

# PROCLAMATION

## POLICE MEMORIAL WEEK

**WHEREAS**, The Congress and President of the United States have designated May 15, 2016 as Peace Officers' Memorial Day, and the week in which May 15<sup>th</sup> falls as National Police week; and

**WHEREAS**, the members of the Woodburn Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Woodburn; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

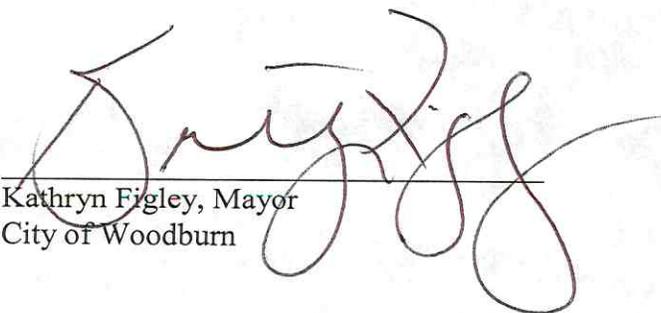
**WHEREAS**, the men and women of the Woodburn Police Department unceasingly provide a vital public service;

**NOW, THEREFORE**, I, Kathryn Figley, Mayor of the City of Woodburn, call upon all citizens of Woodburn and upon all patriotic, civic and educational organizations to observe the week of May 15<sup>th</sup> – May 21<sup>st</sup>, 2016, as "**POLICE MEMORIAL WEEK**" with appropriate national and local ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities.

I further call upon all citizens of Woodburn to observe Sunday, May 15, 2016 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

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

Kathryn Figley, Mayor  
City of Woodburn



# PROCLAMATION

## PUBLIC WORKS WEEK

**WHEREAS**, public works services provided in our community are an integral and necessary part of our citizens' everyday lives; and

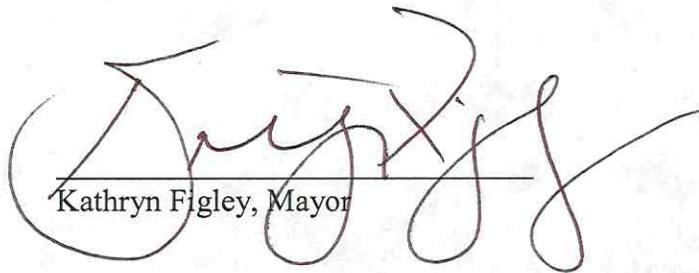
**WHEREAS**, the health, safety, comfort and economic vitality of this community greatly depends on the facilities and services such as water, wastewater collection and disposal, transportation, street, building and parks maintenance, etc. and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction are vitally dependent upon the efforts and skills of the public works officials; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff public works departments are materially influenced by the people's attitude and understanding of the importance of the work they perform; **NOW THEREFORE**

**BE IT RESOLVED**, that I, Kathryn Figley, Mayor of the City of Woodburn, Oregon, do hereby proclaim May 15<sup>th</sup> – 21<sup>st</sup>, 2016 as "**PUBLIC WORKS WEEK**" in Woodburn, Oregon, and call upon all citizens and civil organizations to acquaint themselves with the problems involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety and comfort.

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

  
Kathryn Figley, Mayor



**COUNCIL MEETING MINUTES  
APRIL 25, 2016**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, APRIL 25, 2016**

**CONVENED** The meeting convened at 7:00 p.m. with Mayor Figley presiding.

**ROLL CALL**

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

**Staff Present:** City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Police Chief Ferraris, Economic and Development Services Director Hendryx, Finance Director Head, Economic Development Director Johnk, Assistant City Attorney Granum, City Engineer Liljequist, Recreation Services Manager Wierenga, Community Relations Manager Gutierrez-Gomez, Communications Coordinator Horton, City Recorder Pierson

0:00 **APPOINTMENTS**

**Carney/Morris...** approve the appointment of Don Judson and Elida Sifuentez to the Budget Committee. The motion passed unanimously.

0:01 **PRESENTATION**

Chief Ferraris and Communications Coordinator Horton provided a presentation on the new Police App.

0:25 **BUSINESS FROM THE PUBLIC**

Carolina Avalos, 533 North Front Street, stated that she has a small business in Woodburn and was told that she could not transfer money to another country without a permit from the City. She added that she was told the cost of the permit is \$3,000 and she wants to know why it is so high. Economic and Development Services Director Hendryx stated that the cost is for a conditional use application. City Administrator Derickson clarified that the application is for a conditional use as part of a land use determination and that because the transfer of money has been associated with past nefarious issues downtown the City has regulated that. He added that the permit process is expensive because it requires a detailed processing, back ground checks and other things to ensure that that activity is in fact for legitimate purposes.

Aldo Rodriguez, Woodburn Downtown Association Manager, announced that the weekend planter project will take place Saturday, April 30 from 9:00 am - 11:00 am.

0:32 **CONSENT AGENDA**

- A. Woodburn City Council minutes of April 11, 2016,
- B. Woodburn Recreation and Park Board minutes of April 12, 2016,
- C. Full On-Premise Sales-Change of Ownership for Legaria's Bar and Grill,

**COUNCIL MEETING MINUTES**  
**APRIL 25, 2016**

- D. Building Activity through March 2016,
- E. Crime Statistics through March 2016.

Councilor Carney asked what the dollars represent in the Building Activity report. Economic and Development Services Director Hendryx answered that it represents the value of the building being built. **Lonergan/Morris...** adopt the Consent Agenda. The motion passed unanimously.

0:35 **COUNCIL BILL NO. 3001 – AN ORDINANCE ADOPTING AQUATIC CENTER AND RECREATION PROGRAM FEES FOR INCLUSION IN THE MASTER FEE SCHEDULE AND REPEALING ALL AQUATIC CENTER AND RECREATION PROGRAM FEES AND CHARGES THAT ARE INCONSISTENT WITH THIS ORDINANCE**

**Lonergan** introduced Council Bill No. 3001. Recorder Pierson read the bill twice by title only since there were no objections from the Council. Councilor Morris stated that he would like to be able to say to members of the public that recreation fees not just aquatic fees will be increasing. Recreation Services Manager Wierenga stated that this ordinance increases fees for both. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3001 duly passed.

0:38 **COUNCIL BILL NO. 3002 – A RESOLUTION AUTHORIZING APPLICATION FOR A GREAT URBAN PARKS CAMPAIGN GRANT FROM THE NATIONAL PARKS AND RECREATION ASSOCIATION FOR THE INSTALLATION OF WYFFEL’S PARK TRAIL AT WYFFEL’S PARK**

**Lonergan** introduced Council Bill No. 3002. Recorder Pierson read the bill by title only since there were no objections from the Council. Recreation Services Manager Wierenga provided a staff report. Councilor Ellsworth stated that she supports this plan and would like to see us continue to find these opportunities. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3002 duly passed.

0:49 **COUNCIL BILL NO. 3003 – A RESOLUTION PROVIDING A WAIVER OF THE WOODBURN NOISE ORDINANCE NO. 2312 FOR CONSTRUCTION ACTIVITY ASSOCIATED WITH THE HIGHWAY 99E-AZTEC DRIVE TO TOMLIN AVENUE WATERLINE IMPROVEMENT PROJECT**

**Lonergan** introduced Council Bill No. 3003. 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. Mayor Figley declared Council Bill No. 3003 duly passed.

0:54 **AWARD OF CONSTRUCTION CONTRACT FOR THE HWY 99E – AZTEC TO TOMLIN WATERLINE IMPROVEMENTS PROJECT, BID #2016-05**

**Lonergan/Ellsworth...** the City Council, acting in its capacity as the Local Contract Review Board, award the construction contract for the Hwy 99E – Aztec to Tomlin Waterline Improvements project to Titan Utilities, LLC in the amount of \$166,380.00. The motion passed unanimously.

0:56 **CITY ADMINISTRATOR’S REPORT**

City Administrator Derickson announced that the budget meeting is scheduled for May 7 at 9:00 am in City Hall and that the proposed budget is posted online. He added that it has been suggested that the next work session be with the park committee. He also noted that the quarterly on the road

**COUNCIL MEETING MINUTES  
APRIL 25, 2016**

meeting has had two locations fall through the cracks so we are looking for another place to hold the next meeting.

0:58

**MAYOR AND COUNCIL REPORT**

Councilor Carney thanked the Woodburn Downtown Association and the Mural Committee for the Mural that they decided on last Thursday at the meeting. He also stated that he has concerns about the structure of the Mural Ordinance and would like to have the Council deal with restructuring the Mural Ordinance. His concerns include the authority of the Mural Committee, the members allowed on the Mural Committee, and that the committee has the authority to commit the City to something without any ability of countermanding by the Council. He ended by saying the ordinance needs to be restructured so that there is still a committee that decides what the mural looks like but the final authority should be with Council.

Councilor Lonergan stated that being a member of the Mural Committee he feels honored to be a part of the committee and work on the Woodburn Independents application. He added that there is a lot more then looking at color when looking at a mural and there are about 20 points that they look at as a committee.

Councilor Ellsworth stated that she would be interested in reviewing the mural ordinance in a workshop at some point. She added that on Saturday the Relay for Life garage sale will take place at 9:00 am at the Woodburn Fire District.

Councilor Morris stated that he is not interested in reviewing the Mural Ordinance again at this point.

City Administrator Derickson introduced the new Assistant City Attorney McKenzie Granum.

1:09

**EXECUTIVE SESSION**

Mayor Figley entertained a motion to adjourn into executive session under the authority of ORS 192.660(2)(f) and ORS 192.660(2)(e). **Morris/ Ellsworth** ... move into executive session. The Council adjourned to executive session at 8:10 p.m. and reconvened at 8:52 p.m. Mayor Figley stated that no action was taken by the Council while in executive session.

**ASSOCIATION BUILDING LAND SALE CONTRACT**

**Lonergan/Ellsworth**... approve the Land Sale Contract for the Association Building and authorize the City Administrator to enter into negotiations as approved by the Council. The motion passed unanimously.

**ADJOURNMENT**

**Morris/Ellsworth**... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 8:53 p.m.

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

**COUNCIL MEETING MINUTES  
APRIL 25, 2016**

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

DRAFT

**EXECUTIVE SESSION  
COUNCIL MEETING MINUTES  
APRIL 25, 2016**

**DATE CONFERENCE ROOM, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, APRIL 25, 2016**

**CONVENED** The Council met in executive session at 8:12 p.m. with Mayor Figley presiding.

**ROLL CALL**

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

Mayor Figley reminded Councilors and staff that information discussed in executive session is not to be discussed with the public.

**Media Present:** Tyler Franke, Woodburn Independent

**Staff Present:** City Administrator Derickson, Assistant City Administrator Row, City Attorney Shields, Economic and Development Services Director Hendryx, Economic Development Director Johnk, Assistant City Attorney Holden Granum, Communications Coordinator Horton, City Recorder Pierson

The executive session was called:

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

To conduct deliberations with persons designated by the governing body to negotiate real property transactions pursuant to ORS 192.660(2)(e).

**ADJOURNMENT**

The executive session adjourned at 8:51 p.m.

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

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



# Agenda Item

May 9, 2016

TO: Honorable Mayor and Council through City Administrator

FROM: Sarah Head, Finance Director

SUBJECT: **FY 2015-2016 Supplemental Budget Request**

### **RECOMMENDATION:**

Hold a public hearing and adopt the attached resolution approving a supplemental budget for fiscal year 2015-2016 for the funds and departments listed on Exhibit A.

### **SUPPLEMENTAL BUDGETS GENERALLY:**

Every year, after the budget is adopted by Council, circumstances and events arise that were either unforeseen or not quantifiable at the time the budget was prepared and adopted. In addition, supplemental budgets can be used to correct errors or oversights.

Oregon Budget Law provides for changes to adopted budgets through a supplemental budget process that requires that the City provide public notice of the proposed changes and, if the change is greater than 10% of any fund's total expenditures, hold a public hearing to discuss the proposed changes and accept public testimony on the changes. Staff provided the required public notice via the Woodburn Independent and the hearing will be held at the Council meeting on the 9<sup>th</sup> prior to consideration of the resolution.

Like the adopted budget, supplemental budget requests must be balanced; in other words, net revenue and net expense for the request must be equal. This can be accomplished by budgeting additional revenue, or by reducing another expenditure category (such as contingencies).

### **DETAILS OF THIS REQUEST**

#### Insurance Fund: Materials & Services \$125,000

The increase in Materials & Services represents additional funds needed for workers' compensation expenses to meet total expenditures for FY 2015-16 with an offsetting decrease in Contingency.

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Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_

Honorable Mayor and City Council

May 9, 2016

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Sewer Cap Const Fund: Materials & Services \$1,000

The increase in Materials & Services represents expenditures that will be recorded for bookkeeping purposes to balance the utility management system.

Water Cap Const Fund: Materials & Services \$1,000

The increase in Materials & Services represents expenditures that will be recorded for bookkeeping purposes to balance the utility management system.

**FINANCIAL IMPACT:**

Exhibit A displays the supplemental budget as posted in the newspaper.

**COUNCIL BILL NO. 3004**

**RESOLUTION NO. 2078**

**A RESOLUTION APPROVING TRANSFERS OF FY 2015-2016 APPROPRIATIONS AND APPROVING A SUPPLEMENTAL BUDGET**

**WHEREAS**, ORS 294.463(1) permits "transfers of appropriations" within any fund "when authorized by official resolution or ordinance of the governing body"; and

**WHEREAS**, ORS 294.463(2) limits "transfers of general operating contingency appropriations to no more than fifteen (15) percent of the total appropriations of the fund" unless adopted pursuant to a supplemental budget; and

**WHEREAS**, transfers made pursuant to any of the above must state the need for the transfer, the purpose for the authorized expenditure, and the amount of the appropriation transferred; and

**WHEREAS**, ORS 294.471(1)(a) permits supplemental budgets when "an occurrence of condition which had not been ascertained at the time of the preparation of a budget for the current year or current budget period which requires a change in financial planning"; and

**WHEREAS**, ORS 294.473 requires the governing body to hold a public hearing on the supplemental budget when the estimated expenditures contained in the supplemental budget for fiscal year or budget period differ by ten (10) percent or more of any one of the individual funds contained in the regular budget for that fiscal year; and

**WHEREAS**, the transfers contained herein are made pursuant to ORS 294.463; and

**WHEREAS**, the supplemental budget contained herein is made pursuant to ORS 294.471; and

**WHEREAS**, a public hearing was held May 9, 2016 on the supplemental budget changes, **NOW, THEREFORE**,

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

**Section 1.** That pursuant to the applicable ORS provisions cited above, the City Council hereby approves the transfers of appropriations and supplemental budget for FY 2015-16 in the amounts listed in Exhibit "A."

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

**NOTICE**

A public hearing on a proposed supplemental budget for the **City of Woodburn, Marion County**, State of Oregon, for the fiscal year July 1, 2015 to June 30, 2016 will be held at the City of Woodburn City Hall, 270 Montgomery St Woodburn, Oregon 97071.

The hearing will take place **May 9, 2016 at 7:00 pm**. The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on or after **April 27, 2016** at the City of Woodburn City Hall, 270 Montgomery St Woodburn, Oregon 97071, between the hours of 8:00 am and 5:00 pm.

**SUMMARY OF PROPOSED BUDGET CHANGES**

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

<b>Insurance Fund</b>								
Resource	Original	Supplem	Revised	Requirement	Original	Supplem	Revised	
1	-		-	1 Materials & Services	692,815	125,000	817,815	
2				2 Contingency	171,192	(125,000)	46,192	
<b>Revised Total Fund Resources</b>			<b>909,238</b>	<b>Revised Total Fund Requirements</b>			<b>909,238</b>	

*Comments: Increase Materials & Services budget for Workers Comp claims*

<b>Sewer Cap Const Fund</b>								
Resource	Original	Supplem	Revised	Requirement	Original	Supplem	Revised	
1	-		-	1 Materials & Services	-	1,000	1,000	
2				2 Capital Outlay	6,173,000	(1,000)	6,172,000	
<b>Revised Total Fund Resources</b>			<b>6,173,000</b>	<b>Revised Total Fund Requirements</b>			<b>6,173,000</b>	

*Comments: Increase Materials & Services budget for cleanup of utility billing system*

<b>Water Cap Const Fund</b>								
Resource	Original	Supplem	Revised	Requirement	Original	Supplem	Revised	
1	-		-	1 Materials & Services	-	1,000	1,000	
2				2 Capital Outlay	1,089,000	(1,000)	1,088,000	
<b>Revised Total Fund Resources</b>			<b>1,089,000</b>	<b>Revised Total Fund Requirements</b>			<b>1,089,000</b>	

*Comments: Increase Materials & Services budget for cleanup of utility billing system*



# Agenda Item

May 9, 2016

TO: Mayor and City Council through City Administrator

FROM: James C. Ferraris, Chief of Police 

SUBJECT: **Intergovernmental Agreement for School Resource Officers**

**RECOMMENDATION:**

It is recommended the City Council authorize the City Administrator to sign an agreement with Woodburn School District for School Resource Officer services.

**BACKGROUND:**

On November 15, 1999, the City of Woodburn and the Woodburn School District entered into an Intergovernmental Agreement for the purpose of establishing the duties and responsibilities of a School Resource Officer and established the financial obligation of each agency.

In previous years, the City and the school district have renewed the School Resource Officer Intergovernmental Agreement several times with similar terms and conditions as set forth in the original agreement, with the exception of the financial obligation clause. The term of the current agreement ended in August, 2015.

In 2015, the City applied for and was awarded a federal COPS grant providing total funding of \$125,000.00 in a three year period, allowing the assignment of a second School Resource Officer within Woodburn schools. The Woodburn Police Department and the Woodburn School District both believe that the School Resource Officer Program has proven to be very beneficial and wish to continue the program within the school district.

**DISCUSSION:**

This intergovernmental agreement would be effective between July 1, 2016 and June 30, 2017. It would continue to provide the services of one School Resource Officer at Woodburn High School and one School Resource Officer at the District's two middle schools, maintaining the City's partnership with the school

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Agenda Item Review: City Administrator  City Attorney  Finance

district. The broad spectrum of contacts, interactions, and duties conducted by the two School Resource Officers provide great benefits to both the police department and the school district alike. It is an equitable agreement in that the school district provides funding for part of the officers' time utilized at schools, and the City provides for the remainder of the officers' time.

**FINANCIAL IMPACT:**

Over the course of this agreement, the Woodburn School District has agreed to be responsible for \$55,000 toward salary and fringe benefits for the two school resource officers. The City of Woodburn will provide \$209,021.00 toward salary and fringe benefits for the officers, of which \$45,000.00 will be subsidized by the federal COPS grant. The City's portion of the funding for this position is identified within the Woodburn Police Department budget for fiscal year 2016-2017.

## INTERGOVERNMENTAL AGREEMENT

This agreement is entered into between the City of Woodburn and Woodburn School District for the purpose of clarifying the duties and responsibilities of School Resource Officers (SRO) to be placed with the District and to define the responsibilities of each of the governmental bodies for the supervision, support, and financial obligation of that position.

### NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

#### A. CITY'S RESPONSIBILITIES

1. The City will provide two sworn police officers for assignment to School Resource Officer positions during the term of this Agreement. The officers' primary duties will be assignment to any one or more of the Woodburn School District schools during the time of year school is in session. The officers may, however, be used for other police duties outside of the school year. The City reserves the right to reassign these officers to other police duties, irrespective of school sessions, when an emergency exists and the officers are required elsewhere. The determination of emergency is at the discretion of the Chief of Police.
2. Over the agreement period, the City will provide \$209,021.00 toward salary and fringe benefits of the two School Resource Officers.
3. The City will be mutually involved with School Administrators in the selection of any officer assigned to this position.
4. The Chief of Police will be solely responsible for the supervision and performance evaluation of the School Resource Officers but the City agrees that the Chief will seek and utilize information provided by school administrative personnel in the performance of those duties and the officers' suitability to continue in that position. After consultation with the Chief of Police, the Superintendent may require the assigned officers be removed from the School Resource Officer positions for reasons of unsuitability.

#### B. SCHOOL'S RESPONSIBILITIES

1. Over the agreement period, the School will provide \$55,000 toward salary and fringe benefits of the School Resource Officers.
2. The school agrees to make the SRO's part of the school's staff in regard to providing appropriate in-service training, inclusion in general staff activities, and the provision of facility office space for the officers to work from.
3. The school will review and approve any curriculum to be presented to students, staff, or parents by the officers.
4. The school agrees to assist the Chief of Police in establishing annual goals for the School Resource Officer positions.

### C. SCHOOL RESOURCE OFFICER'S DUTIES

The following list of duties is not intended to be all-inclusive but to describe the principal activities in which the officers may be involved. These activities will not be performed each day but as the need d i c t a t e s .

1. Be physically available at appropriate times for personal interaction with youth at school including informal talking with students, staff, or parents during breaks, lunch, and before and after school activities.
2. Identify youths at risk of becoming delinquent through referrals to the School Resource Officer from school personnel, student advisors, parents, and via interaction with students themselves.
3. Assist in the diversion of youths identified as at risk of becoming delinquent from entry into the juvenile justice system through crisis intervention and referral to other resources and outside agencies.
4. Provide prevention education on vandalism, shoplifting, substance abuse, child and sexual abuse, and issues of personal safety.
5. Perform as a resource center for youth needing referrals to the appropriate government or private service agency.
6. Perform as an information source for District personnel on issues or criminal trends involving youth.
7. Participate and support youth organizations designed to promote responsible behavior (i.e., Natural Helpers, Oregon Student Safety on the Move, Oregon Teen Leadership Institute, etc.).
8. Take appropriate corrective enforcement or referral action in the schools on behavior coming to the officer's attention which is criminal.
9. Promote a positive attitude of youth toward community, school, and local government, including police.
10. Develop and teach classes relevant to youth and crime issues (street law) which are germane to this community.
11. Develop and teach classes regarding civic competence, rights and obligations of youth according to law, rights and responsibilities of citizenship, and the role of citizenship in society.
12. Develop and provide programs which produce peer conflict mediation.

13. Maintain records of calls for service provided to the school by the officer and the number of hours worked during the year relative to school issues.

D. MODIFICATION OF AGREEMENT

Each party to this agreement will annually review the conditions of the agreement to determine if it is being properly administered, complied with, and to determine its sufficiency to meet program needs. Any modification of the terms of this Agreement shall be executed in writing with the mutual consent of both parties.

E. TERM OF AGREEMENT

The term of this Agreement shall commence July 1, 2016 and continue through June 20, 2017. This Agreement may be terminated prior to that date by mutual consent of both parties.

F. MUTUAL INDEMNIFICATION.

Subject to the conditions and limitations of the Oregon Constitution and Oregon Tort Claims Act, ORS 30.260 through 30.300, District shall indemnify, defend and hold harmless City from and against all liability, loss and costs arising out of or resulting from the acts of District, its officers, employees and agents in performance of this Agreement. Subject to the conditions and limitations of the Oregon Constitution and Oregon Tort Claims Act, ORS 30.260 through 30.300, City shall indemnify, defend and hold harmless District from and against all liability, loss and costs arising out of or resulting from the acts of City, its officers, employees and agents in performance of this Agreement.

G. RENEWAL OF AGREEMENT

The parties may renew this Agreement on the same terms and conditions as contained herein by executing a mutual written renewal agreement before the end of the term of this Agreement.

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

Approved as to form: Nancy Hall \_\_\_\_\_  
School District Director of Business Date

**City of Woodburn**

By: \_\_\_\_\_  
Scott C. Derickson, City Administrator

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

**Woodburn School District 103**

By: C. Ransom \_\_\_\_\_  
Chuck Ransom, Superintendent

Date: 4/20/16 \_\_\_\_\_



# Agenda Item

May 9, 2016

TO: Honorable Mayor and City Council through City Administrator

FROM: Randy Scott, Public Works Director

SUBJECT: **Award of Construction Contract for the 2016 Spring Pavement Maintenance, Bid No: 2016-07**

**RECOMMENDATION:**

That the City Council, acting in its capacity as the Local Contract Review Board, award the construction contract for the **2016 Spring Pavement Maintenance project to Knife River in the amount of \$462,362.00.**

**BACKGROUND:**

The contract includes asphalt concrete pavement repairs at various locations, asphalt concrete resurfacing on N Front Street, Evergreen Road between Harvard Drive and Stacy-Allison Way, Harvard Drive between Stacy-Allison Way and Evergreen Road, and Woodland Avenue between Robin Avenue and Stevens Street.

Bids were publically opened April 28, 2016. Eight (8) bids were received as follows:

Knife River	\$462,362.00
Salem Road & Driveway	\$494,043.00
Kodiak Pacific	\$514,000.00
Roy Houck	\$516,660.00
North Santiam Paving	\$517,375.00
Brix Paving	\$633,985.00
Eagle-Elsner	\$661,024.00
S-2 Contractors	Nonresponsive due to bid irregularities

The Engineer's Estimate is: \$578,600.00

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S-2 Contractors bid was deemed nonresponsive due to irregularities with the bid document submitted. The recommended award is 20% below the Engineers estimate.

**DISCUSSION:**

This project is a continued effort by the Public Works Department to preserve and maintain the City street surface infrastructure. Fiscal year 2015/16 pavement maintenance activities also included an expenditure of approximately \$70,000 for crack sealing completed on various streets last fall.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C and the laws, regulations of the City of Woodburn, therefore, staff is recommending the contract be awarded.

**FINANCIAL IMPACT:**

The construction contract will be funded from the approved 15/16 fiscal year budget, using Street Maintenance Fund, 140.631.4211.5479 Other Repair and Maintenance, Project Accounting Code MIST1457.



May 9, 2016

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. This information was presented to Council at the September 28, 2015 meeting. At the time, the Council advised staff to explore the costs and logistics of installing two “Welcome to Woodburn” gateway signs at the south and north ends of Hwy 99E, and Black Walnut signs at City Hall, Settlemier Park, and Centennial Park. Staff researched these issues and will present the results of their analysis to the Council and seek direction regarding project implementation.

**FINANCIAL IMPACT:**

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

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Agenda Item Review: City Administrator  City Attorney  Finance