

PROCLAMATION

DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, one in three women report being a victim of domestic violence; and

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security, and humanity due to the systematic use of physical, emotional, sexual, psychological, and economic control or abuse; and

WHEREAS, Mid-Valley Women's Crisis Service received over 21,000 contacts to their program last year and provided more than 5,700 nights of shelter to 270 individuals; with nearly one half of those sheltered being children; and

WHEREAS, the Marion County District Attorney's office received more than 1,100 reports of domestic violence in the last year, with 10% of these reports involving strangulation; and

WHEREAS, the Marion County Victim Assistance Division provided services to more than 1,200 victims of domestic violence, supporting them in making choices for their safety and walking along side them through the criminal justice process; and

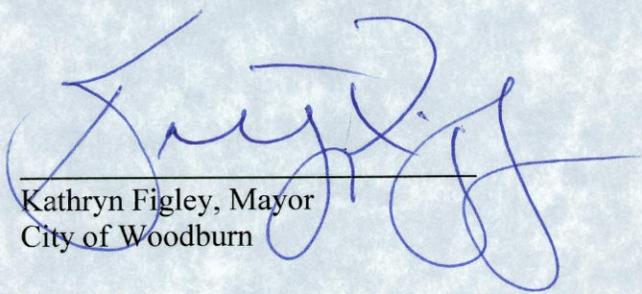
WHEREAS, the impact of domestic violence extends beyond individuals and reaches into families and communities, and society as a whole, with nearly three out of four Americans personally knowing someone who is or has been a victim of domestic violence; and

NOW, THEREFORE, I, MAYOR KATHY FIGLEY, do hereby proclaim October 2013 as

DOMESTIC VIOLENCE AWARENESS MONTH

AND RESOLVES that as a community we will continue to work together to provide a safe haven for survivors of domestic violence and their children by offering hope, empowerment and assistance in restoring their lives.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 23rd day of October 2013.


Kathryn Figley, Mayor
City of Woodburn



PROCLAMATION

NATIONAL MAGIC WEEK

WHEREAS, the Society of American Magicians was founded in 1902 and has been established with Assemblies in all 50 states; and

WHEREAS, members of the Society of American Magicians generously offer their time and talent for charitable purposes; and

WHEREAS, the Society of American Magicians provides entertainment for people with disabilities and people who would otherwise have difficulty getting to a theater to watch live performances; and

WHEREAS, magic displays can be seen at libraries, schools and other venues throughout the state; and

WHEREAS, the Society of American Magicians is dedicated to elevating the art of magic with its endowment fund providing educational and humanitarian assistance to its members; and

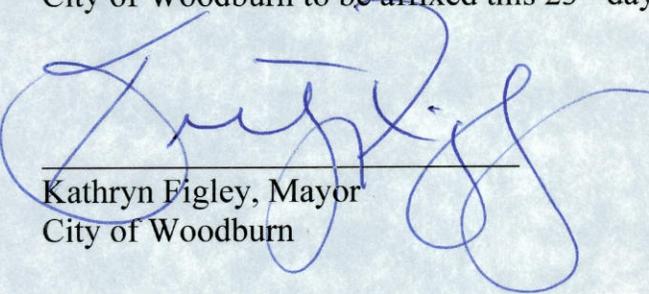
WHEREAS, the Society of American Magicians encourages youngsters to develop self-esteem through performance of magic; and

NOW, THEREFORE, I, MAYOR KATHY FIGLEY, do hereby proclaim the week of October 25th – 31st, 2013 as

NATIONAL MAGIC WEEK

In the City of Woodburn and encourage all citizens to enjoy and recognize magic as wholesome and fun entertainment.

IN WITNESS WHEREOF, I hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 23rd day of October, 2013.



Kathryn Figley, Mayor
City of Woodburn





Agenda Item

October 28, 2013

TO: Honorable Mayor and City Council through City Administrator
FROM: Robyn Stowers, Urban Renewal Manager
SUBJECT: **Consideration of an Economic Improvement District**

RECOMMENDATION:

City Council to provide direction on whether to proceed with an enabling ordinance. Subsequent steps will be to work with downtown businesses and property owners to establish parameters for proposed Economic Improvement District (EID).

BACKGROUND:

An EID is a type of assessment district where property owners and/or business owners choose to be assessed a fee which is collected by the City for use in promoting and improving a specified business area, typically commercial areas like the downtown area.

The City of Woodburn has identified EIDs as a potential funding opportunity to assist in the rehabilitation of downtown since the adoption of the Downtown Development Plan in 1997. The original plan described EIDs as, "A first and high priority to put in place a stable funding program for the Woodburn Downtown Association." The 2010 updated Downtown Development Plan encouraged looking into EIDs as part of a downtown funding strategy:

In order to support marketing and business recruitment costs, which are often not eligible expenditures for many funding sources, explore the formation of an EID with the support of Downtown business and property owners to provide an ongoing funding stream for operating and programmatic expenditures.

In 2001, City Council adopted the Woodburn Urban Renewal Plan as a strategy to eliminate blighting influences in the Urban Renewal Area. The plan recommends implementing an EID as part of a "balanced financing plan to assist property owners in the repair and rehabilitation of structures."

Agenda Item Review: City Administrator City Attorney Finance

DISCUSSION:

An EID is a funding mechanism designed to enable a community to fulfill its economic revitalization goals and plans; and is established as an assessment to property and business owners for the use of promoting and improving the defined business district. Types of projects that are generally funded by an EID include:

- a. The planning or management of development or improvement activities;
- b. Landscaping or other maintenance of public areas;
- c. Promotion of commercial activity or public events;
- d. Activities in support of business recruitment and development;
- e. Improvements in parking systems or parking enforcement;
- f. Any other economic improvement activity for which an assessment may be made on property specially benefited thereby.

The City Council must determine whether the EID is paid by property owners and/or business owners and the amount of assessment of each lot in the district. Assessments may be made on the value of the property or surcharge on business licenses. Only commercial properties can be assessed within the district.

The EID can be established by adopting an ordinance after two formal public hearings. The initial public hearing allows the City Council to evaluate and make changes to the proposed EID. If objections to the EID are less than the 33% remonstrance at the second public hearing, the City Council may approve the EID.

It is proposed that the EID ordinance shall contain the following:

1. A description of the economic improvement project or activities to be undertaken;
2. A cost estimate and proposed formula for apportioning costs to each benefited property;
3. A description of the boundaries of the district in which properties will be assessed;
4. A specific number of years that assessments will be levied.

FINANCIAL IMPACT:

No impact at this time.

COUNCIL MEETING MINUTES
October 14, 2013

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, OCTOBER 14, 2013.**

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

ROLL CALL

Mayor Figley	Present
Councilor Cox	Present
Councilor Lonergan	Present
Councilor McCallum	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Alonso Leon	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Police Chief Russell, Human Resources Director Hereford, Interim Public Works Director Scott, Community Services Director Row, Finance Director Shearer, Captain Garrett, Captain Alexander, Recreation Manager Spence, Aquatic Center Manager Wierenga, Communications Coordinator Horton, Executive Legal Assistant Veliz, City Recorder Pierson

0:00 **ANNOUNCEMENTS AND APPOINTMENTS**

The Aquatic Center will be hosting Spooky Splash & Floating Pumpkin Patch from 5:00-7:00 pm on Saturday, October 26, which is generously sponsored by the Wooden Shoe Tulip Farm. Guests can pick their pumpkin from the floating patch in the pool while experiencing the colorful glow of underwater lights and fall related festivities. Cost for the event is regular general admission plus \$2.00 per pumpkin.

0:06 **COMMUNITY/GOVERNMENT ORGANIZATIONS**

- A. Chamber of Commerce – Don Judson, Executive Director of the Chamber, announced that the Chamber Board has decided to continue to operate the Woodburn Fiesta Mexicana through Woodburn Area Tourism headed by Ruby Wolfer. He also announced that the Crystal Apple Awards will take place on November 22 and that the requirements for the new Executive Director have been posted.
- B. Woodburn School District – Chuck Ransom, Superintendent, presented the Woodburn School Districts Strategic Plan.

0:25 **PROCLAMATIONS/PRESENTATIONS**

- A. Hispanic Heritage Month – Mayor Figley read the proclamation and Councilor Alonso Leon said a few words in recognition of Hispanic Heritage month.
- B. Stu Spence was recognized for receiving the Oregon Recreation and Parks New Professional of the Year award.

0:38 **BUSINESS FROM THE PUBLIC**

Mayor Figley acknowledged that Council has received a few petitions, various phone calls, and emails regarding the Sequoia Trees issue. Burt Carney, 1682 Meridian Dr., provided a letter and petition to the Mayor and Council and spoke against issuing a permit to ODOT to

COUNCIL MEETING MINUTES
October 14, 2013

cut down the Sequoia trees.

Ron Cearley, 1946 Rainer Rd., stated the he owns one of the properties the trees are on and he is in favor of cutting them down.

Colin Brown, 1790 Woodland Ave., spoke about the Sequoia trees and that he is against them being cut down.

Hank Werner, 2743 Fairway St., stated that he is concerned about the Sequoia trees and believes that the intangible value of the tree needs to be considered. He asked that Council weigh in on this issue.

Ellen Bandelow, 199 Smith Dr., stated that she is representing many people around the City who are against the destruction of the two Sequoia trees and that they have been able to get 650 signatures on their petitions. She also stated she spoke with Tim Potter from ODOT and that ODOT is considering other possible design alternatives that could possibly save the trees and requested that City Council direct staff to give full and careful consideration to whether these trees can be saved and report back to Council before a final decision is made.

Councilor Cox stated that if the Council were being asked to take action on this item he would disqualify himself because he lives next door to the trees and is opposed to them being cut down. He stated that he believes it is critical that Council and staff realize how important these trees are to the people and that Council and staff need to take into consideration input from the public before a permit is issued to ODOT. He also noted that in December of last year the City's Public Works Department was working on a plan with ODOT to try and save the trees but for some reason that fell through. He would like to direct staff by motion what Council would like to see staff do.

Mayor Figley commented that many staff members have been working on this issue for the last year and a half trying to save these trees and that they are still working on it today. She does not want to direct staff to do anything because they are doing their job and are going above and beyond the call of duty. She also noted that ODOT's application is not complete as of yet and that this is still a subject that is under consideration.

Dagmar Kinne, 586 Grant St., read a description of the Sequoia tree from the Audubon Society Nature Guide and commented that the trees add value to a home.

Councilor McCallum concurred with Mayor Figley.

City Administrator Derickson stated that they have been negotiating with ODOT in good faith and that ODOT has public safety and liability concerns about the trees but is open to ideas. He also mentioned that ODOT has put a hold on their current application while discussing alternatives with the City.

1:13 **CONSENT AGENDA**

A. Woodburn City Council minutes of September 23, 2013,

B. Woodburn City Council Executive Session minutes of September 23, 2013,

C. Full On-Premises Sales- Trapala Restaurant.

McCallum/Cox... adopt the Consent Agenda. The motion passed unanimously.

1:13 **COUNCIL BILL NO. 2938 – AN ORDINANCE ADOPTING AQUATIC CENTER FEES FOR INCLUSION IN THE MASTER FEE SCHEDULE AND REPEALING ALL AQUATIC CENTER FEES AND CHARGES THAT ARE INCONSISTENT WITH THIS ORDINANCE**

McCallum introduced Council Bill 2938. Executive Legal Assistant Veliz read the two readings of the bill by title only since there were no objections from the Council. On roll call

COUNCIL MEETING MINUTES
October 14, 2013

vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 2938 duly passed.

1:18 **CITY ADMINISTRATOR’S REPORT**
City Administrator Derickson had nothing to report.

1:18 **MAYOR AND COUNCIL REPORTS**
Councilor Alonso Leon thanked everybody for attending the Council meeting.
Councilor Lonergan thanked people for coming out and showing support for an issue.
Councilor McCallum concurred and appreciated the emails received both pro and con.
Mayor Figley stated that she appreciates that people are paying attention and are willing to express their point of view.
Councilor Ellsworth commended those people that got up to speak.
Councilor Morris stated he also appreciates the emails and was impressed with the knowledge that the speakers had on the ordinance and the process.

1:22 **ADJOURNMENT**
McCallum/Lonergan ... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 8:22 pm.

APPROVED _____
KATHRYN FIGLEY, MAYOR

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

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ROLL CALL

Position I	J.D. Mitchoff (12/13)	Present
Position II	Kristen Matthews (12/13)	Present
Position III	Nancy Kirksey, President (12/13)	Present
Position IV	Neal Hawes, Vice-President (12/15)	Present
Position V	Willis Grafe (12/13)	Absent
Position VI	Phyllis McKean (12/16)	Present
Position VII	Vacant	

3. MINUTES – April 10, 2013

Neal Hawes/Phyllis McKean – Motion to accept the minutes was offered and seconded. The motion passed unanimously.

4. BUSINESS FROM THE PUBLIC

None.

5. BOARD REPORT

None.

6. OLD BUSINESS

Youth Services Librarian Vacancy – John Hunter

John confirmed that new children’s librarian Gladis Martinez had started in her position after relocating from southern California and has been very busy developing new programming and collaborating with Adult & Teen librarian Elvira Sanchez Kisser. Gladis and Elvira staged successful summer reading programs and even secured sponsors to offset the costs of some of the incentives. Gladis’ program attendance has grown considerably from past program attendance. Gladis has used her Spanish-language fluency to engage patrons and target programs to Spanish speakers.

7. NEW BUSINESS

Pew Survey: Library Habits of Young Americans – John Hunter

John reported on the findings of a recent survey from the Pew Research Center’s Internet & American Life Project, which found that young adults age 16-29 are more likely than adults over 30 to have done the following:

- Read a book in print and read an e-book;

- Use a computer or the Internet at the library
- Seek assistance from librarians
- Use the library as a space to sit and read, study, or consume media

8. **MANAGER REPORTS**

Library Statistics – April-June 2013 – John Hunter

Quarterly statistics emphasized a decrease in circulation each month in the quarter. After discussing the issue with other CCRLS librarians, it is believed that the nice weather we had this Spring probably played the biggest role. Circulation for all of CCRLS was down, as well.

Library Statistics – July-September 2013 – John Hunter

Thankfully, circulation was up each month in the first quarter of the new fiscal year. Door count was generally lower, which means fewer patrons are generally borrowing more materials. Neal Hawes suggested that increased children's programming may have resulted in increased circulation, and that is certainly possible.

Operational Update—Shelving – John Hunter

John announced the completion of the nonstructural seismic upgrade to the library's 78-inch tall shelving. The project also resulted in the implementation of new signage, an expanded teen section, an expanded audiovisual section closer to the library entrance, more specialty shelving, and a new study carrel with power and network access for six simultaneous users.

Friends of the Library Report

None.

9. **FUTURE BOARD BUSINESS**

Next scheduled meeting is January 8, 2014

10. **ADJOURNMENT**

J.D. Mitchoff / Kristen Matthews – Motion to adjourn meeting and seconded at 7:15 p.m.

City of Woodburn
Recreation and Park Board Agenda
 October 8, 2013 • 5:30 p.m.



1. **CALL TO ORDER**
 The meeting was called to order at 5:30 p.m.

2. **ROLL CALL**

Position I	Vacant, Member (12/14)	
Position II	Sofie Velasquez, Student Member (12/16)	Present
Position III	Joseph Nicoletti, Board Secretary (12/13)	Present
Position IV	Rosetta Wangerin, Board Chair (12/13)	Absent
Position V	Bruce Thomas, Member (12/13)	Present
Position VI	Ardis Knauf, Member (12/16)	Present
Position VII	Gevin Gregory, Member (12/16)	Present

3. **APPROVAL OF MINUTES**
 The minutes from the August 13, 2013 meeting were unanimously approved (Thomas/Gregory)

4. **BUSINESS FROM THE AUDIENCE**
 None

5. **NEW BUSINESS**

Aquatic Center First Quarter Financial Review

1st Quarter Revenue Comparison

	<u>2012</u>	<u>2013</u>	<u>Difference</u>
July	\$25,014	\$31,425	\$6,411
August	\$27,342	\$24,143	(\$3,199)
September	\$13,816	\$15,566	\$1,750
Total	\$66,172	\$71,134	\$4,962

1st Quarter Expense Comparison*

	<u>2012</u>	<u>2013</u>	<u>Difference</u>
July	\$36,714	\$23,695	(\$13,019)
August	\$43,849	\$57,945	\$14,096
September	\$42,308	\$26,951	(\$15,357)
Total	\$122,871	\$108,591	(\$14,280)

*Payroll is calculated differently in FY 13/14.

6. **OLD BUSINESS**

Legion Park Rehabilitation Project Update

Stu updated the board on the progress of the Legion Park project including tree assessment and removal, lighting improvements, and fence removal. Bruce commented that he would like to keep the goal of installing an artificial turf field at Legion Park for future development. Gevin commented that he refereed soccer games at Legion Park recently and there were drainage and turf issues on the field.

7. **DIVISION REPORTS FROM DEPARTMENT**

a. AQUATICS

Financial Update

First Quarter Finances

- Cost Recovery – 66%
- Payroll is calculated differently – hard to compare expenses accurately
- Revenue:
 - Memberships are up over \$4,500 (monthly memberships)
 - Swim Lessons are up almost \$2,500 (awesome!)

First Quarter Attendance Review

	2012	2013	Difference
July	16,848	17,061	213
August	17,033	15,509	(1,524)
September	8,696	7,459	(1,237)
Total	42,577	40,029	(2,548)

Program Update

- Swimming lessons are going well, slowest season typically but Sept. is busier this year than last
- 4th Grade lessons starting this month with Lincoln Elementary
- Working on fun and new programs to kick off the New Year
- Staffing is our biggest challenge currently
 - Hiring lifeguards, water fitness instructors, swim instructors
 - Lifeguard Training this week. Swim instructor training next week

Marketing Update

- Spooky Splash this year is October 26th from 5-7pm. Wooden Shoe sponsors the event.
- Running a Groupon promotion soon for swimming lessons
- Flyer drops all over town for different programming

b. RECREATION

Adult Sports 9 teams playing in the Men's Fall Basketball League that started last Sunday.

- Youth Sports** 294 kids playing youth soccer this fall. 19 less than last year.
- Community Ed** Our photography instructor relocated so I'm in the process of recruiting a new one. Kids in the Kitchen Cooking kicks off with "Monster Munch" October 22. The next class will have a holiday theme in early December.
- After School** The City is in the process of formalizing our agreement with the Woodburn School District with regards to the operation of the After School Club program.
- B&G Club** The Woodburn Boys & Girls Club recently received funding to complete a project titled, "Design for Impact." The project involves upgrades to the Teen Center building as well as other program components. The City is currently working through the process building upgrades with the Club
- YAB** The Youth Advisory Board just hosted a recruitment party with over 30 youth in attendance. They continue with their Senior Service projects doing work around the house for older adults around Woodburn. They also plan to attend the ILead Summit in early November.
- Staffing** Recreation & Parks has added two staff to the division. Introducing Taylor Cope, our new Recreation Coordinator and Kyle Buse, our new Recreation Specialist – sports. Taylor will help coordinate the Youth Advisory Board and Community Education classes and Kyle will help coordinate all youth and adult sports.
- Downtown Trick or Treat** This year's event is scheduled for October 31st from 3:30 – 5pm. There will be lots of games and activities in the Plaza, then a list of businesses for kids to hit up for candy afterwards.

c. PARKS & FACILITIES

None.

8. FUTURE BOARD BUSINESS

The board indicated a desire to continue to have Legion Park updates remain on the agenda throughout the project.

9. BOARD COMMENTS

- Bruce suggested that an aesthetically appealing entrance be designed for Legion Park including pavers and electrical hookups that could be used for park events.

- Sofie reported on Youth Advisory Board activities including the recruitment party, senior service projects, and what YAB does at their meetings.
- Ardis expressed her thank you to Gevin and the group that adopted Cowan Park over the summer.

10. **ADJOURNMENT**

The meeting was adjourned at 6:08 p.m.

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2013

CHARGE DESCRIPTION	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
AGGRAVATED ASSAULT	24	1	3	2	1	6	3	1	2	5
ANIMAL CRUELTY	5	0	0	0	0	1	1	0	3	0
ANIMAL ORDINANCES	6	0	1	3	0	0	1	1	0	0
ARSON	3	0	0	0	0	0	0	3	0	0
ASSAULT SIMPLE	86	11	11	7	7	10	12	9	12	7
ATTEMPTED MURDER	4	0	3	0	0	0	0	0	0	1
BOMB THREAT	3	3	0	0	0	0	0	0	0	0
BURGLARY - BUSINESS	4	0	1	0	1	1	0	1	0	0
BURGLARY - RESIDENCE	17	1	2	0	0	1	11	0	2	0
CHILD NEGLECT	12	1	3	2	0	2	1	2	1	0
CRIME DAMAGE-NO VANDALISM OR ARSON	18	1	0	2	0	2	6	3	2	2
CURFEW	10	2	0	0	2	0	4	0	2	0
CUSTODY - DETOX	8	0	0	0	2	0	0	1	3	2
CUSTODY - MENTAL	37	5	1	5	2	2	5	5	6	6
CUSTODY - PROTECITVE	1	0	0	0	0	0	1	0	0	0
DISORDERLY CONDUCT	55	8	5	4	2	9	15	0	3	9
DRIVING UNDER INFLUENCE	103	9	12	23	5	13	10	10	13	8
DRUG LAW VIOLATIONS	145	28	9	12	13	22	33	11	7	10
DRUG PARAPHERNALIA	1	0	1	0	0	0	0	0	0	0
DWS/REVOKED - FELONY	3	0	0	0	0	1	1	1	0	0
DWS/REVOKED-MISDEMEANOR	19	3	2	6	0	3	1	0	3	1
ELUDE	11	0	1	1	0	3	2	1	2	1
EMBEZZLEMENT	1	0	0	0	0	1	0	0	0	0
ESCAPE FROM YOUR CUSTODY	1	0	0	1	0	0	0	0	0	0
FAIL TO DISPLAY OPERATORS LICENSE	11	5	2	1	0	1	0	1	1	0
FORCIBLE RAPE	3	0	0	0	1	0	1	0	1	0
FORGERY/COUNTERFEITING	10	1	1	0	1	2	1	3	1	0
FRAUD - ACCOUNT CLOSED CHECK	1	0	0	0	1	0	0	0	0	0
FRAUD - BY DECEPTION/FALSE PRETENSES	3	0	1	0	1	0	0	1	0	0
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	4	0	0	0	0	4	0	0	0	0
FRAUD - IMPERSONATION	1	0	1	0	0	0	0	0	0	0
FRAUD - OF SERVICES/FALSE PRETENSES	1	0	0	0	0	0	0	0	1	0
FRAUD-OTHER	8	2	0	0	0	6	0	0	0	0
FUGITIVE ARREST FOR ANOTHER AGENCY	140	22	11	14	10	18	21	11	14	19
FURNISHING	2	0	0	0	0	2	0	0	0	0
GARBAGE LITTERING	3	0	0	1	0	1	1	0	0	0
HIT AND RUN FELONY	1	0	0	0	0	1	0	0	0	0
HIT AND RUN-MISDEMEANOR	12	3	0	1	2	3	1	2	0	0
IDENTITY THEFT	6	0	0	1	0	4	0	1	0	0
INTIMIDATION /OTHER CRIMINAL THREAT	21	3	1	1	1	6	2	2	4	1
MINOR IN POSSESSION	28	2	7	0	0	6	2	2	0	9
MINOR IN POSSESSION - TOBACCO	1	0	0	0	0	0	1	0	0	0
MOTOR VEHICLE THEFT	4	0	0	0	0	2	1	0	0	1
OTHER	51	10	7	2	2	7	16	1	1	5
PROPERTY RECOVER FOR OTHER AGENCY	4	0	3	0	0	0	0	0	0	1
PROSTITUTION - ENGAGE IN	2	2	0	0	0	0	0	0	0	0
RECKLESS DRIVING	15	3	1	0	0	5	2	2	2	0
RECKLESSLY ENDANDERING	10	0	0	0	1	6	2	1	0	0
RESTRAINING ORDER VIOLATION	6	1	1	0	1	1	0	0	2	0
ROBBERY - BUSINESS	8	1	0	2	1	1	2	0	1	0
ROBBERY - CONV.STORE	3	0	0	0	0	3	0	0	0	0
ROBBERY - OTHER	6	0	1	1	1	1	0	0	0	2
RUNAWAY	4	1	0	0	0	2	1	0	0	0
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	0	0	1	0	0	0	0	0	0

Woodburn Police Department

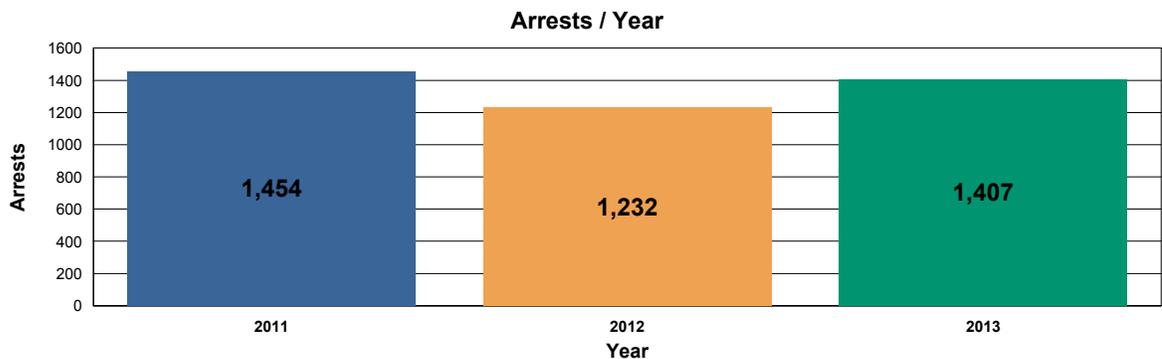
MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2013

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
SEX CRIME - EXPOSER	1	0	0	0	0	0	1	0	0	0
SEX CRIME - FORCIBLE SODOMY	1	0	0	0	0	0	1	0	0	0
SEX CRIME - MOLEST (PHYSICAL)	6	0	0	2	0	0	2	0	2	0
SEX CRIME - NON FORCE SODOMY	2	1	0	0	1	0	0	0	0	0
SEX CRIME - NON-FORCE RAPE	2	0	0	0	1	0	0	0	1	0
SEX CRIME - OBSCENE PHONE CALL	1	0	0	0	0	0	0	1	0	0
STALKER	2	0	0	0	1	0	0	0	1	0
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	7	2	3	2	0	0	0	0	0	0
SUICIDE	1	0	0	0	0	0	0	1	0	0
THEFT - BUILDING	10	2	1	1	1	0	2	2	0	1
THEFT - FROM MOTOR VEHICLE	3	0	0	0	0	0	0	1	0	2
THEFT - OTHER	27	4	3	1	1	6	8	4	0	0
THEFT - PURSE SNATCH	2	2	0	0	0	0	0	0	0	0
THEFT - SHOPLIFT	118	22	19	11	20	16	9	5	4	12
TRAFFIC VIOLATIONS	95	3	19	9	2	9	25	4	16	8
TRESPASS	38	5	8	5	4	6	1	2	5	2
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	6	0	0	0	0	0	0	2	1	3
VANDALISM	18	4	1	1	0	3	3	5	1	0
VEHICLE RECOVERD FOR OTHER AGENCY	5	0	0	0	0	2	0	0	2	1
WARRANT ARREST FOR OUR AGENCY	95	12	15	8	6	13	10	6	11	14
WEAPON - CARRY CONCEALED	5	0	0	0	1	1	0	0	1	2
WEAPON - EX FELON IN POSSESSION	4	1	0	1	0	2	0	0	0	0
WEAPON - OTHER	1	0	0	0	0	0	0	0	1	0
WEAPON - POSSESS ILLEGAL	10	1	4	1	0	0	1	0	2	1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
2013 Total	1,407	188	165	135	96	217	224	109	137	136

2012 Total	1232	165	158	95	117	141	124	140	167	125
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2011 Total	1454	156	95	185	207	209	172	135	166	129
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Woodburn Police Department

MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2013

CHARGE DESCRIPTION	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
AGGRAVATED ASSAULT	32	4	2	4	3	6	3	1	5	4
AGGRAVATED MURDER	1	0	0	0	0	0	0	0	1	0
ANIMAL CRUELTY	7	0	0	0	1	2	2	0	2	0
ANIMAL ORDINANCES	7	0	1	3	1	0	1	1	0	0
ARSON	5	1	0	0	0	1	1	2	0	0
ASSAULT SIMPLE	96	15	11	8	9	12	14	9	10	8
ATTEMPTED MURDER	5	1	2	1	0	0	0	0	1	0
BOMB THREAT	1	1	0	0	0	0	0	0	0	0
BURGLARY - BUSINESS	19	4	1	0	1	3	1	3	2	4
BURGLARY - OTHER STRUCTURE	9	3	1	0	2	0	1	1	0	1
BURGLARY - RESIDENCE	53	3	8	5	1	3	8	3	14	8
CHILD NEGLECT	9	1	1	2	0	3	1	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	112	18	7	15	5	8	14	9	13	23
CURFEW	5	1	0	0	1	0	2	0	1	0
CUSTODIAL INTERFERENCE	1	0	0	0	0	0	0	0	1	0
CUSTODY - DETOX	8	0	0	0	2	0	0	1	3	2
CUSTODY - MENTAL	38	5	1	5	2	2	5	5	7	6
CUSTODY - PROTECTIVE	1	0	0	0	0	0	1	0	0	0
DISORDERLY CONDUCT	44	4	4	4	2	7	9	2	5	7
DRIVING UNDER INFLUENCE	102	9	11	23	5	13	10	10	13	8
DRUG LAW VIOLATIONS	99	9	8	9	13	18	19	2	9	12
DRUG PARAPHERNALIA	1	0	1	0	0	0	0	0	0	0
DWS/REVOKED - FELONY	3	0	0	0	0	1	1	1	0	0
DWS/REVOKED-MISDEMEANOR	19	3	2	6	0	3	1	0	3	1
ELUDE	16	1	4	1	0	4	2	1	2	1
EMBEZZLEMENT	1	0	0	0	0	1	0	0	0	0
ESCAPE FROM YOUR CUSTODY	1	0	0	1	0	0	0	0	0	0
EXTORTION/BLACKMAIL	2	0	0	1	0	0	0	1	0	0
FAIL TO DISPLAY OPERATORS LICENSE	10	4	2	1	0	1	0	1	1	0
FORCIBLE RAPE	5	0	0	1	0	2	0	1	1	0
FORGERY/COUNTERFEITING	48	6	5	4	7	7	5	3	7	4
FRAUD - ACCOUNT CLOSED CHECK	2	1	0	1	0	0	0	0	0	0
FRAUD - BY DECEPTION/FALSE PRETENSES	12	2	2	2	0	1	1	0	2	2
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	22	1	0	2	5	6	2	1	4	1
FRAUD - IMPERSONATION	3	0	1	1	0	0	0	1	0	0
FRAUD - NOT SUFFICIENT FUNDS CHECK	1	0	1	0	0	0	0	0	0	0
FRAUD - OF SERVICES/FALSE PRETENSES	3	0	1	0	0	0	0	1	1	0
FRAUD - WIRE	1	0	0	0	0	0	0	0	1	0
FRAUD-OTHER	8	1	1	2	1	2	0	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	132	19	11	14	11	15	22	10	14	16
FURNISHING	2	0	0	0	0	2	0	0	0	0
GARBAGE LITTERING	3	0	0	1	0	1	1	0	0	0
HIT AND RUN FELONY	9	2	0	0	1	2	0	0	4	0
HIT AND RUN-MISDEMEANOR	79	14	8	6	10	7	5	13	12	4
IDENTITY THEFT	19	2	4	5	3	4	0	0	0	1
INTIMIDATION /OTHER CRIMINAL THREAT	29	4	2	4	0	8	2	2	4	3
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	2	1	0	1	0	0	0	0	0	0
KIDNAP - HOSTAGE/SHIELD OR REMOVAL/DELAY WITNE	1	0	0	0	0	0	0	1	0	0
MINOR IN POSSESSION	17	2	3	0	0	3	2	2	0	5
MINOR IN POSSESSION - TOBACCO	1	0	0	0	0	0	1	0	0	0
MISCELLANEOUS	48	3	5	3	5	2	4	10	7	9
MOTOR VEHICLE THEFT	47	6	3	5	1	9	6	6	1	10
OTHER	51	19	8	2	2	7	5	2	2	4
PROPERTY - FOUND LOST MISLAID	23	5	1	5	1	3	1	3	3	1
PROPERTY RECOVER FOR OTHER AGENCY	7	1	4	1	0	0	0	1	0	0
PROSTITUTION - ENGAGE IN	1	1	0	0	0	0	0	0	0	0
RECKLESS DRIVING	17	3	1	0	0	5	2	2	3	1

Woodburn Police Department

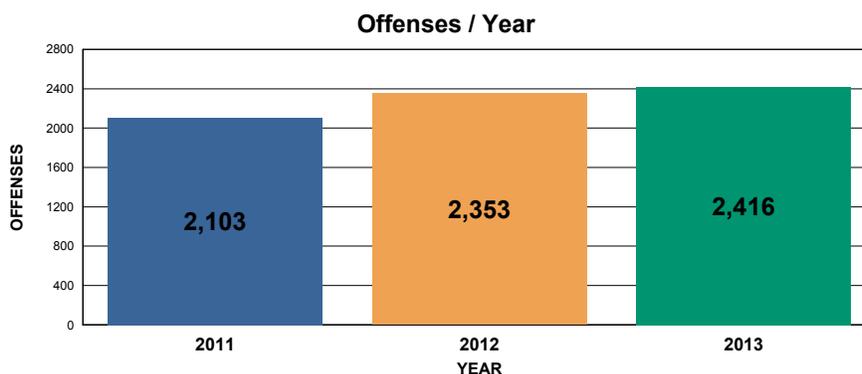
MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2013

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
RESTRAINING ORDER VIOLATION	9	2	1	0	1	2	0	0	2	1
ROBBERY - BUSINESS	12	2	0	3	1	2	1	1	2	0
ROBBERY - CAR JACKING	1	0	0	1	0	0	0	0	0	0
ROBBERY - CONV.STORE	2	0	0	0	0	1	0	0	0	1
ROBBERY - OTHER	12	2	1	3	2	1	1	1	0	1
RUNAWAY	20	3	0	0	2	4	2	2	6	1
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	4	2	0	1	1	0	0	0	0	0
SEX CRIME - EXPOSER	1	0	0	0	0	0	1	0	0	0
SEX CRIME - MOLEST (PHYSICAL)	18	5	0	3	3	3	1	0	2	1
SEX CRIME - NON FORCE SODOMY	2	1	0	0	1	0	0	0	0	0
SEX CRIME - NON-FORCE RAPE	2	0	0	0	1	0	0	0	1	0
SEX CRIME - OBSCENE PHONE CALL	1	0	0	0	0	0	0	1	0	0
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	2	1	0	1	0	0	0	0	0	0
STALKER	3	0	0	0	2	0	0	0	1	0
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	13	4	5	1	0	0	2	0	1	0
SUICIDE	3	0	0	0	0	1	1	1	0	0
THEFT - BICYCLE	19	1	3	3	0	3	3	4	1	1
THEFT - BUILDING	43	4	5	5	3	5	4	4	5	8
THEFT - COIN OP MACHINE	2	0	0	0	0	0	0	1	1	0
THEFT - FROM MOTOR VEHICLE	94	20	7	11	5	8	2	12	9	20
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	7	3	1	0	1	0	0	2	0	0
THEFT - OTHER	134	13	18	16	9	16	11	15	25	11
THEFT - PICKPOCKET	8	0	2	1	2	0	0	0	2	1
THEFT - PURSE SNATCH	7	0	2	2	1	1	0	0	0	1
THEFT - SHOPLIFT	138	24	20	16	22	18	9	9	7	13
TRAFFIC ORDINANCES	1	0	0	0	1	0	0	0	0	0
TRAFFIC VIOLATIONS	126	13	23	12	5	16	24	5	17	11
TRESPASS	42	5	7	6	4	3	3	7	5	2
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	57	5	2	5	2	4	2	12	7	18
VANDALISM	210	21	22	13	8	22	47	29	33	15
VEHICLE RECOVERD FOR OTHER AGENCY	10	1	3	1	0	1	3	0	1	0
WARRANT ARREST FOR OUR AGENCY	92	13	14	8	6	14	7	6	12	12
WEAPON - CARRY CONCEALED	5	0	0	0	1	1	0	0	1	2
WEAPON - EX FELON IN POSSESSION	2	0	0	0	0	2	0	0	0	0
WEAPON - OTHER	1	0	0	0	0	0	0	0	1	0
WEAPON - POSSESS ILLEGAL	12	2	2	3	0	0	1	1	3	0
WILLFUL MURDER	1	0	0	1	0	0	0	0	0	0

	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
2013 Total	2,416	327	266	265	179	302	280	225	304	268

2012 Total	2,353	246	249	233	261	244	264	261	313	282
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2011 Total	2,103	202	184	227	253	297	279	229	228	204
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Agenda Item

October 28, 2013

TO: Honorable Mayor and Council through City Administrator

FROM: Christina Shearer, Finance Director

SUBJECT: **2013-2014 Supplemental Budget Request**

RECOMMENDATION:

Hold a public hearing and adopt the attached resolution approving a supplemental budget for fiscal year 2013-2014 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. This request has both types of change proposals.

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 funds 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 28th prior to consideration of the resolution. A second notice was published to accommodate a change in the purchase of police radios request.

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).

Agenda Item Review: City Administrator City Attorney Finance

DETAIL OF THIS REQUEST

REVENUE

- General Fund Beginning Fund Balance

When the budget is prepared, a projection of the funds available at the beginning of the Fiscal Year is made. This estimate is based on revenues and expenditures to date for the fund as well as an estimate of revenues to be received and expenditures to be made for the remainder of the fiscal year. The proposed expenditures not associated with grant revenue will be funded out of the General Fund's beginning fund balance.

All of the General Fund requests are one-time expenditures, which is appropriate for the beginning fund balance use, which is considered one time money. The \$327,000 in supplemental expenditures still provides a General Fund Contingency consistent with the City Council's Policies and 5-Year General Fund budget forecast.

EXPENDITURES

- Pension Plan: \$170,000

Prior to becoming a PERS employer, Woodburn provided a similar retirement benefit program. There are two individuals who are entitled to the benefits of the program for the period it was in effect. Consequently, our legacy pension plan is currently underfunded by approximately \$170,000. Both remaining participants will be eligible for retirement this fiscal year. Because it is prudent to assume that the funds will be necessary in the near future, staff is recommending that we bring the funding status current so that any potential retirement does not represent a budget timing problem. Future contributions, if necessary, will be funded through the normal budget cycle.

- City Hall Roof Repair: \$ 17,000

The roof at City Hall has had numerous repairs and fixes over the years to extend its life and defer the necessity for major repair and or replacement. Unfortunately, deferring is no longer an option and a major repair is now necessary. We had already budgeted for a repair to the sally port, but damage to the central portion of the roof and skylights necessitate additional repair. Public Works estimates an additional \$17,000 is necessary to repair the damage and prevent structural deterioration.

- Police Radio Replacement: \$31,000

Beginning in January 2013 the Federal Communications Commission required all VHF and UHF radio frequency licensees to move to "Narrowband" radio channels. Previously there had been 25 KHZ of separation between frequencies

and the FCC required this to be reduced to 12.5 KHZ in Phase 1 of their process. This allowed for a reduction in the bandwidth used by agencies and provided the Federal Government the opportunity to auction off a large block of frequencies to private bidders.

Public safety agencies were not exempt from this regulation and had to make the change as well as everyone else. (FCC has granted very limited waivers on this mandate and only to allow extra time to complete the process or to move to a new system, never due to a lack of funding.) What was billed as a simple and routine frequency change has been anything but that for many users including us. The first hurdle was obtaining licenses for the new frequencies, and purchasing new portable radios that could handle the change. Next, the frequencies were tested for local interference and local performance. When this was complete the transition was made to the new frequencies in time to meet the January 2013 deadline. However, soon after the change we began to experience interference on our channel.

After a great deal of testing it was determined that the interference was coming from fire channel North 1. We were successful in having the fire departments move North 1 off of our tower and onto a Marion County tower at Crosby Rd. But, in the ensuing months we have learned that the new "Narrowband" channels are extremely sensitive to various atmospheric and environmental conditions and much more so than the old wide band channels were. Mt. Angel PD recently had to move their antenna and replace their base radio because the leaves on surrounding trees were found to be shielding the signal. In much the same way we have been experiencing problems with our officers transmitting especially inside buildings and in West Woodburn.

Around the country agencies are experiencing similar issues after completing their own narrow banding projects. Repeated efforts to adjust the current legacy equipment have not improved the situation. Ultimately the goal is to return service to the levels we experienced prior to the FCC's required change and if possible improve service beyond the legacy system and provide enhanced performance.

The Police Department is recommending conversion to a mixed digital/analog VHF system, which is estimated to cost \$31,000 to implement.

- Ford Foundation: \$20,000

The City has agreed to be the fiscal agent for the latest Ford Foundation project. The City will receive and hold the funds raised by the group and will make the project disbursements. The City does not have budget limitation for

those expenditures, so and expenditure increase of \$20,000 matched by \$20,000 in project revenues is being requested for Community Services Administration Expenditures will be strictly limited to the revenue received, so the overall financial impact to the City is zero.

- Legion Park Project: \$462,800 (\$277,800 Grant Funding, \$185,000 Parks SDC)

Now that the City has received a grant award and Council consent to commence an improvement project for Legion Park, the grant revenue and project expenditures must be budgeted. The total project is estimated to cost \$462,800, with \$277,800 coming from the grant award and the balance from Parks SDCs. While it is anticipated that the project will span more than one fiscal year, it is not possible to accurately gauge the timing of the project expenditures. Therefore, the project total will be budgeted to ensure that the project can proceed as appropriate without budget induced timing issues.

- Previously Authorized Capital Projects: \$89,000

Finance has been researching funding transfers and project transactions in the General Capital Improvement fund. This fund has had both General Fund and Parks SDC projects run through it, and funding transfers for the project expenditures have not always been timely or accurate. Finance reviewed every transaction, both revenue and expense, dating back to fiscal 2006-07. This analysis revealed that the Parks SDC fund was owed a refund on a few projects and the General Fund was undercharged on a few projects. To correct these errors, Finance is proposing a transfer in from the General Fund of \$89,000, and a transfer out to Parks SDC of \$89,000. This fund will proceed in the future on a zero balance basis to prevent this type of error from reoccurring.

FINANCIAL IMPACT:

General Fund

Revenue:

Beginning Balance	\$ 400,000
Donation Revenue	<u>20,000</u>
Total Revenues	420,000

Expenditures:

Retirement (Old Pension Plan)	\$ 170,000
Equipment (Police Radios)	31,000
Supplies (Ford Foundation)	20,000
Transfer Out – City Hall Roof	17,000
Transfer Out – Old Capital Projects	<u>89,000</u>
Total General Fund Expenditures	327,000

General Fund Contingency	<u>93,000</u>
Expenditures + Contingency	420,000

General Capital Construction Fund

Revenue:

Transfer In from GF – City Hall Roof	\$ 17,000
Transfer In from GF – Old Capital Projects	89,000
Transfer In from Parks SDC – Legion Park	185,000
State Grant – Parks	<u>277,800</u>
Total Gen Cap Const Revenues	568,800

Expenditures:

Legion Park Improvements	\$ 462,800
City Hall Roof Repairs	17,000
Transfer Out to Parks SDC – Old Projects	<u>89,000</u>
Total Gen Cap Const Expenditures	568,800

Parks SDC Fund

Revenue:

Transfers In – Gen Cap Const	\$ 89,000
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Expenditure:

Transfer Out – Gen Cap Const	\$ 185,000
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Parks SDC Contingency	<u>(96,000)</u>
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Total Expenditures + Contingency	89,000
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COUNCIL BILL NO. 2939

RESOLUTION NO. 2035

A RESOLUTION APPROVING TRANSFERS OF FY 2013-2014 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 ten (10) 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 then (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 October 28, 2013 on the supplemental budget changes pursuant to ORS 294.480(4); **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 2013-2014 in the amounts specified 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

City of Woodburn
 2013-2014 Supplemental Budget
 Exhibit A
 October, 2013

Fund	Original	Supplemental	Revised
General Fund			
Revenue			
Beginning Fund Balance	2,781,000	400,000	3,181,000
Donations - Other	-	20,000	20,000
Total Revenue	2,781,000	420,000	3,201,000
Finance			
Retirement	25,101	170,000	195,101
Police Department			
Other Equipment	-	31,000	31,000
Community Services Admin			
Other Equipment	-	20,000	20,000
Non-Departmental			
Transfers Out - General Capital Construction	-	106,000	106,000
Contingency/Ending Fund Balance			
Contingency	1,076,000	93,000	1,169,000
Total Expense	1,101,101	420,000	1,521,101
General Capital Construction Fund			
Revenue			
State Grants	-	277,800	277,800
Transfers In - General Fund	-	106,000	106,000
Transfers In - Parks SDC	-	185,000	185,000
Total Revenue	-	568,800	568,800
Expenditures			
Legion Park Improvements	-	462,800	462,800
City Hall Roof	-	17,000	17,000
Transfers Out - Parks SDC	-	89,000	89,000
Total Expenditures	-	568,800	568,800
Parks SDC Fund			
Revenue			
Transfers In - General Capital Construction	-	89,000	89,000
Total Revenue	-	89,000	89,000
Expense			
Transfers Out - General Cap Construction	-	185,000	185,000
Contingency	442,785	(96,000)	346,785
Total Expense	442,785	89,000	531,785

The recommended award is 15% below the Engineer's estimate.

DISCUSSION:

This relocation of the City's sanitary sewer system is required due to conflicts with elements of the ongoing I-5 Interchange Project. The utility relocation cost for this sanitary sewer relocation project is considered by the Oregon Department of Transportation (ODOT) to be a non-reimbursable expense. However, in accordance with Intergovernmental Agreement 28835 between the City and ODOT, 50% of the non-reimbursable utility relocation cost will be credited to the City to reduce its outstanding contributory obligation to ODOT for the I-5 Interchange and Transit Facility Project.

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 subject project is identified in the adopted fiscal year 2013/14 Budget, Capital Construction Projects in the amount of \$585,000. 50% of the project will be funded using the Street System Development Charge Fund (376). This expenditure will be credited to the City and will reduce its outstanding contributory obligation to the ODOT Interchange and Transit Facility Project. The remaining 50% will be funded using the Sewer Construction Fund (465).

Estimated Project Cost Summary:

• Design and Technical Services	\$15,000.00
• Construction Contract	\$415,288.80
• Construction Contingency	\$80,000.00
• Construction Management & Inspection	<u>\$50,000.00</u>
Total Estimated Project Cost	\$560,288.80
Budgeted Project Cost Estimate	\$585,000.00



Agenda Item

October 28, 2013

TO: Honorable Mayor and City Council through City Administrator

FROM: Randy Scott, Interim Public Works Director

SUBJECT: **Award of Construction Contract for 2013 Sewer and Storm Collection System Improvements, Bid No. 2013-15.**

RECOMMENDATION:

That the City Council, acting in its capacity as the City Contract Review Board, award the construction contract for the 2013 Sewer and Storm Collection System Improvements project to K & E Excavating, Inc. in the amount of **\$186,990.00**.

BACKGROUND:

The contract involves new installation and repair of various Sanitary Sewer and Storm Sewer Collection System components. The major components of the contract are the rehabilitation of 380 lineal feet of existing 16" diameter sanitary sewer main and installation of 180 lineal feet of 18" diameter sanitary sewer main at Oak Street and Settlemier Park, replacement of approximately 150 lineal feet of a 42" diameter storm sewer main within Center Street, abandonment of approximately 320 lineal of sanitary sewer main within Settlemier Avenue, cleaning of the existing storm sewer culverts on Mill Creek at Cleveland Street, and installation and rehabilitation of various manholes on both the sanitary and storm sewer system. The subject components of the contract are identified in the Capital Construction Projects of the adopted budget for fiscal year 2013/14.

Bids were opened on October 15, 2013. Five (5) bids were received, opened and recorded as follows:

C&M Excavation & Utilities	\$250,730.00
Gelco Construction	\$224,431.50
K&E Excavating	\$186,990.00
Kerr Contractors	\$202,955.00
Jeff Kersey Construction	\$269,517.00

The Engineer's Estimate **\$243,585.00**

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

All Bidders were found to be responsible and responsive bidders. The recommended award is 23% below the Engineers estimate.

DISCUSSION:

This project is a continuation effort by the Public Works Department to preserve, maintain and improve the City's sanitary and storm sewer infrastructure. This project will reduce inflow and infiltration of extraneous water entering the wastewater collection systems in accordance with best management practices and NPDES permit requirements.

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 subject components of the contract are identified in the adopted fiscal year 2013/14 Budget, Capital Construction Projects in the amount of \$347,500. 70% of the project will be funded using the Sewer Capital Construction Fund (465) and 30% will be funded using and Street and Storm Capital Construction Fund (363).

Estimated Project Cost Summary:

• Design and Technical Services	\$36,500.00
• Construction Contract	\$186,990.00
• Construction Contingency	\$32,000.00
• Construction Management & Inspection	<u>\$40,000.00</u>
Total Estimated Project Cost	\$295,490.00
Budgeted Project Cost Estimate	\$347,500.00