



CITY FACILITIES STUDY

City of Tualatin

en VISION the FUTURE



Note: Building H is 1.5 miles away and is not shown on this diagram

*No public facing services

CITY SERVICES: where do I go ?

Tualatin City staff is located in seven buildings around town, and so are your services. You can check out the directory on the map above. Tualatin is studying these buildings to assess their current conditions, identify space needs for the next 20 years, and make sure City services are being provided in the most efficient way possible. The City Facilities Study is looking at places for City services, as well as assessing community gathering spaces. Tualatin is an active community with many civic groups, programs and volunteers, and these groups use public spaces to hold meetings, events and activities. This study is looking for input about space needs and ways to improve our public spaces.

building A Liquor Licenses, Records Requests, Special Event Permits, Human Resources/Volunteer Services

building B Library

building C Passports, Utility Billing, Business License, Bldg/Planning/Engineering Permits and Applications

building D Recreation Program Registration, Facility Reservations, Senior Center/ Meals on Wheels Program, Council Meetings, Advisory Committee Meetings

building E Finance Support Staff*

building F Community Services Admin Staff*

building G Municipal Court, Police Reports, Alarm Permits, Code Enforcement

building H Operations and Information Services*

what do we HAVE?

We have **38,251** usable square feet throughout the buildings being looked at in this study. **21,181** square feet of this area includes the library, which leaves **17,070** square feet for City services. The City hired Yost Grube Hall (YGH) Architecture to help us look at the conditions of these spaces and see what the City will need over the **next 20 years**.

Usable Area Summary

Library	21,181 square feet
City Offices	6,478 square feet
Lafky	1,950 square feet
Community Services	1,600 square feet
Pohl Center (Activity Room)	1,462 square feet
Police Station (Courts)	2,210 square feet
Seneca	2,560 square feet
Operations (IT)	810 square feet
Total	38,251 square feet

COMMUNITY SERVICES building

The building appears to have been constructed in the 1940's or 1950's and converted to its current use in the 1990's or 2000's.

Recommendations based on YGH observations:

- insulate basement walls as required per code for new or renovated construction.
- improve roof diaphragm strength; anchor wall framing and sill plates.
- minimize & distribute loads where they are in the middle of rooms.
- maintain cleaning and painting to ensure wood windows remain operational / rot-free.
- add extensions to ends of downspouts to transport stormwater away from foundations.
- remove leaves & debris from basement window wells.
- possible roof replacement.
- investigate flashings, vents, gutters, downspouts for replacement.
- accessibility improvements to restroom and kitchen.
- replace sink faucet & toilet & urinal flush valves with low-flow devices.
- monitor existing 19 year-old water heater for leaks on regular basis.
- monitor condensate pump and routing to mitigate risk from pump failure and potential for water damage.
- install programmable thermostat for more control of the HVAC system.
- add battery pack-powered emergency lighting features at appropriate locations.
- install small building-scale monitoring / notification system & security system.
- regular maintenance/replacement of smoke detectors.

INFORMATION SERVICES space

The facility is a single-story structure originally built originally built in 1980 as a maintenance/ service garage. The facility was converted to Lunch Room, Classroom and Storage for Public Works use in 2004, and the Information Services Department was moved into the building in renovated former Storage space in 2011.

Recommendations based on YGH observations:

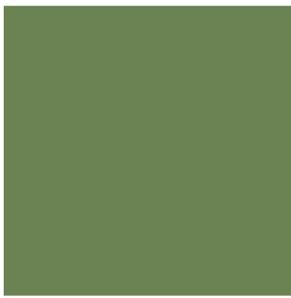
- insulate basement walls as required per code for new or renovated construction.
- ongoing maintenance / monitoring of existing roofing and roof drainage system.
- review condition of exterior plywood siding on regular basis for rot, delamination, etc.
- renovations to improve fire resistance of the separation wall by adding layers of gypsum wallboard and insulation, fire caulk, and head closure insulation and sheathing.
- confirm adequate closure of louver from interior to avoid moisture damage. Remove disused louver and close the opening from exterior to prevent introduction of moisture into wall cavity or interior space.
- consider gravity-fed condensate drainage to avoid damage due to failure of condensate pump and reservoir overflow.
- re-stripe pavement in rear parking lot to provide an accessible parking space. Enlarge existing small concrete entry stoop to accommodate 60-inch turning radius.
- in lieu of relocating fuel dispensing island, remove plywood siding and replace with non-combustible finish material, e.g. metal siding.

LAFKY house

Formerly a single-family residence, the building appears to have been constructed in the 1960's or 1970's and renovated in the 2000's.

Recommendations based on YGH observations:

- improve roof diaphragm strength; anchor wall framing and sill plates.
- minimize & distribute loads where they are in the middle of rooms.
- add extensions to ends of downspouts to transport stormwater away from foundations.
- possible roof replacement and additional layer of plywood sheathing.
- investigate flashings, vents, gutters, downspouts for replacement.
- replacement of original galvanized steel piping with copper or PEX plumbing lines.
- monitor existing 31 year-old water heater for leaks on regular basis.
- paint lines on floor indicating clearances required for maintenance & ventilation.
- remove condensate pump and route condensate drainage line through crawl space to gravity-drain to exterior.
- potentially increase attic insulation
- set up programmable thermostat to provide more control of HVAC system.
- replace older, residential-grade circuit panel; disconnect disused circuits.
- add battery pack-powered emergency lighting features at appropriate locations.
- install small building-scale monitoring / notification system & security system.
- regular maintenance/replacement of smoke detectors.
- seismic restraint for water heater.
- removal of baseboard heating units and thermostats.
- clear soil and toppings from edge of building foundation walls.



project timeline:

1st Community Open House
February 19th

Task Force Meeting
March 18th

2nd Community Open House
April 16th

Task Force Meeting
April 29th

Presentation to City Council
May 11th

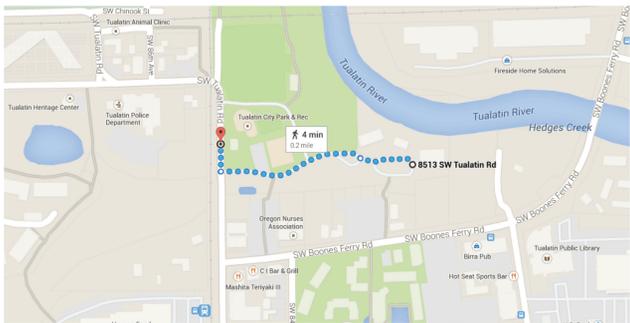


January

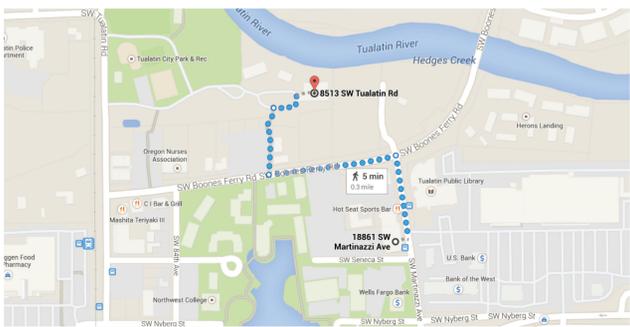
Interviews • Facilities Assessments

February 19th - April 30th

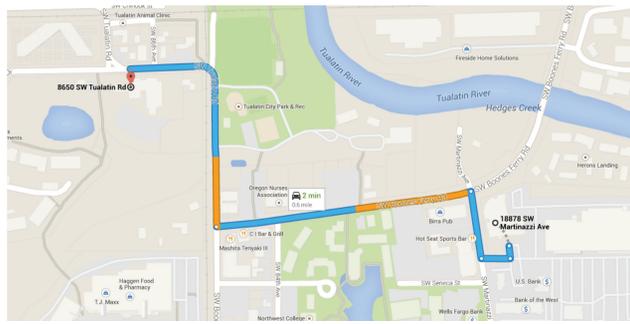
Public Comments • Online Forum • Survey



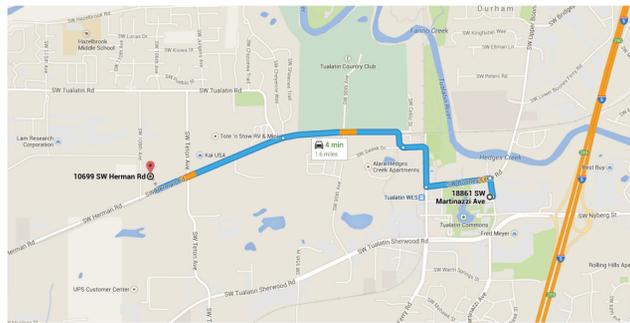
to walk from POHL center to LAFKY house



to walk from SENECA building to POHL center



to drive from LIBRARY offices to POLICE department

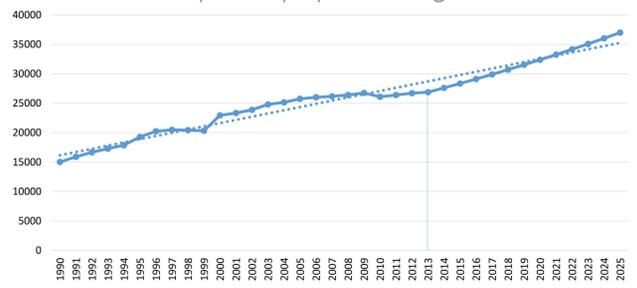


to drive from SENECA building to INFORMATION services

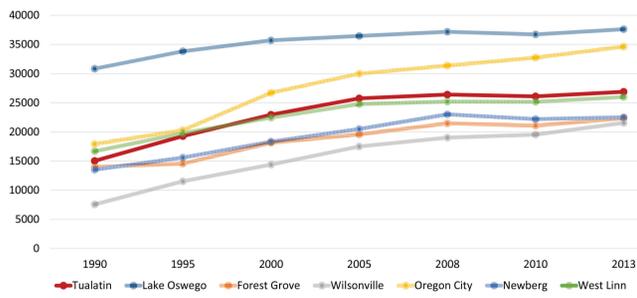
are we READY?

Tualatin has seen steady growth over the past 20+ years, and we expect this trend to continue in the future. The City wants to be ready to serve the community as the population grows and changes.

anticipated population growth



anticipated population growth, Tualatin vs. other cities



It costs the City about **\$14,000** each year in staff time to set up and take down equipment for Council Meetings and Municipal Court. **volunteers** who work each month in addition to the regular Library staff

LIBRARY city offices

The City offices portion of the building was constructed in 1985 and the Library was added in 2008.

Recommendations based on YGH observations:

- maintain field-painted finishes at steel canopies.
observe and maintain roof system.
install Fat-Oil-Grease (FOG) trap system to meet Code requirements for food service.
clean gas pipe well, removing corrosion and painting with appropriate exterior coating.
occupancy sensors with time delays for energy savings.
additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
adjust system controls or dampers/louvers for hot/cool balancing issues.
remove important materials or elevate to appropriate height above flood level due to flood risk. Ensure building staff are aware of flood control panels, storage location, protocol/plan for implementation, and procedures for proper installation.



POLICE building

The single-story, purpose-built Police Department was constructed in 2000.

Recommendations based on YGH observations:

- maintain field-painted finish at steel lintels; this finish may require refinishing every 5-7 years.
maintain existing built-up roofing. Replacement with a similar system has been proposed in the City's Capital Improvement Plan.
replace ceiling tile.
replace 3 HVAC units over 3-year period.
control HVAC systems to minimize energy use when space is not occupied.
additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
addition of cooling units for Data room.
replace on-off switches with occupancy switches to save energy.
remove important materials or elevate to appropriate height above flood level due to flood risk.



SENECA building

The building appears to have been constructed in the 1980's and renovated in 2008 when it appears that the City moved into this office in the building.

Recommendations based on YGH observations:

- continue coordination with owner for regular roof maintenance.
re-arrange furniture to meet Americans with Disabilities Act clearance requirements.
travel distance to exit exceeds current code requirements.
stair riser height does not meet current code.
replace water stained ceiling tiles and monitor locations for roof leaks.
control HVAC systems on an as-needed basis to minimize energy use when space is not occupied.
additional exhaust options for ventilation/odor issues (consider local exhaust fan in kitchenette).
replace on-off switches with occupancy switches to save energy.
anchor water heater per code requirements.





what do we NEED?

Through meetings with staff, and research on industry standards and best practices, YGH has determined we need **57,695** usable square feet for the future.

AREA & STAFF summary

DEPARTMENT/ FUNCTION	STAFF QUANTITY				AREA				NOTES
	2015	2017	2020	2025	2015	2017	2020	2025	
Administration - City Managers Office	5	5	6	7	1,799	1,820	1,955	2,038	
Administration - Human Resources	3	5	6	7	884	1,050	1,134	1,217	
Finance	9	10	11	12	2,587	2,670	2,753	2,915	
Finance - Municipal Courts	4	5	6	6	2,015	2,098	2,181	2,181	
Legal	2	2	2	2	650	650	650	650	
Information Services	3	4	4	4	780	863	863	863	
Community Development	23	24	26	34	5,195	5,351	5,517	6,261	
Community Services - Parks and Recreation	7	7	8	9	2,153	2,153	2,236	2,319	
Common Areas	0	0	0	0	7,020	7,020	7,020	7,020	
SUBTOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	SUBTOTAL USABLE AREA

	2015	2017	2020	2025	2015	2017	2020	2025	
TOTAL STAFF	56	62	69	81	23,083	23,676	24,310	25,464	TOTAL USABLE AREA
					25,391	26,043	26,741	28,011	TOTAL GROSS BUILDING AREA (+10%)
					69	70	72	76	Parking Count Required
					13	13	13	14	Bike Parking Count Required

	2015	2017	2020	2025	2015	2017	2020	2025	
LIBRARY TOTAL STAFF	27	31	33	33	31,730	32,063	32,230	32,230	TOTAL USABLE AREA
					34,903	35,270	35,453	35,453	TOTAL GROSS BUILDING AREA (+10%)
					87	88	89	89	Parking Count Required
					52	53	53	53	Bike Parking Count Required

- The average age of the City's buildings is **40 years**
- The Library checks in **1,270 items** each day
- The Library has over **100 volunteers** who work each month in addition to the regular Library staff

why does this matter to YOU?

This study is important for several reasons. First, the City must maintain its infrastructure from roads to buildings, and this requires your tax dollars. We want to make sure our buildings are safe, accessible and well-maintained, so we can continue providing the high-quality services expected by our customers.

Second, the community spaces and public program spaces in our facilities are there for everyone to use and enjoy, and we want to be sure we are meeting the community's needs.

Additionally, the City is always conscious of how efficiently we use our resources, and there are inefficiencies that come from being in so many different locations. These inefficiencies are experienced by customers who travel from building to building to do business, and by City staff who are separated from each other and are unable to collaborate as easily as they would by working in a central location.

Finally, the community identified the need in the Tualatin Tomorrow Vision Plan to look at a new City Hall and additional community gathering spaces, and this is a chance to study all of the alternatives and hear what the community wants.

POHL SENIOR center

The building constructed in 1982. An expansion in 1990 included the Activity Area at the northeast corner currently used as the City Council meeting space, and this area was further expanded and renovated in 2011.



City staff typically spend up to **3 hours each week** commuting to and from different buildings for meetings



Recommendations based on YGH observations:

- maintain existing built-up roofing. Replacement with a similar system has been proposed in the City's Capital Improvement Plan.
- provide scald protection shielding at restroom sink drains.
- replace existing urinals with accessible versions.
- replacement of original galvanized steel piping with copper or PEX plumbing lines.
- set up programmable thermostat to provide greater control of the HVAC system.
- replace on-off switches with occupancy switches to save energy.
- remove important materials or elevate to appropriate height above flood level due to flood risk.
- soil and toppings should be cleared away from edge of building's foundation walls to maintain a minimum 4" gap between top-of-grade and the bottom of exterior wood sidings.

how do i get INVOLVED?

From February 19 - April 30, the City will gather input from the community. You can take a survey, use our online forum [#TualatinTownHall \(www.tualatintownhall.com\)](http://www.tualatintownhall.com), or join us at a Community Open House to learn more and share your input. Help us envision the future!

SHARE your INPUT!

- Community Open House on **April 16 at 6:30 pm**
- Surveys available at City public counters, the Library and www.tualatintownhall.com
- [#TualatinTownHall](http://www.tualatintownhall.com) online forum is a way to share your ideas for alternatives, visit www.tualatintownhall.com
- Email your comments to ssinger@ci.tualatin.or.us