



# Memorandum

August 27, 2019

TO: Community Center Advisory Committee Members

FROM: Jim Row, Assistant City Administrator

SUBJECT: **Community Center Project Background Information**

This memo is intended to provide current and prospective Community Center Advisory Committee (CAC) members with a description of the role of the CAC as well as background information regarding the work that has recently been completed to advance the planning process for a potential community center project in Woodburn.

Because the Community Center Project is considered a complex construction project, subject to various regulatory processes, financing and permitting requirements, the time line is subject to change. The intent of this communication is to provide committee members with historical information and to keep them up to date regarding the status of the project.

## **ROLE OF THE CAC:**

At their June 24 meeting, the City Council adopted a resolution creating a 12 person Community Center Advisory Committee (CAC). The resolution was amended on August 26 to increase the total membership to include up to 22 total members.

The purpose of the CAC is to assist the City by reviewing the community center design work and providing critical feedback to City staff, the design team, the City Administrator, and the City Council in order to ensure that:

- A. The physical appearance of the community center is attractive as would be expected for a landmark civic building
- B. The facility is designed to include the active and passive recreation opportunities desired by the community
- C. The facility provides spaces designed to serve people of all ages and abilities

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- D. The design of the community center provides for safe, functional, sustainable and efficient operation
- E. Desired improvements to the existing aquatic center are included in the project

Oregon law prohibits the use of public funds or public employee work time to support or oppose any candidate, petition, recall or measure that appears on an election ballot. Appointed members of advisory committees are subject to this restriction. Therefore, in order to prevent inadvertent violations of election law from occurring, the CAC will dissolve on August 1, 2020, prior to the filing of bond measure language with the Marion County Elections Official.

Nothing will prohibit members or former members of the CAC from forming a political action committee or otherwise supporting or opposing a potential community center bond measure. However, the City will not support or be involved in these activities in any manner.

### **PROJECT BACKGROUND:**

In January 2017, The City Council authorized staff to contract with Carleton Hart Architecture to update the 2008 Community Center Feasibility Study. This decision came after local stakeholders and interested residents expressed a desire to move the project forward now that the economic climate has improved.

Since that time, staff has conducted a number of workshops throughout the community and solicited feedback from the City Council in late 2017. Carleton Hart Architecture utilized the feedback from staff, the City Council and community members to develop an updated concept plan. The concept plan and cost estimate was presented to the City Council in March 2019. The concept plan included a high-level design for a 79,000 sq. ft. facility with an estimated construction cost of \$34 Million.

During the 2017 Regular Session, the Oregon Legislature authorized the award of a \$1,000,000 Lottery Bond Grant to the City for the community center project. Those funds became available to the City in April 2019, at which point, the City began the detailed project design work for the project. It is important for committee members to understand that the funding the City received from the state can only be used for the architectural and engineering services related to the project that have already been undertaken.

The approach to this project is to develop design documents to bring the project to a near “shovel ready” state prior to placing a bond measure on the ballot.

After completing the concept plan and cost estimate, City staff commissioned a telephone survey of registered voters in Woodburn in order to better understand the support for a potential bond measure, as well as the features voters are most interested in having the community center include. A summary of the survey results will be presented to you at an upcoming CAC meeting.

As is typical with most complex construction projects, the Community Center Project consist of three phases, they include Phase I - Conceptual Project/Design; Phase II - Architectural Design & Engineering; and Finally Phase III - Funding and Construction. The Community Center Project is now in the early stages of Phase II, which was made possible by the State grant. A summary of the remaining items on the project timeline is as follows:

<b>Project Item</b>	<b>Dates</b>
Architectural & Engineering Design	May 2019 – September 2020
Bond Measure Election	November 2020
Community Center Construction	March 2021-February 2023
Community Center Opens to the Public	March 2023

The above timeline assumes the passage of the bond measure in November 2020. Staff will present updates to the project and its timeline to the CAC on a regular basis as updated information becomes available.

Funding for the construction of the community center has not yet been developed. However, it will likely include some grants, and will certainly require the passage of a City-wide bond measure.