

Police Station/City Hall Advisory Committee

AGENDA

March 9, 2015

6:30 p.m. - City Hall Conference Room

1. Self Introductions. Members of the Committee are: Todd Anslow, Neal Butler, Jal Duncan, Robert Everett, Linda Neace, Natalie Smith, Tammy Stempel, Elliott Veazey and Kevin Voss.
2. Project Background and Information
3. Elect Chairperson
4. Discuss Scope of Work/Next Steps
5. Seismic Upgrade Grant for Police Department
6. Meeting Dates
7. Other

Adjourn

City of Gladstone Staff Report

Report Date: December 30, 2014
Meeting Date: January 6, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Hall/Police Station Advisory Committee

History/Background

In 2010 staff had an analysis of the City Hall/PD roof completed by Professional Roof Consultants. This analysis indicated that the roof was failing and that a replacement of the roof was needed at an estimated cost of approximately \$280,000. A later evaluation of the building envelope indicated that water was penetrating the walls and some windows. An estimate of approximately \$600,000 was put forward to fix the building envelope including new windows and the roof replacement. Subsequent discussions with City Council revealed concerns with investing over \$600,000 in the aging building. An appraisal of the city hall/police station estimated the as-is market value of the facility at \$370,000. City Council also brought up concerns regarding seismic safety of the building. An architectural estimate by Carleton/Hart to bring the current facility up to current building code came in at \$2.9 million. Staff worked with Group Mackenzie to develop a needs analysis and estimate the cost of a new 18,000 square foot City Hall/Police Station facility. Estimates range from a low of \$5.1 million to \$6.4 million on the Webster site to \$6.5 to \$8 million on the current city hall/police station site. City Council has authorized staff to apply for a grant that can provide up to \$1.5 million in funds to seismically upgrade the existing police station but not the city hall. At its July 2014 meeting City Council requested the City Administrator develop a plan regarding the City Hall/Police Station facility. This same proposal was considered by city council at its September 9, 2014 meeting. Consensus of the council was to reconsider the proposal following the November 4, 2014 election in order to determine if voters would approve the library ballot measure. At its November 25, 2014 adjourned meeting city council requested staff to outline parameters for an advisory committee. At its December 9, 2014 meeting City Council requested a work session to discuss the proposed advisory committee in more depth.

Proposal

Authorize an advisory committee to be established in order to advise city council on the following items:

- New construction is recommended what combination of facilities should be proposed?
 - New Construction Option A – New construction of a city hall combined with the library. Police station to be rebuilt on current city hall/police station site.
 - New Construction Option B - New construction of a police station/city hall.
 - New Construction Option C - New construction city hall/police station/library in one development.
- How should the construction be financed?
 - The City currently has \$4 million in urban renewal funds and \$800,000 in state revenue sharing funds it has saved that could be used to fund this potential project. By the end of the current fiscal year the city should receive another \$100,000 in state revenue sharing funds and the urban renewal district brings in

approximately \$840,000 per year. In order to reduce the cost of the project staff is recommending using existing urban renewal and city state revenue sharing funds to reduce any potential interest expense.

City Councilors have suggested the advisory committee be comprised of 9 citizens voting members and that once formed the committee should elect a chair person. The committee will be supported by a member of the Planning Commission and Library Board. The City will also provide support from administration, police, library and fire. Other staff may be included as necessary.

The frequency of the meetings should be based on the goal election. With the May 19, 2015 election the committee would need to complete its work by February 13th in order to allow time to draft a ballot measure and present it to city council for consideration on February 24, 2015. It is proposed that the committee would meet every two weeks completing its work by February 13th.

Options

Options could include changing the number or makeup of the committee members. Council could also change the scope of consideration for the committee.

Cost Impact

The cost impact would include staff support for the committee. Staff is not recommending a facilitator.

Recommended Staff Action

Staff recommends City Council consider the above proposal and offer suggestions. City Council may not take action during the work session. There is also an agenda item during the adjourned meeting if City Council would like to act.

Department Head:
Date:

Administration: Pete Boyce
Date: 12/30/14

or not it was outfitted for video. He also said that they could rent some video equipment for the night if they wanted to.

City Attorney, David Doughman asked if it would make more sense to start with something smaller than a quorum group. Councilor Reisner said that they had requested that last summer, in onesie twosie, and he wasn't comfortable with that. To his knowledge, no one from Gladstone participated in that. His concern is that it could get out of hand and information wouldn't be as fluid in the smaller meetings.

City Administrator Boyce, with Council approval, will go ahead with the meeting requested by Oregon City with Mayor Jacobellis and Councilor Mersereau, and talk about the idea of bringing all of the parties together with certain representation and see if it plays with Oregon City, then contact Clackamas County and West Linn and see if we can make that happen.

Mayor Jacobellis asked for Councilor McMahon's opinion on the ideas presented. Councilor McMahon felt we should proceed with the Oregon City meeting and see how they feel about it, and feels that there are more urgent and immediate issues, especially the Library, that need to be taken care of prior to putting the big meeting with all of the entities together. This is about a long term rate increase over 5 years and doesn't have to be taken care right away.

Mayor Jacobellis asked for Councilor Johnson's input. Councilor Johnson's feels that Oregon City's concerns have merit and we should meet with them.

Councilor Mersereau would rather do the smaller meeting with Oregon City first because when you have 30 people or so in a meeting, many people won't give their input because they won't feel like they will be heard. So we should proceed with the Oregon City meeting to start and then go from there.

Mayor Jacobellis directed City Administrator Boyce to setup the meeting with Oregon City and then with Clackamas County then they will report back to the Council and go from there.

WORK SESSION:

8. Police Station/City Hall Advisory Committee:

City Administrator Boyce – We have been talking about facilities, in particular the City Hall and Police Station. The consensus was to put together a citizen's advisory committee and to figure out what that committee would look like and who should be on that committee. I have tried to reformulate the staff note to focus on the Councils previous requests, new construction and how it should be financed. We talked about a 9 citizen committee with some staff and others who can give support and help with input.

Knowing that we have three new people on the Council now, I would like to open it up to get their input on what the committee should look like and their scope of work, like what they should be focusing on and we need to discuss the timeline. We talked about shooting for the May election, which would mean that committee would need to complete its work by February 13th in order to get ballot language together for the City Council to consider in time. It's an aggressive timeline but I feel we should open it up and get the new opinions and try to come to consensus.

Councilor Nelson - There needs to be a representative from the Police Department, whomever they choose, that can bring their need forward. They need to be a part of this package. The Chief can choose who he would like to represent them.

Councilor Sieckmann asked City Administrator Boyce to give a run down on what they had discussed and agreed upon at the last meeting, so the new members will know what had been agreed upon and then they can give their input and we can adjust from there.

City Administrator Boyce - My understanding of the consensus at the last meeting was there would 9 citizens at large who comprise the advisory committee and they would be voting members. Others who would be at the meetings, in a support role would be someone from law enforcement who would be internal to our Police Department. We talked about someone representing the Court or City Hall, a Planning Commission member, someone from the Library Board, because part of the proposal could be to combine the City Hall or the City Hall and Police Department with the Library under one roof. We also talked about having a representative from the Fire Department on the committee, because the location of the Police Department could have some effect on Emergency Services.

Councilor Nelson - Those people really need to be on there to represent their needs because the citizens may not be aware of things that may be critical to those groups. They are important players in this.

Councilor Johnson - Were those 9 citizens the only voting members on the committee? So the others would be there purely in an advisory role? City Administrator Boyce - Yes, that was the consensus. They are there to provide information and support the committee in its duties. Councilor Johnson - There had been some talk about having someone from the School District, has that now been dropped? City Administrator Boyce - There wasn't much support from the Council on that, the reason I had initially included that in the first place was because they would have more experience in larger construction projects. Councilor Johnson - I agree with that but if it was found that they could be helpful, they could be added in the future right? City Administrator Boyce - Yes they could.

Councilor McMahon - I have a couple of questions and the timeline you have is not feasible if you wanted a report by February 23rd, the date you picked, when we don't have the committee yet, so I think we're starting down the wrong path.

Councilor McMahon - I wasn't at the December meeting but at the November meeting there was discussion and confusion on the double majorities. I think that there were differing opinions between you, the Attorney and the Mayor on the days and years? City Administrator Boyce - Yes. It's my understanding, and we have confirmed this with the City Attorney and we had asked staff at the County Elections office that if we hit the May election or November election, the double majority rule would not come into play. Councilor McMahon - I would just say we scrap the May election and shoot for the November one because of time constraints.

Councilor McMahon - We need to talk with the County to see if we have any time constraints on when we need to start work on the Library now that we've passed the ballot measure? City Administrator Boyce - Right now we are negotiating an IGA with

Clackamas County regarding the new construction and their contribution towards that. No one has discussed a timeline yet. The current IGA doesn't have a timeline in it so it would be a new provision if it's brought up. I do know that Clackamas County does want to move forward on this. Councilor McMahon – I think we need to shoot for the November election in order to give us enough time to put a committee together and do a thorough job. Councilor Nelson – I think if you go for November you'll have a better complete package than if you hurry it and try to hit May and people may not vote for. But if you take your time, get all of the information in there, it's complete and it looks doable, then people might vote for it.

Councilor Sieckmann – Just for clarification, we've decided the committee is good as it stands? We kind of jumped onto something else there. So where are we with the committee, where do we stand, what was your understanding? City Administrator Boyce – I'm not hearing anyone asking for additional members to the committee, I'm hearing a consensus on the committee.

Councilor Johnson – How about the organization of that committee, is there going to be a chair person, how are they going to be organized? City Administrator Boyce – There was a suggestion at the last City Council meeting from one of the Councilors that they elect a chair person and I've included that in the staff notes so that's part of the proposal right now. Mayor Jacobellis – So to run through the group of people, there is someone from Law Enforcement, Court and/or City Staff, Planning member, Library, Fire, School District is still a question mark. City Administrator Boyce – We've ruled that out. What I have is a Planning Commission member, a Library Board member, someone from Administration, which could be from Court or City Hall staff, someone from the Police Department, and the Fire.

Councilor Sieckmann – The question I have is, everyone else on this list is pretty much staff, should we have the Planning person be the City Planner rather than a Planning Commissioner? If this side is going to be staff and they are going to be feeding information to the committee to make decisions on, should that be a staff person also? Councilor Nelson – Why can't it be Chairman of the Planning Commission? Are you saying they are not qualified? Councilor Sieckmann – I'm just asking because if they are a citizen then they could be a voting member of it. City Administrator Boyce – I think the City Council could classify that person, if it were a Planning Commissioner, as a non-voting member. Having a Planning person, we contract with the County for that and we would have to pay that person to be there and we would have to schedule it at such a time that they can attend, but it is doable. My personal opinion is that we have one of the Planning Commissioners there, there are several who are very qualified and very knowledgeable about the Planning Code, the Zoning Code. Councilor Sieckmann – It had nothing to do with their qualifications, it had to do with them being a community member and if they are a community member, they may want a voting right on it rather than an advisory role. City Administrator Boyce – At this point there is nothing that would prevent a Planning Commissioner from submitting an application to be one of the nine Citizens at Large also.

Councilor Johnson – If they were on the committee, a Planning Commissioner and a Library Advisory Board member will part of that 9, would that mean fewer advisors that would be on the committee, or would we still need a Planning Commissioner and a

Library Board member? Councilor Sieckmann – You're representing two different things, in my opinion. In one you are there to provide guidance and information. The other side of it, you are accepting information and making a decision based on the information. It's similar to what we have here. We have the staff over there feeding us information and we are making decisions on it based on the input we receive. I see these as two different entities. City Attorney Doughman – I was just going to offer, in regard to the Planning Commissioner, this came up in the last go around as well, the one thing you want to be aware of is the ex parte contact issue, it's very likely, it doesn't mean they can't come to and participate the meetings. What I would recommend if it's going to be a Planning Commissioner, that in an advisory role, that we record audio, video or take copious notes. City Administrator Boyce – It depends on where we hold the meetings. When we had the Library Advisory Committee meeting we didn't have any audio, just the minutes. If we have them at the Senior Center there is a pretty large expense involved in renting that recording equipment. Councilor Reisner – You would have better, faster and more accurate information if you have a professional Planner there. Councilor Nelson – They are working 40 hours a week and we would have to have all of our people having to adjust their schedules to accommodate him being here, that's not fare either. Councilor Sieckmann – Is the Planning Commissioner considered staff? City Administrator Boyce – I don't think they could be considered staff but they are considered experts in the field and provide advice in that capacity. Councilor Sieckmann – Then I would like to recommend that we allow the Planning Commission Chair to speak if she wishes because she may have some vital information on this exact thing we're discussing.

Planning Commission Chair Stempel – If you have a Planning Commissioner on the committee then they could just recuse themselves from any vote that is related to Planning, so as long as you don't have five Planning Commissioners on the committee that would be just fine. City Attorney Doughman – It has happened in the past so it's not a big deal but we need to be aware of it. Planning Commission Chair Stempel – It has come up in the past in other instances and we do need to be aware of it but it is very important that there is a Planning Commissioner involved in this because we are at the point of where we are reviewing our codes and ordinances and if there are things we need to consider changing, that's where this would be an important step. Councilor Nelson – If you have a question and are unsure of something, you can always fall back on Clay and ask him what you need. Planning Commission Chair Stempel – Don't we need to be cognoscente of the cost though, it hasn't been put up for vote yet and we are limited on what we can spend. City Administrator Boyce – City Attorney had interpreted the charter amendments but the intent is to keep the costs down and be able to give the voters enough information to make an educated decision. There is some play on what is reasonable to spend but we should cut the costs wherever we can.

Mayor Jacobellis – We have a 2 day retreat scheduled for all of us to give us a chance to really sit down, start fresh, and take some time to set some priorities, some goals and set some benchmarks and timelines. I would like to pump the brakes on this just a bit on this advisory committee because we already know it's going to cost us a little money, who knows how much, and it's going to cost us staff time. Who knows after those two days where this will be on the priority list, it may drop down, and we're devoting a lot of staff time to get this up and running it would be nice just to give us a chance, it might be

priority number two, who knows. I think we can agree that November is a better timeline than May. So we've got a little built in time, why don't we wait until after the two day retreat and we'll have a better feel for where we're at and we can talk about this more and then we can say, we're going to devote this amount of time to doing this, it's a commitment, it's number 3 priority on our list, let's get it done. That's kind of what I think.

Councilor Johnson – As of 2:30 yesterday afternoon there were six applicants for this committee. Out of those six applicants, there are two of them that, if appointed, would be on three different committees, which is something we've tried to avoid. One of the applicants is a City employee who is also a resident and that's never come up before and would probably require some more discussion. So that's what we're looking at as of 2:30 yesterday afternoon.

Councilor Sieckmann – I think there are a whole lot of pieces to this and I've said that since this committee was brought up. We're putting the cart before the horse because there's a whole lot of information that we don't have access to right now. We're requesting that information but it's not in. I don't have a problem with forming the committee and deciding who should be on that committee, and having procedure for it, because that's all going to fall into place later, no matter when we do this. If this project falls to priority 5, then as soon as we are done with number 4, if this portion is already done, we're going to have nine people on the committee, this is going to be the support staff, we've received applications from 6 to 60 people and we're going to pick these nine to do it. I think we should continue to take applications until we are actually ready to form a committee but I don't think it's wrong to have the guidelines and everything ready and in place so when we do form the committee and we do have the information for the committee, we're ready to go.

City Administrator Boyce – There is one more piece of information I need to give City Council. If you remember, there was a new grant that was out there to do seismic rehabilitation on Police Departments, we've been awarded that grant of \$380,000. I don't know the timeline for that but we either have to accept or reject it, and the money can't be used for new construction so it could only be used on the current Police Department. So that needs to also play into our thinking about the timeline. We have gotten away with patching the roof on this building. There will also be City expenses related to that if we take the grant and seismically upgrade the Police Department. So there may be a number of items that we would have to get with an engineer and figure out what would be the City cost and what would be covered under the grant.

Councilor Sieckmann – Please find out what the timeline is for accepting the grant and if we accept the grant and some months down the road we decide to build a new building for the Police Department, can we return the money at that point.

Councilor Nelson – This thing isn't going to happen overnight, it could be five years down the road, but I feel we should do the seismic upgrades so our Police are safe in the building they have to work in, no matter if it's a year or five years. Just like City Hall for your guys, you're in an unsafe building. I don't want to have to knock on someone's door and have to say, I'm sorry but your husband is dead because we didn't do anything to their building. I don't care how long or short the amount of time is.

Councilor Johnson – I think Councilor Sieckmann asks a good question. These grants often do have conditions on returns and I would like an answer on that as well, and what the penalties are for doing it.

City Administrator Boyce – We can get the Council a copy of the grant for next week.

Mayor Jacobellis – So getting back to the committee, where are we at, can we decide were going to have a committee and when are we going to start it, and we're going to keep taking applications to a due date, when are we going to close it then pick people?

Councilor Johnson – I think we should keep taking applications again for another month.

Councilor Reisner – When is the due date for applications? City Administrator Boyce –

The cutoff is this week so we could include them in the packet next week. So tomorrow.

We could open it up for another month. Mayor Jacobellis – So would there be a problem

with that if we open it up for another month, we didn't fill our quota or get enough

qualified people, or whatever it is, we're ok for another month? Is everyone ok with that?

Councilor Mersereau – Just one thing, I would advocate for the May election, and there

was one reason for that. I want us to get something done so we could have some

accomplishment in this year. I want the proceedings to go on perfectly if possible, to get a

good advisory committee together. However, there's another piece of time we haven't

mentioned here. We have to put an advisory committee together, we've got to have

meetings, and we have to have them get some agreements and recommendations to us.

But there's another piece of time and that's to help educate the public for the vote. So

that's going to take some time too, so whether we say one month, two months, or

whatever so I just want you to remember and think about it. Just educating the City is not

too bad a deal. Councilor Johnson – We want to get to yes if we can, right?

Mayor Jacobellis – So how do we close this? We're going to agree that we're going to

open it up for another month? City Administrator Boyce – Well in the Work Session we

can't make a decision but if we adjourn the Work Session and now go to the Adjourn

Meeting, I have another agenda item on the same topic where City Council could make a

decision. Mayor Jacobellis – So before I close the Work Session, is everybody ok with

this? *Unanimous yes.*

Mayor Jacobellis – So I'm closing the Work Session and now we return to the adjourn meeting.

REGULAR AGENDA:

9. Police Station/City Hall Advisory Committee:

City Administrator Boyce – So we are back to the regular agenda so if the Council would

like to vote, we can do so. Councilor Sieckmann – Does it require a motion? City

Administrator Boyce – I don't think it does. I understand what the consensus of the

Council is on the committee make up. The scope of work, it sounds like City Council

wants to have some more discussion on that topic, and I think I understand the consensus

as far as which election cycle we want to hit, November. So I don't know if there is a

vote that needs to be taken. Council can take one if it so chooses.

Councilor Nelson made a motion to form the advisory committee as discussed, shoot for the November election and extend accepting applications for another month. Councilor Sieckmann seconded. The motion passed unanimously.

BUSINESS FROM THE COUNCIL:

Councilor Reisner – Actually I was going to ask, I saw that City Administrator Boyce had added an Executive Session next week, I'm assuming that is going to be before the regular session? City Administrator Boyce – I was planning on having the Executive Session at 7 pm. Councilor Reisner – Maybe we could start a little earlier if possible because we have new members on the Council, and the last couple of years it's taken Council seven or eight months to get your evaluation done so, if nothing else, even if just for discussion next week.

Councilor Sieckmann – I've got two things. There were some posts on public media sites in Gladstone talking about the Tigard, Lake Oswego water partnership site, where their putting in the building. So I went down there and took a quick look at it today, and I was on the Planning Commission when it was approved, and I was thinking, this just doesn't look right. So I went home and grabbed my old packets and books and started going through it and I found some things that I thought were discrepancies, in my opinion. I came down and talked to Assistant City Administrator Morishita and she called the City Planner and he sent me some documents and I reviewed them and highlighted some things in there and sent them back to him, along with some pictures, and he responded back to me that he would like to meet me down there at 10 am tomorrow to have some discussion. He already sent an email out to the person he was working with in the planning process asking, why doesn't this look like what you presented to the Planning Commission? Councilor Nelson – That was one of the things I was talking to one of the people about on the road project down there and she said they had told her that they were going to put the facade of the building so it would match the neighborhood, and it doesn't look anything like it, and it's not very pretty. Councilor Sieckmann – There are certain things in the design review that I'm going to discuss with Clay tomorrow. Councilor Nelson – Maybe when the gates up it might hide some of it. Councilor Sieckmann – I don't even have enough information to make a decision, there was just something, it didn't look quite right to me, so we're going to have some discussion, and I'm staying in contact with City staff on it, and we'll figure out what's going on and see if anything is going to happen on it or not.

Councilor Sieckmann – The new business license applications have come out and I've had a lot of feedback from local business owners. I've been called a lot of names, the fees went up considerably, not that they're not justified, and not that this doesn't bring it up to a reasonable amount, but there are a lot of people that I've talked to and I know that City staff have fielded several questions on them. So I mentioned, because a lot of times I hear, "as a business owner, what are we going to get for this?" So I may talk to City Administrator Boyce little bit and see if the increased money could be spent on something that would benefit the business owners. I don't know what that would look like. Councilor Nelson – What did that go from, to, what's the increase? Councilor Sieckmann – Well I've got a few examples, one example went up 12,000%. Councilor Nelson – No, I'm asking in dollars, what was the increase? Councilor Sieckmann – That example went from \$35 to \$450. That's not \$450 over a 12 month period is not that much money. But the way they look at it is "I paid \$35 last year and now I am paying \$450." Councilor Nelson – Don't you think it's hard to

City of Gladstone Staff Report

Report Date: February 5, 2015
Meeting Date: February 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

City Hall/Police Station Advisory Committee

History/Background

In 2010 staff had an analysis of the City Hall/PD roof completed by Professional Roof Consultants. This analysis indicated that the roof was failing and that a replacement of the roof was needed at an estimated cost of approximately \$280,000. A later evaluation of the building envelope indicated that water was penetrating the walls and some windows. An estimate of approximately \$600,000 was put forward to fix the building envelope including new windows and the roof replacement. Subsequent discussions with City Council revealed concerns with investing over \$600,000 in the aging building. An appraisal of the city hall/police station estimated the as-is market value of the facility at \$370,000. City Council also brought up concerns regarding seismic safety of the building. An architectural estimate by Carleton/Hart to bring the current facility up to current building code came in at \$2.9 million. Staff worked with Group Mackenzie to develop a needs analysis and estimate the cost of a new 18,000 square foot City Hall/Police Station facility. Estimates range from a low of \$5.1 million to \$6.4 million on the Webster site to \$6.5 to \$8 million on the current city hall/police station site. City Council has authorized staff to apply for a grant that can provide up to \$1.5 million in funds to seismically upgrade the existing police station but not the city hall. This grant has been awarded for \$360,000. At its July 2014 meeting City Council requested the City Administrator develop a plan regarding the City Hall/Police Station facility. This same proposal was considered by city council at its September 9, 2014 meeting. Consensus of the council was to reconsider the proposal following the November 4, 2014 election in order to determine if voters would approve the library ballot measure. At its November 25, 2014 adjourned meeting city council requested staff to outline parameters for an advisory committee. At its December 9, 2014 meeting City Council requested a work session to discuss the proposed advisory committee in more depth. On January 6, 2015 City Council held a work session to discuss this issue.

Proposal

City Councilors came to consensus that advisory committee be comprised of 9 citizen voting members and that once formed the committee should elect a chair person. The committee will be supported by a member of the Planning Commission and Library Board. The City will also provide support from administration, police, library and fire. Other staff may be included as necessary. There was also consensus to target the November 2015 election.

City Council will still need to come to consensus on the scope of work. Staff suggests the advisory committee consider the following items:

- New construction is recommended what combination of facilities should be proposed?
 - New Construction Option A – New construction of a city hall combined with the library. Police station to be rebuilt on current city hall/police station site.
 - New Construction Option B - New construction of a police station/city hall.

- New Construction Option C - New construction city hall/police station/library in one development.
- How should the construction be financed?
 - The City currently has \$4 million in urban renewal funds and \$800,000 in state revenue sharing funds it has saved that could be used to fund this potential project. By the end of the current fiscal year the city should receive another \$100,000 in state revenue sharing funds and the urban renewal district brings in approximately \$840,000 per year. In order to reduce the cost of the project staff is recommending using existing urban renewal and city state revenue sharing funds to reduce any potential interest expense.

Options

Options could include changing the number or makeup of the committee members. Council could also change the scope of consideration for the committee.

Cost Impact

The cost impact would include staff support for the committee. Staff is not recommending a facilitator.

Recommended Staff Action

Staff recommends City Council consider the above proposal and finalize scope of work.

Department Head:

Administration: Pete Boyce

11-2

be better if they were on the system. Councilor Reisner – Their hardware is through Portland and they're dispatched is through C-COM.

10. Police Station Seismic Upgrade Grant:

Jim Pryde, Police Chief – We are getting to a decision point here. It's good news that we were awarded the grant, but the devil is always in the details. Bonds are being sold this month for the grant money. The actual grant contracts, according to their paperwork, says the contracts will be signed next month. So the council is really at a decision point on what we're going to do with this grant, whether we accept this grant or not. I realize that, in conversations with City Administrator Boyce and others, we have a larger picture we are looking at as well, with the city hall and police department. I talked to Gloria Zacharias, who we have been working with, with regard to our grant application. I did ask the question whether we either chose not to accept the grant or if we got to a point after the award of the grant, could we give the money back, is there a penalty or fine, is there something bad that would happen. She said that it would be highly unusual, but assured me there would be no penalty to the city. What we're trying to do here is make the building safe. I realize there is a bigger picture, but with all of the leaks that have sprung up in different places in city hall, it concerns us.

Mayor Jacobellis – On the price of the seismic upgrades, they have a portion and we have a portion, right? Police Chief Pryde – That was their portion of it. And after talking with Jeff Smith with Gladstone Fire, and I believe it's in the staff report, typically there are costs to the city outside of the grant, change orders, and you discover things as you go through the process in construction. So yes, I would expect there will be out of pocket costs to the city, but in talking with the engineer with KPFF Consulting Engineers we just don't know until we get there, it's really hard to nail down a cost estimate on that.

Councilor Sieckmann – Are you going to be able to stay in the building while they are doing the work? Police Chief Pryde – I don't think so, no. My understanding is that when the fire department went through this a few years ago, they couldn't that is why they were relocated to the elections building. Councilor Sieckmann – Any idea how long the construction will take? Police Chief Pryde – I don't have a good estimate on that, Fire Chief Monte? Fire Chief Monte – Six to eight months. Councilor Sieckmann – Have you given any thought to where you would go? Police Chief Pryde – Who will have us, they will know if the elections office is available or not for us, but that would certainly be an option. Other than that, perhaps leasing some space somewhere, and this is just brain storming at this point, we could relocate some of the operation, over to the city hall side where we have some vacant office space, but we want it to make sense for the people we serve. So far, that's what we're thinking of.

Mayor Jacobellis – So tonight, we have to decide? City Administrator Boyce – I would like to because they are awarding the grants and we would have to sign paperwork in March, I would like city council to decide right now whether we want to move forward with this grant. I like the idea that if we accept it we still have our options open and say we go down the road of a new facility and we get voter approval in November we could then return the grant and go forward with that project. If that doesn't happen then we still have the ability to move forward to seismically upgrade the current facility. Mayor Jacobellis – Chief is there a window or timeframe in which we have to use the money? Police Chief Pryde – It's a two year process.

Councilor Johnson – There are some dates on our paperwork on page 10-6 of our packet that suggests that some of this has to be completed before November this year, am I reading that correctly? Number 4 under “F. Scope of Work”, “4. Project Management Milestones – Briefly identify milestones by quarter, with start and end dates, which will be achieved within the 24 month performance period.” So we are talking about accepting the grant and holding onto the money and waiting till the November election, some of these milestones will be passed already. What does this mean? Police Chief Pryde – First of all we don’t hold onto any money, this is purely a reimbursable type of grant. When you get the work done, my understanding is that Maria Aikin, Police Chief Executive Assistant, would submit for reimbursement from the grant fund, that’s how they operate on that. But you’re right, based on the time chart with the clock ticking on the two year timeframe, the preliminary work starts right away.

Councilor McMahon – So can we start, use the grant money and keep submitting the bills up to November, as far as project team and engineering team and in November we say thank you, we’re done? That would probably void it. Police Chief Pryde – That is not a question I asked Gloria, I could certainly do that. Councilor Mersereau – Is this grant only for the purpose of rehabilitating an existing building or can it be used on new construction? Police Chief Pryde – My understanding is that it is purely for rehabilitating seismically, an essential facility, the police station. City Administrator Boyce – I believe it cannot be used for new construction at all. As far as the start and milestone dates, the city could move forward with the selection of a project team and advertise and selection for an architectural firm, there would be costs associate with that of course. And item number three, really we would be pushing that back and condensing the whole time period as far as completing the architectural plans and holding back on the construction period. I think there are some preliminary steps we could do to make sure we are in a position to move forward but I would think we would want to hold back on item 3 till we had a better understanding of whether we are going to move forward with the grant or not so we don’t sink too many city dollars into this.

Councilor Johnson – What happens if the end date on number three slips into 2017, what happens to the grant, are we in violation of something at that point, will there be fines, fees, and will we not get reimbursed if it slips into 2017? City Administrator Boyce – My understanding is we have two years to complete the project so if we go outside that two year period they could require us to return the dollars that haven’t been expended as of yet. Before we get to that point, we would contact the granting agency and see if we could work out an extension, but right now we should assume they aren’t going to grant an extension. Mayor Jacobellis – So what kind of figure are we talking about to complete steps one and two? City Administrator Boyce – We are talking about staff and attorney time to put everything together proposals and advertising, it’s hard to guess, but I think we’re talking less than \$5,000 but probably closer to \$2,000, in that general range, but that’s just an estimate.

Councilor Sieckmann – This one is very difficult. As we talked about at our retreat, one of our very high priorities is building a new city hall and police department. We’re looking at, potentially two years, that’s the grant time by the time you get everything laid out, and in three or four, it would be really nice to be in a brand new building. If it were going to be all grant money, it would be a no brainer but it’s not going to be all grant

money and based on what it says in the staff report here, it says that just in the fire department numbers it would be just under \$400,000 in city expenses for construction. I think it's going to be a bit more expensive to move the police department than it was for the fire department because I think there are a lot more files and more involved. I don't know this but I believe the fire department did a lot of their own moving. This here we're going to have to hire a company to come in and doing all of the moving because it's the police department and then we're going to have to turn around and hire them to move it all back. I know in other discussions we talked about using the elections building and it sounded like there would have to be a fair amount of work just to make it usable for something other than just an empty building. So then we're going to have to spend money inside the elections building in order to move them in there. I'm assuming we're going to have to do quite a bit of security in the elections building itself to make sure it is a secure building, being there is a lot of sensitive information, police officers, and all that in there. And we're moving them into a building that is not much better seismically than the one there in now.

With those comments made, on item 10-3 the letter from Infrastructure Finance Authority (IFA), it's probably a typo but I want to make sure. Paragraph two, " project expenses are subject to execution of a contract between your school district and the ...". City Administrator Boyce – Yes, that is a typo. The grants were made available to schools and police departments that will be corrected. Councilor Sieckmann – I just wanted to make sure the school didn't have to sign off on it. With all of that being said, if for some reason that we didn't convince the voters that we really do need a new police station we would really be kicking ourselves if we didn't do this. What I would like to recommend is to get clarification on some of these questions, like what happens if we end up going into 2017, because we drug our feet in the beginning. What happens if we don't hit the start and end dates between now and November? If we can get acceptable answers to those questions, I would like to see us accept the grant but I wouldn't want to see any of the money expended until we have election results finalized in November, that's what I would like to see.

Councilor Johnson – I would also like to see something in writing that says we don't have any fines if we don't accept the grant in the November timeframe. It sounds like that's not a problem but I would like to see that in writing.

Mayor Jacobellis – Police Chief Pryde when is the deadline for the yay or nay? It's sometime in March when the contracts would be available for City Administrator Boyce to sign it. I don't know if there is a hard date on that. Councilor Sieckmann – I think there is a date prior to that date. Mayor Jacobellis – We are meeting again in two weeks right? City Administrator Boyce – Yes, on the February 24th. Mayor Jacobellis – We can get the answers to the questions and get a yay or nay on it. That's probably the last shot we've got on it. Councilor Sieckmann – I think that if we get positive answers we don't need to even see it again, City Administrator Boyce could just go ahead with it. Councilor Johnson – I think we should see it again to hear the answers.

Marianna Moore, Cornell Place, Gladstone, Oregon – I didn't hear the amount on the grant, does that deal specifically with the police station, or could the election office be upgraded if you have to move anyway? I missed that part. Mayor Jacobellis – It is

specifically for the police station and can't be used for the election office, we don't own it. Mayor Jacobellis – It was for \$360,729.

11. Police Station/City Hall Advisory Committee:

This is a repeat agenda item, we extended the period to receive applications for the City Hall/Police Station Advisory Committee. You also have an application on your desk that was turned in today from Marianna Moore. But there are a few item to consider while we're here. Is this the time to appoint the committee and put those citizens in those seats, and additionally, we need more discussion about the scope of work for the committee. I know some of that is tied to property search and what properties are available. We even talked about appointing the committee and keeping them on hold until we sort through some of those items. Those are the discussions I would like to have this evening.

Councilor Sieckmann – I think it is the appropriate time to appoint the committee. We do have applicants and actually we have some really good applicants. It's really good to see a lot of new names out there. I would like to maybe have a work session on the scope of work for them at some point. I don't think we're there quite yet. I think the property search is a big part of it. But I think it would be ok to put the committee together. I think that if we put a scope of work together in a work session there may be some things that they could get started on right away looking at. And when the property portion come in, they'll be ready for it. Mayor Jacobellis – So for the work session are we just going to hash out the three options listed here? Councilor Sieckmann – Well I don't know that those are the only three options. I don't know that those are the three best options. I just think we really need to give this some thought because it's going to be a pretty big project and I don't know that everything has been flushed out yet. Just my thoughts. Councilor Johnson – I agree. Councilor Mersereau – I think we need to be assertive as a team to answer those questions to in fact, give the advisory committee a chance to do a good job for us and make a recommendation that works. November is coming up quickly. I agree with Councilor Sieckmann, I really appreciate all of the people who applied, I'd like to appoint all who applied but we have had some problems with that in the past. I would recommend that we appoint the first nine who came in. There is some good diversity in that group so hopefully they'll have some good people work together and make a decision. Mayor Jacobellis – So am I hearing you right, we wouldn't have a work session until the property thing got going? Councilor Sieckmann – No, I think we could have a work session before that and the property portion would be in addition to that. It could be part of a work session when we have that information that they could move right on to that, it would be one of their tasks.

Councilor Johnson – What do we want from the committee, what recommendations do we want them to investigate specifically? Mayor Jacobellis – Well there are three options here, are there some we haven't talked about? That's kind of the point, these were the three we came up with last time and they got put on again. Is there something I'm missing here? Councilor Sieckmann – Well some of the things that they could be discussing is building sizes, we've got some reports that they could use as far as recommendations on all of the buildings, they could go through all of those, they could be looking at budgetary items. Councilor Johnson – What has worked in other cities, tours of other facilities, recommendations based on what they find? West Linn has a brand new police department, they have a fairly new city hall, and they're all separate, including the library. Tualatin has a combined city hall and library with separate police. It

would be interesting to know what other cities have done and how it's worked out for them. Why did they do it, what would they do differently? Some of those things would be interesting to know. Mayor Jacobellis – So those are the things you specifically want them to find out? Councilor Johnson – I don't know that we really want it quite that specific but one thing we haven't talked about was empowering this committee to go in and look at some of those issues and having those discussions and not limiting them to those three bullet items and having them come back with the best recommendation possible. Councilor McMahon – I agree with Councilor Mersereau, we appoint the first nine that applied to the committee and get them going. I think this is pretty vague and they can do their own ground work on going to Tualatin and/or West Linn and just get going. I don't think they need any more guidance from us right now, this is broad enough for me to let them go to work. Councilor Johnson – We could also get interim reports to see where they're going and offer guidance in the future too.

Councilor McMahon – I would say pick them and get them going and if at their first meeting they say, we have no idea what they want, then do a follow up, but I think this is a pretty good start. Let them get their feet wet and get going. Councilor Mersereau – And if during the work session we come up with some new brain child then we could give them to the advisory committee as additional things to do for us. But unless someone disagrees with what's down here then it would give them a good start. Mayor Jacobellis – I'm all for getting them started so let's pick the nine and get them started. Councilor Sieckmann – One more question that I've got is we are limited, on our committees, to people that are on no more than two committees. Is that full time committees? This is going to be a short term, ad hoc type of committee, and is it acceptable for us to have someone who is on two committees already, to be on this committee, beings this is not a full time committee? City Administrator Boyce – I think council should consider that because this is a large important project, it isn't ongoing either, it is a finite time period, so I would think those committee members with the most to offer, I think is very important. Council can interpret that rule about the two committees anyway they like, its councils own rule. So I would recommend that you don't consider that when you are appointing. City Attorney Abma – I would agree with that, you have the ability to say, we were talking about permanent standing committees, and that probably was your intent frankly the council's intent. I think certainly with the limited duration like this, carve that out. One of the applicants is a city employee though is a citizen of the city of Gladstone, is there any challenges there? City Attorney Abma – Not unless there was a rule of that as well. Councilor Sieckmann – And in this capacity, they aren't representing that department or anything like that, they are representing what's best for our citizens.

Mayor Jacobellis – So we are all in agreement that we are going to appoint the first nine who turned their applications in, and get them started, and maybe consider doing a joint work session or do you want to do a work session then give it to them? Or do we even need to do a work session, just wait for them to say, we really don't know what you want? Councilor Reisner – That's a good idea if we even need it. Councilor Mersereau – I never thought about the joint work session but it sounds like a good idea. Councilor Sieckmann – If they met once or twice then we schedule a joint work session with them, they could come back and say here's where we are, are we going the right direction? This is really cool, can we go off this way with it? I think that would be a good idea to do that. Mayor Jacobellis – Ok, I think one or two meetings then schedule the joint session. City Administrator Boyce – Ok, we'll leave it up to the advisory committee when they want to

meet with the council but within one to two meetings. City Attorney Abma – I would do, just for the formality and for the record, list the nine names and have make a motion and a second to that affect. And then officially appoint them.

Assistant City Administrator, Jolene Morishita – For the record I have:

- Todd Anslow
- Neal Butler
- Jal Duncan
- Robert Everett
- Linda Neace
- Natalie Smith
- Tammy Stempel
- Elliott Veazey
- Kevin Voss

Councilor Sieckmann made the motion to appoint them to the committee for the City Hall/Police Station Advisory Committee. Councilor Mersereau seconded. Motion passed unanimously.

Robert Everett, Newly appointed City Hall/Police Station Advisory Committee Member – Natalie and I were just talking and we're looking to see if we could get some direction on where you want us to go with this, just a little input. Mayor Jacobellis – You've heard what we have been talking about, the size of buildings, there are documents out there, how much space, check around to see what others have done, how big are there police stations, that kind of stuff. So start there, is this going to be stand alone, how many stories. Councilor Johnson – Does the combined facility make sense or not, and if so, why or why not on each side.

Dru Weiland, Applicant for City Hall/Police Station Advisory Committee – Obviously I was the last to apply and was not appointed, and that is ok I'm not on the committee. But it just seems that half of the people, because I got a list of people for those who applied, are people who make all of the decisions and are on all of the committees in this town. And it seems to me you'd get new people in and would try to get new people in. And half of the people, I don't know them but I recognize their names because they were the people who fought against the library and are all the people who are on the committees and you need to get some new people. Mayor Jacobellis – Thank you. Dru Weiland – That's all I have to say.

12. Change to Staff Seating in Council Chambers:

This is something I didn't even want to bring to council but this is your room and I thought you should have some input. Assistant City Administrator, Jolene Morishita outlined in the staff report, some of the concerns regarding the dual use of this space for court and city council. Some of the problems with moving computers and what not. So we're looking for your input as far as can we move forward on this or do we need to rethink this? Councilor Nelson – I don't think this is our decision to make. If it's acceptable for the courts and it works for us here, there's no reason why we shouldn't do it. They've reviewed it and this is what's best for them, we shouldn't even be a part of it. Mayor Jacobellis – Well I appreciate them bringing it to us because it does concern us,

City of Gladstone Staff Report

Report Date: March 3, 2015
Meeting Date: March 10, 2015
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM

Police Station Seismic Upgrade Grant – Additional Information for Consideration

History/Background

At the February 10, 2015 city council meeting council members discussed this grant opportunity and asked some questions regarding it. Staff has conducted additional research based on those questions. This report contains the information we were able to gather.

Proposal

Staff recommends City Council accept the grant award of \$360,729 to seismically upgrade the police station. By accepting the grant the City would be able to wait until the November 2015 election to determine if it wished to expend the funds. If the City were to get citizen approval for a new police facility the funds could be returned without penalty. If the City used the funds to seismically upgrade the current police facility this facility would need to remain in use for 10 years.

Options

Attached you will find the e-mail string between Maria Aikin and Gloria Zacharias, our Seismic Rehabilitation Grant Coordinator. Here are the facts as told to us:

- There is no penalty for returning the grant award as long as the City has not drawn down any funds. If the City were to draw down grant funds and then chose to not complete the project, the City would have to repay the funds that were drawn.
- If the project exceeds the 24 month deadline to complete the project there could be a penalty to the City – depending on how far past the deadline we are. If it is a short period of time past the deadline they can work with us; however if it is a year plus, there could be complications.
- The quarterly milestones as noted in the grant application are flexible. If the City were to begin the seismic upgrade work after a ballot measure in November 2015 we would still need to provide quarterly updates, but would not necessarily be held to them as currently listed. However, the project needs to be completed in 24 months from the date the contract is signed.

Cost Impact

A moving company was consulted to obtain an estimate (\$8,469) on costs related to moving the police department. The estimate is attached for your review. We've included an estimate related to moving city hall as well, though this estimate is separate from the police department estimate. There would also be an expense for moving the IT infrastructure. An estimate is still being developed but will be several thousand dollars. Leasing space for the police department or obtaining a modular building could be considered for the temporary police facility while construction is ongoing.

Recommended Staff Action

Staff recommends accepting the Seismic Upgrade grant and reevaluate following the November 2015 election.

Department Head
Signature

Date

City Administrator
Signature Pete Boyce Date 3/3/15

**SEISMIC REHABILITATION GRANT PROGRAM
GRANT CONTRACT**

Project Name: City of Gladstone Police Department Seismic Rehab

Project Number: EM1511

This grant contract ("Contract"), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through the Oregon Infrastructure Finance Authority ("IFA"), and the City of Gladstone ("Recipient") for financing of the project referred to above and described in Exhibit B ("Project"). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

- Exhibit A: General Definitions
- Exhibit B: Project Description
- Exhibit C: Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

"Estimated Project Cost" means \$360,729.

"Grant Amount" means \$360,729.

"Project Closeout Deadline" means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

"Project Completion Deadline" means 24 months after the date of the issuance of the Bonds to fund this Contract, which issuance date is _____.

SECTION 2 - FINANCIAL ASSISTANCE

The IFA shall provide Recipient, and Recipient shall accept from IFA, a grant (the "Grant") in an aggregate amount not to exceed the Grant Amount. This Grant is made from the net proceeds from the sale of the Bonds.

SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Grant will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Grant on an IFA-provided or IFA-approved disbursement request form ("Disbursement Request").
- B. Financing Availability. The IFA's obligation to make, and Recipient's right to request, disbursements under this Contract terminates on the Project Closeout Deadline.

SECTION 4 - CONDITIONS PRECEDENT

- A. Conditions Precedent to IFA's Obligations. The IFA's obligations are subject to the receipt of the following items, in form and substance satisfactory to IFA and its Counsel:
- (1) This Contract duly signed by an authorized officer of Recipient within 60 days of Recipient's receipt of this Contract document.
 - (2) A copy of the ordinance, order or resolution of the governing body of Recipient authorizing the Project and the execution, delivery and performance of this Contract.
 - (3) Such other certificates, documents, opinions and information as IFA may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, IFA has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
 - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
 - (3) The IFA, in the reasonable exercise of its administrative discretion, has sufficient funding, appropriations, limitations, allotments, allocation and other expenditure authority to make the disbursement.
 - (4) The IFA (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as IFA may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
 - (5) The Recipient has delivered documentation satisfactory to IFA that, in addition to the Grant, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
 - (6) Any conditions to disbursement elsewhere in this Contract are met.

SECTION 5 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Grant (and any interest earned by Recipient on the Grant) only for the activities described in Exhibit B and according to the budget in Exhibit C. The Recipient may not transfer Grant proceeds among line items in the budget without the prior written consent of IFA.
- B. Costs of the Project. The Recipient shall apply the Grant to the Costs of the Project in accordance with the Act and Oregon law, as applicable. The Grant cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit B.
- C. Costs Paid for by Others. The Recipient may not use any of the Grant to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.

FA

- D. Federal Tax Law Limits. Expenditures submitted for reimbursement under this Agreement are limited to expenditures for the Project that would qualify as capital expenditures for federal income tax purposes.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to IFA:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded.
- B. Organization and Authority.
- (1) The Recipient is an eligible applicant under the Act, and validly organized and existing under the laws of the State of Oregon.
 - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
 - (3) This Contract has been duly authorized and executed by Recipient, and when executed by IFA, is legal, valid and binding, and enforceable in accordance with its terms.
- C. Full Disclosure. The Recipient has disclosed in writing to IFA all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to IFA all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
 - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of a material agreement, indenture, mortgage, deed of trust, or other instrument, to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and undertaking and completion of the Project.

SECTION 7 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. Notice of Adverse Change. The Recipient shall promptly notify IFA of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract and the Project. These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.
 - (2) Seismic Rehabilitation Grant Program rules found in Oregon Administrative Rules chapter 123, division 51.
 - (3) State labor standards and wage rates as required by ORS chapter 279C.
- C. Project Obligations. The Recipient shall:
- (1) Provide financial status reports to IFA for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (2) Provide performance/progress status reports to IFA for each calendar quarter of the Project. Reports are due no later than the end of the month following each quarter. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (3) Provide final financial status and performance/progress status reports to IFA about completion of the Project, due no later than the Project Closeout Deadline. The final reports must include totals of all Project expenditures; Recipient's certification that the Project is complete and all payments have been made; and a copy of a certificate of substantial completion or occupancy; provided however, for the purposes of this Contract, IFA will be the final judge of the Project's completion. Reports must be in a format provided by IFA and completed in a manner determined acceptable by IFA.
 - (4) Complete the Project according to the Project Description in Exhibit B and the Project Budget in Exhibit C, unless otherwise allowed in writing in advance by IFA.
 - (5) Complete the Project, including any cost overruns, using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided by IFA through this Contract.
 - (6) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the IFA in writing.
 - (7) Permit IFA to conduct field engineering and inspection of the Project at any time.
 - (8) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for the design and construction of the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. The Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions

11-6

insurance, and performing testing and inspections during construction. Recipient shall cause the work on the Project to be done so that at completion of the Project the Project's seismic safety performance level will be at immediate occupancy as defined in OAR 123-051-0200(13).

- E. Use of Project. Until ten years after the Project Completion Date, the Project must be used for its existing purposes. In the case of sale, lease, exchange, abandonment, transfer or other disposition of any substantial portion of or interest in the Project to another party, Recipient shall include, in any contract or instrument that transfers interest in the Project, language in form and substance satisfactory to IFA, that requires such continued use.
- F. Operation and Maintenance of the Project. Until ten years after the Project Completion Date, Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to IFA for the on-going operation and maintenance of the Project without reliance on IFA financing and furnish IFA, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- G. Insurance, Damage. Until ten years after the Project Completion Date, the Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than IFA, including a defense of immunity. If the Project or any portion is destroyed, any insurance proceeds will be paid to IFA, not to exceed the Grant Amount, unless IFA agrees in writing that the insurance proceeds may be used to rebuild the Project.
- H. Sales, Leases and Encumbrances. Until ten years after the Project Completion Date, unless specifically described in Exhibit B, Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, IFA may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require payment of IFA's costs related to such consent and be conditioned upon receipt by IFA of an opinion of Bond Counsel to the effect that such disposition complies with applicable law and will not adversely affect the exclusion of interest on any State Bonds from gross income for purposes of federal income taxation under Section 103(a) of the Code. The term "Bond Counsel" means a law firm determined by IFA to have knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds. In the case of sale, lease, exchange, transfer or other disposition of any substantial portion of or interest in the Project, Recipient shall, within 30 days of receipt of any proceeds from such disposition, pay such proceeds to IFA, not to exceed the Grant Amount, unless IFA agrees otherwise in writing. If Recipient abandons the Project, Recipient shall repay the Grant Amount immediately upon demand by IFA, unless otherwise agreed by IFA.
- I. Condemnation Proceeds. Until ten years after the Project Completion Date, if the Project or any portion is condemned, within 30 days of receipt of any condemnation proceeds, Recipient shall pay such proceeds to IFA, not to exceed the Grant Amount, unless IFA agrees otherwise in writing.
- J. Financial Records. The Recipient shall keep accurate books and records for the use of the Grant, and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time.

- K. Inspections; Information. The Recipient shall permit IFA and any party designated by IFA: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. The Recipient shall supply any related reports and information as IFA may reasonably require.
- L. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Grant until the date that is three years following the later of the final maturity of the Bonds or the final maturity or redemption date of any obligation, or series of obligations, that refinanced the Bonds, or such longer period as may be required by other provisions of this Contract or applicable law. Such documentation includes, but may not be limited to, all documentation necessary to establish the uses and investment of the Grant, all construction contracts and invoices detailing the costs paid from the Grant, and all contracts related to the uses of the Project, including leases, management contracts and service contracts.
- M. Economic Benefit Data. The IFA may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by IFA.
- N. Minority, Women & Emerging Small Business. ORS 200.090 requires all public agencies to "aggressively pursue a policy of providing opportunities for available contracts to emerging small businesses..." The IFA encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045. Additional resources are provided by the Director of Economic & Business Equity at <http://www.oregon.gov/gov/MWESB/Pages/index.aspx>. Also, the Office of Minority, Women, and Emerging Small Business at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- O. Notice of Default. The Recipient shall give IFA prompt written notice of any Default as soon as any senior administrative or financial officer of Recipient becomes aware of its existence or reasonably believes a Default is likely.
- P. Indemnity; Release. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless the State, IFA, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- Further, Recipient hereby releases the State, IFA, the Grant Selection Committee and their officers, employees, members and agents from and against any and all claims of liability for providing funding for seismic rehabilitation that Recipient may have, including but not limited to any claims for costs, expenses, and attorneys' fees incurred by Recipient.
- Q. Further Assurances. The Recipient shall, at the request of IFA, authorize, sign, acknowledge and deliver any further resolutions, conveyances, transfers, assurances, financing statements and other instruments and documents as may be necessary or desirable for better assuring, conveying, granting, assigning and confirming the rights, security interests and agreements granted or intended to be granted by this Contract.

11-8

R. Exclusion of Interest from Federal Gross Income and Compliance with Code.

- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Bonds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. IFA may decline to disburse the Grant if it finds that the federal tax exemption of the Bonds cannot be assured.
- (2) The Recipient shall not directly or indirectly use or permit the use of any of the Grant or any other funds, or take any action or omit to take any action, which would cause any Bonds to be "arbitrage bonds" within the meaning of Section 148(a) of the Code.
- (3) The Recipient shall not cause any Bonds to be treated as "federally guaranteed" for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to "federally guaranteed" obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Bonds will be treated as "federally guaranteed" if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Bonds will be (i) used in making loans if the payment of principal or interest is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.
- (4) Upon IFA's request, Recipient shall furnish written information regarding its investments and use of the Grant, and of any facilities financed or refinanced therewith, including providing IFA with any information and documentation that IFA reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Bonds.
- (5) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Bonds, the covenants contained in this subsection will survive the payment of the Bonds, and the interest thereon, including the application of any unexpended Grant proceeds. The Recipient acknowledges that the Project may be funded with proceeds of the Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Bonds from gross income for federal income tax purposes.

SECTION 8 - DEFAULTS

Any of the following constitutes an "Event of Default":

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant or the Project, or in regard to compliance with the requirements of Section 103 and Sections 141 through 150 of the Code.
- B. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 8, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by IFA. The IFA may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 9 - REMEDIES

- A. Remedies. Upon any Event of Default, IFA may pursue any or all remedies in this Contract, and any other remedies available at law or in equity to collect amounts due or to become due or to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
- (1) Terminating IFA's commitment and obligation to make any further disbursements of the Grant under the Contract.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract; however, this provision is not to be construed in a way that Recipient's obligations would constitute debt that violates Section 10, Article XI of the Oregon Constitution.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- If, as a result of Recipient's default, IFA demands return of all or a portion of the Grant moneys or payment of interest earned on the Grant moneys, such amount shall be due and payable upon demand. IFA may deduct the amount demanded from any payment due from IFA or any other agency of the State of Oregon to Recipient, including but not limited to, any payment to Recipient from IFA under this Agreement and any payment to Recipient from IFA under any other contract or agreement, present or future, between IFA or any other agency of the State of Oregon and Recipient.
- B. Application of Moneys. Any moneys collected by IFA pursuant to section 9.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by IFA; then, to repay any Grant proceeds owed; and last, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to IFA is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The IFA is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by IFA. In the event IFA defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of IFA's obligations.

SECTION 10 - MISCELLANEOUS

- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of IFA, Recipient, and their respective successors and permitted assigns.

I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

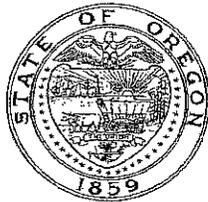
Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through the
Oregon Infrastructure Finance Authority



CITY OF GLADSTONE

By: _____
Paulina Layton, Manager
Program Services Division

By: _____
Peter Boyce, City Administrator

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

/s/ Cynthia Byrnes as per email dated 17 February 2015
Cynthia Byrnes, Assistant Attorney General

11-12

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 401.910, as amended.

“Award” means the award of financial assistance to Recipient by IFA dated 17 December 2014.

“Bonds” means the bonds issued pursuant to Article XI-M and Article XI-N of the Oregon Constitution for seismic rehabilitation.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Grant under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, IFA or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

EXHIBIT B - PROJECT DESCRIPTION

The Recipient shall complete a seismic rehabilitation project at the City of Gladstone Police Department to bring the building to immediate occupancy standards, including but not limited to the following upgrades:

- Addition of seismic joint between portion of building housing the police department and city hall.
- Diaphragm strengthening / new plywood roof sheathing.
- Positive attachment for shear walls to diaphragm.
- Out-of-plane anchorage of walls to diaphragm.
- New wall and foundation along the east wall.
- New wood shear walls and foundations along the south seismic joint.
- New shear wall and foundation along the north wall.
- New wood shear wall and foundation along the west face of the 1940 construction.
- Diaphragm dragstruts and chords.

Peter Boyce

From: Maria Aikin
Sent: Tuesday, March 03, 2015 7:11 AM
To: Peter Boyce
Cc: Maria Aikin
Subject: FW: One More Question from Gladstone PD

Morning Pete,

Here is the email string requested. If there's anything else needed, please advise.

Thanks,

Maria

From: ZACHARIAS Gloria * BIZ [<mailto:Gloria.Zacharias@oregon.gov>]
Sent: Tuesday, February 17, 2015 4:31 PM
To: Maria Aikin
Subject: RE: One More Question from Gladstone PD

It would depend on how much over the two years. We could work with you if it is a short period of time but if it is going to be over a year or something we could meet with complications because the funding is bond funding and we promise when we sell the bonds the projects will be completed in a certain time frame.

From: Maria Aikin [<mailto:aikin@ci.gladstone.or.us>]
Sent: Tuesday, February 17, 2015 3:38 PM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: One More Question from Gladstone PD

Gloria – I forgot to ask you about what happens if we go past the 24-month completion deadline of the grant contract? Is there a penalty and if yes, what would it consist of?

Thanks,

Maria

From: ZACHARIAS Gloria * BIZ [<mailto:Gloria.Zacharias@oregon.gov>]
Sent: Wednesday, February 11, 2015 4:06 PM
To: Maria Aikin
Subject: RE: Questions from Gladstone PD

Please see below for the answers to your questions. Please feel free to contact me if you need more information.

From: Maria Aikin [<mailto:aikin@ci.gladstone.or.us>]
Sent: Wednesday, February 11, 2015 3:39 PM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: Questions from Gladstone PD

Hi Gloria –

As you know, our city council is in the process of making the final decision as to whether or not we should move ahead with the seismic upgrade to our PD building. At last night's council meeting they asked a couple of questions that I need your help in answering.

First, could you send me a blank copy of the contract used for this transaction so we could take some time to read and evaluate the specifics of the obligation.

I am sending a draft contract to all of our recipients. Our contract folks have been sending me contracts on a daily basis so as soon as I have the draft for the Gladstone project I will forward it to you.

Second, can you confirm in writing that there would not be any financial penalties if we accept the grant and then for some reason don't proceed with the project and don't use any of the funds. (Or conversely, at what point would there be a financial penalty invoked?).

There is no penalty for returning the award as long as you have not drawn down any funds. If you were to draw down funds and not complete the project you would have to repay the funds that were drawn.

The council's current plan is to have a ballot measure regarding a new police &/or city hall building on the November ballot – and how and when the seismic upgrade work would proceed might depend on the outcome of that ballot. A new library building, previously approved by voters, is also in the mix. From what the council said last night it seems likely we will move ahead with the seismic upgrade either way, but they are looking in detail at what any potential financial risks might be.

If I could get this information this week, it would be appreciated. Council is meeting again later this month to discuss this issue and our staff report update is due to our city administrator by next Tuesday (2/17/15).

Please call or email if you have any questions. Appreciate your help.

Thanks,

Maria

Maria Aikin

Executive Assistant

Gladstone Police Dep't

(503) 557-2798 office

(503) 650-8938 fax

(503) 747-9350 cell

aikin@ci.gladstone.or.us

11-16

Peter Boyce

From: Maria Aikin
Sent: Tuesday, March 03, 2015 7:17 AM
To: Peter Boyce
Cc: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

From: ZACHARIAS Gloria * BIZ [mailto:Gloria.Zacharias@oregon.gov]
Sent: Thursday, February 19, 2015 11:32 AM
To: Maria Aikin
Subject: RE: DRAFT Contract for Council Review

We have no problem with the city returning all of the funds after the November vote if the city decides to build a new building. Once the building has been seismically retrofitted we do expect it to be used and not demolished at least for a certain period of time. We are certainly open to discussion on how long of a term this would be if the city's circumstances change. I think it is important to remember that it would take some time to design and build a new building and relocate the department to that new building. I am not sure what the time frame is that the city is looking at for this but that might be a consideration also. Hope this helps.

From: Maria Aikin [mailto:aikin@ci.gladstone.or.us]
Sent: Thursday, February 19, 2015 10:46 AM
To: ZACHARIAS Gloria * BIZ
Cc: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

Hi Gloria –

Could you please look at the attorney's concerns/questions below and respond accordingly.

Thanks,

Maria

Maria Aikin
Executive Assistant
Gladstone Police Dep't

(503) 557-2798 office
(503) 650-8938 fax
(503) 747-9350 cell
aikin@ci.gladstone.or.us

From: James Pryde
Sent: Thursday, February 19, 2015 9:20 AM
To: Maria Aikin
Subject: FW: DRAFT Contract for Council Review

Please help with this to see if Gloria can provide what the city attorney is suggesting-

Thank you

From: Peter Boyce
Sent: Thursday, February 19, 2015 4:33 AM
To: James Pryde
Subject: FW: DRAFT Contract for Council Review

Jim,

Could you please follow up on this?

Thanks,

Pete

Peter J. Boyce | City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
Office: 503.557.2767
Cell: 503.347.4568
E-mail: boyce@ci.gladstone.or.us
Web: www.ci.gladstone.or.us

From: Shane Abma [<mailto:Shane@gov-law.com>]
Sent: Wednesday, February 18, 2015 5:39 PM
To: Peter Boyce
Subject: RE: DRAFT Contract for Council Review

Pete,

Per the contract, the City must use the "Project" (i.e. building with upgrades) for 10 years absent written agreement by IFA. If the City sells the building (rather than demolish), it must put language in the sell or lease of the building requiring use of the building. 7(E).

There are also "notice" provisions regarding any "adverse" facts that might impact the Project [7(A)] and a requirement that the City actually "complete" the Project unless otherwise allowed in writing by IFA. 7(c)(4).

I think your concerns regarding giving the funds back and using the building for 10 years are valid. I would inform IFA of the possibility of the election results, which could impact this Project, and get something in writing that the City can give the funds back depending on the election results. I don't think IFA will have a problem with the City giving all funds back unless it can show it will incur costs as a result or that the City's grant damaged another viable recipient, etc. I would just get it in writing because the Grant doesn't contemplate giving the funds back.

1118

As for the 10-year use, the Grant as currently written is pretty clear that the building needs to be used and maintained for 10 years. Whether IFA would agree to alter this is up to them of course, but you are justified in being concerned about that provision.

Best,

Shane Abma
Attorney
BEERY ELSNER & HAMMOND, LLP
1750 SW Harbor Way, Suite 380
Portland, OR 97201
503.802.0014
www.gov-law.com

Caution! This communication may contain a privileged attorney-client communication or attorney work product. Please do not distribute, forward or retransmit without prior approval. If you have received this e-mail by mistake, please notify me by reply e-mail and delete all copies.

 Please consider the environment before printing this email.

From: Peter Boyce [<mailto:boyce@ci.gladstone.or.us>]
Sent: Wednesday, February 18, 2015 3:23 PM
To: Shane Abma
Subject: FW: DRAFT Contract for Council Review

Shane,

Attached is the contract for the Police Department seismic upgrade grant.

Pete

Peter J. Boyce | City Administrator
City of Gladstone
525 Portland Avenue
Gladstone, OR 97027
Office: 503.557.2767
Cell: 503.347.4568
E-mail: boyce@ci.gladstone.or.us
Web: www.ci.gladstone.or.us

From: James Pryde
Sent: Wednesday, February 18, 2015 3:09 PM
To: Peter Boyce
Subject: RE: DRAFT Contract for Council Review

Duh -

From: Peter Boyce
Sent: Wednesday, February 18, 2015 3:08 PM
To: James Pryde
Subject: RE: DRAFT Contract for Council Review

I think you forgot the attachment

From: James Pryde
Sent: Wednesday, February 18, 2015 3:06 PM
To: Peter Boyce
Subject: DRAFT Contract for Council Review
Importance: High

This just came in and is just a draft and is not the one we would sign. For the council to review if you like. Sorry it's late.

Jim Pryde, Chief of Police
Gladstone Police Department
535 Portland Avenue
Gladstone, OR 97027
503-557-2765
pryde@ci.gladstone.or.us

"Life is a great big canvas; throw all the paint you can at it."
- Danny Kaye

11-30



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

Proposal for Services

Maria Aikin
Gladstone Police Department
535 Portland Avenue
Gladstone, OR 97027

All Service Moving, LLC both welcomes and appreciates the opportunity to consult with you regarding your relocation needs in the Portland Metro area or any location where you may have moving needs.

Through many years of seasoned experience, All Service Moving LLC believes there is a system and procedure for the most efficient relocation of office and plant facilities of all types. Our experience ranges across a diversified spectrum from planning to transportation and we consistently strive for perfection of these methods.

In addition, we can provide rigging and crane services and we have a division solely dedicated to the installation and disassembly of furniture systems. Furthermore, we have other divisions dedicated to special products handling, household goods relocation, warehousing, and record storage management that can be tailored to meet your specific needs. We have the capability to fit your specific situation from inventory management to interstate and around the world transportation.

Attached are some of the reasons why we at All Service Moving LLC believe that you have found the solution to your current relocation challenges. If we can be of assistance in any way, please do not hesitate to contact me at my office at 503-810-2770 or my cell 503-867-5594.

Jeff Church
Commercial Accounts
503-810-2770
C: 503-867-5594

10/21



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

IT GOES WITHOUT SAYING...

A successful move is the result of complete, carefully drawn plans and meticulously executed actions. We feel each plan must reflect the attention to detail that will meet all your moving requirements and expectations. Our goal is to create a consistent and concise plan that will involve a minimum of interruption to your flow of business.

When moving day arrives, we feel there should be no unanswered questions. In the flow of executing the move plan, we use only moving crews that are trained to maintain a continuous flow of furniture and equipment. Supervisors are positioned to hold the crew accountable in maintaining the time and sequence charts that we have established throughout our joint planning.

Let's take it step-by-step...

THE PROFESSIONAL/MOVE TEAM CONCEPT

The Professional Team is the planning group. In most moves it will include all the management resources our company has to offer. These resources will offer their numerous skills and talents in such areas as the survey, estimate, list of inventory along with the vital meetings with you and your organization's members. Our Professional Team is involved in all the phases of the planning functions which also include the intricate details of coding and marking locations for your goods and furniture to specific areas of your facility.

The Move Team is the group that executes the move plan into action. Their job is to carry out all the functions of the plan into a well-organized and consistent flow. Our team of employees not only possesses the skill necessary to handle your goods and furniture; they are also trained to handle all types of sensitive equipment with the proper tools and knowledge to ensure damage free movement. In addition, they have the training to mesh with the Professional Team, so that color codes and numerical sequences are integrated into an efficient flow and completion of the relocation plan.

AN ESSENTIAL PART OF THE PLAN

Prior to your move, our Professional Team will need a drawing or blueprint of your new location. It will be your organization's designated representative's responsibility to work with our Professional Team to properly code the blueprints and establish the proper sequence schedules for the relocation.

11-22



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

HOW WE'LL MAKE IT WORK FOR YOU

Trucks, vans and trailers: All Service Moving has a large fleet of local road equipment necessary for your relocation needs. Our inventory includes air-ride vans, bobtail trucks and flatbed trailers. Each of our trailers and vans is equipped with furniture pads, refrigerator dollies, magnesium walkboards and logistical strap restraints.

Moving equipment: Our equipment inventory includes "J" bars, heavy equipment skates, cranes, forklifts, roll-a-lifts that are capable of lifting 5,000 pounds and a knowledgeable and trained moving team that is prepared to handle all types of relocation challenges.

Specialized moving equipment:

- Four-wheel dollies, gondolas, and library carts* reduce handling to save time and money in your move.
- Picture carts* are used to transport pictures posters, wallboards and glass table tops.
- "Auto-bottom" cartons* do not require assembly or tape. These easy-to-use cartons are delivered flat and only need to be pulled open for the bottom to fall into place. Once the cartons are loaded the tab is folded to close the container and they are ready to be transported. Considering the large amount of cartons that will be used to pack desks, filing cabinets and bookcases, these re-usable cartons can save your organization time and energy.

Protection of floors, doors and elevators: We will provide an adequate amount of tempered Masonic to protect all types of flooring as well as protective covering for doors as necessary at both origin and destination. If needed, we will install elevator pads and protection as well.

Operating authority: We operate by the authority of the Oregon Public Utilities Commission under the rules and regulations they have established as well as interstate transportation authority through our affiliation with Allied Van Lines.

A FINAL NOTE

Judging a mover's value: We suggest the criteria for choosing your mover should be clearly defined before the beginning of your evaluation and the information you require should be thoroughly documented in the mover's proposal, we suggest the proposal should include the following details:

- Statement of company's commitment and experience.
- Equipment definition and availability.
- State of quality and availability of crew.
- Relocation adaptability – origin and destination.
- Relocation equipment inventory.
- Identification plan (color-coding).
- Move preparation guide.
- Detailed operational move plan.

11-23



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

- Type and amount of packing material needed.
- Arrangements with third-party vendors.
- Total cost of relocation.
- Hourly rates for packing and moving.

Request not only written references, but if time permits, witness a move by each of the competing movers. An on-site examination of mover's performance is strongly encouraged. It is important to be attuned to subtleties such as:

- Is the staff uniformed, clean and neat?
- Are the elevators adequately padded?
- Do the crewmembers handle pieces as if they were their own?

Talk to the mover's client.

- Has rapport been good throughout the relocation?
- What services did the mover provide that other moves could not?
- Has the mover's performance met expectations?

It is not just the bottom-line dollar of a relocation that can adequately measure a mover. It is a combination of the factors we described along with innovation, planning and acceptance your relocation challenges that are the true measure of mover and the value you receive from their service.

Scope/description of work: Moving office furniture, fixtures and equipment for both the Gladstone Police Department as well as for Gladstone City Hall into either storage units, outside offices or office trailers while seismic upgrade remodel is done. After completion of remodel, all furniture fixtures and equipment will be moved back into original office space. This will be broken down between the Police Department and City Hall.

Gladstone Police Department segment of move:

Move out (includes disassembling modular furniture):

Day 1 – 7 men and 2 trucks @ \$298/hour for 8 hours = \$2,384

Day 2 – 6 men and 2 trucks @ \$264/hour for 6 hours = \$1,584

Move in (includes reassembly of modular furniture)

Day 1 – 7 men and 2 trucks @ \$298/hour for 8 hours = \$2,384

Day 2 – 6 men and 2 trucks @ \$264/hour for 6 hours = \$1,584

(continued on next page)

11-24



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

Packing material:

75 (1.5 cube) boxes @ \$2.30/box = \$172.50
35 (3.0 cube) boxes @ \$3.90/box = \$136.50
6 rolls of packing tape @ \$4/roll = \$24.00
50 lbs of packing paper @ \$1/lb = \$50.00
20 units of shrink wrap @ \$7.50/unit = \$150
8 machine carts
5 panel carts
Total packing material = \$533

Total Estimate (Gladstone Police Department) = \$8,469

Gladstone City Hall segment of move:

Move out (includes disassembly of modular furniture)
8 men and 3 trucks @ \$362/hour @ 8 hours = \$2,896

Move in (includes reassembly of modular furniture)
8 men and 3 trucks @ \$362/hour @ 8 hours = \$2,896

Packing material:

60 (1.5 cube) boxes @ \$2.30/box = \$138.00
20 (3.0 cube) boxes @ \$3.90/box = \$78.00
4 rolls of packing tape @ \$4/roll = \$16
40 lbs of packing paper @ \$1/lb = \$40
15 units of shrink wrap @ \$7.50/unit = \$112.50
6 machine carts
5 panel carts
Total packing materials = \$384

Total Estimate (Gladstone City Hall) = \$6,176

Total Estimate for both = \$14,645

(continued on next page)

11-25



66 SE Morrison St.
Portland, OR 97214
503.810.2770

www.allservicemoving.com

****All items will be have damage coverage of \$0.60/lb per item**

****A 25% deposit may be required to reserve a day(s) for the move.**

****If client cancels or reschedules the move date 4 days or less prior to move date, a three hour minimum charge for the scheduled crew may be charged.**

**If you accept this estimate, please sign below and email back to:
ichurch@allservicemoving.com.**

Signed _____

Dated _____

Company _____

Title _____

11-20



775 Summer St NE, Suite 200
Salem, OR 97301-1280

Seismic Rehabilitation Grant Application

Application Number:

Application Year: 2014

A. Applicant Information	
1. Name of Applicant	City of Gladstone
2. Type of Applicant	<input type="checkbox"/> State Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> School District <input type="checkbox"/> Community College <input type="checkbox"/> Oregon University System <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Other
3. If Private Non-Profit, describe the legal status, function and facilities owned:	N/A
4. State Tax Number: (e.g. 11-111111)	0512002-2
5. Federal Tax Number:	93-6002170
6. Has applicant's jurisdiction received a voter approved levy for building maintenance or renovation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Is the applicant delinquent on any state or federal debt? If yes, type explanation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

B. Contact Information	
1. Point of Contact Information	2. Alternate Point of Contact
Peter J Boyce First Name Middle Initial Last Name	James A Pryde First Name Middle Initial Last Name
City Administrator Title	Police Chief Title
City of Gladstone Agency/Organization	Phone 503-557-2765
525 Portland Ave Address 1	Fax 503-650-8938
Address 2	Email pryde@ci.gladstone.or.us
Gladstone OR 97027 City State ZIP	
Phone 503-557-2767	
Fax 503-557-2768	
Email boyce@ci.gladstone.or.us	

11-27

C. Community Information

1. Please provide the pertinent information for the community that will benefit from this mitigation activity.

Community Name	Area Served (sq miles)	Population Served	State Legislative District	US Congressional District
Gladstone, OR	4	11,497	house district 40; senate district 20	5

2. Is the community located in a distressed or impoverished community (see Guidance for definition)?

Yes No

3. Does community have a FEMA approved natural hazard mitigation plan?

Yes No Year adopted Plan has been completed; council adoption is expected Oct/Nov 2014

4. Describe any community-wide mitigation or awareness efforts and other mitigation projects occurring in the community.

Gladstone Emergency Management Support (GEMS) group meets monthly for training and education; provides monthly emergency preparedness reminder for monthly newsletter published and distributed by the city.

D. RVS Information

Enter the DOGAMI Rapid Visual Screening (RVS) details for the project. Details can be found at: <http://www.oregongeology.org/sub/projects/rvs/county/county-sites.htm>. If your building does not have an RVS or has an incorrect RVS then complete these fields after running your Benefit Cost Analysis.

1. Building Unique ID	Clac_pol09
2. Seismicity Zone	High
3. Soil Type	D
4. RVS Building Type	W1/C2
5. RVS Final Score	1.4/-0.3
6. Collapse Potential	Moderate/Very High
7. Latitude	45.3807
8. Longitude	122.5944
9. Does the building have a basement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. What is the shape of the building when viewed from above? (e.g. rectangle, L-shaped)	Rectangle
11. Are there changes in elevation when the building is viewed from the side?	Yes
12. Are there unreinforced chimneys, parapets or heavy cladding?	No

11-28

E. Mitigation Activity Information

1. Preliminary Engineering Report Completed & Attached? Yes

2. What is the ASCE 41 performance level of this project?
 Immediate Occupancy for Structural and Position Retention for Non-structural

3. Describe any structural or non-structural seismic mitigation measures previously conducted, including the date:
 N/A

F. Scope of Work

1. What are the deficiencies of the building as outlined in your engineering assessment?
 Incomplete load path, inadequate clearance to adjacent building, shear walls in E/W and N/S directions are overstressed, reinforcing steel in reinforced masonry and unreinforced concrete does not meet minimum steel ratios, girders not positively connected to column supports, inadequate connections of diaphragm to shear walls, inadequate wall anchorage to diaphragm for out-of-plane loads, diaphragm continuity is disrupted at steps in elevation, roof chord continuity is disrupted, plan irregularity in roof diaphragm, unblocked diaphragms exceed horizontal span limits, coupling beams over means of egress are not reinforced, concrete walls do not contain foundation dowels, unknown if adequate wood sill bolts are present.

2. What are the proposed fixes and do they address all known seismic deficiencies? If not, please describe how your proposal is the most cost effective approach to rehabilitation for your building.
 Proposed fixes will address all known seismic deficiencies and includes: addition of seismic joint between portion of building housing the police department and city hall, diaphragm strengthening/new plywood roof sheathing, positive attachment for shear walls to diaphragm, out-of-plane anchorage of walls to diaphragm, new shotcrete wall and foundation along the east wall, new wood shear walls and foundations along the south seismic joint, new shotcrete shear wall and foundation along the north wall, new wood shear wall and foundation along the east face of the 1940 construction, diaphragm dragstruts and chords,

3. Is the project ready to begin? Describe what planning, design, etc, has been completed to date.

4. Project Management Milestones
 Briefly identify milestones by quarter, with start and end dates, which will be achieved within the 24 month performance period.

Quarter	Milestone	Start Date	End Date
1			
2			
3			
4			
5			
6			

11-29

7			
8			

11-30

G. Property Information

1. Project name	Gladstone Police Department
2. Project address	535 Portland Ave., Portland, OR
3. Legal description of property	Gladstone plat: Block 28, lots 7, 8 9 & 10; Clackamas Co. assessor map: 22E 20CA, tax lots 7300 & 7390; Assessor parcel 00538403; census tract # 220.00
4. Year built	1940 and 1978
5. Building use	Police Department
6. Foundation type	Conventional Spread and Strip Footings
	If other foundation type, please specify:
7. Date of initial construction	1940
8. Date of most recent major remodel	1978
9. Square feet	3,370
10. Number of stories	1
11. Type of construction	Wood, Concrete walls, and Reinforced Masonry wall
12. Current replacement cost of structure	
13. Replacement cost of contents stored in the building	
14. Replacement cost of vehicles stored in the building	0
15. Is this building listed on the National Register of Historic Places?	No
16. Is this building over 50 years old?	Yes
17. Are you planning to use the building as it is currently used for the next 50 years? If no, please explain.	City council currently evaluating options to either restore building for GPD exclusive use & relocate city hall or build new.
18. Is the building located in a hazard area? (e.g., tsunami, flood, landslide)	No
19. Number of natural hazard losses	0
	Describe:
20. Provide photos showing the building from all sides (label each photo), provide close up photos of any vertical irregularities, and any connection points for additions attached to the original building. Minimum of 4 photos.	Photos attached: <input type="checkbox"/> Yes

21. Describe this building's value to the community. Does it have historical value? Is it utilized for uses outside of its primary function (such as a designated Red Cross Shelter)? Why is this building important to the community?

Direction from city council is to keep the functions of city hall, police and fire centrally located on Portland Avenue, which functions as Gladstone's "Main Street." Since the fire department is next door and has a seismically-upgraded building that meets contemporary code requirements, it is highly likely the police department will stay at its present location in order to keep first responder services together. The community has said it values keeping Portland Avenue as its primary main street and by keeping city services in the same area it encourages local improvements and business development in the city center.

Keeping this location also keeps a high level of visibility within the community for both police and fire in order to maintain a positive connection between the community and city services; it also supports the ongoing positive relationship between GPD and the Gladstone School District.

H. Cost Estimate

Category	Cost Estimate
Architectural	\$
Engineering	\$
Construction Management	\$
Construction Labor/Materials	\$
Permitting/Inspection	\$
Insurance	\$
Testing	\$
Relocation Costs	\$
Other	\$
Total Cost Estimate:	\$
Total Amount Requested from SRGP:	\$

If you would like to make any comments on the cost estimate, please enter them below.

I. Match Sources

Source	Funding Type	Amount
The city currently has state revenue sharing funds available; they are earmarked for GPD/City Hall improvements.	State Revenue Sharing	\$800,000
		\$
		\$
Grand Total:		\$

J. Cost Effectiveness Information

11-32

1. Attach the Benefit Cost Analysis (BCA) completed for this project. Provide comments regarding the information sources used to obtain the occupancy and budgetary information necessary for the BCA.	
2. Benefit Cost Analysis Score:	
3. Average Occupancy: Police dep't occupied 24 x 7; typical business hours occupancy is 9 - 10.	
4. Annual Operating Budget: \$ 2,983,124	
K. Maintenance Schedule & Costs	
Identify entity that will perform any long-term maintenance and provide substantiating documentation that shows that the entity is accepting performance and budget responsibility:	The city accepts performance and budget responsibility for long-term maintenance per city administrator Pete Boyce.

L. Applicant Signature(s) and Certification	
I (we) certify (applicant organization) supports the proposed project, has the legal authority to pledge matching funds (if providing match), and has the legal authority to apply for Seismic Rehabilitation Grant funds. I further certify that any matching funds are available or will be available for proposed project. I understand that all state rules for contracting, auditing, and payment will apply to this project. I (we) certify that the information provided on the application materials is accurate.	Signature _____ Date
	Signature _____ Date

Please mail 1 hard copy and 1 CD of application materials to:

Attention: Gloria Zacharias
 Seismic Rehabilitation Grant Program
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Or if delivering application materials in person or via FedEx/UPS:

Attention: Gloria Zacharias
 Seismic Rehabilitation Grant Program
 Business Oregon
 775 Summer Street NE, Suite 200
 Salem, Oregon 97301

Faxed grant applications will not be accepted.

GROUP MACKENZIE

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.gipmack.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.

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
Total Project Costs Range:	\$6,520,221	\$7,992,017

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
Page 5

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
Total Project Costs Range:	\$5,122,843	\$6,398,911

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

TABLE OF CONTENTS

Needs Assessment
Report

INTRODUCTION	1
PROJECT INTRODUCTION	
GROUP MACKENZIE	
PROJECT BACKGROUND	
EXECUTIVE SUMMARY	
EXISTING CONDITIONS	2
SITE MAP	
EXISTING PLAN	
EXISTING CITY HALL	
EXISTING POLICE DEPARTMENT	
PROGRAMMING	3
SPACE NEEDS CONSIDERATIONS	
SPACE NEEDS PROGRAM	

GLADSTONE
CITY HALL &
POLICE
DEPARTMENT
525 Portland Avenue

January 2, 2013

Prepared by

GROUP
MACKENZIE

TAB 1

INTRODUCTION

PROJECT INTRODUCTION
GROUP MACKENZIE
PROJECT BACKGROUND
EXECUTIVE SUMMARY

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.

TAB 2

EXISTING CONDITIONS

SITE MAP

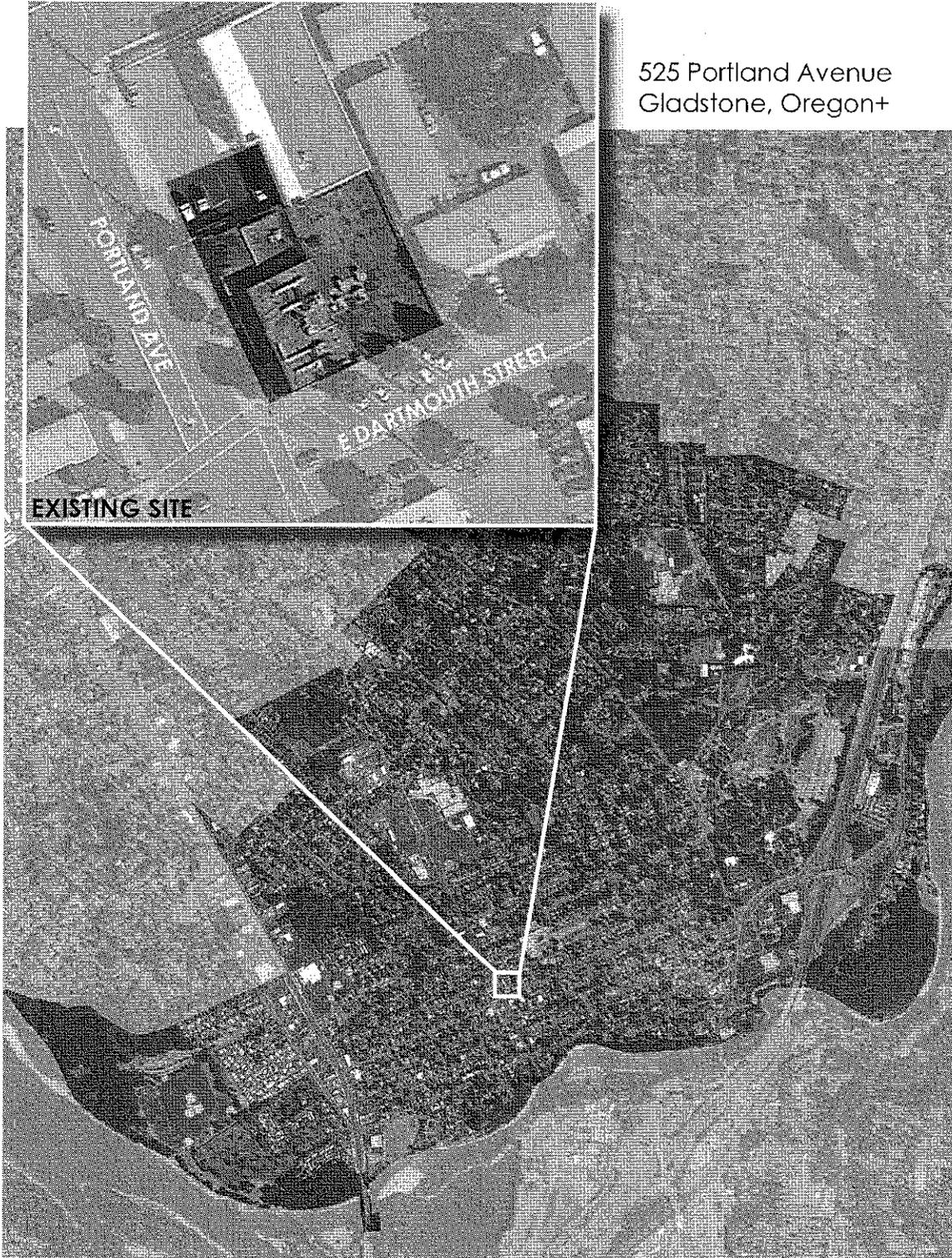
EXISTING PLAN

EXISTING CITY HALL

EXISTING POLICE DEPARTMENT



EXISTING CONDITIONS



525 Portland Avenue
Gladstone, Oregon+

EXISTING SITE

CITY OF GLADSTONE

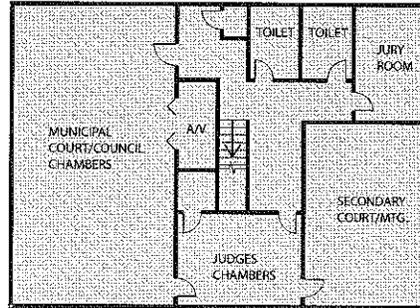


GLADSTONE CITY HALL & POLICE DEPARTMENT

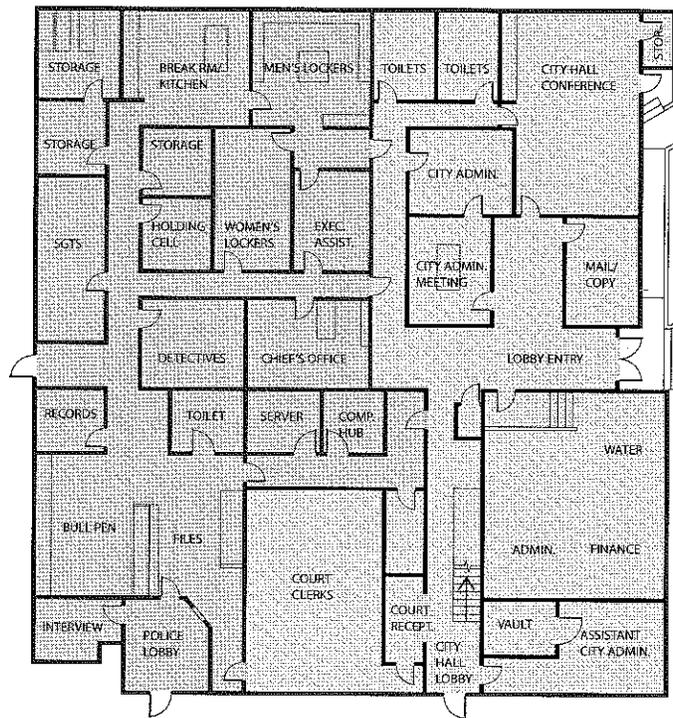
Existing City Hall and Police Facility Plan

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.

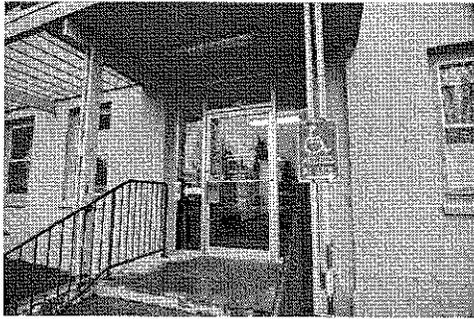


FIG A. ENTRY

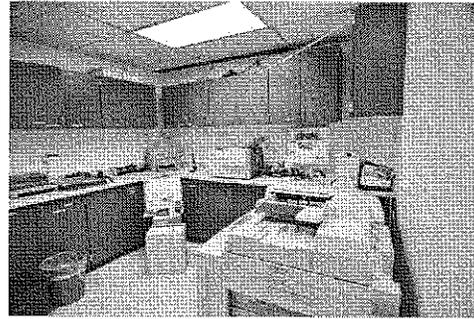


FIG E. COPY/MAIL ROOM



FIG B. LOBBY

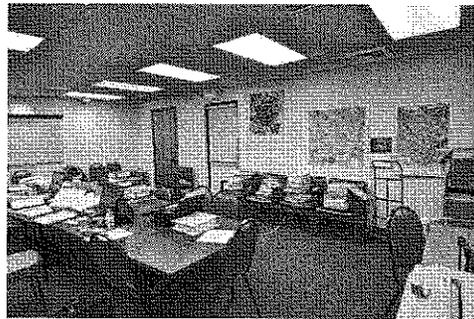


FIG F. CONFERENCE ROOM



FIG C. COURT CLERKS' OFFICE

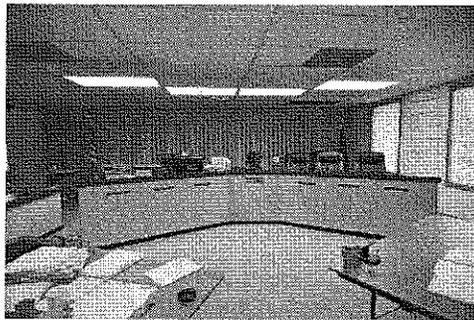


FIG G. COUNCIL CHAMBERS

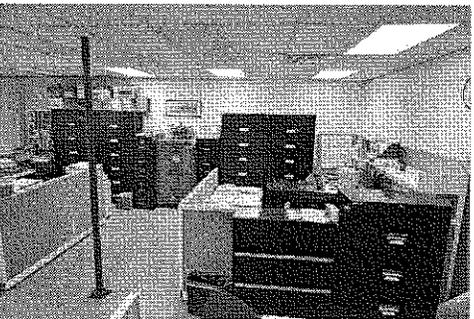


FIG D. WATER, FINANCE, & ADMINISTRATION

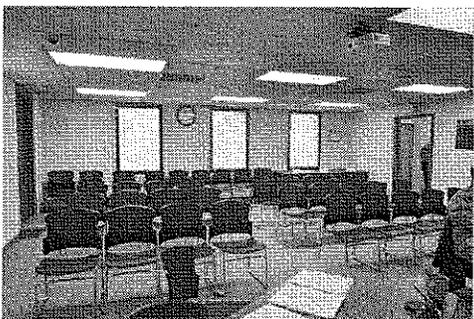


FIG H. COUNCIL CHAMBERS

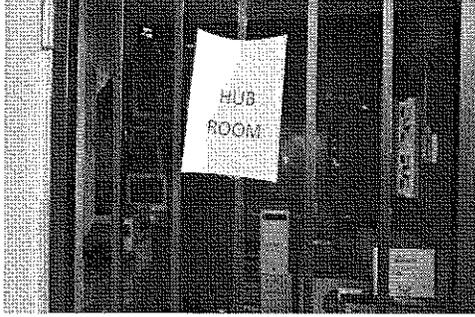


FIG I. HUB ROOM

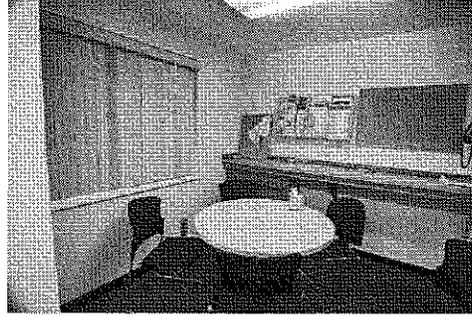


FIG M. INTERVIEW ROOM

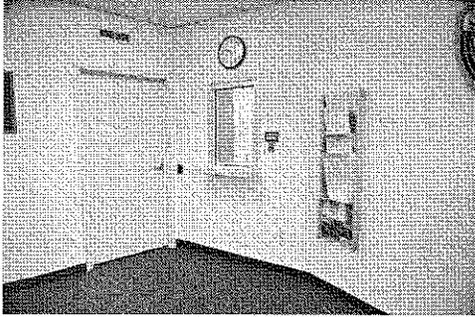


FIG J. POLICE LOBBY



FIG N. CHIEF'S OFFICE

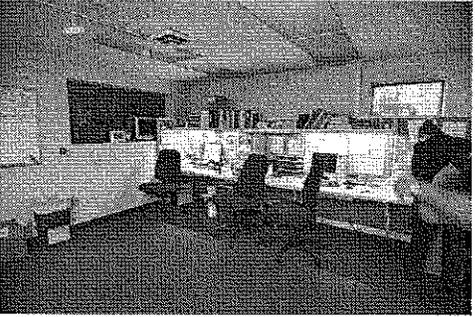


FIG K. BULL PEN



FIG O. STORAGE



FIG L. DETECTIVES OFFICE

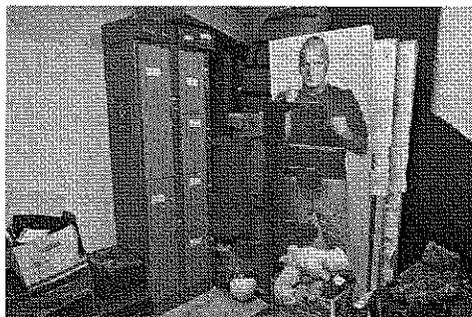


FIG P. EQUIPMENT STORAGE

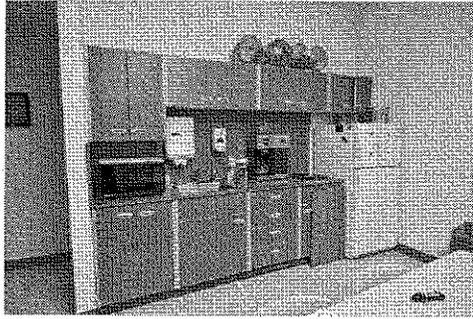


FIG Q. BREAK ROOM



FIG T. POLICE PARKING



FIG R. MENS' LOCKER ROOM

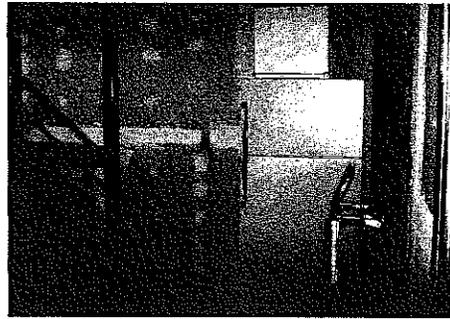


FIG U. EVIDENCE FACILITY

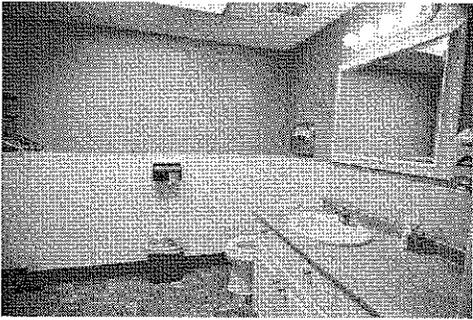


FIG S. RESTROOM

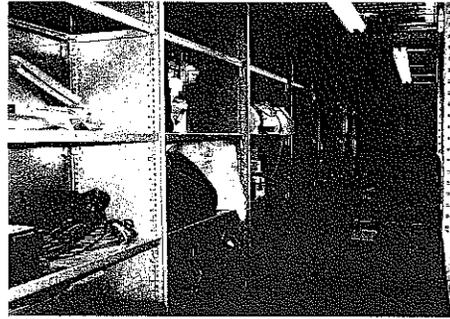


FIG V. EVIDENCE FACILITY

TAB 3

PROGRAMMING
SPACE NEEDS CONSIDERATIONS
SPACE NEEDS PROGRAM



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	
TOTAL BUILDING SQUARE FOOTAGE	30.5	31.5	44.5							12078	17582	18018	

Department: Gladstone City Hall and Police Department													
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							1588	4730	5090	
Police Property / Evidence	0.5	0.5	1							2160	2129	2129	Existing evidence facility square footage
Police Support Functions	0	0	0							1181	2312	2312	
TOTAL BUILDING SQUARE FOOTAGE	30.5	31.5	44.5							12078	17582	18018	
TOTAL EXTERIOR REQUIREMENTS										1138	16139	19026	
TOTAL SITE REQUIREMENTS (SINGLE STORY)										0	33742	37044	SINGLE STORY FACILITY
TOTAL SITE REQUIREMENTS (TWO STORY)										0	24921	26035	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	
Department: Public Functions & Facility Core													
Public Functions:													
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	
Group Total:	0	0	0	6	6	6	46	62	620	490	940	940	
Facility Core:													
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	Required for two-story facility.
Elevator				1	0	0	6	8	48	30	0	0	Required for two-story facility.
Elevator Equipment Room				0	0	0	5	6	30	0	0	0	Required for two-story facility.
Mechanical Shaft				0	0	0	5	10	50	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	
Group total:	1	1	1	3	2	2	46	62	620	265	378	378	
SUBTOTAL	1	1	1	9	8	8	92	124	1240	755	1318	1318	
GENERAL CIRCULATION (0%)										0	0	0	
TOTAL SQUARE FOOTAGE (Public Functions & Facility Core)										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

Administration													
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	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	
Group Total	5	5	5							2126	1778	1778	
SUBTOTAL	5	5	5							2126	1778	1778	
GENERAL CIRCULATION (20%)										502	356	356	
TOTAL SQUARE FOOTAGE (City Hall Administration)										2628	2134	2134	

Department: City Council / Municipal Court

Support Functions													
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	
Group Total	3.5	3.5	3.5							2330	2748	2748	
SUBTOTAL	3.5	3.5	3.5							2330	2748	2748	
GENERAL CIRCULATION (20%)										543	550	550	
TOTAL SQUARE FOOTAGE (City Council / Municipal Court)										2873	3298	3298	

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	60	1x vanity, 1x toilet.
Supply Storage				0	1	1	8	10	80	0	80	80	Misc storage requirements.
Group Total	0	0	0							0	160	160	
SUBTOTAL													
GENERAL CIRCULATION (20%)													
TOTAL SQUARE FOOTAGE (City Hall Support Functions)													

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 Conference, 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 & 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.
Group Total	3.5	4.5	6							886	1224	1268	
SUBTOTAL													
GENERAL CIRCULATION (20%)													
TOTAL SQUARE FOOTAGE (Police Records / Administration)													

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.
Group Total	17	17	28							622	1808	2106	

Inventory / Equipment Storage													
Armory/ammunition/weapons				1	1	1	12	14	168	90	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	
Group Total	0	0	0							230	366	366	

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 Intoxilizer.
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.
Group Total	0	0	0							207	1768	1768	
SUBTOTAL	17	17	28							1259	3942	4242	
GENERAL CIRCULATION (20%)										252	788	848	
TOTAL SQUARE FOOTAGE (Police Operations)										1583	4730	5090	

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: Property / Evidence													
Property / Evidence													
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	D 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.
Group Total	0.5	0.5	1							1800	1774	1774	
SUBTOTAL	0.5	0.5	1							1800	1774	1774	
GENERAL CIRCULATION (20%)										437	355	355	
TOTAL SQUARE FOOTAGE (Property / Evidence)										2237	2129	2129	

Department: Police Support Functions													
Police Restrooms/Showers													
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.
Group Total	0	0	0							521	1150	1150	

Shared													
Mud Room Vestibule / Ready Room				0	1	1	8	14	112	95	112	112	Access from secured parking w/ auto slide doors, includes 15x equipment storage cubbies.
Supply Storage				0	1	1	5	5	25	31	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	
Group Total	0	0	0							392	777	777	
SUBTOTAL	0	0	0							903	1927	1927	
GENERAL CIRCULATION (20%)										258	385	385	
TOTAL SQUARE FOOTAGE (Police Support Functions)										1161	2312	2312	

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	
Group Total				0	47	47				0	2994	2994	

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.
Group Total				6	22	30				910	5071	6519	

SUBTOTAL										910	8066	9513	
GENERAL CIRCULATION (100%)										228	9069	9513	
TOTAL SQUARE FOOTAGE (Exterior Requirements)										1138	16130	19026	