



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *February 12, 2018*

PROJECT TEAM: *Paul Downey, Administrative Services Director
Janie Schutz, Police Chief*

SUBJECT TITLE: *Police Facility Update*

ACTION REQUESTED:

☐	Ordinance	☐	Order	☐	Resolution	☐	Motion	☐	Informational
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X all that apply

The purpose of tonight's work session is to update the Council on recent developments regarding the potential police facility and discuss next steps.

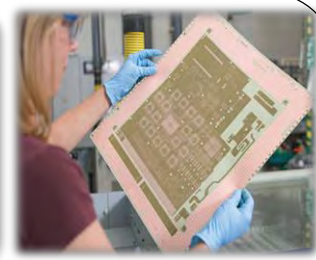
Staff has been working with Mackenzie, the consultant hired to design the new police facility, and have completed a condition assessment, a needs assessment, and a review of possible locations if a new facility is built on a different site. A conceptual design for a new facility has commenced but a specific site needs to be identified before the conceptual design can progress into facility design.

Staff has previously reviewed the condition and needs assessments with the Council. Staff and the consultant are ready to discuss the progress made on the design process. Staff and Martha Delong, the consultant who did the polling for the City on the local option levy renewal, will also discuss the process of ascertaining voter's views on a potential new facility. Staff then wants Council's input on next steps.

Staff and the consultants are still completing the presentation. The presentation will cover:

- Review of Condition Assessment and Building Options
- Review of Needs Assessment
- Site Location Criteria (specific parcels in Executive Session)
- Project Management
- Public Education Process
- Timeline Considerations
- Discuss Next Steps

The PowerPoint for presentation will be sent to the Council by February 9.



Forest Grove Police Facility Work Session

Janie Schutz, Police Chief

Paul Downey, Administrative Services Director

Jesse VanderZanden, Executive Director

February 12, 2018

Purpose

- The purpose of tonight's presentation is to bring the Council up to date on recent developments regarding the Police Facility and discuss next steps.
- This includes:
 - Condition Assessment
 - Remodel and Expand
 - Flatten and Rebuild
 - Build New on New Site
 - Needs Assessment
 - Site Location Criteria
 - Project Management
 - Public Education Process
 - Timeline Considerations

Condition Assessment

- Police Facility built in 1977
- Building 12,120 square feet consisting of:
 - Main Floor of 8,553 square feet – all daily functions of the Police Department occur on this floor
 - Basement of 2,622 square feet with an indoor firing range, 3 storage rooms (uniforms and tactical equipment)
 - Upper Mechanical Room of 945 square feet
- Main Floor Functions include:
 - Offices for all staff, Briefing and Report Room, Interview Room
 - Locker Rooms
 - Kitchen/Lunch Area
 - Evidence Storage
 - Holding Cells
 - Sallyport
 - Support services – Records and file storage

Condition Assessment

FOREST GROVE POLICE EXISTING FACILITY SPACE DIAGRAM



STORAGE MEZZANINE

LEGEND

Public Functions & Facility Core	1580
Information Technology	80
Police Administration Division	1040
Police Records Division	640
Police Operations Division	3485
Police Support Services	650
Police Support Functions	745
Exterior/Mechanical Spaces	3655

*NUMBERS SPECIFIED ON PLAN
SIGNIFY APPROXIMATE SQUARE
FOOTAGE OF ROOM BASED ON
PLANS PROVIDED BY FOREST GROVE
POLICE TO MACKENZIE.

ALL NUMBERS ARE APPROXIMATE

MAIN LEVEL

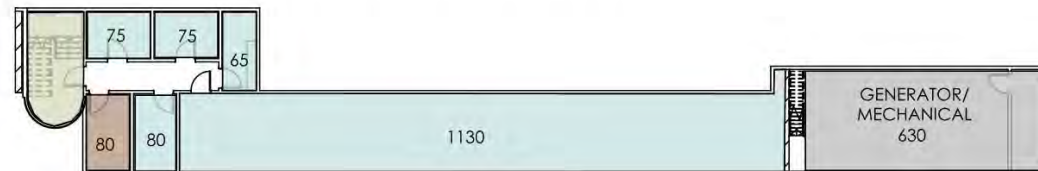
EXTERIOR PARKING:

1620 SF (10 SPACES) STAFF VEHICLE PARKING

480 SF (3 SPACES) TRAILER PARKING

925 SF ENCLOSED SQUAD VEHICLE PARKING

TOTAL: 3,025 SF IN PARKING SPACES (DOES NOT INCLUDE CIRCULATION)



BASEMENT

Condition Assessment

- July 2015 Needs Assessment by Mackenzie Engineering, Inc. noted the following primary concerns:
 - There is a shortage of available space to effectively and efficiently operate within the confines of the existing facility.
 - Inadequate facilities for interviewing detainees, informants, and victims.
 - Lack of proper facilities for processing and holding juvenile offenders
 - Several areas of the building are deficient meeting both ADA and current code requirements
 - Based on the age and condition of the current police station, it does not meet current seismic criteria requirement of essential facilities
 - The ability to expand the existing facility is limited due to availability of land. Due to site constraints, there is an overall lack of adequate on-site parking and a complete lack of secured parking for Police Department staff.

Condition Assessment



FRONT ENTRANCE



BRIEFING ROOM



STAFF BREAK ROOM/KITCHEN



GUN RANGE



STORAGE

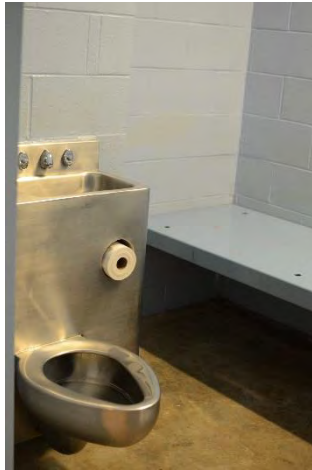


SECURE PARKING

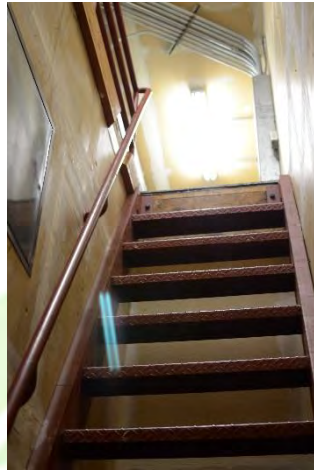


OVERSIZED EVIDENCE STORAGE

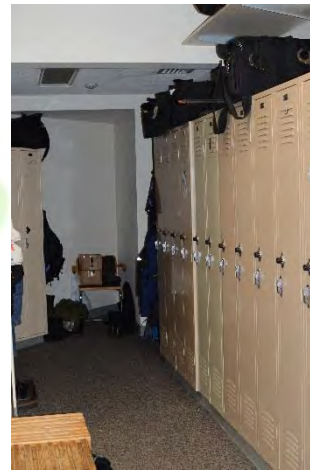
Condition Assessment



HOLDING CELLS



ACCESS TO MEZZANINE



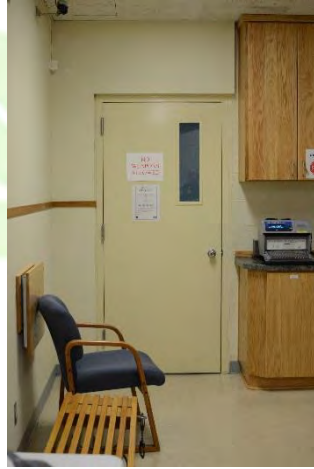
LOCKER ROOM



SHOWER/BATHROOM



EVIDENCE STORAGE



BOOKING

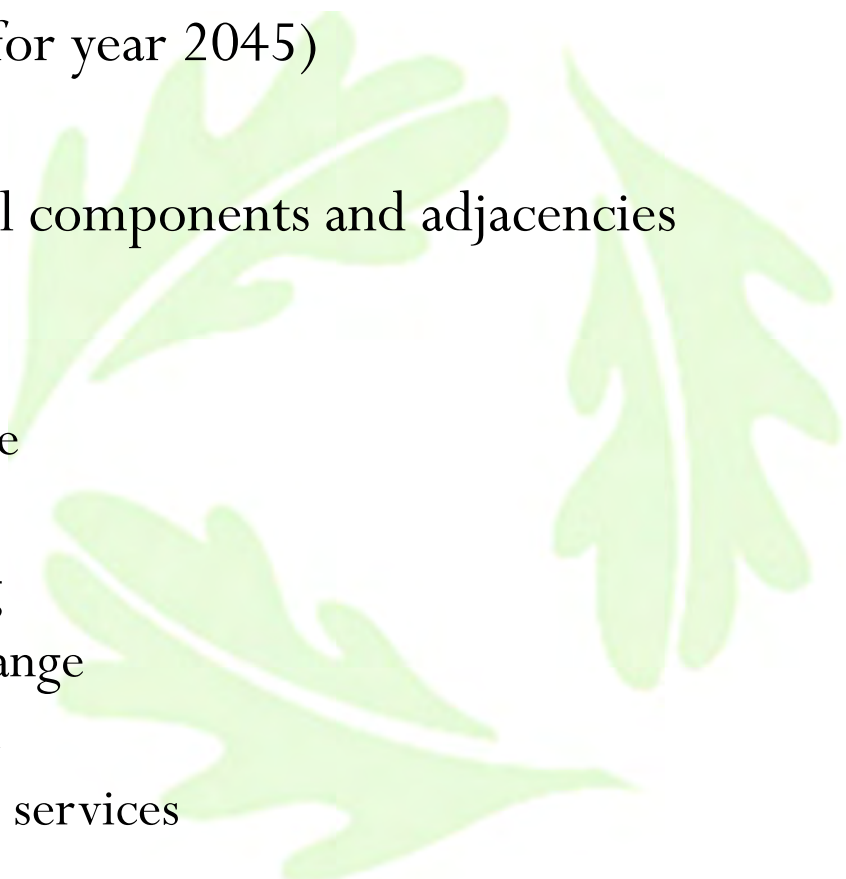


BOOKING



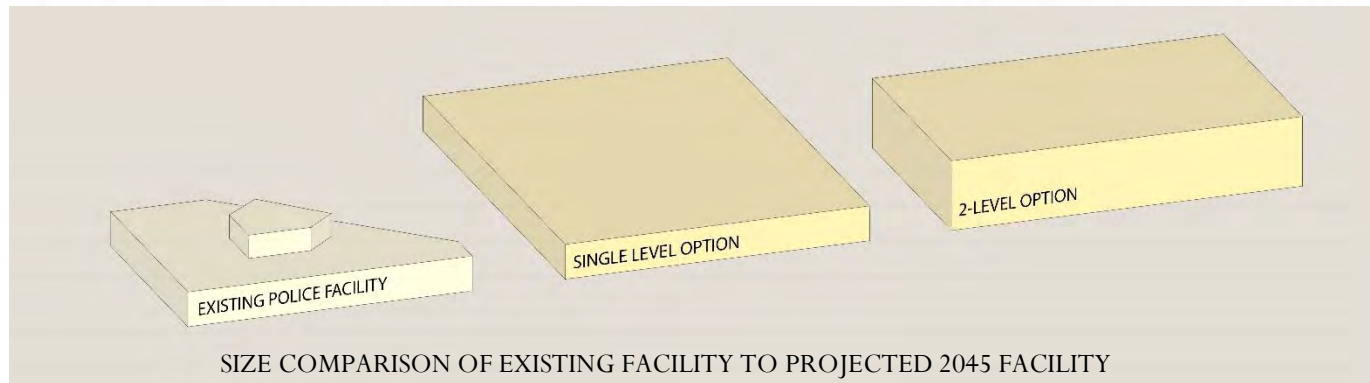
EVIDENCE PROCESSING

Needs Assessment

- 27,160 square feet
(Projection for year 2045)
 - Functional components and adjacencies
 - Offices
 - Lockers
 - Evidence
 - Patrol
 - Booking
 - Firing range
 - Carport
 - Support services
- 

Needs Assessment

SPACE USE	EXISTING	2030	2045
Public Functions & Facility Core	1580	5071	5071
Information Technology	80	420	420
Police Administration Division	1040	2580	2755
Police Records Division	640	1270	1370
Police Operations Division	3485	8503	8548
Police Support Services	650	3898	3898
Police Support Functions	745	5023	5098
TOTAL (INCLUDES 25% CIRCULATION)	≈11,200	26765	27160
PARKING			
Public Parking		1,740 SF	1,740 SF
Secure Police Parking - Uncovered	2,100 SF	6,480 SF	6,480 SF
Secure Police Parking - Covered	925 SF	6,600 SF	6,600 SF



Needs Assessment

SINGLE STORY OPTION



2-STORY OPTION



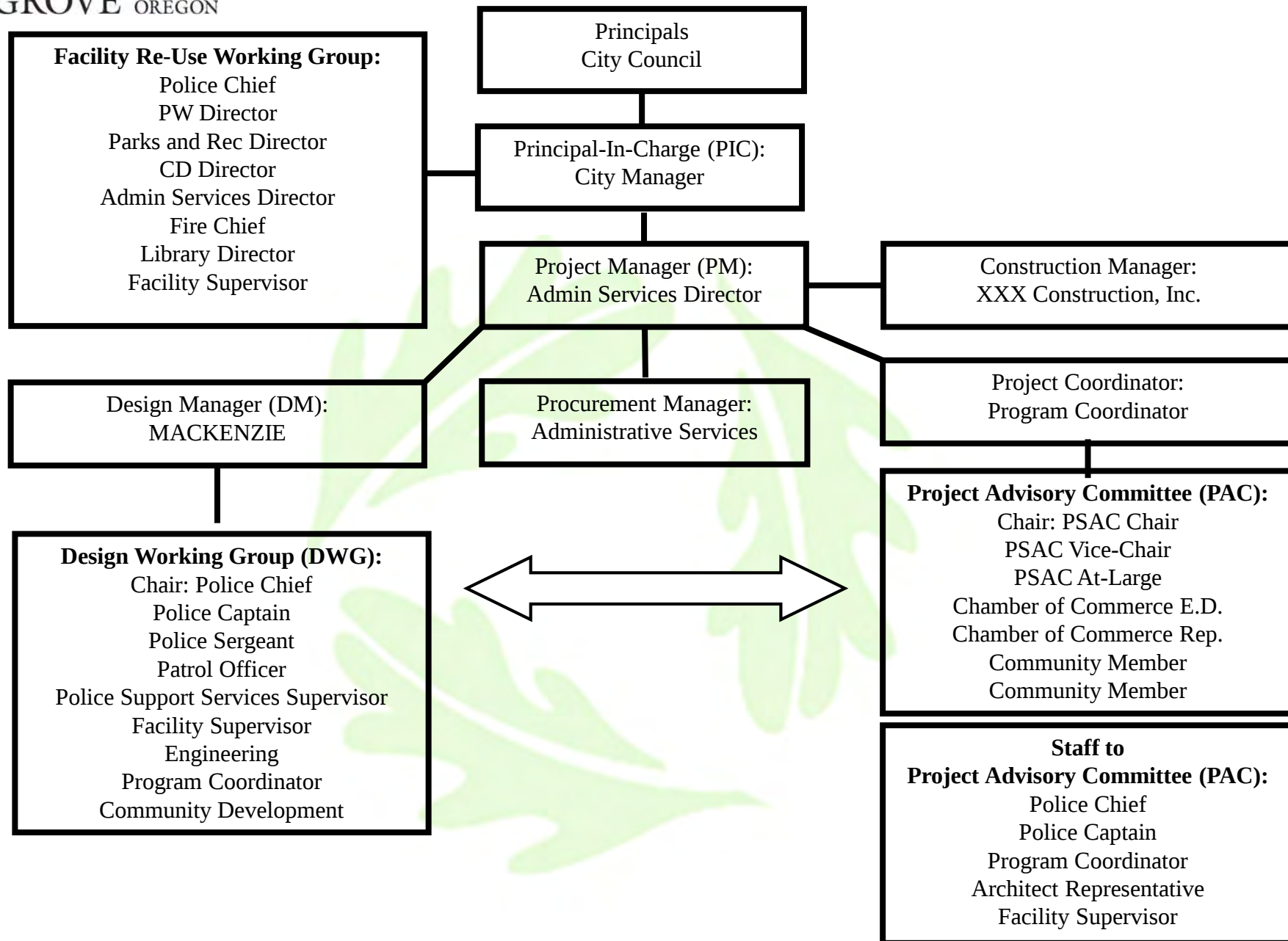
What have other like-size cities done?

- Sherwood
 - Built 2003
 - Building size: approximately 16,500 SF
 - Population: 11,791 (year 2000)
- West Linn (Designed by Mackenzie)
 - Built 2014
 - Building size: 18,870 SF
 - Population: 25,109 (year 2010)
- Canby (Designed by Mackenzie)
 - Built 2012
 - Building size: approximately 25,350 SF + 11,000 SF Basement
 - Population: 15,829 (year 2010)
- Tualatin (Designed by Mackenzie)
 - Built 2000
 - Building size: approximately 18,000 SF
 - Population: 22,791 (year 2000)

Site Location Criteria

- IMPORTANCE FACTOR SCORING CRITERIA:
 - COST OF LAND
 - COST OF SITE DEVELOPMENT
 - SIZE OF SITE
 - SHAPE OF SITE
 - POTENTIAL FOR MULTI-USE
 - PUBLIC ACCESS TO SITE – VEHICLE, TRANSIT, PEDESTRIAN, BICYCLE
 - VISIBILITY AND PROMINENCE
 - PROXIMITY TO GOVERNMENT FUNCTIONS
 - NEIGHBORHOOD CONTEXT
 - POSITIONING FACILITY ON SITE
 - SECURITY
 - TRAFFIC CONGESTION
 - EXPANSION TO ADJACENT SITES
 - PROXIMITY TO GEOGRAPHIC CENTER
 - CURRENT OWNERSHIP
 - LAND USE

Project Management Structure



Public Education Process

Martha Delong from Campbell Delong Resources, Inc.

Topics to be discussed:

- Public Perception of Public Facilities – Police, Fire, and City Halls
- Police Facilities in particular – for example
 - Seismic Retrofits
 - Remodel v. New
- Elections coming up and types of voters at those elections
- Beaverton Police Facility Experience
- Need for Public Education
- Focus Groups and/or Polling Concept
- Timeline for focus groups and/or polling

Timing Considerations

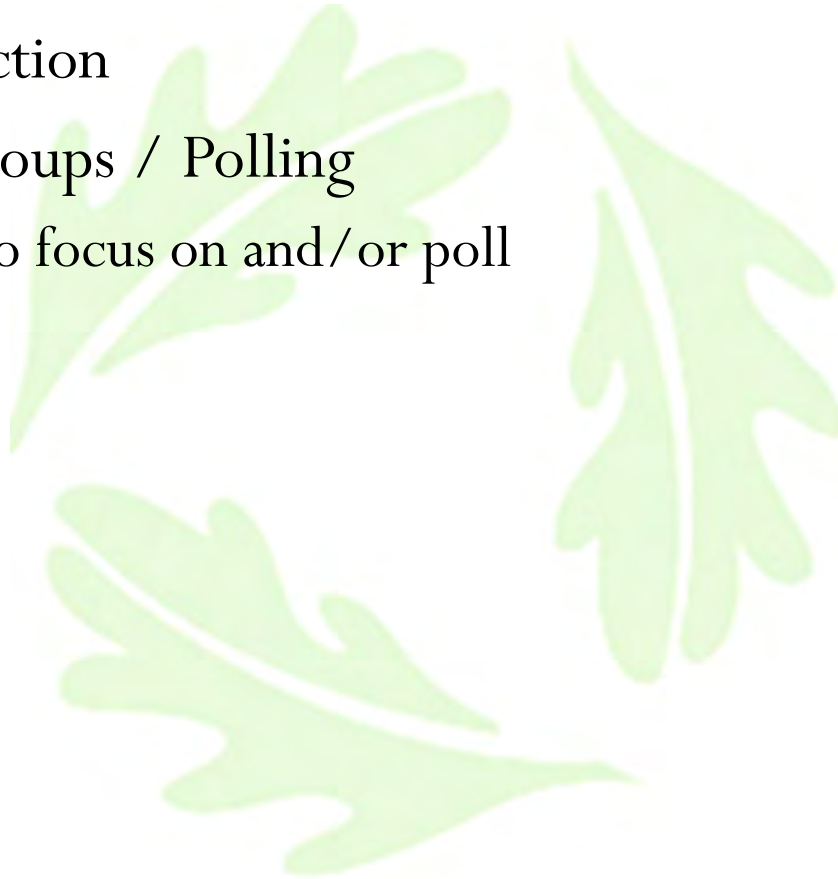
- November, 2018: Metro is expected to refer a \$.20/\$1,000 GO Bond for affordable housing.
- November, 2020: Metro/Tri-Met has discussed referring a \$1 billion GO Bond for transportation projects.
- May/November, 2021: FGSD is expected to refer a \$60-90 million GO Bond. A new \$75 million dollar bond issue using the same bonding assumptions would currently cost a homeowner with a house with an assessed value of \$250,000 about \$546 more in property taxes per year.
- May, 2022: FG Levy expires on June 30, 2023. Current thinking is ask voters to renew or replace at the May 2022 election.

Financial Considerations

- City's Bonding Capacity
 - 3% of Latest RMV which equals \$71,950,177
- Each \$1 million in bonds issued equals \$0.0466 per \$1,000 of assessed value
- Examples: Bonding Costs at Various Bond Amounts
 - 20 Million Bond Issue – Annual Debt Service \$1,471,635
 - Taxes of \$0.932 per \$1,000 of assessed value or \$233 a year in property taxes for a house valued at \$250,000
 - 25 Million Bond Issue – Annual Debt Service \$1,839,544
 - Taxes of \$1.165 per \$1,000 of assessed value or \$291 a year in property taxes for a house valued at \$250,000
 - Assumptions used include 4% interest rate and 20-year term

Discuss Next Steps

- Design
- Site Selection
- Focus Groups / Polling
 - What to focus on and/or poll





THE END