

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

1. Call to order
2. Comments from the public
3. Police building location analysis [Pages 4-9]
4. Committee role in RFP, design process
5. Updated meeting schedule
6. Review of questions to answer, issues to address, tasks to complete
7. Next step
8. Committee thoughts and comments
9. Adjourn

Next committee meeting: 7:00 p.m., Wednesday, May 7, 2014, Council Chambers
Focus: Police building programming and specifications

Upcoming meetings and focus:

- Thursday, May 15 – Remaining Police issues
- Tuesday, May 20 – Funding options and construction process
- Tuesday, May 27 – Funding options
- Tuesday, June 10 – Preliminary recommendations to City Council; adjourn for summer.

Public Safety Facilities Review Committee

Consensus Findings

January 28, 2014

- Adopt survey process
- Reach decisions by consensus

February 11, 2014

- Adopted January 28 minutes
- Adopted mission statement
- Fire Station 11 needs to be replaced.
- Station 11 replacement should be on existing site.

March 11, 2014

- Adopted February 11, 2014 minutes
- Discuss capital financing and operational costs for both facilities toward the end of committee work
- Adopt “Fire Station 11 Issues and Concerns” as findings.
- Recommend to the City Council to get conceptual plans or drawings for a new fire station at Sixth Avenue and Lyon Street, allowing for possible vacation of Sixth Avenue.

April 8, 2014

- Adopted March 11, 2014 minutes
- Develop common population projections for 2034 and 2064.
- Ask Mark Shepard to do modeling on removing utilities from Sixth Avenue.
- Commission conceptual drawings for a new main fire station with programming as outlined in Chief Bradner’s memo and within a range of 25,500 to 29,386 square feet.
- Add “incorporate energy-efficient systems to keep lifecycle costs and operating costs affordable” to final sentence of Fire Station recommendation.
- Agree that the Police Department needs more space than it currently has.

Questions and Issues

April 29, 2014

- What other issues will be on the ballot?
- Ballot timing
- How was future staffing ~~and City population~~ computed?
- Can the building(s) be remodeled?
 - *Fire – no (2-11-14)*
- Can the building(s) be expanded on site?
- Are parking regulations flexible?
- Other parking options
 - Agreement with Lee Enterprises?
- What are building restrictions costing in staff efficiencies?
- What can be done with the Ralston Dodge dealership building?
- What are annual maintenance/operation costs of facilities?
 - Any worker's comp claim as a result of building deficiencies?
- ~~• Issues with flow and communication in existing buildings?~~
- What is cost breakdown?
- What is to be done with existing sites if no remodel?
- What works well on existing sites?
- Costs of other recent buildings
- Property across the street from the jail?
- Review potential sites
- Site criteria?
- Financial alternatives
 - Other revenue sources? i.e. Pepsi, CARA
- ~~• Level of severity?~~
- Understand four ways to execute the project; pros and cons



TO: Public Safety Facilities Review Committee
FROM: Mario Lattanzio, Chief of Police
Jeff Hinrichs, Captain
DATE: April 22, 2014
SUBJECT: Report on New Police Building

The City of Albany has a single police department location where all the services to the public are housed. The police department currently utilizes some offsite storage of larger items and evidence vehicles; however, no personnel are stationed offsite. A single police building is almost exclusive to police agencies serving populations under 150,000; and it is still common for larger agencies to have single buildings. Dividing out services and personnel to multiple buildings creates frustration for the public. It also increases operational and personnel costs and creates logistic and supervisory issues for the department. The police department would need additional personnel to operate multiple facilities.

The City of Albany identified the need for replacing or expanding the police department more than a decade ago. It has continually been identified in the Cities Capital Improvement Program as a need for the same time period. Some critical needs identified based on our current police building are:

- Larger lobby area for the public. Separation between victims, suspects, and sex offenders.
- Additional work space so we can utilize volunteers to help reduce crime.
- Sufficient electrical and emergency power to operate our facility during an emergency and to continue to provide necessary services during a critical incident.
- Enough secure interview/holding rooms so officers can more quickly get back on the street and violators can be better secured and held temporarily for interviews.
- Adequate training and meeting spaces for maximum communication and coordination to investigate and reduce crime. Keep from using break rooms or off site facilities to meet.
- Increased evidence storage space to minimize employee and supervisor time moving items to create more space.
- Improve sound separation between some employees and work groups to increase productivity and decrease distractions. Reduce the relocation of employees to hold meetings and briefings.
- Efficient yet effective heating and cooling system.
- Lower the police department's power consumption from the highest in the City to a respectful rate.
- Provide locker and/or storage space for all employees so employees are not changing in private offices or in shared work spaces.
- Increase the number of restroom facilities to better represent the number of employees.
- Provide adequate off-street parking for the public. Provide adequate off-street and secure parking for emergency vehicles and employees.
- Design work spaces to optimize communication between work groups, especially between detectives and patrol officers. Good designs will reduce delays investigating and solving crimes.

This memo provides an overview of the steps that were taken to evaluate potential properties for a new police building and why expansion of the current location is not being pursued.

Professional Review and Site Selection

During the past decade City leaders and police department personnel including three Chief's have actively been looking at options to replace or expand the police department.

1. We evaluated expanding the current location and at least ten additional sites. The sites were evaluated on a number of criteria including: access to emergency travel routes, cost, community impact, meeting department and community needs, and long term growth ability.
2. In 2003 Berry Architects completed a feasibility study outlining our building needs, evaluated expanding our current site, and evaluated remodeling existing sites. Berry Architects concluded the police department in 2003 needed 33,000 sq/ft with necessary expansion to 39,000 sq/ft over 20 years. Berry Architects determined the cost to expand the current site was too high compared with a new facility.
3. In 2009 we identified and evaluated a 3.69 acre piece of property located in the 2400 block SW Pacific Blvd. The property was for sale and met our identified needs well. With Council approval the City worked through a real estate broker and purchased the property as a potential new police building site.
4. In 2011 ZCS Engineering and HSR Master Planning completed a Programming and Needs Assessment for a new police building; based on the Berry study. ZCS and HSR concluded similar findings to Berry.
5. In 2014 Mackenzie Architecture and Engineering reviewed the ZCS/HSR report. Mackenzie agreed with the ZCS/HSR findings other than Mackenzie suspected the future estimated population rates and thus future building size recommendations were a little high.
6. In 2014 we met with ODOT to discuss the possibility of locating a police building on the Pacific Blvd site and potential ingress and egress options. During that optimization meeting ODOT did not have concerns about a potential entrance/exit onto Pacific Blvd near the center of the Pacific Blvd property.

Expanding the Current Police Building Site

The current police building site consists of 1.69 acres with a 10,500 sq/ft main building and a 1,176 sq/ft manufactured addition. There are 4 storage sheds around the building. There are only 9 public and 67 department parking spaces. We have considered purchasing additional adjoining property with the following estimates:

1. Purchasing the first single property located just east of our manufactured addition would yield an extra .45 acres of buildable property at a real market value of \$507,000. It would displace residents of 2 small apartment complexes and a home.
2. Vacating Jefferson Street between 13th Avenue and the police property, purchasing the next two properties just east of #1 above, and purchasing #1 above would yield an extra 1.37 acres of buildable property at a real market value of \$1.2 million. It would displace an additional apartment building, a home, and two duplexes.
3. Purchasing the next three properties located just east of #2 above and purchasing #2 above would yield an extra 2.2 acres of buildable property at a real market value of \$1.63 million. It would displace an additional duplex and two homes.

We are confident the posted real market values are low so the actual purchase cost would likely be significantly higher. After purchase, additional costs will be incurred for demolition and removal of structures and infrastructure. Additional costs would be incurred to vacate Jefferson Street.

The community impact for displacing the residents is unknown. The impact and cost of a significant remodel expansion of a current working police building is also relatively unknown.

Based on these facts and the reviews completed by three reputable Architect/Engineering companies, the expansion of our current site has not been considered further.

Population/Staffing Estimates & Square Footage Needs

The population and staffing estimates in 2003 were originally projected based on significant population growth in previous years. The population and staffing estimates have continued to be relatively high at about 2%. Recently the City has decided to use 1.4% as a future population growth estimate which reduces the population/staffing estimates for a new police building. The following chart is based on 1.4% estimated population growth, preferred staffing of 1.34 officers per 1,000 residents.

Year	Population	Total Staff
2014	51,430	100
2024	59,101	114
2034	67,917	133
2044	78,047	153
2054	89,688	176
2064	103,066	202

After careful analysis of the Berry Study and ZCS/HSR Report by police department personnel we feel there are potential additional sq/ft savings. A few of those space savings can be found in the following:

- 1. Meeting Room Space:** The Needs Assessment provides for 6,220 square feet for conference, meeting, training, testing, and exercise space. Some of these areas can be combined or removed.
- 2. Restrooms/Locker Rooms:** The Needs Assessment provides 2,138 square feet for men's/women's restrooms/locker rooms. This can potentially be reduced by providing a single shared locker room with individual unisex bathrooms adjacent.
- 3. Office and Room Sizes:** The Needs Assessment recommends room sizes based on industry standards. We feel some of those room sizes are larger than actually needed or necessary. We feel we can pair down many of the office and room sizes.

Conclusion

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.

From: Josh McDowell [mailto:JMcDowell@mcknze.com]
Sent: Monday, February 17, 2014 4:00 PM
To: Bradner, John
Cc: Jeff Humphreys; Brett Hanson; Scott Moore
Subject: Albany Fire and Police Needs Assessment Reviews

John,

Based on our recent conversations, Mackenzie has taken a few minutes to review the current Needs Assessment reports for Albany Fire and Police to provide you with an outside perspective on these reports and compare the findings with what we are currently seeing for similar projects. Below is a brief summary of our findings for both Fire and Police:

POLICE

The initial impression of the report prepared by ZCS/hsr is comprehensive and the information contained to be much in line with what we would expect.

As much as I can glean, an original report was prepared by Berry Architects in 2002/2003, which is referenced within the report. ZCS/hsr were commissioned to provide review of the original report and prepare a document to both validate the previous information and additionally refresh it as required based on input from the reigning Police Chief Ed Boyd. This information was compiled and prepared by ZCS/hsr 2010/2011 (hard to say since there's no date on the report). The scope of this report was limited to program validation, program updating and high level cost/sf costing based on comparable facility costs (some of which were ours).

In summary:

- First, a remodel and/or expansion of the existing facility was highly discouraged, which (even without seeing the property) we would likely come to the same conclusion.
- They then updated the program and establish new facility scenarios for a single, two and three story development. This information was primarily presented to allow for identification and potential selection of prospective sites which would come within a subsequent phase of services.
- Based on the scale of the facility a two story facility may offer the most efficient development. A single story would be sprawling and a three story facility would disconnect the internal services of the department too greatly and doesn't seem warranted for the size of facility.
- The updated report grew the programming requirements from the original 2002/3 report. This is of no surprise as staffing has grown from 77 in 2002 to 97 in 2011. The resulting program revealed a current need of 34,690 SF, 43,995 SF in 2021 and 50,808 SF in 2031. Accompanying staffing projections identified staffing at 97 in 2011, 127 in 2021 and 157 in 2031.
- Based on the FBI's 'Crime in the United States 2012' report (2013 has not been released yet)(FBICUS), Albany has a population of 51,084, a Total Law Enforcement Employee count of 90 (60 sworn, 30 non-sworn). I note this reference as it is our primary baseline used for department and facility comparison in our internal tracking.
- It is not clear within the report on how they came to their staffing counts, however, I can imagine it was simply through discussions and high level projections established by the Police Department itself. This is not uncommon, however, if it comes under scrutiny they would be wise to utilize trending population growths, crime statistics and officer per citizen projections (though this last tool is not widely used to date). We have found that further validation can at times be necessitated by opposition.
- Within the report Chief Boyd provides comparison of newly constructed facilities and their related staffing within the region. Keizer and McMinnville are the closest comparison, however, are around 20,000 less in population. Medford offers comparison for future growth projections with a current population of 76,037 and a total staff count of 137. Our recently completed analysis for their program placed them around 50,000 SF (if you add in an approximately 10,000 SF evidence component, which Medford will be operating offsite). As such, at

first glance, the 50,808 SF projection for 2021 with 157 staff (20 more than Medford) appears to be a reasonable projection.

- Program: We also examine facility SF/Staff members as a measure to confirm projections are within reason with what we've established as an average SF per staff for new facilities. Depending on specifics within the programming, we find that new facilities result in approximately 500SF/Staff Member. The breakdown is as follows:

- o 2012 Existing: 11,700 SF / 90 Staff = 130 SF per Staff Member (per FBICUS statistics)
- o 2011 Existing: 11,700 SF / 97 Staff = 120 SF per Staff Member (per 2011 Report)
- o 2011 Program: 34,690 SF / 97 Staff = 358 SF per Staff Member (per 2011 Report)
- o 2021 Program: 43,995 SF / 127 Staff = 346 SF per Staff Member (per 2011 Report)
- o 2031 Program: 50,808 SF / 157 Staff = 324 SF per Staff Member (per 2011 Report)
- o 2031 Program / 2012 Existing Staff: 50,808 SF / 90 Staff = 565 SF per Staff Member
 - These measurements illustrate that the presented projections fall within a range we would track ourselves.

Costs: The costs for the facility appears to grow with each subsequent report, which would be realistic. The most current cost per SF in the latest report looks to be most reflective of recent facilities built in the region (again, most of which we completed). The report notes \$200 - \$240 a square foot, which I would say is in line with what our projections would have been between 2008-2011, however, most recent construction costs are trending upwards. While it depends on the region, costs have been landing more in the range of \$250 - \$300 a square foot. I do believe they can complete a facility within the 2011 range, however, the level of construction will have to be strictly defined to reduce construction cost creep. In summary, it is likely that the cost projections should be updated to follow suit with current construction costs, which would increase the overall costs to the project. This would, however, be of value for them from a planning perspective for financing of the project. The true costs, of course, will not present themselves until site selection occurs.

If after reading all of this you have any questions, please let me know and we can set up a time to call and discuss the comments/questions. We understand that you are going through a vetting process with a committee and if during this process, something else comes up where we can be of assistance, please let us know.

Thanks,

Josh McDowell, SE, PE, LEED AP
Associate Principal | Director of Structural Engineering

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