

**AGENDA**  
**VENETA CITY COUNCIL**  
**MONDAY, JUNE 13, 2016 – 6:30 P.M.**  
Veneta Administrative Center, 88184 8th Street, Veneta, Oregon

- 6:30 **1. CALL TO ORDER**
  
- 6:30 **2. PUBLIC COMMENT** - Maximum time 20 minutes. Speakers will be limited to 3 minutes each. The Council will not engage in any discussion or make any decisions based on public comment at this time; however, they may take comments under advisement for discussion and action at a future Council meeting.
  
- 6:40 **3. CONSENT AGENDA**
  - a. Minutes for May 9, 2016 (pgs. 3-12)
  - b. Minutes for May 23, 2016 (pgs. 13-20)
  - c. Accounts Payable
    - i. To be Paid – Payable through June 7, 2016 (pgs. 21-36)
  - d. Temporary Liquor License for St. Catherine’s Church Barbeque (pgs. 37-40)
  - e. Planning & Building and Activity Report (pgs. 41-42)
  
- 6:45 **4. USES OF STATE SHARED REVENUE**
  - a. **PUBLIC HEARING** – Uses of State Shared Revenue
    - 1) Open Hearing
    - 2) Staff Report (pgs. 43-48)
    - 3) Public Comment
    - 4) Questions from Council
    - 5) Close Hearing
    - 6) Council Deliberation (if needed)
  
- 6:55 **5. APPROVED BUDGET FOR FISCAL YEAR 2016-17**
  - a. **PUBLIC HEARING** – Approved Budget for Fiscal Year 2016-17
    - 1) Open Hearing
    - 2) Staff Report (pgs. 49-52)
    - 3) Public Comment
    - 4) Questions from Council
    - 5) Close Hearing
    - 6) Council Deliberation (if needed)
  
- 7:05 **6. COUNCIL BUSINESS AND REPORTS**
  - a. Business
    - (1) Presentation from Long Tom Watershed Council
    - (2) Community Center Rental Waiver Request from Fern Ridge Library (pgs. 53-54)
  - b. Council/Committee Liaison Reports
  
- 7:25 **7. STAFF REPORTS**
  - a. City Engineer.....Lane Branch
    - (1) Engineer’s Report for Local Improvement District 8<sup>th</sup> St. Sewer (pgs. 55-68)
  
  - b. Finance Director.....Shauna Hartz
    - (1) Establishing Transportation Utility Fees
      - i. Agenda Item Summary (pg. 69)
      - ii. Public Comment
      - iii. **Resolution No. 1192** – A RESOLUTION ESTABLISHING TRANSPORTATION UTILITY FEES FOR THE CITY OF VENETA (pgs. 71-72)

- (2) Transfer Appropriations for 2015-16 Fiscal Year
  - i. Agenda Item Summary (pgs. 73-75)
  - ii. **Resolution No. 1193** – A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2015-2016 FISCAL YEAR (pg. 77)
- (3) Establishing Fees, Charges and Rates and Governance for users and use of the Veneta Municipal Water, Sewer and Storm water Drainage Systems
  - i. Agenda Item Summary for Resolution Nos. 1194, 1195 and 1196 (pgs. 79-80)
  - ii. Public Comment
  - iii. **Resolution No. 1194** – A RESOLUTION ESTABLISHING WATER FEES, CHARGES AND RATES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1185 (pgs. 81-84)
  - iv. Public Comment
  - v. **Resolution No. 1195** – A RESOLUTION ESTABLISHING SEWER CONNECTION CHARGES, MONTHLY BASE FEES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL SEWER SYSTEM AND REPEALING RESOLUTION NO. 1124 (pgs. 85-88)
  - vi. Public Comment
  - vii. **Resolution No. 1196** – A RESOLUTION ESTABLISHING STORM WATER DRAINAGE FEES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL STORM-WATER DRAINAGE SYSTEM AND REPEALING RESOLUTION NO. 1178 (pgs. 89-90)

8:15 c. City Administrator.....Ric Ingham  
 (1) Approval of Lane County Intergovernmental Agreement (pgs. 91-97)  
 (2) Marijuana Tax Referral (pg. 99)  
 (3) Questions from Councilors

8:35 8. OTHER

8:45 9. ADJOURN

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

To access City Council meeting materials please go to <http://www.venetaoregon.gov/meetings>

**PUBLIC HEARINGS** - Please observe the following rules.

**WRITTEN TESTIMONY:**

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

**ORAL TESTIMONY:**

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

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

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

# Minutes of the Veneta City Council

## May 9, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, Thomas Laing, and Laura Ruff

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer Public Works Director; Darci Henneman, City Recorder; Alan Leiman, Municipal Court Judge; Anthony Clemons; Veronica Miller; Liora Sponko, Lane Arts Council; Mallorie Zara Roberts-Stott; Finley King; Marie Pickett; Herb Vloedman; Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL

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

### 2. PUBLIC COMMENT

#### **Anthony Clemons, Veneta, OR**

Mr. Clemons thanked the City Council for giving residents an opportunity to comment on City matters before they take action.

#### **Veronica Miller, Veneta, OR**

Ms. Miller said she felt the Council makes decisions without getting more input from City residents. She said she moved here 21 years ago and was told by City officials that a Parks and Recreation District (PRD) was something they wanted to do but more growth was needed in order to create a PRD, however, since that time Veneta's population has doubled. She said she is disappointed Veneta doesn't have its own police department or a PRD. She said voters voted to fund the skate park and the pool and when she was on the pool committee covering the pool was a necessity but now the City is talking about building the kiddy pool and she felt that covering the pool should be a higher priority. She said she's concerned about the lack of services for City residents. Besides not having parks, the playground at Bolton Hill is still not completed, we have no dog park in City limits and now the Transportation Utility Fee (TUF). She said comments were made on social media that the City is building low income housing to bring low income people into the area. The Fern Ridge Community Policing District (FRCPD) didn't pass because people outside Veneta didn't want to fund 24 hour police service for Veneta. She said if the FRCPD had passed, the City planned to build a new police station but since it didn't pass, why is the TUF being imposed? She said it makes her believe there is funding for parks and streets. She said she also complained about the bulk water station on Cornerstone and the damage to the street non-residents are causing but it has since been patched with residents' tax dollars. She said City residents paid for the water pipeline and water rate increases but non-City residents don't pay for anything. She said non-City residents benefit a lot from City services which isn't right because they don't pay for those services. She felt the City should restrict pool passes and the art camp should be for City residents only. She said those are our tax dollars that you're spending and they should be spent on residents and not on non-residents.

Mayor Larson said there are several people that agree we should have a dog park.

#### **Liora Sponko, Lane Arts Council**

Ms. Sponko said she is here tonight to ask the Council for a \$1000 donation to cover scholarships for the summer art program sponsored by Lane Arts Council. She thanked the Council for the donation the Council provided last year.

### 3. A. ACCEPTANCE OF VICTORIA HEDENSTROM'S RESIGNATION FROM THE VENETA CITY COUNCIL

Mayor Larson said Victoria Hedenstrom acknowledged in her resignation letter, that Veneta is a special place and she's enjoyed being a part of it. She is resigning because it is necessary for her family to move to Colorado.

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

**Declare Council Vacancy**

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

**3. B. APPOINTMENT TO CITY COUNCIL VACANCY AND SWEARING IN OF NEWLY APPOINTED CITY COUNCILOR**

**MOTION: Thomas Cotter made a motion to appoint Laura Ruff as a City Council Member. Thomas Laing seconded the motion which passed with a vote of 4-0.**

Municipal Court Judge Alan Leiman swore into office newly appointed City Councilor Laura Ruff.

**4. IF I WERE MAYOR CONTEST RESULTS**

Mayor Larson presented Mallorie Roberts-Stott with a certificate of participation and a \$25 gift certificate to Dairy Queen.

Mayor Larson presented Finley King with a certificate of participation and a \$50 cash gift card.

In response to a question from Mayor Larson, Mr. King said he plans to attend Oregon State University to study physics and engineering. His power point presentation was played which he narrated.

**5. PUBLIC HEARING – AMENDMENTS TO VENETA LAND DEVELOPMENT ORDINANCE NO. 493, FILE #A-1-16**

1) Mayor Larson opened the Public Hearing at 6:52 p.m.

2) Staff Report

Bork said the proposed amendments were initiated by the Planning Commission in February 2016, originally because of an interpretation from an applicant regarding off street parking standards. She said staff realized the code could be more flexible specifically related to parking lot standards where parking lots should not be located at the front of a building or to the side. The Planning Commission made a recommendation to approve amendments to encourage that flexibility except that loading docks are to be the rear of the buildings. Proper Notice and publication was completed on April 20, 2016 and no comments, to date, have been received. She said later in the agenda, the Council will have the option to approve the amendments by adopting Ordinance No. 528.

In response to a question from Thomas Cotter, Bork said the definition is being amended to eliminate all or a portion of the common property line between abutting properties so as to not create an additional lot or parcel. She said a property line adjustment cannot create a third lot without going through the partition process.

3) Public Comments

**Anthony Clemons, Veneta, OR**

Mr. Clemons asked if the west end of Cherry Ln. is to be developed, would the owner be required to follow the regulations.

Bork said all development within City limits is required to follow a process and must be approved by the Planning Commission.

4) Questions from Council  
None

5) Mayor Larson closed the Public Hearing at 7:00 p.m.

6) Deliberation & Decision  
None

**6. CONSENT AGENDA**

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

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

The consent agenda as approved included Minutes for March 28, 2016, Minutes for April 11, 2016, Minutes for April 20, 2016, Accounts Payable - Checks for Approval – Paid through April 19, 2016, To be Paid – Payable through May 3, 2016.

**7. COUNCIL BUSINESS AND REPORTS**

a. Business

- (1) Donation Request from Lane Arts Council to provide Scholarships for the Summer Art Program  
Ingham said Lane Arts Council came before the Council at the April 25, 2016 meeting and requested a reduction of the Community Center rental fee of \$380, which the Council granted. However, Lane Arts Council did not include their second request for a scholarship donation at that time. Ingham said rather than Lane Arts Council pay \$400 for the Community Center rental fee and the City make a cash contribution, its staff's recommendation that the City waive the entire rental fee amount of \$780; (\$380 on April 25, 2016 and \$400 tonight).

Laura Ruff said it's been a vital program, her daughter donates her time to the program and she completely supports the program and anything the Council can do to support the program.

Ingham said the City has two discretionary accounts; one in the Zumwalt and General Funds.

In response to a question from Mayor Larson, Hartz said the balance of the Zumwalt Discretionary account is about \$3000.

**MOTION:** Thomas Cotter made a motion to waive the community center rental fee in the amount of \$400 for the Lane Arts Council All about Art Summer Camp and also to donate \$500 from the Zumwalt Discretionary Fund for scholarships. Tim Brooker seconded the motion which passed with a vote of 5-0.

In response to a question from Veronica Miller, Ingham said tax dollars do not go into the Zumwalt Fund.

- (2) Donation Request from Mid Lane Cares  
Mayor Larson said the Lions Club and Veterans of Foreign Wars (VFW) contributed \$500 each for the automated external defibrillator (AED). Mid Lane is requesting to be reimbursed \$200 because the total cost of the machine was \$1200.

**MOTION:** Thomas Cotter made a motion to donate \$200 to Mid Lane Cares to cover the remaining cost to purchase an automated external defibrillator (AED) for the Fern Ridge Service Center. Thomas Laing seconded the motion which passed with a vote of 5-0.

b. Council/Committee Liaison Reports

Thomas Laing attended an LCOG meeting. He said there was a positive response to the member survey LCOG conducted.

Thomas Cotter said several members of the Economic Development Committee (EDC) interviewed several business owners for the Veneta Business Connect program. He said he did not conduct interviews but was debriefed and found the results very informative. He said it seems to be a pretty effective tool which came across as being useful. He said the EDC will meet on May 11<sup>th</sup>.

Herb Vloedman said he conducted interviews and said it was helpful to both him and the businesses. He said those interviewed thanked the EDC members conducting the survey.

Tim Brooker said the Governor thanked the transportation committee for participating on the transportation panel and most of the discussion dealt with what's next and is funding really available for the transportation projects.

Ingham said the Governor did appoint a legislative committee to look at a 2017 transportation package. He said four Lane County legislators were appointed to the nine member committee. He said Highway 126 is on the top of the list.

Mayor Larson said Victoria Hedenstrom was the Council liaison to the Park Board. She asked Laura Ruff if she's interested in continuing as the liaison.

Laura Ruff said she would be interested.

Mayor Larson said the School District staff survey results indicated that better communication was the most common thread among those polled. She said the Fern Ridge Middle School Talented and Gifted (TAG) students are working on a project about Veneta's history. She said rather than publish a book, they will instead do a dramatic presentation at Applegate Theater next Sunday May 15<sup>th</sup> at 2:00. She said the Farmers' Market opened with five farm stands.

Marie Pickett said Heather Blake is the new Farmers' Market site manager/vendor and she will be there throughout the season. She said something new this year is a "produce for kids" program which will start July 1<sup>st</sup> and will allow any child 10 or under to use tokens to buy fresh fruits and vegetables. She said currently they have about 20 kids a week participating and the program may branch out to food demonstrations.

8. STAFF REPORTS

a. Community Development Director.....Kay Bork

(1) Transportation Utility Fee (TUF) Ordinance

i. **Ordinance No. 527** – AN ORDINANCE ADOPTING A TRANSPORTATION UTILITY FEE FOR THE CITY OF VENETA. For second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 527, an Ordinance adopting a Transportation Utility Fee for the City of Veneta for second reading by title only and final enactment. Laura Ruff seconded the motion which passed with a vote of 5-0.**

Ordinance No. 527 was read into the record for second reading by title only and final enactment.

(2) Amendments to Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494

i. **Ordinance No. 528** – AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 RELATING TO PARKING LOT LOCATION AND PROPERTY LINE ADJUSTMENT STANDARDS. For first reading by title only.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 528, an Ordinance amending Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494, relating to parking lot location and property line adjustment standards for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 528 was read into the record for first reading by title only.

b. Finance Director.....Shauna Hartz

(1) Amendments to Veneta Municipal Code relating to Utility Billing Cycle

i. Agenda Item Summary

Hartz said in 2014 staff took on the task of reviewing the utility billing processes, existing ordinances and related code. She said the objective was to improve the clarity and efficiency of the processes. She reviewed the steps the Council took to amend five chapters of the code. Amendments include but are not limited to extending the payment due date by five days, past due notices will be sent sooner, and the door hanger process will be eliminated. She said staff has started a dialogue with some residents that will be most affected by the changes. The code amendments will also give the City more teeth when residents move from one City residence to another. She said we may not start service at the second residence if there is an outstanding balance for the applicant or property.

She said Ordinance No. 529 governs the public works operating side of the sewer system. She said some definitions needed more clarification and some housekeeping issues were addressed.

ii. **Ordinance No. 529** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13, CHAPTER 10. For first reading by title only.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 529, an Ordinance amending Veneta Municipal Code Title 13, Chapter 10 for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.

Ordinance No. 529 was read into the record for first reading by title only.

iii. **Ordinance No. 530** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 20. For first reading by title only.

Hartz said Ordinance No. 530 provides that we now have separate water and sewer deposits rather than one general water deposit which was somewhat confusing. She said it also clarifies what we can use deposits for so when someone moves, we can apply the deposit to any outstanding account balance. Also, the definitions and terms are now consistent throughout the code.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 530, an Ordinance amending Veneta Municipal Code Title 13, Chapter 20 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.

It was pointed out that the above motion was read incorrect. Ordinance No. 530 should have been read to amend Veneta Municipal Code Title 3 not Title 13.

**Thomas Cotter withdrew his motion.**

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 530, an Ordinance amending Veneta Municipal Code Title 3, Chapter 20 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.**

Ordinance No. 530 was read into the record for first reading by title only.

- iv. **Ordinance No. 531** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 25. For first reading by title only.

Hartz said Ordinance No. 531 includes the bulk of the changes; addressing utility billing services, language, and issues regarding water and sewer customers and focuses on utility billing and the application process. She said the fillable forms will be available on the City's website.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 531, an Ordinance amending Veneta Municipal Code Title 3 Chapter 25 for first reading by title only. Thomas Laing seconded the motion which passed with a vote of 5-0.**

Ordinance No. 531 was read into the record for first reading by title only.

- v. **Ordinance No. 532** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE SECTIONS 13.35.010, 13.35.050, 13.35.080; REPEALING 13.35.070; AND INSERTING 13.35.090. For first reading by title only.

Hartz said Ordinance No. 532 focuses on the stormwater fee and required some minor changes to make the definitions consistent and also provide clarity that the billing aspects of the drainage fees were tied into the water and sewer billing process.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 532, an Ordinance amending Veneta Municipal Code Sections 13.35.010, 13.35.050, 13.35.080; Repealing 13.35.070; and inserting 13.35.090 for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 5-0.**

Ordinance No. 532 was read into the record for first reading by title only.

- vi. **Ordinance No. 533** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13 CHAPTER 05. For first reading by title only.

Hartz said Ordinance No. 533 relocates financial language so all of the financial language is together in Title 3. She said a few housekeeping changes and definitions were also made.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 533, an Ordinance amending Veneta Municipal Code Title 13 Chapter 05 for first reading by title only. Laura Ruff seconded the motion which passed with a vote of 5-0.**

Ordinance No. 533 was read into the record for first reading by title only.

(2) Declaring City Assets as Surplus and Authorizing Disposal

i. Agenda Item Summary

Hartz said the process of surplusizing items that the City no longer needs is covered by the

State's Oregon Public Contracting Rules, which the City has its own version of the rules. Our rules have the exception of E16 and were provided to the Council, which allows the City to opt out of a competitive bid process when declaring property as surplus by way of a resolution. She said we do need to make and present the findings as to why other means of disposal on particular assets is in the best interest of the City. She said as stated in the resolution direct selling is less expensive than going through the full competitive bidding process which is very time consuming for staff.

In response to a question from Thomas Laing, Hartz said the surplus items will be advertised on Craigslist but we are not required to inform the public that the items are on Craigslist.

Hartz said she worked with legal counsel to develop a bill of sale which buyers will be required to sign which reinforces that all sales are "as is".

In response to a question from Tim Brooker, Schauer said the majority of the items are without value but all listed items include a value as a starting point.

In response to a question from Laura Ruff, Hartz said the money generated from the sale will be deposited back into the purchasing fund if known.

In response to a question from Mayor Larson, Hartz said this is the process used in the past to dispose of surplus property, however, this resolution is more thorough and lays out the procedures more clearly.

ii. **Resolution No. 1190 - A RESOLUTION DECLARING SURPLUS PROPERTY**

**MOTION: Thomas Cotter made a motion to adopt Resolution No. 1190, a Resolution Declaring Assets as Surplus Personal Property and Authorizing Disposal. Thomas Laing seconded the motion which passed with a vote of 5-0.**

In response to a question from Veronica Miller, Schauer said if someone submits a full price offer we would take it and after a week we would take the best offer. He said putting the property on Craigslist is considered putting it out to the public.

Ms. Miller said she is concerned that not all residents will know about the property if it's only placed on Craigslist and she suggested it should be noticed to the public.

After a brief discussion, it was the consensus of the Council to direct staff to post the list of surplus property on the City's website as well as on the bulletin board at City Hall.

(3) Compensation Plan for Hourly, Temporary, and Seasonal Positions

i. Agenda Item Summary

Hartz said Resolution No. 1191 is necessary in order to adjust the minimum wage to the new state of Oregon minimum wage which becomes effective July 1, 2016. She said the compensation plan is attached to the resolution as an exhibit.

ii. **Resolution No. 1191 – A RESOLUTION ADOPTING A REVISED COMPENSATION PLAN FOR HOURLY, TEMPORARY, AND SEASONAL POSITIONS AND REPEALING RESOLUTION NO. 1180**

**MOTION: Thomas Cotter made a motion to adopt Resolution No. 1191, a Resolution to amend Exhibit A, the City's Compensation Plan for Hourly, Temporary, and Seasonal Positions and Repealing Resolution No. 1180. Laura Ruff seconded the motion which passed with a vote of 5-0.**

- (4) Financial Report on Fund Balances through March 31, 2016  
Hartz said this is the financial report through the third quarter of fiscal year 2015-16 which is informational only. She said at this point we want operating revenue sources to be at least 75% and operating expenditure to be less than 75%. She said for the most part we are meeting these objectives, however, there are a few exceptions to that which she reviewed.

In response to a question from Mayor Larson, Hartz said some of the revenue percentages are misleading.

Ingham said 98% of all property tax revenue has been received and most of those expenditures line up except for the Law Enforcement Fund because we've only been invoiced for the first two quarters of 2015-16 so we've only paid for half of that contract thus far. That's why the ending fund balance is so high.

In response to a question from Thomas Cotter, Hartz said materials and services in the Planning Fund is so high because we had a lot of land use applications that required review by the City Engineer or legal counsel, which we paid and will then get reimbursed by the developer.

c. City Administrator.....Ric Ingham

- (1) Veneta Elementary School Plaza Design  
Ingham said we discussed this briefly at the last meeting and brought it back for full Council review. He said the Council is being asked to authorize \$4100 from the Parks and Recreation Fund to support design and engineering of a tree stand and plaza area at Veneta Elementary. He said this area would be used year round and should be considered an investment in our community.

**MOTION: Thomas Cotter made a motion to allocate an amount not exceed \$4100 for the cost of designing and engineering of a tree-stand and plaza terracing at the Veneta Elementary School. Tim Brooker seconded the motion which passed with a vote of 5-0.**

- (2) Questions from Councilors  
None

## 6. OTHER

Hartz said the budget document will be delivered Thursday or Friday of this week. She said the first Budget Committee meeting will be May 19<sup>th</sup> and a light dinner will be served before the meeting, which begins at 5:30 p.m.

In response to a question from Mayor Larson, Hartz said the vacancy on the Budget Committee has not been filled.

Thomas Cotter said he will not be attending the first meeting.

Ingham said prior to the May 23<sup>rd</sup> Council meeting the City and staff will be recognizing Victoria Hedenstrom for her service on the City Council. Light refreshments will be served beginning at 5:30 p.m. and Mayor Larson will present her with a plaque.

Schauer said the all City clean-up was a successful event. He said the Sanipac crew was great and there was a steady flow of people all day. He said he has received many comments of appreciation for providing the opportunity to get rid of things. He said they had three dumpsters of metal and another one full of appliances. He said he will have complete totals at the next meeting.

Thomas Cotter suggested next year working with the Boy Scouts to maybe provide services to senior residents that can't make it to the clean-up.

In response to a question from Thomas Cotter, Schauer said Lane County informed him that they do not have a hazardous chemical event scheduled for western Lane County but the next likely one would be in Florence. He said they also have their site open in the Glenwood area which will take most of those items at any time.

In response to a question from Thomas Laing, Schauer said we took several car batteries but Sanipac did not advertise they would take them. He said a van was full of electronics.

Ingham said the City chose years ago to not participate with Lane County's tipping fee and because they've general held hazardous waste events in communities that participate in that tipping program. He said even for a one day event we would need to participate in the tipping program.

Bork said the Park Board is assisting staff with revisiting the Parks Master Plan and looking at the 2008 Capital Improvement Plan (CIP). She said the CIP may be amended but first we wanted to know what assets the parks have and their condition. She said the Park Board inventoried all City parks' assets and their condition; buildings, lighting, trash receptacles, play structures, etc. and then rated each park. She said the results were compiled onto one sheet and reviewed. The next step is to compare the old CIP with the current condition of all park equipment and see if the old CIP still makes sense. She said the information was helpful but brief. She said most of the equipment is in good condition but one park is in need of extra attention. The Park Board noticed that most of the parks do not have bike racks.

In response to a question from Mayor Larson, Schauer said he is having a hard time finding similar play equipment to the equipment that was damaged from the fallen trees in City Park. He said the park itself was tore up pretty bad and the ground has just now dried out to where they can get in there with equipment to clean it up. He said an arborist looked at the park today to see if there are any other hazards in the park. He said this summer we may do a planting.

In response to a question from Tim Brooker, Ingham said we need to take a serious look at the Capital Improvement Plan (CIP) for the parks. He said we were hoping to overhaul the entire Master Plan after we concluded with the Transportation System Plan (TSP) this summer. We hate to get too far into the Parks Master Plan when we know that updating the TSP is the priority project but we do need a plan for City Park. He said this past wet winter is preventing us from getting in there and cleaning it up for this summer.

In response to a question from Mayor Larson, Schauer said the swing set needs to be replaced but he's not sure if we will have one for this summer.

Mayor Larson said it's clear that not having a major swing set at that park would be very strange.

Ingham said staff will look into getting a swing set at City Park as a priority.

Bork said we are getting funding from ODOT for the Transportation System Plan (TSP) updates. She said ODOT is in the process of hiring a new planner, which takes time but that new planner will be helping us with the updates this fall.

In response to a question from Mayor Larson, Bork said she hasn't heard from the Oregon Parks and Recreation Dept. on the grant application the City submitted for partial funding of the kiddy pool. She said we likely won't hear anything until the fall.

Ingham said the Kiddy Pool Committee will make a presentation to the Oregon Dept. of Parks and Recreation in Salem next month.

Ingham said Garbett has been busy with Hayden Homes as well as other developers.

**7. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 8:10 p.m.

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Sandra H. Larson, Mayor

ATTEST:

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Darci Henneman, City Recorder  
(Minutes prepared by DHenneman)

# Minutes of the Veneta City Council

## May 23, 2016

Present: Sandra Larson, Tim Brooker, Thomas Cotter, and Laura Ruff

Absent: Thomas Laing

Others: Ric Ingham, City Administrator; Shauna Hartz, Finance Director; Kay Bork, Community Development Director; Kyle Schauer, Public Works Director; Darci Henneman, City Recorder; Len Goodwin, Veneta Economic Development Committee; DeLeesa Meashintubby, Volunteers in Medicine; Julie Reid, Emergency Preparedness Specialist; and Joan Mariner, Fern Ridge Review

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### 1. CALL TO ORDER THE VENETA CITY COUNCIL

Mayor Larson called the Veneta City Council to order at 6:30 p.m.

### 2. PUBLIC COMMENT

None

### 3. CONSENT AGENDA

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

**VOTE:** Thomas Cotter, aye; Sandra Larson, aye; Laura Ruff, aye; Tim Brooker, aye.

The consent agenda as approved included Accounts Payable - To be Paid – Payable through May 17, 2016, Civic Calendar for June, 2016, Public Works Activity Report for March and April 2016, Recommended Approval of Annual OLCC Liquor License Renewals, Banner Permit from Oregon Country Fair (for Luther Lane only).

### 4. COUNCIL BUSINESS AND REPORTS

#### a. Business

#### (1) Volunteers in Medicine Proclamation

Mayor Larson postponed this item until the representative from Volunteers in Medicine arrived.

#### (2) Economic Development Committee Updates

Len Goodwin, Chair of the Economic Development Committee (EDC) thanked the Council for the opportunity to provide a report. He said it's clear that the EDC is in for the long haul. He said they are not expecting instant results but they are working vigorously and diligently to take steps one by one. Two significant steps the EDC has taken are to get a handle on telecommunication issues in Veneta and to reenergize conversations about Highway 126. He said the Governor's Transportation panel will be in Eugene on July 20<sup>th</sup> and the EDC will begin planning a series of witnesses to testify to the importance of that segment of Hwy 126 to the State's Regional Transportation System.

In response to a question from Tim Brooker, Len Goodwin said he has not attended a Lane ACT meeting but Ingham is acting as the current Lane ACT representative. He said if he or an elected official becomes the permanent Lane ACT representative and feels it would be useful for him to speak to the LACT, he would be happy to talk about Highway 126, the State Transportation Improvement Program (STIP), or a special designation out of the 2017 transportation package.

Ingham said Jackie Mikalonis from the Governor's Regional Solutions Team spoke at the April EDC meeting. He said Ms. Mikalonis is committed to help elevate this issue and the EDC will continue to work with her and the Lane County team. He suggested that any presentation to the Lane ACT would more appropriately come from the Governor's office or the Regional Solutions Team rather than from the City or City staff since we're constantly at the table.

Ingham said the Business Retention and Expansion (BRE) program completed the interviews and Michael Held from Rural Development Initiative (RDI) is wrapping that up into a summary report. He said 23 businesses were surveyed and the EDC worked it down to the top 10 businesses that have needed some level of assistance. On June 23, 2016 the City and RDI will hold a community findings meeting, hosted by the EDC at 5:30 p.m. at Domaine Meriwether. He said the outcome of that may be to look at a second year of the BRE program and a representative of the Dept. of Land Conservation and Development (DLCD) will conduct a market analysis on what businesses could likely come in and fill a retail niche. He said it's a good solid group committed to the long term and if we continue to provide good staff support we should start to see some of the investment pay off.

Len Goodwin said without the work from Claudia Denton, the EDC would be struggling. He said she has proven to be very effective.

Ingham said the Budget Committee and Council supported her efforts by agreeing that we needed a second year R.A.R.E. student to continue her work. He said Denton said she will only be here for one year because she's aggressively seeking employment.

In response to a question from Mayor Larson, Mr. Goodwin said a few EDC members reviewed residential SDCs and asked staff to look into what a grocery market or sit down restaurant would pay in SDCs so they can better answer the committee's questions about SDCs. He said the Committee has been given a brief background on SDCs but he wants to do more so that the entire Committee, as well as businesses, understand what SDCs are for and why they are needed. He said they don't quite understand that SDCs are needed to build the infrastructure necessary for a city to grow.

In response to a question from Laura Ruff, Mr. Goodwin said the loan options are really more for existing businesses looking for assistance.

In response to questions from Tim Brooker, Mr. Goodwin said the first effort is to retain existing businesses and expansion is the second priority. He said the attraction of new businesses will come if existing businesses show they are thriving. He said existing facilities with little needed renovation is key or create incubator space for four or five home occupation businesses that can network together. He said the old hardware store, if it's in good condition, could be used as incubator space.

Volunteers in Medicine Proclamation (cont. from above).

DeLeesa Meashintubby, the Executive Director of Volunteers in Medicine arrived and said the clinic has been in business for 15 years. She thanked the Council for giving the clinic the opportunity to serve Veneta and the support the Council is giving in making the proclamation. She said on June 3<sup>rd</sup> Volunteers in Medicine is holding a birthday celebration at its office located at 2260 Marcola Rd. and she invited everyone to attend.

Mayor Larson read the proclamation and declared Friday, June 3, 2016 as Volunteers in Medicine Day in the City of Veneta.

(3) Lane County Sheriff's Activity Report

Sgt. Halvorson could not attend tonight's meeting.

(4) Donation Request from Fern Ridge Library

Ingham said staff is recommending donating a \$90 family swim pass which would need to be approved by the Council. He said staff provided a breakdown of the donations and requests. He said as we near the end of the school year we will likely get pool fee waiver requests from Elmira High School and Veneta Elementary. He said at this point staff feels it is appropriate to donate a family pass to for the Library fundraising auction event.

**MOTION: Thomas Cotter made a motion to donate a 10 punch family swim pass to the Fern Ridge Library auction event to raise funds for the Fern Ridge Library Foundation Endowment fund. Laura Ruff seconded the motion which passed with a vote of 4-0.**

b. Council/Committee Liaison Reports

Mayor Larson said the School Board meeting was at the middle school and the principal said they had a challenging year because of the renovations at the school. Middle School students also didn't do well with the Smarter Balance Testing. She said Board member Sterling Pew brought it up and everyone agreed that there's a strange contrast between the middle school test scores and the subsequent success of high school students who do much better. She said seventh graders traveled to Ashland and saw the play a Mid-Summer's Night and the eighth grade cardboard races will take place at the pool. She said a child center class room will be open to serve some special needs students. She said the classroom was created to get local students back into our District. She said school lunch costs are increasing but the District will absorb some of that mandated increase. She said she, Ingham, the School Board Chair, and school principals had a good meeting regarding drug use in schools and her take is yes, there are drug problems in all schools but in her opinion, we have no more problems than other schools. She said she felt it was a good conversation and the group will continue to meet. Elmira Elementary's framing of the new facility is going up and the Talented and Gifted (TAG) students presented "Voices from Veneta's Past" a dramatic and comedic presentation which was very well done and also well attended.

**5. STAFF REPORTS**

a. Emergency Preparedness Specialist.....Julie Reid  
(1) Emergency Operations Plan

Ingham said Julie Reid has been here since mid-March. Her work plan is to develop an emergency preparedness plan to better prepare all our residents for when disaster strikes. He said it's been a high priority to the Council to get the emergency preparedness plan adopted. He said the City has partnered with Lane Fire Authority on the project. The intent is to start providing the Council with some familiarization of a plan and some eventual outcomes.

Reid said she is here from the Regional Assistance for Rural Environments (R.A.R.E.) which is an AmeriCorps program. She said after she graduated from the University of Oregon Planning Public Policy & Management (PPPM) program. She got interested in emergency management and she took classes with Federal Emergency Management Association (FEMA) and received Certified Emergency Response Team (CERT) training. She reviewed her power point presentation.

In response to questions from Mayor Larson, Ms. Reid said the Lane Fire Authority Board of Directors will adopt the plan in the same way that the City would. She said part of the plan will be to provide instructions and a home supply list for three or four days up to two to three weeks or more as well as a car kit. The information is available from several resources but we want to consolidate the information and provide it in one place.

Reid said they're working on getting the notification system up and running which residents can sign up for to be automatically notified via cell phones, email, etc. She said the information will also be on the City's website.

In response to a question from Thomas Laing, Reid said a section on volunteer management would be included, however, one problem with volunteers is they tend to self-deploy. It's key to have a staging area and provide direction for volunteers.

Ingham said he and Chief Nye started the conversation several months ago and Lane Fire Authority will adopt the same plan. He said because the District has gotten so large, Chief Nye will create two plans - one for Veneta and one for the entire District.

- b. Community Development Director.....Kay Bork  
(1) Amendments to Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494.

- i. **Ordinance No. 528** – AN ORDINANCE AMENDING THE VENETA LAND DEVELOPMENT ORDINANCE NO. 493 AND LAND DIVISION ORDINANCE NO. 494 RELATING TO PARKING LOT LOCATION AND PROPERTY LINE ADJUSTMENT STANDARDS for second reading by title only and final enactment.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 528, an Ordinance amending Veneta Land Development Ordinance No. 493 and Land Division Ordinance No. 494, relating to parking lot location and property line adjustment standards for second reading by title only and final enactment. Tim Brooker seconded the motion which passed with a vote of 4-0.

Ordinance No. 528 was read into the record for second reading by title only and final enactment.

(2) Transient Room Tax

i. Agenda Item Summary

Bork said the new business Yurtel Veneta, a bed and breakfast, will be open by July 2016. She said the state allows local governments to collect Transient Room Tax (TRT) on overnight lodging which includes provisions that 70% of the TRT collected is to be used for tourism promotion or tourism-related facilities and no more than 30% of the TRT is to be used for City services. She said staff is proposing a 4% TRT which is in line with other smaller communities. She said the 4% tax is in addition to Lane County's tax of 8% and the state tax of 1.8% - bringing the total tax for Veneta lodging establishments to 13.8% overall. The proprietor can retain at least 5% of that tax to cover administrative costs. The City would collect the TRT and we will provide the return for establishments to complete monthly when they pay the TRT even if no tax is collected. Private homes vacation rentals (Air B&B) would be exempt from the TRT and Ordinance No. 534 includes penalty provisions to allow the City to send establishments to collections and/or revoke business registrations for non-payment.

In response to a question from Mayor Larson, Bork said bed and breakfast (B & B) establishments are different than renting out a room in a private home once or twice a week. She said it has to be an established business.

Ingham said staff discussed it and decided that attempting to collect a TRT from Air B & B is cost prohibitive.

Laura Ruff said this establishment is good economic development but here's a man that wants to start a business and right off the bat we're taxing him.

Bork clarified the TRT is not taxing the proprietor, it's taxing the person staying there.

In response to a question from Mayor Larson, Bork said Mr. Haddock has already completed Lane County's TRT paperwork.

In response to questions from Thomas Cotter, Bork said the proprietor is responsible for completing the forms and we will track the establishments through the City's business license process. Bork said theoretically we would collect a TRT from campgrounds if City code allowed campgrounds.

In response to a question from Thomas Cotter, Ingham said we want to attract businesses

and it shouldn't matter how many rooms an establishment has. He said we can use these dollars to bring more visitors into the area and that's why state law requires that 70% of all resources go back into visitor promotions.

In response to a question from Mayor Larson, Ingham said Junction City is one of a few cities in Oregon that does not collect a TRT which is very unusual.

Len Goodwin said it might be more challenging to try to adopt the TRT if and when a large hotel comes in. He said if it's already adopted they can't require us to waive it.

In response to a question from Tim Brooker, Ingham said we'll create the TRT tracking system. He said currently, we don't have a program on how we spend the \$6500 RTMP funds we receive annually but we could create a more formal policy.

In response to a question from Mayor Larson, Hartz said the TRT would be collected separate from the RTMP funds. She said we could use the funds for the same purpose but they would be tracked separately.

Laura Ruff suggested establishments with less than five rooms could be exempt from the tax.

Ingham said Mr. Haddock has built the tax into his business plan, however, if the Council decided to create a threshold, he would prefer some consistency. He said for example, during the Olympic trials, Mr. Haddock will likely have full occupancy but in February he may not rent any rooms.

Thomas Cotter said he felt it's the City's responsibility to treat everyone fairly, regardless of the size of the business. He said Mr. Haddock is only taxed if and when a room is rented.

- ii. **Ordinance No. 534** – AN ORDINANCE ESTABLISHING A TRANSIENT ROOM TAX FOR THE CITY OF VENETA for first and second reading by title only and final enactment.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 534, an Ordinance Establishing a Transient Room Tax for the City of Veneta for first reading by title only. Tim Brooker seconded the motion which passed with a vote of 3 to 1. Laura Ruff voted no.

Ordinance No. 534 was read into the record for second reading by title only.

**MOTION:** Thomas Cotter made a motion to adopt Ordinance No. 534, an Ordinance Establishing a Transient Room Tax for the City of Veneta for second reading by title only and final enactment. Tim Brooker seconded the motion which passed with a vote of 3-1. Laura Ruff voted no.

Ordinance No. 534 was read into the record for second reading by title only and final enactment.

- c. Finance Director.....Shauna Hartz  
(1) Utility Billing Policies and Procedures

- i. **Ordinance No. 529** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13, CHAPTER 10 for second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 529, An Ordinance Amending Veneta Municipal Code Title 13, Chapter 10 for second reading by title only and final enactment. Tim Brooker seconded the motion which passed with a vote of 4-0.**

Ordinance No. 529 was read into the record for second reading by title only and final enactment.

- ii. **Ordinance No. 530** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 20 for second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 530 an Ordinance Amending Veneta Municipal Code Title 3 Chapter 20 for second reading by title only and final enactment. Tim Brooker seconded the motion which passed with a vote of 4-0.**

Ordinance No. 530 was read into the record for second reading by title only and final enactment.

- iii. **Ordinance No. 531** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 3 CHAPTER 25 for second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 531, an Ordinance amending Veneta Municipal Code Title 3 Chapter 25 for second reading by title only and final enactment. Laura Ruff seconded the motion which passed with a vote of 4-0.**

Ordinance No. 531 was read into the record for second reading by title only and final enactment.

- iv. **Ordinance No. 532** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE SECTIONS 13.35.010, 13.35.050, 13.35.080; REPEALING 13.35.070; AND INSERTING 13.35.090 for second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 532, an Ordinance amending Veneta Municipal Code Sections 13.35.010, 13.35.050, 13.35.080; Repealing 13.35.070; and inserting 13.35.090 for second reading by title only and final enactment. Tim Brooker seconded the motion which passed with a vote of 4-0.**

Ordinance No. 532 was read into the record for second reading by title only and final enactment.

- v. **Ordinance No. 533** – AN ORDINANCE AMENDING VENETA MUNICIPAL CODE TITLE 13 CHAPTER 05 for second reading by title only and final enactment.

**MOTION: Thomas Cotter made a motion to adopt Ordinance No. 533, an Ordinance amending Veneta Municipal Code Title 13 Chapter 05 for second reading by title only and final enactment. Laura Ruff seconded the motion which passed with a vote of 4-0.**

Ordinance No. 533 was read into the record for second reading by title only and final enactment.

Hartz said she appreciates the effort and thanked the Council for taking the time to read through all the material. She said these ordinances will streamline the process and make it

much easier for staff.

Thomas Cotter said he read through the 2016-17 Budget and said it was better than last year and last year's was a great document. He thanked Hartz for a job done well.

- d. City Administrator.....Ric Ingham
  - (1) Questions from Councilors
    - None

**6. OTHER**

Mayor Larson thanked Schauer for having the curb cut at the Library. She said many people were appreciative of that.

Ingham said with Council approval, when ordinances are listed on the agenda for a second reading, the agenda will refer the Council back to the original first reading materials.

It was the consensus of the Council that a recap of the material is not necessary and the reference to the original materials is fine.

Ingham said election packets will be available beginning June 1<sup>st</sup>. He said he has spoken to several Councilors and he has been encouraged to start working on referring a recreational marijuana tax to the November 8, 2016 ballot. He said he would like direction from the Council on whether to bring back summary information in June for discussion or to bring back referral language that would allow the Council to refer it to the ballot. He said if there is a referral to the November 8<sup>th</sup> ballot, it would need to be completed by August 17<sup>th</sup>. Currently the state taxes all recreational marijuana at 25% but on January 1, 2017 the state tax will roll back to 17% and cities will be allowed to refer a measure to the ballot to add an additional 3% tax. He said most cities that have legalized recreational marijuana will refer a tax to the November 8<sup>th</sup> ballot. He said we don't know how much revenue it will generate but it would likely be around \$7,000 to \$12,000.

In response to a question from Thomas Cotter, Ingham said House Bill 3911 wiped away anything that the Council approved previously so now if we want to refer a tax, the first time we can do that is on the November 8<sup>th</sup> ballot.

Mayor Larson said it seems that the Council should officially direct staff to move forward with developing the ballot language if that's what the Council wants to do.

In response to questions from Tim Brooker, Ingham said when we refer it to the ballot we need to have an explanatory statement and the ballot title needs to be included in the resolution. He said all the cities are looking to the League of Oregon Cities to put pressure on OLCC to collect all the tax. He said it makes sense for OLCC to do all the collecting.

In response to a question from Mayor Larson, Ingham said the Council indicated they didn't want to hold the July 11<sup>th</sup> meeting. He said his intent is to have the discussion at the June 13<sup>th</sup> meeting and if the Council chose to pass a resolution that the marijuana tax referral will be on the November 8<sup>th</sup> ballot.

In response to questions from Tim Brooker, Ingham said several months ago the Council passed an ordinance to not prohibit recreational facilities from doing business in Veneta. He said at the June 13<sup>th</sup> meeting we can announce that the Council is planning to pass a resolution and at the June 27<sup>th</sup> meeting announcing that the marijuana tax referral will be on the November 8, 2016 general election ballot. He said if the Council refers it to the ballot via a resolution, we can adopt the enacting ordinance to accept the funds, at a minimum, and we can add a public comment period during the passage of the resolution. Ingham said staff will do the typical outreach but we haven't had anyone come in and talk negatively about the two recreational dispensaries we have in the City.

It was the consensus of the Council to direct staff to place an item on the June 13<sup>th</sup> agenda to discuss whether or not staff should develop the referral language for the November 8<sup>th</sup> ballot.

In response to a question from Mayor Larson, Ingham said staff missed posting the list of surplus property in the outside bulletin board.

Schauer said the pool will open June 18<sup>th</sup> and the Summer Solstice will be held in the evening of the same day. He said there are a couple of school pool parties the week leading up to the opening so we should be ready to host that event.

Bork said on June 2<sup>nd</sup> Joan Mariner and Pat Coy, members of the Kiddy Pool Committee, will present the grant application to the Local Government Grant Advisory Committee in Salem for the \$175,000 grant. She said Schauer, herself, and Stacy Cornelius will also attend to answer questions.

Ingham said ODOT will be here tomorrow for the first round of scoping of the Veneta Elmira path. He said that material will go to ODOT Region 2 staff for presentation to the Super ACT on whether the project can be completed with the proposed budget. He said the engineer did a thorough job on that and we don't expect any big surprises. There was some talk about changing the restrictions within the flood plain so it's important we get this project done before those restrictions come in to play.

Hartz said the Budget Hearing will be on June 13<sup>th</sup> and the resolutions adopting the budget will be on the June 27<sup>th</sup> agenda. She said the public hearing notice will be in next week's paper.

Ingham said Roque Barros, the new director of the Ford Family Foundation was here last week. He said staff will meet with RDI the first part of June to put together some downtown initiatives to take to Ford Family for possible funding. He said he felt Mr. Barros walked away with a good sense of what we've been up to and hopefully it will be a slam dunk for a second year of funding for the Business Retention and Expansion program along with some other assistance as well. He said the Chamber luncheon is on June 8<sup>th</sup>. He said he invited Chief Nye and an insurance representative to speak about the decreased insurance rating Veneta and the Fern Ridge area received. He said much of that had to do with the fire department and the increased capacity of our water system.

Mayor Larson suggested an article about water in general should be published in the Fern Ridge Review as well as the insurance rating and projected tax increases.

Tim Brooker said it's also a good time to remind everyone to conserve water over the summer months.

Ingham said Schauer will be getting the Water Consumer Confidence Report out in the next week or so.

**7. ADJOURN**

Mayor Larson adjourned the Veneta City Council at 8:29 p.m.

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Sandra H. Larson, Mayor

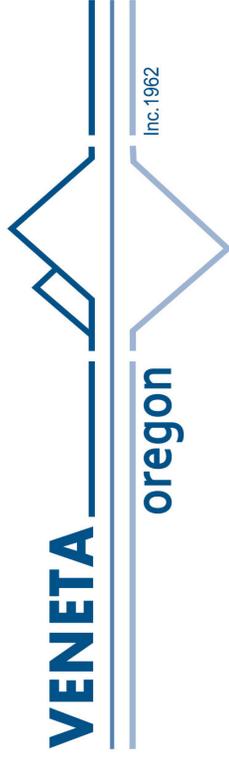
ATTEST:

XXXXXXXXXXXXXXXXXXXXX

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

# Accounts Payable To Be Paid Proof List

User: mindy  
 Printed: 06/09/2016 - 1:28 PM  
 Batch: 006-05-2016



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AbvMess Above The Mess, LLC										
1263	05/28/2016	459.90	0.00	06/14/2016	Monthly Contract		-			No 0000
100-100-52055	Janitorial Services Contract									
1263	05/28/2016	114.98	0.00	06/14/2016	Monthly Contract		-			No 0000
140-140-52055	Janitorial Services Contract									
1263	05/28/2016	191.62	0.00	06/14/2016	Monthly Contract		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
1263	05/28/2016	53.76	0.00	06/14/2016	Window Washing CH		-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
1263	05/28/2016	13.44	0.00	06/14/2016	Window Washing CH		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
	1263 Total:	833.70								
	AbvMess Total:	833.70								
ALSCO ALSCO										
May 2016	05/31/2016	278.49	0.00	06/14/2016			-			No 0000
100-100-51050	Bldg Maint/Janitorial Sup									
May 2016	05/31/2016	69.62	0.00	06/14/2016			-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
	May 2016 Total:	348.11								
	ALSCO Total:	348.11								
AnalyLab Analytical Laboratory Group										
78389WTR	05/03/2016	690.00	0.00	06/14/2016	Drinking water		-			No 0000
210-210-53055	System Quality Tests									
	78389WTR Total:	690.00								
78389WW	05/03/2016	806.40	0.00	06/14/2016	Wastewater		-			No 0000
220-220-53055	System Quality Tests									
	78389WW Total:	806.40								
	AnalyLab Total:	1,496.40								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BanBkCC Banner Bank										
4/16 CLN	05/18/2016	47.44	0.00	06/07/2016	Subaru Detailing		-		No	0000
100-100-51010	Admin Supplies & Services									
4/16 CLN	05/18/2016	5.17	0.00	06/07/2016	Subaru Detailing		-		No	0000
130-130-53030	Vehicle Operation/Maintenance									
4/16 CLN	05/18/2016	5.17	0.00	06/07/2016	Subaru Detailing		-		No	0000
140-140-51010	Admin Services & Supplies									
4/16 CLN	05/18/2016	25.85	0.00	06/07/2016	Subaru Detailing		-		No	0000
210-210-53030	Vehicle Operation&Maintenance									
4/16 CLN	05/18/2016	25.85	0.00	06/07/2016	Subaru Detailing		-		No	0000
220-220-53030	Vehicle Operation&Maintenance									
4/16 CLN	05/18/2016	10.34	0.00	06/07/2016	Subaru Detailing		-		No	0000
230-230-53030	Vehicle Operation-Maintenance									
4/16 CLN	05/18/2016	5.18	0.00	06/07/2016	Subaru Detailing		-		No	0000
240-240-51010	Admin Supplies & Services									
	4/16 CLN Total:	125.00								
4/16 TRN	05/18/2016	49.50	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
100-100-51070	Training & Conferences									
4/16 TRN	05/18/2016	4.95	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
100-160-51070	Training & Conferences									
4/16 TRN	05/18/2016	4.95	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
130-130-51070	Training & Conferences									
4/16 TRN	05/18/2016	4.95	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
130-520-51070	Training & Conferences									
4/16 TRN	05/18/2016	4.95	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
140-140-51070	Training & Conferences									
4/16 TRN	05/18/2016	14.85	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
210-210-51070	Training & Conferences									
4/16 TRN	05/18/2016	14.85	0.00	06/07/2016	Front Desk Security Training-Traci Haley		-		No	0000
220-220-51070	Training & Conferences									
	4/16 TRN Total:	99.00								
5/16 GC	05/18/2016	25.00	0.00	06/07/2016	Mayor Contest Gift Cert		-		No	0000
100-100-51097	Recognitions									
	5/16 GC Total:	25.00								
5/16 MSONline	05/18/2016	25.74	0.00	06/07/2016	Monthly Fee		-		No	0000
100-100-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	2.86	0.00	06/07/2016	Monthly Fee		-		No	0000
100-160-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	2.86	0.00	06/07/2016	Monthly Fee		-		No	0000
100-170-52045	Computer System Support/Maint									
5/16 MSONline	05/18/2016	5.87	0.00	06/07/2016	Monthly Fee		-		No	0000
130-130-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	2.87	0.00	06/07/2016	Monthly Fee		-		No	0000
130-520-52045	Computer System Support/Maint									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
5/16 MSONline	05/18/2016	10.86	0.00	06/07/2016	Monthly Fee		-	No		0000
140-140-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	10.86	0.00	06/07/2016	Monthly Fee		-	No		0000
210-210-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	15.86	0.00	06/07/2016	Monthly Fee		-	No		0000
220-220-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	5.86	0.00	06/07/2016	Monthly Fee		-	No		0000
230-230-52045	Computer System Support-Maint									
5/16 MSONline	05/18/2016	3.86	0.00	06/07/2016	Monthly Fee		-	No		0000
240-240-52045	Computer System Support-Maint									
5/16 PRT	5/16 MSONline Total:	87.50								
220-220-53130	05/18/2016	23.26	0.00	06/07/2016	Weedater Repair PO 4881		-	No		0000
	Equipment Repairs									
	5/16 PRT Total:	23.26								
	BanBkCC Total:	359.76								
<hr/>										
BarnScot Barnes Scottie										
0616	06/03/2016	244.00	0.00	06/14/2016	Monthly Newsletter		-	No		0000
100-100-51095	Public Relations					MM/XXXXX Newslet				
	0616 Total:	244.00								
	BarnScot Total:	244.00								
<hr/>										
BiMart Bi-Mart Corporation										
May 2016	05/28/2016	11.15	0.00	06/14/2016	Various needs		-	No		0000
210-210-53020	System Operating Supplies									
May 2016	05/28/2016	12.42	0.00	06/14/2016	Various needs		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
May 2016	05/28/2016	7.50	0.00	06/14/2016	Various needs		-	No		0000
210-210-51515	Tools & Small Equipment									
May 2016	05/28/2016	7.50	0.00	06/14/2016	Various needs		-	No		0000
220-220-51515	Tools & Small Equipment									
May 2016	05/28/2016	7.49	0.00	06/14/2016	Various needs		-	No		0000
230-230-51515	Tools & Small Equipment									
May 2016	05/28/2016	7.49	0.00	06/14/2016	Various needs		-	No		0000
130-130-51515	Tools & Small Equipment									
May 2016	05/28/2016	62.33	0.00	06/14/2016	Various needs		-	No		0000
130-130-53210	Park Maintenance									
May 2016	05/28/2016	14.49	0.00	06/14/2016	Various needs		-	No		0000
230-230-53070	Landscape Maint & Supplies									
May 2016	05/28/2016	9.97	0.00	06/14/2016	Various needs		-	No		0000
130-130-51010	Admin Supplies & Services									
May 2016	05/28/2016	9.99	0.00	06/14/2016	Various needs		-	No		0000
100-170-51120	Animal Control Supplies/Admin									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
May 2016	05/28/2016	19.96	0.00	06/14/2016	Various needs		-			No 0000
130-530-52055	Community Ctr Janitorial&Maint									
May 2016	05/28/2016	7.76	0.00	06/14/2016	Various needs		-			No 0000
100-170-51120	Animal Control Supplies/Admin									
May 2016	05/28/2016	7.84	0.00	06/14/2016	Various needs		-			No 0000
140-140-51010	Admin Services & Supplies									
May 2016	05/28/2016	14.56	0.00	06/14/2016	Various needs		-			No 0000
100-100-51010	Admin Supplies & Services									
May 2016	05/28/2016	6.68	0.00	06/14/2016	Various needs		-			No 0000
140-140-51050	City Hall Maint/Janitorial Sup									
	May 2016 Total:	207.13								
	BiMart Total:	207.13								
BranEng Branch Engineering, Inc										
6637	05/23/2016	4,915.00	0.00	06/14/2016	8th Street Sewer Project		-			No 0000
430-430-60130	System Expansion									
	6637 Total:	4,915.00								
6638	05/23/2016	3,972.50	0.00	06/14/2016	2016 Pavement Preservation		-			No 0000
230-230-53050	Street Rehabilitation									
	6638 Total:	3,972.50								
6640	05/23/2016	4,457.25	0.00	06/14/2016	2nd & 3rd Street Improvements		-			No 0000
230-230-60250	Street System Improvements									
6640	05/23/2016	495.25	0.00	06/14/2016	2nd & 3rd Street Improvements		-			No 0000
310-310-60130	System Expansion									
	6640 Total:	4,952.50								
6645	05/23/2016	1,140.00	0.00	06/14/2016	Applegate Ph 4 & 5		-			No 0000
140-140-52140	Technical Review Services									
	6645 Total:	1,140.00								
	BranEng Total:	14,980.00								
BucSan Buck's Sanitary Service										
A-48916	04/28/2016	106.00	0.00	06/14/2016	Fern Park unit	April & May	-			No 0000
130-130-53210	Park Maintenance									
	A-48916 Total:	106.00								
A-48917	04/28/2016	106.00	0.00	06/14/2016	City Park Unit	April & May	-			No 0000
130-130-53210	Park Maintenance									
	A-48917 Total:	106.00								
A-48918	04/28/2016	197.00	0.00	06/14/2016	Skate Park unit	April & May	-			No 0000
130-130-53210	Park Maintenance									
	A-48918 Total:	197.00								
	BucSan Total:	409.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BuiDep Building Department The May 2016	06/01/2016	8,025.60	0.00	06/14/2016	Inspection Services		-	No		0000
100-100-52025 Building Permit Inspections May 2016	06/01/2016	1,080.00	0.00	06/14/2016	Inspection Services		-	No		0000
100-100-52030 Electrical Permit Inspections May 2016 Total:		9,105.60								
BuiDep Total:		9,105.60								
CenPri Central Print & Repro Svc 311907	06/03/2016	333.26	0.00	06/14/2016	Summer rec guide 2016		-	No		0000
130-520-51025 Advertising and Publishing 311907 Total:		333.26								
CenPri Total:		333.26								
CivWest Civil West Engineering Service 3101-006	05/27/2016	303.20	0.00	06/14/2016	WWTP Air Piping Inv per 4/26-5/25		-	No		0000
220-220-61610 System Improvements 3101-006	05/27/2016	454.80	0.00	06/14/2016	WWTP Air Piping Inv per 4/26-5/25		-	No		0000
314-314-60130 System Expansion 3101-006 Total:		758.00								
3101-007.07	05/27/2016	2,676.00	0.00	06/14/2016	WW Master Plan Inv per 4/26-5/25/16		-	No		0000
314-314-52290 Other Professional Services 3101-007.07 Total:		2,676.00								
3101-008.09	05/27/2016	522.00	0.00	06/14/2016	Mixing Zone Inv per 4/26-5/25/2016		-	No		0000
220-220-52070 Engineering Fees 3101-008.09 Total:		522.00								
3101-009.03	05/27/2016	5,860.00	0.00	06/14/2016	WWTP Outfall Diffsr Inv per 4/26-5/25/16		-	No		0000
220-220-52070 Engineering Fees 3101-009.03 Total:		5,860.00								
CivWest Total:		9,816.00								
ComFlow Comfort Flow Heating AC & Refr SVC123351	05/31/2016	273.60	0.00	06/14/2016	Annual maintenance		-	No		0000
100-100-51050 Bldg Maint/Janitorial Sup SVC123351	05/31/2016	68.40	0.00	06/14/2016	Annual maintenance		-	No		0000
140-140-51050 City Hall Maint/Janitorial Sup SVC123351 Total:		342.00								
ComFlow Total:		342.00								
CorSta Cornelius Stacy 2016 #1	06/06/2016	500.00	0.00	06/14/2016	Concession supplies-Pool		-	No		0000
130-520-54070 Concession Supplies										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	2016 #1 Total:	500.00								
	CorSta Total:	500.00								
Coyote Steel & Co	06/01/2016	42.00	0.00	06/14/2016	Tubing		-	No		0000
220-220-53050 WW Treatment Plant Maintenance		42.00								
	338678 Total:	42.00								
	Coyote Total:	42.00								
DocuTrak DocuTRAK Imaging, Inc	05/17/2016	30.00	0.00	06/07/2016	On site shredding service		-	No		0000
5927	Admin Supplies & Services									
100-100-51010	05/17/2016	210.00	0.00	06/07/2016	City Wide Clean Up		-	No		0000
100-170-51125 Ordinance Enforcement		240.00								
	5927 Total:	240.00								
	DocuTrak Total:	240.00								
EDMS Inc	06/02/2016	372.97	0.00	06/14/2016	May Utility Billings		-	No		0000
80427	Public Relations									
100-100-51095	06/02/2016	893.63	0.00	06/14/2016	May Utility Billings		-	No		0000
80427	Admin Supplies & Services									
210-210-51010	06/02/2016	241.64	0.00	06/14/2016	May Utility Billings		-	No		0000
80427	Postage									
210-210-51015	06/02/2016	176.10	0.00	06/14/2016	May Utility Billings		-	No		0000
80427	Admin Supplies & Services									
220-220-51010	06/02/2016	362.45	0.00	06/14/2016	May Utility Billings		-	No		0000
80427	Postage									
220-220-51015		2,046.79								
	80427 Total:	2,046.79								
	EDMS Total:	2,046.79								
EmePoo Emerald Pool & Patio	05/20/2016	611.72	0.00	06/07/2016	Pool needs Po 4886		-	No		0000
413829-1										
130-520-54020 Pool Operating Supplies		611.72								
	413829-1 Total:	611.72								
	EmePoo Total:	611.72								
EPUD EPUD	05/31/2016	22.95	0.00	05/31/2016	Skate Park		-	No		0000
104799 05/16										
130-130-53110 Territorial Park Electricity		22.95								
	104799 05/16 Total:	22.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
107383 5/13	05/25/2016	249.89	0.00	05/31/2016	Pool		-	No		0000
130-520-54055	Pool Utilities									
	107383 5/13 Total:	249.89								
122635 5/16	05/25/2016	27.21	0.00	05/31/2016	Bulk Water Station		-	No		0000
210-210-51035	Electricity									
	122635 5/16 Total:	27.21								
51043 5/16	05/25/2016	316.34	0.00	06/14/2016	City Hall		-	No		0000
100-100-51035	Electricity									
51043 5/16	05/25/2016	79.09	0.00	06/14/2016	City Hall		-	No		0000
140-140-51035	Electricity									
	51043 5/16 Total:	395.43								
60675 5/16	05/25/2016	98.75	0.00	05/31/2016	Pine St Station		-	No		0000
220-220-51035	Electricity									
	60675 5/16 Total:	98.75								
61380 5/16	05/25/2016	69.08	0.00	05/31/2016	Jeans Lift Station		-	No		0000
220-220-51035	Electricity									
	61380 5/16 Total:	69.08								
8229 5/16	05/25/2016	2,561.04	0.00	05/31/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
8229 5/16	05/25/2016	22.49	0.00	05/31/2016	Territorial Rd Pump		-	No		0000
210-210-51035	Electricity									
	8229 5/16 Total:	2,583.53								
	EPUD Total:	3,446.84								
Ferg3021 FEI #3011 Waterworks										
0519335	05/31/2016	1,920.40	0.00	06/14/2016	Romagrip & fire hydrant		-	No		0000
210-210-53040	System Maintenance									
	0519335 Total:	1,920.40								
	Ferg3021 Total:	1,920.40								
FLAGADA Flagor Adam										
16T000082FLAGOR 05/19/2016		40.00	0.00	06/07/2016	unused bail		-	No		0000
100-000-20310	Bail Payable									
	16T000082FLAGOR Total:	40.00								
	FLAGADA Total:	40.00								
FRRRev Fem Ridge Review										
16517	05/16/2016	14.00	0.00	06/07/2016	State Revenue Public Hearing Ad		-	No		0000
100-100-51025	Publishing Costs									
	16517 Total:	14.00								
16518	05/16/2016	91.00	0.00	06/07/2016	Planning Public Hearing Ad		-	No		0000
140-140-51025	Publishing Costs									
	16518 Total:	91.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
16521	05/16/2016	56.00	0.00	06/07/2016	Budget Meeting Ad		-	No		0000
100-100-51025	Publishing Costs									
	16521 Total:	56.00								
16584	06/01/2016	144.00	0.00	06/07/2016	High Grass Notice Ad		-	No		0000
100-170-51125	Ordinance Enforcement									
	16584 Total:	144.00								
	FRRRev Total:	305.00								
Grainger Grainger										
9124348948	05/27/2016	53.62	0.00	06/14/2016	Pulleys		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
	9124348948 Total:	53.62								
	Grainger Total:	53.62								
HallSara Hall Sarah										
1	06/01/2016	185.00	0.00	06/14/2016	Grant prep for kiddie pool		-	No		0000
130-520-52290	Other Professional Services									
	1 Total:	185.00								
	HallSara Total:	185.00								
HAMPJER Hampton-Winters Jerry										
16T000089HAMP05/19/2016		40.00	0.00	06/07/2016	Unused bail		-	No		0000
100-000-20310	Bail Payable									
	16T000089HAMP05/19/2016 Total:	40.00								
	HAMPJER Total:	40.00								
Hdfowler HD Fowler Company										
14201652	06/01/2016	566.94	0.00	06/14/2016	Various parts PO4871		-	No		0000
210-210-53040	System Maintenance									
	14201652 Total:	566.94								
14201655	06/01/2016	381.41	0.00	06/14/2016	Various parts PO4871		-	No		0000
210-210-53040	System Maintenance									
	14201655 Total:	381.41								
14201686	06/01/2016	15.78	0.00	06/14/2016	Various parts PO4888		-	No		0000
130-520-54040	Pool Maintenance									
	14201686 Total:	15.78								
14218156	06/01/2016	559.12	0.00	06/14/2016	81 gallon pressure tank PO4945		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
14218156	06/01/2016	-559.12	0.00	06/14/2016	81 gallon pressure tank PO4945		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
	14218156 Total:	0.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
14218173	06/01/2016	294.27	0.00	06/14/2016	81 gallon pressure tank	PO4945	-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
	14218173 Total:	294.27								
14223200	06/01/2016	199.36	0.00	06/14/2016	Collision repair kit	PO4871	-	No		0000
210-210-53040	System Maintenance									
	14223200 Total:	199.36								
14223203	06/01/2016	283.99	0.00	06/14/2016	Hose nozzle, Upper stem	PO4890	-	No		0000
210-210-53040	System Maintenance									
	14223203 Total:	283.99								
	Hdfowler Total:	1,741.75								
<b>HEADAND Head Andrew</b>										
16T000060HEAD	05/19/2016	35.00	0.00	06/07/2016	Unused bail		-	No		0000
100-000-20310	Bail Payable									
	16T000060HEAD Total:	35.00								
	HEADAND Total:	35.00								
<b>InfoStru Info Structure</b>										
2320773	05/21/2016	792.94	0.00	06/07/2016	Cust #C7930 - City Hall		-	No		0000
100-100-51030	Telephone Services									
2320773	05/21/2016	198.23	0.00	06/07/2016	Cust #C7930 - City Hall		-	No		0000
140-140-51030	Telephone									
	2320773 Total:	991.17								
2320963	05/21/2016	91.62	0.00	06/07/2016	Cust #61227 - WWTP		-	No		0000
220-220-51030	Telephone Services									
	2320963 Total:	91.62								
2321012	05/21/2016	98.08	0.00	06/07/2016	Cust #62054 - Pool		-	No		0000
130-520-54055	Pool Utilities									
	2321012 Total:	98.08								
	InfoStru Total:	1,180.87								
<b>IngR Ingham R Ric</b>										
RIngham 5/16	05/31/2016	64.71	0.00	06/14/2016	Expense Reimbursement		-	No		0000
100-100-51075	Travel - Staff									
RIngham 5/16	05/31/2016	6.47	0.00	06/14/2016	Expense Reimbursement		-	No		0000
100-160-51075	Travel - Staff									
RIngham 5/16	05/31/2016	12.94	0.00	06/14/2016	Expense Reimbursement		-	No		0000
130-130-51075	Travel									
RIngham 5/16	05/31/2016	32.35	0.00	06/14/2016	Expense Reimbursement		-	No		0000
140-140-51075	Travel - Staff									
RIngham 5/16	05/31/2016	12.94	0.00	06/14/2016	Expense Reimbursement		-	No		0000
210-210-51075	Travel									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIngham 5/16	05/31/2016	64.70	0.00	06/14/2016	Expense Reimbursement		-	No		0000
220-220-51075	Travel									
RIngham 5/16	05/31/2016	6.47	0.00	06/14/2016	Expense Reimbursement		-	No		0000
130-520-51075	Travel									
RIngham 5/16	05/31/2016	51.76	0.00	06/14/2016	Expense Reimbursement		-	No		0000
230-230-51075	Travel									
RIngham 5/16	05/31/2016	6.47	0.00	06/14/2016	Expense Reimbursement		-	No		0000
240-240-51075	Travel									
RIngham 5/16	05/31/2016	54.95	0.00	06/14/2016	Expense Reimbursement		-	No		0000
100-100-51085	Miscellaneous/Discretionary									
RIngham 5/16	05/31/2016	75.00	0.00	06/14/2016	Expense Reimbursement		-	No		0000
100-100-51030	Telephone Services									
	RIngham 5/16 Total:	388.76								
	IngR Total:	388.76								
JerBro Jerry Brown Co										
May 2016	05/31/2016	46.84	0.00	06/14/2016	Fuel usage		-	No		0000
100-100-51075	Travel - Staff									
May 2016	05/31/2016	93.68	0.00	06/14/2016	Fuel usage		-	No		0000
130-130-53030	Vehicle Operation/Maintenance									
May 2016	05/31/2016	93.68	0.00	06/14/2016	Fuel usage		-	No		0000
230-230-53030	Vehicle Operation-Maintenance									
May 2016	05/31/2016	374.73	0.00	06/14/2016	Fuel usage		-	No		0000
210-210-53030	Vehicle Operation&Maintenance									
May 2016	05/31/2016	327.89	0.00	06/14/2016	Fuel usage		-	No		0000
220-220-53030	Vehicle Operation&Maintenance									
	May 2016 Total:	936.82								
	JerBro Total:	936.82								
JerHom Jerry's Home Improvement										
May 2016	05/31/2016	16.56	0.00	06/14/2016	PVC pipe for pool		-	No		0000
130-520-54040	Pool Maintenance									
	May 2016 Total:	16.56								
	JerHom Total:	16.56								
LanCoDe Lane County Deeds & Records										
17053132	06/01/2016	74.00	0.00	06/14/2016	Filing fee for 2 liens		-	No		0000
220-220-51010	Admin Supplies & Services									
	17053132 Total:	74.00								
	LanCoDe Total:	74.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LanEle Lane Electric Coop Inc										
42000 5/16	05/27/2016	1,369.13	0.00	06/14/2016	Various Street Lights		-	No		0000
230-230-51035	Electricity-Street Lights									
	42000 5/16 Total:	1,369.13								
42002 5/16	05/27/2016	92.63	0.00	06/14/2016	Community Center		-	No		0000
130-530-51035	Electricity-Community Center									
	42002 5/16 Total:	92.63								
42008	05/27/2016	136.17	0.00	06/14/2016	Hwy 126 Welcome Sign		-	No		0000
100-100-51100	Welcome Sign Maintenance									
	42008 Total:	136.17								
42008 5/16	05/27/2016	3,686.38	0.00	06/14/2016	Wastewater Treatment Plant		-	No		0000
220-220-51035	Electricity									
	42008 5/16 Total:	3,686.38								
42009 5/16	05/27/2016	133.68	0.00	06/14/2016	Bolton Hill Reservoir		-	No		0000
210-210-51035	Electricity									
	42009 5/16 Total:	133.68								
42013	05/27/2016	306.05	0.00	06/14/2016	Huston/Tidball pump		-	No		0000
210-210-51035	Electricity									
	42013 Total:	306.05								
	LanEle Total:	5,724.04								
MidVal Mid-Valley Tractor Co										
17808	05/31/2016	36.20	0.00	06/14/2016	Walker Mower Parts PO 4893		-	No		0000
230-230-53130	Equipment Repairs									
	17808 Total:	36.20								
	MidVal Total:	36.20								
MONTELL Montgomery Ellen										
16T000049MONTELL05/19/2016		40.00	0.00	06/07/2016	Unused bail		-	No		0000
100-000-20310	Bail Payable									
	16T000049MONTELL Total:	40.00								
	MONTELL Total:	40.00								
NatMin Nation's Mini-Mix Inc										
184364	05/24/2016	264.00	0.00	06/14/2016	1.5 yds Concrete		-	No		0000
130-130-53210	Park Maintenance									
	184364 Total:	264.00								
	NatMin Total:	264.00								
OneCal One Call Concepts Inc										
6050506	05/31/2016	15.92	0.00	06/14/2016	Utility Locates May 2016		-	No		0000
220-220-51030	Telephone Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
6050506	05/31/2016	15.91	0.00	06/14/2016	Utility Locates May 2016		-	No		0000
210-210-51030	Telephone Services	31.83								
	6050506 Total:	31.83								
	OneCal Total:									
OREILLY O'Reilly Automotive, Inc										
May 2016	05/28/2016	5.99	0.00	06/14/2016	Various Needs		-	No		0000
230-230-53130	Equipment Repairs	2.68	0.00	06/14/2016	Various Needs		-	No		0000
May 2016	05/28/2016	17.49	0.00	06/14/2016	Various Needs		-	No		0000
210-210-53040	System Maintenance	17.49	0.00	06/14/2016	Various Needs		-	No		0000
May 2016	05/28/2016	9.99	0.00	06/14/2016	Various Needs		-	No		0000
130-130-53130	Equipment Repairs	9.99	0.00	06/14/2016	Various Needs		-	No		0000
May 2016	05/28/2016	19.99	0.00	06/14/2016	Various Needs		-	No		0000
230-230-53030	Vehicle Operation-Maintenance	1.25	0.00	06/14/2016	Late fee		-	No		0000
May 2016	05/28/2016	6.00	0.00	06/14/2016	Various needs		-	No		0000
100-100-51110	Penalties/Interest	90.87								
May 2016	05/28/2016	90.87								
130-130-53130	Equipment Repairs									
	May 2016 Total:	90.87								
	OREILLY Total:	90.87								
ORM KIP Orme Kip										
KORME May 2016	06/01/2016	50.00	0.00	06/14/2016	Cell phone stipend		-	No		0000
220-220-51030	Telephone Services	50.00								
	KORME May 2016 Total:	50.00								
	OrmKip Total:	50.00								
OUR DAI Our Daily Bread										
5/19 2016	05/19/2016	228.50	0.00	06/07/2016	Regional Manager's Luncheon		-	No		0000
100-100-51010	Admin Supplies & Services	228.50								
	5/19 2016 Total:	228.50								
	OurDai Total:	228.50								
PAC OFC Pacific Office Automation										
153079	05/06/2016	74.36	0.00	06/07/2016	IRunner supplies/service		-	No		0000
100-100-51065	Office Machine Maintenance									
	May 2014-July 2									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
153079	05/06/2016	24.79	0.00	06/07/2016	IRunner supplies/service	May 2014-July 2	-	No		0000
140-140-51065	Office Machine Maintenance									
	153079 Total:	99.15								
	PacOfc Total:	99.15								
PetCas Petty Cash										
Poolpettycash	06/06/2016	130.00	0.00	06/14/2016	Petty cash for pool		-	No		0000
130-000-10200	Petty Cash-Parks Brd / Pool									
	Poolpettycash Total:	130.00								
	PetCas Total:	130.00								
Ricoh Ricoh USA, Inc.										
5042258564	05/19/2016	179.93	0.00	06/07/2016	Color copier supplies/service		-	No		0000
100-100-51065	Office Machine Maintenance									
5042258564	05/19/2016	59.98	0.00	06/07/2016	Color copier supplies/service		-	No		0000
140-140-51065	Office Machine Maintenance									
	5042258564 Total:	239.91								
	Ricoh Total:	239.91								
SaniPac SANIPAC										
2267530	06/01/2016	24.04	0.00	06/14/2016	Trash haul-Act #2013-2002191-001		-	No		0000
100-100-51050	Bldg Maint/Janitorial Sup									
2267530	06/01/2016	6.01	0.00	06/14/2016	Trash haul-Act #20132002191-001		-	No		0000
140-140-51050	City Hall Maint/Janitorial Sup									
2267530	06/01/2016	103.95	0.00	06/14/2016	Trash Haul-Act #2013-2002191-001		-	No		0000
220-220-53050	WW Treatment Plant Maintenance									
2267530	06/01/2016	123.43	0.00	06/14/2016	Trash haul-Act #2013-2002191-001		-	No		0000
210-210-53065	Bldg & Yard Maintenance									
	2267530 Total:	257.43								
	SaniPac Total:	257.43								
SchKyl Schauer Kyle										
KSchauer 5/2016	06/01/2016	50.00	0.00	06/14/2016	Cell phone stipend		-	No		0000
210-210-51030	Telephone Services									
	KSchauer 5/2016 Total:	50.00								
	SchKyl Total:	50.00								
Sprint Nextel Communications										
886952530-126	05/27/2016	39.56	0.00	06/14/2016			-	No		0000
100-100-51030	Telephone Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
886952530-126	05/27/2016	39.56	0.00	06/14/2016			-			0000
130-130-51030	Telephone Services									No
886952530-126	05/27/2016	59.49	0.00	06/14/2016			-			0000
210-210-51030	Telephone Services									No
886952530-126	05/27/2016	59.49	0.00	06/14/2016			-			0000
220-220-51030	Telephone Services									No
886952530-126	05/27/2016	39.57	0.00	06/14/2016			-			0000
230-230-51030	Telephone Services									No
886952530-126 Total:		237.67								
Sprint Total:		237.67								
<hr/>										
SipIsCC Staples Credit Plan										
May 2016	05/15/2016	45.35	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
100-100-51010	Admin Supplies & Services									0000
May 2016	05/15/2016	5.85	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
130-130-51010	Admin Supplies & Services									0000
May 2016	05/15/2016	6.95	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
130-520-51010	Administrative Supplies									0000
May 2016	05/15/2016	7.71	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
140-140-51010	Admin Services & Supplies									0000
May 2016	05/15/2016	60.37	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
210-210-51010	Admin Supplies & Services									0000
May 2016	05/15/2016	67.80	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
220-220-51010	Admin Supplies & Services									0000
May 2016	05/15/2016	51.43	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
230-230-51010	Admin Supplies & Services									0000
May 2016	05/15/2016	0.75	0.00	06/14/2016	Various office needs	PO4935,4933	-			No
240-240-51010	Admin Supplies & Services									0000
May 2016 Total:		246.21								
SipIsCC Total:		246.21								
<hr/>										
SunsetAu Sunset Auto Parts, Inc										
951-2763627	05/31/2016	16.25	0.00	06/14/2016	Various needs		-			No
210-210-53130	Equipment Repairs									0000
951-2763627	05/31/2016	16.25	0.00	06/14/2016	Various needs		-			No
220-220-53130	Equipment Repairs									0000
951-2763627 Total:		32.50								
951-2763636	05/31/2016	17.12	0.00	06/14/2016	Various needs		-			No
210-210-53130	Equipment Repairs									0000
951-2763636	05/31/2016	17.12	0.00	06/14/2016	Various needs		-			No
220-220-53130	Equipment Repairs									0000
951-2763636 Total:		34.24								
951-2764546	05/31/2016	18.82	0.00	06/14/2016	Various needs		-			No
210-210-53130	Equipment Repairs									0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
951-2764546	05/31/2016	18.82	0.00	06/14/2016	Various needs		-	No		0000
220-220-53130	Equipment Repairs									
	951-2764546 Total:	37.64								
951-2773821	05/31/2016	9.78	0.00	06/14/2016	Various needs		-	No		0000
130-130-53130	Equipment Repairs									
951-2773821	05/31/2016	9.78	0.00	06/14/2016	Various needs		-	No		0000
230-230-53130	Equipment Repairs									
	951-2773821 Total:	19.56								
	SunsetAu Total:	123.94								
Uspost US Postmaster										
7-1-16/6-30-17	06/01/2016	110.00	0.00	06/14/2016	Annual Post Office box fee		-	No		0000
100-100-52010	Attorney & Legal Services									
	7-1-16/6-30-17 Total:	110.00								
	Uspost Total:	110.00								
VenAce Veneta Ace Hardware										
May 2016	06/01/2016	2.49	0.00	06/14/2016	Various Needs		-	No		0000
220-220-53040	System Maintenance									
May 2016	06/01/2016	15.48	0.00	06/14/2016	Various Needs		-	No		0000
130-530-52055	Community Ctr Janitorial&Maint									
May 2016	06/01/2016	1.90	0.00	06/14/2016	Various Needs		-	No		0000
130-130-51055	Safety Program & Supplies									
May 2016	06/01/2016	6.48	0.00	06/14/2016	Various Needs		-	No		0000
210-210-51515	Tools & Small Equipment									
May 2016	06/01/2016	1.89	0.00	06/14/2016	Various Needs		-	No		0000
230-230-51055	Safety Programs & Supplies									
May 2016	06/01/2016	15.99	0.00	06/14/2016	Various Needs		-	No		0000
230-230-51515	Tools & Small Equipment									
May 2016	06/01/2016	15.98	0.00	06/14/2016	Various Needs		-	No		0000
130-130-51515	Tools & Small Equipment									
May 2016	06/01/2016	3.87	0.00	06/14/2016	Various Needs		-	No		0000
100-190-51050	Building Maint & Janitorial									
	May 2016 Total:	64.08								
	VenAce Total:	64.08								
WiiWin Wilco-Winfield LLC										
1112240-481	05/31/2016	141.57	0.00	06/14/2016	Trimec classic gel		-	No		0000
220-220-53020	System Operating Supplies									
	1112240-481 Total:	141.57								
	WiiWin Total:	141.57								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Xylem Xylem, Inc 3556899443	05/27/2016	804.22	0.00	06/14/2016	Wiper holder, brush		-	No		0000
220-220-53040	System Maintenance									
	3556899443 Total:	804.22								
	Xylem Total:	804.22								
	Report Total:	61,249.71								

# MEMORANDUM

TO: Sgt. Billy Halvorson, Lane County Sheriff's Office      DATE: June 7, 2016  
FROM: Darci Henneman, City Recorder  
SUBJECT: Request for Temporary Liquor License Application – St. Catherines of Siena

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Attached is an OLCC Temporary Sales License Application for a special event being held by St. Catherines of Siena, 25181 E. Broadway, Veneta, on Saturday, July

Please **initial and date** below and return this application to me at your earliest convenience. This request will be submitted to the City Council at the **June 13, 2016** meeting.

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

 \_\_\_\_\_ UNCONDITIONAL APPROVAL  
\_\_\_\_\_ APPROVAL WITH CONDITIONS (include conditions of approval below)  
\_\_\_\_\_ DENIAL (include reasons for denial below)

Conditions of Approval:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/31/2016

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> JD Fulwiler & Co. Insurance, Inc. 5727 SW Macadam Ave PO Box 69508 Portland OR 97239	<b>CONTACT NAME:</b> Kristina Solberg <b>PHONE (A/C, No, Ext):</b> (503)293-8325 <b>FAX (A/C, No):</b> (503)293-5418 <b>E-MAIL ADDRESS:</b> ksolberg@jdfulwiler.com														
<b>INSURED</b> Unruh Management & Consulting, LLC DBA: Oregon Beverage Services; Oregon Beverage Services, Inc P.O. Box 2234 Salem OR 97308	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Great Divide Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B: Saif Corporation</td> <td style="text-align: center;">36196</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great Divide Insurance Co.		INSURER B: Saif Corporation	36196	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Great Divide Insurance Co.															
INSURER B: Saif Corporation	36196														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**                      **CERTIFICATE NUMBER:** 16/17 Gen Use w/                      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS												
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CNA201180012	2/1/2016	2/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability Each Common \$ 1,000,000												
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CNA201180012	2/1/2016	2/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$												
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CUA201180112	2/1/2016	2/1/2017	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$												
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	789983	4/1/2016	4/1/2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">PER STATUTE</td> <td style="width: 25%;">OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> <td style="text-align: right;">500,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> <td style="text-align: right;">500,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> <td style="text-align: right;">500,000</td> </tr> </table>		PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	500,000	E.L. DISEASE - EA EMPLOYEE	\$	500,000	E.L. DISEASE - POLICY LIMIT	\$	500,000
	PER STATUTE	OTH-ER																
E.L. EACH ACCIDENT	\$	500,000																
E.L. DISEASE - EA EMPLOYEE	\$	500,000																
E.L. DISEASE - POLICY LIMIT	\$	500,000																
A	<b>Liquor Liability</b>		CNA201180012	2/1/2016	2/1/2017	Each Common Cause \$1,000,000 Aggregate \$1,000,000												

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
**RE: Fern Ridge Beef Pit BBQ**  
**All operations of the named insured are subject to policy provisions, conditions and exclusions. Please note, Umbrella Policy goes over the Liquor Liability Policy.**

<b>CERTIFICATE HOLDER</b>  St. Catherine of Siena Catholic Church 25181 E. Broadway PO Box 277 Veneta, OR 97487	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Kristina Solberg/KSOL <i>Kristina Solberg</i>
--	---



19. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors.

Bartenders will be checking any patron who appears under the age of 30, Hand stamps for those who have had their ID checked will be issued.

20. Describe your plan to manage alcohol consumption by adults.

Two drinks per person, per trip is a strictly enforced rule. No service to anyone visibly intoxicated.

21. List name(s) and service permit number(s) of alcohol manager(s) on-duty and in the licensed area:

Carroll Unruh  
442449

**LIQUOR LIABILITY INSURANCE:** If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, you must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

22. Insurance Company: Gales Creek Insurance 23. Policy #: CLA2010800-10 24. Expiration Date: 2/1/2017

25. Name of insurance agent: Cleonie 26. Agent's phone number: 503-227-0927

**FOOD SERVICE:** See the attached sheet for an explanation of this requirement.

27. If you will NOT provide distilled spirits, name at least two different substantial food items that you will provide:

① Hamburgers ② Hotdogs/Corndogs

28. If you are a Full On-Premises Sales Licensee and will provide distilled spirits, name at least five different substantial food items that you will provide:

① \_\_\_\_\_ ② \_\_\_\_\_ ③ \_\_\_\_\_ ④ \_\_\_\_\_ ⑤ \_\_\_\_\_

**GOVERNMENT RECOMMENDATION:** You must obtain a recommendation from the local city or county named in #29 below before submitting this application to the OLCC.

29. Name the city if the event address is within a city's limits or name the county if the event address is outside the city's limits: Veneta

I affirm that I am authorized to sign this application on behalf of the applicant.

30. Licensee Name (please print): Carroll Unruh

31. LICENSEE SIGNATURE: *Carroll Unruh* 32. Date: June 7th 2016

<b>CITY OR COUNTY USE ONLY</b>	
The city/county named in #29 above recommends:	
<input type="checkbox"/> Grant <input type="checkbox"/> Acknowledge <input type="checkbox"/> Deny (attach written explanation of deny recommendation)	
City/County Signature: <u>Ric Ingham, City Administrator, City of Veneta</u>	Date: _____

**FORM TO OLCC:** This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

<b>OLCC USE ONLY</b>	
License is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
OLCC Signature: _____	Date: _____

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

### **Title/Topic:** Planning and Building Activity Report

Meeting Date: June 13, 2016  
 Department: Community Development

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

The following is a summary update of planning and building activities for the year 2016 from January to June.

### **Current Planning Activity Summary**

The table below summarizes 2016 Land Use applications approved or in process and inquiries as of June 1, 2016. The most significant applications in process for the year so far include a tentative subdivision for Applegate Phase IV & V, a conditional use permit request for outside storage exceeding 180 days at the West Lane Shopping Center and a zone change request from Rural Residential to General Residential for three large parcels south of Hunter Road. A complete list of land use decisions is listed on the City website at the following web link: <http://www.venetaoregon.gov/planning/page/land-use-decisions>

<b>Planning Applications &amp; Inquiries for 2016 (January-June)</b>	
<b>Application Type</b>	<b>Year to Date Total</b>
Amendment, Minor Amendment, Zone (map only) & Comp Plan (map only)	2
Subdivisions	1
Site Plan Reviews	0
Site Plan Amendment	0
Partitions	0
Property Line Adjustments	0
Variances	0
Temporary Use Permits Renewal	0
Temporary Use Permit	2
Conditional Use Permits	1
Appeals	1
Tree Removal Type A	9
Tree Removal Type B	1
Sign Permits (Portable)	3
Chicken Permits	1
Pre-Development Application	3
<b>Total Permits/Applications</b>	<b>24</b>

**Building Permit Activity Summary**

The table below summarizes building permits issued for each calendar year. In 2016 (Jan. 1<sup>st</sup> – May 31<sup>st</sup>), the City issued 15 single family residential permits and 9 other building permits.

<b>Building Permits Issued By Year</b>			
<b>YEAR</b>	<b>New SFR</b>	<b>Other</b>	<b>Total</b>
1999	23	72	95
2000	10	73	83
2001	35	140	175
2002	56	71	127
2003	115	67	182
2004	126	79	205
2005	112	108	220
2006	120	112	232
2007	55	125	180
2008	25	79	104
2009	23	64	87
2010	15	59	74
2011	12	63	75
2012	11	58	69
2013	30	81	111
2014	12	52	64
2015	25	76	101
2016 (YTD)	17	27	44

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: **PUBLIC HEARING ON USES OF STATE SHARED REVENUE**

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Meeting Date: June 13, 2016  
Department: Finance

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

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### ISSUE STATEMENT

To remain eligible for State Shared Revenue apportionments the City Council is required to conduct a public hearing regarding the uses of the revenue in the upcoming fiscal year.

### BACKGROUND

The State of Oregon collects Cigarette, Liquor and Highway Gas Taxes. The State then, as required by Oregon Revised Statutes (ORS) “shares” a portion of the money collected with cities and counties. The ORS also dictate how much is to be shared. The actual amount received by each city and county is dependent on each entities population. For the upcoming fiscal year it is estimated that the City of Veneta will receive a total of \$372,759.

In order to remain eligible to receive the shared revenue each city and county must conduct two public hearings. One hearing by the budget committee and the other one by the council. The purpose of the hearings is to give the public an opportunity to comment on the use of the state shared revenue. For the fiscal year 2016-17 the budget committee conducted their public hearing on May 19, 2016. There were no public comments.

Attached is a chart showing the fiscal year 2016-17 estimated amounts for Veneta (Attachment A). Also attached are the fiscal year 2016-17 Approved Budget detail sheets for the funds in which the City’s state shared revenue is recorded and expended. The Highway Gas Tax is restricted to street maintenance and repairs. The other types are not restricted. The City has chosen to use the Liquor and Cigarette Taxes for operating costs within the General Fund and the State Shared Revenue portion of the Liquor Tax for operating costs in the Parks and Recreation Fund.

### COUNCIL OPTIONS

The role of the City Council during this hearing is to listen to and discuss public comments regarding the uses of the State Shared Revenue. If the Council, based on the public comment, wishes to make changes to the approved budget, they can do so later in this City Council meeting prior to adopting the budget.

### ATTACHMENTS

- A. Calculation Chart
- B. Street Fund
- C. General Fund
- D. Park and Recreation Fund



## APPORTIONMENTS FROM STATE OF OREGON

Preliminary Population: \*

4,700

Revenue Type	Rate per Capita	Amount to Budget	Allocation % to Fund(s)	Fund	Account #
Liquor Taxes	15.73	68,940.40	100%	General	100-000-41325
Cigarette Taxes	1.13	5,313.35	100%	General	100-000-41330
State Highway Gas Taxes **	54.60	254,037.51	99%	Street	230-000-41310
		2,563.47	1%	Street ***	230-000-41315

## State Revenue Sharing (Liquor Tax)

Fiscal Year	Actual Amounts Received	Amount to Budget ****	Allocation % to Fund(s)	Fund	Account #
2011-12	38,959				
2012-13	40,899				
2013-14	43,040				
2014-15	44,718				
Estimate for FY2016-17		41,904	100%	Parks	130-000-41320

**Notes:**

\* Source for the population is the estimated certified PSU figures published July, 2015.

\*\* Rate takes into account the OTIA disbursements, debt service of the state, and the phase in of HB2001.

\*\*\* Restricted for pedestrian and bicycle pathways.

\*\*\*\* Based on actual amounts received in the past full four years.

**STREET FUND**

	2014	2015	2016		2017	2017	2017	
	Actual	Actual	Adopted	Account	Description	Proposed	Approved	Adopted
					<b>RESOURCES</b>			
1	67,764	66,283	61,270	230-000-41210	Emerald PUD Franchise Fees	65,611	65,611	
2	18,384	20,537	15,352	230-000-41220	Lane Electric Franchise Fees	19,030	19,030	
3	8,013	7,856	8,275	230-000-41230	Telephone Co. Franchise Fees	6,770	6,770	
4	5,059	4,774	4,835	230-000-41240	Cable Co. Franchise Fees	4,444	4,444	
5	10,178	10,357	17,810	230-000-41250	Garbage Co. Franchise Fees	9,604	9,604	
6	261,583	266,829	228,310	230-000-41310	State Highway Gas Tax	254,038	254,038	
7	2,642	2,695	2,304	230-000-41315	Bike Path Apportionment	2,563	2,563	
8	960	400	600	230-000-41445	Right-Of-Way Permits	520	520	
9	97,274	101,067	83,960	230-000-41620	City Gas Tax	118,855	118,855	
10	-	-	28,000	230-000-41640	Potential New Revenue	58,500	58,500	
11	8,500	8,695	7,693	230-000-41790	Interest Income	7,499	7,499	
12	-	-	-	230-000-41995	From Urban Renewal	326,700	326,700	
13	50,000	7,000	50,000	230-000-45110	Grant Proceeds	50	50	
14	-	-	100,000	230-000-46010	Fr Reserve-Governmental	150,000	150,000	
15	63	573	25	230-000-49100	Miscellaneous Sources	25	25	
16								
17	<b>530,421</b>	<b>497,066</b>	<b>608,434</b>		<b>Total New Resources</b>	<b>1,024,209</b>	<b>1,024,209</b>	<b>-</b>
18	<b>1,490,921</b>	<b>1,672,571</b>	<b>1,376,599</b>		<b>BEGINNING FUND BALANCE</b>	<b>1,226,370</b>	<b>1,226,370</b>	<b>-</b>
19	<b>2,021,342</b>	<b>2,169,637</b>	<b>1,985,033</b>		<b>TOTAL RESOURCES</b>	<b>2,250,579</b>	<b>2,250,579</b>	<b>-</b>
20								

**GENERAL FUND**

	2014 Actual	2015 Actual	2016 Adopted	Account	Description	2017 Proposed	2017 Approved	2017 Adopted
1	788,721	#REF!	829,886		<b>BEGINNING FUND BALANCE</b>	<b>1,230,620</b>	<b>1,230,620</b>	
2	5,200	4,839	4,000	100-000-41110	Property Taxes-Prior Years	4,000	4,000	4,000
3	781	704	500	100-000-41115	Interest on Property Taxes	500	500	500
4	1,967	2,167	1,750	100-000-41120	Payments in Lieu of Taxes	1,750	1,750	1,750
5	67,764	66,283	61,270	100-000-41210	Emerald PUD Franchise Fees	65,611	65,611	65,611
6	18,384	20,537	15,352	100-000-41220	Lane Electric Franchise Fees	19,030	19,030	19,030
7	8,013	7,856	8,275	100-000-41230	Telephone Co. Franchise Fees	6,770	6,770	6,770
8	5,059	4,774	4,835	100-000-41240	Cable Co. Franchise Fees	4,444	4,444	4,444
9	10,178	10,357	17,810	100-000-41250	Garbage Co. Franchise Fees	9,604	9,604	9,604
10	64,774	67,296	57,065	100-000-41325	State Liquor Tax	68,940	68,940	68,940
11	6,219	6,223	4,500	100-000-41330	State Cigarette Tax	5,313	5,313	5,313
12	-	-	-	100-000-41340	Marijuana Tax	1,000	1,000	1,000
13	76,637	86,169	25,913	100-000-41405	Building Permit Fees	39,650	39,650	39,650
14	13,903	7,589	1,575	100-000-41410	Electrical Permit Fees	3,413	3,413	3,413
15	19,469	9,546	10,931	100-000-41425	SDC Administrative Fees	9,661	9,661	9,661
16	383	211	229	100-000-41430	Frsd#28J Excise Admin Fees	325	325	325
17	1,145	1,300	1,820	100-000-41435	Lien Search Fees	1,293	1,293	1,293
18	4,306	4,684	4,152	100-000-41790	Interest Income	4,152	4,152	4,152
19	39,773	68,554	45,297	100-000-41810	Land Lease	45,520	45,520	45,520
20	-	-	-	100-000-41945	From Zumwalt	2,000	2,000	2,000
21	1,000	1,000	1,000	100-000-41955	From Business Assistance Loan/Grant Fund	1,000	1,000	1,000
22	36,494	6,426	50	100-000-41970	Grant Awards	22,000	22,000	22,000
23	10,360	6,867	10,000	100-000-41995	Fr URA Staff Time Reimbursement	10,000	10,000	10,000
24	10,000	10,000	10,000	100-000-41996	URA Administrative Agreement	10,000	10,000	10,000
25	13,068	22,503	13,000	100-000-42105	Municipal Court Fines	13,000	13,000	13,000
26	900	62,200	1,000	100-000-42110	Tree Felling Permits/Fines	1,000	1,000	1,000
27	4,685	699	200	100-000-42115	Ordinance Enf. Reimbursements	200	200	200
28	1,655	2,156	1,400	100-000-42120	Animal Control Fees/Licenses	1,400	1,400	1,400
29	2,338	2,400	2,150	100-000-42130	Business Registrations	2,150	2,150	2,150
30	713	500	150	100-000-42135	Regulatory Business Permits	150	150	150
31	4,440	4,880	6,500	100-000-45110	Grant-Lane Co Tourism (RMTP)	6,000	6,000	6,000
32	3,346	3,921	6,000	100-000-49100	Miscellaneous Sources	3,996	3,996	3,996
33	<b>1,221,673</b>	<b>1,380,871</b>	<b>1,146,610</b>		<b>Total Resources, except taxes to be levied</b>	<b>1,594,492</b>	<b>1,594,492</b>	<b>-</b>
34			247,154	100-000-41105	Taxes estimated to be received	253,202	253,202	
35	<b>210,388</b>	<b>247,433</b>		100-000-41105	Taxes collected in year levied	<b>1,847,694</b>	<b>1,847,694</b>	<b>-</b>
36	<b>1,432,061</b>	<b>1,628,304</b>	<b>1,393,764</b>		<b>TOTAL RESOURCES</b>	<b>1,847,694</b>	<b>1,847,694</b>	<b>-</b>

**PARK AND RECREATION FUND**

	2014	2015	2016	Account	Description	2017	2017	2017
	Actual	Actual	Adopted			Proposed	Approved	Adopted
1	261,870	380,515	392,087		<b>BEGINNING FUND BALANCE</b>	523,913	523,913	523,913
2								
3	3,698	4,582	1,500	130-000-41110	Property Taxes-Prior Years	1,500	1,500	1,500
4	410	552	250	130-000-41115	Interest on Property Taxes	250	250	250
5	43,039	44,718	40,268	130-000-41320	State Revenue Sharing	41,904	41,904	41,904
6	1,480	2,032	1,000	130-000-41790	Interest Income	1,000	1,000	1,000
7	20,000	25,000	20,000	130-000-41945	From Zumwalt Campground	20,000	20,000	20,000
8	790	-	-	130-000-41950	From Grants Fund	-	-	-
9	4,106	5,308	4,200	130-000-42205	Community Center Rentals	4,200	4,200	4,200
10	42,471	48,905	42,500	130-000-42210	Pool Use Fees	42,500	42,500	42,500
11	25	-	50	130-000-46110	Park Program Donations	10	10	10
12	75	70	50	130-000-46115	Park Board Fund Raising	50	50	50
13	405	441	50	130-000-49100	Miscellaneous Sources	5,000	5,000	5,000
14								
15	<b>378,370</b>	<b>512,122</b>	<b>501,955</b>		<b>Total Resources, except taxes to be levit</b>	<b>640,327</b>	<b>640,327</b>	<b>-</b>
16			202,793		Taxes estimated to be received	199,896	199,896	199,896
17	233,757	224,420			Taxes collected in year levied			
18	<b>612,127</b>	<b>736,542</b>	<b>704,748</b>		<b>TOTAL RESOURCES</b>	<b>840,223</b>	<b>840,223</b>	<b>-</b>
19								

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: **PUBLIC HEARING ON APPROVED BUDGET**

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Meeting Date: June 13, 2016  
Department: Finance

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

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### ISSUE STATEMENT

Prior to considering the budget for adoption the City Council is required, by State Budget Law, to conduct a hearing on the budget as it was approved by the budget committee.

### BACKGROUND

The State of Oregon has established a process by which governmental and other agencies create and adopt an operating budget for a specified amount of time. The timeline for the process is up to the individual agencies; however, the budget does need to be adopted by midnight on June 30<sup>th</sup> for operations to continue legally.

One of the State's objectives for the process is to allow for citizen involvement and participation. This is achieved by appointing citizen members to be on the budget committee, public notices being published, and by conducting public hearings.

The public hearing scheduled for tonight, on the Fiscal Year 2016-17 Approved Budget, was noticed in the newspaper on June 1, 2016. A copy of the notice is attached. The approval was granted, by the budget committee, on May 19, 2016.

Attached also is a summary, by fund, of the projected beginning fund balance, anticipated new revenues, expected expenditures, the projected ending fund balance, and the total budget. Detail sheets can be provided upon request. The entire Approved Budget is available for review at the City's Administrative Center (City Hall) and on the City's website [www.venetaoregon.gov](http://www.venetaoregon.gov).

The formal adoption of the fiscal year 2016-17 budget is scheduled for the June 27, 2016 City Council meeting.

### COUNCIL OPTIONS

The role of the City Council during this hearing is to listen to and discuss public comments regarding the Fiscal Year 2016-17 Approved Budget.

### ATTACHMENTS

- A. Copy of Public Hearing Notice
- B. Summary of Approved Budget

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Veneta City Council will be held on June 13, 2016 at 6:30 pm at 88184 8th Street, Veneta, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the City of Veneta Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 88184 8th Street, between the hours of 9:00 a.m. and 4:30 p.m. or online at [www.venetaoregon.gov](http://www.venetaoregon.gov). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Shauna Hartz

Telephone: 541-935-2191

Email: [shartz@ci.veneta.or.us](mailto:shartz@ci.veneta.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Last Year 2014-15	Adopted Budget This Year 2015-16	Approved Budget Next Year 2016-17
Beginning Fund Balance/Net Working Capital	14,034,239	12,969,520	14,423,127
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,981,754	2,841,664	2,933,806
Federal, State and all Other Grants, Gifts, Allocations and Donations	616,067	583,247	931,668
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	3,483,785	591,000	431,300
All Other Resources Except Current Year Property Taxes	281,206	329,513	170,418
Current Year Property Taxes Estimated to be Received	1,335,729	1,267,454	1,408,935
<b>Total Resources</b>	<b>22,732,780</b>	<b>18,582,398</b>	<b>20,299,254</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	1,285,863	1,512,420	1,583,947
Materials and Services	2,341,189	3,024,827	3,027,876
Capital Outlay	204,081	746,500	911,025
Debt Service	886,421	911,148	1,535,021
Interfund Transfers	3,483,785	591,000	431,300
Contingencies	0	432,500	432,500
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	14,531,441	11,364,003	12,377,585
<b>Total Requirements</b>	<b>22,732,780</b>	<b>18,582,398</b>	<b>20,299,254</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Administration/Finance	2,030,822	1,714,745	2,226,995
FTE	10	10	10
Public Works	15,010,990	10,876,160	11,965,267
FTE	6	6	6
Law Enforcement	1,165,344	1,083,442	992,133
FTE	0	0	0
FTE			
Not Allocated to Organizational Unit or Program	4,525,624	4,908,051	5,114,859
FTE	0	0	0
<b>Total Requirements</b>	<b>22,732,780</b>	<b>18,582,398</b>	<b>20,299,254</b>
<b>Total FTE</b>	<b>16</b>	<b>16</b>	<b>16</b>

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*

REQUIREMENTS: The operating components of the City's approved fiscal year 2016-17 budget are consistent with the current year's adopted budget. The increase in Personnel Services is attributable to inclusion of a cost of living increase, increases in health insurance premium and an increase in workers' compensation insurance rates. The projects budgeted are primarily maintenance in nature; however, the total is expected to be slightly more than the current year. The amount of Capital Outlay expenditure is expected to increase primarily because of street improvement projects and a water line installation project. The amount for Debt Service is considerably higher than the past several years because of plans to pay-off the City's three bank loans and make an additional principal payment on the City's outstanding sewer bond.

RESOURCES: In total the resources are slightly more than last year; however, the difference is the amount of money the Urban Renewal Agency is contributing to projects located within the Agency's boundaries. Operating revenues are expected to be similar to the current year's expectations although there is some shift in the amounts received per type.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed Last Year 2014-15	Rate or Amount Imposed This Year 2015-16	Rate or Amount Approved Next Year 2016-17
Permanent Rate Levy (rate limit 5.6364 per \$1,000)	5.6364	5.6364	5.6364
Local Option Levy			
Levy For General Obligation Bonds	\$89,466	\$89,453	\$89,453

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$889,975	\$0
Other Bonds	\$13,512,470	\$0
Other Borrowings	\$614,715	\$0
<b>Total</b>	<b>\$15,017,160</b>	<b>\$0</b>

Attachment B

SUMMARY OF RESOURCES AND REQUIREMENTS

FUNDS BY TYPE	BEGINNING FUND BALANCE PROJECTED FUND BALANCE @ 7-1-2016	PROPERTY TAXES	GOVERNMENT AGENCIES	FRANCHISE FEES	USER FEES	INTEREST	GRANTS	LICENSES PERMITS	FINES	TRANSFERS	ALL OTHER	TOTAL NEW REVENUE
<b>GENERAL FUND:</b>	1,230,620	259,452	85,253	105,459	20,954	4,152	28,000	47,763	13,000	3,000	50,041	617,074
GENERAL												
<b>SPECIAL REVENUE FUNDS:</b>												
LAW ENFORCEMENT	218,192	722,680	-	-	-	-	-	-	-	10,000	41,261	773,941
PARKS & RECREATION	523,913	201,646	41,904	-	46,700	-	-	-	-	20,000	6,060	316,310
PLANNING	186,880	176,185	-	-	15,000	-	-	-	-	-	1,236	192,421
STREETS	1,226,370	-	583,301	105,459	177,875	-	-	-	-	150,000	7,574	1,024,209
STORMWATER	160,107	-	-	-	60,851	-	-	-	-	-	714	61,565
CONSTRUCTION - GOVERNMENTAL	1,120,541	-	-	-	98,709	-	-	-	-	-	4,857	103,566
INVERSE CONDEMNATION	64,735	-	-	-	-	-	-	-	-	180,000	10	180,010
ZUMWALT	113,655	-	-	-	66,025	-	-	-	-	-	450	66,475
BUSINESS ASSIST LOAN/GRANT	147,002	-	-	-	20	-	-	-	-	-	450	470
LOCAL IMPROVEMENT	265,285	-	-	-	-	-	-	-	-	35,000	10,445	45,445
<b>ENTERPRISE FUNDS:</b>												
WATER	2,287,023	-	144,000	-	970,899	-	-	-	-	-	18,107	1,133,006
SEWER	1,674,208	-	-	-	999,476	-	-	-	-	-	17,344	1,016,820
WATER SDC	217,276	-	-	-	82,927	-	-	-	-	-	1,116	84,043
SEWER SDC	2,160,585	-	-	-	72,501	-	-	-	-	-	7,331	79,832
<b>CAPITAL PROJECT FUNDS:</b>												
CAPITAL PROJECT-NEW POOL	7,115	-	50,000	-	-	-	-	-	-	14,300	25	64,325
CAPITAL PROJECT - W BRDWAY DEVELOPMENT	57,718	-	-	-	-	-	-	-	-	-	200	200
<b>DEBT SERVICE FUND:</b>												
DEBT SERVICE	169,598	87,787	-	-	-	-	-	-	-	-	561	88,348
<b>RESERVE FUNDS:</b>												
PW EQUIPMENT	192,117	-	-	-	-	-	-	-	-	15,000	733	15,733
GOVERNMENTAL RESERVE	1,055,149	-	-	-	-	-	-	-	-	4,000	2,214	6,214
ENTERPRISE RESERVE	1,345,040	-	-	-	-	-	-	-	-	-	6,119	6,119
<b>TOTALS</b>	\$ 14,423,127	\$ 1,447,750	\$ 904,458	\$ 210,918	\$ 2,611,937	\$ 4,152	\$ 28,000	\$ 47,763	\$ 13,000	\$ 431,300	\$ 176,848	\$ 5,876,127

TOTAL RESOURCES (Beginning Fund Balance + New Revenue)	PERSONAL SERVICES	MATERIALS & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	CONTIN-GENCY	TOTAL EXPENDITURES	ENDING FUND BALANCE PROJECTED FUND BALANCE @ 6-30-2017	TOTAL REQUIREMENTS (Expenditures + Ending Fund Balance)
1,847,694	326,910	324,568	24,500	-	-	75,000	750,978	1,096,716	1,847,694
992,133	-	871,997	450	-	-	2,500	874,947	117,185	992,133
840,223	235,895	195,008	20,800	-	-	20,000	471,703	368,520	840,223
379,301	165,144	45,287	6,900	-	-	25,000	242,331	136,970	379,301
2,250,579	170,615	604,762	383,100	-	9,000	100,000	1,267,477	983,102	2,250,579
221,672	34,653	11,134	6,450	-	25,000	10,000	87,237	134,435	221,672
1,224,107	-	-	39,800	-	14,300	-	54,100	1,170,007	1,224,107
244,745	-	100	-	243,000	-	-	243,100	1,645	244,745
180,130	-	42,568	-	-	32,000	-	74,568	105,562	180,130
147,472	-	39,050	-	-	1,000	-	40,050	107,422	147,472
310,730	-	550	135,000	170,699	-	-	306,249	4,481	310,730
3,420,029	292,155	389,239	24,500	289,579	5,000	100,000	1,100,473	2,319,556	3,420,029
2,691,029	358,575	503,238	24,500	190,649	195,000	100,000	1,371,962	1,319,066	2,691,029
301,319	-	25	150,000	141,579	-	-	291,604	9,715	301,319
2,240,417	-	25	5,000	412,911	-	-	417,936	1,822,481	2,240,417
71,440	-	25	65,000	-	-	-	65,025	6,415	71,440
57,918	-	300	25	-	-	-	325	57,593	57,918
257,945	-	-	-	86,604	-	-	86,604	171,341	257,945
207,850	-	-	25,000	-	-	-	25,000	182,850	207,850
1,061,363	-	-	-	-	150,000	-	150,000	911,363	1,061,363
1,351,159	-	-	-	-	-	-	-	1,351,159	1,351,159
\$ 20,299,254	\$ 1,583,947	\$ 3,027,876	\$ 911,025	\$ 1,535,021	\$ 431,300	\$ 432,500	\$ 7,921,669	\$ 12,377,585	\$ 20,299,254



# FERN RIDGE PUBLIC LIBRARY

88026 Territorial Road • PO Box 397 • Veneta, OR 97487

Phone 541.935.7512 • Fax 541.935.8013

www.fernridgelibrary.org

May 11, 2016

Dear Veneta City Council,

Summers at the Fern Ridge Library are a very exciting time for the entire family. Each year, we have a "Summer Reading Program," which encourages families to read together, complete reading logs, and attend library sponsored events and programs.

This year, the theme for our Summer Reading Program is fitness and games. Our programs will encourage having fun while staying active, such as visiting a local park, exercising, or playing games outside.

As the Youth Services Coordinator, I am responsible for planning and implementing these summer programs, but rely heavily on generous volunteers who help with Summer Reading Programs and program sign-ups. Several organizations and businesses in the City have regularly donated supplies and products, which contribute greatly to the library's summer success.

Our final program for children and adults will be a "Carnival" theme, complete with old-fashioned races, games, and activities, which will all encourage movement through a fun atmosphere. We anticipate nearly 100 people attending this final Carnival program, and our Community Room, the Konnie Room, will not comfortably hold this number of people.

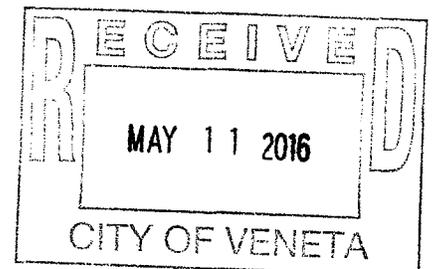
I have completed a Facility Rental Application for the Community Center for Tuesday, August 9, from 12-3:30 p.m. for this final Summer Reading Carnival program. I would like to request that our fee for the room be waived, as this event represents an educational and community building component for the City of Veneta.

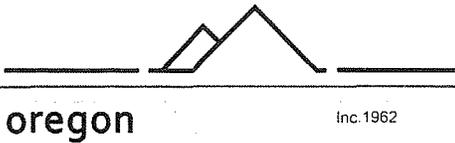
The fee waiver would be greatly appreciated by our entire staff. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Sharon G. Chittock".

Sharon G. Chittock  
Youth Services Coordinator





Sent in waiver letter for council

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

Mark one:  Private Party/Individual  Non-commercial  Senior citizen group  Governmental agency  Educational program

Name of Organization/Applicant: Fern Ridge Public Library

Mailing Address: PO Box 397 City/Zip: Veneta 97487

Phone (s): 541-935-7512 Email:

Date (s) of Use: Tues, 8-9-2016 Time: 12 to 3:30 (Must include set-up & clean up time)

Estimated attendance: 100 Type of Event Family Carnival - Summer Reading Program

Requested Facility:

Community Center (25192 E Broadway) Not to exceed 100 people (Includes use of full kitchen; 8-8' banquet tables; 4-4' round tables; and chairs for indoor use only.)

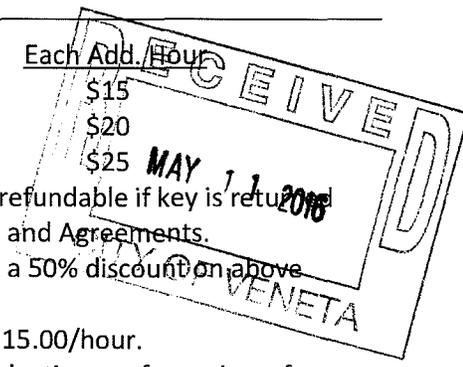
Rental Rates:

Number in attendance	Min. Charge (1st 3 hrs.)
1-10 People	\$35
11-50 People	\$45
51-100 People	\$55

Each Add. Hour

\$15
\$20
\$25

- Deposit of \$50.00 required for all rentals even if fee is waived or reduced. Deposit refundable if key is returned and the Community Center is cleaned up as instructed in the Facilities Rental Rules and Agreements.
- Events or group activities sponsored by organized senior citizen groups will receive a 50% discount on above rental fee.
- Scheduled education programs may be scheduled on a 1 hour basis at the rate of \$15.00/hour.
- Non-profit organizations may submit written requests to the City Council for fee reductions or fee waivers for consideration by City staff or City Council.
- Failure to comply with Facilities Rental Rules & Agreements may affect continued and/or future waiver requests.
- Events sponsored by the City of Veneta and/or other governmental agencies may use the Community Center at no cost.
- Fee reductions and waivers do not include the key/cleaning deposit.



I certify that I am the authorized representative of the above group(s), and that the above statements are true to the best of my knowledge, and that myself and the organization I represent, agree to be bound by the rules and agreements regarding use of the Cities facilities. I understand that violation of any of these policies may jeopardize current and future use of the facility. I have been given a copy of the rules and agreements and I and the organization I represent understand and agree to abide by them in their entirety.

Signature of Applicant [Handwritten Signature]

Date 5-11-2016

FOR OFFICE USE ONLY

Rental Fee	\$ 67.50 + \$50.00 Deposit	Amount of Waiver Requested	\$ 67.50
Total Due	\$	Council Waiver Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipt #		Date Approved/Denied	

# ENGINEER'S REPORT

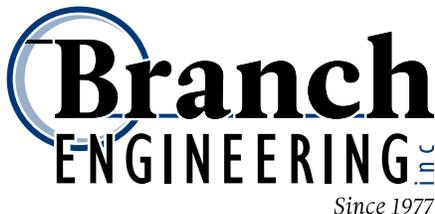
## Local Improvement District 8<sup>th</sup> Street Sewer Branch Engineering Project #14-006f

For  
City of Veneta  
P.O. Box 458  
Veneta, OR 97487



EXPIRES: 12/31/17

May 13, 2016



civil · transportation  
structural · geotechnical  
SURVEYING

[www.BranchEngineering.com](http://www.BranchEngineering.com)

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Page No.

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# Appendix

Description

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Exhibit 1	Project Site Map
Exhibit 2	Construction Drawings

## **INTRODUCTION**

This document outlines a possible Local Improvement District (LID) to extend wastewater service to multiple properties not currently connected to the City of Veneta wastewater system. The benefits of a project like this include a reduction in potential risks to groundwater contamination from septic tanks and their maintenance, and it ensures compliance with the City's sewer ordinance for wastewater connection. It also provides an opportunity for the benefited properties to share in the cost of the improvements.

The proposed LID will extend gravity sewer service to seven tax lots totaling 2.34 acres located near the 8th Street/McCutcheon intersection. The project includes approximately 560 feet of 8-inch sewer pipe, 210 feet of 6-inch sewer pipe, two manholes, and cleanouts (see Exhibit 1 in the Appendix).

A Local Improvement District is a method by which a group of property owners can share in the cost of infrastructure improvements. If an LID is formed, the City manages the design and construction of the project, and property owners do not pay until the work is complete. The improvements can also be completed under a permit job, in which case the project is privately managed and financed up front by property owners.

Veneta Municipal Code 3.10.020 requires the following elements to be included in an improvement district report:

- A map showing the general nature and extent of the improvements
- Estimates of the work to be done
- An estimate of probable cost
- An estimate of unit costs attributable to benefited properties
- A recommendation as to the method of assessment that allocates a fair apportionment of benefited properties
- Descriptions of specially benefited properties
- A statement of outstanding assessments

In accordance with Municipal Code Chapter 3.10.040, the council shall by resolution:

1. Designate the proposed improvements
2. Declare its intention to make such improvements
3. Provide the manner and method for carrying out the improvements
4. Direct the city recorder to schedule a public hearing regarding the proposed improvements and provide the required notice

## **PROJECT SUMMARY**

The properties selected for the LID are currently not served by public sewer and require significant off-site improvements to gain sewer service. The proposed LID boundary (as illustrated in Exhibit 1) includes seven tax lots totaling an area of 2.34 acres. Each lot will be provided with a single lateral.

The proposed improvements include extending an 8-inch public gravity sewer pipe in 8<sup>th</sup> Street from Hunter to just south of McCutcheon, and an 8-inch pipe in McCutcheon from 8<sup>th</sup> Street to approximately 180 feet east. Also, a 6-inch diameter sewer lateral will be constructed to the edge of the adjacent right-of-way for each of the seven benefited tax lots.

Preliminary construction plans have been completed for the project and are included in the Appendix. An estimate of probable cost has been generated for the proposed improvements, and is as follows:

<b>ESTIMATE OF PROBABLE PROJECT COST</b>					
<b>Item No.</b>	<b>Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Price</b>
1	<b>Mobilization, Bonds and Insurance</b>	1	Lump Sum	\$9,480.00	\$9,480
2	<b>Erosion Control</b>	1	Lump Sum	\$2,000.00	\$2,000
3	<b>Traffic Control</b>	1	Lump Sum	\$5,000.00	\$5,000
4	<b>8" Wastewater Pipe (10'+/- Depth)</b>	560	Lineal Feet	\$80.00	\$44,800
5	<b>6" Wastewater (Laterals)</b>	210	Lineal Feet	\$70.00	\$14,700
6	<b>Wastewater Cleanout</b>	2	Each	\$500.00	\$1,000
7	<b>Wastewater Manhole</b>	2	Each	\$5,000.00	\$10,000
8	<b>HMAC Trench Patch</b>	110	Ton	\$130.00	\$14,300
9	<b>Landscape Restoration</b>	1	Lump Sum	\$3,000.00	\$3,000
<b>Construction Cost</b>					\$104,280
<b>City Administrative &amp; Legal Costs</b>					\$3,200
<b>Surveying/Testing (2%)</b>					\$2,085
<b>Engineering (10%)</b>					\$10,428
<b>LID Participation</b>					\$119,993
<b>Contingency (15%)</b>					\$18,000
<b>Total LID Cost</b>					\$137,993

**ASSESSMENT OF UNIT COSTS TO BE APPLIED TO EACH PROPERTY**

Veneta Municipal Code, Section 3.10.020 requires that the method of assessment include all benefited property and that it is a fair apportionment, all of which is to be approved by the Council. The Council may also modify the assessment method, or use other means for financing.

The assessment apportioned to each parcel is based on the cost per acre of benefited property (to the nearest hundredth of an acre), as collected from the Lane County Database. The unit cost was determined by dividing the total system cost by the total improvement district area per Veneta Municipal Code section 3.10.090(4)(d)(i).

## ESTIMATE OF UNIT COSTS TO BENEFITED PROPERTIES

Assessor's Map	Tax Lot	Owner's Mailing Address	Owner Name	Lot Area (Acre)	Percent of LID Area	2016 Projected LID Cost per Lot
17063613	7600	88138 8 <sup>th</sup> Street	McAdams, Julilah L & Troy A	0.38	16.24%	\$22,410
	7700	88138 8 <sup>th</sup> Street	McAdams, Julilah L & Troy A	0.75	32.05%	\$44,227
	5000	24857 McCutcheon Ave	Konnie, Patti Lee & Noble, Gary M	0.12	5.13%	\$7,079
	5100	24857 McCutcheon Ave	Konnie, Patti Lee & Noble, Gary M	0.12	5.13%	\$7,079
	5200	PO Box 97, Veneta	Sullivan, Margarat A	0.25	10.68%	\$14,737
	5300	27725 Royal Ave, Eugene	Louie, Jack H	0.56	23.93%	\$33,022
	5400	90266 Sheffler Rd, Elmira	Dickenson, Lee W & Dorathy M	0.16	6.84%	\$9,439
<b>Total</b>				<b>2.34</b>	<b>100%</b>	<b>\$137,993</b>

### RECOMMENDATION

It is our recommendation that the LID assessment be based on the cost per acreage of benefited property per current City Municipal code per Veneta Municipal Code.

The 8<sup>th</sup> Street sewer improvements will reduce potential risks to groundwater contamination from septic tanks and their maintenance and also ensure compliance with the City's sewer ordinance for wastewater connection. The cost of the project is significant to the benefited properties; however, due to limited available service options and funding opportunities, the 8<sup>th</sup> Street Sewer LID provides an opportunity for property owners to share in the cost of providing sewer to the area.

### DESCRIPTIONS OF SPECIALLY BENEFITED PROPERTIES

As mentioned earlier, the assessed value of the project was distributed to those properties in the LID based on acreage of benefited property. For additional information, refer to the City of Veneta Municipal Code 3.10.090(4)(d)(i)

### STATEMENT OF OUTSTANDING ASSESSMENTS

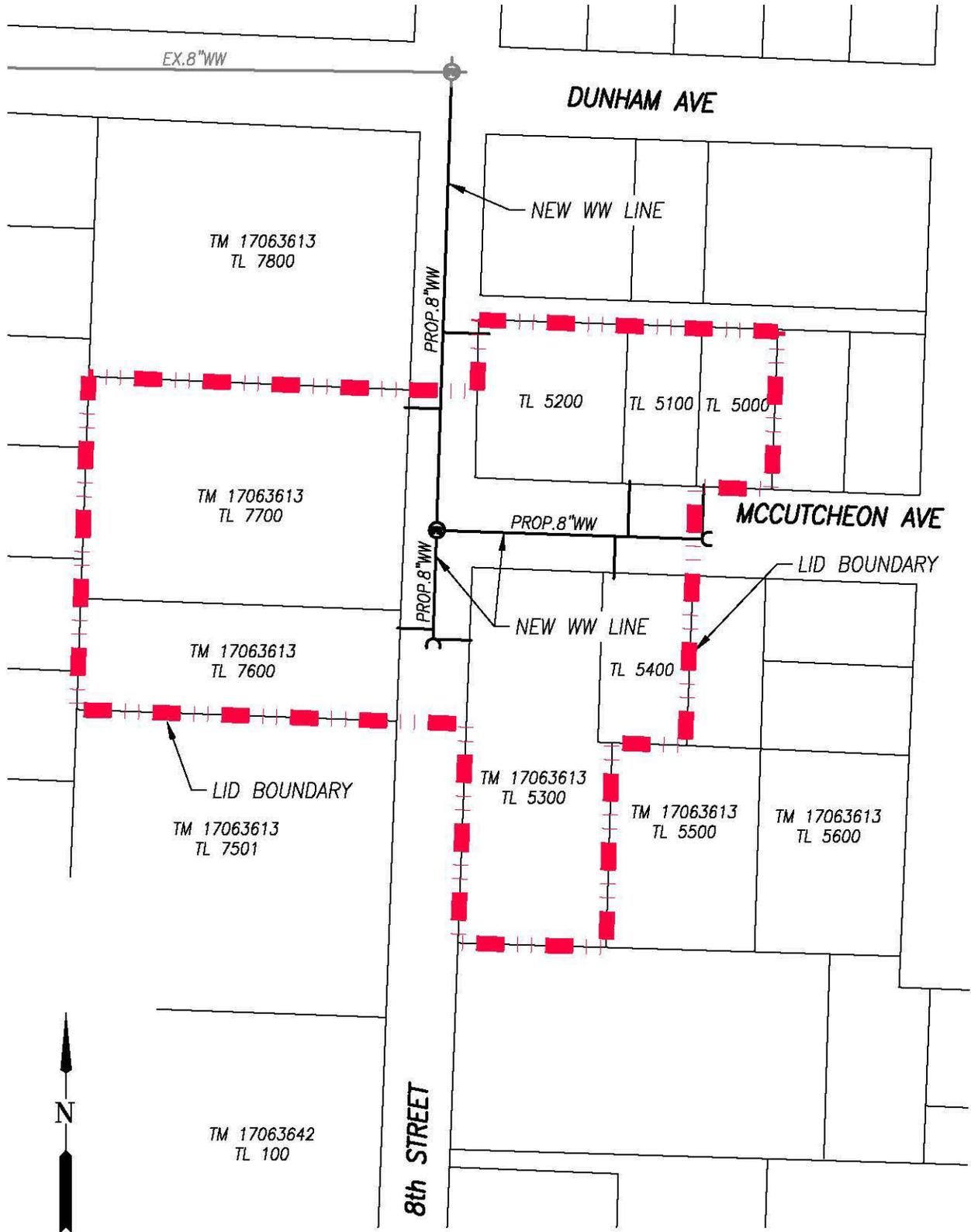
At this time no outstanding assessments have been identified. If any are discovered, the City will be notified to approach the issue accordingly.



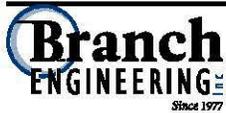
# **Exhibit 1**

## **Project Site Map**

Z:\2014\14-006f 8th Street Sewer\14-006e Map Alt 1 And 2.dwg 5/10/2016 11:36 AM MARISSA



SCALE: 1" = 100'



### 8th STREET SEWER SERVICE AREA

Veneta, OR

### EXHIBIT 1

SITE MAP

MAY 10, 2016

# **Exhibit 2**

## **Construction Drawings**



# 8th STREET SANITARY SEWER BETWEEN DUNHAM AVE AND MCCUTCHEON AVE CITY OF VENETA, OREGON

## EROSION CONTROL NOTES

- USE PROTECTIVE MEASURES TO PREVENT DEBRIS FROM ENTERING STORM SYSTEM. PROTECT DOWNSTREAM CATCH BASINS OR ANY OTHER STORM WATER INLET WITH BIO-BAGS DURING CONSTRUCTION.
- ALL WASTE MATERIAL ASSOCIATED WITH THIS PROJECT SHALL BE PICKED UP AND DISPOSED OF ACCORDING TO APPLICABLE STATE, FEDERAL AND LOCAL REGULATIONS.
- SCHEDULE STREET CLEANING AND END OF PROJECT OR AS DIRECTED BY THE CITY OF VENETA.

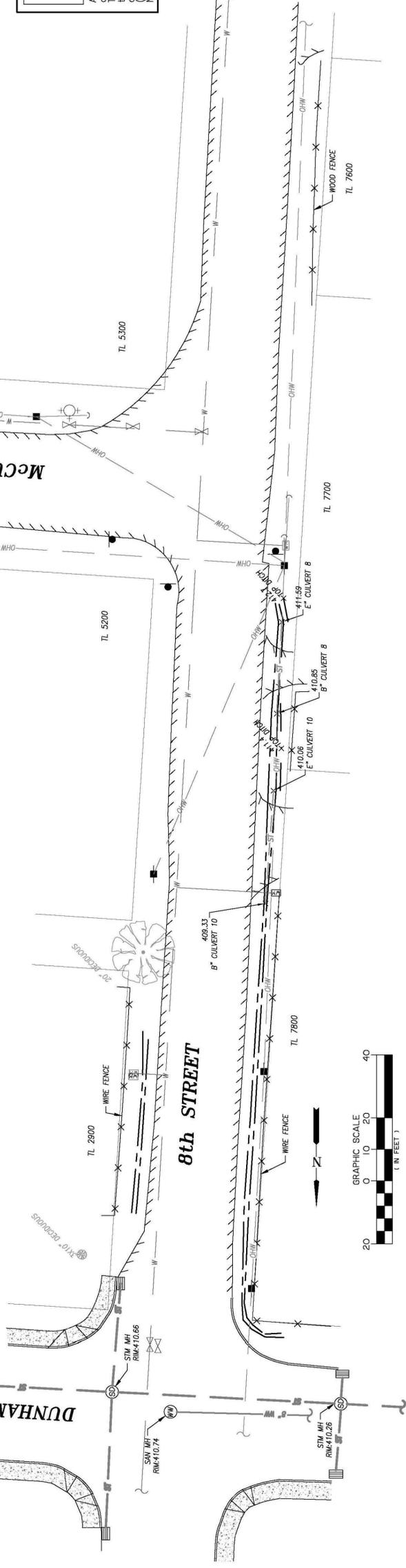
## RESTORATION NOTES

- RESTORE OR REPLACE ANY DISTURBED LANDSCAPING OF ADJACENT PROPERTIES TO NEW OR BETTER CONDITIONS.
- DAMAGE TO PROPERTY BOTH PUBLIC AND PRIVATE DUE TO CONSTRUCTION ACTIVITIES SHALL BE REPAIRED OR REPLACED AT CONTRACTORS EXPENSE.

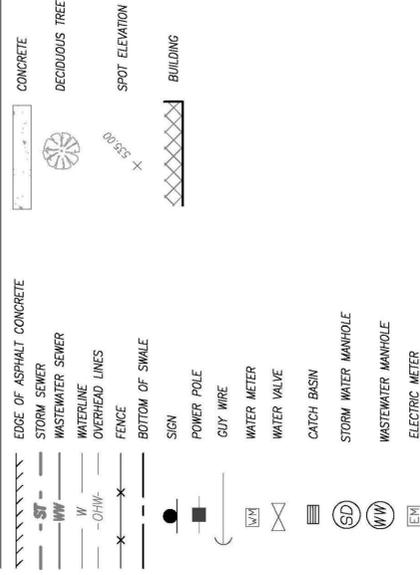
## UTILITY NOTES

**ATTENTION:** OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0001 THROUGH 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER AT (503) 232-1987 OR VISITING THEIR WEBS SITE AT [WWW.DIGSAFE.OREGON.COM](http://WWW.DIGSAFE.OREGON.COM)

CALL THE TOLL FREE "ONE-CALL" NUMBER AT 800-332-2344 OR 811 FOR LOCATES AT LEAST TWO DAYS IN ADVANCE OF EXCAVATION.



## LEGEND - EXISTING



## NOTES

- THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY AND IS SUBJECT TO ANY INACCURACIES A SUBSEQUENT SURVEY MAY DISCLOSE.
- LOCATIONS OF UNDERGROUND UTILITIES SHOWN ARE BASED ON A COMBINATION OF VISIBLE FACILITIES LOCATED ABOVE GROUND AND UTILITY LOCATE MARKS. NO CERTIFICATION IS MADE TO ACTUAL LOCATION OF UNDERGROUND UTILITIES.

## GENERAL NOTES

- CONSTRUCTION SHALL CONFORM TO THE OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE OREGON STANDARD DRAWINGS. WHERE VENETA STANDARD DRAWINGS ARE REFERENCED AND APPLICABLE TO THE CONSTRUCTION, VENETA STANDARDS SHALL APPLY.
- ALL MATERIAL AND EQUIPMENT SHOWN HEREON IS SUBJECT TO REVIEW AND APPROVAL BY THE CITY. THE CONTRACTOR SHALL APPROVE AND PROVIDE THREE COPIES OF CATALOGUE CUT SHEETS FOR ALL MATERIAL AND EQUIPMENT TO BE INSTALLED ON THE PROJECT TO THE CITY ENGINEER. ALLOW A MINIMUM OF 10 DAYS FOR CITY ENGINEER REVIEW OF SUBMITTALS.
- WORK SHALL NOT BE PERFORMED WITHOUT CITY INSPECTIONS. A MINIMUM 48-HOUR ADVANCE NOTICE OF REQUIRED INSPECTIONS IS REQUIRED. THE FOLLOWING ARE MINIMUM INSPECTION REQUIREMENTS:
  - TV INSPECTIONS OF ALL SEWER AND DRAINAGE PIPING.
  - HYDROSTATIC TESTING, DEFLECTION TESTING AND MANHOLE TESTING OF ALL SANITARY SEWER ELEMENTS.
- CONTRACTOR SHALL FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER REGARDING THE REQUIREMENTS FOR UTILITY LOCATES (OAR 952-001-0090). COPIES ARE AVAILABLE AT 1-800-332-2344.
- THE CONTRACTOR SHALL PROTECT AND REPLACE ALL DISTURBED VEGETATION, FENCING AND OTHER IMPROVEMENTS ON PRIVATE PROPERTY.
- CONTRACTOR SHALL PROVIDE AND MAINTAIN ACCESS TO EXISTING RESIDENTS DURING CONSTRUCTION.
- ACCESS TO EXISTING FIRE HYDRANTS SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- CONTRACTOR IS EXPECTED TO ACTIVELY ENGAGE IN EROSION CONTROL MEASURES TO MINIMIZE THE TRANSPORT OF SEDIMENT AND SOILS FROM THE CONSTRUCTION SITE. ACTIVE ENGAGEMENT SHALL MEAN THAT ALL EROSION CONTROL METHODS ARE MAINTAINED AND THAT THE FACILITIES ARE ROUTINELY INSPECTED FOR COMPLIANCE WITH ACCEPTED EROSION CONTROL PRACTICES.
- ALL MANHOLES SHALL BE 48" INTERIOR DIAMETER. CONSTRUCT PER RD338. ALL MANHOLES SHALL RECEIVE A SEALANT COAT AS SPECIFIED.
- SANITARY SEWER LATERALS WHERE SHOWN SHALL BE BROUGHT FROM THE SANITARY TEE FITTING AT A MAXIMUM GRADE OF 2% TO THE PROPERTY LINE.
- FOR TREES MARKED FOR PROTECTION CONTRACTOR SHALL PROVIDE ORANGE PROTECTION FENCING AT DRIP LINE OF TREE.
- FINAL LOCATION OF ALL LATERALS SHALL BE SET IN THE FIELD AT THE TIME OF CONSTRUCTION. CONTRACTOR MAY NEED TO ADJUST LOCATIONS BASED UPON FINAL FIELD STAKING.
- CONTRACTOR SHALL KEEP ALL WORK WITHIN ESTABLISHED R-O-W. PRIVATE PROPERTY MAY NOT BE USED FOR MATERIAL STORAGE, EQUIPMENT OR STAGING UNLESS WRITTEN APPROVAL BY THE PROPERTY OWNER IS PROVIDED TO THE CITY.



VICINITY MAP

NOT TO SCALE

**!!CALL BEFORE YOU DIG!!**  
1-800-332-2344  
TWO WORK DAYS  
IN ADVANCE OF EXCAVATION

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. These rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. You may obtain copies of the rules by calling the center.  
(Note: the telephone number for the Oregon Utility Notification Center is (503)232-1987.)

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**PRELIMINARY**  
NOT FOR CONSTRUCTION

project title:

**8th STREET  
SANITARY SEWER IMPROVEMENTS**  
CITY OF VENETA  
88184 8TH STREET  
VENETA, OREGON

revisions:

date:	MAY 12, 2016
drawn by:	MD
designer:	NP
project no.:	14-006f

**NOTES &  
EXISTING  
CONDITIONS**

sheet: **C1**

project title:

# 8th STREET SANITARY SEWER IMPROVEMENTS

CITY OF VENETA  
881 84 8TH STREET  
VENETA, OREGON

revisions:

date: MAY 12, 2016  
drawn by: MD  
designer: NP  
project no: 14-006f

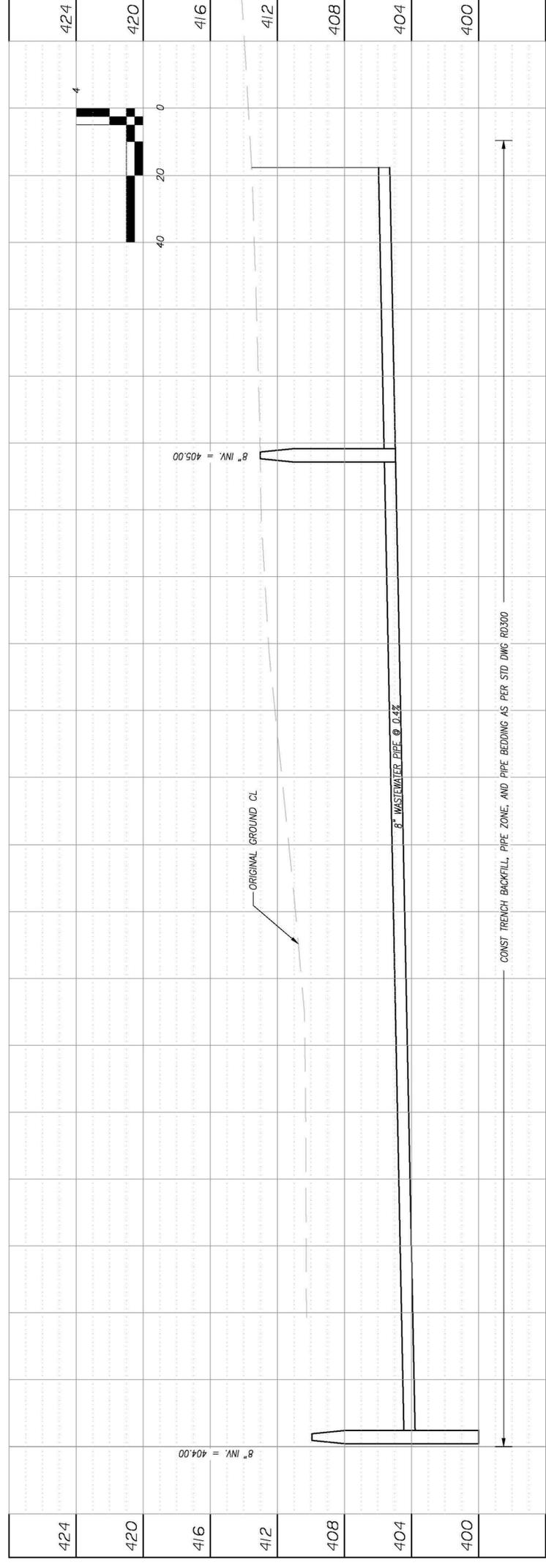
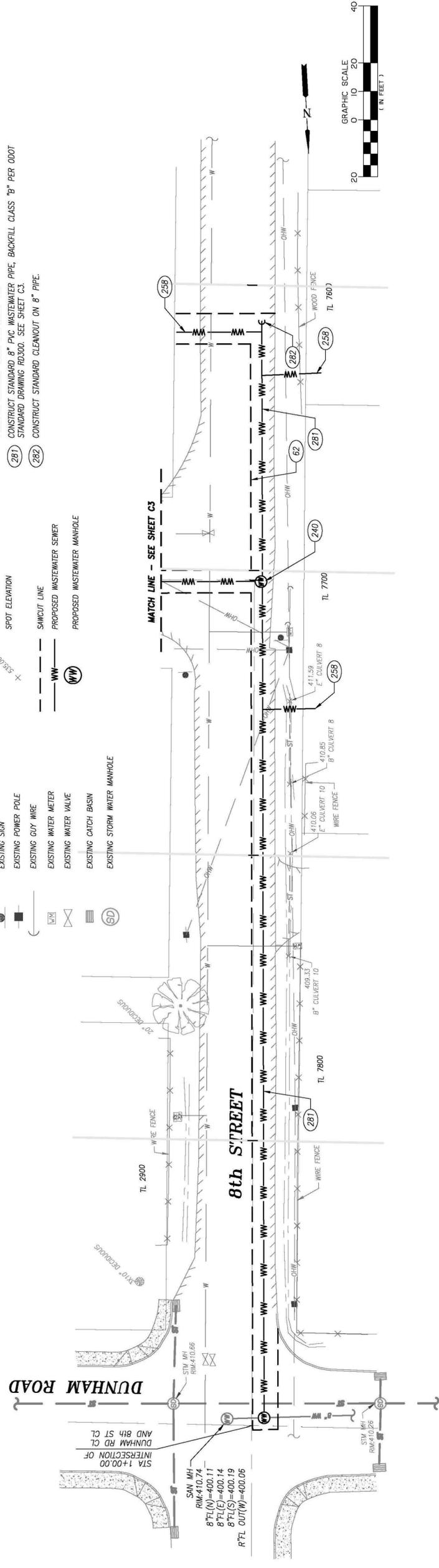
**8TH STREET  
SEWER PLAN  
& PROFILE**

sheet:

**C2**

- CONSTRUCTION NOTES**
- (62) SAWCUT AND REMOVE EXISTING PAVEMENT AND REPLACE WITH LIKE MATERIAL PER ODOT STD DWG RD302 (SEE SHEET C3). PROVIDE 3" THICKNESS OF PAVEMENT FOR PAVEMENT REPLACEMENT.
  - (240) CONSTRUCT STANDARD WASTEWATER MANHOLE PER ODOT STANDARD DRAWING RD338. SEE SHEET C4.
  - (244) CONSTRUCT OUTSIDE DROP WASTEWATER MANHOLE PER ODOT STANDARD DRAWING RD352. SEE SHEET C4.
  - (258) CONSTRUCT STANDARD SINGLE SEWER LATERAL AND CLEANOUT WITH 6" PIPE PER CITY STANDARD DRAWING V309. SEE SHEET C4.
  - (281) CONSTRUCT STANDARD 8" PVC WASTEWATER PIPE, BACKFILL CLASS "B" PER ODOT STANDARD DRAWING RD300. SEE SHEET C3.
  - (282) CONSTRUCT STANDARD CLEANOUT ON 8" PIPE.

- LEGEND**
- EXISTING EDGE OF ASPHALT CONCRETE
  - EXISTING STORM SEWER
  - EXISTING WASTEWATER SEWER
  - EXISTING WATERLINE
  - EXISTING OVERHEAD LINES
  - EXISTING FENCE
  - EXISTING BOTTOM OF SWALE
  - EXISTING SIGN
  - EXISTING POWER POLE
  - EXISTING GUY WIRE
  - EXISTING WATER METER
  - EXISTING WATER VALVE
  - EXISTING CATCH BASIN
  - EXISTING STORM WATER MANHOLE
  - EXISTING WASTEWATER MANHOLE
  - EXISTING ELECTRIC METER
  - EXISTING CONCRETE
  - EXISTING DECIDUOUS TREE
  - SPOT ELEVATION
  - SAWCUT LINE
  - PROPOSED WASTEWATER SEWER
  - PROPOSED WASTEWATER MANHOLE

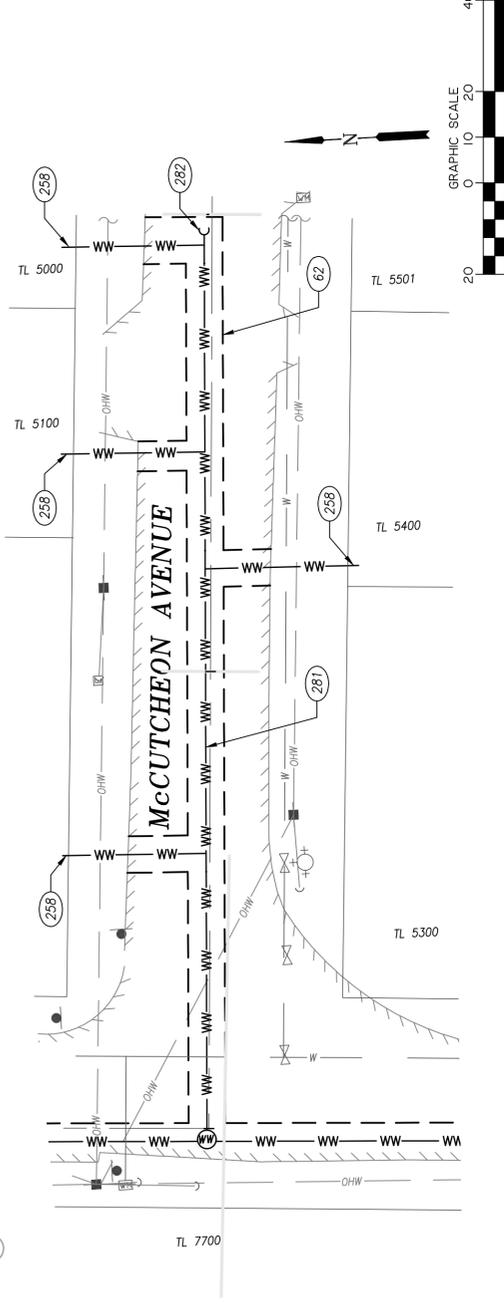
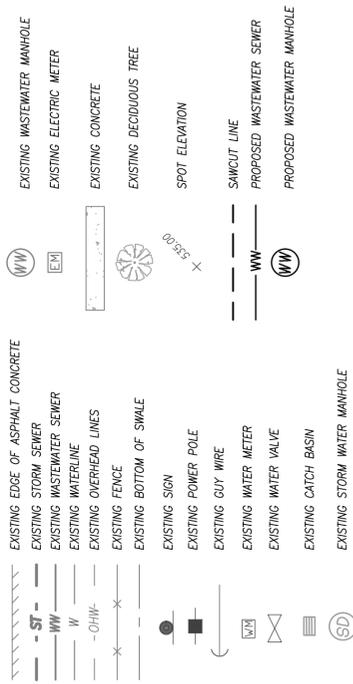


1+00 2+00 3+00 4+00 5+00

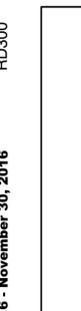
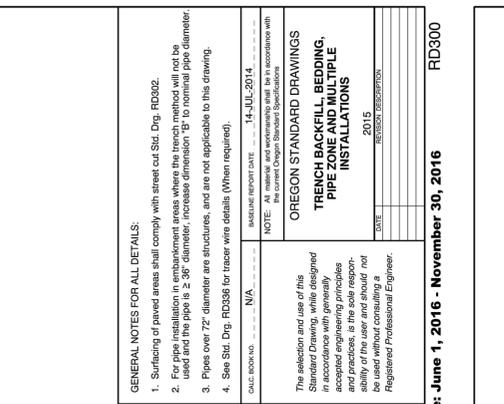
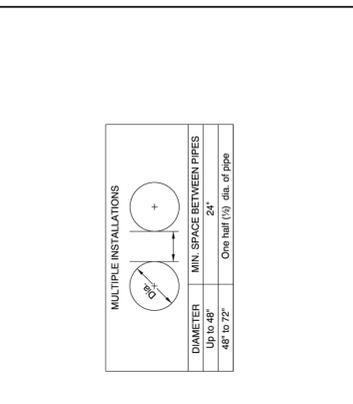
Project title:

**CONSTRUCTION NOTES**

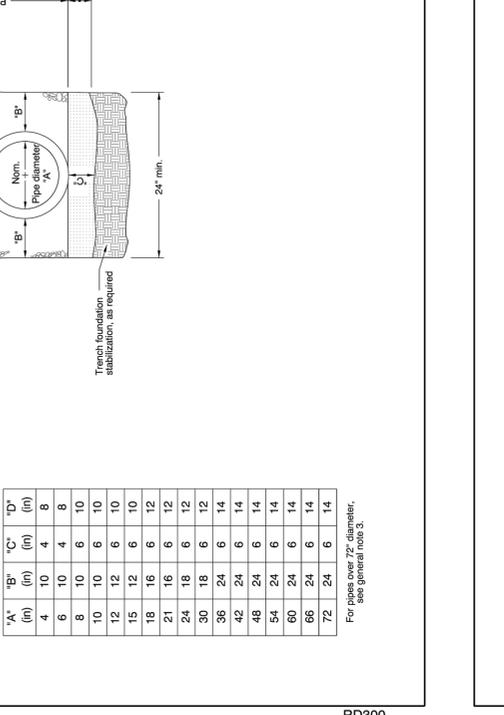
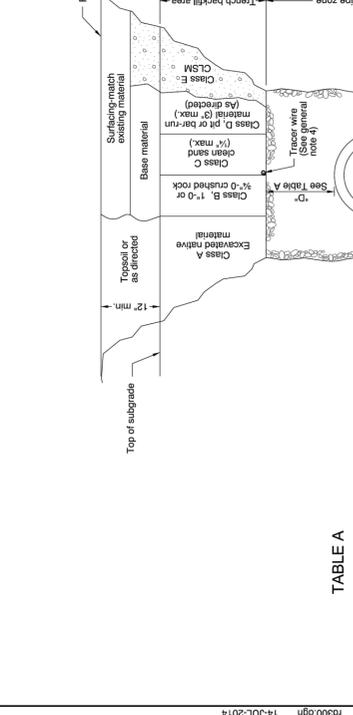
- 62 SAWCUT AND REMOVE EXISTING PAVEMENT AND REPLACE WITH LIKE MATERIAL PER ODOT STD. DMC RD302 (SEE SHEET C3). PROVIDE 3" THICKNESS OF PAVEMENT FOR PAVEMENT REPLACEMENT.
- 258 CONSTRUCT STANDARD SINGLE SEWER LATERAL AND CLEANOUT WITH 6" PIPE PER CITY STANDARD DRAWING U309. SEE SHEET C4.
- 281 CONSTRUCT STANDARD 8" PVC WASTEWATER PIPE, BACKFILL CLASS "B" PER ODOT STANDARD DRAWING RD300. SEE SHEET C3.
- 282 CONSTRUCT STANDARD CLEANOUT ON 8" PIPE.



**LEGEND**



**LEGEND**



**LEGEND**



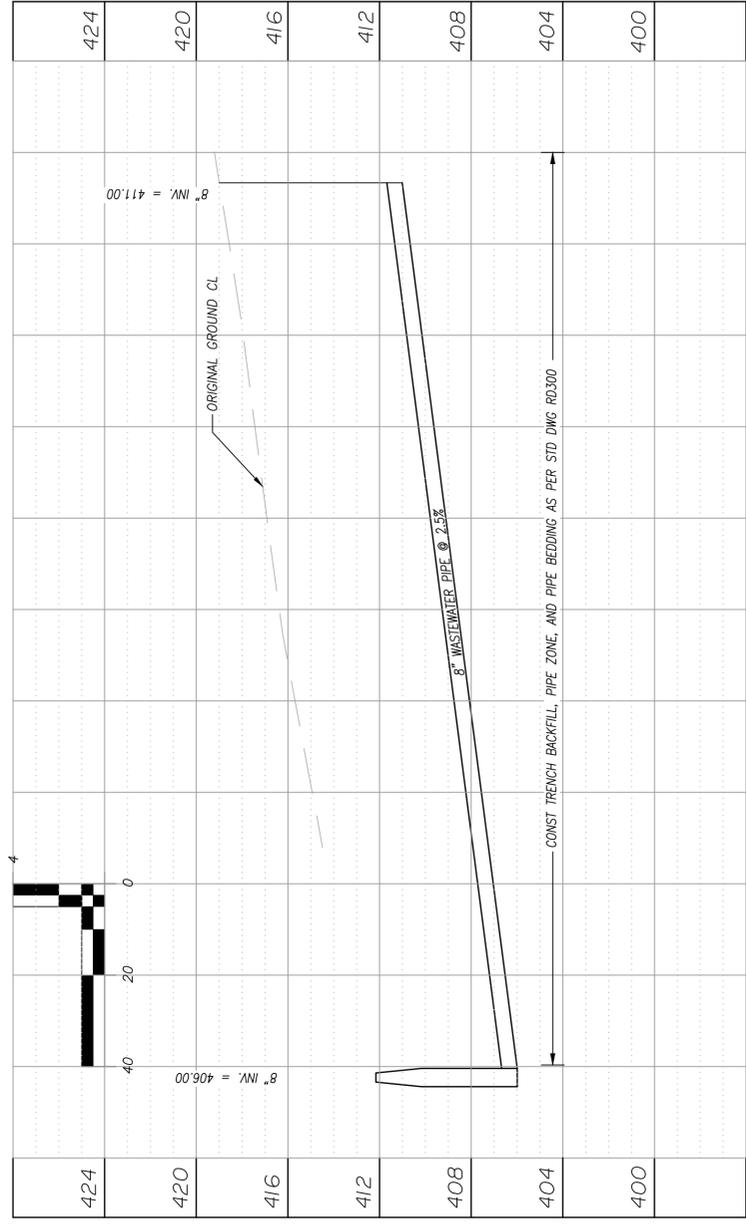
**8th STREET  
 SANITARY SEWER IMPROVEMENTS**

revisions:

date: MAY 12, 2016  
 drawn by: MD  
 designer: NP  
 project no: 14-006f

**McCUTCHEON**  
 SEWER PLAN  
 PROFILE  
 & DETAILS

sheet: **C3**



**RD300**

Effective Date: June 1, 2016 - November 30, 2016

**TABLE A**

"A"	"B"	"C"	"D"
4	10	4	8
6	10	4	8
8	10	6	10
10	10	6	10
12	12	6	10
15	12	6	10
18	16	6	12
21	16	6	12
24	18	6	12
30	18	6	12
36	24	6	14
42	24	6	14
48	24	6	14
54	24	6	14
60	24	6	14
66	24	6	14
72	24	6	14

For pipes over 72" diameter, see general note 3.

**GENERAL NOTES FOR ALL DETAILS:**

- Surfacing of paved areas shall comply with street cut Std. Dwg. RD302.
- For pipe installation in embankment areas where the trench method will not be used and the pipe is 2' 36" diameter, increase dimension "B" to nominal pipe diameter.
- Pipes over 72" diameter are structures, and are not applicable to this drawing.
- See Std. Dwg. RD336 for tracer wire details (When required).

**OREGON STANDARD DRAWINGS**  
 TRENCH BACKFILL, BEDDING,  
 PIPE ZONE AND MULTIPLE  
 INSTALLATIONS  
 2015  
 REGISTERED PROFESSIONAL ENGINEER

DATE: 2015  
 REGISTERED PROFESSIONAL ENGINEER

RD300

**RD302**

Effective Date: June 1, 2016 - November 30, 2016

**GENERAL NOTES FOR ALL DETAILS:**

- All existing AC or PCC pavement shall be sawcut prior to repairing.
- Concrete pavement shall be replaced with concrete to a minimum thickness of 6" or to the thickness of removed pavement, whichever is greater.
- Place AC to a minimum thickness of 4" or the thickness of the removed pavement, whichever is greater. Compact as specified.

**OREGON STANDARD DRAWINGS**  
 STREET CUT  
 2015  
 REGISTERED PROFESSIONAL ENGINEER

DATE: 2015  
 REGISTERED PROFESSIONAL ENGINEER

RD302

**PRELIMINARY**  
 NOT FOR CONSTRUCTION

Project title:

# 8th STREET CITY OF VENETA 881 84 8TH STREET VENETA, LANE COUNTY, OREGON

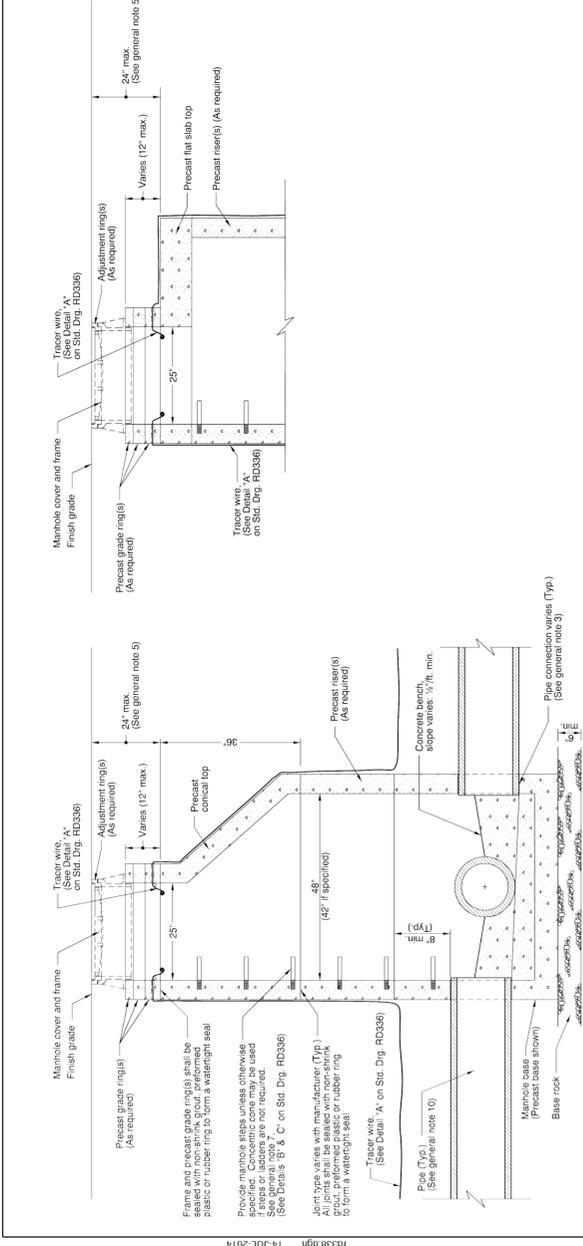
revisions:

date: MAY 5, 2016  
 drawn by: MD  
 designer: NP  
 project no: 14-006f

DETAILS

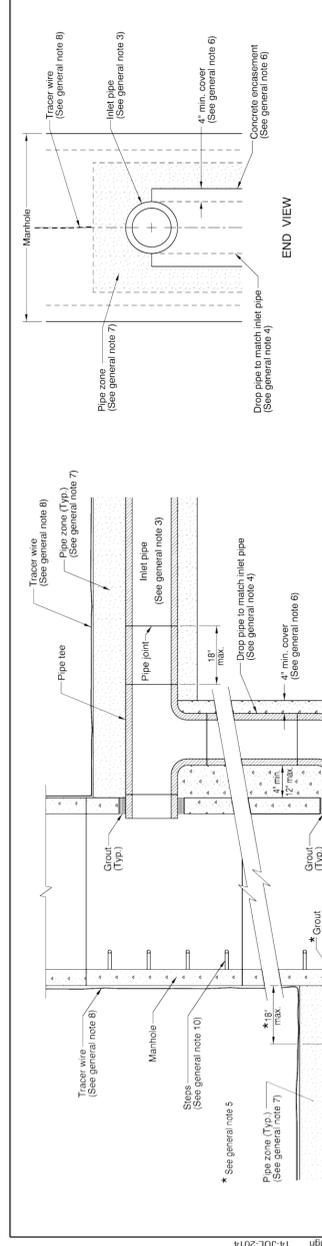
sheet:

**C4**



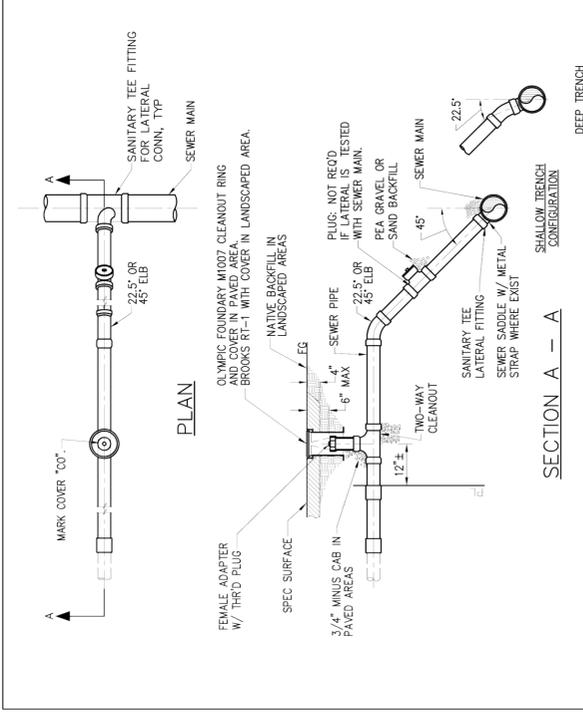
CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
OREGON STANDARD DRAWINGS		
STANDARD		
SANITARY SEWER MANHOLE		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016



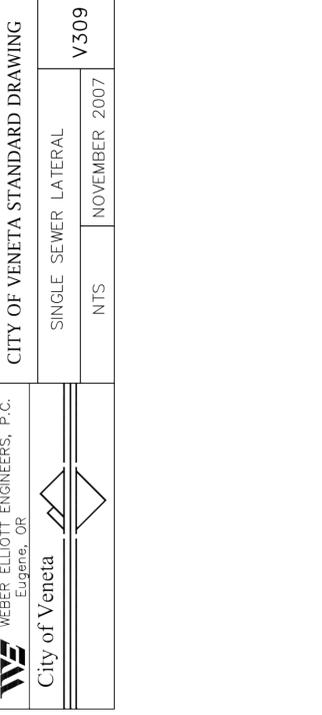
CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
OREGON STANDARD DRAWINGS		
OUTSIDE DROP MANHOLES		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016



CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
OREGON STANDARD DRAWINGS		
STANDARD		
SANITARY SEWER LATERAL		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016



CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
OREGON STANDARD DRAWINGS		
OUTSIDE DROP MANHOLES		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016

CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
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REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016



CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
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OUTSIDE DROP MANHOLES		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016

CALC. BOOK NO.	N/A	DATE: 14-JUL-2014
NOTE:	All materials and workmanship shall be in accordance with the current Oregon Standard Specifications.	
OREGON STANDARD DRAWINGS		
OUTSIDE DROP MANHOLES		
DATE:	2015	
REVISION DESCRIPTION:		
REGISTERED PROFESSIONAL ENGINEER:		

Effective Date: June 1, 2016 - November 30, 2016

# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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**Title/Topic: ESTABLISHING TRANSPORTATION UTILITY FEES**

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Meeting Date: June 13, 2016  
Department: Finance

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

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## **ISSUE STATEMENT**

The City Council recently enacted a Transportation Utility Fee, by Ordinance, that will become effective July 1, 2016. A resolution is now needed to establish the fee amount by type of user.

## **BACKGROUND**

Ordinance No. 527 enacting a Transportation Utility Fee to be billed to all users of the City's Transportation (Street) System was approved for final enactment on May 9, 2016.

The Ordinance, similar to other City Ordinances and Municipal Code language, allows for the setting of fees, charges and rates by resolution. Staff has proposed, and Council has supported, the users of the City's Street System be divided into two types as follows: 1) Residential 2) Non-residential (also known as commercial or industrial), that the fee will be a flat fee billed monthly, and the initial fee amounts will be \$3.00 and \$6.00 respectively. The collection of this fee is included in the fiscal year 2016-17 approved budget.

## **RELATED CITY POLICIES:**

Ordinance No. 527

## **COUNCIL OPTIONS**

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

## **CITY ADMINISTRATOR'S RECOMMENDATION**

Approve the resolution as presented.

## **SUGGESTED MOTIONS**

"I make a motion to approve Resolution No. 1192, A Resolution Establishing Transportation Utility Fees, as presented."

## **ATTACHMENTS**

None



**CITY OF VENETA**

**RESOLUTION NO. 1192**

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

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

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

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

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

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

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

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

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

1. Residential:

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

2. Non-Residential:

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

3. Other Rules:

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

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

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

**SECTION 3 Miscellaneous Fees.**

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

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

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

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

XXXXXXXXXXXXXXXXXXXX

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

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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**Title/Topic:**       **TRANSFER APPROPRIATIONS FOR 2015-16 FISCAL YEAR**

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Meeting Date: June 13, 2016  
Department: Finance

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

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### ISSUE STATEMENT

Adjust adopted budget appropriations to better match current financial activity and needs.

### BACKGROUND

The formulation of plans and cost calculations for each year's budget takes place in the preceding February and March. Starting this early in the year is necessary in order to meet State requirements and have the budget adopted by June 30<sup>th</sup>. The early planning requires the use of estimates and assumptions. As the fiscal year progresses and projects are started the actual figures become known and assumptions are proven (or not), unknown needs show up and priorities change. Oregon Budget Law allows entities to respond to those developments by several methods (see Attachment A for specific language). One method is to pass a resolution that transfers existing appropriations from one expenditure classification to another within the same fund. These transfers do not change the total budget figure nor does it change the total appropriated for expenditures in any fund. Neither revenue nor ending fund balances are affected.

The resolution being presented includes transfers in three funds. They are listed below along with a summary of the need.

**General Fund:** Contingency to Materials and Services. The number and amount of building permits far exceeded the estimated figures used in the budget. Through March 31, 2016 the City has received \$75,286 more in revenue than expected; however, 75% of this money is paid to the City's building inspection contractor. We expected to expend \$19,535 compared to the actual expenditure through May 31, 2016 of \$69,304.

**Parks and Recreation Fund:** Contingency to Materials and Services. Recently an opportunity has arisen in which the City, in partnership with the Fern Ridge School District, can ensure that a public plaza is constructed on the Veneta Elementary School campus. This plaza will be available for numerous community events including the annual tree lighting in December.

**Planning Fund:** Contingency to Materials and Services. The City received two large land use applications during the fiscal year. These applications required many hours of review time by staff, the City's engineer and in some cases by the City's legal counsel. The City incurs these professional service charges as an expenditure and then bills the applicants who later reimburse the City. The expectation, during the budget process was that we would incur \$2,500, in actuality through March 31, 2016, the City has incurred \$14,555.

**RELATED CITY POLICIES**

Policy and practice to abide by Oregon Budget Law.

Resolution No. 1173 Adoption of Fiscal Year 2015-16 Budget

**COUNCIL OPTIONS**

1. Approve the resolution as presented.
2. Approve the resolution with suggested changes.
3. Not approve the resolution and provide direction to staff.

**CITY ADMINISTRATOR’S RECOMMENDATION**

Approve the resolution as presented.

**SUGGESTED MOTIONS**

“I make a motion to approve Resolution No. 1193, a resolution transferring appropriations for the 2015-16 fiscal year, as presented.”

**ATTACHMENTS**

- A. ORS 294.463

(A) One or more of the taxpayers withdraws from the proceedings, and five or more of the taxpayers do not withdraw, the court shall nevertheless retain jurisdiction to hear the matter; or

(B) One or more of the taxpayers withdraws from the proceedings, and fewer than five of the taxpayers remain parties and do not withdraw, the court shall not retain jurisdiction to hear the matter but shall dismiss the case with prejudice.

(b) The complaint shall state the facts and the grounds upon which the plaintiff contends the tax should be voided or modified. The case shall proceed thereafter in the manner provided in ORS 305.405 to 305.494.

(3) If the tax court finds that the budget and the tax certification in question were not prepared and made in substantial compliance with ORS 294.305 to 294.565 and any other applicable law relating to the making of ad valorem property taxes, it shall declare void or modify any such tax and shall direct that such action be taken, all as in the circumstances it shall deem appropriate. [Formerly 294.485]

**294.463 Transfers of appropriations within fund or between funds.** Subject to the provisions of the charter of a city or county or a law relating to municipal corporations:

(1) Except as provided in subsection (2) of this section, transfers of appropriations may be made within a fund when authorized by ordinance or resolution of the governing body of a municipal corporation. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditure and the amount transferred.

(2) Transfers of general operating contingency appropriations that in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund contained in the original budget adopted by the governing body of the municipal corporation for the fiscal year or budget period may be made only after adoption of a supplemental budget prepared for the purpose.

(3) Transfers of appropriations or of appropriations and an equal amount of budget resources may be made between funds of the municipal corporation when authorized by ordinance or resolution of the governing body. The ordinance or resolution must state the need for the transfer, the purpose for the authorized expenditures in the appropriation and the amount transferred.

(4) This section applies only to transfers made after a budget has been approved and during the fiscal year or budget period for which the appropriations are made. [Formerly 294.450]

**294.465** [1963 c.576 §29; repealed by 1999 c.632 §30]

**294.466 Appropriation of pass-through revenues.** (1) A municipal corporation imposing taxes, fees or charges that in accordance with applicable law or an intergovernmental agreement under ORS chapter 190 must be paid on a pass-through basis to another municipal corporation shall include the taxes, fees or charges in its budget and appropriate the estimated amount generated by the taxes, fees or charges.

(2) The appropriation required under subsection (1) of this section must take the form of an expense of the municipal corporation imposing the taxes, fees or charges.

(3) If the actual amount collected from the taxes, fees or charges during a fiscal year or budget period exceeds the estimated amount included in the budget of the municipal corporation imposing the taxes, fees or charges for the fiscal year or budget period, upon determining that the excess exists, the governing body of the municipal corporation shall appropriate the excess by means of an ordinance or resolution and no further action is required under ORS 294.305 to 294.565 to budget, appropriate or expend the excess. [2011 c.473 §18]

**Note:** 294.466 was added to and made a part of 294.305 to 294.565 by legislative action but was not added to any 2011 Revised Statutes. See the Preface to Oregon Revised Statutes for further explanation. 47



CITY OF VENETA

RESOLUTION NO. 1193

A RESOLUTION TRANSFERRING APPROPRIATIONS FOR THE 2015-2016 FISCAL YEAR

WHEREAS, expenses of certain City of Veneta programs, purchases and projects were appropriated without actual components, timelines nor costs being known; and

WHEREAS, certain opportunities were not foreseen at the time of budget preparation; and

WHEREAS, Oregon Budget Law allows for an appropriation in the expenditure classification entitled "Contingency" to use for uncertain expenses; and

WHEREAS, the Contingency appropriation cannot be spent directly. Rather the appropriation must be transferred to another expenditure classification;

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

SECTION 1 Transfer of Appropriations. The appropriation transfers shown below shall be accomplished as allowed by ORS 294.463.

- General Fund: \$75,000 from Contingency to Materials and Services
Planning Fund: \$20,000 from Contingency to Materials and Services
Parks Fund: \$20,000 from Contingency to Materials and Services

SECTION 2 Resulting Appropriations. The transfers shown above in Section 1 of this Resolution change the Fiscal Year 2015-16 Adopted Budget as follows:

Table with 4 columns: Appropriation Type, Original Appropriation, Change, New Appropriation. Rows are grouped by fund: Parks Fund, Planning Fund, and General Fund.

PASSED AND ADOPTED by the Veneta City Council this \_\_\_\_ day of \_\_\_\_ 2016.

XXXXXXXXXXXXXXXXXXXXX
Sandra H. Larson, Mayor

ATTEST:

XXXXXXXXXXXXXXXXXXXXX
Darci Henneman, City Recorder



# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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**Title/Topic: ESTABLISHING FEES, CHARGES AND RATES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL WATER, SEWER AND STORM WATER DRAINAGE SYSTEMS**

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Meeting Date: June 13, 2016  
Department: Finance

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

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### ISSUE STATEMENT

The City Council recently adopted amendments to Titles 3 and 13 that will become effective July 1, 2016. The resolutions relating to those VMC titles and establishing fees, charges and rates need to be updated to maintain operational efficiency and consistency.

### BACKGROUND

Titles 3 and 13 of the Veneta Municipal Code (VMC) include chapters regarding the City's provision of water, sewer and storm water drainage services. The VMC allows for the setting of fees, charges, and rates for those services to be set by resolution. Some governance related to the administrative and financial aspects of those services are included in those resolutions, one each for water, sewer and storm-water drainage. Recently, after a comprehensive review of the governance for those services, substantial amendments to the VMC were recommended. The first approval of the amending Ordinances occurred on May 9, 2016. On May 23, 2016 the amending Ordinances were approved for final enactment with an effective date of July 1, 2016.

To maintain efficiency and consistency, the corresponding resolutions also need to be amended. There are no water or sewer rate changes being proposed; however, the storm-water drainage rates reflect a two percent (2%) increase as included in the upcoming year's budget.

### RELATED CITY POLICIES:

VMC Titles 3 and 13

### COUNCIL OPTIONS

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

### CITY ADMINISTRATOR'S RECOMMENDATION

Approve the resolutions as presented.

### SUGGESTED MOTIONS

"I make a motion to approve Resolution No. 1194, a resolution establishing water fees, charges and rates and governance for users and use of the Veneta municipal water system and repealing Resolution No. 1185, as presented."

“I make a motion to approve Resolution No. 1195, a resolution establishing sewer fees, charges and rates and governance for users and use of the Veneta municipal sewer system and repealing Resolution No. 1124, as presented.”

“I make a motion to approve Resolution No. 1196, a resolution establishing storm-water drainage fees, charges and rates for users and use of the Veneta municipal storm-water drainage system and repealing Resolution No. 1178, as presented.”

**ATTACHMENTS**

None

**CITY OF VENETA**

**RESOLUTION NO. 1194**

**A RESOLUTION ESTABLISHING WATER FEES, CHARGES AND RATES AND GOVERNANCE FOR USERS AND USE OF THE VENETA MUNICIPAL WATER SYSTEM AND REPEALING RESOLUTION NO. 1185**

**WHEREAS**, Veneta Municipal Code Titles 3 and 13 (VMC 3 and VMC 13) authorizes the establishment of water deposits, fees, charges, rates and penalties by resolution; and

**WHEREAS**, VMC 13 provides for the control of cross-connections within the City water system; and

**WHEREAS**, VMC 3 and VMC 13 also establish the policies, rules, procedures and terms, along with definitions necessary to govern the use of the City's water system; and

**WHEREAS**, VMC 3 and VMC 13 have been substantially amended effective July 1, 2016; and

**WHEREAS**, the VMC 3 and VMC 13 amendments warrant amendment of the resolution referenced therein; and

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

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

**SECTION 1 Water Meter Installation/Connection.** The following fees shall be paid prior to any connection to the Veneta Municipal Water System:

1. Water Meter Installation/Connections for Single Billing Units

3/4" Meter	\$ 800.00
1" Meter	\$ 900.00
1-1/2" Meter	Cost plus 20%
2" Meter	Cost plus 20%
2-1/2" Meter	\$1,250.00 (or cost plus 20%, whichever is greater)
Meters 3" and larger	Cost plus 20%
Fire Sprinkler Meters	Cost plus 20% (all sizes)

2. Water Meter Installation/Connections for Multiple Billing Units

(a) Residential:

- i. Connection charges for multiple family dwellings shall be \$800.00 per dwelling unit when individual meters are installed for each dwelling unit.
- ii. Connection charges for multiple family dwellings shall be \$200.00 per dwelling unit when a single master meter is used for all dwelling units.

(b) Non-Residential Billing Units.

- i. Connection charges for multiple commercial and industrial billing units shall be \$900.00 per unit when individual meters are installed for each unit.
- ii. Connection charges for multiple commercial and industrial billing units shall be \$300.00 per unit when a single master meter is used for all units.

(c) Future Assessment Policy. If a parcel of property is presently receiving water service, but has not been assessed for the cost of the installation of the City's water lines and infrastructure needed to provide such service, the payment of the installation/connection fee does not waive the City's right to assess the benefited property for the cost of installing a water line in the future.

**SECTION 2 Water Service Rates.** The following service rates shall be charged to all premises connected to the Veneta Municipal Water System:

1. Water Base Charge:

(a) Residences, Churches and all other residential property **\$15.76** per billing unit per service month.

(b) Commercial, Industrial and all other non-residential property **\$29.79** per billing unit per service month.

(c) Fire Sprinkler users **\$29.79** per billing unit per month when water usage has occurred during the service month being billed.

(d) Irrigation System users **\$29.79** per billing unit per month when water usage has occurred during the service month being billed.

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

(f) Excepting 1(c) and 1(d) above, all water base charges outlined in this section shall be charged whether or not water usage has occurred during the month.

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

2. Water Use Fees:

(a) Residential, Churches and all other residential property, except in (c) - (e) below, shall pay-

- \$3.44** per full 1,000 gallons of water used each month up to 5,000 gallons,
- \$4.09** per full 1,000 gallons of water used over 5,000 gallons up to 15,000 gallons,
- \$4.91** per full 1,000 gallons of water used over 15,000 gallons.

(b) Commercial, industrial and all other non-residential property shall pay -  
**\$3.51** per full 1,000 gallons of water used each month up to 10,000 gallons,  
**\$4.40** per full 1,000 gallons of water used over 10,000 and up to 20,000 gallons,  
**\$5.26** per full 1,000 gallons of water used over 20,000 gallons.

(c) Water use rates for the City's governmental facilities including, but not limited to the swimming pool, parks, and streetscapes shall be **\$3.51** per full 1,000 gallons of water purchased.

**SECTION 3 Deposits.** The following deposits will be charged to the Responsible Party, per VMC 3.20.010:

1. Water deposit of \$20.00 per utility account for all residential property.
2. Water deposit of \$30.00 per utility account for all non-residential property.

**SECTION 4 Miscellaneous Fees.**

1. Rereading, inspecting, and testing water meter at user's request:
  - 1<sup>st</sup> Request \$ 0.00
  - 2<sup>nd</sup> Request \$ 25.00
2. Service Restoration following turn-off for non-payment \$ 40.00
3. Service Restoration following turn-off for non-payment after 4:00 p.m. or on weekends or holidays \$ 80.00
4. Penalty for turn-on without authority: 1st Offense \$ 40.00  
2nd Offense \$ 80.00
5. Removal or replacement of meter at user's request \$ 50.00
6. Moving or altering a meter Cost plus 20%
7. Repair of damage to water meter or City lines Cost plus 20%
8. City shut-off when the cross-connection is in non-compliance \$ 40.00
9. Non-sufficient funds fee \$ 25.00

**SECTION 5 Other Terms, Policies, and Procedures.** Unless otherwise set forth herein, the definitions, terms, policies and procedures relating to the City's provision of water service under this Resolution are those established by VMC 3 and VMC 13.

**SECTION 6 Effective Date and Repealing Clause.** This resolution shall take effect July 1, 2016. Resolution No. 1185 is repealed upon the effective date of this resolution.

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

XXXXXXXXXXXXXXXXXXXX

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

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

**RESOLUTION NO. 1195**

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

**WHEREAS**, Veneta Municipal Code Titles 3 and 13 (VMC 3 and VMC 13) authorizes the establishment of sewer fees, charges and rates by resolution; and

**WHEREAS**, VMC 13 provides for the control of sanitation within the City's limits and the City's sewer system; and

**WHEREAS**, VMC 3 and VMC 13 also establish the policies, rules, procedures and terms, along with definitions necessary to govern the use of the City's sewer system; and

**WHEREAS**, VMC 3 and VMC 13 have been substantially amended effective July 1, 2016; and

**WHEREAS**, the VMC 3 and VMC 13 amendments warrant amendment of the resolution referenced therein; and

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

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

**SECTION 1 Sewer Connection.** The following fees shall be paid prior to any connection to the Veneta Municipal Sewer System:

1. Residential

- |                                   |                            |
|-----------------------------------|----------------------------|
| (a) Single Family                 | \$200.00 per dwelling unit |
| (b) Mobile/Manufactured           | \$200.00 per dwelling unit |
| (c) Multiple Family Dwelling Unit | \$200.00 per dwelling unit |
| (d) Mobile/Manufactured Home Park | \$200.00 per dwelling unit |
| (e) Home Occupation               | \$200.00 per connection    |
| (d) Churches                      | \$200.00 per connection    |

2. Non-Residential

- |                 |                         |
|-----------------|-------------------------|
| (a) Commercial  | \$200.00 per connection |
| (b) Industrial  | \$200.00 per connection |
| (c) Public      | \$200.00 per connection |
| (d) Semi-Public | \$200.00 per connection |

3. Future Assessment Policy

Future Assessment Policy. If a parcel of property is presently receiving sewer service, but has not been assessed for the cost of the installation of the City's sewer lines and infrastructure needed to provide such service, the payment of the installation/connection fee does not waive

the City's right to assess the benefited property for the cost of installing a sewer lines and infrastructure in the future.

**SECTION 2 Situations with Additional Charges.** A \$200.00 additional charge shall be collected on property within the City which is not abutting a right-of-way or easement with a City sewer line. This \$200.00 additional charge shall also apply to panhandle or flag lots where the portion of the lot where the structure is located has not been fully assessed for sewer improvements or paid the cost of sewer improvements to serve the lot.

The payment of any connection charge does not waive the City's right to assess a benefiting property for the cost of installing a City sewer line in the future.

**SECTION 3 Sewer Base Fees.** The following sewer fees shall be charged to all premises connected to the Veneta Municipal Sewer System per Service Month:

1. Residential:

(a) Single-Family	\$46.26 per dwelling unit
(b) Mobile/Manufactured Home	\$46.26 per dwelling unit
(c) Multiple Family	\$46.26 per dwelling unit
(d) Mobile/Manufactured Home Park	\$46.26 per dwelling unit
(e) Churches	\$46.26 per billing unit
(f) Home Occupation	\$46.26 per billing unit

2. Non-Residential:

(a) Commercial	\$47.36 per billing unit
(b) Public	\$47.36 per billing unit
(d) Semi-Public	\$47.36 per billing unit
(e) Industrial	\$47.36 per billing unit

3. Other Fees and Rules:

(a) An Excess Water Usage Surcharge for non-residential billing units shall apply when water usage is in excess of 15,000 gallons per service month. Water usage in excess of 15,000 gallons per service month is subject to an excess use surcharge in the amount of \$15.71 for each additional 10,000 gallons of water use.

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

(c) All sewer base charges outlined in this section shall be charged whether or not water usage has occurred during the month.

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

**SECTION 4 Deposits.** A sewer deposit of \$50.00 per utility account for all premises or property served by the City's sewer system will be charged to the Responsible Party, per VMC 3.20.010.

**SECTION 5 Miscellaneous Fees.**

- 1. Inspecting and testing at user's request:
  - 1<sup>st</sup> Request \$ 0.00
  - 2<sup>nd</sup> Request \$ 25.00
- 2. Service Restoration following turn-off for non-payment \$ 40.00
- 3. Service Restoration following turn-off for non-payment after 4:00 p.m. or on weekends or holidays \$ 80.00
- 4. Repair of damage to City sewer lines or infrastructure Cost plus 20%
- 5. Non-sufficient funds fee \$ 25.00

**SECTION 6 Definitions.**

Excess Water Use Surcharge: A charge on non-residential property, in addition to the base fee, levied in increments when water use reaches one (1) gallon over the first 15,000 gallons and again when water use reaches one (1) gallon over each additional 10,000 gallons.

**SECTION 7 Other Terms, Policies, and Procedures.** Unless otherwise set forth herein, the definitions, terms, policies and procedures relating to the City's provision of water service under this Resolution are those established by VMC 3 and VMC 13.

**SECTION 8 Effective Date and Repealing Clause.** This resolution shall take effect on July 1, 2016. Resolution No. 1124 is repealed upon the effective date of this resolution.

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

XXXXXXXXXXXXXXXXXXXX

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

ATTEST:

XXXXXXXXXXXXXXXXXXXX

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

**EXHIBIT A**  
**Resolution No. 1195**

<b>COSTS TO TREAT 10,000 GALLONS</b>	
<b>Methodology for establishing Sewer Use Fees prepared by Systems West Engineers</b>	
<b>Costs based upon 1997/1998 budget Costs</b>	
Total Projected Sewerage Flow (Million Gallons)	122
Budgeted Operation Costs*	\$226,868.00
Costs per incremental 10,000 gallons	\$ 18.60
<i>* Budgeted Costs excludes Facility Planning, Design, and Other special functions and are based on 1997/1998 Budget Costs</i>	
<b>Costs based on Mean Year Costs for Facilities Plant</b>	
Total Projected Sewerage Flow (Million Gallons)	228
Budgeted Operational Costs*	\$309,135.00
Costs per incremental 10,000 gallons**	\$ 15.71 ***
<b>Other Considerations:</b>	
Excess flow (i.e. > 10,000 gallons should be based upon winter use (Nov-Mar)	
This eliminates possible interference from irrigation.	
Car washes and other uses may have more sewerage use in summer	
** Cost calculated prior to approved 2010 increases	
*** Adjusted by scheduled rate changes from April 2010 – current.	

**CITY OF VENETA**

**RESOLUTION NO. 1196**

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

**WHEREAS**, the City Council of Veneta recognized the need for development and improvement of the City's storm water drainage system and a funding mechanism; and

**WHEREAS**, the Council adopted VMC 13.35 via Ordinance No. 446 in July 2004, which created a Storm Water Drainage Program and Storm Water Drainage Fund; and

**WHEREAS**, VMC 13.35.050 authorizes the establishment of storm water drainage fees by resolution; and

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

**WHEREAS**, the City's utility billing system is now better suited to generate separate billings; and

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

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

**SECTION 1 Storm Water Drainage System Fees.** The following storm water drainage fees shall apply to premises within the City's limits that are developed, improved, contain one or more impervious surfaces or whenever Improved Premises are connected the City's water or sewer systems.

1. Residential:

Residences, Churches and all other residential property shall be charged a storm water drainage fee of **\$2.40** per billing unit per month.

2. Non-Residential:

Commercial, industrial and all other non-residential property shall be charged a storm water drainage fee of **\$8.08** per billing unit per month.

3. Other Rules:

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

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

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

**SECTION 2 Miscellaneous Fees.**

Non-sufficient funds fee \$ 25.00  
Repair of damage to City's storm water drainage facilities Cost plus 20%

**SECTION 3 Other Definitions, Terms, Policies, and Procedures.** Unless otherwise set forth herein, the definitions, terms, policies and procedures relating to the City's provision of utility and other services under this Resolution are those established by VMC 3 and VMC 13.

**SECTION 4 Effective Date and Repealing Clause.** This resolution shall take effect on July 1, 2016. Resolution No. 1178 is repealed upon the effective date of this resolution.

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

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

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

ATTEST:

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

# VENETA CITY COUNCIL

## AGENDA ITEM SUMMARY

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Title/Topic: Approval of Lane County Public Safety Intergovernmental Agreement

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Meeting Date: June 13, 2016  
Department: Administration

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

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### **ISSUE STATEMENT**

Does the Council wish to approve the Lane County Public Safety Intergovernmental Agreement for law enforcement coverage during the 2016-17 fiscal year?

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

Annually the City enters into an agreement/contract with Lane County Sheriff's Office for public safety coverage within the City limits. This year the coverage includes four deputies and 50% of a supervisory sergeant's time. The contract also includes costs associated with a Communications Officer (dispatch) and a Records Officer time.

The contract has increased \$20,104, over the current year's contract, to \$863,479. The 2.3 % increase is the result of adjusted cost of living (COLA) county-wide. Staff will continue to work with Sheriff Trapp, his staff, and our assigned sergeant, to continue implementing community policing best practices into the duties assigned to our contract.

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

The City Council identified Public Safety as its highest priority when it revised the Council Goals this past January.

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

1. Approve the agreement as presented.
2. Suggest modifications to the agreement.
3. Choose not to have a contract with Lane County Sheriff's Office for public safety coverage.

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

I recommend that the Council approve the agreement as presented.

### **SUGGESTED MOTION**

"I make a motion to approve the 2016-17 Public Safety Intergovernmental Agreement with the Lane County Sheriff's Office as presented."

### **ATTACHMENTS**

- A. Public Safety Agreement





## LANE COUNTY

### INTERGOVERNMENTAL AGREEMENT

Contract Title: Law Enforcement Services for City of Veneta

This Agreement is entered into by and between Lane County, Oregon, a political subdivision of the State of Oregon ("County"), and the City of Veneta, a municipal corporation ("City").

#### 1. RECITALS

- 1.1 ORS 190.010 and the Lane County Home Rule Charter provide that units of local governments may enter into agreements for the performance of any or all functions and activities that a party to the agreements, its officers or agents, have authority to perform.
- 1.2 The parties to this Agreement desire that a certain level of police services be provided to City through an agreement with County.
- 1.3 County is willing to provide police services to City.

#### 2. COUNTY'S OBLIGATIONS. The County shall:

- 2.1 Provide four (4) certified police officers (Deputy Sheriffs) as defined by ORS 161.015 (2011) to work full time and one (1) supervisory police officer (Sergeant) to work an average of 50% of full time within the City limits or on City business outside the City limits.
- 2.2 Appoint an employee of the Sheriff's Office and City will appoint an official of the City who will act as coordinating agents to provide correspondence and communications between the parties to this Agreement.
- 2.3 Determine the appropriate working hours for the officers assigned to City subject to the maximum hours as hereinafter provided.
- 2.4 Cooperate with City to maximize, to the extent possible, the police protection that may be afforded within the city limits. Employ a community policing philosophy within the City, with assigned Deputy Sheriffs giving priority under normal working conditions to the pursuit of community policing goals and implementation of community policing best practices.
- 2.5 County agrees that whenever there is an assignment opening under this Agreement, and where there are multiple deputy sheriff candidates available for assignment to the City under this Agreement, City may be involved in the selection process to screen and determine a suitable candidate for assignment under this Agreement. The screening and evaluation process will be established and managed by County.
- 2.6 Extended Absences under 2.7 below notwithstanding, the circumstances identified below are considered extended absences:
  - 2.6.1 Deputy Sheriff is absent from duty under this Agreement due to using Time Management, Personal Time, or Compensatory Time leave beyond the amount of such leave the Deputy accrues during the Agreement period (July1, 2015 through June 30, 2016).
  - 2.6.2 Deputy Sheriff is absent from duty under this Agreement exceeding two consecutive work weeks (14 days) while on Short or Long Term Disability, FMLA or Training.
  - 2.6.3 Deputy Sheriff is absent from duty under this Agreement due to a County initiated administrative leave due to an internal disciplinary investigation or fitness evaluation.
  - 2.6.4 Deputy Sheriff is absent from duty under this Agreement due to a County initiated administrative leave associated with a use of force

- incident which did not occur while performing official duties under the provisions of this Agreement.
- 2.6.5 Deputy Sheriff is reassigned and unable for duty under this Agreement leaving the staffing level less than agreed in the in Agreement. In this case, the extended absence is determined to begin on the day following the last day the City contract deputy performed duties under this Agreement.
  - 2.6.6 In these cases of extended absence, County, if resources allow, will provide a replacement deputy to assume the duties of the contract deputy in the absence of normally assigned contract deputy. County will not bill City for deputy services during the described extended absence periods when County is unable to provide a replacement deputy.
  - 2.6.7 It is understood that the employees performing duties required by this contract including Deputy Sheriffs, Sergeant and other employees of the Lane County Sheriff's Office remain County employees.
- 2.7 Assign four (4) certified Deputy Sheriffs to work full time and one (1) Sergeant to work 50% of full time within the City limits or on City business outside the City limits. In the event of a mutual aid request from another law enforcement officer, the Deputies and/or Sergeant may be temporarily sent outside of the City limits until such time as the emergency is resolved. Full time, as used herein, means a work week of forty (40) hours each week, less that time normally given a Deputy Sheriff as annual vacation, personal days, sick or injury leave, court appearances, and training.
  - 2.8 Provide vehicles and basic law enforcement equipment to be used by the Deputy Sheriffs. Whenever a County patrol vehicle is permanently placed into service under this Agreement it will be prominently marked in such a way as to indicate it is a vehicle assigned under this Agreement.
  - 2.9 Provide training, as necessary, for assigned Deputy Sheriffs in order that they may properly carry out their law enforcement responsibilities.
  - 2.10 Cooperate with City and generally carry out the recommendation of City while control and final decision-making authority with regard to the manner of operation of the Deputy Sheriffs remains with the Lane County Sheriff or the Sheriff's designee.
  - 2.11 When data is easily accessible, County shall provide City with requested monthly and annual activity reports.
  - 2.12 At the request of the City, the Sheriff or designee will meet with City representatives to discuss issues arising from the implementation of the Agreement.
  - 2.13 Assigned Deputy Sheriffs shall enforce all laws, rules and regulations and City ordinances, except for dog or animal ordinances, which normally fall within the purview of City Animal Control. County will administer violations according to ORS Chapter 153, and in the manner consistent with present Sheriff's Office policies and procedures.
  - 2.14 Coordinate with the City Administrator to schedule overtime coverage as requested during assigned Deputy Sheriff absences due to annual vacation, personal days, sick or injury leave, court appearances, training and all other leave not defined as "Extended Absence". This type of overtime coverage will be considered "backfill overtime". Such overtime is not mandatory, but filled as County staffing levels allow. County will bill City for the costs of backfill overtime separately but on the same quarterly basis as other service invoices. "Incidental overtime" is considered overtime described as, but not limited to, Deputies handling calls near the end of their shift, report writing, transporting persons in custody to the Jail, and other such normal police activities that may incur overtime. County will include incidental overtime in its normal billing invoices for services.
  - 2.15 County may share, as approved by City, office space provided by City with officers from Lane County Parole and Probation for official duties related to community supervision of adult offenders sentenced to probation or released on parole.

3. CITY'S OBLIGATIONS. The City shall:
  - 3.1 Pay County the rate established in Exhibit A in four (4) equal payments for the services provided. County shall invoice City each quarter during the months of September, December, March, and June. City agrees to make payment of the amount billed within thirty (30) days from the date of billing. City agrees to make payment of the amount billed for services provided under Sections 2.1 – 2.15 within thirty (30) days. The parties agree that the compensation amounts payable to County will be renegotiated annually to the mutual satisfaction of both parties. In the event the parties cannot come to agreement on a revised compensation amount, either party may elect to terminate this Agreement according to Section 7 below.
  - 3.2 Provide office space in City Hall, telephone service and office equipment for use by the officers in carrying out their duties.
  - 3.3 Pay any additional costs incurred by County in enforcing City ordinances other than City ordinances that adopt state law by reference as a result of this contract (e.g. towing charges, ambulance and medical fees for incidents which occur within the City limits).
4. DOCUMENTS FORMING THE AGREEMENT
  - 4.1 The Agreement comprises this document and all attachments, including the exhibits listed below. In the case of any conflict between the terms and conditions of this document and any of the attachments, the terms and conditions of this document prevail.
  - 4.2 With this document, the following exhibits are incorporated into the Contract: Exhibit A – LANE COUNTY CONTRACT FY2016-2017 City of Veneta - Law Enforcement Services Rates.
  - 4.3 The applicable provisions of the Lane Manual setting forth standard provisions for public contracts (LM 21.130) are incorporated by this reference as if fully set forth here.
5. TERM. This agreement shall be effective July 1, 2016 and shall continue through June 30, 2017.
6. MODIFICATION. Modifications or amendments to this Contract are effective only if in writing and executed by both parties.
7. TERMINATION. This agreement may be terminated by either party provided written notice is given to the other party at least thirty (30) days prior to the termination date. Upon the receipt of notice of termination, the parties shall commence negotiations as to the equitable disposition of the improvements made and any outstanding fees and revenues.
8. INDEMNITY. Each of the parties agrees to defend, indemnify and hold the other harmless from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses, resulting from or arising out of any negligent performance or failure to perform on the part of the indemnifying party, its officers, employees or agents. The parties' indemnity and hold harmless obligations are subject to the limitations of the Oregon Tort Claims Act and any applicable limitations of the Oregon Constitution.
9. MISCELLANEOUS PROVISIONS
  - 9.1 Waiver. Failure of the County to enforce any provision of the Contract does not constitute a waiver or relinquishment by the County of the right to such performance in the future nor of the right to enforce that or any other provision of this Contract.
  - 9.2 Severability. If any provision of this Contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and the rights and obligations of the parties are to be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
  - 9.3 Survival. The provisions of this Contract with respect to governing law, indemnity, insurance for completed products and operations, warranties, guarantees and, if included in the Contract, attorney fee provisions and limitations, will survive termination or completion of the Contract.

- 9.4 Time is of the Essence. The parties agree that time is of the essence with respect to all provisions of this Contract.
- 9.5 Dispute Resolution. The parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Contract. This may be done at any management level, including at a level higher than the persons directly responsible for administration of the Contract. In the event that the parties alone are unable to resolve any conflict under this Contract, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.

CITY:

CITY OF VENETA, OREGON

By: \_\_\_\_\_

City Administrator

Date: \_\_\_\_\_

COUNTY:

LANE COUNTY, OREGON

By: \_\_\_\_\_

County Administrator

Date: \_\_\_\_\_

By: \_\_\_\_\_

Lane County Sheriff

Date: \_\_\_\_\_

**EXHIBIT "A" - LANE COUNTY CONTRACT**

**FY 2016-2017**

**CITY OF VENETA - LAW ENFORCEMENT SERVICES RATES**

4.00	Deputies	2080 Hrs	\$77.22 Per Hr	\$642,470	
0.50	Sergeant	2080 Hrs	\$88.54 Per Hr	<u>\$92,082</u>	
			TOTAL REGULAR HOURS:	\$734,552	
			TOTAL OVERTIME:*	<u>\$30,000</u>	
<b><u>OVERTIME:</u></b>					
	Deputy hours at \$100.86/ hour				
	Sergeant hours at \$117.05/ hour				
			Actual Costs	Discount	Total
	Records support		\$111,132	\$78,142	\$32,990
	Dispatch		\$77,847	\$11,909	\$65,938
			TOTAL SUPPORT:		<u>\$98,927</u>
			<b>TOTAL CONTRACT AMOUNT:</b>		<b><u><u>\$863,479</u></u></b>



# VENETA CITY COUNCIL AGENDA ITEM SUMMARY

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Title/Topic: Marijuana Tax Referral

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Meeting Date: June 13, 2016  
Department: City Administration

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

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## **ISSUE STATEMENT**

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

## **BACKGROUND**

Under the provisions of HB 3400 cities may impose up to a 3% tax on retail recreational marijuana products sold; however imposing the tax can only be done by referring the measure to voters. In order to impose the tax, the earliest that cities could refer the matter to voters is the 2016 General Election. To place the matter before the voters, the City Council will need to adopt a resolution calling for the election. That resolution needs to be passed no later than August 18<sup>th</sup> in order for the County's Election Office to place the matter on the ballot.

The City currently has two recreational marijuana stores operating within City limits. At this time we don't have an estimate of the amount the tax would generate. Other cities comparable in size to Veneta are estimating each retail outlet may generate three (3) to four (4) thousand dollars per retail store.

## **RELATED CITY POLICIES OR ASSOCIATED COST**

There will be some cost to have legal counsel draft the resolution, election material and material to repeal the ordinance the Council adopted when imposing a marijuana tax under Measure 91. There is no cost for placing the measure on the ballot.

## **CITY ADMINISTRATOR'S RECOMMENDATION**

I recommend that the City Council authorize staff to develop necessary material to refer a 3% recreational marijuana tax on all retail sales to the November General Election.

## **COUNCIL OPTIONS**

- 1) Direct staff to develop the election resolution.
- 2) Seek additional information before staff is directed to develop material.
- 3) Choose not to refer the measure on to the November General Election.

## **SUGGESTED MOTION**

*"I make a motion to authorize staff to develop necessary material to refer a 3% recreational marijuana tax on all retail sales to the November General Election"*