CITY OF WOODBURN
CITY COUNCIL AGENDA

APRIL 9, 2007 – 7:00 P.M.

KATHRYN FIGLEY, MAYOR
WALTER NICHOLS, COUNCILOR WARD I
RICHARD BJELLAND, COUNCILOR WARD II
PETER MCCALLUM, COUNCILOR WARD III
JAMES COX, COUNCILOR WARD IV
FRANK LONERGAN, COUNCILOR WARD V
ELIDA SIFUENTEZ, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. ANNOUNCEMENTS AND APPOINTMENTS

Announcements:

A. A budget workshop to discuss the 2007-08 Capital Budget and the 2007-13 Capital Improvement Plan will be held April 21, 2007 at 8:30 a.m. in the Council Chambers.

B. A public hearing will be held on April 23, 2007 to consider a Tout Street LID.

Appointments:
None.

4. PROCLAMATIONS/PRESENTATIONS

Proclamations:

A. National Library Week – April 15-21, 2007 **1**

B. Volunteer Week – April 15-21, 2007 **2**

Presentations:
None.

5. COMMITTEE REPORTS

A. Chamber of Commerce
B. Woodburn School District

6. COMMUNICATIONS

None.

"Habrá intérpretes disponibles para aquéllas personas que no hablan Inglés, previo acuerdo. Comuníquese al (503) 980-2485."

7. **BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda.*

8. **CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion at the request of a Council member.*

A. **Woodburn City Council minutes of March 26, 2007** 3
Recommended Action: Approve the minutes.

B. **Wastewater Rate Review Committee minutes of March 20, 2007** 9
Recommended Action: Accept the minutes.

C. **Planning Project Tracking Sheet dated April 5, 2007** 11
Recommended Action: Receive the report.

D. **Building Activity for March 2007** 13
Recommended Action: Receive the report.

9. **TABLED BUSINESS**

None.

10. **PUBLIC HEARINGS**

None.

11. **GENERAL BUSINESS** – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.*

A. **Contract Award for Demolition of 60,000 Gallon Elevated Reservoir** 14
Recommended Action: Approve award of a contract for demolition of 60,000 gallon elevated water reservoir to 3 Kings Environmental in the amount of $35,695.00.

B. **Contract Award, Water Main Extension between First Street and Second Street** 16
Recommended Action: Award the construction contract to the lowest responsible bidder, M. L. Houck Construction for water main extension between First Street and Second Street in the amount of $23,488.20.

C. **Contract Award, Sanitary Sewer Main Extension, Smith Addition to Settlemier Avenue** 19

Recommended Action: Award the construction contract to the lowest responsible bidder, M. L. Houck Construction for Sanitary Sewer main extension from Smith Addition to Settlemier Avenue in the amount of $31,712.00.

D. **City Council Goals for 2007-09** 22

Recommended Action: Adopt the attached City Council Goals for 2007-09, and accompanying vision and values statements.

12. NEW BUSINESS

13. PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS – *These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.*

None.

14. CITY ADMINISTRATOR'S REPORT

15. MAYOR AND COUNCIL REPORTS

16. EXECUTIVE SESSION

A. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (1)(h).

B. To consider records that are exempt by law from public inspection pursuant to ORS 192.660 (1)(f).

17. ADJOURNMENT

PROCLAMATION

NATIONAL LIBRARY WEEK 2007

WHEREAS, our nation's public, academic, school and specialized libraries provide something for everyone; and

WHEREAS, libraries play a vital role in providing millions of people with the resources they need to live, learn and work in the 21st century; and

WHEREAS, libraries are changing and dynamic places, and librarians are the ultimate search engine, helping people of all ages find the information they need in print and online; and

WHEREAS, awareness and support must be increased for libraries, librarians and library workers by raising their visibility in a positive context and by communicating clearly and strongly why libraries are both unique and valuable; and

WHEREAS, library users and non-users alike are encouraged to stand up and speak out for libraries and to support library-funding efforts; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week with The Campaign for America's Libraries.

NOW, THEREFORE, be it resolved that I, Kathryn Figley, Mayor of the City of Woodburn, proclaim National Library Week, April 15-21, 2007. I encourage all residents to take advantage of the wonderful library resources available and thank their librarians and library workers for making information accessible to all who walk through the library's doors.

Come see why there's **SOMETHING FOR EVERYONE @ YOUR LIBRARY**.

IN WITNESS WHEREOF, I hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 4th day of April 2007.

Kathryn Figley
City of Woodburn

PROCLAMATION

VOLUNTEER WEEK – APRIL 15 – APRIL 21, 2007

WHEREAS, Woodburn volunteers have undertaken many responsibilities that promote the general welfare of the City of Woodburn and make a difference in the lives of its residents; and

WHEREAS, in providing these services, volunteers have demonstrated a spirit of personal concern and wholehearted willingness to help others; and

WHEREAS, volunteers reflect the commitment of neighbors helping neighbors in the finest sense of that tradition; and

WHEREAS, these volunteers ask nothing more than the satisfaction of a job well done; and

WHEREAS, these individuals are most deserving of appreciation and thanks; and

WHEREAS, the City Council, in gratitude for the dedicated service rendered by members of this community wishes to recognize all those who have given their time, energy and talents to help others.

NOW, THEREFORE, I, KATHRYN FIGLEY, Mayor of the City of Woodburn, do hereby proclaim the week of April 15 through April 21, 2007 to be

VOLUNTEER WEEK

in the City of Woodburn and encourage government, business, and residents to honor this observance with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 9th day of April 2007.

Kathryn Figley, Mayor
City of Woodburn

COUNCIL MEETING MINUTES
March 26, 2007

TAPE
READING

0001 **DATE. COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MARCH 26, 2007.**

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

0010 **ROLL CALL.**

Mayor	Figley	Present
Councilor	Bjelland	Present
Councilor	Cox	Present
Councilor	Lonergan	Present
Councilor	McCallum	Present
Councilor	Nichols	Present
Councilor	Sifuentez	Present (7:03 pm)

Staff Present: City Administrator Brown, City Attorney Shields, Public Works Director Tiwari, Community Development Director Allen, Police Chief Russell, Community Services Director Row, City Recorder Tennant

0050 **ANNOUNCEMENTS.**
A) Budget Workshop to discuss baseline budgets and additional funds requests will be held on Saturday, April 7, 2007, 8:30 a.m., in the City Hall Council Chambers.

0139 **PRESENTATION: STATUS REPORT ON DOWNTOWN PLAN.**
Community Development Director Allen stated that the downtown plan was adopted in 1998 for revitalizing the downtown core and, in 2001, an urban renewal district was formed to provide funding for projects relating to downtown revitalization. A Growth Management grant was obtained for the purpose of updating the Downtown Plan which is now being evaluated by a team of architects, engineers, traffic, and economists. This consulting team is doing a comprehensive review of the downtown area on both sides of the railroad tracks and portions of Front and First Streets. Their work will focus on areas that need, or could have, some sort of improvements such as traffic circulation, parking, housing, streetscape and design, business mix, and infrastructure that would help to revitalize the downtown area and make it a more livable environment. They are also looking at hurdles such as the railroad tracks for the purpose of getting pedestrians and bicyclists from one side of the tracks to the other. Public meetings were held at Lupita's on March 21 and 22, 2007 whereby the consultants provided preliminary suggestions for downtown improvements and obtained feedback from interested citizens and businesses. The economist also went to the each downtown business on those days to obtain feedback from the owners on potential improvements since not all could attend the meeting at Lupita's. Public involvement at the work sessions were fairly light but he felt that the work of the consultant team to talk to the individual businesses was very productive. The

TAPE
READING

consultants also had a Spanish speaking person with them at all times so that they could communicate with the Spanish speaking business owners. Preliminary work will be distributed as more information is obtained but some sketches were displayed on what some property could look like under a re-development scenario to better utilize properties in the core area. As part of the project, the consultant team is identifying as to whether or not the City could do things in conjunction with property owners to better utilize Front Street as the core area or primary focus of the downtown, thereby better utilizing the Downtown Plaza and hopefully take the focus away from Front Street which has the railroad tracks paralleling the street. The consultants see First Street as a potential area for improvements that would benefit the downtown by having a better mix of businesses and perhaps some residential use in conjunction with commercial uses. This was the first of a series of public work sessions with another work session to be held in about a month. The consultants are in the process of compiling current and prior City studies provided by staff and comments from the public from which they will provide possible solutions and alternatives for the City to consider in terms of public facility improvements. They will also be identifying prime properties for some sort of private and/or public improvement along with mechanisms for funding some of these projects. It is anticipated that a completed Plan will be before the Council by September 2007. The consultants are currently working on a summary from the recent work sessions along with a summary memo of the existing conditions, market conditions, housing market analysis, and a retail market analysis. He reiterated that the public will have additional opportunities to comment on the preliminary plan as more work is completed by the consulting team. Administrator Brown that informational reports, both written and oral, will be provided to the Council as this project progresses.

0755 **PRESENTATION: CERTIFICATE OF APPRECIATION - ERNESTINE YODER.**
Mayor Figley stated that Ernestine Yoder has been a volunteer in the Municipal Court office over the last 20 years. Since Mrs. Yoder has now decided to retire, Mayor Figley presented her with a Certificate of Appreciation for all of her years of dedicated work as a City volunteer.
Mrs. Yoder stated that they have lived in Woodburn since 1961 and volunteering is her way of giving back to the community. She enjoyed working in the Court office and expressed her appreciation to City staff members for their friendship and support over the years.

0852 **CONSENT AGENDA.**
A) approve the regular and executive session Council minutes of March 12, 2007;
B) accept the Recreation and Park Board draft minutes of March 13, 2007;
C) accept the Planning Commission draft minutes of March 8, 2007;
D) accept the Community Services Department statistics report for February 2007;
E) receive the Police Department statistics report for February 2007; and

TAPE
READING

F) receive the Transient Occupancy Tax (TOT) Audit report.
Councilor McCallum questioned the number of businesses audited and if the remaining businesses would be audited in the next fiscal year.
Finance Director Gillespie stated that 3 of the 6 businesses were audited and staff has not made the decision yet if the remaining businesses will be audited in fiscal year 2007-08 or 2008-09. Each business audited receives a copy of the results that pertain to their business.
Councilor McCallum questioned if the businesses that were not audited are provided information on deficiencies that were found by the auditors so that they could review their practices to make sure that they are in compliance with the ordinance.
Director Gillespie stated that staff has not made contact with the other businesses as of this date.
Councilor McCallum stated that one of the mistakes made by a business was quite costly to the customers and the business benefitted because money was returned. However, to make sure that the same mistake is not being made by other businesses, he felt that the businesses should receive some general information on the findings of the audit.
Director Gillespie stated that all businesses were audited 5 years ago and found to be in compliance at that time. The error referred to in the staff memo was a practice that has occurred since the last audit. He also stated that the money being returned was not charged to the guests.
Councilor Cox expressed his concern regarding the City's current ordinance requirement that the tax paid by customers is based on posted rates rather than actual rate paid by the customer. Within this type of business, the posted rate is more often higher than what is actually paid because the hotel/motel industry has a multitude of rates charged to customers such as commercial, individual, government, weekend, seasonal, and discounted rates for memberships with specific organizations. In his opinion, the Transient Occupancy Tax is a tax on the guest and not the motel, therefore, the City should only charge a tax on the actual room rate paid by the customer. He suggested that the Council consider a change in the ordinance language within the near future.
Finance Director Gillespie stated that the current ordinance is consistent with generally accepted accounting principles and with the IRS tax code since the revenue is on the full revenue and the discount then becomes a expense revenue. A discounted rate is an expense no different than any sort of promotional expense to the business. Any change in the ordinance is a policy decision by the Council.
It was the consensus of the Council that is issue be placed on a future agenda for further discussion.
MCCALLUM/NICHOLS... adopt the Consent Agenda as presented. The motion passed unanimously.

TAPE
READING

0925 **COUNCIL BILL NO. 2659 - RESOLUTION SETTING AMOUNT OF THE PARKS AND RECREATION SYSTEMS DEVELOPMENT CHARGES UNDER AN EXISTING METHODOLOGY; ESTABLISHING AN ALTERNATIVE RATE REVIEW FEE; AND SETTING AN EFFECTIVE DATE FOR IMPOSITION OF THE FEES AND CHARGES.**

Council Bill No. 2659 was introduced by Councilor Sifuentez. Recorder Tennant read the bill by title only since there were no objections from the Council.

Councilor Bjelland stated that the adjustment factor is a combination of the change in average market value of the land and the change in construction cost index with each getting a 50% weight. Over the two period, the increase was 11.5% and he questioned if there was any indication as to how much of that percentage represented the increase in market value of land versus construction cost index.

Community Services Director Row stated that this resolution provides for a two-year adjustment since one was not made in 2006. The 2006 total adjustment, taking into account both factors, was 4.92% and the 2007 total adjustment was 6.3%. The cost index factors for 2006 was about a 50/50 share, and for 2007, the property valuation was slightly higher than construction cost (9% property valuation and 3.5% construction index factor).

Councilor Cox questioned how the City would obtain trending information in the future if the County would not be providing this information.

Director Row stated that the same formula outlined in the ordinance has been used for several years and there has been different interpretations on which market value factor should be used. The City does have the weighted trending number for next year but, after that, there will need to be Council discussion on which value increase number should be used. Staff is proposing to update the Parks System Development Charge methodology and this will be one of the questions to be answered as part of this process.

On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 2659 duly passed.

1965 **COUNCIL BILL NO. 2660 - RESOLUTION AUTHORIZING COMMUNITY SERVICES DEPARTMENT TO APPLY FOR LOCAL GOVERNMENT GRANTS FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR MILL CREEK GREENWAY PHASE ONE PROJECT AND THE BURLINGHAM PARK PLAYGROUND RENOVATION.**

Councilor Sifuentez introduced Council Bill No. 2660. The bill was read by title only since there were no objections from the Council.

Councilor Lonergan questioned the need for the Resolution when applying for these grant funds.

Community Services Director Row stated that a Resolution is required as part of the State grant program application process.

TAPE
READING

On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 2660 duly passed.

The next agenda item was listed in the packet as Council Bill No. 2662, however, the Mayor changed the number to Council Bill No. 2661 in order to keep the number in sequential order.

2092 **COUNCIL BILL NO. 2661 - RESOLUTION OF INTENT TO IMPROVE TOUT STREET BETWEEN SETTLEMIER AVENUE AND SOUTH FRONT STREET, ADOPT THE LOCAL IMPROVEMENT DISTRICT; ADOPT THE METHOD OF ASSESSMENT; ESTABLISH A PUBLIC HEARING DATE; AND DIRECT THE CITY RECORDER TO GIVE NOTICE.**
Councilor Sifuentez introduced Council Bill No. 2661. The bill was read 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. 2661 duly passed.

2209 **ACCEPTANCE OF PUBLIC UTILITY EASEMENT - 1275 FIFTH STREET.**
Staff recommended the acceptance of a public utility easement from Farmworker Housing Development Corporation for the installation of a storm sewer line at the end of, and between, Second and Third Streets.
NICHOLS/MCCALLUM... accept the public utility easement described on Attachment "A". The motion passed unanimously.

2236 **ACCEPTANCE OF PUBLIC UTILITY EASEMENT - LOCATED BETWEEN FIRST AND SECOND STREETS.**
Staff recommended the acceptance of a public utility easements from (1) Farmworker Housing Development Corporation and (2) Ruben and Maura Rodriguez for the extension and looping of a water main line between First and Second Streets.
NICHOLS/COX... accept the public utility easements described on Attachment "A" and Attachment "B". The motion passed unanimously.

2270 **UPGRADE AN INFORMATION SERVICES (IS) TECHNICIAN POSITION TO AN IS SPECIALIST POSITION.**
NICHOLS/BJELLAND... approve upgrading the IS Technician position to an IS Specialist position. The motion passed unanimously.

2300 **DESIGNATION OF ADMINISTRATOR PRO-TEM.**
Administrator Brown recommended the appointment of Community Development Director Allen as Administrator Pro-tem while he is on vacation.

TAPE
READING

BJELLAND/NICHOLS... appoint Community Development Director Jim Allen as Administrator Pro-tem for the period of March 27 through March 31, 2007. The motion passed unanimously.

2417 **CITY ADMINISTRATOR'S REPORT.**
City Administrator Brown stated that he had no additional information to report at this meeting.

2431 **MAYOR AND COUNCIL REPORTS.**
Councilor Lonergan welcomed the Boy Scout troop to the City Council meeting. Councilor McCallum also mentioned to the Scouts that the Council may go quickly over some of the agenda items, however, the agenda packet contains a substantial amount of information covering the items to be considered and the packet is distributed a few days before the meeting so that the Mayor and Councilors have time to review the material prior to the meeting. The agenda is also on the City's website for review by the public. Councilor Bjelland stated that he would not be in attendance at the next regular meeting since he will be out of the State on vacation.

2670 **ADJOURNMENT.**
NICHOLS/COX.... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 7:42 p.m..

APPROVED_____
KATHRYN FIGLEY, MAYOR

ATTEST_____
Mary Tennant, Recorder
City of Woodburn, Oregon

WASTEWATER RATE REVIEW COMMITTEE MINUTES
MARCH 20, 2007

The meeting was called to order at 6:32 PM in the Community Room of the Woodburn Police Department at 1060 Mt. Hood Avenue by Randy Rohman, Public Works Program Manager.

A roll of committee members was taken as follows:

John Reinhardt	Present
Jeff Southwell	Present
Martin Peterson	Present
Willis Grafe	Present
Kaimas Patel	Present

Frank Tiwari, Public Works Director, thanked the committee members for their participation in the process and discussed the process that resulted in the development of the new treatment plant and the rates that support loans from the plant's construction and the operation of the plant. He emphasized that the citizen advisory committee for the plant facility plan played an important role in developing the policy, such as UV disinfection, poplar tree intallation and the current rate system, for plant development. John Brown, City Administrator, also thanked the committee members for their participation and informed the committee that staff will be available to answer any questions that the committee comes up with.

The committee was asked to designate a Chairman and Vice Chairman and after some discussion John Reinhardt was chosen as Chairman and Jeff Southwell was chosen as Vice Chairman.

Deb Galardi, rate study consultant, then briefed the committee on basic Issues in rate development process to be used for rate update. She indicated that questions would be answered at any time during the presentation. She covered the existing rate structure that was implemented in November 1995 and has not been increased in the more than 11 years since. Jeff Southwell asked if there had been reserves built up or the reasons for no rate increase. In the response to the question it was indicated that initially there were large reserves available and that over time that expenses and increased costs had eaten up the reserve. The rate at which the reserves was reduced was lengthened by growth in the City but the rate of growth has slowed and has not kept up with increased costs and repair needs for the plant. It was pointed out that the City's water conservation program when fully implemented will also impact wastewater revenue.

Deb Galardi went over rate study objectives. In the area of equity there was discussion on consideration of changing hotels and motels to commercial from multifamily. As a multifamily account each room has a minimum charge per room with an associated usage allowance coupled with a per unit charge for usage above the allowance. Since hotels and motels do not normally have the occupancy rates for their rooms that apartments do they may be charged more than they should be. The water billing system has them billed as commercial and the consensus was that it appeared that motels and hotels would better served from an equity basis if classified as a commercial account. The issue will be discussed in more detail at a future meeting.

Deb Galardi then discussed the basics of cost of service rate development, and the financial planning process. She then discussed the capital and operations and maintenance requirements that went into identifying system needs. She then discussed the process for development of a wastewater system funding plan that would lead to an implementation of a revised rate structure. Jeff Southwell asked how the rate increase was implemented. Randy Rohman indicated that the rates were approved by City Council action in the form of a resolution establishing the new rates. Deb Galardi then finished her presentation with a discussion of policy issues the committee would address in future meetings and the remainder of the rate review process.

There was discussion among staff and the committee regarding the regulatory requirements based on the establishment of new total maximum daily load (TMDL) for the Pudding River. The new TMDL established by the Department of Environmental Quality will guide what direction the new facility plan for the next 20 years will evaluate along with the requirement to address future growth in the City. Some of the specific issues with the new TMDL such as winter ammonia and temperature control were mentioned in the discussion.

Willis Grafe made a motion that the meeting adjourn which was seconded by Jeff Southwell and passed unanimously and the meeting adjourned at 7:26 PM.

PLANNING PROJECT TRACKING SHEET

Revised: Thursday, April 05, 2007

Project	Applicant	Description SiteLocation:	Status:	Date Received	Deemed Complete	120 Day Date	Planner	Referrals	Facilities Meeting	Mail Notice for PC	Notice to Paper	Post Property	Stf Rpt Due	PC Hearing Admin Dec.	PC Final Order	Appeal Deadline
DR 2007-02	Kerr Contractor	50x125 Steel Building 395 Shenandoah Ln	Received	03/22/2007												
LA 2007-01	City of Woodburn	Update Section 6.104 City of Woodburn	Received	03/23/2007			Jim Allen									
M37 2006-01	Delbert Gottsacker	Waiver of all land use restrictions or in lieu of compensation 500-510, 514 N. Pacific Hwy	Approved-Appeal Period	09/27/2006	09/27/2006	01/25/2007	Jim Allen	10/13/2006								
PLA 2007-01	VICTOR SHADRIN	Property Line Adjustment for the expansion of 788 Ogle Street by approx. 2,908 square feet 788 OGLE ST & 855 LUBA ST.	Received	02/20/2007	03/08/2007	07/06/2007	Breah Pike-Salas									
PLA 2007-02	Joseph Rudnick	Consolidaton of two existing lots into one Lots 39, 40	Received	04/02/2007												

11

8C

PLANNING PROJECTS (INCOMPLETE / HOLD)

Revised: Thursday, April 05, 2007

Project	Applicant	SiteLocation:	Description	Status:	Date Received	Planner
DR 2006-05EXCP 07-01	John & Delisa Baker	WWDM Property - Mt. Hood Avenue and Progress Way	Multi-Story Medical and Office Building	Hold by Applicant	05/11/2005	Jason Richling
DR 2006-13	Bruce Kenny	S-Curve on Highway 214	Office Building	Incomplete	07/31/2006	Naomi Zwerdling
DR 2006-17VAR 2006-17	Welkin Engineering	1037 Lincoln St.	8 unit Multi-family Development on Vacant Parcel	Incomplete	10/12/2006	Breah Pike-Salas
DR 2007-01	The Frazier Group	985 Lawson St	Façade improvements to the existing Taco Bell structure	Hold by Applicant	02/20/2007	Jason Richling
PUD 2006-01ZC 2006-01, CU 2006-04, CPC 2007-01	Boones Crossing, LLC - Mike Hanks	Parcels 1, 2 & 3 of Partition Plat 2006-55	Modifications to Boones Crossing PUD	Incomplete	10/31/2006	Naomi Zwerdling
ZA 2007-02	Judy Seifert - Beaver Homes Inc.	1741 Merdian Dr.	Request to increase lot coverage to 45% of lot.	Incomplete	03/07/2007	Jason Richling

CITY OF WOODBURN
Community Development

MEMORANDUM

270 Montgomery Street Woodburn, Oregon 97071 (503) 982-5246

Date: April 2, 2007

To: Jim Allen, Community Development Director

From: Building Division

Subject: **Building Activity for March 2007**

	2005		2006		2007	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
New Residence Value	6	$969,484	12	$1,857,337	4	$787,132
Multi Family	0	$0	0	$0	0	$0
Assisted Living Facilities	0	$0	0	$0	0	$0
Residential Adds & Alts	1	$1,200	8	$223,270	5	$124,200
Industrial	0	$0	0	$0	0	$0
Commercial Value	12	$203,020	7	$202,667	11	$2,812,800
Signs, Fences, Driveways	4	$6,400	3	$26,000	0	$0
Manufactured Homes	1	$1,000	1	$70,000	0	$0
TOTALS	24	$1,181,104	31	$2,379,274	20	$3,724,133
Fiscal Year (July 1- June 30) to Date		$19,260,045		$29,888,074		$15,407,940

WOODBURN
OREGON
Incorporated 1889

Agenda Item

April 9, 2007

TO: Honorable Mayor and City Council through City Administrator

VIA: G. S. Frank Tiwari, Public Works Director

FROM: Randy Rohman, Public Works Program Manager

SUBJECT: **Contract Award for Demolition of 60,000 Gallon Elevated Reservoir**

RECOMMENDATION:

Approve award of a contract for demolition of 60,000 gallon elevated water reservoir to 3 Kings Environmental in the amount of $35,695.00.

BACKGROUND:

On April 3, 2007 at 2:00 PM City of Woodburn bid number 2007-07 for demolition of 60,000 gallon elevated water reservoir was publicly opened and read. The results were as follows:

3 Kings Environmental	$35,695.00
Dennis Snyder Contractors	$41,000.00
Konell Construction & Demolition	$47,577.00
Algirdas Contracting	$48,900.00
Paragon Construction	$56,500.00
Richard Phillips Marine	$63,471.00
Anderson Environmental Contracting	$70,000.00
J. Harper Contracting	$90,000.00
PCR Incorporated	$97,500.00
Abhe & Svoboda	$98,000.00

DISCUSSION:

The 60,000 gallon elevated reservoir proposed for demolition was built in 1912 and served as the City's primary storage reservoir for more than 50 years. It became secondary in 1965 with the completion of the adjacent 750,000 gallon reservoir. The condition of the reservoir has deteriorated over the years and

Agenda Item Review: City Administrator ____ City Attorney NLS Finance ____

minor leaks had developed. The elevated reservoir was kept available to provide an alternative source of system pressure until the booster stations associated with new ground level storage reservoirs constructed as part of new treatment plants were available. With completion of the new treatment facility and the associated 4.7 million gallons of ground level water storage the 60,000 gallon reservoir was drained, taken out of service and will not be used for water storage again.

Due to age, deteriorated condition, questionable seismic capability, location adjacent to the newer elevated reservoir and lead base paint it was decided to demolish the reservoir and eliminate future liability. The proposed demolition has been included in future year Capital Improvement Plan (CIP) documents in past budgets and was listed as a project in the current 2006-2007 CIP. The engineer's estimate for the demolition was in the range of $40,000 to $60,000. Staff recommends that the contract for demolition of the reservoir be awarded to 3 Kings Environmental in the amount of $35,695.00.

FINANCIAL IMPACT:

There is $75,000 budgeted in the Water Construction Fund for demolition of the reservoir.

WOODBURN
OREGON
Incorporated 1889

Agenda Item

April 9, 2007

TO: Honorable Mayor and City Council through City Administrator

VIA: G. S. Tiwari, Public Works Director

FROM: Randy Scott, Senior Engineer Technician RS

SUBJECT: **Contract Award, Water Main Extension between First Street and Second Street**

RECOMMENDATION:

It is recommended that City Council award the construction contract to the lowest responsible bidder, M. L. Houck Construction for water main extension between First Street and Second Street in the amount of $23,488.20.

BACKGROUND:

The contract is in conjunction with Project 2007-007-30. Bid No. 2007-09 for the installation of a 6-inch diameter water main between First Street and Second Street. The project is identified in the current Capital Improvement Program.

Bids for the improvement were received and opened on April 4, 2007. Staff received five qualified bidders as listed below.

1. M. L. Houck Construction	$23,488.20
2. Emery & Sons Construction	$26,525.00
3. K & E Excavating	$27,235.00
4. Marv's Utility Specialist	$30,225.00
5. Kerr Contractors	$32,385.00

Engineers Estimate $27,550

The recommended award is within 15% of the engineers estimate.

Agenda Item Review: City Administrator City Attorney Finance

DISCUSSION:

The project eliminates an existing long dead end line at the north end of First Street. Extending the water main and looping to the existing water line on Second Street will both improve water quality and Improve fire flows in the area. The council previously accepted the public utility easements conveyed by the property owners to allow the project to be constructed as per design.

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.

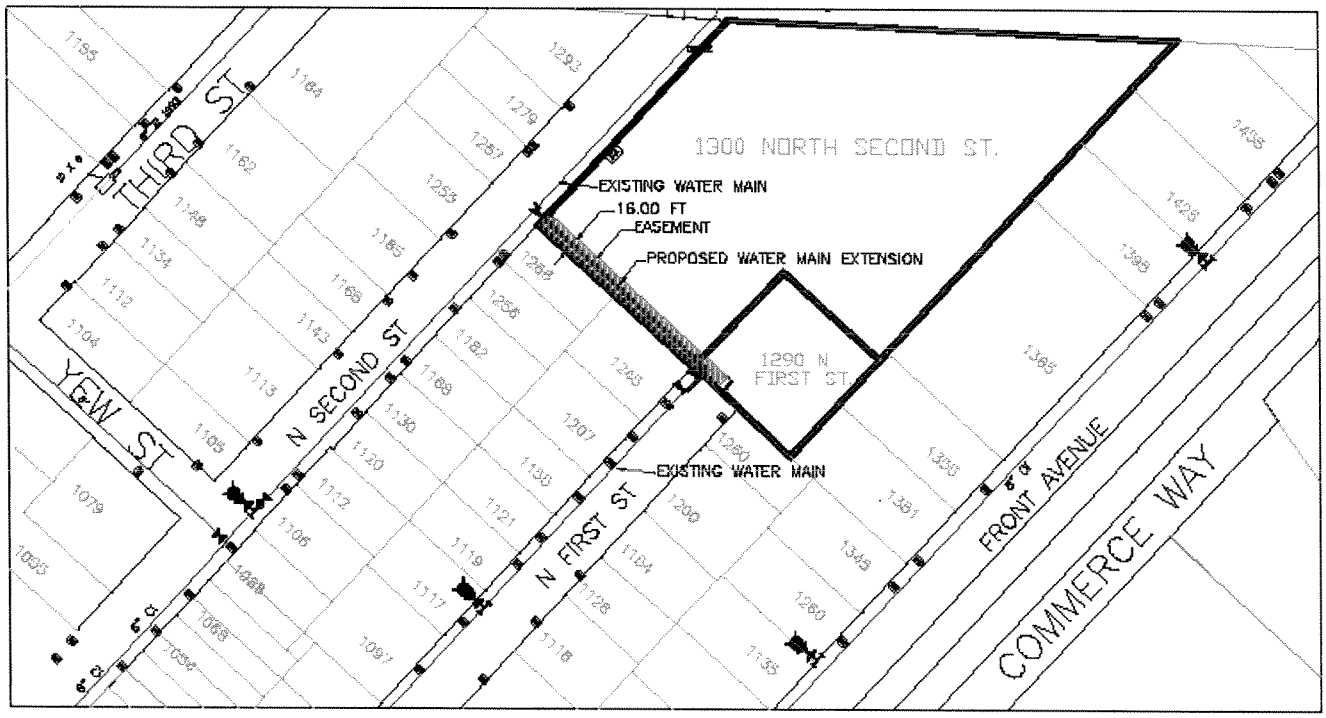
FINANCIAL IMPACT:

The project cost of $23,488.20 will be funded utilizing approved budgeted funds, (Water Construction Fund).

ATTACHMENTS:

A: Vicinity map of Project.

ATTACHMENT "A"



Vicinity Map

WOODBURN
OREGON
Incorporated 1889

Agenda Item

April 9, 2007

TO: Honorable Mayor and City Council through City Administrator

VIA: G. S. Tiwari, Public Works Director

FROM: Randy Scott, Senior Engineer Technician R.S.

SUBJECT: **Contract Award, Sanitary Sewer Main Extension, Smith Addition to Settlemier Avenue**

RECOMMENDATION:

It is recommended that City Council award the construction contract to the lowest responsible bidder, M. L. Houck Construction for Sanitary Sewer main extension from Smith Addition to Settlemier Avenue in the amount of $31,712.00.

BACKGROUND:

The contract is in conjunction with Project 2007-004-19. Bid No. 2007-10 for the installation of a 18-inch diameter Sanitary Sewer Main from the existing system serving the Smith Addition to Settlemier Avenue. The project is identified in the current Capital Improvement Program.

Bids for the improvement were received and opened on April 4, 2007. Staff received five qualified bidders as listed below.

1. M. L. Houck Construction	$31,712.00
2. K & E Excavating	$38,255.00
3. Emery & Sons Construction	$49,655.00
4. Marv's Utility Specialist	$53,025.00
5. Kerr Contractors	$59,223.00

Engineers Estimate $32,475

The recommended award is within 3% of the engineers estimate

Agenda Item Review: City Administrator City Attorney Finance

DISCUSSION:

The project eliminates an existing 8-inch deteriorated sanitary sewer main serving the Smith Addition Subdivision. The sanitary main has also been upsized to provide capacity and depth for its future extension to the undeveloped property to the west.

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.

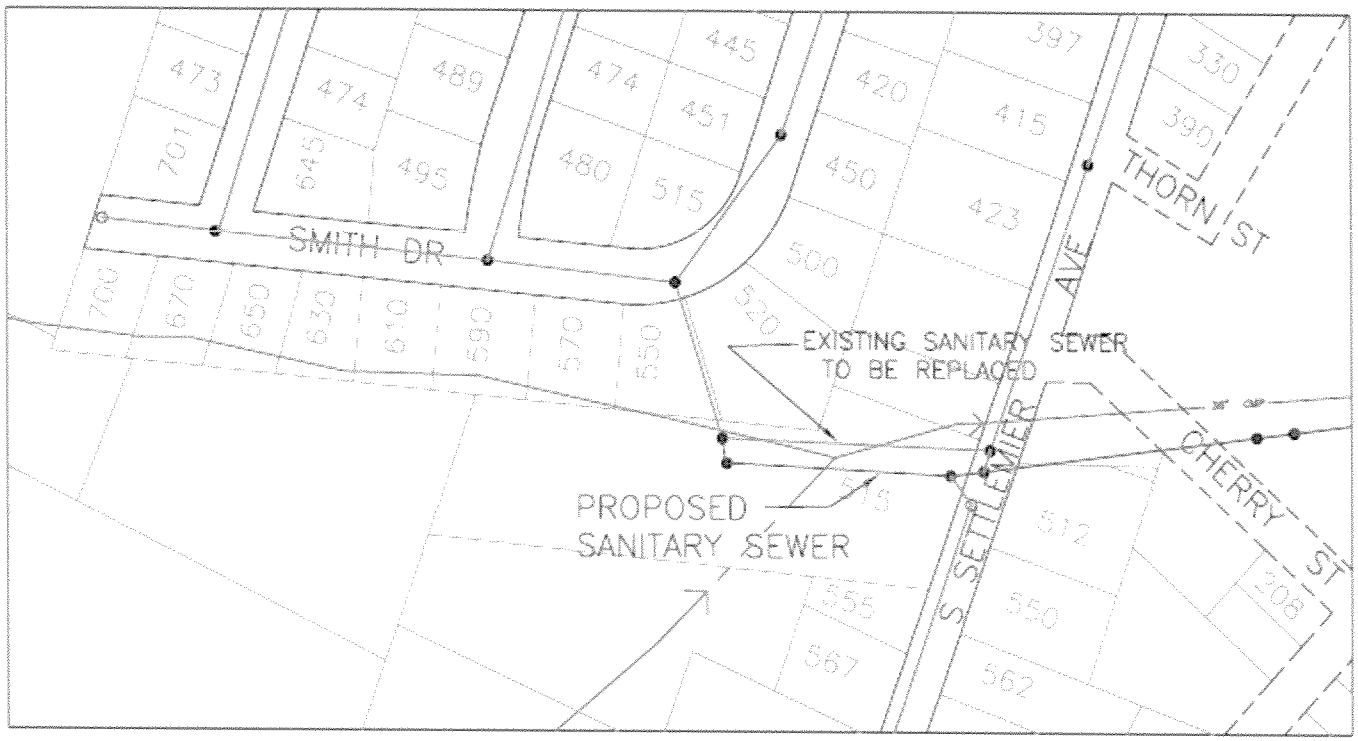
FINANCIAL IMPACT:

The project cost of $32,475 will be funded utilizing approved budgeted funds, (Sewer Construction Fund).

ATTACHMENTS:

A: Vicinity map of Project.

ATTACHMENT "A"



VICINITY MAP

WOODBURN
OREGON
Incorporated 1889

Agenda Item 11D

April 9, 2007

TO: Honorable Mayor and City Council through City Administrator

FROM: John C. Brown, City Administrator

SUBJECT: **City Council Goals for 2007-09**

RECOMMENDATION:

It is recommended the City Council adopt the attached City Council Goals for 2007-09, and accompanying vision and values statements.

BACKGROUND:

The City Council recently completed its bi-annual goal setting exercise, and reached consensus on a set of goals for 2007-09. The Council has conducted similar exercises every other year since 1999. The Council met twice this year, on January 20th and on March 24th, to affirm the City's existing vision statement, to establish a values statement, and to set goals to continue to guide Woodburn's development toward your shared vision. Past goal setting has actively involved the City Administrator and the Mayor and Council. Activities this year added a session with department heads to discuss the resources needed to meet certain goals, and to assist with prioritization.

DISCUSSION:

The Council affirmed its existing vision statement, making slight modifications:

"Woodburn will be a safe, vibrant, full-service, community. Woodburn will be a community of unity, pride, and charm. It will be a sustainable, technologically advanced community with a functional multi-modal transportation system. Woodburn will thrive as a regional focus for the advancement and enjoyment of the arts, culture, leisure and recreational activities. Woodburn will be a great place to live, work and visit."

The Council's goals reflect the means by which it intends to realize its vision. A summary of the goals and activities agreed upon during your retreats is

Agenda Item Review: City Administrator JCB City Attorney NHS Finance Ben

attached (Attachment 1). These are presented for your final review and approval, and will be published in the 2007-08 and 2008-09 Budget. An expanded format, which includes departments responsible and timing for initiation and completion of activities, is also attached (Attachment 2). This document is provided for your future use, and for the departments', in tracking progress.

The Council agreed upon 18 separate goal areas for 2007-09. These are very similar to the goal areas approved for 2005-07, although the many of the specific activities within goal areas have changed. This reflects elimination of completed activities, or those for which interest is low, and the addition of new ones. In your review of Attachment 2, activities at the top of each goal area list reflect those which the Council deemed to have highest priority, although remaining activities are not listed in order of descending priority. Goal areas for 2007-09 are summarized below:

- Provide a broader range of affordable youth activities
- Provide a broader range of self supporting adult activities
- Celebrate culture and diversity
- Community Engagement and Communications
- Revitalize Downtown Woodburn
- Pursue Economic Development
- Develop Necessary Systems Infrastructure
- Improve the Appearance and Quality of the Community
- Provide a Safe and Secure Community
- Manage Growth
- Park Development
- Team Building and Organizational Development
- Develop Technological Infrastructure
- Plan and Deliver Transportation System Improvements
- Enhance Fiscal Stability
- Continue to Participate in the State and Federal legislative process
- Facility Development
- Encourage and employ Sustainable Practices

A values statement was developed this year, which sets out the Council's expectations for the manner in which all City employees will conduct City business, and provides the public with a statement of what they should expect from their interactions with the City. This document will be placed in prominent locations in public and staff areas, and will be incorporated into the City's performance evaluation process. The City of Woodburn Values Statement, per your agreement:

We accomplish our vision through our commitment to:

Accountability
We take personal responsibility for our actions and for delivering results. We are productive, we work efficiently, and we spend the taxpayers' money wisely.

Caring
We take pride in our work. We are loyal to the community and the organization. We invest in, and care deeply about, Woodburn.

Creativity
We pursue excellence by seeking innovation, taking calculated risks, and showing initiative.

Diversity
We seek input from all viewpoints, backgrounds, and philosophies. We treat each person with dignity, fairness and respect.

Integrity
We tell the truth, behave morally and ethically, and respect the public's trust in us. We treat everyone fairly, and equally. We follow through, and honor our commitments.

Openness
We are open-minded and inclusive. We seek to inform, educate, and engage the Community in the conduct of public business.

Service
We are approachable and responsive to the needs of our community. We deliver outstanding City services with professionalism, consistency, and a "can-do" attitude.

Teamwork
We work together as a team, across all boundaries. By cooperating and communicating, and supporting each other, we accomplish more.

CONCLUSION:

The attached vision, goals, and values statement reflect the consensus reached at your goal setting retreats. Accordingly, these are presented for your final consideration and approval.

Proposed Goals for 2007-09

PROVIDE A BROADER RANGE OF QUALITY, AFFORDABLE, YOUTH ACTIVITIES:
▪ Limit City involvement to providing locations (parks, plazas, etc.) pursuant to applicable rules and regulations, indemnification, and limited staff support
▪ Establish organized, use of Downtown plaza, and other City parks by actively seeking and scheduling performers, activities, and events
▪ Increase use of video production, community access television, and the Internet to educate and inform
▪ Complete Parks Comprehensive Plan update
▪ Revise Parks SDC methodology
▪ Renovate one playground each year, consistent with Recreation and Parks Board recommendations
▪ Evaluate and monitor structure and quality of programs
▪ Develop additional activities and programs
▪ Seek funding to support/offset program costs
▪ Take better advantage/make better use of city facilities such as the skatepark and aquatic center to offer new activities
▪ Develop partnerships with non-profits/public/faith-based agencies
▪ Avoid/eliminate duplication of effort with other programs
▪ Implement ongoing customer satisfaction survey for programs and activities
PROVIDE A BROADER RANGE OF SELF SUPPORTING ADULT ACTIVITIES:
▪ Survey demand for adult programs
▪ Develop opportunities to meet un-met demand for self-supporting adult recreational programs and activities
▪ Avoid duplication of programs offered by other agencies
▪ Implement ongoing customer satisfaction survey for programs and activities
CELEBRATE CULTURE AND DIVERSITY:
▪ Continue to participate as a planning partner in Christmas, 4th of July and September 16th (Mexican Independence Day) celebrations
▪ Provide financial support through TOT grant for eligible activities
COMMUNITY ENGAGEMENT AND COMMUNICATIONS:
▪ Continue to provide for language translation in City offices and at public meetings
▪ Emphasize high quality customer service
▪ Provide non-financial support to Chamber of Commerce Citizens Academy
▪ Improve staff capability and consciousness through training and recognition
▪ Actively "market" City programs and activities
▪ Update telephone system to answer frequently asked questions
▪ Augment public information and advertising activities in "Independent" and "Statesman Journal" with other publications and in other media.
▪ Develop radio programming for KPCN radio
▪ Complete website upgrade
▪ Provide for e-commerce
▪ Install customer self-help computers in strategic locations
▪ Complete volunteer clearinghouse and coordination project
▪ Conduct community surveys

REVITALIZE DOWNTOWN WOODBURN:
▪ Complete Downtown Plan that encompasses downtown and east of the RR tracks, and Young Street
▪ Complete Comprehensive Plan and Zoning Amendments, as applicable
▪ Establish Design Guidelines
▪ Initiate Commercial Rehabilitation Loan/Grant program
▪ Continue to seek grants to offset project costs/extend UR funding
▪ Seek funding to complete renovation of/ evaluate potential for sale of 347 N. Front Street
▪ Fund, design, and build Gazebo in Plaza
▪ Implement Urban renewal program
~ Revise 1 year Capital Budget
~ Develop six year Capital Improvement Program
~ Construct Front Street project, Phases II and III
~ Complete Alley project, Garfield to Cleveland
▪ Maintain increased Police Patrol Activities in Downtown
PURSUE ECONOMIC DEVELOPMENT:
▪ Implement Urban Renewal Programs
▪ Manage Comprehensive Plan industrial land master-planning requirements
▪ Determine and organize for business recruitment responsibilities
▪ Partner with Chamber of Commerce and WDA to recruit and retain business
▪ Conduct needs analysis of Highway 99E commercial area, as basis for transportation improvements, renewal, and business recruitment
DEVELOP NECESSARY SYSTEMS INFRASTRUCTURE:
▪ Initiate planning to expand City circulation system on Crosby Rd, Parr Rd. and South Bypass
▪ Evaluate options for addressing DEQ water quality and temperature concerns at WWTP
▪ Analyze and Adopt revised Wastewater rates
▪ Complete Storm water cost allocation and funding recommendations
▪ Develop I-net capabilities
▪ Investigate creation of Stormwater Utility District
IMPROVE THE APPEARANCE AND QUALITY OF COMMUNITY:
▪ Review and revise as appropriate code enforcement-related ordinances
▪ Alarms
▪ Peddler's licenses
▪ Animals
▪ Promote public awareness of code requirements through education
▪ Implement Housing Ordinance
▪ Initiate Urban Forestry Program
~ Survey existing right-of-way and historic trees
~ Develop a replacement strategy and schedule
~ Develop public information program
▪ Reinstate Residential Rehabilitation Program
PROVIDE A SAFE AND SECURE COMMUNITY:
▪ Attain Oregon Accreditation Alliance accreditation for PD
▪ Initiate Strategic Planning to implement policing districts and information based policing
~ Develop Interim Policing Plan: (1-3 years)

~ Develop Strategic Policing Plan (3-5 years)
~ Develop Long Term Policing Outline: (5-10 Years)
▪ Complete Emergency Management System Development
▪ Develop City Wireless Plan
▪ Participate in Weed and Seed program development and implementation
▪ Focus greater attention on patrol activities in Downtown
▪ Increase drug abuse awareness activities
MANAGE GROWTH:
▪ Continue to implement Urban Renewal
▪ Evaluate Ballot Measure 37 impact on codes
▪ Update development code to correct deficiencies and address changes in law and circumstances
▪ Evaluate options for implementing "concurrency" requirements
▪ Establish SDC's and TIF's that fully offset new development's impact on community facilities and transportation system
▪ Complete and follow through on Comprehensive Plan Amendments and UGB expansion
~ Defend any potential appeal
~ Oversee annexations, as they occur
~ Administer Interchange Management Plan
~ Administer Southwest Industrial Reserve master planning requirements
PARK DEVELOPMENT:
▪ Complete Community Center pre-design and site selection, and seek funding for construction
▪ Complete WMAC expansion
▪ Completed design and initiate cultural arts center construction
▪ Obtain funding for and complete ball field complex at Centennial Park
▪ Obtain grants and contributions to fund greenway improvements
▪ Develop Hermanson Park III and Hermanson Pond
▪ Complete master plan for Legion and Settlemier Parks
▪ Identify funding for, and initiate Legion Park renovation
TEAM BUILDING AND ORGANIZATIONAL DEVELOPMENT:
▪ Continue current activities
▪ Continue Employee recognition program
▪ Complete Community Services re-organization
▪ Reorganize Public Works Department
▪ Recruit and hire Assistant City Administrator
▪ Organize departments for most efficient service delivery
▪ Increase commitment to employee training by targeting funds to training budgets
▪ Seek additional employee training opportunities as funding permits
▪ Incorporate diversity training into new-hire regimen
▪ Provide city-wide training to all employees, semi-annually
~ 2007: Workplace and Sexual Harassment Customer Service
~ 2008: Diversity Personnel Polices and procedures
▪ Develop additional employment contracts with Middle-managers
▪ Complete bargaining

~ AFSCME
~ WPA
▪ Evaluate Centralized Purchasing
DEVELOP TECHNOLOGICAL INFRASTRUCTURE:
▪ Telecommunications - high speed Internet and I-net capability
▪ Update City GIS system capabilities
▪ Incorporate technological advancements in City processes
▪ Evaluate VOIP for phone system
PLAN AND DELIVER TRANSPORTATION SYSTEM IMPROVEMENTS:
▪ Regional
~ Establish LID's for Front Street, and Tout Street, and Alley improvement projects, and for paving unpaved streets.
~ Complete Boone's Ferry and Country Club and Front Street projects
~ Continue to seek funding for I-5 interchange and Highway 214 widening projects
~ Analyze and modify SDC's to fund City Share of interchange
~ Establish funding agreements with properties within interchange management area for cost sharing of improvements
~ Evaluate operational and financing options to expand transit services
~ Partner with ODOT to develop park and ride facility near the I-5 interchange
~ Construct sidewalk adjacent to Highway 214 from High School to Progress Way
▪ Local
~ Pave one unpaved street each of the next two years, as part of a continuing program to pave all unpaved streets
~ Install curb and sidewalks on some streets
~ Ready engineering to support grant applications to fund projects
~ Develop Bike/Pedestrian paths in greenways re: phase I
~ Complete Hardcastle Ave. rail realignment
~ Renovate Harrison St., Front St. to Settlemier Ave.
~ Renovate Hayes St., Front to Second streets
~ Evaluate re-opening 5th Street to through traffic
ENHANCE FISCAL STABILITY:
▪ Seek project specific funding to support road and sidewalk work
▪ Seek and develop new revenue sources to support adult and youth programs
▪ Seek additional grants to support other city programs
▪ Revise System Development charges and Traffic Impact fees
▪ Prepare 3-5 year revenue/expenditure forecasts
CONTINUE TO PARTICIPATE IN THE STATE AND FEDERAL LEGISLATIVE PROCESS:
▪ Coordinate with League of Oregon Cities and State/Federal legislative delegations on legislative matters of interest to Woodburn
▪ Continue to take positions on matters of pending legislation with potential impact to City
FACILITY DEVELOPMENT:
▪ Complete Community Center Pre-design and site selection project
▪ Finalize design and obtain funding for Library expansion, Phase I
▪ Market Community Gardens property

▪ Update Parks master plan
▪ Remodel City Hall to increase security and efficiency
▪ Adopt Legion Park and Settlemier Park Master plans
▪ Design and build access road from Park Avenue to Police Facility
▪ Seek funding for Phase 1 of Greenway Projects
▪ Complete Foundation start-up
▪ Oversee Aquatic Center Expansion
▪ Relocate Court and Court Offices
▪ Expand Community Development and Building Division space
▪ Evaluate relocating City shops to McNulty Property
ENCOURAGE AND EMPLOY SUSTAINABLE PRACTICES:
▪ Revise procurement procedures
▪ Train staff (ongoing)
▪ Conduct Energy Audit of all City Facilities
▪ Establish policies requiring purchase of only hybrids and energy efficient gas-powered vehicles
▪ Construct new, and renovate existing city buildings to LEEDs standards
▪ Support:
~ Composting
~ Recycling and use of recycled materials
~ "Green building"
~ Public education
▪ Provide a good example
▪ Investigate waste-to-energy conversion at WWTP
▪ Evaluate use of bio-diesel for diesel powered equipment

Proposed Goals for 2007-09, Responsibility and Timing

	Responsible Department(s)	Initiated By	Completed By
PROVIDE A BROADER RANGE OF QUALITY, AFFORDABLE, YOUTH ACTIVITIES:			
▪ Limit City involvement to providing locations (parks, plazas, etc.) pursuant to applicable rules and regulations, indemnification, and limited staff support	Community Services Police Admin Public Works Community Services	1/07	6/09
▪ Establish organized, use of Downtown plaza, and other City parks by actively seeking and scheduling performers, activities, and events	Community Services	1/07	6/09
▪ Increase use of video production, community access television, and the Internet to educate and inform	Finance All	7/1/07	12/31/07 Train 6/30/08
▪ Complete Parks Comprehensive Plan update	Community Services Community Development Public Works	7/07	5/08
▪ Revise Parks SDC methodology	Community Services Finance	5/08 1/08	1/09
▪ Renovate one playground each year, consistent with Recreation and Parks Board recommendations	Community Services	8/06	Ongoing
▪ Evaluate and monitor structure and quality of programs	Community Services Admin	3/07	6/08 try to do before next cycle of budgeting
▪ Develop additional activities and programs	Community Services	3/07	6/08 try to do before next cycle of budgeting
▪ Seek funding to support/offset program costs	Community Services Police	3/07 1/07	6/08 try to do before next cycle of budgeting 6/09
▪ Take better advantage/make better use of city facilities such as the skatepark and aquatic center to offer new activities	Community Services	3/07	6/08 try to do before next cycle of budgeting

	Responsible Department(s)	Initiated By	Completed By
▪ Develop partnerships with non-profits/public/faith-based agencies	Community Services	3/07	6/08 try to do before next cycle of budgeting
▪ Avoid/eliminate duplication of effort with other programs	Community Services	3/07	6/08 try to do before next cycle of budgeting
▪ Implement ongoing customer satisfaction survey for programs and activities	Admin Community Services	3/07	6/08 try to do before next cycle of budgeting
PROVIDE A BROADER RANGE OF SELF SUPPORTING ADULT ACTIVITIES:			
▪ Survey demand for adult programs	Community Services Admin	3/07	6/08
▪ Develop opportunities to meet un-met demand for self-supporting adult recreational programs and activities	Community Services	3/07	6/08
▪ Avoid duplication of programs offered by other agencies	Community Services	3/07	6/08
▪ Implement ongoing customer satisfaction survey for programs and activities	Community Services	3/07	6/08
CELEBRATE CULTURE AND DIVERSITY:			
▪ Continue to participate as a planning partner in Christmas, 4th of July and September 16th (Mexican Independence Day) celebrations	Admin Community Services Police Public Works	6/07	6/09
▪ Provide financial support through TOT grant for eligible activities	Admin	5/07	1/09
COMMUNITY ENGAGEMENT AND COMMUNICATIONS:			
▪ Continue to provide for language translation in City offices and at public meetings	Admin		
▪ Emphasize high quality customer service	All		
▪ Provide non-financial support to Chamber of Commerce Citizens Academy	All	When initiated by Chamber	
▪ Improve staff capability and consciousness through training and recognition	All		
▪ Actively "market" City programs and activities	All		

	Responsible Department(s)	Initiated By	Completed By
▪ Update telephone system to answer frequently asked questions	Finance	7/1/07	12/31/07
▪ Augment public information and advertising activities in "Independent" and "Statesman Journal" with other publications and in other media.	City Recorder Community Development Public Works		
▪ Develop radio programming for KPCN radio	Admin – Primary All		
▪ Complete website upgrade	Finance All		6/30/07
▪ Provide for e-commerce	Finance All		12/31/07
▪ Install customer self-help computers in strategic locations	Finance		6/30/08
▪ Complete volunteer clearinghouse and coordination project	Community Services-RSVP	1/07	8/08
▪ Conduct community surveys	Admin		
REVITALIZE DOWNTOWN WOODBURN:			
▪ Complete Downtown Plan that encompasses downtown and east of the RR tracks, and Young Street	Admin Community Development	1/07 1/11/07	10/07 9/30/07
▪ Complete Comprehensive Plan and Zoning Amendments, as applicable	Attorney Community Development	7/07 7/07	1/08 1/08
▪ Establish Design Guidelines	Admin Community Development	7/07 7/07	12/07 12/07
▪ Initiate Commercial Rehabilitation Loan/Grant program	Admin Finance	6/08	2020/Ongoing
▪ Continue to seek grants to offset project costs/extend UR funding	Admin		
▪ Seek funding to complete renovation of/ evaluate potential for sale of 347 N. Front Street	Admin		
▪ Fund, design, and build Gazebo in Plaza	Admin	1/08	
▪ Implement Urban renewal program			
~ Revise 1 year Capital Budget	Admin Finance	4/07 4/08	5/07 5/08

	Responsible Department(s)	Initiated By	Completed By
~ Develop six year Capital Improvement Program	Admin Finance Public Works	4/07 4/08 Jan/Feb each y ear	4/07 4/08 Mar/April each year
~ Construct Front Street project, Phases II and III	Public Works Admin	Undergrounding + pavement summer 08	Winter 07
~ Complete Alley project, Garfield to Cleveland	Public Works Admin	Summer 08	Fall 08
▪ Maintain increased Police Patrol Activities in Downtown	Police	1/07	?
PURSUE ECONOMIC DEVELOPMENT:			
▪ Implement Urban Renewal Programs	Admin	Ongoing	
▪ Manage Comprehensive Plan industrial land master-planning requirements	Community Development Attorney Public Works	Acknowledgement appeal period 4/16/07	
▪ Determine and organize for business recruitment responsibilities	Admin		
▪ Partner with Chamber of Commerce and WDA to recruit and retain business	Admin		
▪ Conduct needs analysis of Highway 99E commercial area, as basis for transportation improvements, renewal, and business recruitment	Community Development Admin	7/08	
DEVELOP NECESSARY SYSTEMS INFRASTRUCTURE:			
▪ Initiate planning to expand City circulation system on Crosby Rd, Parr Rd. and South Bypass	Community Development Public Works	4/16/07 Initiated by TSP adoption	Continual
▪ Evaluate options for addressing DEQ water quality and temperature concerns at WWTP	Community Development Public Works	9/06 7/07	 1/09
▪ Analyze and Adopt revised Wastewater rates	Admin Finance Public Works	2/07 3/07	6/07 10/07
▪ Complete Storm water cost allocation and funding recommendations	Finance Public Works Admin	1/08 10/07	12/09 6/08

	Responsible Department(s)	Initiated By	Completed By
▪ Develop I-net capabilities	Finance All	1/1/09	6/30/09
▪ Investigate creation of Stormwater Utility District	Public Works Admin Attorney	10/07	6/08
IMPROVE THE APPEARANCE AND QUALITY OF COMMUNITY:			
▪ Review and revise as appropriate code enforcement-related ordinances	Attorney Community Development Police	2/07 1/07	6/09 6/09
▪ Alarms	Police Attorney	1/07	6/07
▪ Peddler's licenses	Police Attorney Finance	1/07	?
▪ Animals	Attorney Police	2/07	12/07
▪ Promote public awareness of code requirements through education	Admin All		
▪ Implement Housing Ordinance	Community Development Attorney	2/16	10/15/07
▪ Initiate Urban Forestry Program			
~ Survey existing right-of-way and historic trees	Public Works	Summer 07	10/08
~ Develop a replacement strategy and schedule	Public Works	Winter 07/08	10/08
~ Develop public information program	Public Works	Spring 08	10/08
▪ Reinstate Residential Rehabilitation Program	Admin Community Development	7/07	30 months
PROVIDE A SAFE AND SECURE COMMUNITY:			
▪ Attain Oregon Accreditation Alliance accreditation for PD	Police Attorney	1/07	6/08
▪ Initiate Strategic Planning to implement policing districts and information based policing	Police		
~ Develop Interim Policing Plan: (1-3 years)	Admin Police	2/07	6/08
~ Develop Strategic Policing Plan (3-5 years)	Admin Police	7/07	6/09

	Responsible Department(s)	Initiated By	Completed By
~ Develop Long Term Policing Outline: (5-10 Years)	Admin Police	7/08	6/09
▪ Complete Emergency Management System Development	Police Public Works All	7/07	6/08
▪ Develop City Wireless Plan	Finance Police Public Works	2/07	2012 6/08
▪ Participate in Weed and Seed program development and implementation	Police Community Services	2/07	6/09
▪ Focus greater attention on patrol activities in Downtown	Police		
▪ Increase drug abuse awareness activities	Police Admin Community Services	6/07	6/09
MANAGE GROWTH:			
▪ Continue to implement Urban Renewal	Admin		
▪ Evaluate Ballot Measure 37 impact on codes	Attorney Community Development Public Works	Partially completed.	6/07
▪ Update development code to correct deficiencies and address changes in law and circumstances	Community Development	1/3/07	6/30/07
▪ Evaluate options for implementing "concurrency" requirements	Community Development Attorney	2/28/07	2/17/07
▪ Establish SDC's and TIF's that fully offset new development's impact on community facilities and transportation system	Community Services Public Works Admin Attorney	Parks SDC: 5/08 2/07	Parks SDC: 7/08 8/07
▪ Complete and follow through on Comprehensive Plan Amendments and UGB expansion	Community Development Public Works	Ack. 4/16/07	
~ Defend any potential appeal	Attorney Community Development	Ack. 4/16/07	7/16/07
~ Oversee annexations, as they occur	Community Development	As occur	

	Responsible Department(s)	Initiated By	Completed By
~ Administer Interchange Management Plan	Community Development Public Works	4/16/07	Unknown
~ Administer Southwest Industrial Reserve master planning requirements	Community Development Public Works	4/16/07	Unknown
PARK DEVELOPMENT:			
▪ Complete Community Center pre-design and site selection, and seek funding for construction	Community Services Admin	1/06	2012
▪ Complete WMAC expansion	Community Services	1/06	2009
▪ Completed design and initiate cultural arts center construction	Community Services	2011	2012
▪ Obtain funding for and complete ball field complex at Centennial Park	Community Services	3/08	6/09
▪ Obtain grants and contributions to fund greenway improvements	Community Services	7/07	3/08
▪ Develop Hermanson Park III and Hermanson Pond	Community Services Public Works	3/07	
▪ Complete master plan for Legion and Settlemier Parks	Community Development Community Services	2/26 1/08	6/1/07 6/09
▪ Identify funding for, and initiate Legion Park renovation	Community Services	2008	2009
TEAM BUILDING AND ORGANIZATIONAL DEVELOPMENT:			
▪ Continue current activities	All		
▪ Continue Employee recognition program	Community Services Admin	5/07	Ongoing
▪ Complete Community Services re-organization	Community Services Admin	7/07	1/08
▪ Reorganize Public Works Department	Admin Public Works	1/08	7/08
▪ Recruit and hire Assistant City Administrator	Admin	6/07	10/07
▪ Organize departments for most efficient service delivery	Admin	Ongoing as opportunity arises	
▪ Increase commitment to employee training by targeting funds to training budgets	Admin Finance All	7/1/07	6/30/09

	Responsible Department(s)	Initiated By	Completed By
▪ Seek additional employee training opportunities as funding permits	All		
▪ Incorporate diversity training into new-hire regimen	Mary		
▪ Provide city-wide training to all employees, semi-annually	Admin City Recorder		
~ 2007: Workplace and Sexual Harassment Customer Service			
~ 2008: Diversity Personnel Polices and procedures			
▪ Develop additional employment contracts with Middle-managers	Admin		
▪ Complete bargaining	Admin		
~ AFSCME	Admin		
~ WPA	Attorney Police	1/08	6/08
▪ Evaluate Centralized Purchasing	Finance	7/1/08	12/31/08
DEVELOP TECHNOLOGICAL INFRASTRUCTURE:			
▪ Telecommunications - high speed Internet and I-net capability	Finance	7/1/08	6/30/09
▪ Update City GIS system capabilities	Finance Community Development Police Public Works	7/1/07 Ongoing ? Initiated by IS	6/30/09 3/09
▪ Incorporate technological advancements in City processes	All		
▪ Evaluate VOIP for phone system	Finance	1/1/09	6/30/09
PLAN AND DELIVER TRANSPORTATION SYSTEM IMPROVEMENTS:			
▪ Regional			
~ Establish LID's for Front Street, and Tout Street, and Alley improvement projects, and for paving unpaved streets.	City Recorder Finance Public Works	Front St – 2/07 Tout St – 4/07 Alley – 10/07	No LID needed Summer 08 Spring 08
~ Complete Boone's Ferry and Country Club and Front Street projects	Public Works		5/07

	Responsible Department(s)	Initiated By	Completed By
~ Continue to seek funding for I-5 interchange and Highway 214 widening projects	Public Works Admin		Continual
~ Analyze and modify SDC's to fund City Share of interchange	Public Works Admin Attorney		10/07
~ Establish funding agreements with properties within interchange management area for cost sharing of improvements	Admin Attorney Community Development Public Works		
~ Evaluate operational and financing options to expand transit services	Public Works		4/08
~ Partner with ODOT to develop park and ride facility near the I-5 interchange	Community Development Public Works Admin	12/06 mtg. 3/07 by ODOT	10/08
~ Construct sidewalk adjacent to Highway 214 from High School to Progress Way	Public Works		10/08
▪ Local			
~ Pave one unpaved street each of the next two years, as part of a continuing program to pave all unpaved streets	Public Works	Each year 1.5 mile	
~ Install curb and sidewalks on some streets	Public Works		Unknown
~ Ready engineering to support grant applications to fund projects	Public Works		Continual
~ Develop Bike/Pedestrian paths in greenways re: phase I	Community Services Public Works Community Development	3/07	9/08 Unknown
~ Complete Hardcastle Ave. rail realignment	Public Works	1/08	Unknown
~ Renovate Harrison St., Front St. to Settlemier Ave.	Public Works	1/09	10/099
~ Renovate Hayes St., Front to Second streets	Public Works	1/09	10/09
~ Evaluate re-opening 5th Street to through traffic	Public Works Admin	Fall 08	Winter 08

	Responsible Department(s)	Initiated By	Completed By
ENHANCE FISCAL STABILITY:			
▪ Seek project specific funding to support road and sidewalk work	Public Works		Continual
▪ Seek and develop new revenue sources to support adult and youth programs	Community Services	3/07	6/09
▪ Seek additional grants to support other city programs	All		
▪ Revise System Development charges and Traffic Impact fees	Community Services Public Works	Parks SDC: 5/08	Parks SDC: 7/08 10/07
▪ Prepare 3-5 year revenue/expenditure forecasts	Finance Admin	7/1/07	2/1/08
CONTINUE TO PARTICIPATE IN THE STATE AND FEDERAL LEGISLATIVE PROCESS:			
▪ Coordinate with League of Oregon Cities and State/Federal legislative delegations on legislative matters of interest to Woodburn	Admin All		
▪ Continue to take positions on matters of pending legislation with potential impact to City	Admin All		
FACILITY DEVELOPMENT:			
▪ Complete Community Center Pre-design and site selection project	Community Services	1/06	6/07
▪ Finalize design and obtain funding for Library expansion, Phase I	Community Services	2010	2011
▪ Market Community Gardens property	Admin	6/07	
▪ Update Parks master plan	Community Services Public Works	7/07	5/08
▪ Remodel City Hall to increase security and efficiency	Finance Admin	4/07	9/07
▪ Adopt Legion Park and Settlemier Park Master plans	Community Services Community Development	1/07	1/08
▪ Design and build access road from Park Avenue to Police Facility	Public Works-manage design and construction		
▪ Seek funding for Phase 1 of Greenway Projects	Community Services	3/07	3/08
▪ Complete Foundation start-up	Community Services	6/06	6/07
▪ Oversee Aquatic Center Expansion	Community Services	6/06	2009
▪ Relocate Court and Court Offices	Admin		

	Responsible Department(s)	Initiated By	Completed By
▪ Expand Community Development and Building Division space	Community Development		
▪ Evaluate relocating City shops to McNulty Property	Public Works		
ENCOURAGE AND EMPLOY SUSTAINABLE PRACTICES:			
▪ Revise procurement procedures	Attorney Admin	2/07	6/09
▪ Train staff (ongoing)	All		
▪ Conduct Energy Audit of all City Facilities	Community Services Public Works	Aquatic Center: 2/07	Aquatic Center: 7/07
▪ Establish policies requiring purchase of only hybrids and energy efficient gas-powered vehicles	Admin		
▪ Construct new, and renovate existing city buildings to LEEDs standards			
▪ Support:			
~ Composting			
~ Recycling and use of recycled materials			
~ "Green building"			
~ Public education			
▪ Provide a good example			
▪ Investigate waste-to-energy conversion at WWTP	Public Works	Winter 07/08	Summer/Fall 08
▪ Evaluate use of bio-diesel for diesel powered equipment	Public Works		