

**Minutes**  
**Public Safety Facilities Review Committee**  
**Tuesday, April 29, 2014**  
**7:00 p.m.**  
**Council Chambers, Albany City Hall**

---

Call to order

Co-chair Burrignt called the meeting to order at 7 p.m.

Members Wheeler and Ryals were absent.

Burrignt noted that minutes for the April 22, 2014 meeting had been distributed; they will be included in the next agenda packet for approval. Three additional documents were also at each member's seat: the latest draft of the Fire Station recommendation and two documents that Chief Lattanzio will use in his presentation. Burrignt asked members to look over the recommendation; if time permits, it might be approved tonight or at a later meeting. The first opportunity to present it to the City Council would be on May 14.

Regarding additional Committee meetings, Burrignt said a few members still need to weigh in, but none of the dates so far have large numbers of members absent. The meetings will be scheduled.

Comments from the public

None.

Police building location analysis

Burrignt offered kudos to Lattanzio and Jeff Hinrichs for collecting cost information on properties adjacent to the Police building. Lattanzio referred members to a spreadsheet listing approximate costs of the properties and a site map (see agenda file). He explained three options for property acquisition as outlined in the spreadsheet. The spreadsheet includes anticipated costs to buy the additional properties and demolish them; site development costs; savings through a remodel of the current facility; and the value of the Pacific Boulevard property if it were to be sold to offset Jackson Street site costs.

Lattanzio said what the Committee wants to do will determine how much property to acquire and how much to spend. Under Option 1, .45 acres doesn't give the Department very much additional space and would not increase parking. Under Option 2, an additional 1.5 acres would allow a larger building and some more parking. Option 3 is almost comparable to the acreage on Pacific, but the total cost is probably an extra million dollars. Hinrichs was able to contact all of the property owners and all would be willing to sell; the issue the City would have is cost. Only one person gave a price quote, and staff used real-market value to come up with numbers for the others.

Cordier asked for clarification of acreage in Option 3. The 3.89 acres is cumulative.

Norman asked the value of the existing building. It is listed on the spreadsheet at \$1.275 million.

Morse asked if the City had a wetlands delineation on the Pacific Boulevard property. Lattanzio said he had asked Mark Shepard about that. He added that staff had met with ODOT regarding access to the property off Pacific in lieu of building a bridge across Cathey Creek. ODOT has a process for that and they seemed agreeable to the idea. He said ODOT's recommendation was for an entrance/exit off Pacific and off Willetta Street at the back. Burrigh said he understood that there is only a wetlands issue at that site if access crosses the creek. Lattanzio said that is correct.

Morse asked for the amount of net buildable property on Pacific as compared to Options 1, 2, and 3 on Jackson Street. Hinrichs said Pacific Boulevard is 3.69 acres; the creek does not figure into buildable acreage.

Steele noted annual tax revenue loss on the Jackson Street options and asked the tax loss on the Pacific Boulevard property. Purchasing that site resulted in a tax loss at that time. Hinrichs said it would be the same as if the City built there and sold the existing building; Berg said the tax value would be less on the bare land. Burrigh said in the future, if that property is built up, the tax value could be greater.

Cordier asked if there was a record of taxes lost from when the City bought the property. He said he thinks the Committee should have that. Steele said the tax information would be an apples-to-apples comparison; potentially the City would gain revenue if that property develops.

Burrigh mentioned that, at the April 22 meeting, Mike Quinn brought up concerns by people who live on Willetta Street; Burrigh said if emergency vehicles were running through there, he would be concerned, too. He asked if any thought has been given to putting just an emergency light on Pacific, something like the Opticons that the Fire Department uses, something that would be used only in emergencies and activated to stop traffic. Lattanzio said he could look into that. Burrigh said he didn't know if ODOT would like it. He said he's a little concerned about crews busting out on Pacific occasionally; that would be dangerous.

Cordier asked if there is a way to have an official/unofficial conversation with ODOT because he heard Quinn say access at Pacific was going to be a problem, and the police saying it won't be a problem.

Lattanzio said Hinrichs and Ron Irish, the City's Transportation Systems Analyst, had an optimization meeting with ODOT two days before the last Committee meeting. Hinrichs said two or three years ago, the Legislature came down pretty hard on ODOT and forced them to work better with contractors, cities, whoever wants access onto and off of highways. Their philosophy for allowing access changed dramatically. He said it is correct that eight to 10 years ago, ODOT was pretty strict about allowing access to state highways. They have loosened a lot of that up. Three ODOT people attended the recent meeting and tentatively said they did not see any issue with giving APD access straight out onto Pacific. They said, if the City does apply for access, it should be in the center of the lot rather than on one edge or the other where it could conflict with other intersections. ODOT also said that, if Albany puts in an application for highway access, they want it to say that that would be the main entrance and exit but people can go to Willetta if they want to go to the light.

Cordier asked if a record had been made of that meeting and who the participants were. Hinrichs said Ron Irish has the names of the ODOT staff while Hinrichs has one of their business cards. Cordier asked if there is a filing fee for a formal application. Hinrichs said he believes there is. Reece said the permit is an access permit. Optimization meetings are an opportunity to get some feedback about whether a permit application would be successful. Reece said he is working on a project like this in Yachats and going through the same access process there. Safety and separation are considerations.

Steele said she is on the Linn-Benton-Lincoln Transportation Commission and attended a meeting two or three years ago when ODOT said they were no longer being so strict; the main consideration of every project now is economic development and business growth.

Cordier asked if such a decision by ODOT is like a building permit with a timeline. Reece said he didn't know. Cordier asked if there is a downside to making an application. He said if there's not much legacy stuff to do, and that property is the Police Department's choice, the City should go ahead and fill out the application and get it in writing. Reece said it's a little more complicated than that. The property will be changing use so ODOT will have other standards to consider and will require additional information.

Cordier asked if anybody on the committee would like to see the application made now to get a firm answer.

Steele asked if there was a recommendation for building size like what was made for the Fire Station. Lattanzio said it is in the ZCS report. Burrighrigh asked the recommended acreage. Lattanzio said it depends on how many stories are in the building. Steele asked if the Committee needs all of the options that Lattanzio and Hinrichs had presented or is Option 3 the only one because the acreage is comparable to Pacific Boulevard.

Lattanzio said he doesn't think Option 1 can be done. Option 2 might require a parking structure. Option 3 could go all the way out for 50-year planning. Norman referred members to page 39 in the reference materials. Burrighrigh noted 4.34 acres are needed for a single-story building. Lattanzio said 4.52 acres are needed for a single-story building; 3.67 acres for two stories; and 3.38 acres for three stories. Steele said neither property has the appropriate amount of space.

Lattanzio referred the committee to page 175 in the reference materials. The page shows projected building needs based on 2% population growth. The projections have been scaled back to 1.4%. He pointed out that those planning the existing building didn't anticipate the rate of growth for the community at that time, either. Lattanzio said staff needs to make some changes in the programming.

Norman asked for an explanation of estimated property purchase prices. Hinrichs said he got actual sale prices from the owner of two apartment complexes. The other four properties have five different owners; police didn't get any numbers from them but they spoke to a realtor who provided appraisals of all the properties. The realtor recommended using real market value as listed on the Linn County Assessor website.

Morse asked, all things being equal, which site is preferred. If it is the existing site, is there a premium you are willing to invest to achieve that location? Lattanzio said staying where they are, if they can make that work.

Burrighrigh asked if, all things being equal, the Police Department would stay at the existing site. Consensus was yes.

Morse asked if the Department can still live in the 40-year horizon with 3.18 acres. He asked if that could be accomplished by going vertical and if not, is it worth another million dollars to stay there.

Wyatt said if \$1 million is amortized over 40 years, it gets relatively small. If all the property is purchased under Option 3, it is more than the Pacific Boulevard site.

Martin asked how long the Pacific Boulevard property was on the market before the City bought it. Hinrichs said it was a few years. Martin said selling it could take awhile. He said he agrees that the department should stay on Jackson Street but the \$900,000 property could sit there for a long time.

Burright said he and Morse had a preview of the Jackson Street options earlier in the day. He said he expects people could ask why the City bought Pacific Boulevard if the Department is going to stay where it is. That purchase could turn out to be money well spent; if any of the Jackson Street property owners becomes unreasonable or backs out at the last minute, the City would have a backup plan.

Arasmith said until the program documents are updated, the building footprint is unknown. Lattanzio said the footprint will change on Jackson Street; the existing 10,000 square-foot building can't have a second story added. Plans will have to show where a new building can go and staff will have to decide how to use the existing building while continuing operations. He said he would prefer for the buildings to be attached.

Wyatt said the advantage on Jackson Street is the same as keeping the Fire building on the same site. Each department can continue to operate there until they get new buildings to move into. He said he also sees an advantage to the current location for emergency responses. Lattanzio said officers generally respond from their beats, not from the station.

Martin asked about any issues with vacating Jefferson Street. Lattanzio said Mark Shepard estimated about \$30,000 to vacate the street. An 8-inch waterline in the street serves the jail; if that has to be moved, it would cost about \$100,000. Lattanzio said he didn't know if a building would be located on the street right-of-way initially.

Martin said he was amazed at the responses from the neighboring property owners. Hinrichs said he agrees with Burright in that having another property puts the City in a really good position. He said none of the owners had planned to sell, the conversation was a surprise conversation, but all seemed very reasonable, and ultimately they would consider an offer to move.

Lattanzio noted that the properties are zoned residential. Burright asked if that is an issue. Hinrichs said it didn't sound like it would be.

Arasmith asked if there is a downside to making an application for access to the Pacific Boulevard site. Reece described his experience with access issues in Eddyville, I-5 and Highway 34, and Yachats. Each situation is different. The Pacific Boulevard site might go right through with an application for access but if the use changed later, that might have repercussions. It could be done for a fairly low cost, citing a 50,000 square-foot building to be on the site. Other issues might come up that would add to it. The City could go forward with an application and that could make the property more valuable in the future.

Martin asked when the idea of traffic lights should be introduced. Reece said that isn't introduced until the property's change of use dictates mitigation. Morse asked the cost of a fully-signalized intersection. Hare said he recalled about a quarter of a million dollars. Reece said he has heard up to \$750,000. Wyatt said \$300,000-\$400,000. Hinrichs said he got the impression from ODOT that it wouldn't require a light.

Martin suggested using existing lights at neighboring intersections, programmed to go to all red simultaneously in emergencies. Arasmith and Berg pointed out that the next closest signal is at Queen Avenue. Wyatt said ODOT has separation standards for signalized intersections. Burright asked if the rationale for submitting an application now just was to help the marketability of the property. Arasmith said a long time ago, he had experience submitting applications to ODOT and things went into a dark hole somewhere in Salem. Burright asked if it is worth the effort to make an application when the Committee

is considering a recommendation to go with existing site. Martin said it is if the property is the fall-back position; it increases the value of the property. Cordier said it takes away an unknown. Norman asked if it would increase the value enough to offset the costs of making the application. Reece said it is definitely value added; a private party's access permit is \$15,000 or less. Having the access in hand increases the opportunities for that property. The application would be handled locally by staff in Corvallis.

Wyatt asked the property's zoning. Hinrichs said the front portion is commercial and the smaller parcel on the west side is residential.

Morse recommended putting the access application in the queue of findings, put in suspension and include it in the final wrap-up for APD. He said he feels strongly that the City should have that application in on the front end and the sooner the better; no matter what, the Committee hopes that property is developed. Lattanzio said it is about a 90-day process to get the application through. Burrighrigh asked Morse for clarification. Morse said he wanted to add the application to the Committee's findings.

Cordier asked if there are different degrees of application. He asked if the application should say that the City could potentially put a police department on the property and not just ask for access for a commercial use. Reece said the application should state a use.

Burrighrigh asked if the Committee agreed. Wyatt said he had not heard anybody advocate for the Pacific property. While there is a difference in cost, Wyatt said he was about to propose a survey that the existing site be added to and chosen as the preferred location. Burrighrigh asked for clarification. Wyatt said the City ought to buy as much property as possible and consider the needs 30 years from now. Spending an extra million now, in 30 years might look smart. Burrighrigh said that would be Option 3. Wyatt said otherwise, it would cutting it short.

Cordier asked if Wyatt believes the Pacific Boulevard location will ultimately be too small. Burrighrigh reminded members of the survey rules: clarification is OK but no discussion.

Option 3 survey vote –

Martin agreed.

Cordier passed.

Reece, Steele, and Berg agreed.

Morse agreed that Jackson Street is the preferred location at a premium of a million dollars. He said he hopes that reviewing the program from the original design will allow the City to pick up some savings to knock that additional million down. He said this is the preferred site and the Committee should do everything it can to find ways to make it work.

Norman said his only concern is not having the property secured. He thinks the value of the properties may have just increased and the difference in price is a concern. Also, with demolition, you never know what will be found and that's something else that could cause a delay. He agrees Jackson Street is the preferable site if a lot of things can be made to work.

Edwards agreed with Option 3.

Roe said he agreed, also, but it is a million dollars more. He's worried about both sites being too small; it was already built too small once. He wondered if access could be worked out on Pacific with the property to the north.

Arasmith said he agrees Jackson is the best location but he is concerned about not having a footprint.

Cordier said he has long thought that the current location is the location and he agrees with the proposal.

Burright said he will agree also but he has two concerns and he hopes they will work themselves out. First is the cost of the properties. In some respects, he is really glad the City has the Pacific property as back up. It's tough to negotiate property sales in this kind of forum. He said he is also concerned that everything else is not locked down. Assuming the Committee agrees with the proposal that Chief Lattanzio passed out at the last meeting, the program can be reworked and that gives an opportunity to massage the way onto the Jackson Street property. This has a lot of unknowns but it feels like the right thing to do.

Wyatt said, normally when it's a public entity buying property, they provide incentives.

Morse said the City would pay fair market price. If that doesn't work, go back to Plan A. He said in some ways, that strengthens the City's hand.

Cordier said the Committee should recommend to the City to make application to ODOT for access for the Pacific Boulevard property. Unless the Committee has something that is real, they don't have a full equation to evaluate. He agrees with Morse that it should be done on the front end.

The recommendation is for an access permit for a police department site. Consensus was yes.

Wyatt said before anything can be done, a site is needed. At the last meeting, the Committee talked about re-doing the programming; that is something that has got to be done. He said he understood that the Chief was going to do that anyway. Now that a site identified, Wyatt said he thinks that should be the next step. He suggested looking at both sites with revised population figures and run the numbers for each.

Burright said the Committee is ready to switch back to the Chief's memo from last week; he didn't know if they got all the way through it. He said the bottom line was that population projections dropped to 1.4% and staffing requirements dropped accordingly. Lattanzio said the ZCS report showed staff at 157 in 40 years; APD projects 133 needed.

Burright said the final piece is that the Committee recommends to the Council that they go ahead and hire a firm to go back and reevaluate the Police Department program based on the new numbers with the understanding that there are spaces there that the Police believe can be cut, and determine how it might fit on both sites.

Cordier said he has a concern. The Committee has talked about trying to meet Albany needs for 40 years, but the police projections only go out 20 years. He wants to know the target for the ZCS rewrite. He said he has commingled the building life with the size of the building over time and wants to know how much time the building is being expanded to meet. That's different from how long the building will last.

Lattanzio said he thought the Committee was looking at building for 20 years with the ability to expand to 40.

Wyatt said part of the problem with the building is it's a 24/365 and that beats it up. That horse gets ridden pretty hard. Cordier said that's what the City has to plan for. Wyatt said it's like the debate between asphalt versus concrete roads – you can plan for all kinds of things but it still wears out.

Burright said the ZCS study talked about the existing space, what was currently needed, a 10-year look, a 20-year look and a 40-year look. Staffing could be extrapolated out to 40 years, too, but reality is you can put a bunch of numbers on the wall and start throwing darts.

Cordier said he thinks the record should include the number of years that the Committee expects the buildings to work. Morse said those issues can be mitigated by designing the building to be incrementally expanded, based on need. Cordier said that's part of the criteria to give to an architect. He would like to see the plan go out another 20 years.

Norman said page 6 of the agenda packet has a 2054 estimate. Lattanzio said the problem with going out so far is that actual growth is unknown. When the current building was constructed, for example, no one knew about the annexation of North Albany. It's important to have enough room to grow and a footprint that allows the building to expand, he said.

Arasmith said an advantage of having numbers out 40 years is to be able to say that's the number we planned for. A lot goes into population changes in a city, but the Committee ought to have some kind of number so when a measure goes to the voters, they can say this is the number and this is how we go there.

Morse asked if it would make sense to say build the building on the front end to meet the needs for the life of the bond or is that overbuilding? Hare said bonds are generally financed for 20 years but could be done for a different term. Morse said you don't want to overbuild or go back during the life of the bond and ask the voters to approve it again because they won't do it.

Wyatt said police departments don't operate the same way they did 20 years ago. Albany might have cameras all over town 20 years from now to help police. Look at a squad car now and the technology that is in it and used literally every minute; go back 20 years and a radio was about it. Projecting requirements out too far, things are going to change and probably will change a lot. The further you go out, the less you know about staffing and about everything. He said Morse's idea to build for the life of the bond is pretty good; every year beyond that creates more uncertainty about what is needed. To sell a bond, you need to have a basis to support it; the further out in time, the less basis you have.

Arasmith showed his smartphone as an example of recent technology that has changed how people work and live. Wyatt noted that police use them when they don't want people to hear them over the radio.

Burright said the recommendation for the Fire Department is to build for 20 years with strong emphasis on being able to build out. Others agreed that is a good plan for Police too.

Cordier said technology also speaks to the number of police per thousand. If it works efficiently, Police will be able to do the job with fewer people.

Norman asked for clarification. He understood that, based on the number of property crimes in Albany, APD is currently understaffed. Lattanzio affirmed that. Norman asked if that factor affects the staffing projection. Lattanzio said the projected staffing is the number where APD should be staffed. Steele said it still doesn't address money for the staff.

Burright said it is difficult to wordsmith with a group. He suggested the co-chairs bring suggested wording back to the next meeting, incorporating everything that has been discussed tonight, following same general format as the Fire Department recommendation.

Burright said he had seen a lot of heads nodding but was not sure they had recorded the recommendation with the concluding paragraph from Lattanzio's memo: basically, the Committee recommends that the City hire architects like they are doing with the Fire Department and take another fresh look at the programming; bring that document back to the Committee for a look and its blessing, then take it on for drawings. Burright directed the Committee to Lattanzio's concluding paragraph:

“There may be additional space-saving options beyond what is mentioned above that can be identified during a design process; however, without further professional work on programming and design we are hesitant to suggest additional options. We recommend updating our programming and having an architect draw up preliminary building plans using the lower updated population estimates while keeping a critical eye on sharing space, reducing room sizes, and fiscal accountability.”

Wyatt said the only addition is that the City has two sites and plans are going 20 years.

Cordier said page 2 of the memo shows the .45 acres at \$507,000. He asked if that number was updated by the spreadsheet Lattanzio distributed today. He said it would be helpful if materials were dated. He thinks that information should be in the recommendation. Burright said the recommendation would include the memo's conclusion.

Consensus was to add the conclusion to the recommendation and have Burright and Morse put together a draft recommendation based on discussion tonight, bringing draft language to the next meeting.

Burright asked if Police staff had anything else to bring up. Lattanzio said the Committee should understand that expanding at Jackson Street will move about 32 residents out of that area. A lot of people there are renting and will have to find someplace else to live. Norman asked if that is low-income or subsidized housing. Hinrichs said he didn't know; a lot of seniors live there but he doesn't know if it is subsidized. Two own their house and live there. The other 30 probably will be displaced against their will. He apologized for not getting that information out on the table more clearly. He said it would probably generate a little bit of fallout or negative publicity. Roe said that could affect a bond vote. Hinrichs said the site is probably still the Department's first choice but they don't want to gloss over that.

#### Committee role in RFP, design process

Morse said he and Burright felt at the end of the last meeting that there was no consensus about how the committee would be engaged in the RFP process. They have asked Hare to present the draft RFP, but some discussion suggested that the Committee would be involved directly in the design process. He and Burright are recommending against that.

Wyatt asked if the RFP being discussed is for basic design and architectural drawings of what the buildings will potentially look like or the actual design. Morse said it would be the first step with elevations. The public would be able to see the basic footprint. Wyatt said what Morse is talking about is what would go to the voters. Hare said City staff is already working on it; it would be for what Wyatt described, and would have some process in it. One of the issues with any public buildings is the issue of what it will look like. The Committee would have to have some way of taking public commentary. He said for whatever the architect produces, there will be commentary.

Wyatt said from his perspective and based on what has happened in the past, the public process is the centerpiece of passing the bond: this is where it's going to go, what it's going to look like, what it's going to cost. Cost won't be known until the project goes out for bid. Having the public process front and center is vital. Wyatt said he has no interest in putting the RFP together, the City can do that, but he thinks it would be good for this group to be at a meeting or two in that process. The reason the process is going like it's going is because of the Committee. He said he is interested in what it's going to look like and the cost estimate. He thinks public input ought to drive it. He said he'd like to look at it and poke at it but the RFP process is the City's.

Morse said if the Committee was the board of directors of a corporation, they would decide the general direction, then do a hand-off to management to get it done, not screw down every nut on every bolt. He said he had a sense that the Committee was on a path to review the space design, the flow, and the schematics of the building; he said that is not the role of the Committee. He said he likes Wyatt's comments about the Committee being involved in the public process and the review of the final work product that comes back from the RFP. The Committee would then sign off on it.

Cordier said the Committee's role in RFP is a narrow question; the more expanded question is what kind of process is going to happen before it goes to the voters. He asked if the Committee wants the voters to have bid costs before they vote. Wyatt said you have to have money before it goes to bid. Otherwise, the City goes to a whole bunch of expense and process and what happens if the measure is defeated. Wyatt said tell the voters what you want to buy, how much it's going to cost, ask them for the money, then go forth and do what you're going to do. He said Cordier is asking about what kind of process to use for how to buy it. That's a discussion for a future agenda.

Cordier said he is asking how the Committee views what comes back from the RFP. He asked if the Committee would be satisfied that the City establishes the requirement for the bond based on very sketchy information about what it will cost to build. Wyatt said the process to get the conceptual design will have a scope and that can come up with a pretty good cost estimate. The City will probably find some hungry contractors and some competition but won't know what it will actually cost until it gets a contract and a contractor. He spoke about his experience with good and bad construction projects; the quality depends on the quality of who's doing it. He said he thinks the cost estimate the City will get from the process the Committee is talking about will be pretty good.

Reece said he agrees with Wyatt. He feels that the Committee's charge is to define the parameters for a recommendation that the City go forward with an RFP process to come up with conceptual designs and an estimated cost for the sites the Committee has directed them to; that will determine the budgets. The level of detail in construction drawings is a range; it depends on how far the Committee wants to get into details.

Arasmith said one of the values this Committee could have is public input with Committee members involved to explain how they have reached their recommendations. If they're not involved, it will be a disaster. Wyatt said part of the process in whatever bond measure goes out is credibility; when you get the ballot and the price tag and figure out what it will cost you, it's credible. The public should be able to talk to members of the Committee to tell them what they think.

Morse suggested the RFP's three basic parameters are conceptual designs, cost estimates and a process for public engagement. Bradner said he is working with Public Works now to determine what needs to be in it. Morse asked the Committee for consensus that they will engage in the public engagement process as directed by the City and the architect. When that work process is completed, it would come back to the Committee for final consensus and recommendation to the Council.

Hare said that sounds great. He added that Public Works has been involved because they do a lot of RFPs; they may identify some tasks that others may not have considered. Morse said, with respect to the role of the committee, when the City is reaching out to the public, the Committee will be involved as well.

Bradner noted that Public Works had provided him a list of target dates and benchmarks for the RFP. When proposals come back, the City will have a **selection** committee to review responses, select one, then go to the City Council to award the RFP. Bradner said he thought once the review committee made its selection, it would come back to this committee. Morse said no, staff will do the administrative work, and once that process starts, the Committee would be engaged in the public process; when the City opens it up to the public to ask for input, the Committee would participate in that. At the end, when the City's work product is done, it would come back to this Committee and they would sign off and recommend to the Council to deliver it to the voters.

Lattanzio asked for clarification; he repeated the RFP tasks as outlined above and Morse confirmed that. Morse reiterated that the Committee would not be involved in selecting the architect.

Reece said Lattanzio was correct: the RFP is to get an architect on board. As to how open that selection process is, Committee members (not as an entity) could sit in and listen to their pitches. As with the Carousel project, Reece said he would expect some public open houses where concept designs are vetted, they take feedback, go back and refine it and come back for another session. At the end, project costs are estimated and the result is packaged. The Committee's role would be as advocates, to answer questions in an informal setting about how they arrived at their conclusions and recommendations.

Martin said he appreciates what Hinrichs said about the 32 people who are going to be displaced. He said he can anticipate members of the public being critical of the Committee because of that and he doesn't know if they have good answer for it; he thinks they should have a good answer for that if they can. Members need to be prepared for that kind of comment. That's an emotional thing that could be really damaging to the whole process.

Arasmith said part of that is to find out if that's subsidized housing. If it is, the City has an obligation to find other accommodations. Morse said if this is Section 8 subsidized housing, there is probably an obligation to maintain housing for some period. Lattanzio said staff would find out.

Cordier said he hopes they have agreed that the Committee would like to review the RFP before it goes out. Morse said they have asked that the final draft be circulated to the Committee. Cordier asked if it makes sense to have a flow diagram of when things bypass the Committee and when they come back.

Reece said the timeline has many and potentially varied branches. He said the Committee should not be involved in writing the language for a public-project RFP. The Committee has already set the tone for what goes in the RFP. Cordier asked if Reece agreed that the Committee should have a chance to review the RFP before it goes out. Reece said he's not sure that he needs to do that. Steele said she's not sure she has the skills to do that.

Cordier offered an example. He said he doesn't know what's going to be in the RFP, but he heard from several fire chiefs that they don't want any flat roofs on fire halls anymore. He wanted to know if that would be told to the architects. Wyatt said this is what he thinks will happen: a recommendation from this group goes to the City and they will use that to build an RFP. The RFP will hire an architect to do conceptual things – preliminary cost estimate, scope – and there's a public process in that where the Committee will be involved. The final thing, probably what a bond measure is based on, will come back to the Committee. That is followed by the bond measure process and it passes or fails; if it passes, the City will hire an architect to really design the building and that's when the architect is told the City

doesn't want a flat roof. Wyatt said he expects a ton of feedback and dialogue with the two chiefs about what goes into the preliminary conceptual design. The RFP is based on the Committee's recommendations.

Morse asked if Fire and Police RFPs can be done as one. Hare said at this stage, it seems best to do them separately because they involve different work at different stages.

#### Updated meeting schedule

Burright said he hopes the Committee can make a decision on remaining police issues at the next meeting. The Fire recommendation will be available to finalize as well. If those go quickly, Burright suggested that the Committee talk about the construction process. A handout that addresses different types of construction processes will be in the next agenda packet. That process is important to some members but may not be to others, he said. If it is not a full meeting, discussion can open up to funding options.

Burright said he would like some feedback from the group about CARA money as part of the mix of funding options. He said he personally is ignorant about CARA and urban renewal. Given his current level of understanding, Burright said, he doesn't know if it's good thing or a bad thing to use CARA money, how much could be used, or what the process is. Hare has suggested bringing in an outside party to give a 101 briefing on the topic to bring everyone up to speed, but Burright said he doesn't want to do that if it isn't necessary for others.

Norman asked about other funding options and said he is well-versed in CARA but if others want the background, it couldn't hurt.

Wyatt said he thinks it would be helpful. Urban renewal districts across the state have done all kinds of things. He said it would be good to know how CARA has set itself up. Both building locations are within the district.

Steele said she and Martin have had many overviews of CARA over the years but it has changed in the last two years so a short refresher course would be good.

Cordier said he is not interested in an explanatory meeting to give all the reasons why the urban renewal district money can't be used to fund a fire hall or a police department. Morse said he doesn't think that would happen. Cordier said he is interested in a meeting where people describe the way urban renewal works, the way the money flows from all the taxing districts, how it is accumulated, what the ARA board does and what the CARA board does. The decision about whether to use CARA money or not is a Council decision.

Burright said it's important to know what the current law is that governs the local district. Steele added the current standards that CARA is using; every community has its own way of looking at urban renewal. Morse said there is potentially some serious money that could be used if the decision is made by the City Council to use it. Morse said the Committee cannot recommend using it if they don't understand it.

Hare said the Committee has options for getting that information. Kate Porsche has been the City's urban renewal manager for several years and is also president of the Oregon Association of Urban Renewal Agencies and could provide a good summary. If the Committee wants an outside source that might be more dispassionate, staff can bring in Jeannette Launer, the authority on what urban renewal agencies in Oregon can and can't do legally.

Martin said Kate might have a bias, whether she intends it or not.

In response to Steele, Cordier said the CARA board did indeed take a year and a half off to develop a screening mechanism to align projects but the last major project they funded had seven red dots and three green ones and, by that, it shouldn't have been approved but it was. It's still a fuzzy deal.

Burright said he would prefer to have Launer come for the May 20 or May 27 meeting.

Arasmith asked about accepting the final Fire recommendation. Steele called for a survey to approve the document with changes as presented.

Consensus was yes.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

*Signature on file.*

Marilyn Smith