

# Hispanic Heritage Month

## September 15<sup>th</sup> - October 15<sup>th</sup>

**WHEREAS**, people who identify themselves as Hispanic, Latino, Chicano or Indigenous from Mexico, South and Central America have contributed to Woodburn's history and successes since the 1880's, and

**WHEREAS**, Woodburn honors their rich and diverse cultural heritage and historical legacies, and

**WHEREAS**, Woodburn's Hispanic community now constitutes sixty percent of our population, including leaders, policy makers, educators, students, health care professionals, military, public safety, the trades, business leaders and entrepreneurs, actively involved in our community and in mentoring our next generation; and

**WHEREAS**, the Governor has proclaimed the month of September 15 through October 15 to be Hispanic Heritage Month, and Oregon proudly joins the nation in celebrating the rich culture and history of Hispanic heritage in Oregon. The State of Oregon and the City of Woodburn dedicate ourselves to working together to address the challenges that still face Hispanic Oregonians in equity and access to the prosperity of Oregon.

**NOW, THEREFORE**, I, Kathryn Figley, Mayor of the City of Woodburn, hereby proclaim September 15 through October 15, 2015 to be "HISPANIC HERITAGE MONTH" in the City of Woodburn, and encourage all to join in this observance.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Woodburn to be affixed.

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Kathryn Figley, Mayor  
City of Woodburn

# Mes de la Herencia Hispana

## 15 de septiembre – 15 de octubre

**MIENTRAS QUE**, las personas que se identifican como Hispanos, Latinos, Chicano o indígena de México, centro y Sudamérica han contribuido a la historia y éxitos de Woodburn desde los 1880's y

**MIENTRAS QUE**, Woodburn honra su rica y diversa herencia cultural y legado histórico, y

**MIENTRAS QUE**, la comunidad Hispana de Woodburn ahora constituye a sesenta por ciento de nuestra población, incluyendo líderes, políticos, educadores, estudiantes, profesionales de la salud, los militares, la seguridad pública, los comercios, líderes de negocios y empresarios, participan activamente en nuestra comunidad y en la tutoría de nuestra próxima generación; y

**MIENTRAS QUE**, el Gobernador ha proclamado el mes de 15 de septiembre al 15 de octubre el Mes de la Herencia Hispana, y Oregon se une orgullosamente a la nación en la celebración de la rica cultura e historia de la herencia hispana en Oregon. El estado de Oregon y la ciudad de Woodburn nos dedicamos a trabajar juntos para tratar los desafíos que aún enfrentan los Oregonianos Hispanos en equidad y el acceso a la prosperidad de Oregon.

**AHORA, POR LO TANTO**, yo, Kathryn Figley, la alcalde de la ciudad de Woodburn, por este medio proclamo el 15 de septiembre al 15 de octubre de 2015 el "MES DE HERENCIA HISPANA" en la ciudad de Woodburn, y animo a todos a unirse en esta celebración.

**EN FE DE LO CUAL**, he aquí mi firma y el sello de la ciudad de Woodburn a fijarse.

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Kathryn Figley, Alcalde  
Ciudad de Woodburn

**COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2015**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 14, 2015**

**CONVENED** The meeting convened at 7:16 p.m. with Council President Lonergan presiding.

**ROLL CALL**

Mayor Figley	Absent
Councilor Carney	Present
Councilor Lonergan	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Alonso Leon	Present

**Staff Present:** City Administrator Derickson, City Attorney Shields, Police Chief Russell, Captain Alexander, Sergeant Wilson, Public Works Director Scott, Economic and Development Director Hendryx, Human Resources Director Hereford, Urban Renewal Manager Stowers, Communications Coordinator Horton, Executive Legal Assistant Veliz

0:00 **COMMUNITY/GOVERNMENT ORGANIZATIONS**

Woodburn Senior Center President Don Judson, 2815 Hazelnut Drive, updated the council on changes to the operations of the Woodburn Senior Center. He announced that the grand opening of the center will occur on October 14. City Administrator Derickson stated that there is the possibility of a partnership with the City and the Woodburn Senior Center.

0:08 **CONSENT AGENDA**

- A.** Woodburn City Council minutes of August 10, 2015,
- B.** Woodburn City Council Executive Session minutes of August 10, 2015,
- C.** Woodburn Planning Commission minutes of December 11, 2014,
- D.** Liquor License Change of Ownership application for El Tule Taqueria,
- E.** Crime Statistics through July 2015,
- F.** Building Activity for July 2015,
- G.** Building Activity for August 2015.

**Ellsworth/Alonso Leon...** adopt the Consent Agenda. The motion passed unanimously.

0:09 **COUNCIL BILL NO. 2987- AN ORDINANCE AMENDING ORDINANCE 1957 REMOVING BOONES FERRY ROAD NORTH OF OREGON STATE HIGHWAY 214 AS A DESIGNATED TRUCK WAY**

**Carney** introduced Council Bill No. 2987. Executive Legal Assistant Veliz read the two readings of the bill by title only since there were no objections from the Council. Public Works Director Scott provided a staff report. On roll call vote for final passage, the bill passed unanimously. Council President Lonergan declared Council Bill No. 2987 duly

**COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2015**

passed.

0:18 **CONSIDERATION OF ADDITIONAL MARIJUANA ACTIONS**

City Administrator Derickson provided a staff report. Orlando Lopez, 1249 McKinley Street, stated that he believes that the City should not ban recreational sales of marijuana. He added that there is an underground market for marijuana and it is very easy to obtain and that by passing this ordinance it will allow the underground market to continue. Molly Drew, 1420 Alexandra Avenue, stated that the comment that no one has tried to open a store is not true. She added that the City only allows it in a certain area and the building that is located in that area will not allow it. She stated that she believes the City needs to open up more area so it leaves more options for possible stores. Councilor Morris stated that he had a phone call before the meeting from someone who is in favor of allowing it but with taxation. Councilor Morris added that his struggle with this is that there isn't a massive wave either for or against this. Councilor Ellsworth stated that communities around Woodburn will be allowing this and if we don't, what we're really doing is saying no to any portion of the proceeds. Councilor Carney stated that he was impressed with Orlando Lopez's comments however, he is inclined to pass this ordinance to give the City time to consider the issues. Councilor Lonergan asked if anyone was interested in putting this on the ballot. Councilor Alonso Leon stated that she feels we have to because we are not getting enough people to give feedback on this.

0:52 **COUNCIL BILL NO. 2988 - AN ORDINANCE PROHIBITING THE SALE OF LIMITED MARIJUANA RETAIL PRODUCT IN THE CITY OF WOODBURN AND DECLARING AN EMERGENCY** Lonergan introduced Council Bill No. 2988.

Executive Legal Assistant Veliz read the two readings of the bill by title only since there were no objections from the Council. Councilor Morris asked if this refers it back to the voters and Councilor Lonergan said no, this is opting out of early sales. Councilor Morris asked if there will be discussion about referring it to the voters and Councilor Lonergan stated that they already did and we aren't going to do it. Councilor Ellsworth added that we don't have to make that decision now. Councilor Carney asked if we can do this and still refer to the voters at a later time. City Attorney Shields answered that you could pass the ordinance tonight and still look at the possibility of a referral but we need to check the timeline on it. On roll call vote for final passage, the bill failed with a vote of 2-4 with Councilors Alonso Leon, Schaub, Ellsworth and Morris voting nay.

1:01 **ASSOCIATION BUILDING APPRAISAL**

Economic and Development Director Hendryx provided a staff report. Ellsworth/Schaub... continue a multi-faceted approach to develop the Association Building, the City will continue to promote the property, work with local organizations, and list the property for sale at \$500,000. The motion passed unanimously.

1:12 **CONSIDERATION OF S. FIRST STREET PROPERTY APPRAISAL**

Economic and Development Director Hendryx provided a staff report. Councilor Carney First Street commented that it might be imprudent to dispose of a piece of property that

**COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2015**

could potentially be part of a project that we're already putting emphasis on. Councilor Lonergan stated that he is not against selling but feels that the value could increase if we removed the buildings and defer selling. Councilor Alonso Leon stated that she believes we should defer selling. Councilor Carney and Councilor Schaub concurred.

1:21 **INTERGOVERNMENTAL AGREEMENT WITH MARION COUNTY**

Economic and Development Director Hendryx provided a staff report. **Schaub/Alonso Leon...** authorize the City Administrator to sign a renewed Intergovernmental Agreement (IGA) with Marion County for Structural/Mechanical Inspection and Plan Review. The motion passed unanimously.

1:23 **PLANNING COMMISSION APPROVAL OF CASES SUB 2014-01 AND ZA 2015-02, LOCATED AT 1020 BROWN STREET (BROWN ESTATES)**

Council declined to call this item up for review.

**CITY ADMINISTRATOR'S REPORT**

City Administrator Derickson stated that the next council meeting will take place at Nuevo Amanecer and the establishment of the Global Inclusion Committee will be on the agenda. He also thanked people for attending the ribbon cutting this morning.

1:24 **MAYOR AND COUNCIL REPORTS**

Councilor Morris stated that it was exciting to hear leadership talk about how cool Woodburn is at the ribbon cutting this morning.

Councilor Ellsworth stated that she looks forward to attending the League of Oregon Cities conference and that she was pleased with the ribbon cutting this morning.

Councilor Lonergan stated that it was a good day for Woodburn and that he appreciates everyone's work on the interchange project. He also thanked Mayor Figley for all the work she did in getting this project completed.

Councilor Carney stated that he enjoyed the ribbon cutting and added that the closing remarks by Councilor Lonergan were electrifying.

Councilor Alonso Leon acknowledged all the hard work that it took to get the interchange completed. She added that she hopes to have a proclamation for Hispanic Heritage month at the next meeting.

1:28 **EXECUTIVE SESSION**

Mayor Figley entertained a motion to adjourn into executive session under the authority of ORS 192.660(2)(h), ORS 192.660(2)(f) and ORS 192.660 (2)(i). **Morris/Ellsworth...** move into executive session. The Council adjourned to executive session at 8:50 p.m. and reconvened at 10:03 p.m. Council President L stated that no action was taken by the Council while in executive session.

1:56 **ADJOURNMENT**

**Ellsworth/Schaub...** meeting be adjourned. The motion passed unanimously. The meeting adjourned at 10:04 p.m.

**COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2015**

APPROVED \_\_\_\_\_  
KATHRYN FIGLEY, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

**EXECUTIVE SESSION  
COUNCIL MEETING MINUTES  
SEPTEMBER 14, 2015**

**DATE**           **CONFERENCE ROOM, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 14, 2015**

**CONVENED** The Council met in executive session at 8:52 p.m. with Council President Lonergan presiding.

**ROLL CALL**

Mayor Figley	Absent
Councilor Carney	Present
Councilor Lonergan	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Alonso Leon	Present

Council President Lonergan reminded those in attendance that information discussed in executive session is not to be discussed with the public.

**Media Present (Items 1, 2 and 3):** Tyler Francke, Woodburn Independent

**Staff Present Item #1:** City Administrator Derickson, City Attorney Shields, Economic Development Director Hendryx, Communications Coordinator Horton, Executive Legal Assistant Veliz

**Others Present:** Pete McCallum

The executive session was called:

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

To consider records that are exempt by law from public inspection pursuant to ORS 192.660 (2)(f).

**Staff Present Item #2:** City Attorney Shields, Communications Coordinator Horton, Executive Legal Assistant Veliz

The executive session was called:

To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing pursuant to ORS 192.660 (2)(i).

**Staff Present Item #3:** City Administrator Derickson, Communications Coordinator Horton, Executive Legal Assistant Veliz

The executive session was called:

To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member unless the person whose performance is being reviewed and evaluated requests an open hearing pursuant to ORS 192.660 (2)(i).

**ADJOURNMENT**

The executive session adjourned at 10:02 p.m.

APPROVED \_\_\_\_\_  
KATHRYN FIGLEY, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



# Agenda Item

September 28, 2015

TO: Honorable Mayor and Council through City Administrator

FROM: Sarah Head, Finance Director

SUBJECT: **Interfund Loan Payment**

**RECOMMENDATION:**

Ratify actions on Interfund Loan.

**BACKGROUND:**

Resolution 1740 was adopted in 2003 and authorized an Interfund Loan from the Street SDC Fund to the Special Assessment Fund to assist in funding three improvement districts (East Hardcastle, Boones Ferry and West Lincoln). This Resolution was drafted in compliance with Local Budget Law and specified: (1) the amount loaned; (2) the repayment schedule; and (3) the interest rate.

Since the passage of Resolution 1740, assessments have been collected in the City's Special Assessment Fund, which is the City's financial mechanism for repaying the fund transfer. After extensive research conducted by the Finance Department, staff determined that when the final repayment transfer became due on November 11, 2006, the actual transfer did not occur. We have not been able to determine why the transfer did not occur.

The entire amount of the Interfund Loan principal (\$995,602) has now been transferred from the Special Assessment Fund to the Street SDC Fund. This leaves a remaining interest payment of \$69,294 (annual rate of 2.32% over the 3 year loan term). The City Auditor has been made aware of this situation and suggested that the City Council be advised and approve a course of action for resolving the final interest transfer. Staff agrees with the Auditor's recommendations.

**FINAL RESOLUTION OF PAYMENT:**

By accepting this Agenda Item, the Council is acknowledging that the principal transfer has occurred and that the final interest transfer of \$69,294 will be budgeted for and resolved in the upcoming fiscal year.

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Agenda Item Review: City Administrator  City Attorney  Finance



# Agenda Item

September 28, 2015

TO: Honorable Mayor and City Council through City Administrator  
THRU: Scott Russell, Chief of Police  
FROM: Jason R. Alexander, Captain  
SUBJECT: **Off-Premises Sales – Change of Ownership**

## **RECOMMENDATION:**

The Woodburn City Council recommends that the OLCC approve an Off-Premises Liquor Sales License and Change of Ownership for Young Street Market.

## **BACKGROUND:**

Applicant: Byoung Jin  
2700 NE 161 Street  
Ridgefield, Washington 98642  
503.869.5764

Business: Young Street Market  
1030 Young Street  
Woodburn OR, 97071  
503.981.7222

Owners: Same as Applicant (Above)

License Type: **Off-Premise Liquor License**, which permits beer, wine, and cider sales for off-premise consumption only.

On approximately September 11, 2015, the Woodburn Police Department received an application, requesting approval for an **Off-Premises- Change of Ownership** liquor license for Young Street Market. A convenient store, that will sell grocery food items as well as alcohol for off premise consumption.

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Agenda Item Review: City Administrator  City Attorney  Finance

Young Street Market is located at 1030 Young Street Woodburn OR, 97071. The store will be open Sunday thru Saturday from 6:00am to 10:00pm. There will be no recorded music, DJ music, karaoke, or video lottery games. The Police Department has received no communication from the public or surrounding businesses in support of or against the new outlet.

**DISCUSSION:**

The Police Department has completed a background investigation, in connection with the OLCC, on the applicant and found nothing of a questionable nature, which would preclude the issuance of this license, or granting this change.

**FINANCIAL IMPACT:**

None

**City of Woodburn**  
**Recreation and Park Board Minutes**  
 September 8, 2015 • 5:30 p.m.



1. **CALL TO ORDER**

2. **ROLL CALL**

Position I	Ricardo Rodrigues, Member (12/18)	Absent
Position II	Vacant, Student Member (12/15)	
Position III	Joseph Nicoletti, Board Secretary (12/17)	Absent
Position IV	Rosetta Wangerin, Board Chair (12/17)	Present
Position V	Chris Lassen, Member (12/17)	Present
Position VI	Ardis Knauf, Member (12/16)	Present
Position VII	David Piper, Member (12/16)	Present

3. **APPROVAL OF MINUTES**

The minutes from the July, 14 2015 meeting were unanimously approved (Knauf/Lassen).

4. **BUSINESS FROM THE AUDIENCE**

None.

5. **NEW BUSINESS**

None.

6. **OLD BUSINESS**

- a. The Fiesta Mexicana was a success! The event goal was to break even financially and in fact, the event made a very small amount in revenue. There's a post event meeting on Thursday Sept. 10 at 4:00pm at City Hall for anyone who is interested. Staff received positive feedback all around on the event this year and planning for 2016 has already begun.
- b. The museum was awarded the grant they applied for from the State Heritage Department and staff are in the middle of facilitating that grant currently. Two weeks ago, staff held a community meeting to discuss the mission, vision and goals for the museum. It was well attended. The next step is to do a collection assessment, which will be later in September. Staff are also looking at applying for another grant, which would include a new HVAC system and development of exhibits.
- c. Discussion took place around the CIP park project list. Park Board members agreed the current list looks great and covers a wide variety of important projects. Wangerin asked about being proactive on talking to property owners for new park properties. She also asked about where all the Mill Creek Greenway would run and if it's

possible to prioritize sections of that project. Piper mentioned he felt a parking lot would not be necessary for that project. Related to the Greenway project, Rosetta asked about having an easement for property owned by Mid Valley Church. Piper mentioned it's important to consider the life of the Settlemier tennis courts and have a plan for when those will need investment again for maintenance.

## 7. **DIVISION REPORTS FROM DEPARTMENT**

### a. **Aquatics**

#### ***Financial Update – July & August***

- Expenses – \$103,106 a 1.3% or \$1,372 increase over last year
- Revenues – \$67,540 a 7.8% or \$4936 increase over last year
- Attendance – 10,224, 188 fewer than last year

#### ***Program Update***

- Swim Lessons
  - ✓ Group lessons - Summer 2014 689 – Summer 2015 781
- Ran Junior Lifeguard and Make-A-Splash Camps – 21 participants in both camps over two dates (July & August camps), 15 in 2014 dates
- 598 in group fitness classes for August
- Neon Splash Dance Party – Had 26 kids in attendance

#### ***Marketing/Other***

- 1 week swim pass – Last week of August sold 32 memberships
- 1 week free – sorry to see you go, postcards sent today to all canceled monthly memberships over the past 3 years
- 1 month free – for new customers only, Safeway advertising, starts Oct 15<sup>th</sup>
- Advertisement at Frontier Golf Course in Canby, Or, Stone Creek Golf Club and the Charbannaeu Golf Course, OGA Course in Woodburn – 2 years at each of those locations, 2x3 ft sign on tee holes, on scorecards, and at the main entrance of the OGA course.
- Lifeguard class – hired 6 new lifeguards – 4 of them completed swim instructor training
- Labor Day BBQ – 136 people for the day, disappointing, donated leftover food

### b. **Recreation**

#### ***Youth Sports***

- Youth soccer underway! Have around 315 registered this season.
- Youth cheer is a new program and has booked full with 45 students! The demand for this program is exciting and we're looking at ways to include an additional program in the winter.
- Youth volleyball is also a new additional with 20 registered in that program. Because gym space is very tight within the community, the program will be at the Foursquare Church gym.

#### ***Adult Programs***

- Ft. Vancouver Active Adult Trip tomorrow with 15 registered.
- Recreation trip, a hike, scheduled for Saturday has 3 registered. Hikes will likely be taken off the schedule due to low demand.
- Oktoberfest Trip coming up on Sept. 17.

***Events***

- The Blazers are coming to town with a relay on Friday Sept. 18. This will include a school assembly, other activities and will conclude with an event in the Downtown Plaza from 4-6pm. The event is free and open to all ages.

***Youth Advisory Board***

- Doing recruitment and kick off parties currently to attract new members.
- Had 5 interested in the park board position and just waiting to receive applications.

***Adult Sports***

- Men's Basketball Fall League starts up in October.

**c. Parks & Facilities**

- A.** The Centennial Park grant notification for the playground project will be later this month and staff will have that at the October board meeting.
- B.** The shelter at Settlemier Park is done and the project at Legion Park is done as well.

**8. FUTURE BOARD BUSINESS**

None.

**9. BOARD COMMENTS**

- a.** Lassen and Wangerin mentioned looking at other communities to see what they've done for ideas for Woodburn parks and projects.
- b.** Piper asked for follow up on the bike rack in the plaza and replacing the shootout pieces at Nelson Park.
- c.** Wangerin mentioned the next meeting will be Oct. 13.

**10. ADJOURNMENT**

The meeting was adjourned at 6:40 p.m.

# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2015

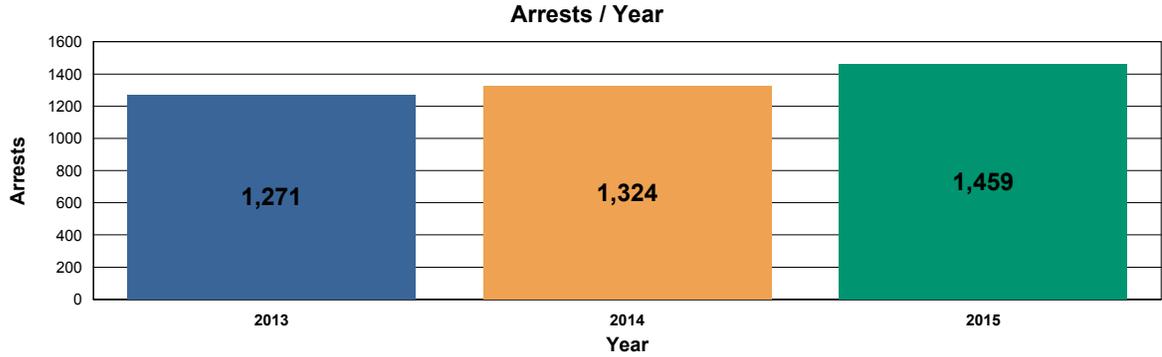
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
AGGRAVATED ASSAULT	2	3	1	5	3	1	0	4	19
ANIMAL CRUELTY	0	0	0	1	0	1	2	0	4
ANIMAL ORDINANCES	0	0	0	0	2	0	2	1	5
ARSON	0	0	0	0	0	0	0	1	1
ASSAULT SIMPLE	6	10	6	6	14	22	10	11	85
BURGLARY - BUSINESS	0	0	1	0	0	0	0	0	1
BURGLARY - OTHER STRUCTURE	0	0	0	2	0	2	0	0	4
BURGLARY - RESIDENCE	1	0	1	2	1	6	2	5	18
CHILD ADBANDOMENT	1	0	0	0	0	0	0	0	1
CHILD NEGLECT	0	2	0	2	0	0	3	0	7
CITY ORDINANCE	0	0	0	0	1	0	0	0	1
COMPUTER CRIME	0	0	0	0	0	2	0	0	2
CRIME DAMAGE-NO VANDALISM OR ARSON	1	0	2	8	2	8	4	3	28
CURFEW	2	1	0	1	8	9	24	0	45
CUSTODY - DETOX	0	1	0	0	0	1	1	0	3
CUSTODY - MENTAL	8	1	8	9	4	9	7	3	49
CUSTODY - PROTECITVE	0	0	0	0	0	0	1	1	2
DISORDERLY CONDUCT	2	4	3	8	11	13	10	6	57
DRIVING UNDER INFLUENCE	9	8	7	11	10	8	7	7	67
DRUG LAW VIOLATIONS	15	13	11	4	5	20	14	8	90
DWS/REVOKED - FELONY	0	0	1	0	1	0	0	0	2
DWS/REVOKED-MISDEMEANOR	1	3	1	2	2	1	1	0	11
ELUDE	0	0	0	0	0	1	2	0	3
EMBEZZLEMENT	0	0	0	1	0	0	0	0	1
ESCAPE FROM YOUR CUSTODY	0	0	0	0	1	0	0	0	1
EXPLOSIVES	0	0	0	0	0	0	0	1	1
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0	1	1
FAIL TO DISPLAY OPERATORS LICENSE	2	1	1	2	2	0	0	0	8
FAILURE TO REGISTER AS SEX OFFENDER	0	0	0	0	0	0	1	0	1
FORGERY/COUNTERFEITING	1	4	4	2	2	2	0	0	15
FRAUD - BY DECEPTION/FALSE PRETENSES	1	0	0	1	0	1	0	0	3
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	1	0	3	1	0	1	0	0	6
FRAUD - IMPERSONATION	0	0	0	1	0	0	0	0	1
FRAUD-OTHER	0	0	0	1	0	0	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	42	29	37	22	24	25	21	40	240
FURNISHING	0	1	0	0	0	1	0	0	2
GARBAGE LITTERING	1	0	0	0	0	0	3	0	4
HIT AND RUN FELONY	0	0	0	0	0	0	2	0	2
HIT AND RUN-MISDEMEANOR	2	1	2	2	3	0	4	1	15
IDENTITY THEFT	1	2	3	3	1	2	0	0	12
INTIMIDATION /OTHER CRIMINAL THREAT	1	1	4	8	5	4	5	3	31
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	0	0	0	0	5	0	0	5
MINOR IN POSSESSION	1	1	2	5	9	11	6	0	35
MINOR IN POSSESSION - TOBACCO	0	0	0	0	0	1	1	0	2
MOTOR VEHICLE THEFT	2	0	0	0	0	2	4	1	9
OTHER	9	7	2	3	2	5	5	6	39
PROPERTY RECOVER FOR OTHER AGENCY	0	1	0	0	0	2	1	1	5
RECKLESS DRIVING	2	1	2	1	2	3	1	2	14
RECKLESSLY ENDANDERING	1	2	1	1	4	5	0	0	14
RESTRAINING ORDER VIOLATION	1	1	1	0	1	1	0	0	5
ROBBERY - BUSINESS	0	0	0	0	1	0	0	2	3
ROBBERY - HIGHWAY	1	1	0	1	0	0	0	0	3
ROBBERY - OTHER	1	0	2	0	3	0	0	0	6
ROBBERY - RESIDENCE	0	0	0	0	0	1	0	0	1

# Woodburn Police Department

## MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
<b>RUNAWAY</b>	3	3	3	4	2	8	1	1	<b>25</b>
<b>SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY</b>	0	0	0	0	0	0	1	0	<b>1</b>
<b>SEX CRIME - EXPOSER</b>	0	0	0	0	1	0	1	0	<b>2</b>
<b>SEX CRIME - INCEST</b>	0	0	0	1	0	0	0	0	<b>1</b>
<b>SEX CRIME - MOLEST (PHYSICAL)</b>	0	1	0	0	1	1	0	0	<b>3</b>
<b>SEX CRIME - OTHER</b>	0	0	0	0	1	0	0	0	<b>1</b>
<b>SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL</b>	0	0	0	0	0	0	0	1	<b>1</b>
<b>STALKER</b>	0	0	0	2	0	0	0	0	<b>2</b>
<b>STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING</b>	0	0	0	0	0	1	0	0	<b>1</b>
<b>THEFT - BICYCLE</b>	0	0	2	0	1	0	0	2	<b>5</b>
<b>THEFT - BUILDING</b>	0	1	0	2	0	1	0	2	<b>6</b>
<b>THEFT - FROM MOTOR VEHICLE</b>	1	0	0	1	2	0	1	0	<b>5</b>
<b>THEFT - OTHER</b>	9	2	5	8	4	8	1	1	<b>38</b>
<b>THEFT - SHOPLIFT</b>	26	26	8	14	10	10	11	13	<b>118</b>
<b>TRAFFIC VIOLATIONS</b>	7	16	6	24	8	4	11	0	<b>76</b>
<b>TRESPASS</b>	5	8	16	10	5	13	8	2	<b>67</b>
<b>UNAUTHORIZED ENTRY INTO MOTOR VEHICLE</b>	0	0	0	1	2	1	1	2	<b>7</b>
<b>VANDALISM</b>	29	0	0	0	5	21	19	3	<b>77</b>
<b>VEHICLE RECOVERD FOR OTHER AGENCY</b>	3	0	0	0	0	1	0	0	<b>4</b>
<b>WEAPON - CARRY CONCEALED</b>	3	1	3	1	0	1	0	2	<b>11</b>
<b>WEAPON - EX FELON IN POSSESSION</b>	1	0	1	0	0	2	1	0	<b>5</b>
<b>WEAPON - POSSESS ILLEGAL</b>	1	0	5	2	0	1	0	2	<b>11</b>
<b>WEAPON - SHOOTING IN PROHIBITED AREA</b>	0	0	0	1	0	0	0	0	<b>1</b>

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
<b>2015 Total</b>	<b>206</b>	<b>157</b>	<b>155</b>	<b>187</b>	<b>166</b>	<b>249</b>	<b>200</b>	<b>139</b>	<b>1,459</b>
<b>2014 Total</b>	<b>139</b>	<b>120</b>	<b>127</b>	<b>126</b>	<b>146</b>	<b>171</b>	<b>179</b>	<b>316</b>	<b>1324</b>
<b>2013 Total</b>	<b>188</b>	<b>165</b>	<b>135</b>	<b>96</b>	<b>217</b>	<b>224</b>	<b>109</b>	<b>137</b>	<b>1271</b>



# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2015

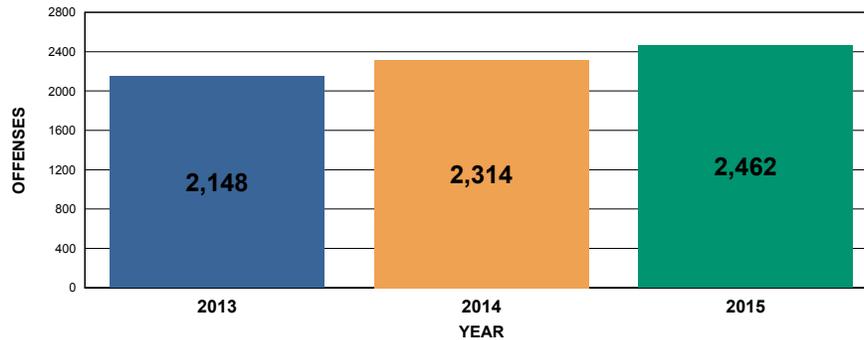
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
AGGRAVATED ASSAULT	1	3	3	5	4	1	0	3	20
ANIMAL CRUELTY	0	0	0	1	0	1	2	1	5
ANIMAL ORDINANCES	0	0	0	0	2	0	2	2	6
ARSON	1	0	1	0	2	2	1	2	9
ASSAULT SIMPLE	9	9	9	8	14	19	13	14	95
ATTEMPTED MURDER	0	0	0	0	0	0	1	0	1
BURGLARY - BUSINESS	1	3	1	0	3	1	9	6	24
BURGLARY - OTHER STRUCTURE	4	2	2	2	1	1	0	0	12
BURGLARY - RESIDENCE	6	5	4	8	2	9	6	11	51
CHILD NEGLECT	0	1	0	1	1	0	2	0	5
CITY ORDINANCE	0	0	0	0	1	0	0	0	1
COMPUTER CRIME	0	0	0	0	0	1	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	16	10	5	17	10	10	16	11	95
CRIMINAL MISTREATMENT	0	0	0	1	0	0	0	0	1
CURFEW	1	1	0	1	3	3	5	1	15
CUSTODY - DETOX	0	1	0	0	0	1	1	0	3
CUSTODY - MENTAL	7	3	8	9	4	9	7	3	50
CUSTODY - PROTECTIVE	0	0	0	0	0	0	1	1	2
DISORDERLY CONDUCT	5	3	4	8	9	11	10	7	57
DRIVING UNDER INFLUENCE	10	8	7	11	10	8	7	7	68
DRUG LAW VIOLATIONS	15	9	11	8	4	23	17	9	96
DWS/REVOKED - FELONY	0	0	1	0	1	0	0	0	2
DWS/REVOKED-MISDEMEANOR	1	3	1	2	2	1	1	0	11
ELUDE	0	2	1	0	1	1	2	0	7
EMBEZZLEMENT	0	0	0	1	0	0	0	0	1
ESCAPE FROM YOUR CUSTODY	0	0	0	0	1	0	0	0	1
EXPLOSIVES	0	0	0	0	0	0	0	1	1
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0	1	1
FAIL TO DISPLAY OPERATORS LICENSE	2	1	1	2	2	0	0	0	8
FAILURE TO REGISTER AS SEX OFFENDER	0	0	0	0	0	0	1	0	1
FORCIBLE RAPE	1	0	2	0	1	2	0	0	6
FORGERY/COUNTERFEITING	3	5	3	6	6	5	3	2	33
FRAUD - BY DECEPTION/FALSE PRETENSES	2	1	1	1	1	2	1	2	11
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	2	0	3	1	2	4	3	1	16
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	0	0	1	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	35	23	29	19	21	24	17	35	203
FURNISHING	0	0	0	0	0	2	0	0	2
GARBAGE LITTERING	0	0	0	0	0	0	3	0	3
HIT AND RUN FELONY	1	0	0	1	0	1	2	0	5
HIT AND RUN-MISDEMEANOR	9	10	11	6	12	14	14	15	91
IDENTITY THEFT	2	6	10	10	7	3	0	2	40
INTIMIDATION /OTHER CRIMINAL THREAT	4	2	3	5	6	8	4	4	36
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	1	0	0	0	1	0	0	2
MINOR IN POSSESSION	1	1	2	3	4	5	3	0	19
MINOR IN POSSESSION - TOBACCO	0	0	0	0	0	1	1	0	2
MISCELLANEOUS	4	7	7	5	4	7	8	7	49
MOTOR VEHICLE THEFT	15	4	1	6	11	8	10	10	65
OTHER	9	6	4	2	4	7	6	6	44
PROPERTY - FOUND LOST MISLAID	2	1	1	3	3	2	5	4	21
PROPERTY RECOVER FOR OTHER AGENCY	0	2	0	0	0	3	0	0	5
RECKLESS DRIVING	2	2	3	1	3	3	1	2	17
RESTRAINING ORDER VIOLATION	1	2	1	0	2	1	0	0	7
ROBBERY - BUSINESS	0	0	0	0	1	0	0	2	3
ROBBERY - HIGHWAY	1	1	1	0	0	0	0	0	3
ROBBERY - OTHER	2	1	0	1	2	3	1	0	10
ROBBERY - RESIDENCE	0	0	0	0	1	0	0	0	1
RUNAWAY	8	10	11	13	7	8	4	1	62

# Woodburn Police Department

## MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	2	0	2	4
SEX CRIME - EXPOSER	0	0	0	0	1	0	1	0	2
SEX CRIME - FORCIBLE SODOMY	0	0	1	0	0	2	0	1	4
SEX CRIME - INCEST	1	0	0	0	1	0	0	0	2
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	0	2	1	0	2	9
SEX CRIME - NON FORCE SODOMY	0	0	0	0	0	0	0	1	1
SEX CRIME - NON-FORCE RAPE	0	0	0	0	0	3	0	2	5
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	1	0	0	0	0	0	0	0	1
STALKER	0	0	0	1	0	1	0	0	2
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	0	0	0	0	3	0	0	4
THEFT - BICYCLE	2	3	3	0	4	2	2	4	20
THEFT - BUILDING	4	8	1	4	1	6	10	8	42
THEFT - FROM MOTOR VEHICLE	9	13	11	19	20	9	8	10	99
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	1	1	0	4	2	4	2	16
THEFT - OTHER	22	18	18	23	15	25	16	5	142
THEFT - PICKPOCKET	0	1	0	0	0	0	0	0	1
THEFT - PURSE SNATCH	0	0	0	2	0	1	1	0	4
THEFT - SHOPLIFT	30	22	16	19	16	13	18	14	148
TRAFFIC VIOLATIONS	13	16	9	28	17	10	13	8	114
TRESPASS	5	6	10	6	5	11	6	3	52
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	11	8	2	13	7	6	9	8	64
VANDALISM	65	20	35	22	16	38	46	32	274
VEHICLE RECOVERD FOR OTHER AGENCY	2	3	0	1	4	2	2	0	14
WEAPON - CARRY CONCEALED	2	1	4	0	0	1	0	2	10
WEAPON - EX FELON IN POSSESSION	1	0	1	0	0	3	1	0	6
WEAPON - POSSESS ILLEGAL	1	0	4	2	1	1	0	1	10
WEAPON - SHOOTING IN PROHIBITED AREA	0	0	2	1	1	0	0	1	5
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
<b>2015 Total</b>	<b>357</b>	<b>270</b>	<b>271</b>	<b>309</b>	<b>290</b>	<b>359</b>	<b>327</b>	<b>279</b>	<b>2,462</b>
<b>2014 Total</b>	<b>280</b>	<b>263</b>	<b>255</b>	<b>272</b>	<b>316</b>	<b>277</b>	<b>332</b>	<b>319</b>	<b>2,314</b>
<b>2013 Total</b>	<b>327</b>	<b>266</b>	<b>265</b>	<b>179</b>	<b>302</b>	<b>280</b>	<b>225</b>	<b>304</b>	<b>2,148</b>

Offenses / Year



# Woodburn Police Department

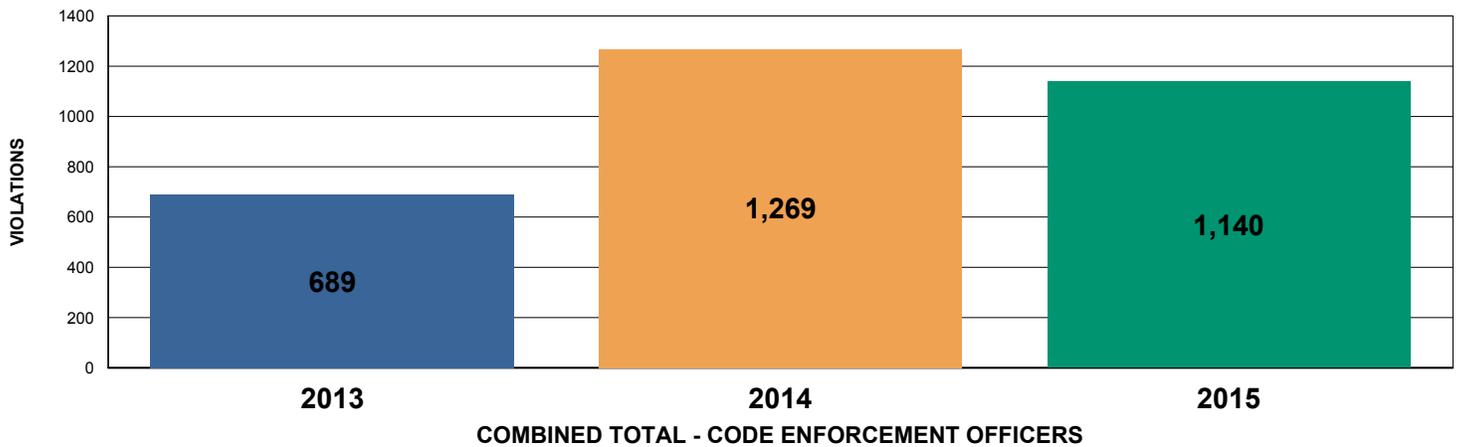
## ORDINANCE VIOLATIONS

### JANUARY - DECEMBER 2015

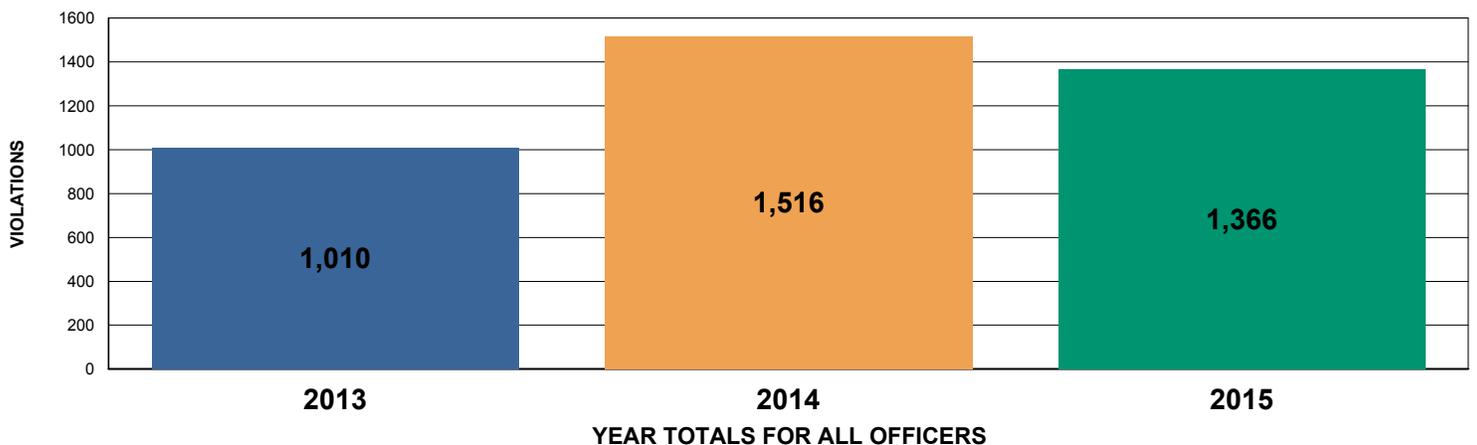
9/21/2015

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Total
Animal Complaint	49	30	36	48	53	52	80	56	<b>404</b>
Ordiinance - Abate/Nuisances	2	4	1	0	2	2	4	7	<b>22</b>
Ordinance - Abandoned Vehicles	9	16	12	16	11	6	14	23	<b>107</b>
Ordinance - Abate Graffiti	48	14	25	9	1	7	23	16	<b>143</b>
Ordinance - Land Use Violations	0	2	2	0	0	0	1	2	<b>7</b>
Ordinance - Oth Violation	28	70	78	64	60	49	54	48	<b>451</b>
Ordinance - Tall Grass	0	0	0	1	136	81	9	5	<b>232</b>
<b>2015 Total</b>	<b>136</b>	<b>136</b>	<b>154</b>	<b>138</b>	<b>263</b>	<b>197</b>	<b>185</b>	<b>157</b>	<b>1,366</b>
<b>2014 Total</b>	<b>116</b>	<b>122</b>	<b>189</b>	<b>193</b>	<b>342</b>	<b>193</b>	<b>177</b>	<b>184</b>	<b>1,516</b>
<b>2013 Total</b>	<b>72</b>	<b>89</b>	<b>102</b>	<b>143</b>	<b>189</b>	<b>126</b>	<b>141</b>	<b>148</b>	<b>1,010</b>

### Ordinance Violations / Code Enforcement Officers



### Ordinance Violations / Year





# Agenda Item

September 28, 2015

TO: Honorable Mayor and City Council  
FROM: Scott C. Derickson, City Administrator  
SUBJECT: **Global Inclusion Advisory Committee**

**RECOMMENDATION:**

It is recommended that the City Council take appropriate action on the attached Resolution creating the Global Inclusion Advisory Committee.

**BACKGROUND:**

During the City Council's March 7, 2015 Goal Setting Session, one of the priority goals identified by the City Council was the creation of a Global Inclusion Advisory Committee (GIAC). Later, the City Council formally adopted this goal during the April 13, 2015 Regular City Council Meeting. Once the goal was established, both the City Council and Budget Committee approved a GIAC budget of \$5,000 effective July 1, 2015 intended to fund an unidentified project, or community effort, once the committee was established and running.

On July 31, the City Council was provided a draft Resolution outlining the establishment, mission and membership of the proposed GIAC in advance of this formal Council consideration. At the time, the City Administrator asked that Councilors review the draft Resolution and provide individual feedback on the Resolution. No Councilor feedback was received.

In terms of membership, the draft Resolution identifies the following:

- ✓ Between one (1) and fifteen (15) community members.
- ✓ Woodburn's Mayor, or the Mayor's designee.
- ✓ One (1) City Councilor.
- ✓ The Woodburn City Administrator, or the City Administrator's designee.

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Agenda Item Review: City Administrator  City Attorney  Finance

- ✓ Woodburn's Chief of Police.
- ✓ The Assistant City Administrator.
- ✓ The Director of Economic Development.
- ✓ Woodburn's Community Relations Officer.

The Council's reasoning and purpose for establishing an advisory committee, as discussed during the March goal setting session, is summarized as being:

- ✓ Woodburn's rich cultural heritage and diverse community has proved that communities and people can flourish when our different experiences, talents and cultures are focused on strengthening our community, building friendships and respecting our heritage.
- ✓ The citizens of Woodburn honor the courage, hard work and values of all people who helped build our community and ensure that Woodburn would be passed to future generations better and stronger than before.
- ✓ As a responsible City government committed to democratic principles and community service, the City of Woodburn seeks to identify, understand and respect the values, perspectives and attitudes of the entire community.
- ✓ Woodburn continuously strives to provide cost efficient, effective and accessible services to the community based on the community's needs and expectations.
- ✓ Woodburn seeks input and recommendations from community members about the quality, effectiveness, efficiency and accessibility of City services. The City uses many different strategies for soliciting public input including the creation of committees.

**DISCUSSION:**

The City Council specifically discussed opportunities that exist for enhancing Woodburn's outreach, communication and participation levels within our community's diverse demographic. These Council ideas have been incorporated into the GIAC mission, and is identified as the following:

- ✓ Specifically identifying cultural barriers that limit access to City services and/or programs such as law enforcement, youth programs, business development, etc.
- ✓ Identifying “gaps” in programs and/or services needed in our community, making recommendations for addressing those service opportunities.
- ✓ Provide advice on improving access to City services and programs.
- ✓ Increasing the effectiveness of Woodburn’s community outreach efforts.
- ✓ Increasing community participation.
- ✓ Develop recommendations on how to build stronger community connectivity or how to better bring diverse cultures together in an effort to strengthen our community.

**FINANCIAL IMPACT:**

The FY 2015/16 Budget allocates \$5,000 for a GIAC project.

**COUNCIL BILL NO. 2989**

**RESOLUTION NO. 2067**

**A RESOLUTION CONCERNING THE CITY OF WOODBURN'S INTEREST IN ESTABLISHING THE GLOBAL INCLUSION ADVISORY COMMITTEE; SPECIFYING GUIDING PRINCIPLES AND; PROVIDING MEMBERSHIP COMPOSITION**

**WHEREAS**, the Woodburn City Council has determined that the establishment of the Global Inclusion Advisory Committee ("the GIAC") will benefit the residents of the community, Woodburn's City government and the City Council; and

**WHEREAS**, the establishment of the GIAC was identified as a 2015-16 priority goal by the City Council; and

**WHEREAS**, Woodburn's rich cultural heritage and diverse community has proved that communities and people can flourish when our different experiences, talents and cultures are focused on strengthening our community, building friendships and respecting our heritage; and

**WHEREAS**, the citizens of Woodburn honor the courage, hard work and values of all people who helped build our community and ensure that Woodburn would be passed to future generations better and stronger than before; and

**WHEREAS**, as a responsible City government committed to democratic principles and community service, the City of Woodburn seeks to identify, understand and respect the values, perspectives and attitudes of the entire community; and

**WHEREAS**, Woodburn continuously strives to provide cost efficient, effective and accessible services to the community based on the community's needs and expectations; and

**WHEREAS**, Woodburn seeks input and recommendations from community members about the quality, effectiveness, efficiency and accessibility of City services. The City uses many different strategies for soliciting public input including the creation of committees; and

**WHEREAS**, the Woodburn City Charter provides the Mayor with the ability to appoint volunteer committee and commissioner positions with the consent of the City Council; and

**WHEREAS**, the Woodburn City Charter further provides that the City Administrator is the administrative head of the City responsible for overseeing the day to day operations of the City departments, services, programs and community outreach efforts and takes advice from various committees and groups; **NOW, THEREFORE**,

**THE CITY OF WOODBURN RESOLVES AS FOLLOWS:**

**Section 1. Establishment.** The GIAC is hereby established to assist the City Council and City Administrator in an advisory capacity as provided herein.

**Section 2. Guiding Principles.** The following principles will guide the GIAC in its efforts to assist the City Council and the City Administrator:

- A. Improve understandings of Woodburn’s diverse cultural values, expectations, needs and demographics of those living in our community;
- B. Specifically identifying cultural barriers that limit access to City services and/or programs such as law enforcement, youth programs, business development, etc.;
- C. Identifying “gaps” in programs and/or services needed in our community, making recommendations for addressing those service opportunities;
- D. Provide advice on improving access to City services and programs;
- E. Increasing the effectiveness of Woodburn’s community outreach efforts;
- F. Increasing community participation;
- G. Develop recommendations on how to build stronger community connectivity or how to better bring diverse cultures together in an effort to strengthen our community; and
- H. Other topics as requested by the City Administrator;
- I. From time to time, and as requested by the City Administrator, the GIAC will provide a written memorandum describing the GIAC’s recommendations, suggestions and ideas related to fulfilling their role.

**Section 3. Authority.** The GIAC is an advisory committee and shall have no authority over the City's day-to-day operations, adoption or implementation of City policies, programs, departments, staff, budgets or the City Administrator's Office. Recommendations, suggestions or ideas of the GIAC shall be strictly advisory and non-binding.

**Section 4. Representation.** Neither the GIAC, nor individual appointed members of the GIAC, are authorized to represent the City of Woodburn in any official capacity without obtaining the written permission of the City Council or the City Administrator.

**Section 5. Appointments.** Members of the GIAC shall be appointed by the Mayor, with the consent of the City Council, for a term of one year unless otherwise extended or shortened by the Mayor, City Council or City Administrator. Members interested in serving on the GIAC shall submit a completed *Application for Commission/Committee/Board Member Form* to the City Administrator's Office.

**Section 6. Membership.** The GIAC will consist of:

- A. Between one (1) and fifteen (15) community members, including the following;
- B. Woodburn's Mayor, or the Mayor's designee;
- C. One (1) City Councilor;
- D. The Woodburn City Administrator, or the City Administrator's designee;
- E. Woodburn's Chief of Police;
- F. The Assistant City Administrator;
- G. The Director of Economic Development; and
- H. Woodburn's Community Relations Officer.

**Section 7. Chair.** The Mayor will appoint the GIAC's Chair for a duration deemed appropriate. The Chair will preside over meetings, facilitate discussion and assist in formulating recommendations to the City Council or the City Administrator. City employees are not eligible to serve as Chair.

**Section 8. Sub-Committees.** Subcommittees focused on specific topics and/or issues may be formed at the direction of the GIAC's Chair or the City Administrator.

**Section 9. Meeting Notices, Agendas & Minutes.** The City Administrator through the City Recorder is responsible for developing and providing meeting notices, agendas and meeting minutes.

**Section 10. Meeting Schedule.** Meetings may be scheduled monthly, or as otherwise deemed appropriate by the GIAC's Chair or City Administrator at a time and date deemed appropriate by the GIAC. Meeting locations will be determined by the City Administrator's Office.

**Section 11. Quorum.** Because the GIAC is advisory in nature, no quorum shall be required for the GIAC to meet, discuss or provide advice or recommendations to the City Council or the City Administrator.

Approved as to form: \_\_\_\_\_  
City Attorney Date

Approved: \_\_\_\_\_  
Kathryn Figley, Mayor

Passed by the Council \_\_\_\_\_

Submitted to the Mayor \_\_\_\_\_

Approved by the Mayor \_\_\_\_\_

Filed in the Office of the Recorder \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon



# Agenda Item

September 28, 2015

TO: Honorable Mayor and City Council

FROM: Scott C. Derickson, City Administrator

SUBJECT: **Utility Assistance Program**

**RECOMMENDATION:**

Authorize the City Administrator, via a motion, to execute an agreement with Mid-Willamette Valley Community Action Agency (MWVCAA) to administer a utility assistance program.

**BACKGROUND:**

In past years, there has been discussion regarding the City’s ability to provide assistance to indigent utility account holders that are in jeopardy of having services cut due to lack of payment. For a variety of reasons, the City faces challenges in providing both the staffing and programmatic guidelines needed to assist those residents at risk of losing utility services. Often, staff finds that residents struggling to maintain utility services also face other challenges that are outside the City’s ability to address.

As a result, the City is working with MWVCAA as a referral service that Woodburn residents can, at the recommendation of City staff, seek assistance from when utility services are in jeopardy. MWVCAA has the ability to provide a wide range of social and economic assistance including referrals to other service providers depending on individual needs.

The cost of the agreement, which is included in the current year budget is \$5,000, which will exclusively service local referrals and be used to settle delinquent accounts.

**DISCUSSION:**

The Finance Department has researched similar programs in other Oregon cities. MWVCAA is a nonprofit corporation that has for some time administered a similar utility assistance program in the City of Monmouth. Utility assistance would be available to qualified applicants for all City provided utilities and could be

Agenda Item Review: City Administrator  City Attorney  Finance

received only by Woodburn residents. Criteria established for the utility assistance is as follows:

- Applicant resides in the City of Woodburn;
- Assistance is one time per household per year;
- Show that an inability to pay is caused by an unforeseen emergency (job loss, illness, etc.) and is not an ongoing problem;
- Reasonable assurance that all other sources of assistance have been exhausted;
- Demonstrate that the household has sufficient income to prevent this emergency from reoccurring;
- Have a shut-off notice or other past-due notice for utility-related fees;
- Pay only amount needed to avoid shut-off or pay past-due fees;
- Able to verify income for the past 30 days; and
- Income is at or below 150% of the Department of Health and Human Services' poverty levels.

**FINANCIAL IMPACT:**

If approved by the City Council, the financial impact would be \$5,000.



# Agenda Item

September 28, 2015

TO: Honorable Mayor and City Council through City Administrator

FROM: Jim Hendryx, Economic and Development Services Director;  
Kate Foster, Associate Planner

SUBJECT: **Director Approval of a Residential Architectural Standards  
Substitution; File Number RSS 2015-01, Located at 1602 Granite Drive**

## **RECOMMENDATION:**

No action is recommended. This item is placed before the Council for informational purposes, in compliance with the Woodburn Development Ordinance Section 4.02.02. The Council may call up this item for review if it desires.

## **BACKGROUND:**

The WDO allows up to three architectural standards to be substituted, pursuant to Section 5.02.02. The substituted materials or design must still meet the overall intent of the Ordinance.

The two standards for which substitutions were requested in order to place a manufactured home on the lot were: WDO 3.07.02 E.1., the main pedestrian entrance, and G., the multi-articulated roof line on the front of the dwelling. The substitutions are necessary because the lot is narrow but long. Therefore, the manufactured home must be placed sideways on the lot, which turns the main pedestrian entrance and view of the roof line 90 degrees away from the street, instead of facing the street as required. The Director approved the decision on September 16, 2015 without conditions. Building permits are pending for the development.

## **DISCUSSION:**

None.

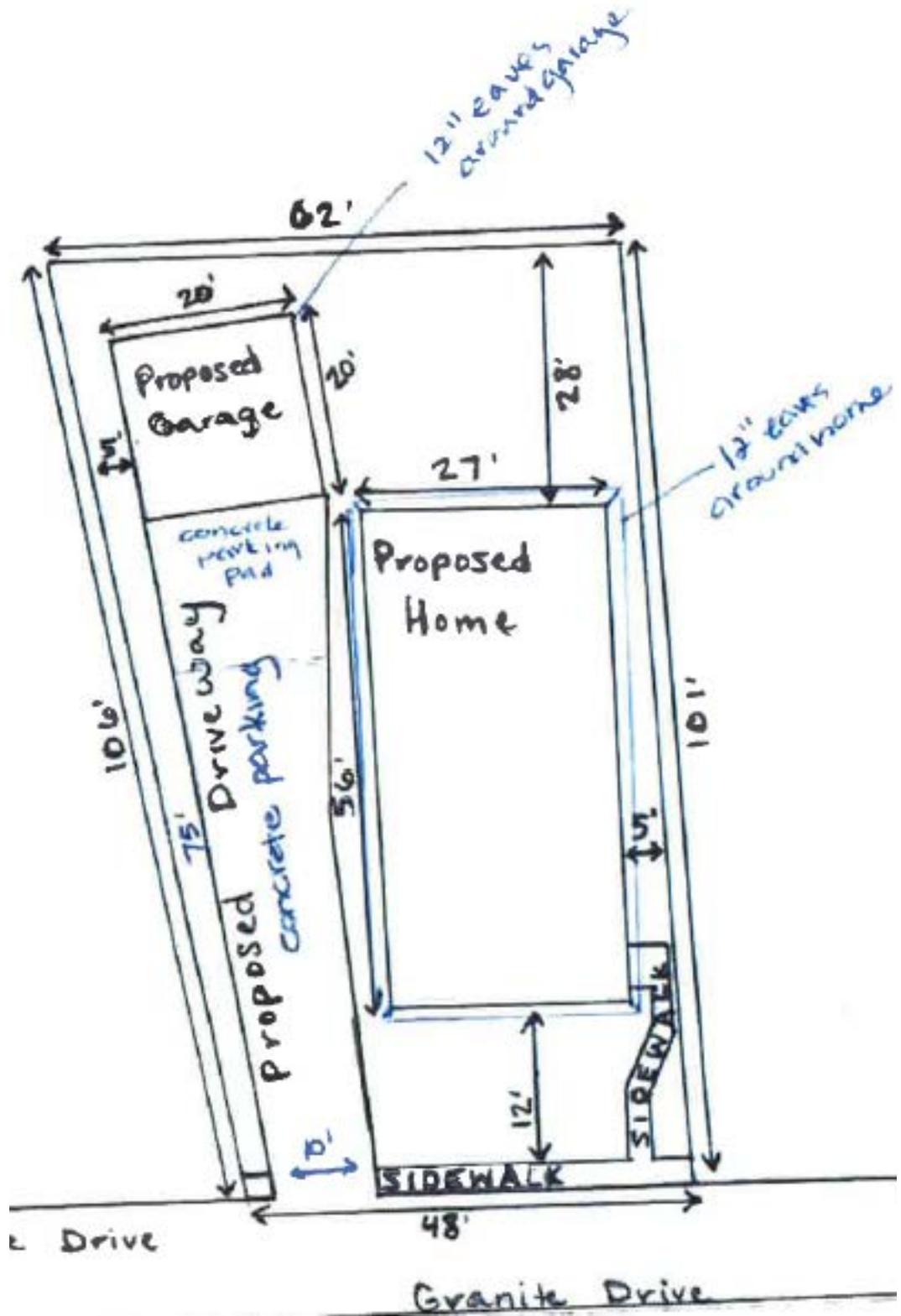
## **FINANCIAL IMPACT:**

The decision is anticipated to have no public sector financial impact.

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Agenda Item Review: City Administrator  City Attorney  Finance





September 28, 2015

TO: Honorable Mayor and City Council

FROM: Jim Row, Assistant City Administrator

SUBJECT: **Review and Discussion of the City Council's Goal to Standardize City Signage**

**RECOMMENDATION:**

That the City Council conduct a workshop to review and discuss the FY 15/16 City Council goal to standardize parks, facility, and "gateway" signage throughout the City. It is further recommended that the Council provide direction to staff that will guide their efforts to bring potential projects to the Council that will accomplish this goal.

**BACKGROUND:**

The Council's FY 15/16 Goals included developing a plan to standardize City park, facility, and "gateway" signage throughout the City. The City currently has a significant amount of variety in the types and styles of signage currently in use. During the goal setting session that was conducted in March 2015, the City Council expressed a desire to create a system of more uniform and attractive signage.

**DISCUSSION:**

Staff has conducted an inventory of signage currently in place throughout the City. It has been determined that, in terms of style and aesthetics, there is a wide variety of signage currently in use throughout the City. Staff is seeking direction from the City Council with regard to the direction it would like to take with its efforts to standardize signage, since the scope of the project could vary significantly depending on the number and types of signs it desires to address.

**FINANCIAL IMPACT:**

\$30,000 has been allocated for this project in the FY 15/16 General Fund Budget.

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Agenda Item Review: City Administrator  City Attorney  Finance

# Sign Standardization Project

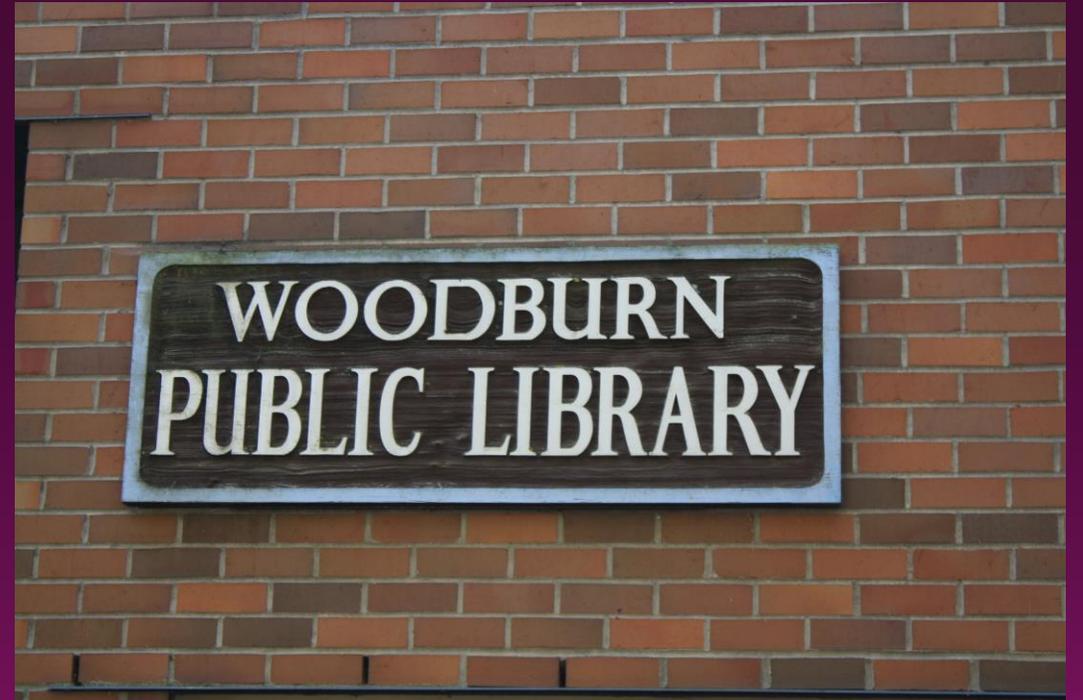


2015-16 Council Goal

# In March 2015, City Council Identified a Goal to Create A System of Attractive, Uniform Signage



# Inventory Revealed Significant Variety in Styles and Quality of Signage in Use



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Park Signage



# Parks Without Signage

- Downtown Plaza
- Heritage Park
- Library Park
- North Front Street Park



# Facility Signage



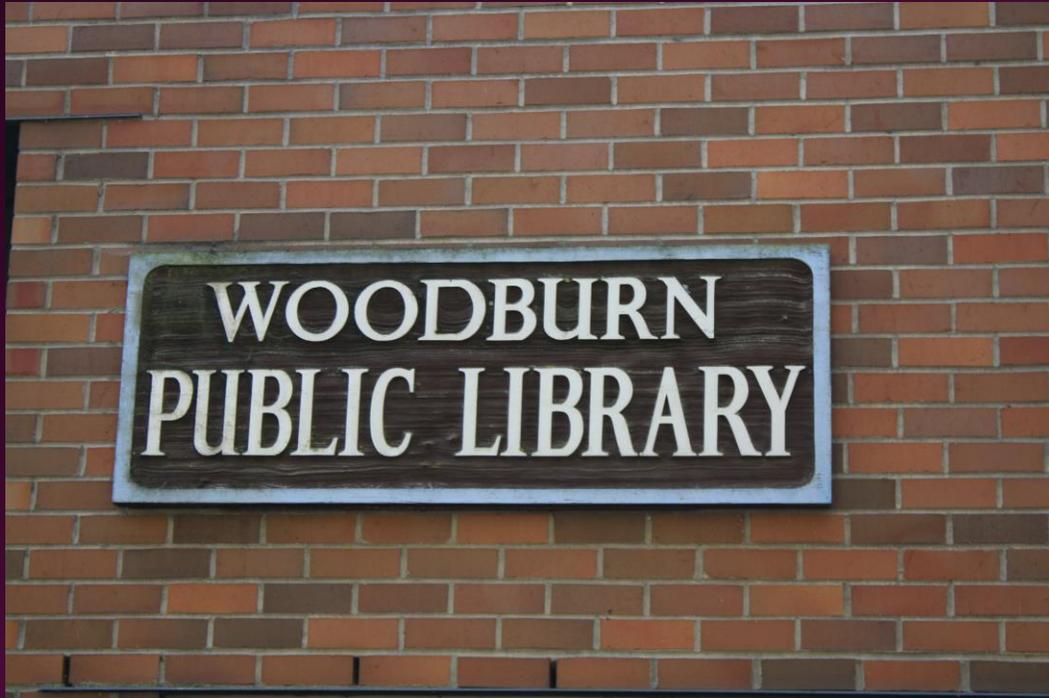
# Facility Signage



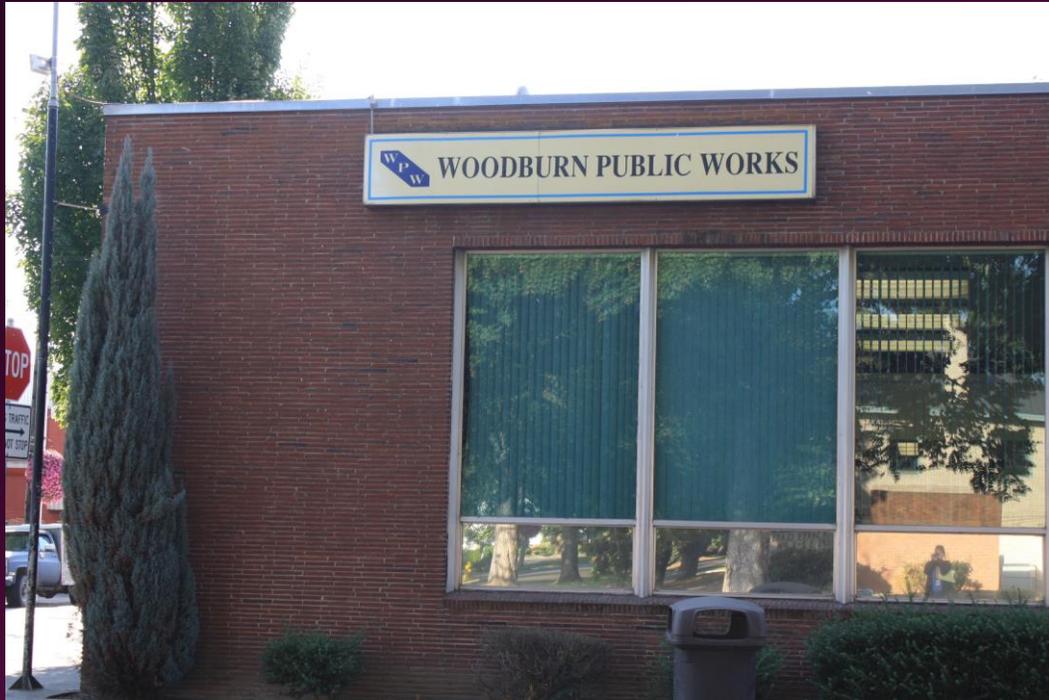
# Facility Signage



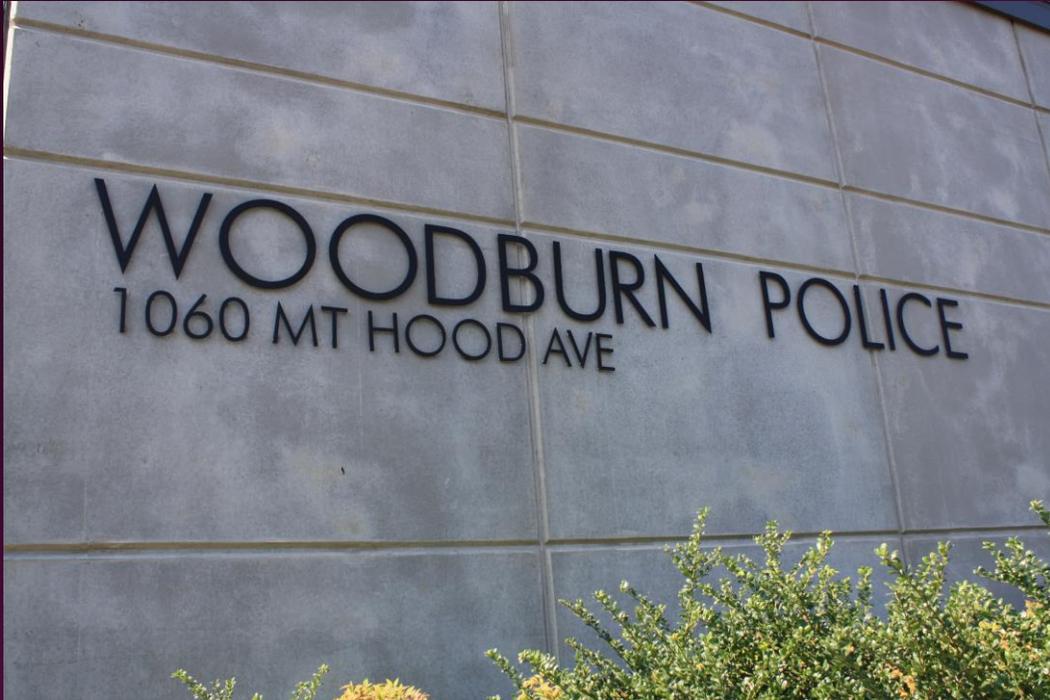
# Facility Signage



# Facility Signage



# Facility Signage



# Facility Signage



# Gateway Signs



# Next Steps?

- Determine Scope of Project
- Staff to Return with Concepts
- \$30,000 available in FY 15/16 Budget