

Minutes
Public Safety Facilities Review Committee
Wednesday, May 7, 2014
7:00 p.m.
Council Chambers, Albany City Hall

Call to order

Co-chair Morse called the meeting to order at 7:01 p.m. Members Wheeler and Berg were absent.

Adoption of April 22, 2014, minutes [Pages 2-16]

Wyatt noted in the fourth paragraph on page 5, the number “50” should be “5,000.”
Steele moved to approve the minutes as corrected; Norman seconded. Motion approved by consensus.

Comments from the public

None

Review draft Police Department recommendation [Pages 17-18]

Morse asked members to review the draft recommendation, red-line version, and proposed an amendment: on the second page, fourth paragraph from the bottom, the number “\$450,000.” He said he and Burright had come up with roughly \$643,000 in savings and they need to make sure the calculations are correct before submitting it to the City Council.

In the options spreadsheet, the demolition costs if Option 3 is not developed: there would be the difference between \$120,000 and \$87,000, thus a savings, Morse said. Lattanzio said he would want to demolish the residential buildings to avoid leaving them vacant; two are currently owner-occupied and one is a rental. Morse said he assumed the City would leave them as residences and not demolish them. Lattanzio said that would involve contracting with someone to manage the properties and screening renters versus demolishing the buildings to leave bare ground. Morse suggested talking about the merits of both courses.

Referring again to the spreadsheet, Morse said savings would total about \$643,000 if the dwellings were not demolished.

Cordier said he had a suggestion that came out of his review of the spreadsheet and the proposed recommendation: he thinks the Committee should talk about size of the parcels. He understands that the existing site that the police building is on is 1.69 acres. Parcel No. 1 (called Option 1 on the spreadsheet) is .45 acres; Parcel No. 2 is one acre; and Parcel No. 3 is .7-something acres. He said it is confusing to him to talk about parcels versus options. Martin said Option 1 would be to buy Parcel 1. Cordier said that could be, that’s been proposed, but there could be other options; for example: stay on the 1.69 acres and build everything there.

Morse asked the Committee to review the first two paragraphs of the May 6 draft recommendation. He said the first paragraph is pretty strong language. Burright said it is accurate.

Morse read aloud the second paragraph. Reece said inside existing building envelope, there is an option to go up. Morse asked if that was true even if the building foundation was not designed for it. Members commented about a difference of opinion about that. Reece noted that he had missed an early meeting.

Ryals said he had gone over the original building drawings and it was not designed to go to two stories; if the footings designed then were to go up two stories, they wouldn't qualify today. Burrigh said that corroborates building architect Tim Merrill's memory as well. Cordier asked for clarification: he said the size of the stem wall wouldn't determine if a second story could be added since additional modifications could be made to the building to allow that. Ryals said the current building is not designed to add a second floor, but it would not be hard to modify. Morse asked if it would be cost-effective. Ryals said that's another question; it's only money. Cordier said it depends on how much money is spent on property. Norman said the site still has a parking issue. Ryals said, as the building sits, it is not designed to add a second floor; he is very certain about that.

Arasmith asked if the second paragraph should mention the modular unit; that is part of what has been done to try to accommodate growth. Morse and Burrigh said that should be added.

Morse asked the Committee to review the bulleted list of findings. He said there are some pretty strong feelings about the nature of the lobby, its size and the way it exposes a wide range of people who come to the police station in a small space. The Committee agreed on the language.

Backup power issues: no comments.

Secure interview and holding rooms are identified. Burrigh said if anyone is asked about the interview rooms that are in the building now, they are not secure. That's the key piece.

Morse continued with bullet points regarding training and meeting spaces; storage; and the heating and cooling system. He noted that the Police Station is the biggest user of electricity among City buildings, which may be a function of use more than the nature of the building because it is occupied 24/7. Cordier asked if that sentence is needed. Norman asked if energy use was addressed in the Fire recommendation. Morse said the concluding paragraph addresses the need for energy-efficient systems, but he is not sure the questioned sentence is needed.

Arasmith said it looks like the key piece is the non-functional heating and air conditioning.

Ryals said the constant use of the building makes it even more imperative to make it energy-efficient to keep from bleeding money from the City coffers: go after the biggest user and make it efficient. Norman said he'd like to keep the sentence in because the Committee has talked about energy efficiency and long-term pay-back solutions for both facilities. Cordier said he doesn't have a problem leaving it in, if it is true. Morse said it is true. Lattanzio said it is true by quite a bit.

Morse continued with officer changing areas, lockers, crime prevention volunteer work space, restrooms for staff and the public. Volunteers now share a corner work area.

Morse said when he has been by or at the Police Station, there has been no problem parking, but said Smith told him when anything is going on at the station, it is a big problem. Lattanzio said many employees park on the street to keep the public parking lot clear.

Morse continued with the final bullet point regarding the building's internal configuration. He recalled that Ryals had spoken about how design affects function and efficiency. He said the building is not designed very efficiently. Wyatt said it's not designed for how it's being used.

The next paragraph of the recommendation addresses whether Albany needs a central police station or precincts as the city grows. Lattanzio cited Gilbert, Arizona, which had about 200,000 population when they put up another station. Morse said he believes Gresham has a precinct station. Lattanzio said he believes the second Gresham building has a gang unit and other special units that work out of it.

Arasmith asked, with the river as a barrier and the bridges, at what point in population would it make sense to have a station or substation in North Albany. Lattanzio said call volume is another qualifying

factor in that decision; North Albany has hardly any crime. Ryals pointed out an intrinsic difference between Police and Fire: police are out driving around all the time, not at the station waiting for a fire. Fire personnel need to be located closer to where things happen. Arasmith said the river and bridges represent barriers. Martin said the railroad tracks are probably worse. Wyatt said when we have the Big One and all the bridges collapse, he hopes APD has a car or two on the other side of the river. Lattanzio said they would call Benton County for support. Burright said Fire Station 14 is a *de facto* police station for North Albany. Lattanzio said a lot of police live in North Albany.

Consensus was to stay with one station.

Morse read the Committee the first paragraph on page 2 of the recommendation. Cordier said it took him awhile to figure out what was meant by “programming document.” He asked if that term is understood by the people who will receive the recommendation. Lattanzio said he thinks so. Ryals said it is just a narrative that says what is needed in the building; it is not a design document. Burright asked if Cordier’s question is actually focused on John Q. Citizen. Discussion followed regarding the terms “needs assessment” and “programming document.” Burright said he appreciated everyone’s comments; he and Morse spent quite a bit of time trying to choose the right words. The City Council will understand it, but his neighbor down the street probably wouldn’t have a clue.

Cordier asked Ryals about the term “architectural firm.” He asked if that is different from a design firm. Ryals said “design firm” is probably a better term to use. It is more inclusive – a design firm could include architects or engineers or both. He suggested: “The City should hire a “qualified design firm.” Reece agreed. Ryals said many of the top design firms that do these types of projects have both architects and engineers.

Norman pointed out that the Fire document uses the term “qualified firm.” Discussion continued about including the word “design.” Morse said “design” is more descriptive.

Returning to the programming v. needs assessment discussion, Smith referred the Committee to the Fire document, which uses the words “programming and needs assessment.” Consensus was to use that term in the Police recommendation to be consistent.

Morse moved to the paragraph that begins “The comparative cost analysis...” Cordier asked that the document use the language he suggested earlier: “parcels” rather than “options.” Wyatt said the best descriptor is on the bottom of the map; it specifically describes the parcels that are being put together for each option. He suggested including that language on the spreadsheet to really specify what’s going on.

Martin asked for a refresher on why Option 2 crosses the street. Discussion followed about the location of water and sewer lines, property lines, and vacating the street. Reece asked if the options map would be included with the recommendation. Hinrichs explained what would be acquired in Option 1 and Option 2: the street would remain open under Option 1 so neighboring properties could continue to use it as access, but would close under Option 2. Morse asked to take the language from the map and add it to the Options spreadsheet so it is more self-explanatory. They are options but they are also parcels. Burright said the spreadsheet will need to match the recommendation document.

Morse moved on to the paragraph that begins “Upon review by the department...” He said this paragraph is new since the last Committee discussion. He said when he and Burright reviewed the first recommendation, they felt they needed a reality check: would the community accept adding a million dollars to a levy that failed? Steele asked how they know this course would add a million dollars. Morse said the spreadsheet suggests a million dollar premium, over and above the Pacific Boulevard site, if the City purchases all the properties through Option 3. Wyatt said all that’s being discussed is land and buildings, not the real cost to operate the Police Department. The real cost is people. If this site makes operations more efficient day in and day out, the City will save \$1 million in 10 years. He said what makes this site attractive to him is the efficiency it offers to operations. Land and buildings are not where the dollars go.

Burright said he would be interested in Lattanzio's views. He said Wyatt is absolutely right when it comes to the jail; everything starts at the jail, goes to the Courthouse, and goes back and it costs a fortune over the years to do that, but a majority of arrests go straight to the jail. Arrests that go to the Police Department and then to the jail are the exception. Lattanzio agreed. Burright said there would occasionally be savings, but it would take a long time to realize.

Lattanzio noted that the current site is more centrally located than Pacific Boulevard.

Norman asked if it would make sense to have right of first refusal on Option 3; that would postpone demolition but the property would be available when needed. Morse said it would be possible, but if he was property owner, he would say no. He would not want his hands to be tied unless the City was willing to pay him something to hold that right of first refusal. Reece said he agreed with Norman. It is a nice advantage to have an option with an agreeable property owner, if the Department can stay contained in Options 1 and 2 for the first 20 years. He said the City doesn't want to be property owners and landowners but wants the opportunity to purchase the property at a fair price. He expects the value of the property to appreciate over time; the City needs to have a way to acquire the property when it is needed. He said the City needs a document now that states the City's intent to buy the property in the future.

Morse said the City will have one opportunity to go for bond funds for the site; he asked Hare if the City had enough cash on hand to make an offer for right of first refusal if the property were to come on the market now. Hare said the City has reserves that would cover the purchase, but something that needs to be established is the actual price that would be paid.

Arasmith said Wyatt had made the point earlier that, looking at the million dollars over a 40-year period, it's not very much per year. It secures the site for expansion out that far. He said the Committee has to have a way to justify spending another million in taxpayers' money when it has the Pacific Boulevard option available. Wyatt said the real question is, is it worth it or not. The City may get into the Jackson Street property and find it's not a million dollars difference and go back to Pacific. At the last meeting, the Committee asked the preferred location; the next question is how much are you willing to pay to get there. It's more centrally located but how much of an advantage is that over Pacific.

Ryals said the million-dollar difference is coincidentally similar to the estimated worth of the current building kept for remodeling. Will the City save a million dollars by keeping the building and remodeling? Does that include parking? Ryals said there are a lot of variables. He said people have assumed that voters didn't approve the ballot measure because of the price tag but a lot of people he's heard from said they didn't like the new location. It was not that the cost was too high but why does it have to move. Steele said the Committee doesn't have hard costs for anything; how do they know it is a million dollars more? Ryals said he thinks a lot of people would vote for it if it stayed in the current location.

Cordier said he thinks the million-dollar thing is a red herring. He said he hasn't seen a list of numbers and doesn't think it includes the resale of the Pacific property. Ryals pointed out that component on the spreadsheet.

Martin asked why the public would want the Police Department to stay where it is. Ryals said he didn't pin people down; Pacific just didn't feel like the appropriate place. Martin said he has been influenced by jail proximity, but that had been shot out of the water tonight. He wondered how many other people are thinking the same thing. Lattanzio said that proximity is important, depending on the type of case involved. Burright said there is a value to being right next door but what that dollar figure is may never be known.

Ryals said people don't like change, it's in their minds, that's the place to go; if there isn't enough room why isn't there? Those are the kinds of responses he's been getting.

Morse said he went back to 30,000 feet this afternoon. As a starting point, he began with current staffing, 1.4% population growth, out 20 years, and recommended space of 350 square feet per person, which is subject to review. He said he factored in the Fire Department and plugged in a number for site development; that may be in the background materials but he could not find it. He came up with something well north of \$27 million and he doesn't think he's far off. He said he used \$250 per square foot; 25% for engineering and architects' fees, the soft costs; and 30,000 square feet for the Fire Department (though the size may be less than that) and the number came up closer to \$28 million, without bond costs, for both of these projects. Looking at projects of this magnitude, Morse said, somewhere along the line, the Committee needs to determine what to whittle away. He said he sees the phasing of the parcels as one way to pick up some significant money but preserve the property for use in the future. Whether the City leaves the homes intact, demolishes them, establishes right of first refusal and doesn't do anything with the property, if the Police Department is going to stay there, the City needs to have that property secured at some point. If the City puts a bond out, maybe the City could buy the property and just hold it. He said he knows the City would not want to be in the landlord business, but there are many property management companies that operate effectively and it would not be huge problem. He said he took the 30,000-foot look to see how big this project is and it's big.

Ryals said when projects start, typically it isn't with how much money you have to spend but what are the true needs? Those are going to cost something. The Committee is at the point where they can understand the true needs and apply some rules of thumb: \$250 per square foot could vary plus or minus 40%. Everything he heard, as a voter, was not what the cost is but what do we really need and if we really need it, we need to provide it. He said he's willing to go out into the community, after going through this process, and telling people this is the right thing, whether the price is \$20 million or \$30 million. If voters had passed the first \$20 million bond and officials then realized it wasn't enough, and had gone back out to ask for another \$10 million, he said, that would have been a disaster. He said the Committee is doing the right thing with its study of the issues. If its conclusion is that the solution costs more than \$20 million, he is fine with that. He said he doesn't want to spend any more in taxes than anyone else but he has seen the issues and is convinced the community needs to do whatever it takes to solve those issues. They don't know the numbers yet, but they will, and will be able to go to the community to say it is the right thing to do.

Morse asked if 3.19 acres would serve the Police Department well for 20 years. Lattanzio said he thinks they can make it work. The map gives an idea of what that would look like, depending on the building footprint. Hinrichs said, the serious concern is, as with the Fire Department, he doesn't want to be guilty of not planning for 20, 30, 40, 50 years. He doesn't want to be back in this room 21 years from now asking what people were thinking.

Steele said she heard different conversations and she would worry at the \$27 million level; that's not what she expected to hear and is not what she heard a lot out in the community. People asked why the Chamber of Commerce was supporting the \$20 million measure; there wasn't enough information to go along with that \$20 million bill. She said she worries about a \$27 million price tag for this community.

Wyatt asked about the building footprint and square footage. Lattanzio explained that the figures would vary depending on the number of stories in the building; the drawing was just a quick picture of what it might be. Wyatt asked Morse what square footage he used for his cost estimate. Morse referenced the *Democrat-Herald's* story today about the Harrisburg Rural Fire District's bond measure on the May 20 ballot at \$254 per square foot. The range given by McKenzie was \$200-\$240. Wyatt clarified that he was asking for the scope of the building. Morse said he assumed that the long-term need would be 46,000 square feet for 2034, with 30,000 finished square feet; he said he then went back and looked for adjustments.

Ryals said 60,000 square feet (Police and Fire total) at \$250/sf is \$15 million.

Reece said he is not totally in agreement with number for site improvements -- \$20-27 per square foot was provided in the McKenzie memo. That would blow the project out of the water. He said those

numbers are typically \$5-12 per square foot. Ryals said when working next to a site that's doing the same function, the costs will be less. Reece said \$12 should cover almost anything needed, even on a greenfield site.

Reece reminded the Committee of the new Medford police station: it is 42,000 square foot building with an attached and secure three-story parking structure for 223 police and staff vehicles; they have a bond and a \$22 million budget.

Norman asked if the 3.19 acres would provide enough parking for the 20-year projection. Lattanzio said they believe so.

Burright addressed comments about members not having seen individual numbers for properties. He said the Committee asked Lattanzio and Hinrichs to get prices, they moved quickly, lumped the parcels together and didn't give numbers on individual lots. Steele said she understands, but the Committee has not said definitively this is what the building design is going to be, this is the land, so it's hard for her to say it will cost \$27 million. Morse said he hopes that number is not in the paper tomorrow; it will be a disaster. He added that if they start factoring it in, it comes up to \$27 million. He said there are ways to reduce that; the Committee will find them and reduce it; they have to. He said they really need to be focused on that.

Cordier said he doesn't know where the current officer/population ratio, 1.18/thousand, and the proposed 1.34/thousand, comes from. He asked how the new number is justified with the advent of new technology. Lattanzio said the number is explained in the 2013 analysis report. He said police factored in the average of other communities with populations of 30,000 up to about 95,000, Albany statistics from 2012, a crime reduction in 2013, allowed for standard deviations up and down, and came up with the need for eight additional officers. They used that number to come up with 1.34/thousand as the preferred ratio.

Burright said this was not the first time the Committee had talked about new technology and how that lowers the number of officers. He said the Committee should be careful about that; crooks have the same technology and they're just getting better, and it wasn't that many years ago that Albany Police and the sheriff's office didn't have IT specialists, and didn't have people working computer crime. With technology comes additional staff.

Lattanzio said his number isn't exact; he is trying to come up with a target of where they should be, based on department crime data.

Morse said if the Committee is targeting 3.19 acres and want to have land to expand in the future, they should go back and draft appropriate language that would reflect the City's right to secure the property with right of first refusal or, if that isn't possible, secure through purchase. Wyatt pointed to the sixth paragraph on page 2 of the recommendation, beginning with "Nonetheless, the Committee believes it is important to provide additional land..." and recommended replacing "purchase" with "secure." He said the City may not need to purchase but may need to secure an option to purchase or a right of first refusal and that will cost some money. He said in many cases, he thinks a landowner might not mind getting a check now and continuing to live there. Some might consider that an attractive option; it would cost less than outright purchase and would not displace people. He said the language could be modified to give more flexibility than a purchase. He added that he thinks everybody agrees that the City needs to have a handle on that property.

Morse asked if the Committee would like to go so far as to say "land should be secured with right of first refusal and held in its present use." Wyatt said he didn't know if it should be that specific; that language puts the option too much on the current property owner. He said he wants to buy the capability to go get it when he needs it. Morse said a property owner who accepts right of first refusal forecloses selling to another serious buyer with other plans for the property. Martin asked if the property could end up in an estate, with the kids not wanting to sell it.

Cordier said he thinks he is hearing the language of first refusal is too restrictive. They need a broader term; they ought to have some negotiation to look forward to for future expansion. Norman said the word “secure” would be enough; remove the word “purchase.”

Burright said there are many pitfalls to staying at the existing site already. Any individual property owner could blow the deal up. He said if the City is going to do it, either buy it now or go to Pacific Boulevard, because so many things could go wrong. The City has money now but 5-10 years from now, they may not. They don't have a road fund.

Ryals asked if there are options of the City owning the properties and being the landlord. He asked if the City has other properties like that. Hare said the City does own at least one residential rental property and contracts with a property management firm to manage it. It was purchased for a future street improvement. He said it is not out of the question but it is not something the Council likes to do; it adds burden without much additional benefit.

Morse asked if the attempt should be made to secure all three options at the front end. Wyatt said “secure” doesn't mean the City wouldn't purchase it; it means to get the property under the City's control. It provides more options. That's what secure means to him. Norman said purchase is the cleanest way to do it.

Cordier asked how Police reached the conclusion that both properties that add up to 1.5 additional acres are needed when they don't have a building design. Lattanzio said that is based on the space needs in ZCS report. Cordier asked if he had eliminated the option for multi-story secured parking. Lattanzio said yes, because of the cost. Ryals said typically, that is a very costly option. Reece said property is cheaper than multi-story buildings; vertical is expensive. Ryals said parking garages are at or more than the cost of the building. Reece said the going rate is about \$20,000 per parking space.

Arasmith went back to the topic of purchasing property with people living there. He said it seems that one of the Committee's obligations or direction or a strong suggestion to the Council would be for someone from the Council – the Mayor and whoever has the Council position for that area – and possibly the police chief to go knock on some doors and say “Here is what we're thinking about doing but we're not going to throw you out; if we purchase the property, we'll do something to assist you in getting another place to live.” Without doing that fairly soon, he said, the City puts itself in the position to get a lot of flak.

Ryals said it is not difficult. He is in the middle of closing down a trailer court and displaced a lot of families. He said it took a year but they were very careful about finding places for all the families to go, keeping kids in their school district, and it wasn't a huge deal. People really appreciated it.

Wyatt addressed Hinrichs about his contact with property owners. Wyatt said there was a story in newspaper after the last meeting that said, “Here we come.” He asked if the Police Department had any feedback. Hinrichs said he recontacted all of the property owners after the last meeting and told them briefly that the Committee wants Police to look further but no decisions had been made. He said they were all very positive, and told him to let them know when the City is ready to talk more. Hinrichs emphasized that he only spoke to property owners; only two owners live there.

Regarding Ryals' project, Cordier said those promises were on the front end. Ryals said he thinks it's great to include it to the Council; the Committee thinks it is important; it's the right thing to do. Arasmith said he sees it as an item that needs to be done; it will be tough enough to sell a bond issue of any amount without having any extra.

Reece asked Ryals if his project, Woodland Square, had some assistance to make those moves. Ryals said that is independent of what the property owner did. A lot of the people in that development have low incomes. The project worked with the other local housing agencies in town to move them. The police situation is simpler. Reece said the City timeline is long and he would be surprised if the rentals adjacent

to the Police station had long-term leases that couldn't just expire. With time, the properties could become vacant through attrition.

Morse asked to try for consensus with the following language:

“Nonetheless, the Committee believes it is important to provide additional land for required expansion beyond a 20-year time horizon and, to that end, the Option 3 land should be secured and held in its present use. Thus, over \$600,000 could be saved from the Options 1, 2 and 3 alternative.”

He added, at the bottom of that paragraph, have a statement that says:

“If the property is secured, the Committee recommends that effort be made to assist the tenants and owners in the transition to other homes.”

Martin asked if “held in its current use” is needed. Discussion continued. Martin said the City Council needs to make the decision on the use of the property; the Committee would just say to secure it. Wyatt agreed that the language is a restriction. He said it should say “Option 3 land should be secured, period.” He said the City could bulldoze it or leave it in its present use; he doesn't care. Martin said holding it in its present use may be the best option, due to tax income, but that is not the Committee's decision.

Morse summed up the two suggestions: language that says “secured,” period; and wording to say the City will be sensitive and assistive to relocating residents. Norman pointed out another sentence where “purchase” should be replaced with “secure.”

Morse called for a survey on third red paragraph with changes. Consensus was to accept the changes.

Morse said a draft showing the changes would come back to the Committee.

Morse moved to the next paragraph (final paragraph on page 2): paragraph was approved by consensus.

He read the final two paragraphs; no one commented. He said the Committee is conceptually in agreement and the final draft will be brought back for approval at the next meeting.

Cordier asked if the Police RFP applies to both sites. Morse said it would; the intent is to price out both but the City may not exercise both options in one RFP.

Ryals acknowledged missing the prior meeting and asked why the Committee is asking for a full study and RFP of the Pacific Boulevard property if they have decided to stay on Jackson Street. Morse said the intent is not to run two analyses and designs but if the City can't secure all the properties at Jackson Street and is forced back to Pacific, whoever is doing the RFP knows that the building may go at either and the City wants it priced both ways.

Lattanzio said staff had met with Engineering Manager Staci Belcastro today about including both sites.

Ryals asked Lattanzio and Hinrichs about talking to all the adjacent property owners. Hinrichs said they had all been reasonable; only one talked numbers and it was reasonable.

Cordier proposed that Smith search the document for the word “architect” and replace it with “qualified design firm.”

Morse added that he and Burright had received notice from the City that the railroad has no interest in selling its property. He recommended adding that information as a finding.

Construction methods discussion [Pages 19-53]

Morse noted that members had received this lengthy document. He pointed out the Committee's mission statement, which mentions recommending a “project delivery method.” He asked if members wanted to spend time trying recommend a method or allow the City to pursue its own.

Wyatt said any method can work very well if the right people are doing it, or it can be a disaster with the wrong people. Whether it is design/build, design/bid/build, or whatever, Wyatt said, he doesn't know if

that guarantees a good process. It depends on the players. Public entities have very specific statutory guidelines. He said if he was doing it, he would say go do a good job, use a good process, do all the things you normally do, check references. There are some real advantages: for example, the veterans' home that the state is building in Lebanon is a design/build process and they have saved a chunk of money with interactions with the contractors and the architect and engineering firm; it is coordinated. It's a success. Other things have not been successes. He said it is hard for somebody on the Committee's end of the process to say do it this way.

Cordier said he is still fuzzy about how long the Committee wants to stay in the process, based on minutes from meeting prior. He thought everybody who commented said they want to be involved in this project for a long time. Reading from the draft minutes for April 29, 2014, Cordier said he heard the Fire Chief say, "when proposals come back, the City will have a 'special' committee..." in a review process. He said Smith didn't capture that and he could be in error thinking he heard that word but there was an adjective in there. He said the Fire Chief has a proposal for how he sees the project being delivered. Cordier said he doesn't know how the project will be delivered but he doesn't want to leave it so vague so that someone might say the committee is done and, by the way, we expect you to go out and sell this thing to the community. He said he can't do that if he doesn't understand certain pieces of it. He said maybe it is coincident with the decision to pick a delivery process: how far does this committee want to be involved in this process and at what level.

Ryals said he agrees with Wyatt and Cordier: there are a lot of laws governing how public projects get done. It's complicated. There are options, but with the right people, it doesn't matter what road you go down: with the right design team, owner's representatives, and contractors and follow the process, you will have a good outcome, but if any one of those factors is messed up, the process doesn't matter – it will be a terrible experience. He said he doesn't want to be leaning over someone's shoulder, second-guessing them. He doesn't want to tell the Fire Chief or the Police what they need internally. He feels the Committee is here to see things from the town's point of view, will be concerned with whom the team is, whether they understand Albany, and that they're taking into account long-term energy costs for the buildings. He said many areas of expertise are represented on the Committee and he's glad to be serving on it, and they may have done the hardest work so far. He sees it sort of as an owner's representative agency and two or three of them could sit in as the City narrows it down to two or three design teams and have some say in whom they think really matches Albany. He doesn't know if the Committee would have more of a say than the Police Chief or Fire Chief but at least they would have a voice. There are checkpoints along the process where it would be nice for the Committee to be informed of what's going on and what the decisions are. After spending so much time becoming educated and informed, he said the members owe it to themselves and to the town to stay involved.

Wyatt said the mission of the Committee is to go through a process, learn about the requirements of the current facilities, lend credibility to the fact that the buildings need to be replaced, and set up the process so the City can go forth and present it to the voters. It is a credibility issue and that is part of the product.

Martin said he doesn't want to work on this a long time but he would like to see it to completion.

Reece recalled that, at the last meeting, he made the comment that the City does RFPs for a living and the Committee hands it off; they've given the City direction, ask them to put out the RFP, and they go through the process that comes to selection. He said he would like to see the RFP draft before it goes public to see that it meets the mission of what the Committee has tried to intend and relay to the Council. Also, he thinks it would be appropriate that some of the Committee members sit in on the process, whether as observers or invitees, to make a comment in the selection of the team that's put together. They're going to bring the programming all back before the bond, so there is the long haul and the Committee is already in the long haul; it is just clarifying where they are in the process. Regarding Wyatt's comments on project delivery, you can have the best in design/build or the opposite. He said it is paramount that stakeholders or the group -- owner, the owner's representative, the architect, construction manager and the end user – are all parties to what goes on in the process. It is a complicated process. For

the Committee to dictate and suggest, he thinks Wyatt's comments were very appropriate: do the best job you can by the best method you see fit to give us the best value delivered; price is where it needs to go.

Ryals said architects love to have this open process. When someone is hired for this, they are very likely to say they will go through the process with stakeholders and with the City but they would like to have a couple of public meetings where they invite anyone to come in because everyone is affected by this. The City can use the process to get people involved and get the average person in the community to feel invested and feel they've been heard. When a big church comes into an area, it goes through a lot of public interaction so people are heard and understand the issues. The architect and design team will ask how much public involvement is wanted.

Reece said the Committee did discuss that last week. Once the architect is hired, the City would hopefully scope it so the architect would be holding public interactions and the Committee would be there as advocates or to help make suggestions.

Wyatt said these are key public facilities that are going to be highly visible for a long time and people care.

Morse said his takeaway from the last meeting was that the City will deliver the draft RFP for review, that process will be initiated and when it comes back to engaging the public, the Committee will plug in. Steele agreed. Reece asked if Cordier was good with that.

Cordier offered an example of what he is concerned about: Hasso Hering just wrote an article on his blog that talks about a culvert being wiped out three years ago. It is down by Ciddici's south. (Belmont Avenue.) He said that had been wrapped around the axle for three years and finally a city engineer spent enough time at it to figure out that all he had to do was get somebody to write a letter that says there won't be any species eliminated from the face of the earth if we put the culvert in. It took three years to do that and that is his concern: the thing gets wrapped around some axle and it goes to hell in a hand basket and all we get is people doing this and this and this. He said he doesn't know how to mitigate that. Teamwork is necessary and required. He said he wants to be able to say to the community he deals with that the Committee did their diligence and they're going to have a process where the Committee is going to be involved to the point there they will be able to say they understand the process that is going to be used, they understand the contractors who are going to be used, they understand the reasonable cost estimate and they would advise people to vote for this bond. He said he doesn't know how to get there.

Morse said he had also taken away that once the RFPs have been executed, the Committee has been involved in the process as it is developing, then those products are finalized and they come back to the Committee. The City will retain the consultants, but it will come back to the Committee and they will then have the opportunity to wrap things up, say the product looks good, give it their endorsement, it has met their expectations, and they recommend it.

Cordier said that's where he was last week and even with the minutes. What he thought he heard the Fire Chief say is that, after the City sends out the RFP, they'll come back and there will be "another special committee" that he is going to form to choose that. Cordier said that ought be this committee. If he hears that that is this committee, he supports the plan.

Morse said that was his understanding: it would be this committee. Arasmith asked to ask the City Manager if that is the process. Morse said to Hare that once the RFP is executed, the Committee wants to be involved in the public process. First, they want to look at the draft before it's sent out as final, they want to be involved in the public process, then when that work is completed, they would like to have it come back to them so they can endorse it before it is set in motion. He said they would like to be involved once the product has been crystallized and defined.

Hare suggested the Committee include that in its recommendation to the Council. He said it would be hard to believe that the Council would have any objections to that; one of the reasons the Committee exists is to provide citizen input and engagement.

Wyatt said it would be good to have a timeline. They have a recommendation to the Council for the Fire Station, they have a proposed draft recommendation on the police station and he hopes the City can come back with a timeline of when they think they can get the RFPs out, the selection process, when they expect to come back to the Committee with the architect or design firm. A timeline would also confirm to the Committee the points where they are involved. Lattanzio said Belcastro has included a draft timeline in the RFP for the Fire Station and will do something similar in the Police document; that is contingent upon when the Committee's recommendation goes to the City Council.

Morse said he has heard that they will draft language to accompany both recommendations to the effect that the Committee would like to be involved in review of the RFP draft, in the public process with the architect, in final review of the work product, and will ask the City to create a timeline of the tasks to be completed and the points when the Committee can become engaged.* Members agreed.

Burright said to Cordier that Cordier has said a couple of times that, once the general contractor has been chosen, he can then go tell people to vote yes on the bond. The general contractor comes much later. Cordier said he didn't use the words "general contractor." Wyatt said he thinks Cordier was referring to the design firm.

Morse said it is important not to preclude design/build; with design/build, the requirements would be created and then ask for responses for a team that would include the contractor, the architect and the engineer. Wyatt said using design/build is fine, but you've got to have the money before you go with an RFP for design/build. All this starts when there's funding available. Morse said the discussion was moot.

Cordier said that's the information he got when he asked what the community would get for \$20 million; why should he vote for the bond. The answer was you won't know that until you approve the bond. He said he could not support that.

Wyatt said, out of this process, the community will have a pretty specific conceptual design and pretty specific cost estimates. The bottom line will not be a single number with a bunch of zeroes behind it; it will be a much more specific number.

Ryals said that doesn't stop the City from going ahead with a design/build process. He said he does mostly design/build work and prefers it. Through this process, the Committee is establishing what does this piece look like, how much is it going to cost, what are the essential elements. When that gets voted on, it moves to the design/build phase.

Wyatt said people will know up front, before it goes out, what they are going to buy and will have a good general idea of what it will look like and where it will be.

Cordier proposed that the yellow Police map not go out to the public. Other items need a scrub.

Burright said pending items include funding options and the Questions and Issues list. Jeannette Launer is coming to the May 20 meeting as part of the CARA piece. He asked if the Committee wanted to meet as scheduled on May 15 or wait. Arasmith said they need to meet to approve the Police recommendation.

Morse asked Hare for backup documents for the cost assumptions behind the last bond. Hare said information was included in the Committee's original packet; it was based on the estimates done in the original needs assessments and wasn't particularly complicated. Morse asked for a one-page summary, including how the Pepsi money fit into it. Hare said he could put one together.

Burright said the Committee should meet next week, put the final stamp on police and fire recommendations, look at the to-do list, and start talking about funding options. Steele said she would be absent for the next three meetings.

Morse said Cordier suggested a submittal letter that goes with the recommendations and Morse and Burright had discussed it. With an eye to the communication that will go to the public, there is the recommendation and the process behind it. Having the ability to define the extent, depth, and breadth of the process, it would be premature at this point to have any formal submittal to the City. The Council grasped very quickly where the Committee was going with Fire, and started the process for the RFP and now, hopefully, they will follow with the process for Police. He said he and Burright feel it is not the right time to put it all in context and wrap it up when it's still a work in progress. He said they plan to communicate the Committee's work when the work is done.

Cordier said, for the first recommendation, the record is clear that it was sent to the City Council on the 29th. Smith said the recommendation has only been given to the Council verbally. Cordier asked if the recommendation would be received by the City Council and listed on the Council agenda and if there is a record of that. Smith said it would be on the record when it is presented to the Council. Cordier asked when it would be presented. Smith said that is up to the Committee; the Council will be considering a resolution to fund the RFP on May 14 based on verbal direction they have received.

Ryals say members of the public at the Council meeting might have questions about the recommendation; it might not be bad to have a representative from the Committee at the Council meeting to respond to questions. Wyatt posed a process question: how does the Committee expect to submit something like this in writing to Council.

Burright said so far, he has been comfortable talking to Smith, Hare, and Councilor Floyd Collins; they have been getting the message regularly. He said he hasn't felt any urgency that they were missing out on anything. He said he and Morse could both personally deliver it to the City Council. Wyatt asked if it would be put in writing. Burright said it would be. Cordier asked when that would be done. Steele suggested waiting until the Police recommendation is completed to do both at once. Wyatt asked why wait when the Council has an agenda item for the coming meeting based on a recommendation that it has not yet received.

Cordier said there is no substantial reason to delay that piece of paper going to the City Council for one more day. It serves no purpose to delay it. Morse agreed. Wyatt said the Committee has not talked about the process for delivering the recommendation but verbal doesn't cut it; in writing cuts it. Cordier agreed. Wyatt said it should have the Committee's name on it but it is always nice if there's an initial or something on it, too. It becomes part of the public record. If the Council approves an RFP, the reason they're doing it is because of the recommendation of this committee.

Burright said he and Morse have been looking at delivery two ways: they can take both recommendations to the Council when the Committee is done, along with all the methodology and explanation of all the work they have done and how they reached their conclusions; the recommendations don't include any background. They could also get the Fire piece going now and then when the Police piece is done, they would get on the next agenda.

Wyatt asked what the Council will do at its next meeting. Smith said they will be considering a resolution to pay for an RFP for the Fire Station, based on information about the recommendation that they've received from staff. Morse and Burright said they would attend the May 14 meeting.

Burright asked Hare if any significant costs are expected in the RFP process. Hare said the resolution deals with freeing up money to do the work called for in the RFP. Hare said staff had received direction from the Committee some time back saying that they wanted staff to get started on the process so they did. It's not a problem for the Council to receive whatever documents the Committee wants to submit at any time.

Martin said he likes the idea of submitting background with the document, but if the Council is ready to do the RFP based on verbal direction, why does the Committee need to submit more information to them? Ryals said it needs to go in the public record. He said he expects the Council to have a lot of questions and the co-chairs can be there to answer them. Martin said having the background would answer those questions. Ryals asked how long it would take to put together that document.

Wyatt said the recommendation is pretty complete. Morse said he and Burright would attend the Council meeting.

Morse said the Police recommendation would be cleaned up for the next Committee meeting. Regarding the four things the Committee would like to be involved with (see * above), Wyatt suggested those be listed in a document separate from the recommendations. Burright said another document will go with the funding recommendation.

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

Signature on file

Marilyn Smith