



City Facilities Task Force Minutes

Meeting #3:

Wednesday, February 4, 2015

6:30 p.m.

Police Department Training Room

Members Present: Council President Monique Beikman, Councilor Nancy Grimes, Sonya Ambuehl, Bill Beers, Collin Beikman, Robert Kellogg, Robert Knight, Candice Kelly, Scott Miller, Janet Newport

Members Absent: Mayor Lou Ogden, Mike Riley, Adam Butts

Staff Present: Deputy City Manager Sara Singer, Deputy City Recorder Nicole Morris

Others: John Medvec, Debby Moody, and 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 December 10, 2014 Meeting
Task Force Member Beers made a motion to adopt the minutes from the December 10, 2014 meeting. Task Force Member Kelly seconded. The Task Force unanimously approved the minutes.
3. Overview of Preliminary Space Requirements and Facility Conditions
Deputy City Manager Singer noted the following report is preliminary and staff is reviewing the report for accuracy. She stated the final report will be ready before the first community workshop.

John Medvec, YGH Consultant, presented the preliminary space requirements and facility conditions report. The project schedule was recapped and was noted the project is now in the beginning stages of public outreach.

Debby Moody, YGH Consultant, discussed the distribution of city facilities included in the assessment. Assessed facilities included Lafky House, Community Services, City Offices and Seneca, Information Services, Council space, City Offices/Library, and Municipal Court. Consultant Medvec presented observations for each facility.

Member Kellogg asked if the Van Raden center was included in the assessment. Consultant Medvec stated it was not included as the assessment is only looking at facilities where city services had been displaced after the Council building was torn down.

Member Kelly asked how long community services had been located in their current building. Manager Singer stated they have been in their current location for close to 25 years.

Consultant Medvec discussed constraints and restrictions for all the assessed facilities. Items included finance and bond restrictions, renovations requiring upgrades to meet current codes, building use restrictions, and a general lack of community meeting spaces. Consultant Medvec noted the library will not support vertical additions. Manager Singer noted current bonds with the library and police department prohibit certain activities, so alternatives will need to be considered.

Consultant Moody presented the staff needs and program assessment. She stated she met with city staff to discuss their needs and has compiled feedback into the report. Definitions for area standards and work spaces were reviewed. A summary for each facility including staff quantities and usable areas through 2025 were presented.

Member Kellogg asked about growth in staff for the Community Development Department. Consultant Moody reminded the task force the presented numbers tonight are being fine tuned and benchmarked against other neighboring cities.

Consultant Moody stated the assessed facilities are currently occupying 38,251 square feet and an additional 16,500 square feet is needed to be properly functioning. It was noted that this number includes space for the Council Chambers and Municipal Court. Consultant Moody stated the City is currently lacking in general conference room space and the work stations are undersized. Additional numbers with the Library removed were presented.

Consultant Medvec discussed how numbers are being benchmarked with population projections being the key benchmark. Councilor Grimes asked if industrial growth and lack of residential development were being considered. Consultant Medvec stated these benchmarks are statistical factors and do not consider industrial or residential growth.

Member Miller asked if parking for these facilities was analyzed. Consultant Medvec stated parking needs will be considered in the future and will be based on city code requirements.

Councilor Beikman stated she was not aware of the deed restrictions on the uses of certain buildings temporarily being occupied. She also stated including the library in the area assessments is confusing and they should not be presented.

Manager Singer noted staff is researching further the deed restrictions and will have more information soon.

Member Knight stated this assessment shows that it is clear the city is wasting money operating in its current state of inefficiency due to space restrictions. Member Kelly agreed and stated this assessment is a great opportunity to get the city back on track.

Member Kellogg asked how inefficiencies in operations could be quantified. Consultant Moody stated items such as travel distance and loss of staff time could be calculated.

Member Ambuehl asked about the potential uses of other existing buildings. Manager Singer stated the needs assessment has to be completed first so alternative scenarios can be formed and discussed. Member Beers stated that renovations to current facilities don't appear feasible so other spaces should be considered in the alternative scenarios. Consultant Medvec stated this is a two step process, first research is presented and then ideas are generated.

4. Public Involvement Plan Overview

Deputy City Manager Singer presented the public involvement plan. Community workshops, newsletter articles, fact sheets, and an online forum are being developed. The first community workshop will be held on February 19 where #TualatinTownHall, an online forum, will be launched. A second community workshop will be held on April 16 where the results from the survey will be presented.

Task Force members discussed the organization of the workshops. It was decided there would be a formal presentation followed by breakout sessions for questions and answers. They would like to advertise this event as a Open House and the setting to be less formal. Deputy City Manager Singer stressed the importance of each task force member pushing this information out to their networks. Member Knight would like to ensure information gets out to business owners and business leaders. It was also noted that this information needs to be circulated to the Citizen Involvement Organizations and on the Nextdoor website.

5. Public Comment

None

6. Communications from Staff

None

7. Communications for the Task Force

None

The meeting adjourned at 8:18 p.m.

Nicole Morris

Nicole Morris, Recording Secretary