

**COUNCIL MEETING MINUTES
MAY 23, 2016**

DATE VALOR MIDDLE SCHOOL LIBRARY, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MAY 23, 2016

CONVENED The meeting convened at 7:00 p.m. with Council President Lonergan presiding.

ROLL CALL

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

Staff Present: City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Police Chief Ferraris, Economic and Development Services Director Hendryx, Finance Director Head, Public Works Director Scott, Captain Alexander, Code Enforcement Officer Weathermon, Community Relations Manager Gutierrez-Gomez, Communications Coordinator Horton, City Recorder Pierson

0:00 **ANNOUNCEMENTS**

City Hall, the Library and the Transit System will be closed Monday, May 30th in observance of Memorial Day. The Aquatic Center will be open from 5:30am – 8pm and will be having a BBQ at the pool from 11am – 3pm which is included with general admission.

0:01 **COMMUNITY/GOVERNMENT ORGANIZATIONS**

Woodburn School District – Chuck Ransom, Woodburn School District Superintendent, provided an update on School District activities, accomplishments, and events.

0:17 **PRESENTATION**

Good Neighbor Program – Police Chief Ferraris provided information on the City’s Good Neighbor program and announced that the Community Service Officers will be going out into neighborhoods on June 4th and June 18th to provide information to residents and answer questions. Community Service Officer Weathermon provided information on code enforcement activities throughout the City.

EcoNorthwest – Nick Popenuk of EcoNorthwest provided information on the City’s Urban Renewal Plan and Urban Renewal’s ability to fund new projects.

1:16 **COMMUNICATIONS**

Council President Lonergan read a letter from Tyler Franke of the Woodburn Independent.

1:17 **CONSENT AGENDA**

- A. Woodburn City Council minutes of May 9, 2016,
- B. Woodburn City Council Executive Session minutes of May 9, 2016,
- C. Crime Statistics through April 2016

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Carney/Morris... adopt the Consent Agenda. The motion passed unanimously.

1:19 **COUNCIL BILL NO. 3005 - A RESOLUTION AUTHORIZING APPLICATION FOR A TRANSPORTATION AND GROWTH MANAGEMENT GRANT FROM THE STATE OF OREGON** **Carney** Introduced Council Bill No. 3005. Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Council President Lonergan declared Council Bill No. 3005 duly passed.

1:20 **ACCEPTANCE OF A PUBLIC UTILITY EASEMENT AT 278 BRADLEY STREET, WOODBURN, OR 97071 (TAX LOT 051W18CA06300)** **Carney/Morris...** accept the Public Utility Easement for City water facilities granted by Leticia Pena Bravo and Josefina Equihua Bravo, property owners of 278 Bradley Street, Woodburn, OR 97071 (Tax Lot 051W18CA06300). The motion passed unanimously.

1:21 **INTERGOVERNMENTAL AGREEMENT WITH MARION COUNTY FOR EMERGENCY MANAGEMENT SERVICES** Communications Coordinator Horton provided a staff report. Councilor Alonso Leon stated that she would like to learn what the Councils roll is during an emergency situation. **Ellsworth/Alonso Leon...** authorize the City Administrator to sign the enclosed Intergovernmental Agreement (IGA) with Marion County for Emergency Management Services. The motion passed unanimously.

1:35 **APPOINTMENT OF COUNCILOR ROB CARNEY AS CITY COUNCIL LIAISON TO THE WOODBURN YOUTH ADVISORY BOARD AND LEGISLATIVE WORK GROUP ON YOUTH EMPLOYMENT** City Administrator Derickson provided a staff report. **Morris/Alonso Leon...** appoint Councilor Rob Carney as the City Council liaison to the Woodburn Youth Advisory Board and city representative on the Legislative Work Group on Youth Workforce.

1:36 **CITY ADMINISTRATOR'S REPORT** City Administrator Derickson announced that there has been discussion about having a Council meeting at one of the parks with a BBQ to follow. Council was in support of the idea.

1:37 **MAYOR AND COUNCIL REPORT** Councilor Ellsworth stated that she attended the Pamplin Woodburn Amazing Kids celebration at Chemeketa and added that she is proud of the youth in Woodburn. Councilor Morris stated that the planters by the high school look outstanding. He also stated that he is interested in the tiny house craze but the WDO does not allow it. He wondered if the Planning Commission could take a look at it. Councilor Alonso Leon stated that she attended the migrant school celebration and addressed the audience and spoke about her experience growing up as a migrant student and her experience as a City Councilor. She added that a parent shared their concern about the congestion in front of Valor Middle School. City Administrator Derickson stated that he believes the congestion is pretty short in duration before and after school. Councilor Lonergan thanked Mr. Ransom for hosting the City Council meeting.

1:46 **ADJOURNMENT** **Morris/Ellsworth...** meeting be adjourned. The motion passed unanimously. The meeting adjourned at 8:47 p.m.

**COUNCIL MEETING MINUTES
MAY 23, 2016**

APPROVED _____
KATHRYN FIGLEY, MAYOR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

City of Woodburn
Recreation and Park Board Minutes
 May 10, 2016 • 5:30 p.m.



1. **CALL TO ORDER**

5:31pm

2. **ROLL CALL**

Position I	Ricardo Rodrigues, Member (12/18)	Present
Position II	Hunter Conlin, Student Member (12/16)	Present
Position III	Joseph Nicoletti, Board Secretary (12/17)	Present
Position IV	Eric Swenson, Member (12/19)	Vacant
Position V	Chris Lassen, Member (12/17)	Present
Position VI	Ardis Knauf, Member (12/16)	Present
Position VII	David Piper, Board Chair (12/18)	Present
Staff	Kristin Wierenga	Present
Staff	Josh Udermann	Present

3. **APPROVAL OF MINUTES**

Recreation and Park Board Minutes from April 12, 2016 unanimously approved. (Lassen, Knauf)

4. **BUSINESS FROM THE AUDIENCE**

None.

5. **NEW BUSINESS**

- a. Council Park Presentation
 - A. Wierenga gave a presentation to council last night on the master plan and updated CIP list. Lassen and Knauf attended. Knauf mentioned she was glad the Centennial Park Playground was mentioned during the presentation and that everyone seemed excited about the project.
- b. Wyffels Park Wetland Trail Grant Application Update
 - A. Wierenga explained it was a quick turnaround to write the grant and thanked the board for their review and support via email. Piper mentioned he was glad staff applied for it as it could be an opportunity to be awarded unanticipated funding.
 - B. The project would fund an asphalt trail along the West side of the park and would restore the creek to a more natural wetland area along the East side of the park.
 - C. Staff will find out around the beginning of July if the grant was awarded.
- c. 2016-2017 Budget

- A. Wierenga mentioned she'd like to provide an annual budget presentation each year to the board and the budget packets received include documents that the budget committee approved on May 7. Wierenga and Udermann also provided an update on budget for FY16-17 and explained how to read the report and highlighted details.

6. **OLD BUSINESS**

- a. Fiesta Mexicana Update
 - A. Event has hit the sponsorship goal, which puts the event in the black by a minimal amount. Event is only 2.5 months away. There are lots of vendors signed up already, staff are working on the TV commercial with Univision and planning is starting to ramp up.
- b. Centennial Park Playground Grant Update
 - A. Equipment was removed prior to Monday and the contractor is in this week prepping the site to prepare for Saturday.
 - B. Community build is on Saturday with the first shift at 8am and second shift at 12:30pm.
 - C. Goal is to open on Wednesday of next week to the public.
- c. Centennial Park Splash Pad Grant Application Update
 - A. Presentations will take place June 2 and 3. Park board members are welcome to come. Wierenga explained that there will be an interview on Saturday to collect community feedback that will be edited into a video to show at the presentation to help sell the project to the selection committee.

7. **DIVISION REPORTS FROM DEPARTMENT**

- a. Aquatics

Financial Update

- A. Expenses – 22% increase, \$8332 (majority from spa replacement \$7750)
- B. Revenues – 19% increase, \$4281
- C. 55.4% cost recovery
- D. Attendance (4168 admittances, up 554 from last year)

Program Update

- E. Group Fitness – Great number 647 in attendance, dryland classes were up 50 for the month with new Zumba classes all starting to take off!
- F. Tuesday – Corina, Thursday – Gina, New instructor Monday- Wednesday- Martha, and addition of Thursday morning Aqua Z
- G. Zumba outside Cinco de Mayo on Settlemeyer tennis courts

Marketing/Other

- H. Very short staffed –
- I. I am lifeguarding shifts
- J. Cancel last two 4th grade lessons program schools
- K. Raised pay rate for 4th grade lessons instructor to \$14/hr with no success and no applicants for the position
- L. Reached out to a staffing agency – BDI Staffing in Salem, OR

b. Recreation

Youth Sports

- A. T-Ball & soccer are running currently with lots signed up.
- B. Tennis just started – 15 signed up, which is great and more than anticipated. Running the program differently than a typical league with more skill orientated games and scrimmages.

Adult Programs

- C. 10 participants going on the hot air balloon trip coming up.
- D. Crater Lake Trip taking a bus due to larger number of registrations, so far over 15 signed up.

Events

- E. Mother Son Event cancelled due to low numbers.
- F. July 4th next large event and planning is underway and going well.

Youth Advisory Board

- G. Helped with a ton of museum projects lately.
- H. Raised over \$3,000 this year so far, which is very exciting and more than last year.

Adult Sports

- I. Adult pickleball cancelled due to low numbers.
- J. Preparing for summer softball league, a new program this year.

Museum

- K. HVAC system installed, working well and just in time for summer.
- L. Submitting grant report for the Museum grant this week or next so it will be done and wrapped up.

c. Parks & Facilities

General Updates

- A. Lost 2 permanent positions recently. A crew of 3 permanent and 2 part time seasonal staff would be fully staffed.
- B. Trying to keep up on keeping weeds under control and the grass cut.

- C. In the spring/summer mode of 7 day a week service currently.

Spring Field Prep

- D. Baseball field and soccer fields getting a lot of use.

Centennial Park Playground Project

- E. All old equipment has been removed. Contractor is out there now preparing the site for install on May 14.
- F. May 14 install date. Sign up's happening online.
- G. Rotary grant and contribution for \$5,000 total.

Legion Park

- H. Partnership with Marion County to install fitness equipment along path. Will be 3 groupings of multiple pieces of equipment throughout the park along the trail.
- I. Equipment will possibly be installed most likely in June of this year. Equipment ordered and awaiting shipment.

8. **FUTURE BOARD BUSINESS**

None.

9. **BOARD COMMENTS**

- a. Lassen mentioned he was appointed to the planning commission and tonight will be his last night with the Park Board. Lassen thanked everyone for being dedicated and Piper thanked him for his service.
- b. Piper asked if the lighting on the tennis courts is operational and it would be nice to look into it. Piper mentioned several of the park pages have outdated photos and there's not a lot of amenity information on the pages and if you look through other City park pages, Woodburn's pages could use some updating. Wierenga agreed they could use some updating.
- c. Knauf added that the Mother Son event could be more of an activity instead of a dinner dance, such as a soccer game or some sort of physical event.
- d. Wierenga mentioned the park tour is next month and to meet here at City Hall on June 14th at 5:30pm for the park tour and plan on 2 hours for that meeting.

10. **ADJOURNMENT**

6:27pm



Agenda Item

June 13, 2016

TO: Honorable Mayor and City Council through City Administrator

FROM: Sarah Head, Finance Director

SUBJECT: **FY 2016-2017 Approved Budget**

RECOMMENDATION:

Conduct a public hearing on the Fiscal Year 2016-2017 budget. After completion of the public hearing, discuss modifying the approved budget to include \$30,000 in grants awarded. Staff recommends adopting the attached budget resolution, which includes the grant funds, and capital improvements plan, making appropriations, and declaring and categorizing taxes for fiscal year 2016-17.

BACKGROUND:

The Budget Committee of the City of Woodburn met and approved the budget on May 7, 2016. A financial summary of the Approved Budget and a notice of the Budget hearing before the City Council were published in the *Woodburn Independent* on Wednesday, June 1, 2016 according to the requirements of Oregon Local Budget Law (ORS 294.438). The City Council may take action to adopt the Budget once the budget hearing has been held and testimony has been heard and considered.

DISCUSSION:

Under Oregon Local Budget Law (ORS 294.456) the City Council may modify the Budget Committee’s Approved Budget by an amount not to exceed \$5,000 or 10% of a fund’s expenditures, whichever is greater, without publishing a notice of a second budget hearing.

The City received a \$30,000 grant from Burlingham Trust, Inc. to complete improvements to the Aquatic Center’s exercise and fitness rooms. The funds will be used to enclose and install a new HVAC system in the rear exercise room and enclose the fitness area in the lobby. The increase to General Fund Aquatics

Agenda Item Review: City Administrator City Attorney Finance

revenues and expenditures would be \$30,000, which is less than 10% of the fund's expenditures.

The Finance Department is proposing adoption of the budget with the \$30,000 increase to the General Fund.

FINANCIAL IMPACT:

The resolution adopts the Fiscal Year 2016-2017 annual budget of \$71,553,961.

COUNCIL BILL NO. 3006

RESOLUTION NO. 2080

A RESOLUTION ADOPTING THE FISCAL YEAR 2016-2017 BUDGET; MAKING BUDGET APPROPRIATIONS; AND CATEGORIZING TAXES

WHEREAS, the City Administrator, as Budget Officer, prepared and submitted the Fiscal Year 2016-2017 Budget to the Budget Committee at its May 7, 2016 meeting; and

WHEREAS, the May 7, 2016 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 20, 2016; and

WHEREAS, a public hearing was held at the May 7, 2016 Budget Committee meeting; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* newspaper on June 1, 2016 as required by ORS 294.438; and

WHEREAS, a second public hearing was held before the City Council at its meeting on June 13, 2016; and

WHEREAS, the City Council increased the General Fund Aquatics revenues and expenditures by \$30,000 at its meeting on June 13, 2016 as allowed by ORS 294.456; **NOW, THEREFORE**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City Council adopts the budget for Fiscal Year 2016-2017 in the sum of \$71,553,961. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

Section 2. The amounts for the Fiscal Year 2016-2017 are hereby appropriated as follows:

General Fund

011 - Council & Mayor	21,000
121 - Administration	245,581
125 - Economic Development	87,092
131 - City Recorder	85,010
141 - City Attorney	195,546
151 - Finance	593,827
161 - Human Resources	200,663
211 - Police	7,222,364
311 - Library	869,871
421 - Recreation	464,435
431 - Aquatics	598,730
499 - Community Services Admin	351,707
511 - Planning	387,331
651 - Engineering	504,625
711 - Parks & Facilities Maintenance	898,265
199 - Non-departmental	223,566
Transfers Out	207,453
Contingency	2,195,399
Total	15,352,465

Transit Fund

Transit	645,826
Transfers Out	3,001
Contingency	105,923
Total	754,750

Building Inspection Fund

Building Inspection	997,249
Transfers Out	3,001
Contingency	500,060
Total	1,500,310

Search & Seizure Fund

Search & Seizure	6,975
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Housing Rehab Fund

Housing Rehab	29,983
Contingency	218,017
Total	248,000

Street Fund

Personnel Services	709,127
Materials & Services	1,609,029
Capital Outlay	5,500
Transfers Out	1,174,501
Contingency	231,816
Total	3,729,973

GO Debt Service Fund

Debt Service	536,566
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Special Assessment Fund

Transfers Out	69,294
Contingency	11,206
Total	80,500

Street & Storm Cap Const Fund

Capital Outlay	3,495,000
Contingency	11,000
Total	3,506,000

Parks SDC Fund

Materials & Services	10,000
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Street SDC Fund

Debt Service	33,770
Transfers Out	1,700,000
Total	1,733,770

Storm SDC Fund

Transfers Out	155,000
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Sewer Cap Const Fund

Capital Outlay	4,825,000
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Water Cap Const Fund

Capital Outlay	375,000
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Water Fund		Insurance Fund	
Water	2,280,781	Insurance	824,230
Debt Service	1,156,098	Contingency	<u>77,125</u>
Transfers Out	32,955	Total	901,355
Contingency	<u>114,039</u>		
Total	3,583,873	Equipment Replacement Fd	
		Capital Outlay	954,837
Sewer Fund		Library Endowment Fund	
Sewer	3,933,748	Contingency	26,595
Debt Service	3,533,812		
Transfers Out	526,706	Lavelle Black Trust Fund	
Contingency	<u>196,687</u>	Materials & Services	10,000
Total	8,190,953	Contingency	<u>30,200</u>
		Total	40,200
Water SDC		Total Appropriations, All Funds 48,197,222	
Materials & Services	100,000	Reserves, All Funds 23,356,739	
Sewer SDC		Total Budget <u><u>71,553,961</u></u>	
Transfers Out	500,000		
Information Technology			
Information Technology	849,513		
Capital Outlay	102,529		
Contingency	<u>133,058</u>		
Total	1,085,100		

Section 3. The City Council imposes the taxes provided for in the adopted budget at the rate of \$6.0534 per \$1,000 of assessed value for operations and in the aggregate amount of \$522,000 for bonds. These taxes are hereby imposed and categorized for tax year 2016-17 based upon assessed value of all taxable property within the City.

	<u>General Government</u>	<u>Excluded from Limitation</u>
General Government	\$6.0534/\$1,000	-
Public Safety Debt Service	-	\$522,000

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

June 13, 2016

TO: Mayor and City Council through City Administrator
FROM: Sarah Head, Finance Director
SUBJECT: **Resolutions Regarding State Revenue Sharing**

RECOMMENDATION:

Conduct a public hearing and adopt the resolutions declaring the City's election and qualification to receive State Revenue Sharing.

BACKGROUND:

In order for the city of Woodburn to receive a share of state revenues apportioned and distributed to the cities of the state during fiscal year 2016-2017 as provided in ORS 221.760 & 211.770, the City Council must enact an ordinance or resolution certifying eligibility to receive state shared revenue and expressing that election. These resolutions must be filed with the Oregon Department of Administrative Services no later than July 31. Notice of the hearing was published on June 1, 2016 in the *Woodburn Independent*.

DISCUSSION:

The Approved 2016-2017 Budget includes state shared revenues of \$250,000 in the General Fund.

FINANCIAL IMPACT:

The resolutions declare the City's election and qualification to receive State Revenue Sharing in fiscal year 2016-2017 and are budgeted to be \$250,000.

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COUNCIL BILL NO. 3007

RESOLUTION NO. 2081

A RESOLUTION DECLARING THE CITY OF WOODBURN'S ELECTION TO RECEIVE STATE REVENUE SHARING

WHEREAS, the City of Woodburn elects to receive a share of state revenues apportioned and distributed to the cities of the state during Fiscal Year 2016-2017 as provided in ORS 221.770; and

WHEREAS, ORS 221.770(1)(a) requires that any city electing to receive a distribution must enact an ordinance or resolution expressing that election and file the same with the Oregon Department of Administrative Services no later than July 31; and

WHEREAS, ORS 221.770(1)(b) requires that any city electing to receive a distribution must hold at least one public hearing at which citizens have the opportunity to provide written or oral comment on the possible uses of the distributions; and

WHEREAS, the City must certify its compliance with the statutory provisions to the Oregon Department of Administrative Services before July 31; **NOW, THEREFORE**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City of Woodburn hereby elects to receive distributions of state revenues during Fiscal Year 2016-2017 pursuant to ORS 221.770(1)(a).

Section 2. The City Council hereby certifies that it conducted a public hearing, after giving public notice, on June 13, 2016 and called for written and oral comment on the possible uses of the distributions and that the hearing complied with ORS 221.770(1)(b) and (c).

Section 3. The City Recorder is directed to certify compliance with the public hearing requirements with the Oregon Department of Administrative Services by July 31, 2016.

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

COUNCIL BILL NO. 3008

RESOLUTION NO. 2082

A RESOLUTION CERTIFYING THE SERVICES PROVIDED BY THE CITY WHICH QUALIFY IT FOR STATE REVENUE SHARING

WHEREAS, ORS 221.760 provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services

And;

WHEREAS, the City recognizes the desirability of assisting the State in determining the eligibility of the City to receive such funds in accordance with ORS 221.760; **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That the City Council of the City of Woodburn hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- Police protection
- Street construction, maintenance and lighting
- Sanitary sewer
- Storm sewers
- Planning, zoning and subdivision control
- One or more utility services

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

June 13, 2016

TO: Honorable Mayor and City Council through City Administrator
FROM: John Hunter, Library Manager
VIA: Jim Row, Assistant City Administrator
SUBJECT: **Library Fees**

RECOMMENDATION:

It is recommended that the City Council adopt the attached ordinance, which revises Library user fees, effective August 1, 2016.

BACKGROUND:

Since the last revision of the Library fee structure in 2008, the cost of some Library services has changed and new services have been introduced but are not reflected on the fee schedule. Services not presently reflected on the fee schedule include: postage for the borrowing of materials from libraries outside the CCRLS cooperative via inter-library loan; an hourly rental fee for the Conference room, which was created out of former administrative space; and the offering of photocopying services, which was initiated when the company that supplied the Library's self-service photocopier ceased operation. Additional revisions reflect CCRLS practice related to charges for key-chain library cards, replacement library cards, and overdue materials.

DISCUSSION:

The Library proposes to charge patrons for postage, as required by loaning libraries, to ensure that inter-library loan service is cost neutral. The recovery of postage fees from the patrons requesting such materials is standard practice in public libraries.

Consistent with existing hourly room rental charges for groups that charge admission to their programs in the Multipurpose and Carnegie rooms, the Library proposes to charge an hourly rate of \$14.00 for use of the Conference room. Use

Agenda Item Review: City Administrator City Attorney Finance

of all Library meeting rooms by groups that do not charge admission will remain as a free service.

The Library proposes to increase per-impression charges for black-and-white photocopies from \$0.05 to \$0.10 and color photocopies from \$0.75 to \$1.00. The new photocopy fees would be distinct from the existing fees for printing directly from Library computers, which would remain at \$0.05 per page for black-and-white prints and \$0.75 per page for color prints, as those print jobs require minimal staff intervention. The proposed photocopy fees are equivalent to the rates charged by the nearest commercial print shop.

To achieve consistency with CCRLS practice, the Library proposes to charge a maximum of \$5.00 per item for cumulative overdue fines and to not charge a fee for the selection of key-chain library cards. Further, the Library will charge only \$1.00 for replacement library cards, after the first replacement, rather than the current \$2.00 per card fee.

If approved, the updated Library fee schedule will be effective August 1, 2016.

FINANCIAL IMPACT:

In the current fiscal year, the Library has collected just over \$13,300 in total fees. Collectively, the proposed additions and changes to Library fees should have a minimal fiscal impact. The Library strives to borrow most inter-library loan items from regional libraries that do not charge for postage; Library meeting rooms have not been used by a group charging admission in many years; and the proposed photocopy fee may lessen demand for the service as it will result in the Library charging the same fees as the neighboring copy shop. The proposed changes to bring the Library into conformance with CCRLS practice should have little fiscal impact.

Attachments:

Ordinance Adopting New Library User Fees with new Fee Schedules

COUNCIL BILL NO. 3009

ORDINANCE NO. 2534

AN ORDINANCE ADOPTING LIBRARY FEES FOR INCLUSION IN THE MASTER FEE SCHEDULE AND REPEALING ALL LIBRARY FEES AND CHARGES THAT ARE INCONSISTENT WITH THIS ORDINANCE

WHEREAS, the cost of some Library services has changed and new services have been introduced but are not reflected on the fee schedule; and

WHEREAS, the Library has introduced services that incur a cost to Library users, such as postage for inter-Library Loan service, an hourly fee for some groups that use the Library Conference room, and a fee for photocopying services; and

WHEREAS, the Library seeks to maintain conformity with the practices of the Chemeketa Cooperative Regional Library Service relative to the cumulative fines for overdue materials and to recover the costs of some materials, such as library card stock, supplied therefrom, **NOW, THEREFORE**,

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. Effective August 1, 2016, the schedule of Library fees affixed and incorporated as Attachment "A" is adopted by the City and shall be included in the Master Fee Schedule.

Section 2. All Library fees and charges that are inconsistent with those contained in the attached schedule are hereby repealed, as of the effective date of August 1, 2016.

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

ATTACHMENT A

SCHEDULE OF LIBRARY FEES

Regulation, Product or Service	Current Fee	Proposed Fee	Notes (Add'l Fees, Equipment, Etc.)
Fee for Interlibrary Loans	None	Postage	as required
Fines for Overdue Library Materials	\$0.25	\$0.25	\$0.25 per day per item up to a maximum of \$5.00 per item
Lost Books and Materials	List Price	List Price	
Replacement Library Cards	\$2.00	\$1.00	per card after first replacement
Key-Ring Library Cards	\$2.00	None	
Non-Resident Borrowing Card			
—Inside CCRLS	\$60.00	\$60.00	per year
—Outside CCRLS	\$75.00	\$75.00	per year
Photocopying			
—Black-and-White	\$0.05	\$0.10	per impression
—Color	\$0.75	\$1.00	per impression
Printing from Computers			
—Black-and-White	\$0.05	\$0.05	per page
—Color	\$0.75	\$0.75	per page
Meeting Room Use			
—Conference room	None	\$14	per hour during business hours (only for groups charging admission)
—Carnegie room	\$16	\$16	per hour during business hours (only for groups charging admission)
—Multipurpose room	\$20	\$20	per hour during business hours (only for groups charging admission)
—Room Use Monitor	\$40	\$40	per hour for room use after business hours in addition to room use fee (only for groups charging admission)



Agenda Item

June 13, 2016

TO: Honorable Mayor and City Council through the City Administrator
FROM: Scott Derickson, City Administrator
SUBJECT: **Taxicab Ordinance Amendment**

RECOMMENDATION:

Adopt the attached Taxicab Ordinance Amendment modifying the notice requirements for cancellation of insurance by taxicab companies.

BACKGROUND:

On May 11, 2016, the Finance Director suspended all taxicab company permits because of noncompliance with the insurance requirements of Ordinance 2464. Since that date, the Finance Director has worked with multiple taxicab companies and their insurance brokers to review and approve suitable policies for these companies and get many licenses back to "active" status.

During this process, however, the City has encountered concerns and objections from insurance brokers as to one of the Ordinance provisions that requires that written notice be given to the Finance Director "30-days before any policy is cancelled, will expire, or be reduced in coverage."

DISCUSSION:

Because many policies contain multiple cancellation notice provisions, i.e. 10-days for cancellation due to non-payment and 30- or 60-days for other reasons, and different insurance providers hold various ranges for when notice will be given, an ordinance that sets a 30-day notice requirement is difficult for both the City to implement and taxicab companies to meet.

Setting a 10-day minimum for notice (as provided in the proposed Taxicab Ordinance Amendment), rather than 30-day's under the current ordinance, would be a more commercially reasonable and effective standard.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___

Council should know that maintaining a cancellation notice requirement protects the City from liability. Removing the notice altogether would create risk to the general public.

FINANCIAL IMPACT:

None.

COUNCIL BILL NO. 3010

ORDINANCE NO. 2535

AN ORDINANCE AMENDING ORDINANCE 2464 (THE REGULATION OF TAXICABS; TAXICAB DRIVERS; TAXICAB COMPANIES) TO MODIFY THE NOTICE OF CANCELLATION PROVISION MANDATED BY THE TAXICAB INSURANCE COVERAGE REQUIREMENTS AND DECLARING AN EMERGENCY

WHEREAS, on March 24, 2010, the Woodburn City Council adopted Ordinance 2464 establishing and providing for the regulation of taxicabs; taxicab drivers; and taxicab companies; and

WHEREAS, Section 8 (A)(6), specifies that the insurance policies required for a taxicab company permit holder to obtain, "must allow for written notice to the Finance Director 30 days before any policy is cancelled, will expire, or be reduced in coverage"; and

WHEREAS, the City Council has determined that a lesser 10 days' minimum notice to the Finance Director is a more commercially reasonable period of time, which can be obtained as part of the insurance policy more readily in the commercial insurance market; and

WHEREAS, the City Council's action to reduce the number of days for notice to be given, from 30 days to a minimum 10 days, shall not in any manner relieve Taxicab Company Permit holders from their obligation to name the City and its officers, agents and employees as additional insureds as required by the ordinance; and

WHEREAS, as an additional protection for the public, the City Council also desires to add the requirement that the taxicab company itself must provide notice to the Finance Director of any cancellation, expiration, reduction in coverage, or other modification to its insurance policies under Section 8; **NOW, THEREFORE,**

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. Section 8 (A)(6) of Ordinance 2464 is amended to read as follows:

Section 8. **Taxicab Insurance Requirements.**

A. . . .

6. The insurance policy must allow for written notice to the Finance Director at least 10 days before any policy is cancelled, will expire, or be reduced in coverage.

Section 2. Section 8 (A)(7) of Ordinance 2464 is added to read as follows:

Section 8. **Taxicab Insurance Requirements.**

A. . . .

7. In addition to notice provision requirements under Section 8(A)(6), the Taxicab Company itself must also notify the Finance Director at least 10 days before any policy is modified, cancelled, set to expire, or be reduced in coverage.

Section 3. Emergency Clause. This ordinance being necessary for the immediate preservation of the public peace, health, and safety since it is in City's best interest to adopt commercially reasonable regulations that allow local taxicab businesses to actually operate, an emergency is declared to exist and this ordinance shall take effect immediately upon passage by the Council and approval by the Mayor.

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

June 13, 2016

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Economic and Development Services Director;
SUBJECT: **Planning Commission Approval of a Preliminary Subdivision, SUB 2016-02 & VAR 2016-01**

RECOMMENDATION:

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

BACKGROUND:

In 2012, the applicant received approval for a 14 lot subdivision, with several variances for lot area, width, depth, street frontage, front lot coverage, and street cross-section. Section 4.02.04 of the WDO states that land use applications expire three years from the date of approval unless a time extension has been approved. The WDO (4.02.05) states that the Director may extend a decision for up to two years, subject to a Type II application. No application was received within the time period and the application expired on October 10, 2012.

The WDO also provides for a City Council review of any Type II or Type III land use decision, should a majority of Council concur with reviewing the matter. Council called up the 2012 Planning Commission decision for their review and action. Council concurred with the Commission's decision and approved the subdivision as recommended by the Commission.

With the exception of extending the internal street to the south, the applicant resubmitted the previously approved subdivision for reconsideration by the Commission. The Commission conducted a public hearing on May 31, 2016 and after considering public testimony, and evaluating the merits of the application, voted unanimously to approve the application subject to conditions.

Agenda Item Review: City Administrator City Attorney Finance

FINANCIAL IMPACT:

This decision is anticipated to have no direct public sector financial impact. Increased development may slightly increase City revenues.



ZONING MAP SHOWING THE SUBJECT PROPERTY

