

CITY OF ALBANY  
CITY COUNCIL (WORK SESSION)  
Municipal Court Room  
Monday, June 13, 2011  
4:00 p.m.

**MINUTES**

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 4:03 p.m.

ROLL CALL

Councilors present: Councilors Jeff Christman, Bill Coburn, Floyd Collins, and Bessie Johnson.

Councilors absent: Councilors Dick Olsen and Ralph Reid, Jr. were excused.

POLICE AND FIRE FACILITIES STUDY REPORT

City Manager Wes Hare said that the Council directed staff to contract with an engineer to do a needs assessment for Police and Fire facilities. Today's report is regarding the needs assessment step only.

Scott Souders from ZCS/hsr introduced his colleagues, John Ralston, Leslie Hara-Shick, and Russ Carter.

Souders described the process they used for Phase 1 – Part A: Department Program and Needs Assessment. The process closely follows the Table of Contents in their reports that were submitted as part of the agenda file.

Police Needs Assessment

Ralston said, we spent a lot of time with the Fire Chief and the Police Chief and their staff. We first met with all the staff, then with individual divisions. The information the staff provided was then given to the Chiefs so they could pare down the requests. It was then refined again; so the space needs reflected here in the report are truly necessary and not inflated. Hara-Shick said that some rooms were also combined for shared uses.

Ralston said Police are currently operating without the space they need with many areas that are overflowing and overstuffed. He described the Police Department's Community Room which is supposed to be available to others, but in the event of an emergency it is locked down and used for emergency operations.

Hara-Shick said the spreadsheets in Section 3 have two numbers: a "Circulation" number and a "Gross up" number. The smaller the cubes are, the greater the circulation percentage. The gross up number accommodates additional space needed for walls and ducts.

Councilor Bill Coburn asked, what is a reasonable lifespan for a new building? Ralston said 50 years. All the charts in the document are based on 20 year needs. Discussion followed about building footprints and number of stories. Planning for future expansion is key to the design so that they can add a floor or knock out a wall and expand outward.

Councilor Bessie Johnson noted that the design includes a detox room, which is vital.

Ralston said that when the remodel occurred in Bend, for example, the remodel allowed for future expansion by the strategic placement of load bearing walls.

Councilor Floyd Collins said it is good to be frugal but it is also wise to make small incremental changes now rather than later, when they may cost much more to do.

Hare asked how they decided what size it needs to be. Ralston said they took the population growth over the last 25 years and projected growth out 20-40-60 years, based on officers per thousand, to come up with how much staff the buildings need to accommodate.

Collins asked, are the types of rooms proposed typical industry-wide? Ralston said this plan is very typical and added that the Albany folks were actually frugal with their requests. He did not see "land grabbing" like he has experienced working with other agencies. Hara-Shick added that some of the rooms are a minimum legal size based on accessibility laws, etc.

Johnson said she hears complaints that public buildings have too much wasted space. That is one of her concerns.

Collins asked, what is the size of the property the City purchased for a future police station? Police Chief Ed Boyd said it is just under 4.2 acres. Collins asked if the cost per square foot is comparable to others. Ralston described the current issues with contracting and how they are trying to stay within and improve their end price. The next step is the project cost worksheet which will capture the soft costs, in addition to construction costs. Hara-Shick said they

did not do a recession or inflation chart since they don't know when Albany plans to build, so that would need to be done too.

Collins asked, would it be reasonable to tie this to the Engineering News Record (ENR). Ralston said that is something that could take place in Step 2. At that point they would be working with actual numbers so they could then attach inflation.

Collins thanked the ZCS/hcr crew for their work. There is a lot of validation of what Chief Boyd told the Council. This is very useful for looking out to future needs and validating to citizens what we need.

#### Fire Needs Assessment

Fire Chief John Bradner pointed out that on page 2 of Section 1, a portion of the graph was accidentally omitted. He passed out pages 1-3 to the Council as a replacement (see agenda file).

Hara-Shick said Fire's document is laid out in the same manner as Police's. Also the structural valuation that was done in 2003 and the Facilities Needs report from 2010 have been included. The assessment of Station 11 includes needs at 10-20-40 years out. The 20 and 40 year needs are the same because they would, in that case build another station instead of adding on to a current one. Like they did with the Police staff, the consultant met with the Fire staff. In 20 years Fire Station 11 will need 29,000 square feet to house the different types of rooms (listed on Section 1, page 2). It was difficult to determine from the original seismic report if they were talking about upgrades, so she described what they looked at. Their cursory look provided a range of 168-304 square feet for upgrading the original building.

Ralston said, this gives us a basis for looking at existing sites to evaluate their potential. The next step we will take is to use the decision matrix to weed out potential sites rapidly, and focus on the most appropriate site.

Carter described the gravity system and calculations for seismic and gravity loads. For example Station 11 has a basement so they do not park trucks over it, but instead park lighter weight vehicles.

Konopa asked, if we didn't have training and community rooms how much more square footage would we gain? Ralston directed the Council to page 11 for the breakdown of square footage. Bradner said that out of all the fire stations, Station 11 gets the most use from the community with tours, events, and all kinds of other activities. It also has a fire pole which is a special draw. The community rooms at other stations see activity also, but not as much; those rooms hold about 12-15 people.

Ralston said that when they interviewed the Fire Department staff, he had not seen a more community-oriented group. They want folks to come inside and have the bays open. He found that to be very nice.

Konopa said, we encourage those in the Central Albany Revitalization Area (CARA) district to rehabilitate buildings rather than build new, even when it costs more; so we should set an example and do the same with Station 11. This is something for the Council to weigh.

Ralston described the Klamath Falls rehabilitation of an old armory and the questions they addressed during that evaluation.

Councilor Jeff Christman asked, when the City builds a new station, will some of the amenities of historical nature, like the fire pole, go away? Will the Station then become less desirable? Bradner says he hopes not, because whatever they would do, the building would have a historic feel.

Hare said that when the historic fire station in La Grande was replaced, the new building with the old pole was far more attractive and drew more folks. Part of the mission is to create an inviting facility to capture staff needs but also community needs. Hara-Shick added that Station 11 does not have an elevator, and a new building would have one so it would enhance the ability of the public to come inside. Bradner said, one of our desires is to create neighborhood fire stations and of our four stations, Station 11 probably most meets that goal. The North Albany station is next to a park, Station 12 is in an industrial area, and Station 13 is across from a mobile home park so they don't have the same feel as the historic downtown Station 11.

Collins asked if environmental issues had been factored in. Souders said not yet; that is in the next step.

Bradner also pointed out that they are dealing with some immediate needs and decisions. The roof leaks and they have been patching it through the winter, actually using garbage cans to collect the water. There are also areas with mold. The contractor looked at it and bid \$24,000 for a new roof. The question is, does the City put \$24,000 into it, knowing that we may not be there for long if we relocate; or if the station is rehabilitated the roof would be removed anyway for the seismic upgrades. They are struggling with whether or not to replace the roof. Boyd mentioned that the Police Station has a similar dilemma with the HVAC system though that does not have the same immediacy.

Hare said it would be useful for the Council to hear what the consultants think about the four possible sites to be evaluated for the Police Station. Souders thinks the new property that was purchased is the best of the four. He

explained that the vacant GI Joe building presents problems. The old Safeway is a building type that is difficult to work with and the site is too small. The fourth option is to expand where they are at. Ralston described parking, layouts, etc. and how they factor into their determination that the new property is the best option. Souders said they can rework and present the decision tree to the Council but if they don't want to spend the extra money and they know where they want the Police Station to end up, then they could skip those steps. Or they could do a full evaluation for the new site to make sure it is correct, or they could do an executive narrative for other sites.

Konopa said it would be prudent to have them do a small narrative so that if they go to the voters they would have that information.

Collins noted that Councilor Dick Olsen is not in attendance and he has voiced strong opinions about Station 11 in the past.

Boyd would like to move to the second phase for the Police Department.

The Council discussed that for the Fire Department, the existing site needs to be evaluated more thoroughly and other sites such as Central School should be considered. Bradner pointed out that the existing property is just half of an acre; they will need to figure out how to add onto that small site knowing there is difficulty in acquiring additional adjoining property. Bradner reviewed the status of several houses surrounding the fire station.

The Council directed the consultant to come back with a proposal for an evaluation of the Police Department on the property the City purchased for that purpose; and to come back with a proposal for an evaluation of the Fire Department on alternative sites.

#### BUSINESS FROM THE PUBLIC

There was no business from the public.

#### COUNCILOR COMMENTS

##### Accepting Resignation from Councilor Ralph Reid, Jr.

Konopa said that Councilor Ralph Reid, Jr. is very ill and has resigned from his position as Councilor. On the dais was a letter of resignation (see agenda file).

MOTION: Johnson moved to regretfully accept Councilor Reid's resignation from the City Council and to issue a letter of thanks for all he has contributed to the community. Collins seconded the motion and it passed 4-0.

Konopa said they will discuss the process to fill the vacancy at the next Work Session.

#### CITY MANAGER REPORT

There was no report.

#### ADJOURNMENT

There being no further business, the Work Session adjourned at 5:28 p.m.

Respectfully submitted,

Reviewed by,

Mary A. Dibble, MMC  
Deputy City Clerk

Stewart Taylor  
Finance Director