



# Civic Facilities Task Force Minutes

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## Meeting #5:

**Wednesday, April 29, 2015**

**6:30 p.m.**

**Police Department Training Room**

**Members Present:** Sonya Ambuehl, Bill Beers, Robert Kellogg, Robert Knight, Candice Kelly, Scott Miller, Mike Riley and Councilor Nancy Grimes,

**Members Absent:** Mayor Lou Ogden, Council President Monique Beikman, Janet Newport, Collin Beikman, Adam Butts

**Staff Present:** Deputy City Manager Sara Singer, Recording Secretary Colleen Resch

**Others:** Iren Taren from YGH

1. Call to Order  
Deputy City Manager Singer called the meeting to order at 6:34 p.m.
2. Adopt Minutes from February 4, 2015 Meeting  
Task Force Member Robert Knight made a motion to adopt the minutes from the March 18, 2015 meeting. Councilor Nancy Grimes seconded. The Task Force unanimously approved the minutes.
3. Old Business
  - a. April Community Workshop Recap  
Sara provided meeting notes from the April 16 Open House.
  - b. Public Involvement Update  
Deputy City Manager Sara Singer updated the committee on current public outreach activities. She distributed preliminary survey results and comments and stated all the public involvement will be compiled into a report for the next meeting. The information has been presented to the CIOs with the exception of Ibach and asked Task Force members to share their sentiments about the meetings. The consensus was the number of alternatives was overwhelming but most agreed that a facilities consolidation was needed. Other outreach efforts include a presentation at the Tualatin Tomorrow Partners Meeting, a new survey posted on the #TualatinTownHall following the forum on April 16 and an article in Tualatin

Life. Public outreach efforts close May 27 and the information will be compiled for the June 8 City Council meeting.

c. Library Services Follow Up

Deputy City Manager Singer provided a Library fact sheet. Task Force Member Kellogg referred to the fact sheet which states libraries nationwide are seeing decreased usage of their physical collections and an increase participation in programs and use of digital collections and asked if this was considered in the analysis. He asked how much space the Library will get when City offices move. Consultant Taren said she will check the details to see if they considered additional stack space in the projections. Consultant Taren responded that most of the projected additional space is for community space and programs.

Councilor Grimes asked if community space includes community meeting space. Consultant Taren stated projected community space at the Library would be reduced if City Hall adds community space in order to avoid redundancy.

4. New Business

a. Alternatives Analysis

Consultant Taren presented the staff needs and program assessments and noted the grossing factor has changed from 10% to 15% which is better if you go to two floors. She said they eliminated some redundancies and received clarification of parking requirements from the Community Development Department. She noted the requirements for City Hall and a Municipal Court are much higher and they had to add 25 parking spots and 2 bike parking spots. These numbers are being reviewed to confirm accuracy.

Task Force Member Kellogg referred to the spike in Community Development staff needs. Task Force Member Beers asked if the projected staff needs are just based off of interviews with staff. Consultant Taren responded yes. Deputy City Manager Singer said economic development and future construction directly impact the number of Community Development staff and projections correlate to future growth expectations. Task Force Member Kellogg suggested an explanation for the spike should be footnoted in the report.

Consultant Taren discussed eight preliminary options which include: Lakeside Center, Aspen Place, Robinson Crossing, Police Facility site, Clark Lumber site, Juanita Pohl Center site, Threat Dynamics site and Commons site.

Consultant Taren presented preliminary option 1, leasing space at Lakeside Center. The building is not for sale and the space currently available is not large enough to meet current needs. If space does come available the preliminary estimate to lease and remodel is \$8,200,000, based on a 7 year lease.

Consultant Taren presented preliminary option 2, purchase of Aspen Place, or the Oregon Nurses Association (ONA) building. She stated with further analysis they have determined the building offers 26,400 usable square feet of usable space. If the balconies are enclosed it will offer an additional 4,500 square feet with an approximate total of 30,000 square feet. Deputy City Manager Singer stated this is not the information they have been given. Consultant Taren stated the information needs to be updated.

Task Force Member Mike Riley asked YGH to verify this new number and publicize the correct information. Deputy Manager Singer said she would have a conversation with YGH to resolve data discrepancies.

Councilor Grimes asked how many parking stalls the building provides. Task Force Member Miller said there are only 37 parking stalls provided and the current employees use the City parking lots. Consultant Taren commented on public assembly areas and further explained the formula for redaction. She said parking requirements are based on Tualatin Development Code. Deputy Manager Singer said at this time she is concerned about the further discrepancies in the parking requirements and said it is not how it was originally presented. Task Force Member Riley commented on the parking requirement discrepancies and asked if this was due to factoring in moving Municipal Court to this location. Consultant Taren said yes, when you add the Municipal Court you need to add spaces. Deputy City Manager Singer stated that additional follow up information will be provided to the Task Force after the discrepancies regarding usable square footage, parking and blocking and stacking are addressed. The preliminary estimate of \$9,000,000 includes purchase and renovation without enclosing the balconies. Discussion on parking continued and concerns were raised.

Consultant Taren presented preliminary option three, leasing space at Robinson Crossing. The building does not enough lease space available, is not for sale and is short 25 parking spots. The preliminary estimate to lease and renovate is \$7,200,000 for a 7 year lease. Task Force Member Knight noted the presentation refers to a 6 year lease. Consultant Taren said there are discrepancies that need to be corrected.

Consultant Taren presented preliminary option four, new construction of a City Hall at the Police Department site. Advantages include the ability to provide appropriate space and layout as well as accommodate future parking needs. The preliminary cost estimate to construct a new building is \$12,600,000.

Consultant Taren presented preliminary option five, site acquisition and construction of a City Hall near Clark Lumber. She said the site is currently not for sale and there are 3 vacant land parcels totally 31,000 square feet. She said they would need to build three floors up and 2 stories down for parking. The site is outside CAPD will need 78 parking stalls and only have room for 20. Public parking is within walking distance. The preliminary cost to acquire the site and construct a new building is \$15,900,000. Task Force Member Kellogg said he initially liked the location in terms of visibility but didn't realize it was so small.

Task Force Member Beers suggested not discussing options that are available only for lease and/or not for sale.

Consultant Taren presented preliminary option six, site acquisition near Juanita Pohl Site and new construction of a City Hall. The site is 135,900 square feet and has two potential building sites. Task Force Member Miller said this property may have a signed contract in escrow. Deputy City Manager Singer said until the deal is final the option should still be considered. Consultant Taren said the first potential building site is referred to as option A and faces the Boones Ferry Road and the preliminary cost estimate to acquire site and construct a new building is \$17,300,000. The second potential building site is referred to as option B which faces the river and the preliminary cost estimate to acquire the site and construct a new building is \$15,300,000. Task Force Member Riley is opposed to putting parking in front of City Hall, facing Boones Ferry Rd.

Consultant Taren presented option 7, acquiring the Threat Dynamics site and new construction of a City Hall. The site is large enough and demolition would be required. She said they would need to provide 98

parking stalls. The preliminary estimate to acquire and construct a new building is \$20,000,000. The property is currently in escrow.

Consultant Taren presented option 8, acquiring the Commons Site and new construction of a City Hall. The site is large enough and will require demolition. The property is not for sale. The preliminary estimate to acquire and construct a new building is \$21,500,000.

Consultant Taren presented the Library expansion option. The Library is projecting a need of 32,453 square feet in 2025. The Library currently has 21,181 square feet and considering the City offices vacate the 6,478 square feet they occupy at the Library the total square feet will be still short of the projected need. She said the only option is to demolish the east wing and replace it with a two story addition. The parking includes 101 parking stalls and there is no need for additional parking. The preliminary estimate for demolition and addition of a two story east wing is \$4,700,000. The Task Force agreed that this project should be considered separately.

Task Force Member Kelly referred to Mayor Ogden's comments regarding relocating the Library and moving City Hall into that space.

Deputy City Manager Singer said the task force can recommend to City Council to add to the scope of the project and consider the option of relocating the Library.

Councilor Grimes asked about bonding and if we did something with the Library we would have to pay off the bond. Deputy City Manager Singer said it would be complicated and would require a public vote. She said the bond counsel said it has not been done in Oregon before. Consultant Taren reminded the Task Force that the building was constructed as a library and the City would be paying premium to convert the building to a City Hall.

Task Force Member Riley made a motion to recommend to Council not to analyze the option to relocate the Library. Task Force Member Kellogg seconded. The task force unanimously agreed. Councilor Grimes abstained.

Deputy City Manager Singer stated that more work needs to be done on the ONA building before discussing the prioritization process.

Task Force Member Riley stated the change in parking requirements for the courts has changed everything. He said the City needs to let YGH understand that the committee has been working with criteria generated

by them and there needs to be a cut off time for changing these criteria. He noted this change has made the ONA building problematic where before it was ideal.

Deputy City Manager Singer said she would involve the Community Development staff in the next meeting with YGH to discuss the parking issues.

Deputy City Manager Singer discussed the need for an additional meeting. Task Force Member Miller commented on the timing of the real estate market and said the sooner they can finalize this process the better. Councilor Grimes said we need to get the correct information as soon as possible and present it to the public for feedback. The Task Force planned the next meeting for Wednesday, May 13.

Deputy City Manager Singer asked if there are any options to remove from the list. The Task Force recommended removing Threat Dynamics and Clark Lumber and there were no objections. Member Riley recommended removing the Commons site but the task force was not unanimous. The Task Force agreed to wait and see what happens with the Pohl Center before removing the option. The Task Force agreed to keep the Library expansion separate from this discussion.

Task Force Member Kellogg recommended removing the Lakeside Center and Robinson Crossing options because the buildings are only available to lease and leasing should not be considered an option. The Task Force agreed. Councilor Grimes clarified that lease options should be presented to the public but agreed that YGH does not need to research the projects further. Deputy City Manager Singer said some corrections and updates will be made to the materials.

Task Force Member Kellogg asked what is our decision to make. Deputy City Manager Singer said if Task Force reaches a consensus and wants to make a recommendation to the Council that is an option. If the Task Force does not reach consensus they will summarize the options and provide the Council with a report.

b. Next Steps

Deputy City Manager Singer provided an evaluation criteria for the task force to consider before the next meeting. She said they will move the presentation to the Council to June 8 in order allow time for updated information.

Task Force Member Knight asked what the City organizations want. Deputy City Manager Singer commented on the concerns staff has with vehicle access to the ONA building. She commented on the inefficiencies and the need to be in one location. She said a report will be compiled with feedback from the City organizations for the Task Force.

5. Public Comment  
None
6. Communications from Staff  
None
7. Communications from the Task Force  
None

The meeting adjourned at 8:40 p.m.



Colleen Resch, Recording Secretary

