



# City Facilities Task Force

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## Meeting #7:

**Wednesday, June 10, 2015**

**6:30 p.m.**

**Juanita Pohl Center**

## Agenda

1. Call Meeting to Order
2. Adopt Minutes from May 13, 2015 Meeting
3. Old Business
  - a. Follow Up Information from May 13 Meeting
  - b. Draft Public Involvement Report
4. New Business
  - a. Alternative Prioritization
  - b. Task Force Recommendation and Report
  - c. Next Steps
5. Public Comment
6. Communications from Staff
7. Communications from the Task Force

## Notes:

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# Civic Facilities Task Force Minutes (Draft)

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## Meeting #6:

Wednesday, May 13, 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, Collin Beikman, Janet Newport, Mayor Lou Ogden, Adam Butts

**Members Absent:** Council President Monique Beikman,

**Staff Present:** Deputy City Manager Sara Singer, Recording Secretary Colleen Resch, Court Clerk Mary Shroll and Senior Planner Clare Fuchs

**Others:** John Medvec, Debbi Moody, and Iren Taren from YGH

1. Call to Order  
Deputy City Manager Singer called the meeting to order at 6:31 p.m.
2. Adopt Minutes from April 29, 2015 Meeting  
Task Force Member Candice Kelly made a motion to adopt the minutes from the April 29, 2015 meeting. Task Force Member Mike Riley seconded. The Task Force unanimously approved the minutes.
3. Old Business
  - a. Public Involvement

Deputy City Manager Singer updated the committee on current public outreach activities. Activities included an article in Tualatin Life, distribution of paper surveys and an e-blast that links to the survey. She stated cost estimates have been refreshed on all this material. She is developing the public involvement report which will include a summary of all outreach activities, results from #TualatinTownHall, comments from social media posts, feedback from Tualatin Life, results from survey #1 regarding existing facilities, results from survey #2 regarding the alternatives, open house summaries, a recommendation from the Task Force and a summary report from the City Organization. Ms. Singer said if the Task force develops a

recommendation it will be included in the report and if they do not reach consensus the report will include Task Force comments.

b. Alternative Analysis Discussion

John Medvec with YGH presented a PowerPoint and reiterated the project goals. He said they evaluated nine options and have narrowed it down to four with two options at the River House Site. He noted the remaining study options include: Aspen Place, site near Police Facility, River House Site, Commons Site and the Library. He reminded the Task Force that the projected square footage need for 2025 is 25,464 total usable area and 29,284 total gross building area.

Mr. Medvec presented option 1, Aspen Place and stated there was a discrepancy and the building is large enough but does require enclosure of one roof terrace. He said YGH met with Planning Manager Aquilla Hurd-Ravich for parking counts and determined this option meets the requirements of the Architectural Review process. The parking numbers are grandfathered in and enclosure of the roof terrace will require seven additional parking spaces. Deputy City Manager Singer provided the Task Force with additional parking options and discussion followed. She said the parking requirements were based on the Planning Department determining the use as general office space as opposed to community meeting space. Task Force members expressed concern with the parking requirement differences from what had been presented in the past and asked how many parking spaces will actually be needed despite what the code says considering the 81 employees that will occupy the building and the additional parking spots needed for Municipal Court. Task Force members agreed that a realistic number of needed parking spaces, and the cost associated needs to be determined before further consideration. Mr. Medvec showed the revised blocking and stacking for Option 1 and said one terrace will need to be built out. The current cost estimate includes \$5,400,000 to purchase the building and \$3,800,000 to renovate the building with a total cost of \$9,200,000.

Mr. Medvec presented option 2, the Police Site which is owned by the City and stated the site is large enough to accommodate future City Hall needs, access is limited to the signalized intersection at Tualatin Road and Sweek Drive and the site is not in the Core Area Parking District. The current cost estimate is \$14,100,000 to construct a new building and associated site improvements. The proposed building will be two stories with parking below because it is in the 100 year flood plain. The site will require 83 parking spaces with 28 below and 55 on a surface lot.

Mr. Medvec presented option 3, the River House site which includes two options. He said the site is currently for sale and is located in the Core Area Parking District. The first option fronts Boones Ferry Road and will require a three story building and the site is in the 100 year flood plain and

the building will have to be raised. The current cost estimate is \$5,800,000 to acquire the site and \$12,800,000 to construct the building and associated site improvements with a total project cost of \$18,600,000. He said this site is in the Core Area Parking District and parking options were discussed.

Mr. Medvec presented option 3, the River House site river frontage and stated the building footprint is above the 100 year flood plain. He noted this site is less desirable for meeting the downtown design guidelines. The current cost estimate is \$5,800,000 to acquire the site and \$11,400,000 to construct the building and associated site improvements with a total project cost of \$17,200,000.

Mr. Medvec presented option 4, the Commons site and stated the site is large enough and will require demolition of the existing site. The site is located in the 100 year flood plain and there will be parking below. He noted the building is not for sale and he explained how they estimated a purchase price. The current cost estimate is \$2,500,000 to acquire the site and \$13,900,000 to construct the building and associated site improvements with a total project cost of \$16,400,000.

Mr. Medvec presented two options for the library. He said the first option involves demolition the existing building east wing and constructing a two story building. The current cost estimate is \$4,700,000. He said the second option involves renovating the existing space with a current cost estimate of \$900,000. He stated parking will not be impacted.

#### c. Evaluation & Prioritization Criteria

Deputy City Manager Singer discussed the evaluation and prioritization criteria and asked what information the Task Force needs to come up with a recommendation or a report for the Council.

Task Force Member Miller asked the Planning Department to do a parking analysis for each location. Mr. Medvec said YGH will work with staff to address this in the report.

Task Force Member Kellogg referred to the article in Tualatin Life and said the public needs to understand the need for a new facility and suggested calculating the current costs of inefficiencies which could be alleviated with a new facility. Deputy City Manager Singer said some of that work has been done and they can make that part of the report.

Task Force Member Beers commented on building maintenance and the costs of maintaining a new building versus an old. Mr. Medvec responded they would need to get into the building and investigate in order to predict the maintenance costs. Deputy City Manager Singer said that

would be part of the due diligence process in the next phase if we limit it to one or two options.

4. New Business

a. Task Force Next Steps

Deputy City Manager Singer said with all of the new information presented the Task Force will need to meet again. She referred to the schedule and said she is targeting to present this information to the City Council the second meeting in June. She said they can meet internally about the parking numbers. The Task Force asked staff to consider the parking needs for Municipal Court. Deputy City Manager Singer said this varies but information can be provided at the next meeting.

The Task Force agreed to meet on Wednesday, June 10 at 6:30 p.m.

Deputy City Manager Singer discussed the priority matrix and said the Task Force agreed that operation and maintenance should be criteria.

Task Force Member Kellogg said we should consider the economic development impact associated with a location.

Task Force Member Ambuehl suggested removing the Commons site since it is occupied and the site is not for sale.

Mayor Ogden agrees and said we should determine a reason to keep an option of the list. He said the future expandability is important to him and planning for 10 years is short sighted.

Task Force Member Kellogg argued for Commons site because the City won't break ground until a few years and it may be available in the future.

Deputy City Manager Singer said she will resend the priority matrix to the Task Force and asked the Task Force to continue to drop or change the criteria that are not applicable.

5. Public Comment

None

6. Communications from Staff

None

7. Communications from the Task Force

None

The meeting adjourned at 8:31 p.m.

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Colleen Resch, Recording Secretary