	04/15/2015	14.95	0.00	04/28/2015	Programming assistance		-	No		0000
100-100-51500	Office Equipment & Furniture	0.65								
405551	04/15/2015	22.75	0.00	04/28/2015	Programming assistance		-	No		0000
130-130-51500	Office Equipment & Furniture	22.75								
405551	04/15/2015	22.75	0.00	04/28/2015	Programming assistance		-	No		0000
210-210-51500	Office Equipment & Furniture	1.95								
405551	04/15/2015	1.95	0.00	04/28/2015	Programming assistance		-	No		0000
220-220-51500	Office Equipment & Furnishings	65.00								
405551	04/15/2015	65.00	0.00	04/28/2015	Programming assistance		-	No		0000
140-140-51500	Office Equipment & Furniture									
405551	04/15/2015									
130-520-51500	Office Equipment & Furniture									
	405551 Total:									
	ValTel Total:									
VUMC Valley United Methodist Church										
2015	04/11/2015	450.00	0.00	04/28/2015	Warm Shelter contribution		-	No		0000
100-100-51085	Miscellaneous/Discretionary	450.00								
	2015 Total:	450.00								
	VUMC Total:									
WilAnim Willamette Animal Guild										
40138	04/15/2015	90.00	0.00	04/28/2015	Feral Cat program	Spay / Neuter	-	No		0000
100-170-51122	Animal Control Feral Program	90.00								
	40138 Total:	90.00								
	WilAnim Total:									
XC2 XC2 Software, LLC										
Renew 6/1/15	04/06/2015	1,075.00	0.00	04/28/2015	2 year Maint/Tech support agreement		-	No		0000
210-210-52045	Computer System Support-Maint	1,075.00								
	Renew 6/1/15 Total:	1,075.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	XC2 Total:	1,075.00								
ZanyZoo	Zany Zoo Animals									
2015	04/13/2015	175.00	0.00	04/28/2015	Earth Day Event		-			0000
130-130-54620	Park Board Events & Activities									No
	2015 Total:	175.00								
	ZanyZoo Total:	175.00								
	Report Total:	27,512.35								



CITY OF VENETA - CIVIC CALENDAR - MAY 2015
Veneta City Hall - 88184 Eighth Street, Veneta, Oregon

2	City Wide Clean Up - Bolton Hill Road Facility 	8:00 a.m. to 4:00 p.m.
5	Veneta Planning Commission Meeting - City Hall	7.00 p.m.
6	Veneta Park Board Meeting - City Hall 	4:30 p.m.
10	Happy Mother's Day	
11	Veneta City Council Meeting - City Hall Veneta Urban Renewal Agency Meeting - Immediately following City Council Meeting	7:00 p.m.
14	City of Veneta Budget Committee Meeting - City Hall Veneta Urban Renewal Agency Budget Committee Meeting - Immediately following City Budget Meeting	6:00 p.m.
21	Municipal Court - City Hall	8:30 a.m.
21	City of Veneta Budget Committee Meeting - City Hall Veneta Urban Renewal Agency Budget Committee Meeting - Immediately following City Budget Meeting	6:00 p.m.
25	Veneta City Council Meeting - City Hall 	Cancelled
25	Memorial Day - City Hall Closed	Closed
30	Meet Sgt. Halvorson (Lane County Sheriff's Office contract Sergeant for the City of Veneta) - Fern Ridge Library	1:00 p.m.

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

MEMORANDUM

TO: Sgt. Billy Halvorson, Lane County Sheriff's Office
FROM: Darci Henneman, City Recorder
SUBJECT: Request for review of Annual Liquor License Renewals

DATE: April 14, 2015

Attached is a list of businesses which have requested renewal of their liquor licenses. The City has been given the opportunity to provide recommendations to OLCC for any of the businesses on the list or to request additional time to investigate any of the requests for renewal.

Please **initial and date** below if (1) you recommend unconditional approval of all the businesses listed, (2) recommend approval of any business with conditions, or (3) recommend any business for denial. This list will be submitted to the Veneta City Council at the **May 11, 2015** City Council meeting.

 #2220 04/16/2015 UNCONDITIONAL APPROVAL

_____ APPROVAL WITH CONDITIONS (please use reverse side of this memorandum)

_____ DENIAL (please use reverse side of this memorandum)

Conditions of Approval:

Denial:

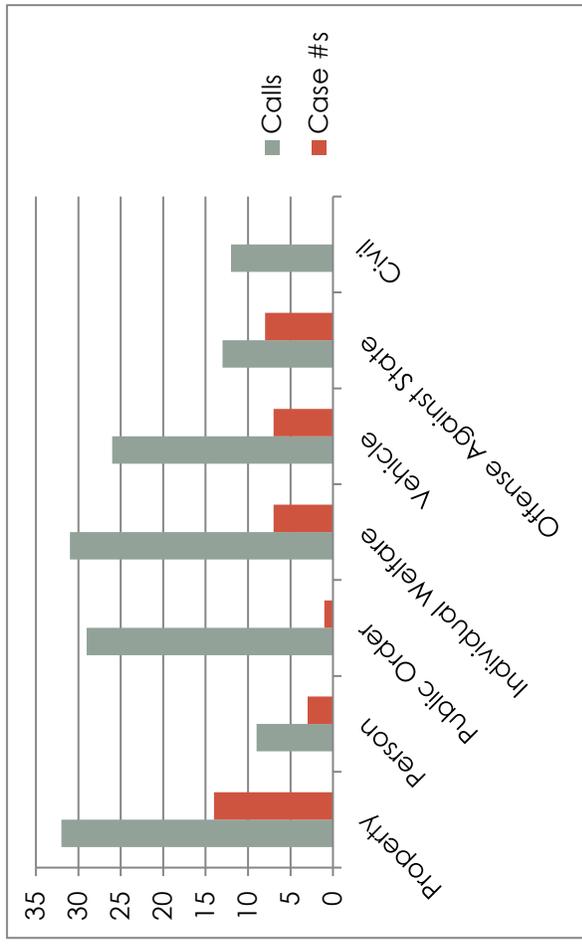
Dist. #	License #	Tradename	Participant	License	Premises Address
Local Government: VENETA					
3	203140	BI-MART #669	BI-MART CORP	O	25126 JEANS RD, VENETA, OR
	207339	BILLY JEAN'S	JOHNSON, LEANNA R	O	24961 HWY 126, VENETA, OR
	205753	BONNE CHANCE BISTRO	SILVER DOLLAR SALES GROUP LLC	L	88338 TERRITORIAL RD, VENETA, OR
	214374	COUNTRYSIDE PIZZA & GRILL VENETA	COUNTRYSIDE PIZZA & GRILL VENETA INC	F-COM	88278 TERRITORIAL RD, VENETA, OR
	205432	CRAZY AL'S BAR & GRILL	G HEIKEN ENTERPRISES INC	F-COM	88186 FOURTH ST, VENETA, OR
	214815	DANIELLE TASTE VENETA	DANIELLE TASTE VENETA LLC	O	88330 TERRITORIAL, VENETA, OR
	214816	DANIELLE TASTE VENETA	DANIELLE TASTE VENETA LLC	L	88330 TERRITORIAL, VENETA, OR
	203184	DARI MART STORE #27	DARI-MART STORES INC	O	88198 TERRITORIAL RD, VENETA, OR
	203388	DS MART	DS MARKET INC	O	87754 TERRITORIAL RD, VENETA, OR
	209436	HO HO RESTAURANT	YONG HO HO RESTAURANT INC	L	88114 TERRITORIAL RD, VENETA, OR
	203575	IXTAPA MEXICAN RESTAURANT	IXTAPA VENETA INC	F-COM	24965 HWY 126, VENETA, OR
	205235	MAIN STREET MARKET 3	I & N INC	O	24927 HWY 126, VENETA, OR
	206632	OUR DAILY BREAD	FEATHERBENDERS LLC	O	88170 TERRITORIAL RD, VENETA, OR
	206653	OUR DAILY BREAD	FEATHERBENDERS LLC	F-COM	88170 TERRITORIAL RD, VENETA, OR
	206435	PLOUGH MONDAY BREWING	PLOUGH MONDAY BREWING LLC	BP	25327 JEANS RD, VENETA, OR
	206479	RAY'S FOOD PLACE #39	C & K MARKET INC	O	25013 HWY 126, VENETA, OR
	206500	SHELL 324	ARS FRESNO LLC	O	25547 HWY 126, VENETA, OR
	205073	WINERIES WITHOUT WALLS	FERN RIDGE CHAMBER OF COMMERCE	L	24949 HWY 126, VENETA, OR
	205273	WINERIES WITHOUT WALLS	FERN RIDGE CHAMBER OF COMMERCE	O	24949 HWY 126, VENETA, OR
	205548	YUKON JACK'S STEAKHOUSE & SALOON	YUKON JACK'S STKHSE & SALOON INC	F-COM	24967 W BROADWAY, VENETA, OR

City of Veneta Monthly Police Activity- February 2015

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	32	14
<u>Person</u>	9	3
<u>Public Order</u>	29	1
<u>Individual Welfare</u>	31	7
<u>Vehicle</u>	26	7
<u>Offense Against State</u>	13	8
<u>Civil</u>	12	0
<u>Total</u>		40



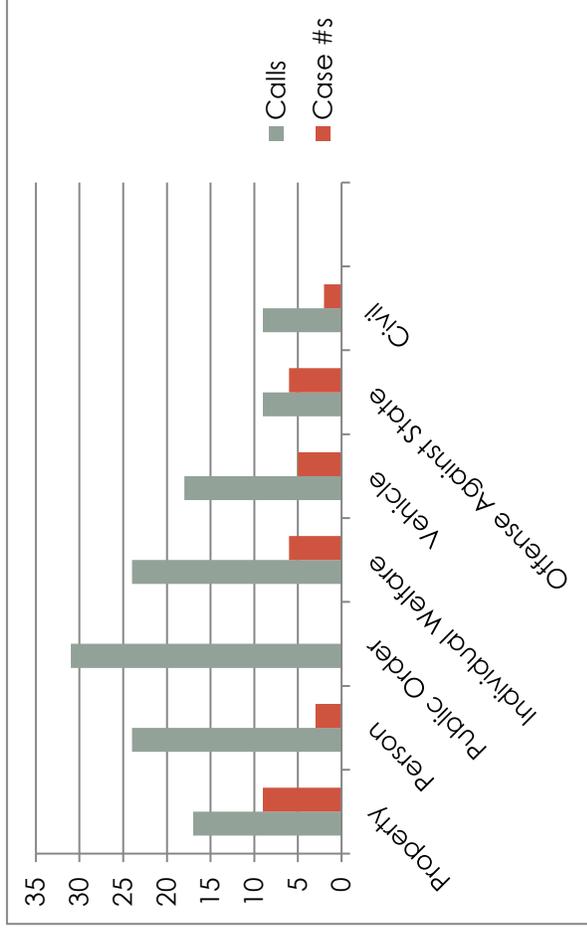
- Property** (Thefts, Criminal Mischief, Trespass)
- Person** (Assaults, Menacing, Harassment, Viol. Restraining Order)
- Public Order** (Disorderly Subjects, Suspicious Vehicles/Persons)
- Individual Welfare** (Welfare Checks, Missing Persons, Overdose, Suicidal Subjects)
- Vehicle** (DUI, DWS, Illegal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

City of Veneta Monthly Police Activity- March 2015

Prepared by Sgt. Billy Halvorson, LCSO

Calls for Service by Incident Types:

<u>Incident Type</u>	<u>Calls</u>	<u>Case #s</u>
<u>Property</u>	17	9
<u>Person</u>	24	3
<u>Public Order</u>	31	0
<u>Individual Welfare</u>	24	6
<u>Vehicle</u>	18	5
<u>Offense Against State</u>	9	6
<u>Civil</u>	9	2
<u>Total</u>		31



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

Name Carol Petty Committee Applying for Park Bd. Date 4/1/15

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

I have already served 2 years and am familiar with the workings of the board

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

I am running as chair person - park bd. representative for the Veneta Elementary Earth Day event.

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

I like to educate the community + school children about taking care of the earth.

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

SANTA - coat chair person

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

No

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

No

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.) I have been involved in many volunteer activities, both inside and outside of school. I have already served one term on Park board, and I had a great experience with it.
2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make? I hope to become a member because I love seeing the changes in the community, and all of the exciting goals we meet. Personally, I'd want my contribution to be getting the HS more involved, and getting the youth of the community excited for events.
3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed. If I were to be re-appointed, I'd love to address the speed limit signs, bumpy roads, and hazardous playgrounds; along with providing more events to draw the community together.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) I am a member of my club, honor society, and tolerance and diversity. I also served on park board.
5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones? N/A
6. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?
N/A

City of Veneta

Kiwanis 25th Anniversary Proclamation

WHEREAS, the Kiwanis Club of Fern Ridge has played an important part in the history of the City of Veneta for 25 years; and

WHEREAS, the Kiwanis Club of Fern Ridge dedicates itself to being a global organization of volunteers dedicated to changing the world one child and one community at a time; and

WHEREAS, Fern Ridge Kiwanis members are instrumental in the efforts to serve those in need in the Fern Ridge Community by sponsoring the Kiwanis Holiday Food Drive and the Thanksgiving Feast; and

WHEREAS, Fern Ridge Kiwanis members have been significant supporters of area youth by co-sponsoring the Community Easter Egg Hunt, participating in the SMART Reading Program and proudly sponsoring the Elmira High School Key Club; and

WHEREAS, Fern Ridge Kiwanis members participate in regional and global campaigns like the Doernbecher Children's Cancer Program to fight childhood cancer and the Eliminate Project to wipe out fatal maternal and neo-natal tetanus, and

WHEREAS, Fern Ridge Kiwanis members demonstrate a love of our community through their VISIBLE passion for service and fellowship, while having FUN, and Therefore, I Sandra Larson, Mayor of the City of Veneta do hereby proclaim April as

Kiwanis Month

In the City of Veneta and I further encourage all citizens to accord great honor and respect due to all members of Kiwanis as supreme examples of civic duty and patriotism.

In Witness Whereof, I hereunto set my hand and caused the seal of the City of Veneta to be affixed this ____ day of April, 2015.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor, City of Veneta

ATTEST:

Darci Henneman, City Recorder



March 20, 2015

Dear Potential Sponsor:

On behalf of the Elmira Booster Club, we are contacting potential sponsors and past sponsors, letting you know of our two largest fundraisers for 2015.

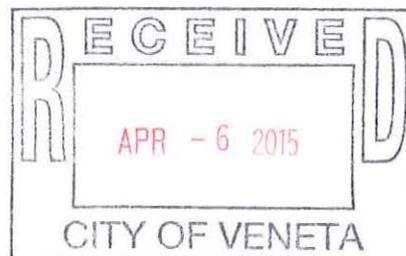
We hope you will consider sponsoring at least one of our events. Monies donated to athletics at Elmira High School have recently gone to a concussion testing system that is a vital tool, used by all the sports programs, Huddle videotaping system, safety mats, and field maintenance equipment and repair. Since 2011, the Elmira Booster Club has donated more than \$53,000 to Elmira High School athletics and clubs. This has been possible because of your support and donations.

Our first event is on August 8, 2015 which is the Falcons Country Classic Car Show, and will be held at Fern Ridge Middle School. Our second event is on September 20, 2015 which is the Let It Ride golf tournament at Diamond Woods. Would you be willing to sponsor one or perhaps both of these events? We appreciate you considering donating to us again this year, as we simply can't do what we do for our community without you.

Enclosed is sponsorship information for the Falcons Country Classic Car Show and you will receive more information on the golf tournament as we are still working out the details. Thank you for your time and consideration.

Sincerely,

Elmira Booster Club



Falcon Country Classic Car Show

Saturday, August 8, 2015 · Elmira, Oregon

Sponsorship Form

Support student athletic programs at Elmira High School and gain positive publicity for your business by becoming a sponsor for the Elmira Booster Club's Falcon Country Classic Car Show fundraiser to be held at Fern Ridge Middle School on Saturday, August 8, 2015, from 9am to 4pm.

\$100 SPONSORSHIP FEE INCLUDES:

- SPONSOR RECOGNITION SIGN AT ENTRY GATE WITH YOUR COMPANY NAME
- COMPANY NAME ON POSTERS
- LISTING AND LIVE LINKS FROM WEB SITE
- ONE CAR REGISTRATION
- SPONSOR RECOGNITION IN REGISTRATION BAG
- TAX DEDUCTIBLE DONATION

\$200 SPONSORSHIP FEE INCLUDES:

- ALL OF THE ABOVE
- COMPANY NAME ON EVENT T-SHIRTS

\$500 PRESENTING SPONSORSHIP INCLUDES:

- ALL OF THE ABOVE
- COMPANY NAME FEATURED AS PRESENTING SPONSOR ON MATERIALS & WEB SITE
- COMPANY NAME INCLUDED IN ADVERTISING

Company Name as it should appear: _____

Company Contact Name: _____ Telephone Number: _____

E-Mail: _____ Web Site: _____ Want a Link from our site? _____

Company Address: _____

Yes, I'd like a Car Registration: _____ (we will forward a car registration form)

No Car Registration, but I would like a T-Shirt: _____ Size (circle): S M L XL 2XL 3XL 4XL

No, thanks, I don't want a car registration or T-Shirt: _____

Would you like to make an additional tax deductible donation to the Elmira Booster Club? Amount: \$ _____

Sponsorship Amount: \$ _____

Donate early to maximize your recognition! Deadline for inclusion on materials is June 30, 2015.

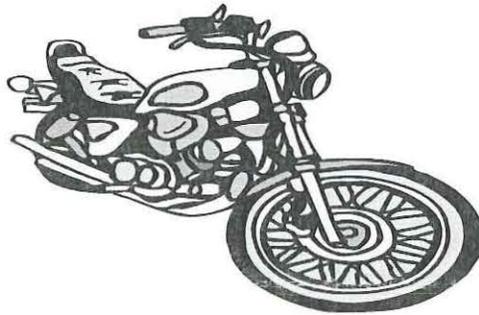
Mail Check to: Falcons Country Classic, Elmira Booster Club, PO Box 1298, Veneta, OR 97487

Call Julie Bothel at 541-935-0824 with questions. Rec'd _____ Date _____

For tax purposes, the Elmira Booster Club federal identification number is 93-0729626.

Ck# _____ To JS: _____

Kiwanis Club of Fern Ridge Motorcycle Show & Shine
August 16, 2015



The Kiwanis Club of Fern Ridge would like to offer you the opportunity to advertise your business while supporting the local service club that brings you the Holiday Food Drive, Easter Egg Hunt and various projects benefitting the residents of the greater Fern Ridge area.

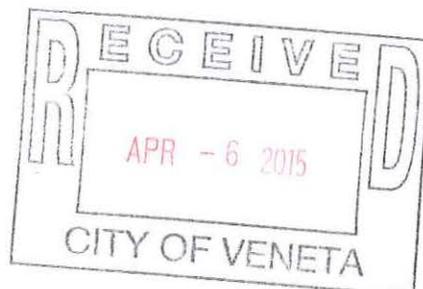
We are hosting the 2nd Annual Motorcycle Show and Shine at Domaine Meriwether Winery on August 16, 2015. Last year's show was a great success and we are pleased to offer you this opportunity once again. Please join us in this exciting venture to raise funds for our projects, see some beautiful motorcycles and promote your business at the same time.

As a supporter of this event, your sponsorship will include the items listed on the enclosed Sponsorship form.

Other participation options to support the Kiwanis Club of Fern Ridge, may include a check, for any amount you choose or a product donation for our registration giveaway bags. Please mail to the address on the sponsorship form. We appreciate your kindness.

Bonnie

Bonnie Nagle
Treasurer
Kiwanis Club of Fern Ridge
541.935.4141





**KIWANIS CLUB OF FERN RIDGE
MOTORCYCLE SHOW 'N' SHINE
AUGUST 16, 2015
SPONSORSHIP FORM**

Would you like to help support the local service club Kiwanis Club of Fern Ridge while gaining exposure for your business? The Motorcycle Show 'n' Shine on Sunday August 16th will run from 11AM to 4PM at Domaine Meriwether Winery in Veneta. Please return your sponsorship by June 15, 2015 to be included on printed material.

\$100 SPONSORSHIP INCLUDES:

- ~Sponsor recognition sign at Entry Gate
- ~One Motorcycle Registration
- ~Sponsor recognition in registration packet

\$200 SPONSORSHIP:

- ~All of the above plus
- ~Company name on posters
- ~Company name on Event T-Shirt

\$500 PRESENTING SPONSORSHIP:

- ~All of the above plus
- ~Company name featured as Presenting Sponsor on all materials

Company name as it should appear: _____
 Company contact: _____
 E-Mail _____ Telephone _____
 Address _____ Web Site _____

Registration for Motorcycle _____ Y _____ N (a registration will be sent to you)
 T-Shirt _____ Y _____ N size: S M L XL (circle one)

Sponsorship Amount\$ _____

Mail to: Kiwanis Club of Fern Ridge PO Box 838 Veneta OR 97487 (**deadline 6/15/15**)



FERN RIDGE MIDDLE SCHOOL

Fern Ridge School District 28J

88831 Territorial Road, Elmira, Oregon 97437

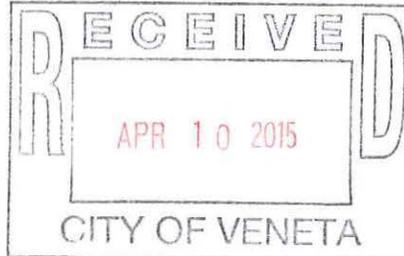
Phone (541) 935-8230 FAX (541) 935-8234

Ryan Chambers, Counselor

Peter Barsotti, Principal

April 10, 2015

Veneta City Council Members
City Of Veneta



Dear Veneta City Council Members:

I would like to request that pool rental fees be waived for Fern Ridge Middle School to use the Veneta Pool on June 9 for our Eighth Grade Field Trip, Cardboard Boat Races. We have checked with Kyle Schauer and understand that we are responsible for cleanup and removal of our used cardboard and other trash and a possible cleaning fee or deposit. Attached is the rental agreement form. Thank you for considering our request for the Eighth Grade class of Fern Ridge Middle School.

Sincerely,



Peter Barsotti
Principal

Home of the Royals
Follow the High Fives:

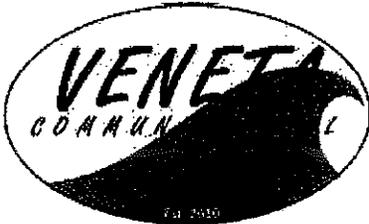


Be Respectful Be Responsible Hands and Feet to Self Follow Directions Be There - Be Ready

The Fern Ridge School District is an equal opportunity educator and employer.

It is the policy of the Fern Ridge Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the Fern Ridge School District Main Office, 88834 Territorial Road, Elmira, OR 97437, Phone (541)935-2253.





Pool Rental Request and Agreement

Thank you for your interest in renting Veneta Community Pool. The following information outlines the services that will be provided for your activity, your responsibilities and the applicable fees.

Date Pool Requested: 4/9/15 Time: 11:30 (am/pm) to 1:30 am/pm

Total number of people in rental party: 120

Contact Person: Peter Barsotti Organization: Fern Ridge Middle School

Contact Phone: (541) 935-8230 Contact Email: pbarsotti@fernridge.k12.or.us

Mailing Address: 88831 Territorial Road

City: Elmira State: OR Zip Code: 97437

Pool Services

The Veneta Pool will provide lifeguard coverage based upon the size and age of the entire rental party.

Renter Responsibilities

1. If more than 50% of the rental party are minors, the rental party will provide one (1) adult supervisor per twenty-five (25) minors. The supervisor's responsibility is to be available for discipline and emergency situation IF REQUESTED by the head lifeguard on duty.
2. Any damage that occurs to the pool facilities during a rental, by a rental party member, is the responsibility of the organization that requested the rental.
3. The service charge is due before the pool will be opened for the rental group.
4. The rental time includes "dressing down" time.
 - Prepare to:
 - a. Be allowed in the facilities at the time the rental begins as well as
 - b. Clearing the water fifteen (15) minutes before the end of the session.

Rental Fee/Service Charges

Private party rentals:

1. Up to 50 people: \$100/hour
2. 50-100 people: \$125/hour
3. 100+ people: \$150/hour

PLEASE NOTE: Fee will increase to reflect the actual party size and must be collected before additional party members are allowed to enter.

Additionally, management has the right to determine that additional lifeguards are needed for safety reasons at any time. The cost for additional lifeguards is \$12.00 per hour, per guard.

By signing I agree that I have read and understand the instructions and agree to pay all applicable fees as outlined here in this agreement.

Signature: Peter Barsotti Date: 4/10/15

We look forward to seeing you at the pool!

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

Third Quarter (July through March) 75% through the Year

Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year-to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to-Date	% of Budget Expended	Ending Fund Balance March 31, 2015
GENERAL:	\$ 888,230.55	\$ 586,903.00	\$ 638,136.30	109%				\$ 1,149,087.43
Receipts		1,000.00	1,000.00	100%				
Transfers-In								
Personal Services					\$ 338,932.00	\$ 208,290.90	61%	
Materials & Services					242,950.00	135,814.52	56%	
Transfers-Out					25,000.00	25,000.00	0%	
Capital Outlay					48,000.00	9,174.00	19%	
Contingency					50,000.00	-	0%	
DEBT SERVICE:	108,674.42	88,277.00	93,436.62	106%	84,000.00	81,235.09	97%	120,875.95
Receipts								
Debt Service								
LAW ENFORCEMENT:	449,513.58	683,668.00	660,691.88	97%	816,900.00	403,624.78	49%	706,580.68
Receipts					5,000.00	-	0%	
Materials & Services					5,000.00	-	0%	
Capital Outlay								
Contingency								
PARKS & RECREATION:	380,517.20	298,519.00	276,541.75	93%	193,251.00	120,284.62	62%	511,397.29
Receipts		25,000.00	25,000.00	100%	104,182.00	49,377.04	47%	
Transfers-In					6,250.00	1,000.00	16%	
Personal Services					20,000.00	-	0%	
Materials & Services								
Capital Outlay								
Contingency								
PLANNING	215,899.97	127,759.00	176,541.82	138%	123,480.00	80,131.95	65%	259,591.38
Receipts					67,350.00	51,718.46	77%	
Personal Services					6,000.00	1,000.00	17%	
Materials & Services					10,000.00	-	0%	
Capital Outlay								
Contingency								

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

Third Quarter (July through March) 75% through the Year

Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year- to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to- Date	% of Budget Expended	Ending Fund Balance March 31, 2015
MUNICIPAL WATER:	1,866,912.87							2,207,448.38
Receipts	910,575.00	910,575.00	736,510.52	81%				
Transfers-In	250,000.00	250,000.00	200,000.00	80%				
Personal Services					352,437.00	217,645.63	62%	
Materials & Services					956,140.00	228,606.87	24%	
Transfers-Out					5,000.00	5,000.00	100%	
Capital Outlay					11,500.00	5,717.51	50%	
Debt Service					143,000.00	139,005.00	97%	
Contingency					75,000.00	-	0%	
MUNICIPAL SEWER:	1,789,528.83							1,986,163.57
Receipts		916,186.00	761,764.48	83%				
Transfers-In								
Personal Services					308,347.00	196,002.50	64%	
Materials & Services					531,467.00	158,035.00	30%	
Transfers-Out					80,000.00	80,000.00	100%	
Capital Outlay					41,500.00	15,443.24	37%	
Debt Service					117,500.00	115,649.00	98%	
Contingency					100,000.00	-	0%	
STREETS	1,672,571.72							1,358,597.14
Receipts		461,864.00	329,385.84	71%				
Transfers-In								
Personal Services					130,280.00	83,366.44	64%	
Materials & Services					251,200.00	143,703.98	57%	
Capital Outlay					7,250.00	11,290.00	156%	
Transfers-Out					405,000.00	405,000.00	100%	
Contingency					100,000.00	-	0%	
STORMWATER DRAINAGE:	148,501.62							153,498.11
Receipts		55,534.00	45,944.41	83%				
Personal Services					19,083.00	11,530.69	60%	
Materials & Services					11,670.00	3,424.73	29%	
Capital Outlay					6,000.00	992.50	17%	
Transfers-Out					25,000.00	25,000.00	100%	
Contingency					10,000.00	-	0%	
PUBLIC WORKS EQUIPMENT:	160,516.46							176,135.17
Receipts		600.00	618.71	103%				
Transfers-In		15,000.00	15,000.00	100%				
Capital Outlay					5,000.00	-	0%	

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

Third Quarter (July through March) 75% through the Year

Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year-to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to-Date	% of Budget Expended	Ending Fund Balance March 31, 2015
CAPITAL CONSTRUCT: GOV'T	839,033.58	84,311.00	35,762.64	42%				874,796.22
Receipts								
CAP CONST: WATER SDC	-	74,447.00	25,879.57	35%				194,941.84
Receipts		450,000.00	461,213.27	102%				
Transfers-In					25.00	-	0%	
Materials & Services					295,000.00	292,151.00	99%	
Debt Service								
CAP CONST: SEWER SDC	-	74,393.00	38,019.74	51%				2,335,454.02
Receipts		2,850,000.00	2,456,572.27	86%				
Transfers-In					25.00	-	0%	
Materials & Services					163,500.00	137,320.04	84%	
Debt Service					410,000.00	21,817.95	5%	
Capital Outlay								
CAPITAL CONSTRUCT: ENTERPRISE	2,917,785.54	-	-	0%				-
Receipts								
Transfers-Out					3,300,000.00	2,917,785.54	88%	
Capital Outlay					-	-	0%	
2007 INVERSE CONDEMNATION	46,090.24	10.00	175.26	1753%				78,699.50
Receipts		100,000.00	100,000.00	100%				
Transfers-In					100.00	-	0%	
Materials & Services					108,000.00	67,566.00	63%	
Debt Service								
ZUMWALT CAMPGROUND:	101,531.83	60,450.00	69,751.41	115%				109,078.40
Receipts								
Materials & Services					40,366.00	37,204.84	92%	
Transfers-Out					25,000.00	25,000.00	100%	
BUSINESS ASSISTANCE GRANT/ L	156,053.97	470.00	605.89	129%				155,659.86
Receipts					39,050.00	-	0%	
Materials & Services					1,000.00	1,000.00	100%	
Transfers-Out								
CAP PROJ-NEW POOL FACILITIES	6,528.52	300.00	536.34	179%				7,064.86
Receipts					300.00	-	0%	
Materials & Services					300.00	-	0%	

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

Third Quarter (July through March) 75% through the Year

Fund	Beginning Fund Balance July 1, 2014	FY 2014-15 Budget	Resources Recorded Year- to-Date	% of Budget Received	FY 2014-15 Budget	Expenditures Paid Year-to- Date	% of Budget Expended	Ending Fund Balance March 31, 2015
CAP PROJ-W. B'WAY DEVELOP	59,602.04							58,095.11
Receipts		110.00	299.45	272%				
Transfers-In		90,000.00						
Materials & Services					5,050.00	1,685.90	33%	
Capital Outlay					100,770.00	120.48	0%	
LOCAL IMPROVEMENTS	113,847.62	2,345.00	2,337.26	100%				108,173.29
Receipts								
Transfers-In								
Materials & Services					550.00	-	0%	
Debt Service					66,000.00	8,011.59	12%	
CAP PROJ-WATER PIPELINE	-				50,000.00		0%	-
Transfers-Out								
RESERVE: GOV'T	721,793.40							1,149,600.04
Receipts		3,600.00	2,806.64	78%				
Transfers-In		425,000.00	425,000.00	100%				
RESERVE: ENTERPRISE	1,332,819.22	6,000.00	5,169.73	86%				1,337,988.95
Receipts								
CITY WIDE TOTALS:	\$ 13,975,953.18	\$ 8,642,321.00	\$ 7,584,701.80	87.8%	\$ 10,443,405.00	\$ 6,521,727.79	62.4%	\$ 15,038,927.19

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Adoption of Veneta Residential Buildable Land Inventory and Housing Needs Analysis by Resolution No. 1170

Meeting Date: April 27, 2015
Department: Community Development

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

ISSUE STATEMENT

Council is being asked to adopt by Resolution the Residential Buildable Land Inventory and Housing Needs Analysis (2013-2033). Planning Commission recommended adoption of the study at their November 2014 meeting.

BACKGROUND (include prior council or committee action)

The Residential Buildable Land (BLI) and Housing Needs Analysis (HNA) is part of the City's Comprehensive Plan update project. The BLI is the technical document that will be used to update Housing policies of the Comprehensive Plan. A BLI allows a community to determine whether or not there is an adequate supply of buildable land to accommodate future housing needs based on a 20 year population forecast. A Housing Needs Analysis includes projecting the number of new housing units needed to meet the forecasted population growth over the next 20 years (2013-2033).

The Veneta Residential Lands Study followed these basic steps: 1) inventory how much buildable residential land the City has, 2) Identify housing needs based on certified population forecast, and 3) determine if there is enough land to accommodate growth between 2013 and 2033.

Over the course of eighth months in 2013-2014, Planning Commission provided technical review of each step in the study. City Council reviewed the draft BLI at a work session in January 2014. Since that time, Planning Commission has made minor revisions to the study and on November 4, 2014 made a recommendation to City Council to adopt the Residential Buildable Land and Housing Needs Analysis. Staff initially scheduled adoption of the BLI once the Economic Opportunities Analysis (EOA) was complete. Council and Planning Commission have reviewed the EOA at the last work session held on March 9, 2015.

Planning Commission is currently reviewing proposed Comprehensive Plan amendments that will implement the EOA and Residential BLI and will hold a hearing in July or August for adoption and recommendation to City Council.

Summary

Findings from Residential Buildable Land (BLI) and Housing Needs Analysis are as follows:

Comparing Supply and Demand of Residential Acres

- Veneta has a surplus of 153 acres of residential land to accommodate growth over the next 20 years. There is a surplus of approximately 60 acres of Low Density/Rural Residential land and 93 acres of Medium Density Residential land.
- Veneta has an adequate supply of residential land to meet the 20 year projected demand within its

current UGB.

Population Growth

- Veneta's population is forecast to more than double between 2013 and 2035 from 4635 to 10,505. In 2033 Veneta's population is estimated to be 10, 242.
- Growth will be higher between 2010 and 2020 and will begin to slow afterwards until 2035.
- Veneta's growth will be comparable to the cities of Creswell and Junction City and is expected to grow much faster than Lane County and the Eugene-Springfield Metro area as a whole, with an annual average growth rate of 4.3%.

Residential Land Inventory

- Veneta has a total of 475.8 acres of buildable residential acres. The majority of buildable residential land acres is designated Rural Residential and Low Density Residential totaling 347.6 and the remaining 128 acres is designated Medium Density Residential.

Housing and Land Need

- Veneta will need to provide 2,120 new dwelling units between 2013-2033 plus an additional 63 group quarter units to accommodate the forecasted population.
- A majority of the dwelling units needed will be for single family dwellings (84.0%) and the remaining housing types will be multi-family, duplexes, mobile homes and group quarters.
- City of Veneta will need a total of 321.8 acres of residential land; 287.2 acres of Low Density Residential Land and 34.6 acres of Medium Density Residential land.

RELATED CITY POLICIES

Since this document will be used to update polices of the City's Comprehensive Plan, staff is recommending City Council adopt the study by Resolution.

COUNCIL OPTIONS (include financial impacts)

1. Adopt Veneta Residential Buildable Land (BLI) and Housing Needs Analysis
2. Do not adopt Veneta Residential Buildable Land (BLI) and Housing Needs Analysis
3. Make recommended changes to Veneta Residential Buildable Land (BLI) and Housing Needs Analysis and adopt.

CITY ADMINISTRATOR'S RECOMMENDATION

Adopt Veneta Residential Buildable Land and Housing Needs Analysis as recommended by Planning Commission.

SUGGESTED MOTION

"I make a motion to adopt the Veneta Residential Buildable Land (BLI) and Housing Needs Analysis by Resolution No. 1170."

ATTACHMENTS

None.

CITY OF VENETA

RESOLUTION NO. 1170

A RESOLUTION ADOPTING THE VENETA RESIDENTIAL BUILDABLE LAND INVENTORY AND HOUSING NEEDS ANALYSIS

WHEREAS, Lane County adopted a 20 year Coordinated Population in 2009 which forecasted a population for Veneta from the year 2008 to the year 2035, consistent with Oregon Administrative Rule (660-024-0030) and ORS 195.036; and

WHEREAS, the City desired a study to determine if there is an adequate supply of residential land which can accommodate the forecasted population growth for Veneta for the next 20 years; and

WHEREAS, the City prepared a Residential Buildable Land Inventory and Housing Needs Analysis, 2013-2033, consistent with Statewide Planning Goal 10 and the Goal 10 Administrative Rule (OAR 660-008); and

WHEREAS, the Veneta Residential Buildable Land Inventory and Housing Needs Analysis provides an inventory of buildable residential land, including development constraints, and a housing needs analysis based on the county coordinated population forecast; and

WHEREAS, the City Council desires to adopt the Veneta Residential Buildable Land Inventory and Housing Needs Analysis, 2013-2033, and declares its intention in updating the Housing Element of the City's Comprehensive Plan with the findings of the analysis.

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

SECTION 1 Adoption. The City of Veneta hereby adopts the Veneta Residential Buildable Land Inventory and Housing Needs Analysis, 2013-2033, attached as Exhibit A.

PASSED AND ADOPTED BY THE VENETA CITY COUNCIL this ____ day of _____, 20__.

XXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Proposed Rate Increases for the Veneta Community Pool

Meeting Date: April 27, 2015
Department: Public Works

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

ISSUE STATEMENT

The resolution being presented is to increase the user fees for the Veneta Community Pool for the upcoming season.

BACKGROUND

The user rates for the Veneta Community Pool have remained the same since the pool first opened in 2010. A rate comparison study (attached as Exhibit A) was completed by Katie Babits that compared our rates to similar pools. The study showed that Veneta's rates were consistently below the rate average for the study group. The 2014 Annual Cost Recovery Report for the Community Pool had recommendations that rate increases be made prior to the 2015 season.

The proposed rates would increase single pool entries by \$.50 per entry. 10-punch passes would go up \$4.50 for youth and adults, while the 10-punch Family pass would go up by \$10.00. Season passes for youths and adults would increase by \$7.00 and season family passes by \$10.00. Private rentals would increase by \$10.00/hour. Group lessons and Swim Team fees would remain the same, however private lessons would increase by \$2.00 per lesson. The increases would be the same for both in-district and out of district patrons.

In 2014, the Veneta Community Pool generated \$45,684 in revenues, but still ran at a deficit of \$32,601 for the season. Due to the increases to the Oregon Minimum Wage, fuel costs, and electrical costs, personnel and operating costs are expected to continue to increase for the foreseeable future. A rate increase would help to keep the annual deficit stable.

RELATED CITY POLICIES

None.

COUNCIL OPTIONS

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

CITY ADMINISTRATOR’S RECOMMENDATION

City Council approve the resolution as presented.

SUGGESTED MOTION

I make a motion to approve Resolution No.1171 as presented.

ATTACHMENTS

A. Comparison of 2014 Rates

Veneta Community Pool
2014 Rate Comparison

In District													
	Youth (3-17)	Adult	Senior	Family	Season Youth	Season Adult	Season Family	10-punch pass Youth	10-punch pass Adult	10-punch pass Family	Fitness	Rental/hr	Pool Type
Bend	\$4.00	\$6.00	\$5.00		\$70.00	\$130.00	\$297.00				\$7.00	\$175.00	Indoor/outdoor
Willamalane	\$3.00	\$4.75	\$3.75			\$150.00		\$24.00	\$38.00			\$240.00	Indoor
Sheldon	\$3.50	\$4.00		\$9.00	\$60.00	\$80.00	\$135.00	\$28.00	\$34.00	\$67.00	\$5.00	\$95.00	Indoor
Echo Hollow	\$3.50	\$4.00		\$9.00	\$60.00	\$80.00	\$135.00	\$28.00	\$34.00	\$67.00	\$5.00	\$95.00	Indoor/outdoor
Albany	\$3.25	\$4.00	\$4.00		\$97.50	\$120.00	\$250.00	\$29.25	\$37.00				Outdoor
Junction City	\$2.00	\$3.50	\$1.50	\$8.00	\$60.00	\$75.00	\$85.00					\$60.00	Outdoor
Milton-Freewater	\$3.50	\$5.00			\$60.00	\$60.00	\$135.00				\$2.50	\$300.00	Outdoor
Astoria	\$4.50	\$6.50		\$15.00	\$84.00	\$134.00	\$184.00	\$40.00	\$60.00	\$150.00		\$150.00	Indoor
Brookings	\$2.50	\$3.00	\$2.50	\$10.00	\$65.00	\$85.00	\$145.00	\$20.00	\$25.00			\$125.00	Outdoor
Hood River	\$3.00	\$4.00	\$3.00		\$74.00	\$104.00	\$244.00	\$27.00	\$36.00				Indoor/outdoor
Amazon	\$4.50	\$5.00		\$15.00	\$78.00	\$100.00	\$180.00	\$36.00	\$42.00	\$90.00	\$5.25	\$315.00	Outdoor
In District Avg	\$3.39	\$4.52	\$3.29	\$11.00	\$70.85	\$101.64	\$179.00	\$29.03	\$38.25	\$93.50	\$4.95	\$172.78	
VENETA 2014	\$3.00	\$4.00	\$3.00	\$10.00	\$48.00	\$64.00	\$130.00	\$25.50	\$34.00	\$85.00	\$4.50	\$100.00	Outdoor
% Difference	-11%	-12%	-9%	-9%	-32%	-37%	-27%	-12%	-11%	-9%	-9%	-42%	
Proposed Rate	\$3.50	\$4.50	\$3.50	\$11.00	\$55.00	\$71.00	\$140.00	\$30.00	\$38.50	\$90.00	\$5.00	\$110.00	

Other Rates-In District	Current	Proposed
Fitness 10-punch pass	\$38.00	\$44.00
Private rentals/Hr		
up to 50 people	\$100.00	\$110.00
51-100 people	\$125.00	\$135.00
100 + people	\$150.00	\$160.00
Group Lessons	\$38.00	\$38.00
Private Lessons-half hour	\$10.00	\$12.00
Swim Team	\$75.00	\$75.00

All outdoor pools are open mid-June to the end of August, with the exception of Amazon Echo Hollow, which sell season passes from Memorial Day to Labor Day.

**Veneta Community Pool
2014 Rate Comparison**

Out of District													
	Youth (3-17)	Adult	Senior	Family	Season Youth	Season Adult	Season Family	10-punch pass Youth	10-punch pass Adult	10-punch pass Family	Fitness	Rental/hr	Pool Type
Bend	\$4.00	\$6.00	\$5.00		\$70.00	\$130.00	\$297.00				\$7.00	\$175.00	Indoor/outdoor
Willamalane	\$3.50	\$5.50	\$4.25			\$180.00		\$28.00	\$44.00			\$240.00	Indoor
Sheldon	\$3.50	\$4.00		\$9.00	\$60.00	\$80.00	\$135.00	\$28.00	\$34.00	\$67.00	\$5.00	\$95.00	Indoor
Echo Hollow												\$95.00	Indoor/outdoor
Albany	\$4.25	\$5.00	\$5.00		\$127.50	\$150.00	\$300.00	\$38.28	\$45.00				Outdoor
Junction City	\$2.50	\$4.50	\$2.50	\$10.00	\$70.00	\$80.00	\$100.00					\$60.00	Outdoor
Milton-Freewater	\$3.50	\$5.00			\$90.00	\$90.00	\$190.00				\$2.50	\$200.00	Outdoor
Astoria	\$4.50	\$6.50		\$15.00	\$84.00	\$134.00	\$184.00	\$40.00	\$60.00	\$150.00		\$150.00	Indoor
Brookings	\$3.50	\$4.00	\$3.50	\$12.00	\$75.00	\$100.00	\$180.00	\$25.00	\$30.00			\$155.00	Outdoor
Hood River	\$3.75	\$4.75	\$3.75		\$92.00	\$124.00	\$294.00	\$33.75	\$42.75				Indoor/outdoor
Amazon	\$4.50	\$5.00		\$15.00	\$78.00	\$100.00	\$180.00	\$36.00	\$42.00	\$90.00	\$5.25	\$315.00	Outdoor
Out of Dist Avg	\$3.75	\$5.03	\$4.00	\$12.20	\$82.94	\$116.80	\$206.67	\$32.72	\$42.54	\$102.33	\$4.94	\$165.00	
VENETA 2014	\$3.00	\$5.00	\$3.75	\$12.00	\$48.00	\$80.00	\$175.00	\$25.50	\$42.50	\$100.00	\$5.50	\$100.00	Outdoor
% Difference	-20%	0%	-6%	-2%	-42%	-32%	-15%	-22%	0%	-2%	11%	-39%	
Proposed Rate	\$3.50	\$5.50	\$4.00	\$13.00	\$55.00	\$87.00	\$185.00	\$30.00	\$47.00	\$105.00	\$6.00	\$110.00	

	Other Rates-Out of District	
	Current	Proposed
Fitness 10-punch pass	\$45.00	\$50.00
Private rentals/Hr up to 50 people	\$100.00	\$110.00
51-100 people	\$125.00	\$135.00
100 + people	\$150.00	\$160.00
Group Lessons	\$40.00	\$40.00
Private Lessons-half hour	\$12.00	\$14.00
Swim Team	\$75.00	\$75.00

All outdoor pools are open mid-June to the end of August, with the exception of Amazon Echo Hollow, which sell season passes from Memorial Day to Labor Day.

CITY OF VENETA

RESOLUTION NO. 1171

**A RESOLUTION ESTABLISHING SWIMMING POOL USER FEES
AND REPEALING RESOLUTION NO. 1023**

WHEREAS, the City of Veneta opened a newly constructed swimming pool in June 2010 for the summer season, to replace the City pool damaged beyond repair in 2006; and

WHEREAS, the Pool User Fees for the Veneta Community Pool have not increased since 2010; and

WHEREAS, the City Council has reviewed estimated pool operation and maintenance expenses and determined that increases to the Pool User Fees are needed to assist with those costs; and

WHEREAS, the City Council also reviewed rates charged by other area swimming pools of similar size and determined the Pool User Fees set forth on Exhibit A are comparable to other pool user fees.

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

SECTION 1 User Fees. The Pool User Fees as set forth in Exhibit A, attached hereto and incorporated herein by this reference, will be effective immediately upon adoption for the 2015 swim season and thereafter.

SECTION 2 Council Review. The City Council may review the Pool User Fees set forth in Exhibit A annually, to ensure those fees are in line with actual incurred pool expenses.

SECTION 3 Effective Date. This Resolution shall take effect on April 27, 2015.

SECTION 4 Repealing Clause. Resolution No. 1023 is hereby repealed.

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

APPROVED:

XXXXXXXXXXXXXXXXXXXXX

Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX

Darci Henneman, City Recorder

2015 PROPOSED FEE SCHEDULE

In City	Single Visit	Punch Card*** (10 visits)		Season Pass***
Youth and Senior*	\$ 3.50	\$ 30.00	\$	55.00
Adult	\$ 4.50	\$ 38.50	\$	71.00
Family Pass**	\$ 11.00	\$ 90.00	\$	140.00
Fitness	\$ 5.00	\$ 44.00		NA
Out of City				
Youth and Senior*	\$ 3.50	\$ 30.00	\$	55.00
Adult	\$ 5.50	\$ 47.00	\$	87.00
*Family Pass	\$ 13.00	\$ 105.00	\$	185.00
Fitness	\$ 6.00	\$ 50.00		NA

*Senior rates for 62 or older

**Five(5) person max, \$2 per additional

***Punch cards and Passes not valid for special events

Lessons	In City	Out of City	
Group lessons	\$ 4.75	\$ 5.00	Fees are per lesson
Private lessons	\$ 12.00	\$ 14.00	Fees are per 1/2 hour

Rental	\$/hour
Private (50 people or less)	\$ 110.00
Private (51-100 people)	\$ 135.00
Private (101 or more people)	\$ 160.00

Swim Team or private classes	To be determined by staff
Special Events	To be determined by staff

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

Title/Topic: Wastewater Outfall Mixing Study

Meeting Date: April 27, 2015
Department: Public Works

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

ISSUE STATEMENT

Will the City Council authorize staff to direct the City Engineer to complete a Wastewater Outfall Mixing Zone Study as per Department of Environmental Quality requirements?

BACKGROUND

As part of the last National Pollutant Discharge Elimination System (NPDES) permit cycle approval, the Department of Environmental Quality (DEQ) put forth a requirement that the City of Veneta must prepare and submit an updated Mixing Zone Study with the next permit renewal application. The current NPDES permit expires June 30, 2017. The City will begin the process of completing the renewal application in late 2016.

The City is also planning to update the Wastewater Master Plan and Capital Improvement Plan in the near future and deficiencies identified in the mixing study could be addressed during that time.

The purpose of the mixing zone study is to evaluate the performance and conditions of the receiving stream (in this case the Long Tom River) and how it will “mix” and dilute with the treated wastewater effluent coming out of the City’s wastewater plant. The study includes complex computerized modeling of the wastewater “plume” as it is mixed and moves through the mixing zone and can help determine the potential impacts to plants and wildlife within the zone. The performance of the mixing zone can be affected by the depth of the river, the amount of flow in the river (at different times of year), the geometry and flow characteristics of the river (i.e. how turbulent the flow) the temperature of the river, and other parameters.

Civil West Engineering Services Inc., has submitted a scope of services and estimate to complete the mixing study. Their estimate is \$27,630 to perform the study and help the City get the study approved by DEQ. To have some contingency funds, I am requesting that the Council authorize the project for an amount not to exceed \$30,000.

RELATED CITY POLICIES

Funds for this project are currently budgeted within the Materials and Services classification of the Sewer Fund.

COUNCIL OPTIONS

1. Approve the proposal as presented.
2. Deny the proposal.
3. Direct staff to provide additional information.

CITY ADMINISTRATOR'S RECOMMENDATION

City Council approve the resolution as presented.

SUGGESTED MOTION

I make a motion to authorize staff to enter into agreement with Civil West Engineering Services Inc, to complete an Outfall Mixing Zone Study for an amount not to exceed \$30,000.

ATTACHMENTS

1. Civil West Engineering Services Inc.'s Scope of Services-City of Veneta Wastewater Outfall Mixing Zone Study dated April 2, 2015



486 E Street
Coos Bay, Oregon 97420
Phone 541.266.8601
Fax 541.266.8681

ENGINEERING SCOPE OF SERVICES

Date: April 2nd, 2015

Work Order Number:

To: Mr. Kyle Schauer, Public Works Director, City of Veneta

From: Matt Wadlington, P.E., Project Manager &
Garrett Pallo, PE, President, Civil West Engineering Services, Inc.

RE: **City of Veneta Wastewater Outfall Mixing Zone Study**
Engineering Scope of Services
Civil West Project Number: 3101-008

The purpose of this engineering proposal is to outline and describe the proposed scope of services to undertake a Mixing Zone Study for the City of Veneta as required by the Oregon Department of Environmental Quality (DEQ) per Schedule B, section 5 of the current NPDES Waste Discharge Permit.

Background Summary

The City of Veneta owns and operates a wastewater system that includes the following major components:

- Collection system including two wastewater pumping stations
- Wastewater treatment facility
- Two effluent disposals, including a river outfall in the Long Tom River

Within the current NPDES discharge permit, DEQ requires that the City complete a mixing zone study which is due no later than with the next permit renewal application (2017). Because concurrent work is being done to re-evaluate the CIP schedule, this is a good time to prepare the mixing zone study so that any deficiencies can be addressed with the CIP discussion.

For the purposes of this scope of work, we are assuming that this mixing zone study must meet the standards established by DEQ for a Level 2 study. Steve Schnurbusch at DEQ has confirmed that this will likely be the level of effort required.

In short, the mixing zone study is required for the following reasons:

1. The City holds an NPDES permit for their discharge that includes limits for pH, temperature, Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), and other parameters. The limits are set based upon conservative assumptions for the mixing zone.
2. Should the mixing zone prove that mixing is more efficient than the conservative assumptions, DEQ will have more latitude for establishing new limits in the updated NPDES permit. This is particularly true for pH and temperature parameters.

Goal for the Project

The goal of this project will be to complete an accurate and defensible mixing zone study for the purposes of meeting permit requirements and determining the most efficient method of mixing to meet DEQ requirements.

Part A: Scope of Work

The following tasks have been identified to track the project's progress. Each task will be assigned a certain number of engineering hours for completion. While there may be many subtasks included within these major task areas, only the major tasks will be discussed below.

I. City of Veneta Mixing Zone Study – Proposed Scope of Services

1. **Task 1 – Project Management and Administration** – Under this task, we will provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, financial, and other administrative requirements. This will also include coordination with the City, regulatory agencies, and others.
2. **Task 2 – Kickoff Meeting and Data Gathering** – Under this task, key members of our team will visit the outfall site to collect data required for the study. Our team will complete a detailed survey of the river section at least 100 feet upstream and downstream from the outfall. We will review plans and data that the City has on the outfall construction, type, and location, as well as records on repairs or inspections of the existing outfall and diffuser, if applicable. We will also confer with DEQ to confirm that we know all of the issues and address their questions and concerns in our study.
3. **Task 3 – Dye Testing** – Under this task we will complete a dye study of the outfall to model the behavior of the stream in order to compare the actual behavior of the mixing zone to the results of the computer model (Task 4)
4. **Task 4 – Mixing Zone Modeling** - Under this task, we will develop a mixing zone computer model using Cormix modeling software. We will utilize information obtained from the data gathering step including depth, current, temperature, density, and other parameters. The results for the modeling will include predicted dilutions at the Zone of Immediate Dilution (ZID) and at the Mixing Zone Boundary (MZB) for the specific flows and receiving water conditions. Cormix is typically rented for periods of time during a mixing zone study. A one month rental is around \$2000 and a 6 month rental is \$3000. We have assumed that we will need to include a 6-month software rental charge in our scope of services.
5. **Task 5 – Environmental Mapping** - Under this task, we will complete a graphic summary of the data collected under Task 2. Data that should be shown on the mapping should also include fish spawning and rearing habitat, threatened species information, cold water refugia, presence of physical structures, drinking water intakes (if applicable), and the locations of other NPDES discharges within a half mile of the outfall. The environmental mapping product will become part of the final mixing zone study.
6. **Task 6 – Mixing Zone Study Report** – Under this task, we will compile a mixing zone study report meeting the Level 2 MZ requirements as defined by DEQ. The report will summarize all of the analysis, modeling, mapping, calculations, findings, and recommendations resulting from the mixing zone study.
7. **Task 7 – Reimbursables** – This task will include allowances for project costs related to reimbursable expense items. These include:

- a. Travel costs – we have included an allowance for travel costs for meetings, various site visits to the affected facilities.
- b. Publication, reproduction, and office costs – under this item, we have included a reimbursable allowance to provide the City with copies of any draft and final report(s), plans, contract documents and specifications, including digital deliverables upon request.

Part B: Project Fee Proposal

We have prepared a detailed fee proposal worksheet that we have attached to this proposal (see Exhibit A). The worksheet includes a summary of the proposed tasks and subtasks as described above along with estimates of hours for completion of the tasks and the associated billing rates for the individuals involved.

A summary of the proposed fee schedule is provided below:

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$1,620.00
2	Kickoff Meeting and Data Gathering	\$3,670.00
3	Dye Study	\$2,200.00
4	Mixing Zone Modeling	\$7,160.00
5	Environmental Mapping	\$5,220.00
6	Mixing Zone Study Report	\$7,160.00
7	Reimbursables	\$600.00
Total Proposed Budget		\$27,630.00

Part C: Project Schedule

We will adjust our approach and efforts to meet the City’s schedule as required. We have sought to take advantage of the seasonal low water conditions that will be upcoming to complete the river survey which explains the delay in starting that work. A preliminary schedule proposal is as follows:

- 1. Notice to proceed granted for the project – By May 1, 2015
- 2. Site visit to perform dye study – by early May
- 3. Obtain bathymetric and side slope survey data – by early July 2015
- 4. Completion of modeling – by early August 2015
- 5. Environmental mapping completed – by early August 2015
- 6. Draft mixing zone report submitted – by September 2015
- 7. Final mixing zone report submitted – within 2 weeks of receiving agency and City comments

City of Veneta Mixing Zone Study - Scope of Services

We are grateful for this opportunity to provide these services to the City of Veneta. We are prepared to begin this work on this important project as soon as we are authorized to do so. Please let me know if you have any questions or if you wish to see any alterations to our proposed approach. If this proposed approach is acceptable, please sign below and return a copy to our office for our records.

Sincerely,

Civil West Engineering Services, Inc.

Matt Wadlington, P.E., for:



J. Garrett Pallo, PE
President

Authorized Representative Signature Accepting Scope of Services

Date

Exhibit A

City of Veneta
 Mixing Zone Study Scope of Services - Fee Worksheet
 April, 2015

Tasks	Engineering Fee Structure									
	Principal Engineer	Project Manager	Senior Project Engineer	Project Engineer	Engr Tech	Construction Inspection	Clerical	Subcontractor Support or Lump Sum Expense	Total Hours	Total Fee
1 Project Management and Administration										
1a Admin, Coordination, Project Management	4	8							12	\$1,620.00
Task Total	4	8	0	0	0	0	0	\$0.00	12	\$1,620.00
2 Kickoff Meeting and Data Gathering										
2a Kickoff meeting and site visit with staff		6							6	\$780.00
2b River Survey		3						\$2,500.00	3	\$2,890.00
Task Total	0	9	0	0	0	0	0	\$2,500.00	9	\$3,670.00
3 Dye Study										
3a River Survey and Dye Study Survey	8	8							16	\$2,200.00
Task Total	8	8	0	0	0	0	0	\$0.00	16	\$2,200.00
4 Mixing Zone Modeling										
4a Computer modeling of mixing zone		32							32	\$4,160.00
4b Rental of Software - 6 months								\$3,000.00	0	\$3,000.00
Task Total	0	32	0	0	0	0	0	\$3,000.00	32	\$7,160.00
5 Environmental Mapping										
5a Review of existing environmental data and information		4			16				20	\$2,088.00
5b Preparation of environmental mapping for Report		6			24				30	\$3,132.00
Task Total	0	10	0	0	40	0	0	\$0.00	50	\$5,220.00
6 Mixing Zone Study Report										
6a Preparation of Mixing Zone Study and Report		40			20				60	\$7,160.00
Task Total	0	40	0	0	20	0	0	\$0.00	60	\$7,160.00
7 Reimbursables										
7a Travel and Per Diem Costs										\$500
7b Reproduction, copies, and office expenses										\$100
Task Total	0	0	0	0	0	0	0	\$0.00	0	\$600.00
Total	4	99	0	0	60	0	0	\$5,500.00	163	\$27,630.00

Task	Summary of Proposed Engineering Budget:	Budget
1	Project Management and Administration	\$1,620.00
2	Kickoff Meeting and Data Gathering	\$3,670.00
3	Dye Study	\$2,200.00
4	Mixing Zone Modeling	\$7,160.00
5	Environmental Mapping	\$5,220.00
6	Mixing Zone Study Report	\$7,160.00
7	Reimbursables	\$600.00
	Total Proposed Budget	\$27,630.00

VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Rtqr qugf "Xgpgvc Community Pool F qpcvkap"cpf "Hgg"Y ckxgt "Rqrle{

Meeting Date: April 27, 2015
Department: Public Works

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

ISSUE STATEMENT

Will the City Council adopt a new policy regarding a fee waiver for area schools?

BACKGROUND

On April 8, 2013 the City Council approved a policy regarding donations and fee waivers for the Veneta Community Pool. The policy set a cap of \$500 per year for all donations and fee waivers. Donation requests have typically been for the City to donate Family or Youth day or 10-punch passes for local auctions. Each of those passes cost between \$10-\$25. In 2014, the City donated a total of \$95 in passes to area sports clubs, schools, pre-schools, and churches.

The requests for fee waivers have been from local schools for swim events at the pool, typically the week before the actual opening of the pool for public use. For these requests, the policy has been that the schools will be charged only the City's cost to staff the event. The result has been a waiver of approximately \$200 per request.

With the waiver requests totaling \$200 per event, the City is unable to accommodate more than two requests per year and are somewhat limited in how many donations can be granted without exceeding the \$500 cap. Currently there are four schools that have expressed interest in receiving a fee waiver.

The Management Team is recommending that the City adopt a new policy that will allow for each local school to be granted one fee waiver per pool season. The schools would pay for the costs to staff the pool, but the rest of the required fee would be waived. As with the current policy, the costs for these waivers would be budgeted as lost revenue and not as an expenditure. We are also recommending that the waiver be granted administratively and not have to come before Council.

A draft of the proposed policy is attached.

RELATED CITY POLICIES

Existing policy for donations and fee waivers approved by Council April 8, 2013

COUNCIL OPTIONS

1. Approve the policy as presented.
2. Deny the request for a new policy.
3. Approve policy with changes.
4. Direct staff to provide additional information.

CITY ADMINISTRATOR'S RECOMMENDATION

City Council approve the policy as presented.

SUGGESTED MOTION

I make a motion that the City Council approve the policy regarding donations and fee waivers for the Veneta Community Pool as presented.

ATTACHMENTS

1. Veneta Community Pool Donation and Fee Waiver Policy adopted 4-8-13
2. Proposed Veneta Community Pool Donation and Fee Waiver Policy

Veneta Community Pool Donation and Fee Waiver Policy

1. Veneta Community Pool shall have a donation and fee waiver cap of \$500 per year based on the in-city rates.
2. Donations and waivers will be budgeted as lost revenue and not as an expenditure.
3. Staff is authorized to grant requests of up to \$50.00 for no more than \$250 of the total annual cap.
4. Requests of more than \$50 in value, which would include all rental fee waivers (\$100-\$150/hr. value) shall come before the Council in the form of a written request for consideration.
5. City staff shall maintain an internal accounting for tracking annual donations and fee waivers and provide the status of the current balance in conjunction with all requests that come before the Council.
6. All requests for donations and fee waivers are encouraged to be submitted during the months of April and May.

Approved by the Veneta City Council on April 8, 2013

Proposed Veneta Community Pool Donation and Fee Waiver Policy

Donations:

1. Veneta Community Pool shall have a donation cap of \$500 per year based on the in-city rates.
2. Donations will be budgeted as lost revenue and not as an expenditure.
3. Staff is authorized to grant requests of up to \$50.00. All others shall come before the City council in the form of a written request for consideration.
4. City staff shall maintain an internal accounting for tracking annual donations and provide the status of the current balance in conjunction with all requests that come before the Council.
5. All requests for donations are encouraged to be submitted during the months of April and May.

Fee waivers:

1. Fee waivers shall be limited to local area schools.
2. The waiver will be limited to only the amount above the City's cost to staff the pool for the requested event.
3. Each school will be eligible for one fee waiver per pool season.
4. The Principal or school district representative for any school requesting a waiver shall sign off on the request to acknowledge that the request being considered will account for that school's one per season allotment.
5. City staff is authorized to grant fee waiver requests as per the approved policy.
6. City staff shall maintain an internal accounting for tracking annual fee waivers and provide the status in the annual Pool Cost Recovery Report.

VENETA CITY COUNCIL

AGENDA ITEM SUMMARY

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

Meeting Date: April 27, 2015
Department: City Administration

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

ISSUE STATEMENT

Does the Council wish to modify the City's Law Enforcement Intergovernmental Agreement (IGA) with Lane County Sheriff's Office (LCSO) to remain at four (4) full-time deputies?

BACKGROUND

At the Council's April 13th meeting a motion was made to pursue changing the LCSO agreement to reflect a staffing level of .5 full time equivalent (FTE) of a sergeant's time and 3.5 FTE for deputy coverage. That decision was predicated on the City of Creswell changing their staffing level to reflect .5 for a sergeant and 2.5 deputies respectively. This would have left combined coverage for the two communities with a full-time (one FTE) sergeant and 6 full-time (six FTE) deputies. However, Creswell eventually chose to retain their deputy staffing level at 3 FTE deputies while increasing the sergeant's staffing level from .33 FTE to .5 FTE. Creswell's decision left the two combined contracts requesting a deputy staffing level of 6.5 FTE (3 Creswell & 3.5 Veneta).

Based on that staffing scenario, Sgt. Halvorson was asked if the LCSO could provide Veneta with the requested 3.5 contract deputies for the 2015-16 fiscal year. After much discussion with command staff, Sgt. Halvorson responded that the LCSO was not in a position to fill a half-time or a partial deputy position. For Sgt. Halvorson's full response please see Attachment A.

Attachment B reflects the difference between the two staffing levels with an additional \$78,541 increase to retain 4 FTE deputies and increase the sergeant to half-time. This staffing scenario would see an increase of \$42,000 over the 2014-15 fiscal year LCSO agreement.

As part of each budget process the City's Budget Officer prepares graphs of the likely ending fund balance for City funds. Attachment C illustrates the likely Law Enforcement ending fund balance based on projected revenue and expenses through fiscal year (FY) 2019-20. Projections for FY 2019-20 reflect that the Law Enforcement Fund would be \$100,000 below the targeted minimum fund balance. At the conclusion of the current fiscal year the Law Enforcement Fund will be at the targeted minimum fund balance. With all things being equal, \$30,000 to \$35,000 in new revenue would need to be secured each year to remain at or above the targeted minimum fund balance.

RELATED CITY POLICIES

None to note at this time

COUNCIL OPTIONS

1. Move to retain the current staffing level at 4 FTE deputies for the 2015-16 FY
2. Move to reduce the staffing level to 3 full time equivalent deputies for the 2015-16 FY

CITY ADMINISTRATOR'S RECOMMENDATION

With the LCSO response that we need to keep deputies at a full FTE staffing level, I would recommend that we retain 4 deputies for FY 2015-16. The City will still meet its targeted ending fund balance under this scenario. After the adoption of the 2015-16 fiscal year budget staff will begin to evaluate where additional funds could be redirected to maintain an ending fund balance above the targeted minimum fund balance through FY 2019-20.

SUGGESTED MOTION

"I make a motion that the City pursue an IGA with the Lane County Sheriff's Office for the 2015-16 fiscal year that reflects funding a sergeant at .5 FTE and deputy patrols at a 4.0 FTE staffing level."

ATTACHMENTS

- A. Response from Sgt. Halvorson
- B. Lane County Agreement Option 1 & 2
- C. Target Minimum Fund Balance Graph

Ric Ingham

From: HALVORSON Billy C <Billy.Halvorson@co.lane.or.us>
Sent: Thursday, April 16, 2015 1:16 PM
To: Ric Ingham
Subject: 3.5 Deputy FTE

Follow Up Flag: Follow up
Due By: Monday, April 20, 2015 2:00 PM
Flag Status: Flagged

Ric-

Per our conversation today following our meeting, I am writing this to advise LCSO's position on availability for fulfilling a 3.5 FTE Deputy contract request, as voted by the Council Monday night (04 13 2015). After much discussion with Lt. Harrold and Capt. Slater, who also discussed this with Chief Deputy Trapp, LCSO is not in a position to fill a .5 FTE position at the Deputy level. As you know, Creswell voted to maintain 3 FTE Deputies and increase the Sgt. position to .5 FTE. However, there are no other opportunities for a .5 Deputy. As such, LCSO will not be able to provide this and contract Deputies will need to remain as whole FTEs. In other words, Veneta will need to readdress the request as either reducing to three Deputies in the contract, which I highly recommend against, or maintaining four Deputies.

As has been discussed previously, my goal is to ultimately help the Cities of Veneta and Creswell grow to an independent model that is not reliant on the other for service levels. This current sharing is advantageous for the Sgt. position and allows for incremental increases towards that long-term strategic goal, until such time each City is able to support a full-time Sgt. position in addition to full-time contracted Deputy positions.

I look forward to the opportunity to further discuss this as needed with the Council.

Thanks-
Billy

*Sgt. Billy Halvorson
Lane County Sheriff's Office
125 E. 8th Ave.
Eugene, OR 97401
541/682-4141*

**EXHIBIT "A" - LANE COUNTY CONTRACT #TBD
OPTION #1
FY 2015-2016**

CITY OF VENETA - LAW ENFORCEMENT SERVICES RATES

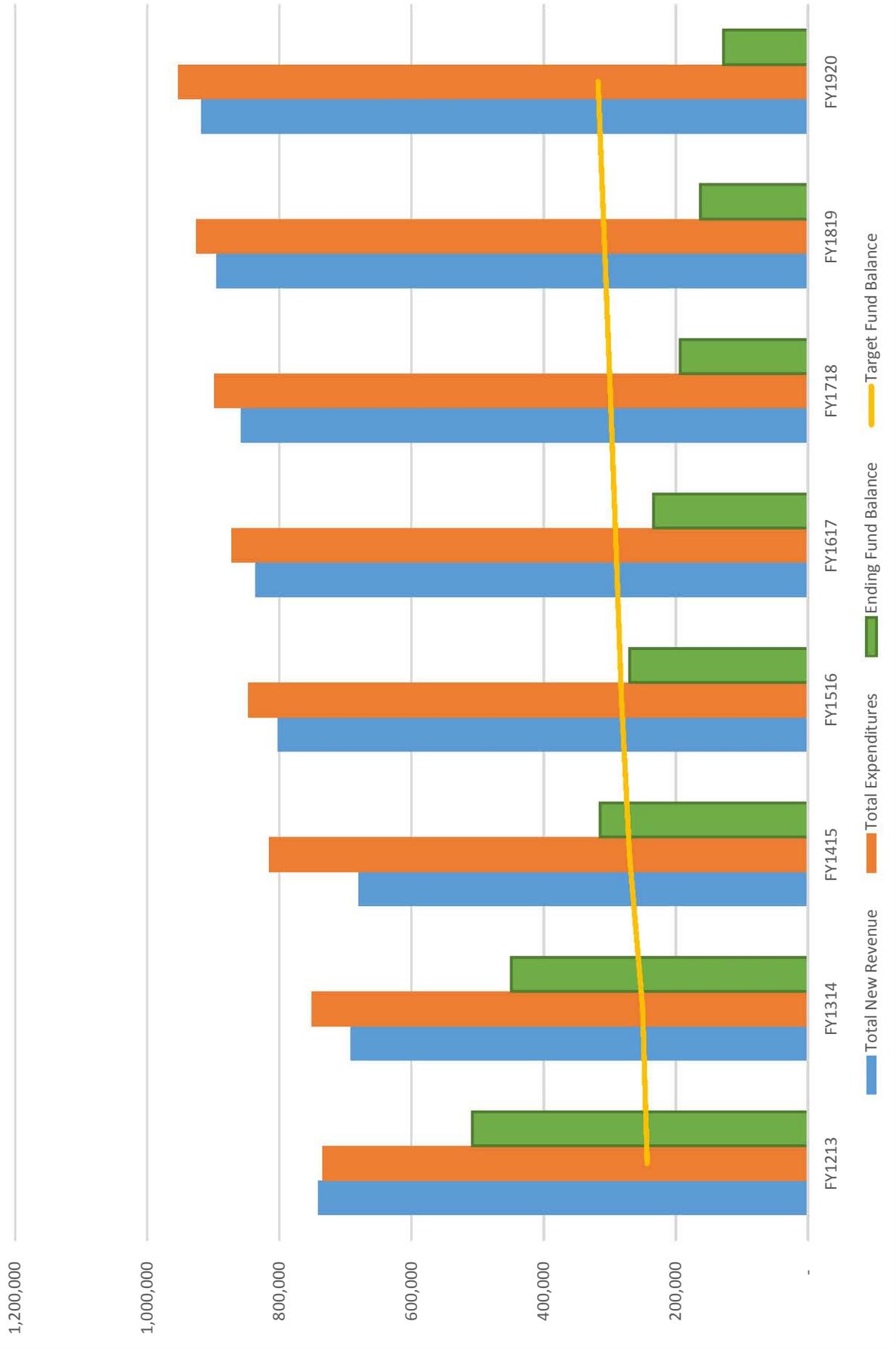
3.50	Deputies	2080 Hrs	\$75.52 Per Hr	\$549,786
0.50	Sergeant	2080 Hrs	\$85.58 Per Hr	<u>\$89,003</u>
			TOTAL REGULAR HOURS:	\$638,789
			TOTAL OVERTIME:*	<u>\$30,000</u>
<u>OVERTIME:</u>				
Deputy hours at \$98.94/ hour				
Sergeant hours at \$113.28/ hour				
				Total
	Records support			\$32,029
	Dispatch			\$64,017
			TOTAL SUPPORT:	<u>\$96,045</u>
			TOTAL CONTRACT AMOUNT:	\$764,834

**EXHIBIT "A" - LANE COUNTY CONTRACT #TBD
OPTION #2
FY 2015-2016**

CITY OF VENETA - LAW ENFORCEMENT SERVICES RATES

4.00	Deputies	2080 Hrs	\$75.52 Per Hr	\$628,326
0.50	Sergeant	2080 Hrs	\$85.58 Per Hr	<u>\$89,003</u>
			TOTAL REGULAR HOURS:	\$717,330
			TOTAL OVERTIME:*	<u>\$30,000</u>
<u>OVERTIME:</u>				
Deputy hours at \$98.94/ hour				
Sergeant hours at \$113.28/ hour				
				Total
	Records support			\$32,029
	Dispatch			\$64,017
			TOTAL SUPPORT:	<u>\$96,045</u>
			TOTAL CONTRACT AMOUNT:	\$843,375
			Difference between the two options	\$78,541

Law Enforcement Fund
Actual through FY1314; Projections with Target Minimum Fund Balance



VENETA CITY COUNCIL AGENDA ITEM SUMMARY

Title/Topic: Authorization of Judge Leiman to sign the Law Enforcement Data System (LEDS) Agreement

Meeting Date: April 27, 2015
Department: Municipal Court

Staff Contact: Teresa Warrick
Email: twarrick@ci.veneta.or.us
Telephone Number: 541-935-2191 Ext. 309

ISSUE STATEMENT

Staff is requesting Council's approval authorizing Judge Alan J. Leiman the authority to sign (LEDS) User Agreement with the Department of State Police.

BACKGROUND

The purpose of this Agreement is to provide user access and request of information contained in the Criminal Justice Information Services (LEDS) for Veneta Municipal Court. The agreement is required for the Judge and court clerk to access records for court proceedings.

RELATED CITY POLICIES

N/A

COUNCIL OPTIONS

Approve or not approve signing authority for Judge Alan Leiman.

CITY ADMINISTRATOR'S RECOMMENDATION

Authorize Judge Alan Leiman to sign (LEDS) User Agreement on City's behalf.

SUGGESTED MOTION

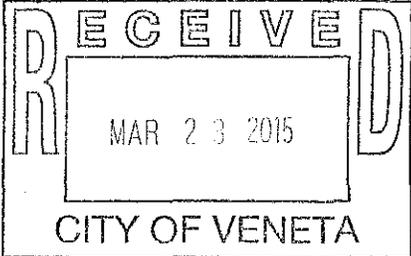
"I make a motion to authorize Judge Alan Leiman to sign the LEDS User Agreement on behalf of the City."

ATTACHMENTS

A. (LEDS) User Agreement with the Department of State Police

**DEPARTMENT OF STATE POLICE
CRIMINAL JUSTICE INFORMATION SERVICES (LEDS)
USER AGREEMENT**

- I. **PARTIES.** The Parties to this Agreement are the State of Oregon, acting by and through the Department of State Police ("OSP") and **Veneta Municipal Court** ("User").
- II. **PURPOSE.** The purpose of this Agreement is to provide User access to and use of information contained in the Oregon Criminal Offender Information System and the Federal Criminal Offender Information System (Federal Information) in the manner and to the extent authorized by OAR 257-010-0025, OAR 257, Division 015, and as provided in the Law Enforcement Data System Operating Manual (LEDS Manual).
- III. **DEFINITIONS.** Terms used in this Agreement are defined in OAR chapter 257, Divisions 010 and 015, unless another definition is referenced herein. The phrase "criminal offender information" as used in this Agreement includes both Criminal Offender Information (as defined in OAR 257-010-0015) and Federal Information (as defined in Section II herein).
- IV. **TERM.** This Agreement shall become effective on the date signed by all of the Parties, and shall continue in effect without a scheduled termination date, except as provided in Section V herein. Each party agrees to review this Agreement annually to ensure that the terms and conditions remain appropriate to the needs, duties and circumstances of the reviewer, and may propose amendments to this Agreement at any time.
- V. **TERMINATION.**
 - A. Either Party may terminate this agreement upon thirty (30) days written notice to the other Party.
 - B. This Agreement shall expire thirty (30) days after the User official who executes this Agreement no longer holds the position held at time of execution of this Agreement. A new Agreement must be executed during that thirty day period to avoid interruption of User's access to and use of any information provided under this Agreement.
 - C. OSP, in its sole discretion, may impose sanctions upon User if User does not comply with any standards applicable to User under this Agreement, including without limitation federal standards, or with any provision of this Agreement, including without limitation by failing to establish and maintain security, audit and personnel training standards necessary to ensure system security and accuracy, and completeness and timeliness of entries consistent with this Agreement. The sanctions that may be imposed under this Agreement may include imposition of probationary terms and periods, temporary or permanent suspension of User's direct terminal access to criminal offender information, and suspension or termination of this Agreement. Any termination of this Agreement by OSP under this Section V.C may occur immediately upon notice to User.
- VI. **USER WARRANTIES AND REPRESENTATIONS.**
 - A. User warrants and represents that it is authorized to enter into this Agreement and to access and use criminal offender information because it is a Criminal Justice Agency under OAR 257-010-0025.



- B. The individual signing this Agreement on behalf of User warrants and represents that s/he is authorized to act on behalf of User and that User has authorized by any required action, including without limitation by order or ordinance, execution of this Agreement.
- C. User warrants and represents that no person who has been convicted of a crime which could have resulted in a sentence to a federal or state penitentiary will be allowed to operate a terminal accessing Computerized Criminal History (CCH) files or otherwise have access to criminal offender information. Requests for extraordinary circumstance exceptions to this requirement may be submitted, in writing, to the Superintendent of OSP, but no access shall be granted unless and until authorized in writing by OSP.
- D. User warrants and represents that criminal offender information obtained under this Agreement will be used only for purposes authorized by this Agreement and applicable law, will not be disseminated or disclosed in any manner to unauthorized persons or agencies, and will be maintained in secure files until destroyed by burning or shredding in accordance with law.
- E. User warrants and represents that it shall establish and maintain security, audit and personnel training standards adequate to ensure system security and, if User is a Criminal Justice Agency, accuracy, completeness and timeliness of entries made in accordance with Section VII.F of this Agreement.

VI. USER'S DUTIES.

- A. User shall abide by all published rules, policies, and procedures promulgated by OSP governing the administration and operation of the Oregon Criminal Offender Information System, including without limitation the LEDS Manual, and all published rules, policies and procedures of the Federal Bureau of Investigation, National Crime Information Center, Criminal Offender Record Program (NCIC). These rules include, without limitation of the foregoing, that all User personnel operating LEDS terminals are LEDS certified in accordance with OAR 257-015-0050(3).
- B. User shall use the Originating Agency Identification Number (ORI) provided by OSP and appearing on page 1 of this Agreement when accessing or requesting Criminal Offender Information or Federal Information.
- C. User shall comply promptly with all directives of the NCIC and LEDS regarding actions designed to assure compliance by User with all statutes and regulations applicable to this Agreement.
- D. If User is provided direct terminal access under Sections VII.E.1 or VII.F.1, User shall be subject to, and shall bear its own costs and expenses in cooperating with, audits by LEDS or NCIC for compliance with this Agreement. User agrees to make available to LEDS and to NCIC all those facilities, files, data, and other records reasonably necessary and pertinent to the conduct of any audit scheduled or requested by LEDS or NCIC. User shall cooperate and ensure the cooperation of its officers, employees, and agents, in the conduct of any audit. Such cooperation shall include the User's officers, agents, and employees responding to questionnaires and to interviews if requested by LEDS or by NCIC.
- E. If User is not a "Criminal Justice Agency":
 - 1. LEDS TERMINAL; AVAILABLE INFORMATION. User shall have access only to Criminal Offender Information maintained by the Oregon State Police within the Law Enforcement Data System computer files. A User does not have terminal access to Federal Information maintained by the FBI in the NCIC. Access to Federal Information maintained by the FBI in the NCIC is controlled by Title 28, Code of Federal Regulations, Section 20.21. A User that is authorized by an Oregon statute that has been approved by the FBI as meeting the criteria in 28 USC 534 is authorized to access Federal Information through fingerprint card submission only. The fingerprint card submission must be through OSP. If User is provided direct terminal

access by OSP, which access shall be provided in OSP's sole discretion, User should obtain all available information via direct terminal access. If User has not obtained direct terminal access, User shall request available information in writing or by telephone as provided in Section VIII herein.

2. OUT-OF-STATE INFORMATION. If User has not been authorized to access NCIC records by LEDS terminal, User may not use the LEDS terminal to access out-of-state or Federal Information.
3. FEES. User shall pay all fees required by OAR 257-010-0025, including the user fee charged by the Federal Bureau of Investigation at the time any request under Section VII.E.2 is made. User and OSP may agree to establish a monthly billing arrangement for payment of all fees under Sections VII.E.1 and 2.
4. RETENTION OF PRE-EMPLOYMENT SCREENING INFORMATION. Criminal offender information obtained for pre-employment screening that is retained by User will be kept separate from the individual personnel files of the subject of the requested information.

F. If User is a "Criminal Justice Agency":

1. LEDS TERMINAL ACCESS; EMERGENCY TELEPHONE REQUESTS. User shall have access to criminal offender information via a LEDS terminal in accordance with OAR chapter 257, Division 015, and User should obtain all available information via direct terminal access. In case of emergency, User, or any employee, officer or agent of User, may make an emergency telephonic request for criminal offender information to the LEDS Operations Center, (503) 378-5565.
2. TIMELY RECORD ENTRIES. User agrees to enter records timely into LEDS and NCIC as follows:
 - a. **Wanted Persons:** Entry for wanted persons made immediately after decision to arrest or to authorize arrest has been made, and after decision has been made as to whether and how far to go for extradition.
 - b. **Vehicles, Boats, Parts and License Plates:** Entry for stolen or felony motor vehicles, boats, parts, and license plates made immediately upon receipt and verification of information from victim or other responsible party and with the appropriate motor vehicle or boat registration agency, if possible.
 - c. **Guns, Articles and Securities:** Entry of stolen guns, articles, or securities means entry within twenty-four (24) hours of the time when complete information is available.
 - d. **Missing Persons, Unidentified Persons, Persons of Interest, and Restraining Orders:** Entry of missing persons, unidentified persons, persons of interest, and restraining orders immediately after decision has been made that the record qualifies for entry.
3. TIMELY RECORD REMOVAL. User agrees to remove its records in a timely manner. Timely removal means that a record is removed immediately when the purpose for the record is passed.
4. TIMELY INQUIRIES. System inquiries shall be made in a timely manner. A timely inquiry means the inquiry is initiated as close in time as practicable before the information is used by the User.

5. RECORD VALIDATION. User agrees to regularly validate and confirm records it has entered into LEDS and NCIC are complete, accurate and are not subject to removal as provided in Section VII.F.3 herein and in accordance with procedures specified in the LEDS Manual.
6. COMPLETENESS AND ACCURACY. User agrees to maintain its records in LEDS and NCIC in a complete and accurate status, and to use all appropriate information available when making system inquiries or entries.

Complete entries include all applicable information available about the person or property at the time of the entry. The validation process should include a review of whether additional information has become available that should be added to the original entry.

Complete inquires include all available identifying numbers (social security, passport, driver's license number, Vehicle Identification Number, license plate, serial numbers, owner applied numbers, etc.) as well as all known names and alias names used by a suspect.

NCIC policy regarding accuracy of records entered into NCIC requires that entries be double-checked by a second party. Examples of such verification include assuring appropriate crosschecks (VIN/License numbers, name/driver's license numbers, etc.) were made, and data in the record matches the data in the investigative report or other source documents.

A record in LEDS or NCIC files must be modified or removed promptly upon finding information in the record is incorrect or invalid.

7. TEN-MINUTE HIT CONFIRMATION. User agrees to adhere to the LEDS and NCIC confirmation policy including without limitation that the agency that is the originator of a record, or a designated alternate agency, be available twenty-four (24) hours a day to confirm inquiry "hits". Upon receipt of a hit confirmation request from another agency, the originating agency or its designated alternate must, within ten (10) minutes for "URGENT" hit confirmation, or 1 hour for "ROUTINE" hit confirmation, furnish to the requesting agency a substantive response. A substantive response is a positive or negative confirmation or notice of the specific amount of time necessary to confirm the status of the record.

VII. OSP'S DUTIES.

- A. ORS 181.555 to 181.560 and OAR 257-010-0025 and in the manner provided by OAR chapter 257, Division 15, the LEDS Manual and by this Agreement OSP shall provide User access to criminal offender information to the extent authorized by.
- B. Written and telephonic requests for criminal offender information, other than requests by Criminal Justice Agencies, shall be made to:

OSP Identification Services Section
Records Unit
3772 Portland Road NE
Salem, OR 97303
Phone: (503) 378-3070

- C. OSP shall provide User one copy of the LEDS manual at no cost to User. Additional copies may be obtained from OSP. When online access to the manual is available, OSP may cease providing any hard copy at no cost.

VIII. LIABILITY AND INDEMNITY.

- A. User agrees it shall be legally responsible, as between OSP and other users having access to criminal offender information, for the accuracy and completeness of User's records in LEDS and NCIC, the timeliness of entry and removal of records from the system, and for adhering to system security and information access and dissemination requirements.
- B. To the extent permitted by any constitutional and statutory limitations applicable to User including, but not limited to, provisions relating to debt limits and the Oregon Tort Claims Act, User shall indemnify, defend, save and hold harmless the United States and its agencies, officers, employees, agents and members, and the State of Oregon and its agencies, officers, employees, agents and members, from and against all claims, damages, losses, expenses, suits or actions of any nature arising out of or resulting from the activities of User, its agencies, officers, employees, agents, members, contractors or subcontractors under this Agreement.

IX. GENERAL TERMS AND CONDITIONS.

- A. NOTICES. All notices under this Agreement, other than User's inquiries for criminal offender information, shall be provided to the Administrator and designated LEDS Representative for the Agency/User, and to the LEDS Director for the Department of State Police/OSP. Contact information current on the date this agreement was executed was:

For USER:

AGENCY (USER) ADMINISTRATOR:

NAME: Alan ^{ei}Ljeman
TITLE: Judge
ADDRESS: 88184 8th Street
ADDRESS: P.O. Box 458
CITY: Veneta, OR 97487
PHONE: (541) 935-2191
FAX: (541) 935-1838
E-Mail alan@ljemanlaw.com

AGENCY (USER) LEDS REPRESENTATIVE:

NAME: Teresa Warrick
ADDRESS: Non-Terminal Agency
ADDRESS:
ADDRESS:
CITY:
PHONE: (541) 935-2191
EMAIL: twarrick@ci.veneta.or.us

For OSP:

NAME: Tom Worthy
TITLE: Captain, OSP, CSO
ADDRESS: 255 Capitol St. NE, 4th Floor
CITY: Salem, OR 97310-1308
PHONE: 503-934-0266
FAX: 503-363-5475
EMAIL: tom.worthy@state.or.us

Notices under this agreement shall be given in writing by personal delivery, facsimile, email or by regular or certified mail to the person identified in this Section, or to such other person or at such other address as either party may hereafter indicate pursuant to this section. Any notice delivered personally shall be deemed received upon delivery. Notice by facsimile shall be deemed given when receipt of the transmission is generated by the transmitting machine. Notice by email is deemed received upon a return email or other acknowledgment of receipt by the receiver, and notice by certified or registered mail is deemed received on the date the receipt is signed or delivery is refused by the addressee.

Either Party may notify the other of a change of address designated under this subsection in the manner provided herein without need to amend the Agreement.

- B. **GOVERNING LAW AND VENUE.** This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between OSP and User that arises from or relates to this Agreement shall be brought and conducted solely and exclusively in the Circuit Court of Marion County for the State of Oregon provided, however, if the Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively in the United States District Court for the District of Oregon. USER, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.
- C. **WAIVERS.** The failure of OSP to exercise, and any delay in exercising, any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any right, power, or privilege under this Agreement preclude any further exercise thereof or the exercise of any other such right, power or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.
- D. **AUDITS, RECORDS RETENTION.** In addition to the requirements of Section VII.D, OSP and its duly authorized representatives shall have access, for a period not less than three (3) years, to books, documents, papers and records of the other Party which are pertinent to this Agreement, for the purpose of making audit, examination, excerpts and transcripts.
- E. **NON-ASSIGNMENT.** This Agreement, and any claim arising under this Agreement, shall not be assigned or delegated by User either in whole or in part.
- F. **SEVERABILITY.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions and applications of this Agreement shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular term or provision held to be invalid.

- G. WORKERS COMPENSATION INSURANCE. All employers that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126.
- H. HEADINGS. The section headings in this Agreement are included for convenience only, do not give full notice of the terms of any portion of this Agreement and are not relevant to the interpretation of any provision of this Agreement.
- I. MERGER. This Agreement sets forth the entire Agreement between the Parties with respect to the subject matter hereof. Commitments, warranties, representations and understandings or agreements not contained, or referred to, in this Agreement or written amendment hereto shall not be binding on either party. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this Agreement will be effective without the written consent of both parties.

X. SIGNATURES.

OREGON STATE POLICE

VENETA MUNICIPAL COURT

By: 
 Title: Tom Worthy #25246
 Title: CPT, OSP, CSO
 Date: 3-11-15

By: 
 Title: Alan Lieman
 Title: Judge
 Date: _____

This agreement is executed by the Department of State Police pursuant to ORS Chapter 84.