

**GLADSTONE CITY COUNCIL  
ADJOURNED MEETING/WORK SESSION  
CITY HALL COUNCIL CHAMBERS  
June 25, 2013**

**7:30 p.m. CALL TO ORDER  
ROLL CALL  
FLAG SALUTE**

**ADJOURNED MEETING**

**REGULAR AGENDA**

- 1. Gladstone Cultural Festival – Event Agreement**
- 2. Resolution 1027, re: Fiscal Year 2012-13 Line Item Transfers**

**WORK SESSION**

- 3. City Hall/Police Station/Library**

**ADJOURN**

Information Only: Financial Reports April and May 2013





## **REGULAR AGENDA**



## SPECIAL EVENT AGREEMENT

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the Gladstone-Oak Grove Rotary (User) and the City of Gladstone, a municipal corporation of the state of Oregon (City) to allow the User to use City property for the Gladstone Cultural Festival.

### I. GENERAL AGREEMENT

The User shall have the right to use the Premises and a portion of the public right of way during designated times as listed below only for the following purpose and only on the following dates and times:

Premise(s): Max Patterson Park  
Date(s)/Times(s): Event – August 1, 2013 (Movie in the Park)  
Event – August 2, 2013 – August 4, 2013 (Festival Events)  
Set up – begins August 1, 2013 Noon.  
Tear down – complete August 5, 2013 Noon

Premise(s): Parade Route (see Article II.1 for specific streets)  
Date(s)/Times(s): Event – August 3, 2013  
Set up – begins August 3, 2013 8:30 a.m.  
Tear down – complete August 3, 2013 Noon

Premise(s): Portland Avenue from Arlington to Dartmouth (Cruise-In)  
Date(s)/Times(s): Event – August 4, 2013  
Set up – begins August 4, 2013 8:00 a.m.  
Tear down – complete August 4, 2013 7:00 p.m.

1. The User, its employees, sub-contractors, guests, patrons, or invitees shall use the premises in a safe, careful, and lawful manner, and use reasonable, best efforts to ensure the Premises and other City property are not altered, marred, defaced.
2. User shall be responsible for all costs, arrangements, and equipment related to production of the Event, including but not limited to removal of trash, renting portable toilets, setting up and tearing down portable stages, erecting and taking down temporary fencing. All invoices for services provided to User shall be invoiced to User, not City.
3. User agrees to limit and/or prevent any commercialism on the Premises, specifically Max Patterson Park which would reflect negatively on the City, its officials, employees or patrons. Any commercial display should be done in a professional manner and at the request of the City must be altered or changed, i.e.

nothing obscene, vulgar, or derogatory toward a protected class will be tolerated.

## II. PARADE

1. The Event will include a parade which will be routed from Portland Avenue to Hereford Street to Harvard Avenue to Gloucester Street to Portland Avenue to Berkeley Street to Yale Avenue to Exeter to where the parade will end. The streets along the parade route will be temporarily closed from 8:30 a.m. to noon on August 3, 2013.

## III. ROAD CLOSURES

The City agrees to the following road closures during the event:

1. Exeter Street between Cornell and Yale for the exclusive use of emergency vehicles.
2. East Fairfield closed between Cornell and Yale for vendor booths.
3. Cornell Street between East Fairfield and East Exeter Street for the main stage.
4. Portland Avenue between Arlington and Dartmouth on August 4, 2013, from 8:00 a.m. to 7:00 p.m. for a Cruise-In event.

User agrees to notify all owners with property adjacent to:

1. The parade route and temporary street closures, in writing, a minimum of two weeks prior to the events.

## IV. VENDORS

1. User agrees that all vendors for commercial amusement rides, food, game concessions, novelty stands, shows, support vehicles and equipment (Vendors) shall be fully inspected, permitted or licensed as required by state law and shall strictly comply with every provision of appropriate city, county, state, federal, and other governmental law, rule, or regulation applicable in any manner to its activities. The following vendors are prohibited: bouncy houses or any other game involving bouncy balls, etc.
2. All Vendors must have a Gladstone business license/mobile vendor permit, unless specifically exempt under state or federal law, to be authorized to operate within the City.
3. All food Vendors must have appropriate restaurant licensing, and must meet all federal, state and local health code requirements.
4. User shall keep all Vendor records on file and provide a copy of them to the Assistant City Administrator by July 15<sup>th</sup> of each year.
5. All Vendors must be aware that no dumping of any grey water into the storm drains is permitted. User will be responsible for any dumping that occurs during the Event.

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6. User must provide City with all Vendor certificates of insurances and endorsements naming the City as an additional insured for the event. All Vendor policies are subject to the same conditions listed in the Insurance section (XIV) below.

V. SECURITY

User shall hire and assign security as necessary to protect the Premises and patrons during this event. The security company must be licensed and bonded in Oregon. All security personnel must be easily identifiable with a shirt, badge or other item that shows they are Event Staff.

VI. TRAFFIC CONTROL

User shall have traffic control personnel (flaggers) positioned as necessary for Event safety. Flaggers must possess a Certified State Flagger Card that is ODOT approved. Event staff stationed at barricades must also possess a Certified State Flagger Card that is ODOT approved. Flaggers must be easily identifiable with a reflective vest that shows they are Event Staff.

VII. FIRE HYDRANTS

All approved event locations must maintain emergency clearance for fire hydrant access. Fire hydrants located on roads must have a five foot clearance on either side of the hydrant in the road. Fire hydrants located in parks must have a three foot circumference clearance around the hydrant.

VIII. ALCOHOL

User agrees that no alcohol will be served or sold on any City property during the Event.

IX. CITY 'S DUTIES

Any work that the City performs for the Event will be reimbursed by the Gladstone-Oak Grove Rotary. An itemized bill will be provided to the Gladstone-Oak Grove Rotary and paid in full to the City within 30 days of invoice. City will provide the following services for the event:

1. The City agrees to loan User barricades and have them available at agreed upon locations. User is responsible for setting up and tearing down barricades, returning them to the agreed upon locations.
2. City agrees to provide usage of available electrical hookups and will bill the User for electricity used at Patterson Park.

X. USER'S DUTIES

In addition to other User responsibilities set forth herein:

1. The User will be responsible for actual repair and/or clean-up costs incurred by the City if City property is damaged or vandalized as a result of Users use of the Premises under this Agreement and User agrees to reimburse the City for any such actual expenses.
2. User shall, at its expense, provide an emergency plan which could include a first aid station equipped with Emergency Medical Technicians on standby throughout the scheduled Event hours if needed.
3. User will require all food vendors to have temporary health permits and conform to all regulations as stated by the Clackamas County Health District.
4. User shall prohibit patrons from bringing glass containers of any kind onto the premises.
5. User is responsible for all other Event management issues not specifically enumerated in this Agreement.
6. User is to provide all lighting for the Event including the illumination of parking areas for safety.
7. User is to provide any generators needed and have them inspected and approved by the Fire Marshal after set-up but before usage.
8. Electrical extension cords must be inspected and receive written approved by the Fire Marshal after set-up but before usage.
9. User is to provide temporary restroom facilities at all locations including restrooms that are ADA compliant. User is to provide dumping tanks for the disposal of vendor's grey water.
10. Any services contracted by the User are to be billed to and in the name of the User. The City shall not incur any bills on behalf of the User.
11. User is to contract for the disposal of all trash, provide all trash receptacles, and empty trash containers as frequently as needed.
12. User is to provide smoking receptacles for the safe and appropriate disposal of used cigarettes.

XI. EXCLUSIVE USE OF PREMISES

City agrees to provide User access to and utilization of the Premises described during the

course of this Event. User shall be permitted, at its expense, to erect and maintain on the Premises whatever signage the User deems necessary (street closure signs, directional traffic signs, no parking signs, advertising signs, etc.) subject to approval by the City. All signage erected by the User shall be of a temporary nature and conform to the Gladstone Municipal Code 17.52.

## XII. RESERVATION OF CONTROL OF PREMISES

The City reserves the right to control the Premises; to enforce all of its rules or regulations regarding the premises, and to inspect the premises during the Event, without unreasonable interference with the User, its employees, guests, patrons, or invitees. The City shall have the right, but not the duty, to eject any person from the premises for violation of the law, rule, or regulation without liability.

## XVIII. INDEMNIFICATION

The User shall hold and save the City, its officers, directors, elected officials, employees and agents harmless from all claims, costs, loss, or damage of any kind or nature whatsoever arising out of the Event (Indemnified Claims) which may be sustained by reason of any act or omission on the part of the User, its vendors, employees, guests, patrons, invitees, or anyone directly or indirectly employed by any of them, or by anyone for whose acts or omissions any of them may be liable. User will pay all reasonable attorney and expert fees and costs relating to such defense and will conduct all steps or proceedings in connection with such defense and as required settling or defending such Indemnified Claims, including without limitation the employment of counsel reasonably satisfactory to City.

## XIV. INSURANCE

1. User shall obtain prior to beginning any work under this Agreement and shall maintain in full force and effect through the tear down date of the event, or any other time periods required herein, at User's expense, an occurrence form comprehensive general liability and automobile insurance policies for bodily injury, including death, and broad form property damage, including loss of property and coverage for owned, hired or non-owned vehicles, as applicable, for the protection of User and the City, its elected and appointed officials, officers, agents, employees and volunteers as additional insureds. The policies shall be primary policies and any other insurance carried by City shall be excess. The policies shall be issued by a company authorized to do business in the State of Oregon and provide single limit general liability coverage of \$2,000,000 and separate automobile coverage of \$2,000,000 (it is acceptable for all vendors to hold the policies as listed above in the amount of \$1,000,000. The certificates shall provide that City will receive 30 (thirty) days' written notice of cancellation or material modification of the insurance contract. User shall provide certificates of insurance and additional insured endorsements to City evidencing the date, amount, and type of insurance prior to commencement of any work under this Agreement. If requested, complete copies of insurance policies shall be

provided to City. User shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

2. User and all of its subcontractors, if any, providing work or labor under this Agreement shall provide Workers' Compensation insurance coverage for their User contracted operations in the State of Oregon including Employer's Liability Insurance with coverage limits at the current statutory limits. This Employer's Liability Insurance shall be endorsed so that any aggregate limit on liability shall apply separately to other insurance coverage required under this Agreement rather than aggregating this with other policy limits or other events covered by User's policy(ies).

XV. WAIVER

The User hereby surrenders and gives up all right to any claim for compensation for any loss or damage sustained by reason of any defect, deficiency, failure, or impairment of the water supply, drainage, electrical, or other services provided by the City. The City shall not be liable for any claim if the Event sites are damaged by fire or other casualty, or for any other act, including strikes, utility failure or acts of God, which prevent the holding of the Event.

XVI. ADMINISTRATION

The administration of Agreement by the City shall be by the City Administrator or his/her designated agent.

XVII. ASSIGNMENT

This Agreement shall not be deemed for the benefit of any entity or person who is not a party hereto, and neither this agreement, nor any interest therein may be assigned by the User without written approval of the City.

XVIII. ENTIRE AGREEMENT

This Agreement contains the entire understanding of the parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Agreement.

**Staff Contact Information**

Principal City Contact  
Tami Bannick, City Hall  
Administrative Assistant  
503-557-2769  
bannick@ci.gladstone.or.us

Insurance/Contracts  
Jolene Morishita  
503-557-2766  
morishita@ci.gladstone.or.us

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Operations/Road Closures  
Scott Tabor, Public Works Supervisor  
503-209-5158  
[tabor@ci.gladstone.or.us](mailto:tabor@ci.gladstone.or.us)

Fire Department  
Mike Funk, Fire Marshal  
503-557-2775

[funk@ci.gladstone.or.us](mailto:funk@ci.gladstone.or.us)

Police Department  
Jim Pryde, Police Chief  
503-557-2765  
[pryde@ci.gladstone.or.us](mailto:pryde@ci.gladstone.or.us)  
Emergency: 911  
Non-Emergency Dispatch: 503-655-8211

**IN WITNESS WHEREOF**, the parties have signed this Agreement on the year and day first above written.

**GLADSTONE-OAK GROVE ROTARY**

**CITY OF GLADSTONE, OREGON**

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Bruce Wadsworth  
Rotary President

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Wade Byers  
Mayor



RESOLUTION 1027

**A RESOLUTION MAKING TRANSFERS IN THE CITY OF GLADSTONE BUDGET FOR FISCAL YEAR 2012-13**

WHEREAS, the city's budget estimates are prepared about 16 months before the end of the budget's fiscal year, and

WHEREAS, budget categories of personnel services, materials and services and capital outlay within all budget funds should not be overspent at the end of fiscal year 2012-13, and

WHEREAS, there remains a substantial balance within some budget categories in the various funds of the budget for fiscal year 2012-13 and other budget categories will require additional appropriation;

Section 1. NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF GLADSTONE that the following amounts be transferred from various line items in the fund:

**GENERAL FUND**

Transfer From:		Transfer To:	
#1992355 Contingency Funds	<u>\$170,000</u>	#1241550 Auto Maint/Fuel	\$15,000
		#1241580 Radio Maint.	\$5,000
		#1241610 Contractual Services	\$50,000
		#1261930 Park Maint Supplies	\$10,000
		#1261932 Haz. Tree Removal	\$50,000
		#1261935 Lights & Power	\$10,000
		#1272058 Comm School Contract	\$30,000
TOTAL	\$170,000	TOTAL	\$170,000

**STORM & SANITARY SEWER FUND**

Transfer From:		Transfer To:	
#333080 Storm/Sani Improv	<u>\$140,000</u>	#3330400 Oak Lodge Sanitary	\$75,000
		#3330500 Tri-City Service Dist.	\$65,000
TOTAL	\$140,000	TOTAL	\$140,000

**WATER FUND**

Transfer From:		Transfer To:	
#444155 Water Syst. Improv.	<u>\$5,000</u>	#444227 Bond Debt Principal	<u>\$5,000</u>
TOTAL	\$5,000	TOTAL	\$5,000

**ROAD & STREET FUND**

Transfer From:		Transfer To:	
#555150 Street Maint:	<u>\$25,000</u>	#555060 Street Lights	\$10,000
		#555070 Shop Supplies/Utilities	\$5,000
		#555090 Engineering Services	<u>\$10,000</u>
TOTAL	\$25,000	TOTAL	\$25,000

**POLICE/COMMUNICATIONS LEVY FUND**

Transfer From:		Transfer To:	
#888060 Capital & Equip Resv	<u>\$40,000</u>	#881648 CCOM Dispatch	<u>\$40,000</u>
TOTAL	\$40,000	TOTAL	\$40,000

Section 2. Resolution is effective on June 25, 2013.

THIS RESOLUTION ADOPTED BY THE GLADSTONE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 25<sup>th</sup> DAY OF JUNE 2013.

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant City Administrator



# **WORK SESSION**



# City of GLADSTONE

Date: June 20, 2013

To: Mayor and City Council

From: Pete Boyce, City Administrator 

Re: City Hall/Police Station/Library

In the packet I have included key reports from Group Mackenzie and Carlton Hart (with Professional Roof Consultants and TM Rippey Consulting Engineers) to outline estimated expenses associated with new construction of a City Hall/Police Station and current building renovation expenses. The Monday prior to the meeting I will e-mail additional information from Group Mackenzie regarding the estimated expense of constructing a library of 9,000 square feet and 13,000 square feet. I hope to have an in-depth discussion regarding options for the City.

**City Hall**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5223  
FAX: (503) 650-8938  
E-Mail: (last name)@  
ci.gladstone.or.us

**Municipal Court**  
525 Portland Avenue  
Gladstone, OR 97027  
(503) 656-5224 ext. 1  
E-Mail: municourt@  
ci.gladstone.or.us

**Police Department**  
535 Portland Avenue  
Gladstone, OR 97027  
(503) 656-4253  
E-Mail: (last name)@  
ci.gladstone.or.us

**Fire Department**  
555 Portland Avenue  
Gladstone, OR 97027  
(503) 557-2776  
E-Mail: (last name)@  
ci.gladstone.or.us

**Public Library**  
135 E. Dartmouth  
Gladstone, OR 97027  
(503) 656-2411  
FAX: (503) 655-2438

**Senior Center**  
1050 Portland Avenue  
Gladstone, OR 97027  
(503) 655-7701  
FAX: (503) 650-4840

**City Shop**  
18595 Portland Avenue  
Gladstone, OR 97027  
(503) 656-7957  
FAX: (503) 722-9078



# City Hall/Police Station City Administrator Estimates

New Construction

Description

Cost

Rebuild at current site \$6.5 million to \$7.9 million  
 Build at Webster Site \$5.1 million to \$6.4 million

Funding Stay New Construction

	<u>Current Location</u>	<u>Webster Location</u>	
Max Construction Cost	7,900,000	6,400,000	
Appraised Value of Property	370,000	1,145,800	
Total Project Expense	8,270,000	7,545,800	
Less Land (sunk cost)	370,000	1,145,800	
Less State Revenue Sharing Fund Cash	700,000	700,000	
Less Urban Renewal Cash	1,000,000	1,000,000	
Project Expense to Finance	6,200,000	4,700,000	Estimates only. Actual amounts may differ.
Estimated Interest Expense	2,300,000	1,750,000	
Project Expense and Interest	10,570,000	9,295,800	
Estimated UR Debt Service Payment	570,000	429,897	15 year private loan. Voter approval required.
Actual FY 2012 UR Tax Revenue	823,037	823,037	
Annual Debt Pay as % of UR Rev	69%	52%	

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**City Hall/Police Station  
City Administrator Estimates**

**Stay in Current Building**

<u>Work Description</u>	<u>Cost</u>
Roof and Building Envelope	680,000
Total Seismic Upgrade	640,000
Architectural Components of Renovation	<u>1,603,500</u>
Total Seismic Upgrade	2,923,500

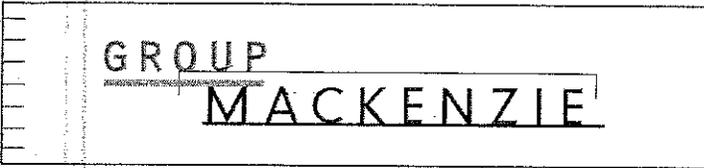
**Current Cash  
Balance**

705,805  
2,693,837

**Funding Stay in Current Building**

State Revenue Sharing Fund	700,000
Urban Renewal Fund	2,223,500

- \* UR plan and boundary would need to be amended.
- \* Would require public vote if cost above \$1 million.
- \* City could choose roof & building envelope and not exceed \$1 million requiring a vote.
- \* City could choose to complete in a phased approach.



January 15, 2013

City of Gladstone  
Attention: Peter Boyce, City Administrator  
525 Portland Avenue  
Gladstone, OR 97027

Re: **Gladstone City Hall and Police Department**  
*Preliminary Cost Analysis*  
Project Number 2120509.01

Dear Mr. Boyce:

Following completion of the Gladstone City Hall and Police Department Needs Assessment Report, and upon your request, we have prepared and provided the following high level cost projections for two possible scenarios for new construction of an approximately 18,000 square foot City Hall and Police Department facility. Note that these scenarios are preliminary in scope and reflect Group Mackenzie's professional experience with comparable facilities completed within the past ten years. These preliminary costs have been projected as a low and high range for each option to allow for construction, design, and unforeseen project variations and are being provided for preliminary planning only.

As it pertains to the Options A and B, the following assumptions have been taken into account in the development of each option:

*Construction Cost:*

- Scope includes construction for the building and site improvements.
- General conditions, bonds and insurance, overhead and profit, and design contingencies are included in the general construction cost.
- Construction duration is anticipated to take 10 to 12 months for Option A. 8 to 10 months for Option B.
- Construction type for each option is anticipated to consist of a masonry exterior envelope, structural steel framing, high performance glazing and roofing systems, and high efficiency mechanical, plumbing, and electrical systems.

*Consultant Cost:*

- Scope includes Architectural and Engineering (A/E) design and construction fees, owner's project manager fees, and allowances for marketing materials, topography, and boundary surveys, special inspections, and geotechnical services.
- A/E fees are assumed at 8-10% of construction costs and include reimbursables at 10% of the design fees.

RiverEast Center | 1515 SE Water Avenue, Suite 100 | Portland, OR 97214

P.O. Box 14310 | Portland, OR 97293

Tel: 503.224.9560 Web: www.grpmack.com Fax: 503.228.1285

**Group Mackenzie, Incorporated**

Architecture  
Interiors  
Structural Engineering  
Civil Engineering  
Land Use Planning  
Transportation Planning  
Landscape Architecture

**Locations:**

Portland, Oregon  
Seattle, Washington  
Vancouver, Washington

- Environmental services, hazardous material surveys, commissioning, and arborists services are excluded.

*Owner Cost:*

- Scope includes fixtures, furniture and equipment, Police duty lockers, compact shelving, moving allowance, and/or temporary facilities costs.
- Furniture, Fixtures, and Equipment includes costs for furniture, appliances, and signage.
- Permit fees have been excluded at the request of the City.
- LEED, commissioning, environmental impact charges, Bond fees, and off-site improvements are excluded.

*Land Cost:*

- Both options are on City owned property resulting in no additional cost.

*The Low / High Estimate assumptions include:*

- 10 % / 15% design contingency
- 1 % / 2% of construction cost for the owner's project manager
- 4 % / 6% contractor general conditions
- 1 % / 2% construction escalation

**Option A: Existing City Hall and Police Department Site**

Option A revolves around the evaluation of the existing 9,918 square foot, two-story City Hall and Police Department located at 525 Portland Avenue. The site itself is limited to the building foot print and five adjacent surface parking stalls currently utilized for police patrol vehicles. City Staff, Police, and the public are required to utilize street parking.

Based on the January 2, 2013 Needs Assessment Report, this option has been evaluated for a 18,000 square foot combined facility that would consist of demolition of the existing building and construction of a new facility. Due to the site constraints the new facility would comprise of a two and a half to three story structure over one level of surface parking that would be utilized to provide secure parking for police patrol and operations vehicles. Due to city zoning restriction for height allowances to exceed 35 feet would require a variance or exception. Based on the approximate size of the site and dependent on design developments, it is anticipated that the site could potentially house 15 to 20 parking stalls.

As part of this option the existing building would be demolished to allow for new construction. Due to the age of the existing facility it is highly probable that hazardous construction materials exist and would require remediation at the time of demolition. In addition, during demolition and construction of the new facility, City and Police staff and operations would be required to relocate and operate out of temporary facilities for duration of approximately 10 to 12 months.

City of Gladstone  
Gladstone City Hall and Police Department  
Project Number 2120509.01  
January 15, 2013  
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*Advantages to maintaining City services at the existing site include the following.*

- The site is City owned
- Maintaining City services within the downtown core
- Preserving community way finding for City services
- Site is flat and requires minimum site development
- Site contains required utilities necessary
- Site is located on a corner and is visually prominent
- Police emergency facilities are directly adjacent the Fire Department

*Disadvantages to maintaining City services at the existing site include the following.*

- The site is limited in size and cannot support the required parking needs of Police, City Staff, or the public without building on top of parking.
- Site restraints will require construction of a two and a half story facility to accommodate projected square footage growth, which increases construction cost.
- In order to accommodate and secure a portion of Police operational vehicles, the ground level will need to consist of below structure parking. This would begin to segregate Police and City functions with the upper stories and reduce effective public engagement, while increasing construction costs.
- The available floor plate size would require that the Police Department be split between floors, which can negatively affect operations.
- City staff and police operations would have to relocate and operate out of temporary facilities during demolition and construction. This will increase owner expenditures, while also disrupting public interaction.

*Option A: Preliminary Costs*

	<u>LOW</u>	<u>HIGH</u>
Construction Costs:	\$5,535,799	\$6,518,432
Consultant Costs:	\$603,234	\$931,241
Owner Costs:	\$381,188	\$542,344
Land Costs:	\$0	\$0
<b>Total Project Costs Range:</b>	<b>\$6,520,221</b>	<b>\$7,992,017</b>

### **Option B: Webster Site**

Option B revolves around the evaluation of the City owned property located at North of 18275 Webster Road. The site itself appears to be large enough to support a single story facility with surface parking. Dependent on continued development for the library, there may be opportunities to co-locate facilities within the single site and share staff and public parking demands.

As with Option A, this option has been evaluated for 18,000 square foot combined facility that would consist of new construction of a new City Hall and Police Department. Due to the available site it is recommended that a single story facility with surface parking be evaluated to reduce development costs. It is recommended that the site, if further considered, be master planned to house the City Hall, Police Department, and Library on a single site. As part of this option, development of a new building on the Webster site would allow existing City Hall and Police Department operations to continue uninterrupted during construction.

*Advantages to development on the Webster site include the following.*

- The site is City owned
- Site is undeveloped and allows for optimized design and site development options
- Size of site can allow for a single story facility with surface parking, which reduces development costs.
- If the library is maintained on the site and co-located, there would be an opportunity to create a civic center with shared parking
- City and Police operations can be maintained during the construction duration at current location

*Disadvantages to development on the Webster site include the following.*

- Relocation of City Hall and Police Department functions to the Webster site removes city functions from the city core.
- Prior library design development has progressed to a level that may require design modifications to allow for co-location of City Hall and Police Department onsite.
- Based on preliminary data provided on the site, the site will present construction challenges and potential cost premiums due to existing bedrock.
- The site is home to areas of substantial topography, which will limit development opportunities and potentially increase construction costs.

City of Gladstone  
Gladstone City Hall and Police Department  
Project Number 2120509.01  
January 15, 2013  
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*Option B: Preliminary Costs*

	<u>LOW</u>	<u>HIGH</u>
Construction Costs:	\$4,329,446	\$5,198,726
Consultant Costs:	\$481,725	\$756,351
Owner Costs:	\$311,672	\$443,834
Land Costs:	\$0	\$0
<b>Total Project Costs Range:</b>	<b>\$5,122,843</b>	<b>\$6,398,911</b>

We are pleased to provide continued assistance to the City of Gladstone. If you have any questions or require further assistance please don't hesitate to request our services.

Sincerely,



Jeff R. Humphreys, Architect  
Associate Principal



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GLADSTONE  
CITY HALL &  
POLICE  
DEPARTMENT  
525 Portland Avenue

January 2, 2013

Prepared by

GROUP  
MACKENZIE

GROUP MACKENZIE  
RiverEast Center | 1515 SE Water Avenue, Suite 100 | Portland, OR 97214  
PO Box 14310 | Portland, Oregon 97293  
T: 503.224.9560 | F: 503.228.1285 | www.groupmackenzie.com  
PORTLAND, OREGON | SEATTLE, WASHINGTON | VANCOUVER, WASHINGTON

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Job# 2120509.00



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TAB 1

**INTRODUCTION**  
PROJECT INTRODUCTION  
GROUP MACKENZIE  
PROJECT BACKGROUND  
EXECUTIVE SUMMARY

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## Project Introduction

The City of Gladstone contracted Group Mackenzie to evaluate the existing City Hall and Police building and prepare programming and space needs for the City of Gladstone's City Offices and Police Department. The investigation involved programming questionnaires filled out by key staff members; an existing site tour conducted by Chief Pryde with participation of City staff; and the development of a Space Needs Program created through input from both City Hall staff and the Police Department in conjunction with Group Mackenzie's professional experience on similar projects.

## Key Participants

### CITY OF GLADSTONE

Peter Boyce — City Administrator  
James Pryde — Chief of Police

### GROUP MACKENZIE

Jeff Humphreys — Project Principal  
Brett Hanson — Project Manager  
Jeff Matarrese — Architectural Designer

## Group Mackenzie

Established in 1960 and based in Portland, Oregon, Group Mackenzie provides a range of professional design services including structural engineering, architecture, landscape architecture, civil engineering, land use planning, transportation planning and interior design. Group Mackenzie's Public Projects team specializes in civic and emergency response facility design, space needs evaluations, and bond campaign assistance. In the past decade, Group Mackenzie has worked on publicly funded projects in Oregon and Washington for more than 50 counties and municipalities, providing design and engineering services for more than 16 police facilities and six civic office buildings.

## Project Background

The City of Gladstone's existing City Hall and Police Department building consists of a two-story, 9,918 square foot facility located on a 10,138 square foot site at the corner of E. Dartmouth Street and Portland Avenue. Originally built in the 1940s, the structure has undergone extensive renovations to accommodate its current occupants, is not designed to essential facility seismic standards and is in need of roofing replacement. Furthermore, the current facility shares off-street parking with the Gladstone Volunteer Fire Department, accommodating only five unsecured parking spaces for patrol vehicles. No permanent parking for City or Police Staff exists. In addition to the existing City Hall and Police Department building, the City of Gladstone Police utilize an off-site evidence storage building requiring Police personnel to commute between the two facilities.

Based on previous studies commissioned by the City of Gladstone and performed by Professional Roof Consultants, Inc. in January 2012 to evaluate the existing structural capacity of the building, it was determined that seismically upgrading the building to a Type IV seismic category, an essential facility construction standards would require substantial improvements and would amount to an estimated total cost of \$2,923,500, including a recommended full roofing replacement and exterior building envelope upgrades. As upgrade and replacement costs of the existing building mounted, the City of Gladstone sought design services to aid in evaluating the City's current space needs and provide recommendation for required space needs to accommodate existing City Hall and Police functions and equipment, as well as future projections to allow for growth. This report is a preliminary step toward identifying the current and future projected needs for the City of Gladstone and setting the stage for comparative cost analysis of a new facility to upgrade and ongoing repairs to the existing building.

## Executive Summary

Under the scope of the space needs investigation, Group Mackenzie observed, documented, and evaluated existing deficiencies in order to provide the City of Gladstone recommendations for current space needs and projected growth requirements 20 years into the future. These efforts are intended to serve as the initial step in aiding the City in its goal of determining investment into the existing facility or pursuing next steps towards a new City Hall and Police Department for the City of Gladstone.

Group Mackenzie's experience, developed space standards, industry standards, and City input were used to identify and outline required needs. In conjunction, similar cities and comparable facilities were considered through the validation process. Through review and refinement of the space needs study, the projected growth identified indicates a 157% increase required to accommodate current and future needs. Examination and determination of these figures involved observation of the existing facility and operations, while furthering continued dialogue with users within the building as to the deficiencies of the existing building.

Primary deficiencies inherent to the existing building and operational conditions include:

- The existing building does not meet the necessary requirements of an emergency response facility as it pertains to its capability to withstand and continue operations following a seismic event as prescribed by current code for essential facilities.
- There are mounting deficiencies in many of the existing spaces, most prominently for Police as it pertains to necessary operational functions, such as equipment storage, restroom/locker facilities, physical training, suspect processing, and on-site evidence processing and storage.
- Current available space exhibits disjointed City Hall office functions, inefficient circulation, and lack of secure access within the City Hall offices. This was further observed with the potential safety hazards associated with municipal court staff and the judge sharing public functions, such as the restrooms, with defendants during court proceedings.
- Limited parking of Police vehicles results in unsecured, highly valued City property that is subject to vandalism and potential assaults on Police personnel, and potentially City and Court staff.
- The Police Department currently operates out of multiple facilities resulting in disjointed operations that reduce efficiencies, increase officer travel time, and offer additional security threats to multiple locations.
- The age of the building and building systems are reaching or, in cases, exceeding their lifespans and require costly repair or replacement.

## Recommendation

Group Mackenzie has prepared and forecasted a comprehensive projection of required space needs for the City of Gladstone's 20 year growth. The existing facilities housing current City Hall and Police Department operations (including the 2,160 square foot evidence facility) total 12,078 square feet and do not meet current operational requirements of the City offices, Police Department, or public functions. Upon completion of this space needs examination Group Mackenzie found that the City of Gladstone is in need of a 19,008 square foot facility to both address current shortfalls and allow for future growth. Furthermore, based on the current expense of repair necessary of the existing facility, and its inability to meet projected growth and current seismic requirements of an essential facility. It is recommended that the City take additional measures and next steps towards evaluation and consideration of construction of a new facility to house City Hall, Municipal Court, and Police Department functions.

## Gladstone Space Needs Comparison

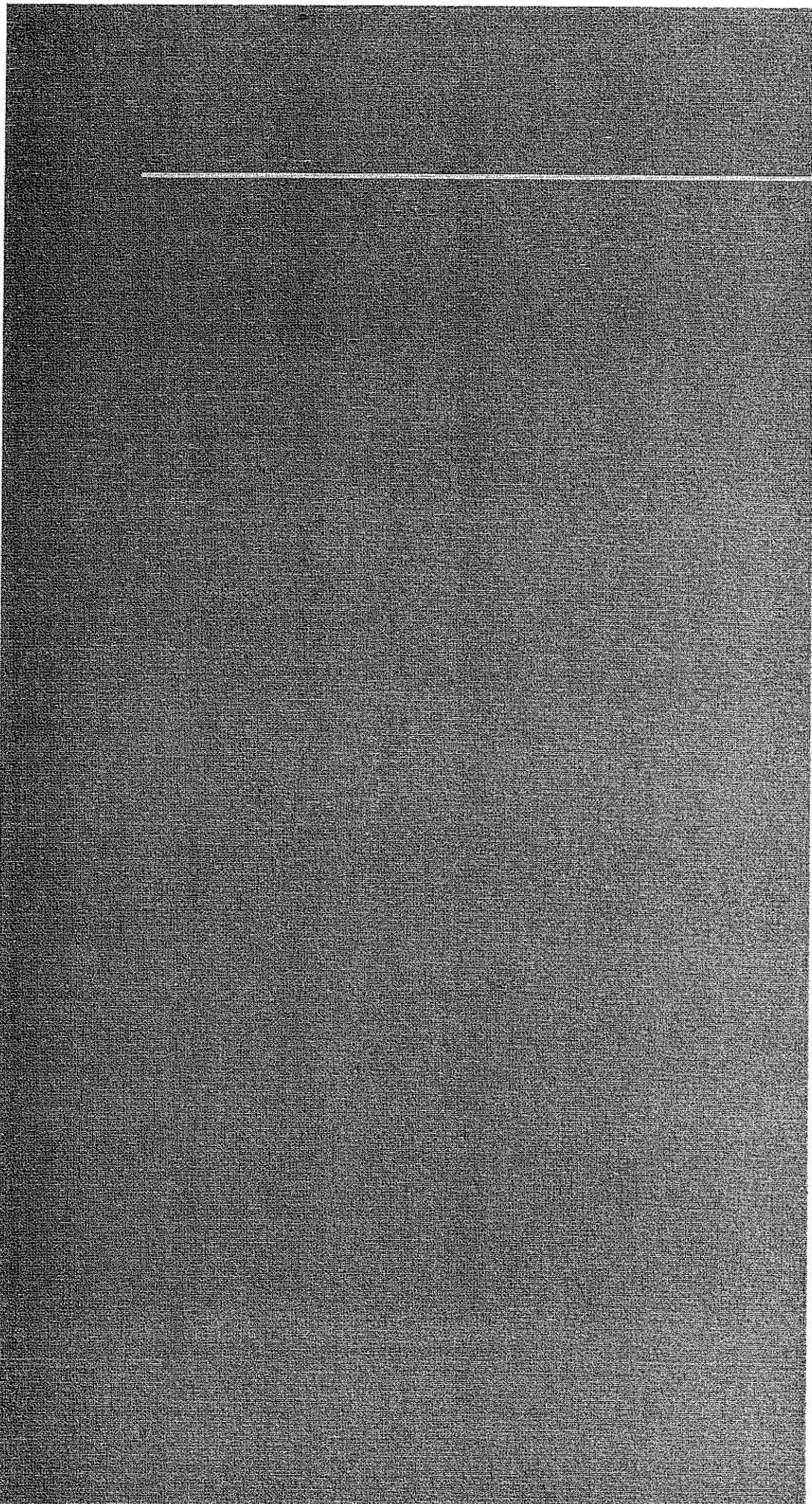
	EXISTING	2023	2033
<u>BUILDING AREA</u>	12,078 SF*	17,582 SF	18,018 SF
<u>EXTERIOR AREA EXCLUDING BUILDING FOOTPRINT</u>	1,138 SF	16,130 SF	19,026 SF
<u>PUBLIC PARKING</u>	0 SPACES**	47 SPACES	47 SPACES
<u>SECURE PARKING</u>	0 SPACES***	22 SPACES	30 SPACES

\*Includes existing City Hall/ Police building (9,918 SF) and evidence facility (2,160 SF).

\*\*Public parking provided on-street.

\*\*\*Three off-street police patrol vehicle spaces provided.





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TAB 2

EXISTING CONDITIONS  
SITE MAP  
EXISTING PLAN  
EXISTING CITY HALL  
EXISTING POLICE DEPARTMENT

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# EXISTING CONDITIONS



525 Portland Avenue  
Gladstone, Oregon+



CITY OF GLADSTONE 

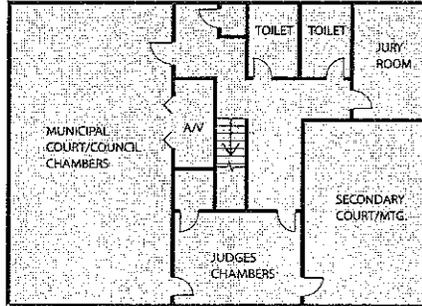
GLADSTONE CITY HALL & POLICE DEPARTMENT

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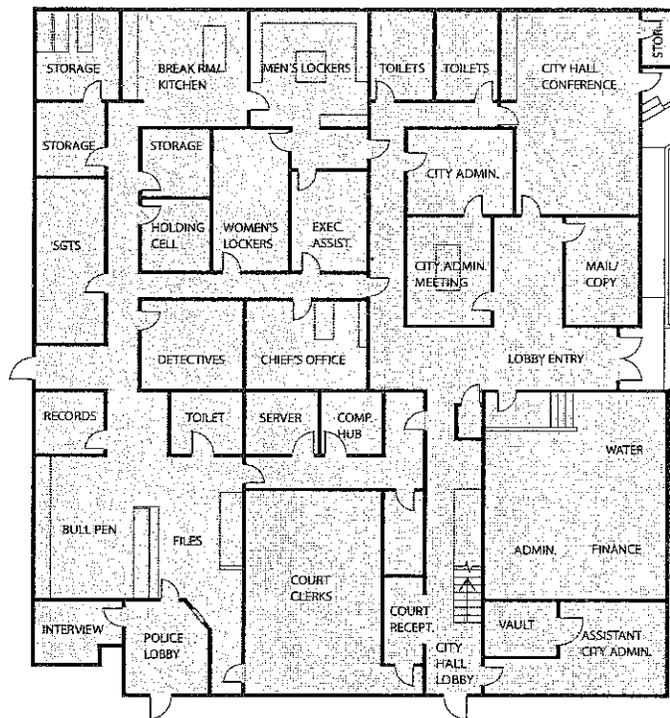
# Existing City Hall and Police Facility Plan

## LEGEND

-  CITY HALL
-  POLICE



 SECOND LEVEL



 GROUND LEVEL

## Existing City Hall and Police Building

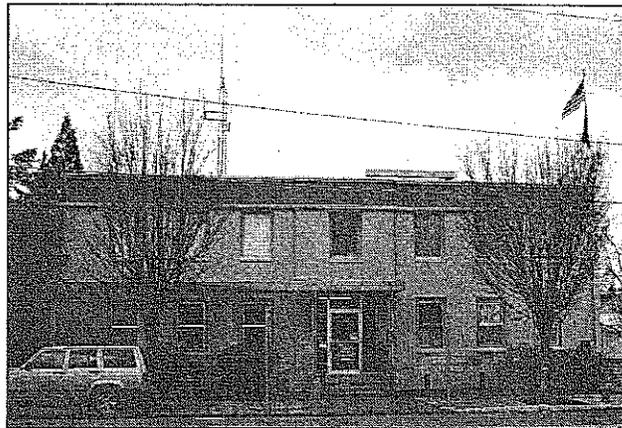
The existing City Hall and Police Department currently occupy a 9,918 square foot, two-story facility at 525 Portland Avenue in Gladstone Oregon, while the Police Department also has a stand alone 2,160 square foot evidence building at a separate location. The City Hall and Municipal Court functions occupy the south half of the first floor and the entire second floor of the building. The Police Department occupies the north half of the first floor only. Each entity has a separate entrance from the public street. The Police Department maintains 5 off street, unsecured parking stalls (FIG T), while the City Hall, Municipal Court, remaining Police, and public must utilize on-street parking. In addition to the space deficiencies, safety, and privacy concerns, the existing configuration of the rooms within the building have been found to layout inefficiently with additional space dedicated to circulation in lieu of usable rooms. As part of this layout, many office spaces are located internally resulting in limited to no natural light to occupied space.

As part of examination and observation of the existing building, the following was observed:

The building currently suffers from a significant lack of public space and inefficiencies associated to circulation throughout the building. Each entity has a separate disconnected entry that does not present a formalized civic entrance into the building (FIG A).

These separate entrances do not offer clear way finding to the particular City functions and further do not provide for a secure reception lobby and counter for the City Hall staff (FIG B). Clear way finding within the building does not exist and it was observed that visitors had unobstructed access to City office functions, while City staff further share public restrooms with visitors and court.

The City Council and Municipal Court functions are currently inadequate for the required uses and have experienced overcrowding. Within the court waiting space, cueing for court is inefficient and additionally prone to overcrowding. Additional security concerns surround shared public space with the judge and court staff. Currently the judge and jury space must share restrooms with defendants awaiting court.



The Police entry is secure, however uninviting to the public and does not allow secure access to the interview room (FIG J). The existing Police operations space is undersized and not properly dedicated to specific functions due to lack of space, which can result in reduced operational efficiencies and present safety and security concerns. The Police records and bull pen (FIG K) serves both Patrol Officers, as well as Records Staff, which can present competing functions. Detectives Offices were observed to be undersized with limited storage availability (FIG L). Between Detectives and Patrol an internal interview room does not exist for secure use limiting interviews to only occurring off the public lobby or within the secure portion of the department. Locker facilities for both men and woman are undersized and often used for ancillary storage space due to unavailability of alternative space (FIG R), while internal secure restrooms dedicated for police staff is limited to a single stall (FIG S), forcing police staff to share facilities with the public.

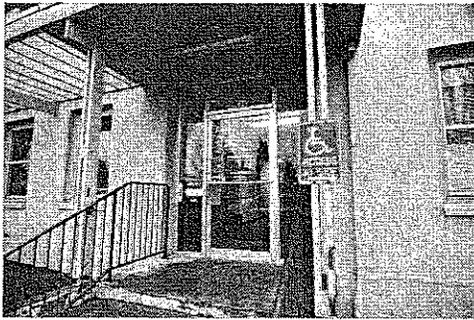


FIG A. ENTRY



FIG E. COPY/MAIL ROOM

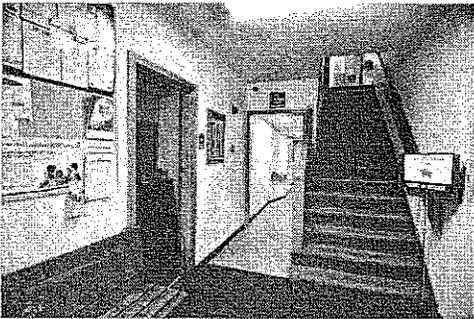


FIG B. LOBBY

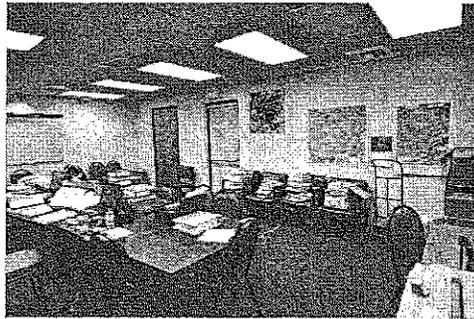


FIG F. CONFERENCE ROOM



FIG C. COURT CLERKS' OFFICE

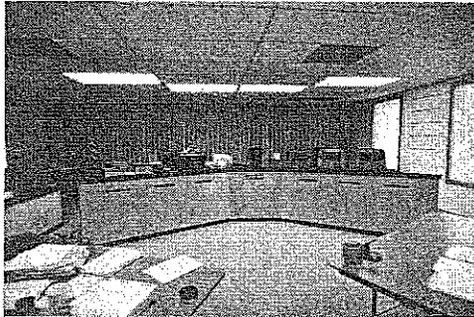


FIG G. COUNCIL CHAMBERS



FIG D. WATER, FINANCE, & ADMINISTRATION

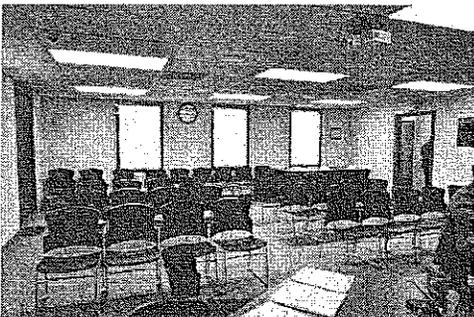


FIG H. COUNCIL CHAMBERS



FIG I. HUB ROOM



FIG M. INTERVIEW ROOM

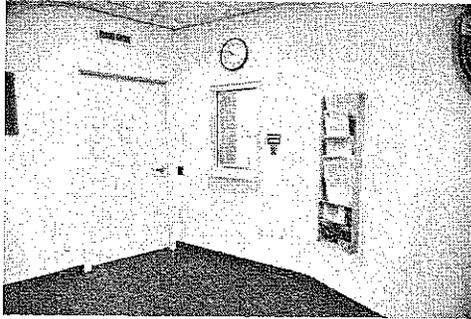


FIG J. POLICE LOBBY



FIG N. CHIEF'S OFFICE

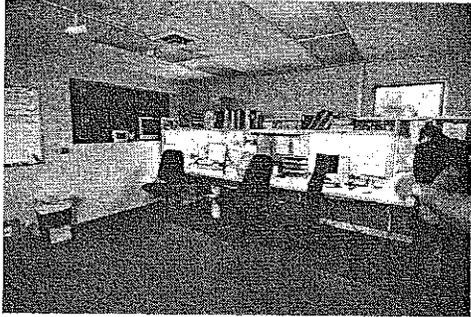


FIG K. BULL PEN

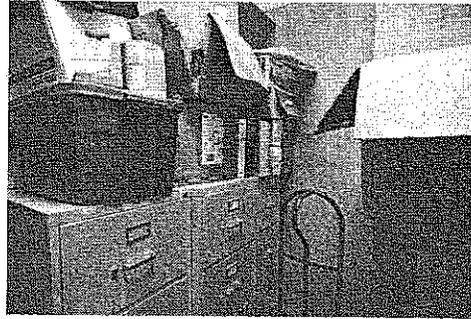


FIG O. STORAGE



FIG L. DETECTIVES OFFICE

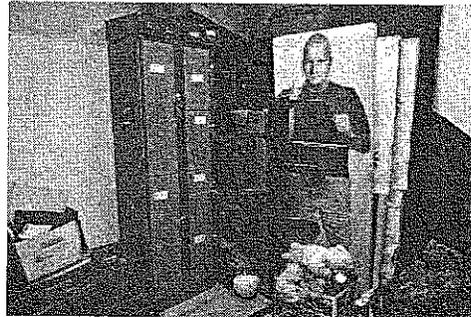


FIG P. EQUIPMENT STORAGE



FIG Q. BREAK ROOM



FIG T. POLICE PARKING

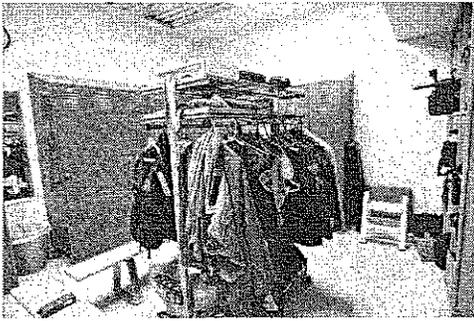


FIG R. MENS' LOCKER ROOM

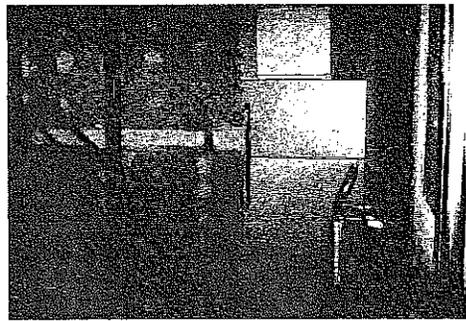


FIG U. EVIDENCE FACILITY

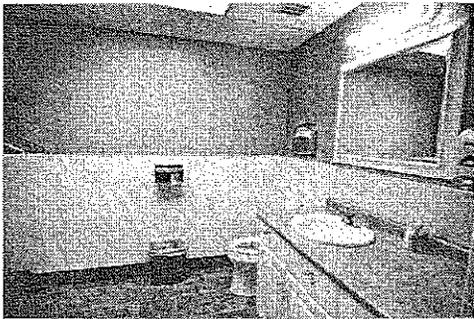


FIG S. RESTROOM

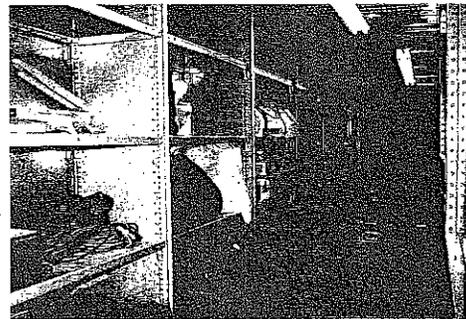


FIG V. EVIDENCE FACILITY

TAB 3

**PROGRAMMING**  
SPACE NEEDS CONSIDERATIONS  
SPACE NEEDS PROGRAM

3-22

## Space Needs Considerations

Police facility design is unique in that the building and all its functions are tools integral to effective and efficient operation of a policing agency. The way in which a facility is designed focuses on functionality and stringent requirements associated with protection of the building, its staff, and the public it serves. Requirements defining this particular building type are driven by jurisdictional, state, and federal criteria for safety, security and operational procedures. These criteria ensure the facility not only operates effectively on a day-to-day basis, but is also capable of resisting and responding to the forces of natural events and terrorism, all the while maintaining the stature of a civic building.

Similar to a police facility, the design of a City Hall is focused on the protection of the building and it's staff. A City Hall also needs to maintain an open and welcoming visage to the community it serves. A City Hall provides a civic building that can be used for public gatherings and assist community functions.

Beyond the building program requirements, there are important site elements and considerations that must be taken into account for these types of facilities. These program elements include public parking; secure parking for city staff, police vehicles, and equipment; emergency power; building threat protection; and access to and from the site. The most challenging consideration, for any site, stems from public and secure parking requirements. These are governed by jurisdictional requirements, as well as department growth projections and space requirements for vehicles and equipment.

The following program summary outlines the overall categories and square footages for each departmental function within the building.

## Program Summary

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: Gladstone City Hall and Police Department													
Public Functions & Facility Core	1	1	1							755	1318	1318	
City Hall	8.5	8.5	8.5							5501	5623	5623	
Police Department	21	22	35							5822	10640	11077	
<b>TOTAL BUILDING SQUARE FOOTAGE</b>	<b>30.5</b>	<b>31.5</b>	<b>44.5</b>							<b>12078</b>	<b>17582</b>	<b>18018</b>	

Department: Gladstone City Hall and Police Department													
Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Public Functions & Facility Core	1	1	1							755	1318	1318	
Administration	5	5	5							2628	2134	2134	
City Council / Municipal Court	3.5	3.5	3.5							2873	3298	3298	
Support Functions	0	0	0							0	192	192	
Police Records / Administration	3.5	4.5	6							914	1469	1546	
Police Operations	17	17	28							1589	4730	5090	
Police Property / Evidence	0.5	0.5	1							2160	2129	2129	Existing evidence facility square footage
Police Support Functions	0	0	0							1161	2312	2312	
<b>TOTAL BUILDING SQUARE FOOTAGE</b>	<b>30.5</b>	<b>31.5</b>	<b>44.5</b>							<b>12078</b>	<b>17582</b>	<b>18018</b>	
<b>TOTAL EXTERIOR REQUIREMENTS</b>										<b>1438</b>	<b>16130</b>	<b>19025</b>	
<b>TOTAL SITE REQUIREMENTS (SINGLE STORY)</b>										<b>0</b>	<b>33712</b>	<b>37044</b>	SINGLE STORY FACILITY
<b>TOTAL SITE REQUIREMENTS (TWO STORY)</b>										<b>0</b>	<b>24921</b>	<b>28035</b>	TWO STORY FACILITY

## Space Needs Program

The programming information presented on the following pages represent current and future staffing counts, required spaces, sizes, functions, and general use. Future needs have been projected for a twenty-year growth and calculated based on future projections of crime, population, and city growth estimated by the City of Gladstone.

To begin the space needs evaluation process, the existing facility was toured, and current staff count, program, and space sizes documented within the program for comparative analysis.

In conjunction with existing facility documentation, the City Manager, Chief, and key City staff participated in discussions regarding their department and division work philosophy, current deficiencies, and required needs. This information was utilized in conjunction with architectural space standards and examination of recently built Police stations/City Halls in communities of similar size and demographic makeup to prepare and validate the space needs analysis on the following pages.

The program is organized into primary building elements, departments, and divisions to facilitate in identifying and assigning ancillary program needs to particular spaces unique to a civic facility. Total space size for each division is tabulated and an interior circulation factor of 20% assigned to cover primary hallways, stairways, elevators, mechanical space needs, and miscellaneous circulation needs typically required in civic facilities.

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
<b>Department: Public Functions &amp; Facility Core</b>													
<b>Public Functions</b>													
Entry Vestibule				0	1	1	8	10	80	0	80	80	911 phone
Public Lobby Waiting Area / Foyer				1	1	1	15	20	300	80	300	300	Open lobby for Police and City Hall; 4-5 people
Lobby Information				0	1	1	2	10	20	0	20	20	Includes forms, information.
Display Area				0	1	1	2	10	20	0	20	20	Historical display space, PD and City Hall to confirm contents.
Report Taking Room				1	1	1	10	12	120	70	120	120	Dual access from Police Reception, 4-6 people camera & microphone.
Public Restrooms / Men's & Women's				4	2	2	10	20	200	340	400	400	
<b>Group Total</b>				0	0	0				490	940	940	
<b>Facility Core</b>													
Janitor				1	1	1	6	6	36	55	36	36	Additional (1) required for two-story facility.
Stairway				1	0	0	9	20	180	100	0	0	0 Required for two-story facility.
Elevator				1	0	0	6	8	48	30	0	0	0 Required for two-story facility.
Elevator Equipment Room				0	0	0	5	6	30	0	0	0	0 Required for two-story facility.
Mechanical Shaft				0	0	0	5	10	50	0	0	0	0 Required for two-story facility.
Server Room	1	1	1	1	1	1	10	15	150	80	150	150	1x staff space, room for storage.
Electrical Room				0	1	1	10	15	150	0	150	150	
Sprinkler Riser Room				0	1	1	6	7	42	0	42	42	
<b>Group Total</b>				1	3	3				265	378	378	
<b>SUBTOTAL</b>				1	3	3				755	1318	1318	
<b>GENERAL CIRCULATION (20%)</b>										0	0	0	
<b>TOTAL SQUARE FOOTAGE (Public Functions &amp; Facility Core)</b>										755	1318	1318	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: City Hall Administration													
<b>Administration</b>													
Public Reception (Service Counter)				0	1	1	6	12	72	0	72	72	
Account Clerk	1	1	1	1	1	1	8	8	64	64	64	64	Open office.
Administrative Assistant	1	1	1	1	1	1	8	8	64	64	64	64	Open office.
Utilities Clerk	1	1	1	0	1	1	8	8	64	0	64	64	Open office, secure filing cabinets.
City Administrator	1	1	1	1	1	1	10	18	180	308	180	180	Office.
Assistant City Administrator	1	1	1	1	1	1	10	16	160	228	160	160	Office with window overseeing open office.
City Hall Conference Room / Jury Room				1	1	1	20	34	680	599	680	680	Seating for 20, dividable.
Volunteers	0	0	0	0	0	0	0	0	0	0	0	0	Two Volunteers, shared open office space.
Planning Counter				0	1	1	4	12	48	0	48	48	Work space for County Planner.
Parks Staff	0	0	0	0	0	0	0	0	0	0	0	0	3 seasonal staff.
Parks Storage				1	1	1	10	10	100	28	100	100	
Administrative Storage				1	1	1	6	8	48	60	48	48	Secure.
Copy/Print/Mail Center/Work Room				1	1	1	10	10	100	168	100	100	Copier, postage machine, form storage -- accessible to clerks.
Files				0	1	1	10	15	150	0	150	150	Compact shelving, includes planning, files.
Supply Storage				1	1	1	6	8	48	23	48	48	
<b>Group Total</b>	<b>5</b>	<b>5</b>	<b>5</b>							<b>2126</b>	<b>1778</b>	<b>1778</b>	
<b>SUBTOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>							<b>2126</b>	<b>1778</b>	<b>1778</b>	
<b>GENERAL CIRCULATION (20%)</b>										<b>502</b>	<b>356</b>	<b>356</b>	
<b>TOTAL SQUARE FOOTAGE (City Hall Administration)</b>										<b>2628</b>	<b>2134</b>	<b>2134</b>	

Department: City Council / Municipal Court													
<b>Support Functions</b>													
Court/Council Chambers				1	1	1	35	50	1750	1432	1750	1750	Shared Council and Court chambers. Seating for 50-70.
Court Clerk	1.5	1.5	1.5	0	1	1	12	18	216	540	216	216	Lead court clerk & court clerk, shared office adjac. lobby/police for 3 w/ counter mailboxes.
Court Records				0	1	1	10	12	120	0	120	120	Secure.
Jury Room				1	0	0	16	28	448	135	0	0	Combined with City Hall Conference Room.
Judges Chambers	1	1	1	1	1	1	14	18	252	223	252	252	Guest seating.
Prosecutor	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
Indigent Defense	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
EOC Storage				0	1	1	10	15	150	0	150	150	Secure, access by police only. Emergency Power.
Chair / Table Storage				0	1	1	10	10	100	0	100	100	Secure.
Police Training Storage				0	1	1	8	10	80	0	80	80	Secure.
AV Room / Closet				0	1	1	8	10	80	0	80	80	
<b>Group Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>							<b>2330</b>	<b>2748</b>	<b>2748</b>	
<b>SUBTOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>							<b>2330</b>	<b>2748</b>	<b>2748</b>	
<b>GENERAL CIRCULATION (20%)</b>										<b>543</b>	<b>550</b>	<b>550</b>	
<b>TOTAL SQUARE FOOTAGE (City Council / Municipal Court)</b>										<b>2873</b>	<b>3298</b>	<b>3298</b>	

GLADSTONE CITY HALL & POLICE DEPARTMENT

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PROGRAMMING continued

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: City Hall Support Functions													
Support Functions:													
Unisex Toilet Room				0	1	1	8	10	80	0	80	80	1x vanity, 1x toilet.
Supply Storage				0	1	1	8	10	80	0	80	80	Misc storage requirements.
<i>Group Total</i>	0	0	0							0	160	160	
<b>SUBTOTAL</b>	0	0	0							0	160	160	
<b>GENERAL CIRCULATION (20%)</b>										0	32	32	
<b>TOTAL SQUARE FOOTAGE (City Hall Support Functions)</b>										0	192	192	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Department: Police Records / Administration													
Records:													
Public Reception (Service Counter)				0	1	1	6	12	72	0	72	72	Secure w/ bullet resistant glazing & ADA counter.
Records - workstations	1	1	2	1	1	2	8	8	64	80	64	128	Open work station adjacent to reception counter.
Code Enforcement Officer	0.5	0.5	1	0	1	1	8	8	64	0	64	64	
Chief of Police	1	1	1	1	1	1	14	20	280	192	280	280	4x Conferences, private office.
Lieutenant / Captain	0	1	1	0	1	1	10	16	160	0	160	160	Private office.
Executive Assistant	1	1	1	1	1	1	10	12	120	130	120	120	Private office.
Volunteers / Interns	0	0	0	0	1	1	6	6	36	0	36	36	Open workstation adjacent to Exec. Assistant 8-10 volunteers.
Confidential Records				0	1	1	8	8	64	0	64	64	Internal investigations, personnel documents.
Supply Storage				1	1	1	8	8	64	65	64	64	
Copy/Print/Mail Center/Work Room				0	1	1	10	15	150	0	150	150	Shared with court.
Records Files				0	1	1	10	15	150	222	150	150	Compact shelving with window.
<i>Group Total</i>	3.5	4.5	6							689	1224	1288	
<b>SUBTOTAL</b>	3.5	4.5	6							689	1224	1288	
<b>GENERAL CIRCULATION (20%)</b>										225	245	258	
<b>TOTAL SQUARE FOOTAGE (Police Records / Administration)</b>										914	1469	1546	

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	

Department: Police Operations													
Operations													
Patrol - Sergeants	3	3	4	1	3	4	10	12	120	194	360	480	Private offices.
Patrol Officers	10	10	13	0	0	0	0	0	0	0	0	0	Space included in report writing.
Reserve Officers	2	2	8	0	0	0	8	8	64	0	0	0	Space allocated in patrol room/patrol officer work stations.
Detectives	2	2	3	1	2	3	10	10	100	168	200	300	Bull pen office, adjacent to patrol.
Report Writing				1	1	1	18	20	360	300	360	360	Bull pen, 6x shared work stations.
Briefing / Conference Room				0	1	1	20	30	600	0	600	600	Equipped with audio/video equipment.
Interview Room				1	2	3	8	10	80	80	160	240	
Storage - Detectives				0	1	1	8	10	80	0	80	80	
Radio / Equipment Storage - Patrol				1	1	1	6	8	48	80	48	48	Located in report writing.
<b>Group Total</b>	<b>17</b>	<b>17</b>	<b>28</b>							<b>822</b>	<b>1808</b>	<b>2108</b>	

Inventory / Equipment Storage													
Armory/ammunition/weapons				1	1	1	12	14	168	80	168	168	
Ammunition Storage				0	1	1	6	8	48	0	48	48	
Weapons Maintenance				0	1	1	0	0	0	0	0	0	Included within Armory.
Equipment Storage / Issuance				0	1	1	10	15	150	150	150	150	
<b>Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>230</b>	<b>366</b>	<b>366</b>	

Booking													
Custody Processing				0	1	1	12	20	240	127	240	240	Includes officer workspace.
Temp Holding Cell				0	2	2	8	10	80	80	160	160	Equipped w/ audio/video equipment, separate male and female cells.
Hard interview / Intox Room - small				1	1	1	10	12	120	0	120	120	AV requirements, audio/visual, Lockable Cabinet for intoxicizer.
Unisex Toilet				0	1	1	6	8	48	0	48	48	
Access Vestibule				0	1	1	0	0	0	0	0	0	Weapon lockup area, sq. ft. within circulation.
Storage				0	1	1	8	10	80	0	80	80	
Sally Port				0	1	1	28	40	1120	0	1120	1120	Single car garage, pull-in.
<b>Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>							<b>207</b>	<b>1768</b>	<b>1768</b>	

<b>SUBTOTAL</b>	<b>17</b>	<b>17</b>	<b>28</b>							<b>1259</b>	<b>3942</b>	<b>4242</b>	
<b>GENERAL CIRCULATION (20%)</b>										<b>329</b>	<b>788</b>	<b>848</b>	
<b>TOTAL SQUARE FOOTAGE (Police, Operations)</b>										<b>1589</b>	<b>4730</b>	<b>5090</b>	

GLADSTONE CITY HALL & POLICE DEPARTMENT

3-27

PROGRAMMING continued

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
<b>Department: Property / Evidence</b>													
Evidence Processing - Officer				0	1	1	10	15	150	220	150	150	Temp lockers, evidence lockers, work area space included for tag/bag supplies/equipment.
Evidence Technician - Workstation	0.5	0.5	1	0	0	0	0	0	0	0	0	0	Open to work room, single staff member shared with Code Enforcement Officer.
Evidence Technician Work Room				0	1	1	10	15	150	220	150	150	Evidence Tech Processing area.
Evidence Storage - General				0	1	1	20	30	600	640	600	600	High density compact shelving.
Evidence Storage - Drying Room				0	1	1	8	10	80	0	80	80	
Refrigerated Storage				0	1	1	6	3	18	0	18	18	Refrigerator.
Narcotics Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Cash Storage				0	0	0	0	0	0	0	0	0	Vault within General Storage.
Weapons Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Oversized Item Storage				0	1	1	4	20	80	0	80	80	Open shelving, within General Storage room.
Vehicle Garage				0	1	1	20	30	600	720	600	600	
Bicycle Storage - Impound				0	0	0	0	0	0	0	0	0	Exterior, Covered, Secure, 50x bicycle capacity.
<b>Group Total</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>								<b>1800</b>	<b>1774</b>	<b>1774</b>
<b>SUBTOTAL</b>	<b>0.5</b>	<b>0.5</b>	<b>1</b>								<b>1800</b>	<b>1774</b>	<b>1774</b>
<b>GENERAL CIRCULATION (20%)</b>											<b>437</b>	<b>355</b>	<b>355</b>
<b>TOTAL SQUARE FOOTAGE (Property / Evidence)</b>											<b>2237</b>	<b>2129</b>	<b>2129</b>

<b>Department: Police Support Functions</b>													
<b>Police Restrooms/Showers</b>													
Unisex Toilet / Shower Room				0	3	3	9	10	90	0	270	270	1x Shower, 1x vanity, 1x toilet each.
Unisex Toilet Room				1	1	1	8	10	80	80	80	80	Adjacent to records.
Quiet Room				0	1	1	8	10	80	0	80	80	Adjacent locker rooms.
Men's Locker Room				1	1	1	20	26	520	256	520	520	30 Lockers.
Women's Locker Room				1	1	1	10	20	200	185	200	200	10 Lockers.
<b>Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>621</b>	<b>1150</b>	<b>1150</b>

<b>Shared</b>													
Mud Room Vestibule / Ready Room				0	1	1	8	14	112	85	112	112	Access from secured parking w/ auto slide doors, includes 15x equipment storage cubbies.
Supply Storage				0	1	1	5	5	25	81	25	25	Misc storage requirements.
Break Room				1	1	1	12	16	192	216	192	192	Room for 2-4x people, 1 RF, 2 MW, 1 DW, 1 GD, 1 RG, adjacent to Council Chamber.
Physical Training Room				0	1	1	20	20	400	0	400	400	Shared with City Hall.
Laundry Closet				0	1	1	6	8	48	0	48	48	
<b>Group Total</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>362</b>	<b>777</b>	<b>777</b>
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>903</b>	<b>1927</b>	<b>1927</b>
<b>GENERAL CIRCULATION (20%)</b>											<b>256</b>	<b>385</b>	<b>385</b>
<b>TOTAL SQUARE FOOTAGE (Police Support Functions)</b>											<b>1161</b>	<b>2312</b>	<b>2312</b>

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	

Department: Exterior Requirements

Public Parking													
Public Parking - City Hall				0	30	30	9	18	162	0	4860	4860	
Public Parking - Police Department				0	5	5	9	18	162	0	810	810	
Staff Parking - City Hall				0	12	12	9	18	162	0	1944	1944	
Bicycle Parking				0	10	10	4	6	24	0	240	240	
<b>Group Total</b>				<b>0</b>	<b>47</b>	<b>47</b>				<b>0</b>	<b>2894</b>	<b>2894</b>	

Secured Parking													
Police Personal Vehicles				0	8	12	9	18	162	0	1296	1944	
Squad Vehicle Parking / Patrol				5	6	8	10	20	200	810	1200	1600	Covered.
Detectives' Vehicle Parking				0	2	3	10	20	200	0	400	600	Covered.
Sergeant Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Chief's Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Code Enforcement Parking				0	1	2	10	20	200	0	200	400	Covered.
Admin Vehicle Parking				0	1	1	10	20	200	0	200	200	
Radar Trailer				0	1	1	10	20	200	0	200	200	
K-9 Parking				0	1	1	10	20	200	0	200	200	
Emergency Generator				1	1	1	15	25	375	100	375	375	Includes 4'-0" clearances, concrete pad required.
Trash/Recycling				0	1	1	10	20	200	0	200	200	Verify trash requirements with provider.
Bicycle Storage / Impound				0	1	1	20	20	400	0	400	400	50x bicycles, covered.
<b>Group Total</b>				<b>5</b>	<b>22</b>	<b>30</b>				<b>910</b>	<b>5071</b>	<b>6519</b>	

<b>SUBTOTAL</b>										<b>910</b>	<b>8065</b>	<b>9513</b>	
<b>GENERAL CIRCULATION (100%)</b>										<b>228</b>	<b>8065</b>	<b>9513</b>	
<b>TOTAL SQUARE FOOTAGE (Exterior Requirements)</b>										<b>1138</b>	<b>16130</b>	<b>19026</b>	

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January 10, 2012

Mr. Peter Boyce  
City of Gladstone  
525 Portland Avenue  
Gladstone, Oregon 97232

**RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - PRELIMINARY ASSESSMENT  
SUMMARY LETTER**

Dear Mr. Boyce:

As requested, the design team of Carleton Hart Architects, T.M. Rippey Consulting Engineers, and Professional Roof Consultants, Inc. performed a preliminary assessment of the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to assess basic scopes and associated costs related to improvements to the existing building to meet the basic requirements to be used as an Essential Facility for the City that could remain operational during extreme weather and seismic conditions. Scopes include updated and improved interiors, new weathertight exterior wall cladding, and new roof assembly.

Each of the design team members has provided individual descriptions of their scope of this preliminary assessment. Each report can be found as an attachment to this letter.

#### **SUMMARY**

The City Hall building was erected circa 1940, and also included the firehouse and the courtroom for the City. Over the past 70+ years, the building has been expanded, including police station and city hall office additions. Much of the exterior, interior, and structure is from original construction and the components have deteriorated or aged beyond their useful service life. The building was constructed during a time when seismic concerns were less stringent compared to today's standards, and code requirements have been modified since original construction.

In an effort to utilize the existing building's structure, the design team has performed a preliminary assessment which would encompass the following:

- Meet all Essential Facility requirements.
- Upgrade the facility to meet current energy efficiency measures.
- Reconfigure the interior space for efficiency.
- Update entire facility to ADA standards.
- Reinforce the building structure to meet current seismic requirements.
- Update the building exterior with energy efficient building standards.
- Upgrade with new energy efficient window assemblies.
- Install rain screen exterior that is both weatherproof and aesthetically pleasing that fits within the surrounding architecture.
- Install a high performance roof system that can provide 30+ years of useful service.

Budgetary Cost Estimate: \$2,923,500.00 (includes a 20% contingency).

We look forward to working with the City of Gladstone, and will be available to answer any questions regarding this preliminary assessment.

Sincerely,

Ronald P. Maine, RRO

**INDEPENDENT CONSULTANTS FOR ROOFING | WATERPROOFING | BUILDING ENVELOPE SYSTEMS**

3-30



CARLETON HART ARCHITECTURE  
322 nw 8th avenue portland, oregon 97209  
t 503 243 2252 | f 503 243 3261 | carletonhart.com

January 6, 2012

Mr. Ronald P. Maine, RRO  
Professional Roof Consultants, Inc.  
1108 SE Grand Avenue, Suite 300  
Portland OR 97214

RE: Gladstone City Hall

Dear Ron,

In late December 2011, Carleton Hart Architecture was retained by your office to provide a conceptual cost estimate to renovate the existing Gladstone City Hall. The objective of our scope was to develop a conceptual estimate to renovate City Hall to serve as an "essential facility", intending to remain operational in the event of extreme environmental conditions.

Historical documentation of construction was extremely limited, but it appears that construction occurred in four phases based on information from the Roof Evaluation Report, dated 10.22.2010, by Professional Roof Consultants, Inc. Three phases were built as one floor, and one phase represents a two story section with a total building area of 10,690 sq. ft. Occupancy on the first floor consists of 8,290 sq. ft. while the second floor consists of 2,400 sq. ft.

On January 6<sup>th</sup>, 2012, we conducted an evaluation of City Hall using the information available. Our approach involved three tasks: 1) review "record documents" of the existing structure, 2) conduct an on-site field inspection with limited documentation and digital photography, and 3) develop a budgetary "order of magnitude" construction cost estimate for the proposed renovation.

Since the building program has not been determined, we made assumptions in order to achieve the "essential facilities" status. Proposed improvements would address: ADA issues and improvements to architectural finishes and components. Energy efficient measures would also be incorporated to achieve a 40+ year life span. These improvements do not address the expansion of existing services and operations at the facility, but represent a reconfiguration of space for efficiency and ease of access.

With that in mind, we've developed an conceptual construction cost estimate of \$150/sf. This is assuming that structural costs specifically related to seismic will be developed independent from another resource. Using our unit cost, the total cost for the architectural components of the renovation will be \$1,603,500.00. This estimate is based upon probable costs that have been applied with our judgement and based on the available information. It does not include costs for hazardous materials removal and disposal. The cost estimate includes a 20% contingency, and a reasonable profit and overhead of 15% for the general contractor.

In the event you have any questions please contact me at your convenience.

Sincerely,

William Hart  
Founder/Principal

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7650 SW Beveland Street, Suite 100  
Tigard, OR 97223

Phone: (503) 443-3900  
Fax: (503) 443-3700

January 5, 2012

Professional Roof Consultants  
Attention: Ron Maine  
1108 SE Grand Ave., Suite 300  
Portland, Or 97214

Re: City of Gladstone – Preliminary Seismic Evaluation  
525 Portland Ave, Gladstone, Or 97027

Project Number: 12005

Introduction:

At your request TM Rippey Consulting Engineers has completed its preliminary evaluation of the City of Gladstone City Hall Building for the purpose of determining the feasibility of upgrading the structure to conform to current code seismic requirements for an 'essential facility' with a Class IV occupancy category classification. The building currently houses the City administrative offices, the municipal court, and the Police Department.

An essential facility is defined in the Building Code (Oregon Structural Specialty Code) as, "Buildings and other structures that are intended to remain operational in the event of extreme environmental loading from flood, wind, snow, and earthquakes". Fire, rescue, ambulance, and police stations and emergency vehicle garages are listed in the code as Occupancy Category IV essential facilities along with designated emergency preparedness, communications, and operation centers and other facilities required for emergency response. The building code does not require seismic upgrades to existing structures unless they undergo significant remodeling or a change of occupancy classification that results in the structure being reclassified to a higher occupancy category and this proposed upgrade would be performed on a voluntary basis.

Existing Construction:

The original Gladstone City Hall and fire station building was built in approximately 1940 with construction consisting of wood framed roof and floors with lightly reinforced concrete walls supported on conventional continuous concrete footings. The floor and roof construction consists of tongue and groove sheathing supported by solid sawn wood joists. Original construction drawings for this building were available for our review.

The building has been remodeled in the past and has had at least one addition on the North side of the site. The one story addition appears to be 30 to 40 years old and the

building construction consists of a plywood roof supported by wood joists and beams bearing on exterior walls of concrete masonry unit (CMU) construction and interior wood framed bearing walls. No construction drawings were found for this building. See attached plan sketch 1/SK1 indicating the original and newer addition areas.

Seismic Codes:

The original building was constructed prior to earthquake provisions being included in the building code and utilizes non-ductile construction materials (un-reinforced concrete) which are no longer permitted. The addition was built under an earlier edition of the Code which has undergone significant changes since the time of construction. Based on the age of construction, the CMU walls at the addition are likely reinforced, however; the reinforcing would likely not meet the current code detailing requirements.

For existing structures, specific code level seismic detailing requirements are not required to be met provided the existing system can be shown to provide the level of performance and seismic safety equivalent to that of a new structure. This is typically accomplished by either showing through analysis that the existing structure has sufficient additional strength or by reinforcing those elements that are found deficient.

The following list outlines those elements that are likely deficient and the reinforcement required.

Summary of Anticipated Seismic Reinforcement:

- Roof Diaphragms: Remove existing roofing materials at all roof areas and install new plywood sheathing over the existing tongue and groove roof sheathing. At the North addition, additional nailing, blocking, and strapping would be required.
- Floor Diaphragm: Based on our preliminary analysis, we do not anticipate adding plywood over the existing tongue and groove second floor sheathing; however, areas of additional nailing and strapping would likely require removal of areas of existing floor finishes.
- Transfer to Shear Walls: Remove existing ceiling finishes as necessary and install new blocking or ledgers bolted to the existing concrete walls at the roof and floor levels of the original building. Reinforce the existing ledger connection at the CMU addition with additional nailing, bolting, and filling non-grouted cells with new grout.
- Wall Anchorage: Remove ceiling and wall finishes as necessary at the roof and second floor level and install new wall to diaphragm anchors spaced 4 to 6 feet on center. This may also require additional grouting at the CMU walls. Also install straps or anchors to tie the wall forces across the diaphragms.

- Wall Out of Plane forces: Reinforce the concrete walls for out of plane forces by the installation of new steel tube strong-backs spaced at approximately 8' on center or one at each pier between windows.
- Shear Walls: Based on our preliminary analysis, the existing concrete walls have insufficient shear strength. Reinforcing for this condition would likely require a combination of adding new steel frames adjacent to the existing walls and the introduction of new shear walls or frames at the interior of the building to reduce the demand on the exterior walls. This work would also likely involve the addition of new drag struts tying the diaphragms to the walls and construction of new foundations and reinforcing the existing. The new drag struts would consist of horizontal wood beams or blocking nailed to the diaphragms with steel connections to the shear walls.
- Non-Structural Elements: Non-structural elements such as suspended ceilings and light fixtures, partition walls, mechanical equipment and electrical components, and fluid and gas piping should be braced and detailed in accordance with the code.
- Wall Cracks: During our site visit we observed numerous cracks in the exterior walls and these would be repaired using epoxy injection.

Summary:

The above list of anticipated work was developed based on our limited site observations, review of the available construction drawings, and our preliminary structural analysis. We anticipate that the cost of construction for the structural improvements, not including repair of building finishes, would be on the order of \$50 to \$60 per square foot or \$540,000 to \$640,000.00 based on an approximate calculated total building area of 10,700 square feet and including a contingency of approximately 20%.

This estimate should be considered as a 'range of costs' and should not be used for budgetary purposes. To obtain a more accurate cost estimate, additional analysis is required along with preparation of preliminary construction documents that could be used by a contractor or construction cost consultant is required.

Disclaimer:

The purpose of this report has been to assist you, our client, in making certain decisions regarding the building above described. Our discussion has been based on limited field inspection and experience and judgment of our office staff. No material inspection or material testing, soils investigation, or other work for hidden conditions was accomplished.

Due to limitations caused by visual inaccessibility to every structural detail or member, our office cannot assume responsibility for the original designer's assumptions or

City of Gladstone  
Page 4 of 4  
January 5, 2012

decisions, nor can we assume responsibility for the structure's theoretical ability to meet current code or the code applicable at the time of construction.

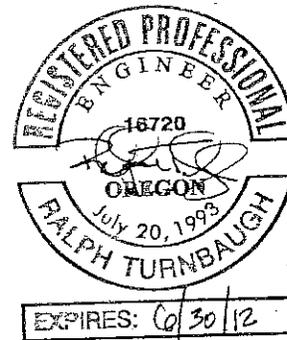
Because of the highly limited scope of our review and observation, our discussion should not be used as a principle basis for any decision relating to the building and the liability of our office and those of our employees are limited to the actual amount of fees that we have charged for our work.

If you have any questions or require additional information, please do not hesitate to call.

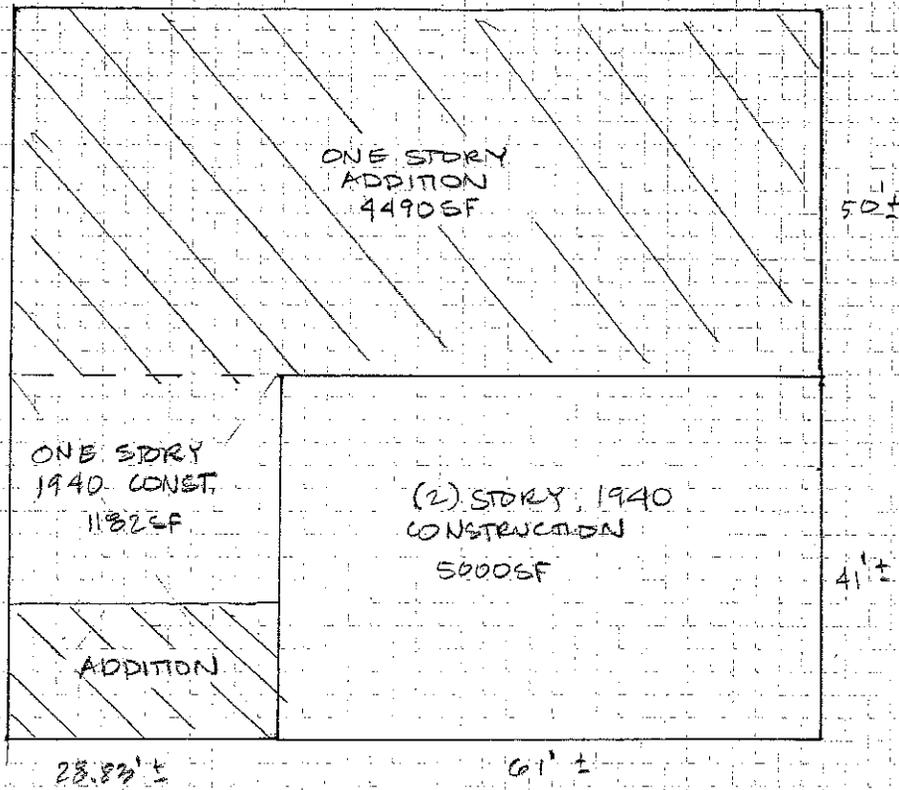
Sincerely,



Ralph Turnbaugh, PE



3-35



TOTAL ≈ 10,700 SF



1" PLAN  
SKI

1" = 20'

**TMR** **TM RIPPEY**  
CONSULTING ENGINEERS

7650 S.W. Beveland St, Suite 100  
Tigard, Oregon 97223  
Phone (503) 443-3900

GLADSTONE CITY HALL  
525 PORTLAND AVE.  
GLADSTONE, OR

BY PWT DATE 1/3/12  
CHK BY \_\_\_\_\_ DATE \_\_\_\_\_  
JOB NO 12005  
SHEET 1 OF 1

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January 10, 2012

Mr. Peter Boyce  
City of Gladstone  
525 Portland Avenue  
Gladstone, Oregon 97232

**RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - EXTERIOR BUILDING ENVELOPE PRELIMINARY ASSESSMENT**

Dear Mr. Boyce:

As requested, Professional Roof Consultants, Inc. (PRC) performed a preliminary assessment of the existing condition of exterior building envelope systems associated with the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to identify the existing conditions and provide budgetary estimates to redesign the building envelope to provide a long term weathertight performance.



**Tasks Performed:** PRC performed several tasks to obtain preliminary assessment information, which included the following:

- Visually inspect the interior and exterior of the building, including at roof level, to investigate existing conditions.
- Access exterior and interior walls to inspect and determine exterior building wall construction.
- Perform minor disassembly of window and exterior wall joints to view interior conditions hidden from view, and to trace current leak sources.
- Create field sketches of conditions to depict "as-built" construction.
- Photograph and document existing conditions pertaining to building envelope construction.
- Trace existing roof and building wall leak conditions.

**EXISTING CONSTRUCTION**

Based upon information provided to PRC by the City of Gladstone, the building was erected on or around 1940. The exterior structure consists of 6-inch thick unreinforced cast in place (CIP) concrete walls and is two stories tall. The building has taken on three major additions since original construction. The City Hall Building houses a multitude of offices and departments, including: City Officials offices, City Water offices, City Building Official office, City Court Room, City Judge office, and the City Police Station. Visual observations of existing conditions confirmed that the building was constructed and modified in a minimum of three phases.

The exterior building envelope utilizes two types of systems; both are considered "barrier" systems. The system utilizes sealant dependent details to weatherproof exterior windows and other wall penetrations. The exterior cladding was mostly constructed using cast in place concrete with a urethane coating. A small building addition utilizes a combination of cement plaster over concrete masonry units (CMU) and exposed CMU with a urethane coating.

**INDEPENDENT CONSULTANTS FOR ROOFING | WATERPROOFING | BUILDING ENVELOPE SYSTEMS**

1108 SE GRAND AVENUE, SUITE 300 PORTLAND, OR 97214 503 280-8759 FAX 503 280-8866 ProfessionalRoofConsultants.com

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1. Exterior Walls: Original Construction and Police Station Addition: The exterior walls are constructed with varying thickness of unreinforced cast in place concrete walls. The exterior surface is protected with a urethane coating. The interior wall section utilizes 2x2 furring with an interior cement plaster finish.

City Hall Addition: The exterior wall is constructed from CMU with urethane coating. A section along the south facing wall also includes a stucco assembly installed over the CMU. The interior side of the wall is constructed with 2x2 furring with 2-inch expanded polystyrene and ½-inch gypsum sheathing.

2. Roof Systems: The roof systems were evaluated by PRC in the Fall of 2010. The evaluation concluded that all roof systems on all roof areas were at or near expiration. Substantial modifications will be required to improve roof slope, drainage, and flashings.
3. Window Systems: Window systems consist of single glazed glass panes seated inside wood frames. Window and door systems located at the main entrance and south entrance is extruded aluminum storefront assemblies which utilize a compression glazed system.

## ASSESSMENT

- The exterior wall has developed cracks through the system at numerous locations that leak into the building primarily along the west and south facing wall. The exterior wall system could receive a new "rain screen" siding system installed over the cast in place concrete wall to provide a long term, weathertight assembly.
- The section of the building that utilizes a cement plaster system over the CMU walls has signs of deterioration and is recommended to be removed and replaced with a system that is better suited for the entire building exterior.
- The roof systems have expired and have had ongoing leaks for an extended period of time. Roof replacement is recommended. Ponding water is occurring due to limited roof slope that has continued to deteriorate the existing roof and create ongoing leaks. Modifications to the building have also created changes to the building exterior; however, the exterior modifications have been performed as "quick fixes" and have since deteriorated or resulted in additional repairs that will need to be performed in the immediate future. Substantial modifications will be required to implement a roof replacement project that will include upgraded drainage systems, slope changes, and HVAC modifications at a minimum to meet current building code requirements.
- The windows are outdated and are leaking at most locations. The windows are likely from original construction and have resulted in continued water damage through water intrusion as well as condensation. The storefront window and door assemblies are outdated and are not energy efficient compared to current standards.
- The building utilizes little if any insulation throughout the entire building. Only two inches of insulation was observed along a portion of the east wall and north walls. A majority of the roof areas and exterior walls were found to have no insulation.
- The main entrance exterior trellis and entrance canopy have deteriorated and are showing signs of potential collapse. The main entrance will require complete removal and replacement in an effort to avoid potential collapse.

## CONCEPTUAL SCOPE

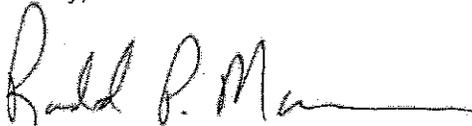
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- Install rain screen siding assembly: Install spray applied vapor barrier over existing exterior walls. Install hat channel to offset new exterior siding system. Install stucco assembly over hat channels and standoffs.
- Install new 3-ply Styrene Butyl Styrene (SBS) roof assembly over all roof areas with tapered ridged insulation. Install new sheet metal flashings and low maintenance penetration flashings.
- Install new insulated aluminum framed block windows and new insulated storefront window and door assemblies.
- Insulate all exterior walls utilizing standoffs with spray applied insulation that would provide a continuous insulation to meet current code requirements.
- Remove and install new covered entry way.

Conceptual estimate: \$680,000.00 (Budgetary estimate includes a 20% contingency.)

Please feel free to call if you have any questions or concerns regarding this letter report, or if we may be of further assistance.

Sincerely,



Ronald P. Maine, RRO  
SENIOR TECHNICAL SPECIALIST  
PROFESSIONAL ROOF CONSULTANTS, INC.



CARLETON HART ARCHITECTURE  
322 nw 8th avenue portland, oregon 97209  
t 503 243 2252 | f 503 243 3261 | carletonhart.com

AGREEMENT –

PHASED - RENOVATION OF CITY HALL  
CITY OF GLADSTONE

2 August 2012

Mr. Pete Boyce, City Administrator  
City of Gladstone  
525 Portland Avenue  
Gladstone OR 97027

“Owner

RE: Phased Renovation – Gladstone City Hall  
525 Portland Avenue  
Gladstone Oregon

Dear Pete,

We are pleased to provide you with this proposal to provide comprehensive architectural & engineering design services for the phased renovation of City of Gladstone’s City Hall at 525 Portland Avenue. Based on the direction received from the City Council this proposal was developed to represent all three phases of the project: roof replacement, building envelope and interior renovation. Carleton Hart Architecture (CHA) will be the “architect-of-record” for this phase renovation and be responsible for coordinating the architectural design efforts as well as managing all other design aspects of the project. We’re proposing to collaborate with experienced firms that we have built a strong relationship from many years of working together. I will serve as your point of contact during the design process and will maintain a strong presence throughout the project.

### PROJECT OVERVIEW

The facility was built in four stages: three stages of construction were built as one floor, and one stage represents a two story section with a total building area of approx. 10,690 sq. ft. Occupancy on the first floor consists of 8,290 sq. ft while the second floor consists of 2,400 sq. ft. Construction will occur as a “phased approach”.

- Phase I – Roof Replacement
- Phase II – Building Envelope Renovation
- Phase III – Interior Renovation

### ENVIRONMENTAL ASSESSMENT

In addition we assume environmental assessment of the proposed project site and possible hazardous materials mitigation is the Owners’ responsibility and does not fall within our Scope of Services. CHA will be glad to assist in coordinating this effort; however any contract for these services will be directly with the Owner. Any additional CHA expenses will be billed to you directly as an additional expense.

### PROJECT TEAM

The following firms will compose our design team,

**Bill Hart**, AIA, Principal of Carleton Hart Architecture, will serve as the Principal-In-Charge and be responsible for design services on this project. The project team will have a Project Manager and Project Architect to coordinate activities of the internal design team and sub-consultants. They will assist me once the design contract has been approved and work is authorized to begin. CHA will be involved in all three phases of the project, Phase I – III.

**Ron Maine**, Senior Technical Specialist from Professional Roof Consultants will provide technical assistance during two phases of the project: Phase I, Roof Replacement, and Phase II, Building Envelope Renovation.

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**Ralph Turnbaugh**, P.E., from TM Rippey Consulting Engineers will be responsible for the structural engineering for vertical forces as well as seismic upgrades. TM Rippey will be involved in providing engineering services during all three phases of the project, Phase I – III.

**Rick Dusa**, P.E. Principal from MKE & Associates will serve as team leader to coordinate electrical engineering services for the project. MKE will be involved in providing design engineering services during two phases of the project: Phases II, Building Envelope Renovation, and Phase III, Interior Renovation.

**Jim Jerde**, AIA, Principal from Architectural Cost Consultants (ACC) will be responsible for the cost estimating on the project during all three phases.

## SCOPE OF SERVICES

Our recommended approach is to work with you to develop a specific building program that considers your development goal. This proposal assumes that you, the Owner, will provide us with all information on the existing site, such as legal descriptions, soils reports, topographic surveys, environmental reports, etc. We are proposing a "guaranteed maximum fee" contract amount, excluding reimbursable expenses, for professional design and engineering services.

Please see Exhibit A for a comprehensive description of our proposed scope of services for all three phases.

## OWNER'S RESPONSIBILITIES

We anticipate you will designate a representative who will serve as the primary point of contact for the duration of the project.

## AMENDMENTS

All amendments which are mutually agreed upon by and between the parties to this Agreement shall be reduced to writing and executed with the same formalities as this Agreement.

## FEES & EXPENSES

We propose a fee arrangement with a "not-to-exceed" amount which compensates the architect on the basis of actual time and expenses incurred in providing services. The fee is a "guaranteed maximum fee" which will not be exceeded without prior written authorization from you. Unless the program requirements change significantly or you request services beyond those described above, professional design services will not be invoiced for more than the proposed amount. You will be invoiced for "time and materials" on a monthly basis for service and expenses incurred.

Please see Exhibits B, C & D for respective fees for Phase I, II and III.

## REIMBURSABLE EXPENSES

Reimbursable costs are direct costs of the Project incurred by CHA and consultants, which are in addition to the above hourly rates. These expenses include items such as printing, photocopying, mileage, fax transmissions, photography expenses, messenger service, etc. and will be billed at cost plus 10%. Estimates for reimbursable expenses are typically 8% of the design services fee.

## ADDITIONAL SERVICES

Additional services beyond the scope of services previously described shall be provided if authorized or confirmed in writing in advance by your office and shall be paid for as provided in this Agreement. Compensation for Additional Services as described above shall be computed as per the following hourly rates:

### ARCHITECTURAL

Carleton Hart Architecture.	
Principal	\$150/hr.
Senior Project Manager	\$120/hr.
Project Architect	\$100/hr.
Job Captain	\$85/hr.

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Production/Technical Staff	\$65/hr.
Administration	\$45/hr.

#### **BUILDING ENVELOPE CONSULTANT**

Principals	\$125/hr.
Sr. Consultant	\$110/hr.
Technical Specialist	\$95/hr.
Roof Inspector	\$75/hr.
CAD Technician	\$75/hr.
Word Processing	\$55/hr.
Arbitration/Mediation	\$155/hr.

#### **STRUCTURAL**

TM Rippey Consulting Engineers	
Project Engineer	\$130/hr.
Design Engineer	\$90/hr.
CAD Technician	\$100 – 75/hr.
Admin	\$50/hr.

#### **MECHANICAL/ELECTRICAL**

MKE & Associates	
Principal	\$130/hr.
Sr. Project Manager	\$100/hr.
Project Engineer	\$100/hr.
Technician	\$100/hr.
CAD Drafting	\$55/hr.
Admin	\$50/hr.

#### **COST CONSULTANT**

Architectural Cost Consultants	
Principal	\$141/hr.
Sr. Estimator	\$112/hr.
Technical	\$78/hr.
Mechanical	\$112/hr.
Electrical	\$112/hr.

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### **CONDITIONS**

#### ***Payment Schedule***

Payment for professional services and reimbursable expenses will be submitted monthly, based on work completed and will be due and payable upon receipt of CHA's invoice. Amounts unpaid fifteen (15) days after invoice date shall bear interest at the rate of 1.5 percent per month on past due amount.

#### ***Ownership Of Documents***

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by CHA for use solely for this Project as instruments of service shall remain the property of CHA and shall retain all common law, statutory and other reserved rights, including the copyright thereto.

The Owner has the right to reproduce and distribute the drawings and other documents as needed. The Owner also retains the right to reuse these documents as reference only, in conjunction with future work to this facility that might be completed by others.

#### ***Limitation of Liability***

In recognition of the relative risks and benefits of the Project to both the Owner and CHA, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of CHA and its officers, directors, partners, employees, shareholders, owners and Consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of CHA and its officers, directors, partners, employees, shareholders, owners and Consultants shall not exceed \$50,000 or the total fee for services

rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

### ***Indemnification***

Carleton Hart Architecture, PC and the Owner mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from their own negligent acts, errors or omissions in the performance of their services under this Contract, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.

### ***Mediation***

The parties mutually agree that any dispute under this Contract will be submitted to a mediator agreed to by both parties as soon as such dispute arises, but in any event prior to the commencement of arbitration or litigation. Such mediation shall occur in Portland, Oregon and the mediator's fees and expenses shall be shared equally by the parties. The parties agree to exercise their best efforts in good faith to resolve all disputes in mediation.

### ***RFI's***

The Owner warrants he or she will cause the Contractor to review any requests for information (RFIs) submitted by subcontractors prior to submission to CHA to ensure such RFIs are not already clearly and unambiguously answered in the Contract Documents. CHA shall be paid by the Contractor for his or her time in reviewing RFIs which are already clearly answered or inferable from the Contract Documents in accordance with CHA's standard rates. In the event of a disagreement over such compensation, the judgment of the Owner's representative shall prevail.

### ***Shop Drawing Review***

CHA shall review and approve Contractor submittals, such as shop drawings, product data, samples and other data, as required by CHA but only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. CHA's review shall be conducted with reasonable promptness while allowing sufficient time in CHA's judgment to permit adequate review. Review of a specific item shall not indicate that CHA has reviewed the entire assembly of which the item is a component. CHA shall not be responsible for any deviations from the contract documents not brought to the attention of CHA in writing by the Contractor. CHA shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

### ***Attorney's Fees***

In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

### ***Corporate Protection***

It is intended by the parties to this Agreement that CHA's services in connection with the project shall not subject CHA's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against CHA, an Oregon professional corporation, and not against any of CHA's employees, officers or directors.

### ***Delays***

CHA is not responsible for delays caused by factors beyond CHA's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or approve or disapprove of CHA's services or work product promptly, or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond CHA's reasonable control occur, the Client agrees that CHA is not responsible for damages, nor shall CHA be deemed to be in default of this Agreement.

**Termination**

Either the Client or CHA may terminate this Agreement at any time with or without cause upon giving the other party thirty (30) calendar days prior written notice. The Client shall within sixty (60) calendar days of termination pay CHA for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

Thank you for giving us the opportunity to present this proposal to you. If you have any questions or would like to discuss this proposal, please give me a call at your convenience.

If you would like to proceed with this Agreement, please sign below and return a copy to our office.

Submitted by:

Approved by:



---

William Hart  
Carleton Hart Architecture, PC

---

Pete Boyce, City Administrator  
City of Gladstone

Date



CARLETON HART ARCHITECTURE  
322 nw 8th avenue portland, oregon 97209  
t 503 243 2252 | f 503 243 3261 | carletonhart.com

## EXHIBIT A - SCOPE OF SERVICES

project: Gladstone City Hall - Renovation                      date:                      2 August 2012  
project no: 21170  
re:                      Scope of Services - Comprehensive Design Services  
                            Phase I – Roof Replacement  
                            Phase II – Building Envelope Renovation  
                            Phase III – Interior Renovation\

We are proposing a three phase approach to the renovation of Gladstone's City Hall. Please find a comprehensive description of the scope of services for all three phases.

**Phase I – Roof Replacement** will focus on a roof replacement of the existing roof while keeping the existing HVAC equipment in place.

**Phase II – Building Envelope Renovation** will concentrate on the building envelope to provide energy efficient upgrades that will include: replacement of windows, the additional insulation at the exterior shell, evaluation of existing HVAC equipment, and programming for future interior improvements.

**Phase III – Interior Renovation** will address interior improvement and ADA upgrades.

## PHASE I – ROOF REPLACEMENT

Focus: Roof replacement of the existing roof while keeping the existing HVAC equipment in place.

### DESCRIPTION OF COMPREHENSIVE DESIGN SERVICES

#### Pre-Design Meeting

- 1 Project Team Meeting (#1) w/ City to discuss and document project goals, project budget and schedule, special funding requirements, etc. Discussions about design considerations and building modifications.
- 2 Obtain and review available documents provided by the City: as-built drawings, warranties, reports and other important data pertaining to the building for the purpose of determining as-built conditions.
- 3 Assist Owner in obtaining environmental reports from an independent third party.
- 4 Meeting w/ Clackamas Co. planning and bldg. dept. to introduce the project, document required review and approval processes, and discuss potential concerns.

#### Pre-Design Site Analysis

- 5 Schedule and conduct exterior and interior site investigations: verify existing construction, determine related scopes of work.
- 6 Conduct a roof survey to establish "as-built" roof plan to be used as a base drawing for roof replacement.
- 7 Develop record drawings of existing building & conditions related to roof replacement.

#### Schematic Design (SD)

- 8 Prepare initial Schematic Design drawings of the roof system options. Develop options of limited seismic upgrades related to phased development.
- 9 Meeting (#2) w/ City to review Schematic Design
- 10 Meeting w/ Design Team to incorporate City review comments and design/scope modifications
- 11 Prepare final Schematic Design documents: plans, general details, preliminary specifications.
- 12 Meeting (#3) w/ City to review final schematic design documents and obtain approval to proceed.

#### Design Development (DD)

- 13 Refine drawings, as necessary, based upon review comments from the City.
- 14 Produce final Design Development documents: drawings and specifications.
- 15 Meeting (#4) w/ City to review final design development documents and obtain approval to proceed.

#### Construction Documents (CD)

- 16 Design & produce 95% design documents (drawings and specifications) including demolition and proposed improvements.
- 17 Prepare 95% technical specifications
- 18 Submit 95% design documents to CHA for review.
- 19 Meeting w/ City of Gladstone to receive review comments from City staff.
- 20 Meeting w/ Design Team to review and incorporate city comments.
- 21 Prepare 100% construction bid documents for competitive public bidding. CHA to assist City with bidding instructions for specs. Obtain approval to proceed.

#### Permitting

- 22 Submit construction documents to Clackamas County for building permit review.
- 23 Design Team available for questions & to modify documents per Clackamas County review comments.
- 24 Permit issued.

#### Bidding

- 25 Attend mandatory pre-bid conference at project site.
- 26 Assist City in responding to bidder's questions regarding scope of work, substitution requests, requests for clarification, etc.
- 27 Assist with the preparation of addenda, if required.
- 28 Attend a bid review meeting to evaluate bids and make a recommendation for award.
- 29 Assist the City in executing the Construction Contract, if necessary.

#### Construction Administration (CA)

- 30 Attend pre-construction mtg. w/ City's contract administrator, Gen Contractor, and key sub-contractors.
  - 31 Review, evaluate & distribute project submittals, shop drawings, etc. Submittals to CHA for review & distribution.
  - 32 Consultants available to provide immediate response to contractor Requests for Information (RFI's) as needed.
  - 33 Assist in issuing clarification and contract change documentation, as needed.
  - 34 Provide up to ten (10) site visits during the course of construction.
  - 35 Issue punch lists of completed construction at Substantial Completion
  - 36 Issue Final Completion documentation at project completion
- Post Construction**
- 37 Issue as-built drawings
  - 38 11 month warranty walk-through and review.

## Exclusions

Work not included in this agreement:

- Any fees for reviews, permits, systems development, etc., levied by applicable agencies towards the project.
- Any special inspections that may be required.
- Any environmental reports or abatement specifications.
- Any data services: computer cabling, television and security systems.
- Any communications services: telephone cable and equipment.
- Any geotechnical services.
- Any site surveying services
- Any civil engineering services.
- Any perspectives renderings or models.

## PHASE II – BUILDING ENVELOPE RENOVATION

*Focus: Improve building envelope to provide energy efficient upgrades which include: replacement of windows, the additional insulation at the exterior shell, evaluation of existing HVAC equipment, and programming for future interior improvements.*

### DESCRIPTION OF COMPREHENSIVE DESIGN SERVICES

#### Project Initiation & Preliminary Design

- 1 Meeting w/ City and stakeholders & pertinent Design Team members to discuss project goals, project budget, project scope, and schedule. Address: specific program requirements, seismic and ADA upgrades, energy upgrades, exterior cladding system components, window replacement, etc.
- 2 Obtain and review available Documents, as-built drawings, warranties, report, and other important data pertaining to existing conditions.
- 3 Schedule and conduct exterior/interior investigations: verify existing conditions.
- 4 Develop record drawings of existing building and conditions, floor plans & building sections.
- 5 Design Team to consider exterior cladding, window replacement & seismic upgrade options.
- 6 Meeting w/ City to review exterior cladding, window replacement options. City to select preferred options.
- 7 Develop Schematic Design (SD) cost estimate (Cost Est. #1).
- 8 Meeting w/ City to review Final Schematic Design documents & obtain approval to proceed.
- 9 Meeting w/ Clackamas County to update them on the status of the project.

#### Design Development (DD)

- 10 Prepare preliminary details based upon selected exterior cladding system, door/window components & seismic upgrades.
- 11 Meeting w/ Design Team to track project progress and discuss various architectural & structural improvements.
- 12 Produce final Design Development documents: drawings & preliminary specifications.
- 13 Develop Design Development (DD) cost estimate (Cost Est. #2).
- 14 Meeting w/ City to review final design development documents. Obtain approval to proceed.
- 15 Meet w/ Clackamas Co. to update them on the status of the project, if necessary.

#### Construction Documents (CD)

- 16 Meeting w/ Design Team to review and incorporate City comments and discuss further course of action.
- 17 Design and produce 95% design drawings & technical specifications: include demolition and proposed improvements.
- 18 Submit 95% design documents to CHA to review.
- 19 Meeting w/ City to review 95% documents and receive review comments from City staff.
- 20 Meeting w/ Design Team to review and incorporate City comments.
- 21 Develop Construction Document (CD) cost estimate (Cost Est. #3).
- 22 Prepare 100% construction bid documents for competitive public bidding. CHA to assist City with bidding instructions for specs. Obtain approval to proceed.

#### Permitting

- 23 Submit construction documents to Clackamas County for building permit review.
- 24 Design Team available for questions & to modify documents per County review comments.
- 25 Permit issued.

#### Bidding

- 26 Attend mandatory pre-bid conference at project site.

- 27 Assist City in responding to bidder's questions regarding scope of work, substitution requests, request for clarification, etc.
- 28 Assist with the preparation of addenda, if required.
- 29 Attend a bid review meeting evaluate bids and make a recommendation for award.
- 30 Assist the City in executing the Construction Contract, if necessary.

#### Construction Administration (CA)

- 31 Attend pre-construction mtg. w/ City's contract administrator, Gen Contractor, and key sub-contractors.
- 32 Review, evaluate & distribute project submittals, shop drawings, etc. Submittals to CHA for review & distribution.
- 33 Consultants available to provide immediate response to contractor Requests for Information (RFI's) as needed.
- 34 Assist in issuing clarification and contract change documentation, as needed.
- 35 Provide up to sixteen (16) site visits during the course of construction.
- 36 Issue punch lists of completed construction at Substantial Completion
- 37 Issue Final Completion documentation at project completion

#### Post Construction

- 38 Issue as-built drawings
- 39 11 month warranty walk through and review (Month 23)

## Exclusions

Work not included in this agreement:

- Any fees for reviews, permits, systems development, etc., levied by applicable agencies towards the project.
- Any special inspections that may be required.
- Any landscape architectural design services.
- Any environmental reports or abatement specifications.
- Any data services: computer cabling, television and security systems.
- Any communications services: telephone cable and equipment.
- Any geotechnical services.
- Any site surveying services
- Any civil engineering services.
- Any perspective renderings or models.

### PHASE III – INTERIOR RENOVATION

Focus: Interior renovation will address interior improvements and ADA upgrades.

#### DESCRIPTION OF COMPREHENSIVE DESIGN SERVICES

- Program Development:**
- 1 Meeting w/ City to review and confirm project goals, project budget and schedule. Address specific program requirements, seismic, ADA and energy upgrades.
  - 2 Obtain and review City updates to program requirements.
  - 3 Meet with specific project stakeholders: law enforcement, City Depts. and building management to review specific program requirements.
  - 4 Develop program statement defining functions, areas, relationships between spaces, and requirements for fixtures, finishes and equipment.
  - 5 Review final program statement and submit to City representative for review. Obtain approval to proceed.
  - 6 Meet with Clackamas County to update them on project status.
- Schematic Design (SD)**
- 7 Based on the approved program, develop schematic design.
  - 8 Develop preliminary descriptions of building systems and equipment.
  - 9 Develop options for seismic upgrades.
  - 10 Incorporate energy & water saving strategies into the design.
  - 11 Meet w/ City representative to review progress set.
  - 12 Team Mtg. (#2) to review schematic design based on review comments from the City.
  - 13 Develop preliminary construction cost estimate. (Cost Est. #1)
  - 14 Finalize Schematic Design package: drawings, preliminary specs and cost estimate.
  - 15 Meet w/ City representative to review final SD documents. Obtain approval to proceed.
- Design Development (DD)**
- 16 Based on City's approval, refine schematic design based on City's review comments.
  - 17 Meeting w/ Design Team to track project progress and discuss various architectural & structural improvements.
  - 18 Produce final DD package: drawings, and preliminary specifications.
  - 19 Develop DD cost estimate. (Cost Est. #2)
  - 20 Meet w/ City representative to review final design development documents. Obtain approval to proceed.
  - 21 Meet w/ Clackamas Co. to update them on the status of the project, if necessary.
- Construction Documents (CD)**
- 22 Meeting w/ Design Team to review and incorporate City comments and discuss further course of action.
  - 23 Design and produce 95% design drawings & technical specifications: include demolition and proposed improvements.
  - 24 Submit 95% design documents to CHA to review.
  - 25 Meeting w/ City to review 95% CD documents and receive review comments from City Staff
  - 26 Meet w/ Design Team to review and incorporate City comments.
  - 27 Develop Construction Documents (CD) cost estimate. (Cost Est. #3)
  - 28 Prepare 100% construction bid documents for competitive public bidding. CHA to assist City with bidding instructions for specs. Obtain approval to proceed.
- Permitting**
- 29 Submit construction documents to Clackamas County for building permit review.
  - 30 Design team available for questions & to modify documents per County review comments.
  - 31 Permit issued.

#### Bidding

- 32 Attend a pre-bid conference at project site.
- 33 Assist the City in responding to bidder's questions regarding the scope of work, substitution requests, requests for clarification, etc.
- 34 Assist with the preparation of addenda, if necessary.
- 35 Attend a bid review meeting to evaluate bids and make a recommendation for award.
- 36 Assist the City executing the Construction Contract, if necessary.

#### Construction Administration (CA)

- 37 Attend pre-construction mtg. w/ City's contract administrator, Gen Contractor, and key sub-contractors.
- 38 Review, evaluate and distribute project submittals, shop drawings, etc. Submittals to CHA for review & distribution.
- 39 Consultants available to provide immediate response to contractor Requests for Information (RFI's) as needed.
- 40 Assist in issuing clarification and contract change documentaton, as needed.
- 41 Provide up to thirty two (32) site visits during the course of construction.
- 42 Issue punch lists of completed construction at Substantial Completion
- 43 Issue Final Completion documentation at project completion

#### Post-Construction

- 44 Issue as-built drawings
- 45 11 month warranty walk through and review.

#### Exclusions

Work not included in this agreement:

- Any fees for reviews, permits, systems development, etc., levied by applicable agencies towards the project.
- Any special inspections that may be required.
- Any environmental reports or abatement specifications.
- Any data services: computer cabling, television and security systems.
- Any communications services: telephone cable and equipment.
- Any geotechnical services.
- Any site surveying services
- Any civil engineering services.
- Any perspective renderings or models.

**EXHIBIT B - FEE MATRIX**

PROJECT: Gladstone City Hall - Renovation

PROJECT NO: 21170

Carleton Hart Architecture

**PHASE I: ROOF REPLACEMENT**

	Schematic Design	Design Development	Const. Documents	Bid/Permit	Const Admin	Post Const	Sub-Total Fee
Architectural (CHA)	\$16,220	\$4,230	\$12,790	\$2,820	\$5,520	\$0	\$41,580
Building Envelope (PRC)	\$2,600	\$4,300	\$14,400	\$1,600	\$22,400	\$0	\$45,300
Structural (TMR)	\$5,955	\$920	\$4,540	\$2,150	\$4,210	\$0	\$17,775
Mechanical/Electrical (MKE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cost Consultant (ACC)	\$0	\$0	\$1,329	\$0	\$0	\$0	\$1,329
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Professional Services	\$24,775	\$9,450	\$33,059	\$6,570	\$32,130	\$0	\$105,984
Estimate of Expenses							\$8,479
<b>Total</b>							<b>\$114,463</b>

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# EXHIBIT C - FEE MATRIX

PROJECT: Gladstone City Hall - Renovation  
 PROJECT NO: 21170  
 Carleton Hart Architecture

## PHASE II: BUILDING ENVELOPE RENOVATION

	Schematic Design	Design Development	Const. Documents	Bid/Permit	Const Admin	Post Const	Sub-Total Fee
Architectural (CHA)	\$13,130	\$18,570	\$28,610	\$3,060	\$15,100	\$0	\$78,470
Building Envelope (PRC)	\$1,100	\$2,300	\$12,330	\$1,660	\$22,400	\$0	\$39,790
Structural (TMR)	\$2,910	\$2,380	\$6,860	\$1,580	\$4,770	\$0	\$18,500
Mechanical/Electrical (MKE)	\$1,145	\$300	\$100	\$125	\$0	\$0	\$1,670
Cost Consultant (ACC)	\$1,173	\$1,173	\$750	\$0	\$0	\$0	\$3,096
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Professional Services	\$19,458	\$24,723	\$48,650	\$6,425	\$42,270	\$0	\$141,526
Estimate of Expenses:							\$11,322
<b>Total</b>							<b>\$152,848</b>

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# EXHIBIT D - FEE MATRIX

PROJECT: Gladstone City Hall - Renovation  
 PROJECT NO: 21170  
 Carleton Hart Architecture

## PHASE III: INTERIOR RENOVATION

	Schematic Design	Design Development	Const. Documents	Bid/Permit	Const Admin	Post Const	Sub-Total
Architectural (CHA)	\$28,890	\$17,240	\$32,680	\$3,510	\$26,790	\$0	\$109,110
Building Envelope (PRC)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Structural (TMR)	\$3,040	\$3,220	\$5,040	\$1,610	\$5,050	\$0	\$17,960
Mechanical/Electrical (MKE)	\$4,890	\$3,640	\$6,280	\$380	\$5,755	\$0	\$20,945
Cost Consultant (ACC)	\$2,089	\$1,835	\$974	\$0	\$0	\$0	\$4,898
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Professional Services	\$38,909	\$25,935	\$44,974	\$5,500	\$37,595	\$0	\$152,913
Estimate of Expenses							\$12,233
Total							\$165,146

20/24



# LETTER OF TRANSMITTAL

COLLIERS INTERNATIONAL  
VALUATION & ADVISORY SERVICES



110 SW Yamhill Street, Suite 200  
Portland, OR 97204 USA  
MAIN +1 503 226 0983  
FAX +1 503 273 4273  
WEB www.colliers.com

January 28, 2013

Jolene Morishita  
**City of Gladstone**  
525 Portland Avenue  
Gladstone, Oregon 97027

**RE: City Hall Office Building**  
525 Portland Avenue  
Gladstone, Oregon 97027

Colliers File #: C121378

Ms. Morishita:

This appraisal report is intended to satisfy the scope of work and requirements agreed upon by the City of Gladstone and Colliers International Valuation & Advisory Services. At the request of the client, this appraisal is presented in a Summary appraisal format as defined by USPAP Standards Rule 2-2(b). This format provides a summary description of the appraisal process, subject and market data, and valuation analyses.

The purpose of this appraisal is to develop an opinion of the As Is Market Value of the subject property's fee simple interest. The following table conveys the final opinion of market value that is developed within this appraisal report.

VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
As-Is Market Value	Fee Simple	January 7, 2013	\$370,000

The subject consists of the Gladstone City Hall office building which totals 10,138 SF NRA and is located on a 0.21 acre site at 525 Portland Avenue in Gladstone, Oregon. The subject property is 100% owner occupied by the City of Gladstone and is described in greater detail within the attached report.

It should be noted the improvements are currently in a poor to fair condition and asbestos is present. This appraisal applies estimated costs to cure the deferred maintenance and asbestos remediation or containment as no cost estimates were available.

The analyses, opinions, and conclusions communicated within this appraisal report were developed based upon our interpretation of the requirements and guidelines of the current Uniform Standards of Professional Appraisal Practice (USPAP), the requirements of the Code of Professional Ethics, and the Standards of Professional Appraisal Practice of the Appraisal Institute.

The Extraordinary Assumptions and/or Hypothetical Conditions that were made during the appraisal process to arrive at our opinions of value are fully discussed below. We advise the client to consider these issues carefully given the intended use of this appraisal, as this use might have affected the assignment results.

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**EXTRAORDINARY ASSUMPTIONS**

The Clackamas County Department of Assessment reported that a portion of the subject improvements are located on the parcel adjacent to the northwest; therefore, this appraisal is subject to the extraordinary assumption that a lot line adjustment would be made so the subject improvements would be located on one site only. Additionally, this appraisal is subject to the extraordinary assumption that costs estimated to cure deferred maintenance and either contain or remediate the asbestos are accurate (\$60/SF). If the preceding assumptions are inaccurate, it could have an impact on the estimated market values, and modification to the analysis and conclusions may be warranted.

**HYPOTHETICAL CONDITIONS**

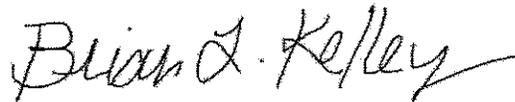
No Hypothetical Conditions were made for this assignment.

The signatures below indicate our assurance to the client that the development process and extent of analysis for this assignment adhere to the scope requirements and intended use of the appraisal. If you have any specific questions or concerns regarding the attached appraisal report, or if Colliers International Valuation & Advisory Services can be of additional assistance, please contact the individuals listed below.

Sincerely,

**COLLIERS INTERNATIONAL  
VALUATION & ADVISORY SERVICES**

Jeff Buono  
Certified General Real Estate Appraiser  
State of Oregon License #C001055  
503.542.5414  
jeff.buono@colliers.com



Brian Kelley, MAI  
Certified General Real Estate Appraiser  
State of Oregon License #C000141  
503.542.5412  
brian.kelley@colliers.com

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# LETTER OF TRANSMITTAL

**COLLIERS INTERNATIONAL  
VALUATION & ADVISORY SERVICES**



110 SW Yamhill Street, Suite 200  
Portland, OR 97204

MAIN +1 503 226 0963  
FAX +1 503 273 4273  
WEB www.colliers.com

January 29, 2013

Jolene Morishita  
City of Gladstone  
525 Portland Avenue  
Gladstone, OR 97027

**RE: Webster & Oatfield Land**  
SE Webster Road & SE Oatfield Road  
Gladstone, Oregon, 97027

Colliers File #: C130123

Dear Ms. Morishita:

This appraisal report is intended to satisfy the scope of work and requirements agreed upon by City of Gladstone and Colliers International Valuation & Advisory Services. The date of this report is January 29, 2013. At the request of the client, this appraisal is presented in a summary appraisal format as defined by *USPAP* Standards Rule 2-2(b). This format provides a summary description of the appraisal process, subject and market data and valuation analyses.

The purpose of this appraisal is to develop an opinion of the As-Is Market Value of the subject property's fee simple interest. The following table conveys the final opinion of market value of the subject property that is developed within this appraisal report:

VALUE TYPE	INTEREST APPRAISED	DATE OF VALUE	VALUE
As-Is Market Value	Fee Simple	January 11, 2013	\$3,370,000

The subject is vacant Commercial Land totaling 15.47 acres located at SE Webster Road & SE Oatfield Road, Gladstone, Oregon, 97027.

The analyses, opinions and conclusions communicated within this appraisal report were developed based upon our interpretation of the requirements and guidelines of the current Uniform Standards of Professional Appraisal Practice (USPAP), the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.

The Extraordinary Assumptions and/or Hypothetical Conditions that were made during the appraisal process to arrive at our opinions of value are fully discussed below. We advise the client to consider these issues carefully given the intended use of this appraisal, as this use might have affected the assignment results.

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**EXTRAORDINARY ASSUMPTIONS**

No Extraordinary Assumptions were made for this assignment.

**HYPOTHETICAL CONDITIONS**

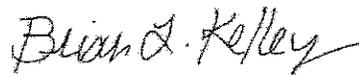
No Hypothetical Conditions were made for this assignment.

The signatures below indicate our assurance to the client that the development process and extent of analysis for this assignment adhere to the scope requirements and intended use of the appraisal. If you have any specific questions or concerns regarding the attached appraisal report, or if Colliers International Valuation & Advisory Services can be of additional assistance, please contact the individuals listed below.

Sincerely,

**COLLIERS INTERNATIONAL  
VALUATION & ADVISORY SERVICES**

Aaron Taylor  
Senior Valuation Specialist  
Certified General Real Estate Appraiser  
State of Oregon License #C000585  
503.542.5457  
aaron.taylor@colliers.com



Brian Kelley, MAI  
Senior Valuation Services Director  
Certified General Real Estate Appraiser  
State of Oregon License #C000141  
503.542.5412  
brian.kelley@colliers.com

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**INFORMATION  
ONLY**



# City of Gladstone Financial Report

April 2013

## Year To Date

Fund	Cash Balance July 1, 2012	Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance April 30, 2013
General	2,494,266.94	5,424,204.51	4,825,117.21	599,087.30	3,093,354.24
Storm & Sanitary Sewer	920,364.56	1,323,596.89	1,380,887.42	(57,290.53)	863,074.03
Water	817,581.20	2,180,809.85	1,999,659.58	181,150.27	998,731.47
Road & Street	376,982.17	548,482.44	427,997.16	120,485.28	497,467.45
911 Excise Tax	13,402.81	28,229.20	-	28,229.20	41,632.01
State Revenue Sharing	618,728.19	80,934.52	17,296.90	63,637.62	682,365.81
Police Levy	402,838.13	478,181.32	430,930.59	47,250.73	450,088.86
Fire/Medical Services	445,932.79	230,726.31	99,417.51	131,308.80	577,241.59
Library Capital Fund	2,029,338.49	9,750.86	3,370.00	6,380.86	2,035,719.35
<b>Total City</b>	<b>8,119,435.28</b>	<b>10,304,915.90</b>	<b>9,184,676.37</b>	<b>1,120,239.53</b>	<b>9,239,674.81</b>
Urban Renewal	1,971,473.70	817,782.44	99,410.49	718,371.95	2,689,845.65

## Month

Fund	Cash Balance April 1, 2013	Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance April 30, 2013
General	3,401,980.96	145,432.87	454,059.59	(308,626.72)	3,093,354.24
Storm & Sanitary Sewer	1,037,035.90	47,604.20	221,566.07	(173,961.87)	863,074.03
Water	1,032,379.38	31,365.97	65,013.88	(33,647.91)	998,731.47
Road & Street	487,522.19	48,607.57	38,662.31	9,945.26	497,467.45
911 Excise Tax	41,613.13	18.88	-	18.88	41,632.01
State Revenue Sharing	682,073.08	292.73	-	292.73	682,365.81
Police Levy	486,402.99	2,692.97	39,007.10	(36,314.13)	450,088.86
Fire/Medical Services	584,463.69	1,455.63	8,677.73	(7,222.10)	577,241.59
Library Capital Fund	2,034,796.02	923.33	-	923.33	2,035,719.35
<b>Total City</b>	<b>9,788,267.34</b>	<b>278,394.15</b>	<b>826,986.68</b>	<b>(548,592.53)</b>	<b>9,239,674.81</b>
Urban Renewal	2,684,468.42	5,377.23	-	5,377.23	2,689,845.65

**City of Gladstone  
Financial Report**

April 2013  
83.33%

By Appropriation & Function	Year to Date Expenditures	Fiscal Year Appropriation	Remaining Appropriation \$	% Expended
General Fund	4,207,856.82	7,506,761.00	3,298,904.18	56.05%
Personal Services	2,824,209.15	3,725,916.00	901,706.85	75.80%
Materials & Services	1,166,900.79	1,488,064.00	321,163.21	78.42%
Capital Outlay	216,746.88	1,341,457.00	1,124,710.12	16.16%
Contingency	-	401,471.00	401,471.00	0.00%
Unappropriated Fund Balance	-	549,853.00	549,853.00	0.00%
<b>Total General Fund</b>	<b>4,207,856.82</b>	<b>7,506,761.00</b>	<b>3,298,904.18</b>	<b>56.05%</b>
Storm & Sanitary Sewer	1,380,367.42	2,369,139.00	988,771.58	58.26%
Personal Services	189,706.39	239,985.00	50,278.61	79.05%
Materials & Services	1,048,389.16	1,332,395.00	284,005.84	78.68%
Capital Outlay	142,271.87	772,768.00	630,496.13	18.41%
Transfers Out	-	23,991.00	23,991.00	0.00%
Contingency	-	-	-	0.00%
<b>Total Sewer Fund</b>	<b>1,380,367.42</b>	<b>2,369,139.00</b>	<b>988,771.58</b>	<b>58.26%</b>
Water Fund	786,919.24	1,674,663.00	887,743.76	46.99%
Personal Services	218,174.20	298,090.00	79,915.80	73.19%
Materials & Services	438,305.87	672,100.00	233,794.13	65.21%
Capital Outlay	92,343.54	368,444.00	276,100.46	25.06%
Debt Service	38,095.63	193,347.00	155,251.37	19.70%
Transfer Out	-	142,682.00	142,682.00	0.00%
<b>Total Water Fund</b>	<b>786,919.24</b>	<b>1,674,663.00</b>	<b>887,743.76</b>	<b>46.99%</b>
Road & Street Fund	427,966.82	843,751.00	415,784.18	50.72%
Personal Services	139,692.14	171,033.00	31,340.86	81.68%
Materials & Services	167,246.37	223,575.00	56,328.63	74.81%
Capital Outlay	121,028.31	393,783.00	272,754.69	30.73%
Transfers Out	-	55,360.00	55,360.00	0.00%
<b>Total Sewer Fund</b>	<b>427,966.82</b>	<b>843,751.00</b>	<b>415,784.18</b>	<b>50.72%</b>
911 Excise Tax	-	40,000.00	40,000.00	0.00%
State Revenue Sharing	17,296.90	809,218.00	791,921.10	2.14%
Police Levy Fund	430,930.59	938,797.00	507,866.41	45.90%
Personal Services	334,742.60	541,270.00	206,527.40	61.84%
Materials & Services	86,759.39	114,850.00	28,090.61	75.54%
Capital Outlay	9,428.60	270,134.00	260,705.40	3.49%
Transfers Out	-	12,543.00	12,543.00	0.00%
<b>Total General Fund</b>	<b>430,930.59</b>	<b>938,797.00</b>	<b>507,866.41</b>	<b>45.90%</b>
Fire/Medical Services	99,417.51	668,803.00	569,385.49	14.86%
Personal Services	93,122.02	130,841.00	37,718.98	71.17%
Materials & Services	4,788.88	20,000.00	15,211.12	23.94%
Capital Outlay	1,506.61	512,690.00	511,183.39	0.29%
Transfer Out	-	5,272.00	5,272.00	0.00%
<b>Total General Fund</b>	<b>99,417.51</b>	<b>668,803.00</b>	<b>569,385.49</b>	<b>14.86%</b>
Library Capital Fund	3,370.00	9,508,001.00	9,504,631.00	0.04%
Urban Renewal	99,410.49	10,267,054.18	10,167,643.69	0.97%

# City of Gladstone Financial Report

May 2013

**Year To Date**

Fund	Cash Balance July 1, 2012	Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance May 31, 2013
General	2,494,266.94	5,627,251.00	5,294,582.52	332,668.48	2,826,935.42
Storm & Sanitary Sewer	920,364.56	1,553,058.16	1,413,803.46	139,254.70	1,059,619.26
Water	817,581.20	2,307,958.64	2,041,709.80	266,248.84	1,083,830.04
Road & Street	376,982.17	596,444.62	468,345.04	128,099.58	505,081.75
911 Excise Tax	13,402.81	28,250.98	-	28,250.98	41,653.79
State Revenue Sharing	618,728.19	104,373.72	17,296.90	87,076.82	705,805.01
Police Levy	402,838.13	480,341.87	494,245.18	(13,903.31)	388,934.82
Fire/Medical Services	445,932.79	231,962.85	108,427.65	123,535.20	569,467.99
Library Capital Fund	2,029,338.49	10,031.09	1,503,370.00	(1,493,338.91)	535,999.58
<b>Total City</b>	<b>8,119,435.28</b>	<b>10,939,672.93</b>	<b>11,341,780.55</b>	<b>(402,107.62)</b>	<b>7,717,327.66</b>
Urban Renewal	1,971,473.70	822,323.57	99,960.49	722,363.08	2,693,836.78

**Month**

Fund	Cash Balance May 1, 2013	Cash In	Cash Out	Net Cash In (Cash Out)	Cash Balance May 31, 2013
General	3,093,354.24	203,046.49	469,465.31	(266,418.82)	2,826,935.42
Storm & Sanitary Sewer	863,074.03	229,461.27	32,916.04	196,545.23	1,059,619.26
Water	998,731.47	127,148.79	42,050.22	85,098.57	1,083,830.04
Road & Street	497,467.45	47,962.18	40,347.88	7,614.30	505,081.75
911 Excise Tax	41,632.01	21.78	-	21.78	41,653.79
State Revenue Sharing	682,365.81	23,439.20	-	23,439.20	705,805.01
Police Levy	450,088.86	2,160.55	63,314.59	(61,154.04)	388,934.82
Fire/Medical Services	577,241.59	1,236.54	9,010.14	(7,773.60)	569,467.99
Library Capital Fund	2,035,719.35	280.23	1,500,000.00	(1,499,719.77)	535,999.58
<b>Total City</b>	<b>9,239,674.81</b>	<b>634,757.03</b>	<b>2,157,104.18</b>	<b>(1,522,347.15)</b>	<b>7,717,327.66</b>
Urban Renewal	2,689,845.65	4,541.13	550.00	3,991.13	2,693,836.78

# City of Gladstone Financial Report

May 2013  
91.67%

By Appropriation & Function	Year to Date Expenditures	Fiscal Year Appropriation	Remaining Appropriation \$	% Expended
General Fund	4,608,310.90	7,506,761.00	2,898,450.10	61.39%
Personal Services	3,101,556.49	3,725,916.00	624,359.51	83.24%
Materials & Services	1,259,364.66	1,488,064.00	228,699.34	84.63%
Capital Outlay	247,389.75	1,341,457.00	1,094,067.25	18.44%
Contingency	-	401,471.00	401,471.00	0.00%
Unappropriated Fund Balance	-	<u>549,853.00</u>	<u>549,853.00</u>	0.00%
Total General Fund	4,608,310.90	7,506,761.00	2,898,450.10	61.39%
Storm & Sanitary Sewer	1,412,971.58	2,369,139.00	956,167.42	59.64%
Personal Services	209,258.98	239,985.00	30,726.02	87.20%
Materials & Services	1,053,444.88	1,332,395.00	278,950.12	79.06%
Capital Outlay	150,267.72	772,768.00	622,500.28	19.45%
Transfers Out	-	23,991.00	23,991.00	0.00%
Contingency	-	-	-	0.00%
Total Sewer Fund	1,412,971.58	2,369,139.00	956,167.42	59.64%
Water Fund	823,404.48	1,674,663.00	851,258.52	49.17%
Personal Services	239,812.08	298,090.00	58,277.92	80.45%
Materials & Services	453,153.23	672,100.00	218,946.77	67.42%
Capital Outlay	92,343.54	368,444.00	276,100.46	25.06%
Debt Service	38,095.63	193,347.00	155,251.37	19.70%
Transfer Out	-	<u>142,682.00</u>	<u>142,682.00</u>	0.00%
Total Water Fund	823,404.48	1,674,663.00	851,258.52	49.17%
Road & Street Fund	468,314.70	843,751.00	375,436.30	55.50%
Personal Services	151,131.80	171,033.00	19,901.20	88.36%
Materials & Services	193,339.94	223,575.00	30,235.06	86.48%
Capital Outlay	123,842.96	393,783.00	269,940.04	31.45%
Transfers Out	-	<u>55,360.00</u>	<u>55,360.00</u>	0.00%
Total Sewer Fund	468,314.70	843,751.00	375,436.30	55.50%
911 Excise Tax	-	40,000.00	40,000.00	0.00%
State Revenue Sharing	17,296.90	809,218.00	791,921.10	2.14%
Police Levy Fund	494,245.18	938,797.00	444,551.82	52.65%
Personal Services	379,610.76	541,270.00	161,659.24	70.13%
Materials & Services	105,205.82	114,850.00	9,644.18	91.60%
Capital Outlay	9,428.60	270,134.00	260,705.40	3.49%
Transfers Out	-	<u>12,543.00</u>	<u>12,543.00</u>	0.00%
Total General Fund	494,245.18	938,797.00	444,551.82	52.65%
Fire/Medical Services	108,427.65	668,803.00	560,375.35	16.21%
Personal Services	101,836.65	130,841.00	29,004.35	77.83%
Materials & Services	5,084.39	20,000.00	14,915.61	25.42%
Capital Outlay	1,506.61	512,690.00	511,183.39	0.29%
Transfer Out	-	<u>5,272.00</u>	<u>5,272.00</u>	0.00%
Total General Fund	108,427.65	668,803.00	560,375.35	16.21%
Library Capital Fund	1,503,370.00	9,508,001.00	8,004,631.00	15.81%
Urban Renewal	99,960.49	10,267,054.18	10,167,093.69	0.97%



