

A large, stylized graphic of a green leaf with a dark green vein structure, positioned on the left side of the page. The leaf is composed of several overlapping, rounded shapes that form its lobes and stem.

CITY OF WILSONVILLE

FACILITY MASTER PLAN

MARCH 20, 2015



OWNER

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The Facility Condition Assessment was conducted in December 2014 through January 2015 and a report called the Facility Master Plan Condition Assessment was issued on January 14, 2015. Please refer to this report, which is not included in this Master Plan Report, for more information about the conditions assessment of the City of Wilsonville facilities

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City of Wilsonville



Photo from charbonneaulive.com



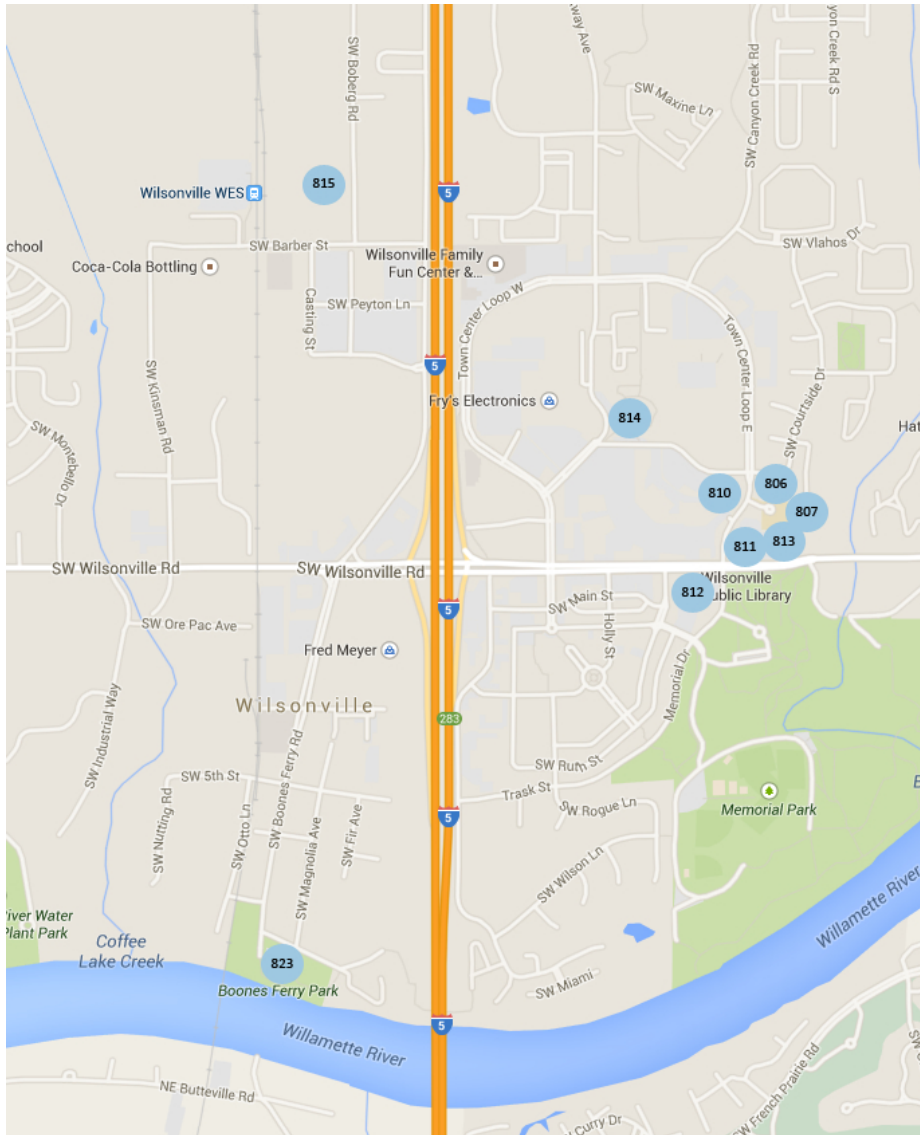
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City of Wilsonville FACILITIES MAP



FACILITIES

- 810 City Hall**
29799 SW Town Center Loop E

812 Library
8200 SW Wilsonville Road

811 Public Works and Police
30000 SW Town Center Loop E

813 Community Center
7965 SW Wilsonville Road

807 Art Tech. School
29796 SW Town Center Loop East
- 806 Kiva Center**
29790 SW Town Center Loop E

823 Tauchman House
31240 SW Boones Ferry Road

814 Parks and Rec
29600 SW Park Place

815 SMART Operations/Fleet
28879 SW Boberg Rd



1.0 EXECUTIVE SUMMARY

“Wilsonville is not only an economic engine for the region, but it is also a carefully planned city, with high-development standards, that draws residents, families, and businesses seeking an attractive, environmentally sensitive community.” - City of Wilsonville Website

Wilsonville was founded in 1880. Before that, it was known as Boones Landing because the Boones Ferry crossed the Willamette River at that location. The city was incorporated in 1969 with a population of 1,000. Today with a population of 22,000 Wilsonville is a bustling city home to a number of distribution and manufacturing centers, technology companies and retail centers. It is bisected by the Interstate 5 and flanked by the Willamette River to the south. Because it is located at the halfway point between Salem and Portland, OR, Wilsonville is considered a bedroom community for those two cities, where people live in Wilsonville and commute to jobs in Salem and Portland. Wilsonville doesn’t lack employment within its own borders. The city’s two largest employers are Xerox and Mentor Graphics. Other large employers include Flir Systems, Sysco, and Ore-pac. Being on the southern edge of the Portland Metropolitan Area, just 17 miles south of downtown Portland, and 30 miles north of the agricultural Willamette Valley, Wilsonville has access to both urban amenities and natural landscapes. Maintaining the natural beauty of the area as well as providing jobs, housing, entertainment and amenities to residents are top priorities for the city.

Wilsonville has won state and national awards in planning, urban forestry, wastewater and water management, finance, and transit and has doubled its population, tripled employment and has added thousands of new homes and millions of square feet in industrial and commercial space. Due to its convenient location between Portland and Salem, easy access to the Willamette Valley and high quality of life, Wilsonville continues to grow with a population that is projected to hit 35,000 by 2035.

1.1 OBJECTIVE

The purpose of this long range Facilities Master Plan is to provide the City of Wilsonville with an analysis of the existing conditions of nine city facilities and concepts for incremental programmatic, building and site improvements to meet the city’s short and long term needs to 2035. Included in this Master Plan are an inventory of the proposed projects, a priority evaluation, a conceptual cost analysis of the proposed strategies, a proposed schedule of projects followed by a programmatic and graphic analysis of each of the proposed improvement projects.

The nine city facilities included in the Master Plan are:

1. **City Hall** 29799 SW Town Center Loop East
2. **Library** 8200 SW Wilsonville Road
3. **Public Works and Police** 30000 SW Town Center Loop East
4. **Community Center** 7965 SW Wilsonville Road
5. **Art and Tech School** 29796 SW Town Center Loop East
6. **Kiva Center** 29790 SW Town Center Loop East
7. **Tauchman House** 31240 SW Boones Ferry Road
8. **Parks and Rec** 29600 SW Park Place
9. ***SMART Transit and Fleet** 28879 SW Boberg Road

**The SMART Transit and Fleet facility was not included in the Facility Conditions Assessment Report, issued on January 14, 2015, because it was built within 3 years and has very few conditions issues.*

1.1 OBJECTIVE	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



The nine city departments addressed in the Master Plan are:

1. **Police** Public Works and Police Lower Level
2. **Public Works** Public Works and Police Main Level
3. **Library** Library
4. **Parks and Rec** Community Center, Tauchman House
5. **Community Development** City Hall- First Floor
6. **Legal** City Hall- Second Floor
7. **HR and City Management** City Hall- Second Floor
8. **Finance and IS** City Hall- Second Floor
9. **SMART Transit and Fleet** SMART Transit and Fleet

1.2 PROCESS

Questionnaires were sent to each of the city’s nine departments on January 4, 2015 to assess what the existing conditions, existing needs and future needs of the departments were. The Master Plan team met with each department over two days, January 22 and 23, to discuss their answers to the questionnaires regarding their existing conditions, existing needs and future needs.

The team integrated this information in program assessments and proposed concepts, or architectural strategies, to address the short and long term needs of the departments. The Master Plan team met with the departments again on February 19 and 20 to present the program assessments, concepts, a proposed schedule and priority evaluation and solicited feedback. The departments had over two weeks to give feedback and the information presented in this document has incorporated that input.

1.3 BASIS OF GROWTH

Currently, the population of Wilsonville is 22,000 and it is projected to grow to 35,000 by 2035. That is a 60 percent increase. Every city department and their current facilities will need to change to accommodate this growth. This report demonstrates how city facilities can keep pace, expand, move, or be renovated to meet the community’s needs in the short and long term.

The staff projections by department are shown on the following page include incremental growth based on population.

<u>Year</u>	<u>Population</u>	<u>Staff</u>
2015	22,000	145
2025	28,000	155
2035	35,000	194

STAFFING INCREASE CHART

The Staffing Increase Chart shows the existing number of staff and the projected number of staff for 2025 and 2035 per department. These projections are based on the projected population increases of 28,000 by 2025 and 35,000 by 2035.

DEPARTMENTS	EXISTING STAFF	TOTAL EXISTING	ADDITIONAL STAFF BY 2025	TOTAL BY 2025	ADDITIONAL STAFF BY 2035	TOTAL BY 2035
LOCATION	Existing Populat on: 22,000		Projected Population: 28,000		Projected Population: 35,000	
POLICE						
	18 Staff	18	+4 Staff	22	+6 Staff	28
TOTAL		18		22		28
PUBLIC WORKS						
Administration	1 Dir, 1 Admin Asst, 1 Analyst, 1 Coordinator	4	None	4	+1 Emergency Coordinator/Safety Officer, +1 Admin Asst	6
Storm Water/Waste Water	2 Vector Operators	2	+1 Utility Worker, -0.5 Utility Worker	4	+1 Vector Operator, +2 Employees	7
Water	1 Supervisor, 1 Utility Worker, 4 Techs	6	+1 Utility Worker	7	+1 Utility Worker, +3 Employees	11
Facilities	1 Supervisor, 3 Utility Workers, 3 Seasonal Utility Workers	7	+1 Utility Worker	8	+1 Senior Utility Worker	9
Roads	1 Supervisor, 3 Utility Workers	4	+1 Staff	5	+1 Staff	6
TOTAL		23		28		39
LEGAL						
	2 Attorneys, 1 Legal Asst, 1 PT Law Clerk	4	+1 Legal Intern	5	+1 PT Law Clerks	6
TOTAL		4		5		6
HR & CM						
HR	1 Mgr, 1 Asst, 1 Asst City Mgr	3	None	3	+1 HR Specialist	4
CM	1 City Mgr, 1 City Clerk, 1 Admin Asst, 1 Public Affairs, 1 Communications	5	None	5	+1 Deputy Clerk, +1 Analyst	7
TOTAL		8		8		11
PARKS						
Recreation	1 Mgr, 1 Admin Asst, 2 Nutrition Coordinators, 1 Fitness Coordinator, 1 Social Worker	6	None	6	+1 Recreation Position/10,000 people	7
Maintenance/Admin	5 employees, 1 Dir, 1 Admin, 1 Program Coordinator	8	None	8	+1 Maintenance Position/15 acres	9
TOTAL		14		14		16
LIBRARY						
	5 Youth Services, 4 Adult Services, 3 Admin, 4 Circulation/Technical Services	16	None	16	None	16
TOTAL		16		16		16
COMM. DEV.						
Administration	1 Dir, 1 Admin Asst, 2 Mgr, 1 Receptionist, 1 Coordinator, 1 Intern	8	None	8	None	8
Planning	1 Dir, 2 Admin Asst, 2 Mgrs, 3 Planners, 1 Intern	9	None	9	+1 Code Enforcement Officer	10
Engineering	2 Mgrs, 1 Admin Asst, 3 Techs, 2 Engineers, 1 Eng Assoc, 1 Intern	10	None	10	+1 Senior Tech	11
Building	1 Bldg Official, 1 Tech, 1 Plans Examiner, 2 Inspectors	5	None	5	+1 Bldg Inspectors	6
TOTAL		32		32		35
FINANCE						
Finance	1 Dir, 1 Asst Dir, 1 Admin Asst, 1 Mgr, 1 Acct, 3 Specialists/Clerks, 1 Receptionist, 1 Tech, 1 Payroll	11	None	11	+1 Procurement Officer, +1 Specialist/Clerk	13
IS	2 Mgrs, 1 Network Admin, 1 Asst, 1 GIS Intern	5	None	5	+1 GIS Tech, +1 Analyst	7
TOTAL		16		16		20
TRANSIT						
Administration	1 Dir, 3 Division Mgrs	4	None	4	Increase by 60% per population increase +2	6
Operations	3 Supervisors + many drivers and dispatchers	3	None	3	Increase by 60% per population increase +2	5
Fleet	4 Mechanics, 2 Hostlers	6	None	6	Increase by 60% per population increase +4	10
Options	1 Staff, Occasional Interns	1	None	1	Increase by 60% per population increase +1	2
TOTAL		14		14		23
TOTAL		145		155		194

1.3 BASIS OF GROWTH



1.4 OUTCOMES

CONCEPTS AND MASTER PLANNING

The outcome of the City of Wilsonville Facilities Master Plan is a 20-year plan to provide incremental programmatic, building and site improvements to 9 city-owned facilities.

The following are proposed facility improvement recommendations to meet the City of Wilsonville’s current and future needs. Specific details on the cost are listed in the Concept Cost Matrix on p. 13. More details on the Facility Condition Assessment (FCA) cost can be found in the Facility Master Plan Condition Assessment issued on January 14, 2015.

Minor Projects:

<u>Project:</u>	<u>Escalated Project Cost:</u>	<u>Escalated FCA Cost*:</u>	<u>Completion Date:</u>
1. Community Center Reception Area	\$87,056	\$968,158	March 2016
2. City Hall 1st Flr Reception Area	\$116,751	\$877,021	March 2016
3. City Hall 2nd Flr Soundproofing- HR	\$75,400	\$860,474	July 2015
4. City Hall 2nd Flr Soundproofing- Legal	\$78,814	\$860,474	July 2015

*Escalated Project Cost and Escalated FCA Cost include inflation, soft costs and contingency. See Concept Cost Matrix on p. 13 and p. 14 for more details.

Major Projects:

<u>Project:</u>	<u>Escalated Project Cost:</u>	<u>Escalated FCA Cost*:</u>	<u>Completion Date:</u>
1. Police Department Renovation	\$1,670,476	\$943,347	September 2019
2. Public Works	\$15,504,950	\$0	April 2018
3. Library Renovation	\$3,639,478	\$1,114,673	June 2017
4. Community Center Expansion	\$5,739,306	\$1,132,562	June 2021
5. Tauchman House Restoration	\$2,605,938	\$7,793,368	June 2021
6. City Hall Expansion	\$3,399,802	\$1,025,950	May 2022
7. SMART Operations and Fleet Facility Parking Expansion	\$3,114,122	N/A	July 2025
8. SMART Operations Expansion	\$4,622,999	N/A	2025-2035

*Escalated Project Cost and Escalated FCA Cost include inflation, soft costs and contingency. See Concept Cost Matrix on p. 13 and p. 14 for more details.

Optional Project:

<u>Project:</u>	<u>Escalated Cost:</u>	<u>Escalated FCA Cost:</u>
1. Theater at Art Tech School Site	\$6,186,125	\$0

*Refer to p. 11 for the Priority Evaluation Chart
 Refer to p. 13 for the Concept Cost Matrix (not accounting for FCA Costs)
 Refer to p. 14 for the Concept Cost Matrix (with FCA Costs)
 Refer to p. 15 for the Master Plan Schedule



PRIORITY EVALUATION CHART

The Priority Evaluation Chart categorizes the improvement projects by priority rating. Criteria to determine the priority ratings included the condition of the existing facility, the urgency of the improvement project, and funding availability.

DEPARTMENTS LOCATION	EXISTING FACILITY Deficient = 3 Partially deficient = 2 Not deficient = 0	POINTS	FUTURE DEVELOPMENT REMODEL / EXPANSION RECOMMENDATION	URGENCY Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0	POINTS	FUNDING AVAILABILITY Available Now = 3 Possible future funding source = 2 Debt Financing = 1	POINTS	TOTAL	PRIORITY >6 = High 4-6 = Medium 0-3 = Low
PUBLIC WORKS Public Works and Police Building Main Level	DEFICIENT	3	Relocate Public Works offices and yard space to one new Public Works consolidated complex	IMMEDIATE	3	Debt Financing	1	7	HIGH
LEGAL City Hall Second Floor	PARTIALLY DEFICIENT	2	Short term: Soundproof Legal Offices Expand City Hall building	IMMEDIATE BY 2025	1	CIP funds Debt Financing	2 1	7 4	HIGH MEDIUM
HR & CM City Hall Second Floor	PARTIALLY DEFICIENT	2	Short Term: Soundproof offices and Conference 2. Expand City Hall building	IMMEDIATE BY 2025	3 1	CIP funds Debt Financing	2 1	7 4	HIGH MEDIUM
PARKS Parks & Rec Community Center, Tauchman House	PARTIALLY DEFICIENT	2	Short term: Remodel Community Center Reception OPT 1: Expand existing Community Center OPT 2: Build new Community Center on new site Restore Tauchman House	IMMEDIATE BY 2025	3 1	CIP funds Possible future funding source: federal grant money Possible future funding source: federal grant money	2 2 2	7 5 5	HIGH MEDIUM MEDIUM
LIBRARY			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
COMM. DEV. City Hall First Floor	PARTIALLY DEFICIENT	2	Short term: Expand first floor reception area Expand City Hall	IMMEDIATE BY 2025	3 1	CIP funds Debt Financing	2 1	7 5	HIGH MEDIUM
FINANCE City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
TRANSIT SMART Operations and Fleet Facility	NOT DEFICIENT	0	Short term: Expand bus, employee and public parking 1. Implement Phase II of build-out; Add EV charging station	BY 2025 BY 2035	1 0	CIP funds Possible future funding source: federal grant money	2 2	3 2	LOW LOW

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City of Wilsonville



Murase Plaza; Photo from playinginportland.com

CONCEPT COST MATRIX (NOT ACCOUNTING FOR FCA COSTS)

The Concept Cost Matrix not accounting for FCA costs provides a detailed breakdown of each component of the cost of each project. The matrix takes into account each component of the proposed project, site improvements, and whether the project is a renovation or addition. The inflation, contingency, and soft costs are also included in the total project cost. This matrix DOES NOT take into account FCA costs, which are accounted for on the following page.

PRIORITY	BLDG #	FACILITY NAME	DESCRIPTION	BUILDING AREA (sf)	OHP+D									DIRECT CONST COST	TOTAL COST + *INFLATION (4%/Yr)	SOFT COSTS: FEES, FF&E (30%)	15% CONTINGENCY	TOTAL PROJECT COST	
					SITE IMPROVEMENTS			RENOVATION			ADDITION								
					SF	COST/SF	TOTAL	SF	COST/SF	TOTAL	SF	COST/SF	TOTAL						
HIGH	811	POLICE	Option 1: Renovate existing building to be exclusively occupied by Police Department	8,000	11,642	\$20	\$232,840	4,765	\$175	\$833,875	0	-	\$0	\$1,066,715	2017	\$1,152,052	\$345,616	\$172,808	\$1,670,476
			Option 2: Reconstruct Police building on existing site		74,281	\$30	\$2,228,430	0	-	\$0	8,870	\$250	\$2,217,500	\$4,445,930	2019	\$5,157,278.80	\$1,547,184	\$773,592	\$7,478,054
			Option 3: Reconstruct Police building on Art Tech School site		439,657	\$25	\$10,991,425	0	-	\$0	8,870	\$250	\$2,217,500	\$13,208,925	2019	\$15,322,353	\$4,596,706	\$2,298,353	\$22,217,412
HIGH	811	PUBLIC WORKS	Construct new Public Works Complex on Site #1	8,000	377,000	\$15	\$3,958,500	0	-	\$0	7,875	\$250	\$1,968,750	\$9,900,990	2017	\$10,693,069	\$3,207,921	\$1,603,960	\$15,504,950
					\$25	\$2,827,500	9,552				\$120	\$1,146,240							
			Construct new Public Works Complex on Site #2	8,000	366,525	\$15	\$3,848,513	0	-	\$0	7,875	\$250	\$1,968,750	\$9,712,440	2017	\$10,489,435	\$3,146,831	\$1,573,415	\$15,209,681
					\$25	\$2,748,938	9,552				\$120	\$1,146,240							
			Construct new Public Works Complex on Site #3	8,000	357,000	\$15	\$3,748,500	0	-	\$0	7,875	\$250	\$1,968,750	\$9,540,990	2017	\$10,304,269	\$3,091,281	\$1,545,640	\$14,941,190
					\$25	\$2,677,500	9,552				\$120	\$1,146,240							
HIGH	806	LIBRARY	Renovate	28,677	17,900	*\$1	\$17,900	19,218	\$120	\$2,306,160	0	-	\$0	\$2,324,060	2017	\$2,509,984.80	\$752,995	\$376,498	\$3,639,478
HIGH	810	CITY HALL	Expand first floor reception area	29,694	0	-	\$0	633	\$120	\$75,960	0	-	\$0	\$75,960	2016	\$80,518	\$24,155	\$12,078	\$116,751
HIGH	810	CITY HALL	Soundproof HR offices and Conference on 2nd floor	29,694	0	-	\$0	500	\$100	\$50,000	0	-	\$0	\$50,000	2015	\$52,000	\$15,600	\$7,800	\$75,400
HIGH	810	CITY HALL	Soundproof Legal Offices on 2nd floor	29,694	0	-	\$0	520	\$100	\$52,000	0	-	\$0	\$52,000	2015	\$54,080	\$16,224	\$8,112	\$78,416
LOW	810	CITY HALL	Option 1: Expand building 1 bay	29,694	2080	\$20	\$41,600	2,169	\$120	\$260,280	6,356	\$250	\$1,589,000	\$1,890,880	2021	\$2,344,691.20	\$703,407	\$351,704	\$3,399,802
			Option 2: Expand building 2 bays		4160	\$20	\$83,200	2,169	\$120	\$260,280	8,436	\$250	\$2,109,000	\$2,452,480	2022	\$3,139,174.40	\$941,752	\$470,876	\$4,551,803
HIGH	813	COMMUNITY CENTER	Remodel reception area	9,688	0	-	\$0	472	\$120	\$56,640	0	-	\$0	\$56,640	2016	\$60,038	\$18,012	\$9,006	\$87,056
MEDIUM	813	COMMUNITY CENTER	Option 1a: Expand building and expand parking into Art Tech School site	9,688	34,894	\$25	\$872,350	6,735	\$120	\$808,200	6,046	\$250	\$1,511,500	\$3,192,050	2021	\$3,958,142	\$1,187,443	\$593,721	\$5,739,306
			Option 1b: Expand building and expand parking into Police and Public Works Building site		30,535	\$25	\$763,375	6,735	\$120	\$808,200	6,046	\$250	\$1,511,500	\$3,083,075	2021	\$3,823,013	\$1,146,904	\$573,452	\$5,543,369
			Option 2: Reconstruct on Kaiser Property collocated with Aquatic Center		84,200	\$35	\$2,947,000	0	-	\$0	20,000	\$250	\$5,000,000	\$7,947,000	2020	\$9,536,400	\$2,860,920	\$1,430,460	\$13,827,780
MEDIUM	823	TAUCHMAN HOUSE	Restore Tauchman House	2,490	43,560	\$25	\$1,089,000	2490	\$150	\$373,500	500	\$200	\$100,000	\$1,562,500	2021	\$1,937,500.00	\$581,250	\$87,188	\$2,605,938
LOW	815	SMART TRANSIT & FLEET	Expand SMART Parking	12,600	61,362	\$25	\$1,534,050	0	-	\$0	0	-	\$0	\$1,534,050	2025	\$2,147,670	\$644,301	\$322,151	\$3,114,122
Build Phase II			13,342		\$25	\$333,550	2,131	\$120	\$255,720	4,889	\$250	\$1,222,250	\$1,811,520	2034	3,188,275	\$956,483	\$478,241	\$4,622,999	
LOW	807	ART TECH SCHOOL	Replace with Theater	10,672	49566	\$30	\$1,486,980	0	-	\$0	6,600	\$250	\$1,650,000	\$3,136,980	2024	4,266,293	\$1,279,888	\$639,944	\$6,186,125

*Inflation is calculated to the midpoint of construction.

*Site improvements at the Library consist of selectively reducing the tree grove on site for safety.

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CONCEPT COST MATRIX (WITH FCA COSTS)

The Concept Cost Matrix with FCA costs provides a detailed breakdown of each component of the cost of each project including building Facility Condition Assessment (FCA) costs. See previous page for a cost matrix with a total project cost without the FCA costs.

PRIORITY	BLDG #	FACILITY NAME	DESCRIPTION	BUILDING AREA (sf)	*FCA COST	CONCEPTS									TOTAL CONCEPT COST	CONCEPT + FCA TOTAL COST	TOTAL COST + *INFLATION (4%/Yr)		SOFT COSTS: FEES, FF&E (30%)	15% CONTINGENCY	SITE BUDGET TOTAL
						SITE IMPROVEMENTS			RENOVATION			ADDITION									
						SF	COST/SF	TOTAL	SF	COST/SF	TOTAL	SF	COST/SF	TOTAL							
HIGH	811	POLICE	Option 1: Renovate existing building to be exclusively occupied by Police Department	8,000	\$602,393	11,642	\$20	\$232,840	4,765	\$175	\$833,875	0	-	\$0	\$1,066,715	\$1,669,108	2017	\$1,802,637	\$540,791	\$270,395	\$2,613,823
			Option 2: Reconstruct Police building on existing site		\$0	74,281	\$30	\$2,228,430	0	-	\$0	8,870	\$250	\$2,217,500	\$4,445,930	\$4,445,930	2019	\$5,157,278.80	\$1,547,184	\$773,592	\$7,478,054
			Option 3: Reconstruct Police building on Art Tech School site		\$0	439,657	\$25	\$10,991,425	0	-	\$0	8,870	\$250	\$2,217,500	\$13,208,925	\$13,208,925	2019	\$15,322,353	\$4,596,706	\$2,298,353	\$22,217,412
HIGH	811	PUBLIC WORKS	Construct new Public Works Complex on Site #1	8,000	\$0	377,000	\$15	\$3,958,500	0	-	\$0	7,875	\$250	\$1,968,750	\$9,900,990	\$9,900,990	2017	\$10,693,069	\$3,207,921	\$1,603,960	\$15,504,950
			\$25			\$2,827,500	9,552	\$120				\$1,146,240									
			Construct new Public Works Complex on Site #2	8,000	\$0	366,525	\$15	\$3,848,513	0	-	\$0	7,875	\$250	\$1,968,750	\$9,712,440	\$9,712,440	2017	\$10,489,435	\$3,146,831	\$1,573,415	\$15,209,681
			\$25			\$2,748,938	9,552	\$120				\$1,146,240									
			Construct new Public Works Complex on Site #3	8,000	\$0	357,000	\$15	\$3,748,500	0	-	\$0	7,875	\$250	\$1,968,750	\$9,540,990	\$9,540,990	2017	\$10,304,269	\$3,091,281	\$1,545,640	\$14,941,190
			\$25			\$2,677,500	9,552	\$120				\$1,146,240									
HIGH	806	LIBRARY	Renovate	28,677	\$711,796	17,900	*\$1	\$17,900	19,218	\$120	\$2,306,160	0	-	\$0	\$2,324,060	\$3,035,856	2017	\$3,278,724	\$983,617	\$491,809	\$4,754,150
HIGH	810	CITY HALL	Expand first floor reception area	29,694	\$570,606	0	-	\$0	633	\$120	\$75,960	0	-	\$0	\$75,960	\$646,566	2016	\$685,360	\$205,608	\$102,804	\$993,772
HIGH	810	CITY HALL	Soundproof HR offices and Conference on 2nd floor	29,694	\$570,606	0	-	\$0	500	\$100	\$50,000	0	-	\$0	\$50,000	\$620,606	2015	\$645,430	\$193,629	\$96,815	\$935,874
HIGH	810	CITY HALL	Soundproof Legal Offices on 2nd floor	29,694	\$570,606	0	-	\$0	520	\$100	\$52,000	0	-	\$0	\$52,000	\$622,606	2015	\$647,510	\$194,253	\$97,127	\$938,890
LOW	810	CITY HALL	Option 1: Expand building 1 bay	29,694	\$570,606	2080	\$20	\$41,600	2,169	\$120	\$260,280	6,356	\$250	\$1,589,000	\$1,890,880	\$2,461,486	2021	\$3,052,243	\$915,673	\$457,836	\$4,425,752
			Option 2: Expand building 2 bays			4160	\$20	\$83,200	2,169	\$120	\$260,280	8,436	\$250	\$2,109,000	\$2,452,480	\$3,023,086	2022	\$3,869,550	\$1,160,865	\$453,463	\$5,483,878
HIGH	813	COMMUNITY CENTER	Remodel reception area	9,688	\$629,901	0	-	\$0	472	\$120	\$56,640	0	-	\$0	\$56,640	\$686,541	2016	\$727,733	\$218,320	\$109,160	\$1,055,214
MEDIUM	813	COMMUNITY CENTER	Option 1a: Expand building and expand parking into Art Tech School site	9,688	\$629,901	34,894	\$25	\$872,350	6,735	\$120	\$808,200	6,046	\$250	\$1,511,500	\$3,192,050	\$3,821,951	2021	\$4,739,219	\$1,421,766	\$710,883	\$6,871,868
			Option 1b: Expand building and expand parking into Police and Public Works Building site			30,535	\$25	\$763,375	6,735	\$120	\$808,200	6,046	\$250	\$1,511,500	\$3,083,075	\$3,712,976	2021	\$4,604,090	\$1,381,227	\$690,614	\$6,675,931
			Option 2: Reconstruct on Kaiser Property collocated with Aquatic Center			\$0	84,200	\$35	\$2,947,000	0	-	\$0	20,000	\$250	\$5,000,000	\$7,947,000	\$7,947,000	2020	\$9,536,400	\$2,860,920	\$1,430,460
MEDIUM	823	TAUCHMAN HOUSE	Restore Tauchman House	2,490	\$433,464	43,560	\$25	\$1,089,000	2490	\$150	\$373,500	500	\$200	\$100,000	\$1,562,500	\$1,995,964	2021	\$2,474,995.36	\$742,499	\$111,375	\$3,328,869
LOW	815	SMART TRANSIT & FLEET	Expand SMART Parking	12,600	N/A	61,362	\$25	\$1,534,050	0	-	\$0	0	-	\$0	\$1,534,050	\$1,534,050	2025	\$2,147,670	\$644,301	\$322,151	\$3,114,122
LOW			Build Phase II			13,342	\$25	\$333,550	2,131	\$120	\$255,720	4,889	\$250	\$1,222,250	\$1,811,520	\$1,811,520	2034	3,188,275	\$956,483	\$478,241	\$4,622,999
LOW	807	ART TECH SCHOOL	Replace with Theater	10,672	\$0	49566	\$30	\$1,486,980	0	-	\$0	6,600	\$250	\$1,650,000	\$3,136,980	\$3,136,980	2024	4,266,293	\$1,279,888	\$639,944	\$6,186,125

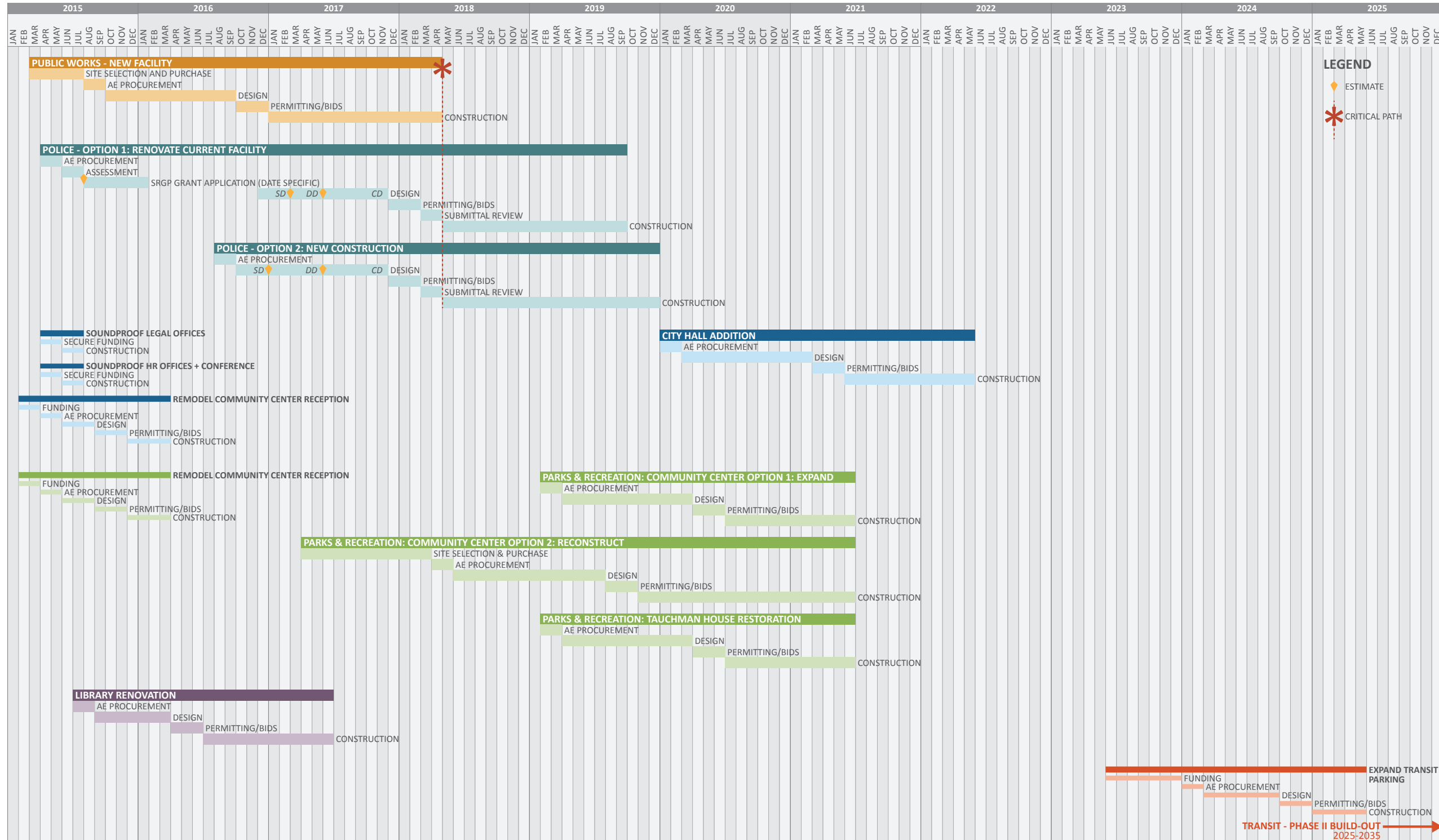
*The Facility Conditions Assessment (FCA) costs are described in detail in the FCA Report issued on January 14, 2015.

*Inflation is calculated to the midpoint of construction.

*Site improvements at the Library consist of selectively reducing the tree grove on site for safety.

MASTER PLAN SCHEDULE

The Concept Cost Matrix provides a detailed breakdown of each component of the cost of each project. The matrix takes into account the FCA cost of the facility and each component of the proposed project, site improvements, and whether the project is a renovation or addition. The inflation, contingency, and soft costs are also included in the total cost.



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Pedestrian Bridge over Boeckman Creek in Memorial Park; *Photo from the City of Wilsonville website*

1.5 PRIORITY PROJECTS

The Priority Evaluation process resulted in three top priority projects:

1. Improved accommodations for the Police Department
2. A new Public Works Complex
3. Library renovation

Below is more information on each priority project.

1. Police Department

The Police Department is currently housed on the Lower Level of the Public Works and Police building. The current quarters are deficient programmatically and lack natural daylight. The first priority of the long range plan is to improve the accommodations for the Police Department.

The Master Plan team has come up with three options to improve the facility for the Police:

1. **Option 1:** Occupy both the Lower and Main levels of the existing Public Works and Police building. This option has potential funding possibilities because the existing Public Works and Police building needs seismic upgrades and would be eligible for grants from the Seismic Rehabilitation Grant Program.
2. **Option 2:** Demolish the existing Public Works and Police building and reconstruct a new Police facility on the same site. Provide temporary housing for police while reconstruction occurs.
3. **Option 3:** Demolish the existing Art Tech School and reconstruct a new Police facility on that site.

2. Public Works Department

The Public Works Department office is currently located on the Main Level of the Public Works and Police Building. The department includes warehouse storage at Memorial Park Barn and an equipment yard at a remote site called 3-Bay. The existing warehouse storage and equipment yard facilities are not adequate for the current operations of the Public Works Department and their remote locations make operations less efficient. The proposed solution to improve the Public Works Department facility is to build a new Public Works Complex that will consolidate the office, warehouse storage and equipment yard functions on one site.

Six sites were under consideration to house the new Public Works Complex. Three sites were eliminated due to various reasons and three sites are still considered viable options on which to build a new Public Works Complex.

3. Library

The Library is currently housed in a library building that was built in 1987 and remodeled twice since. The Library needs renovations to address the conditions issues, which are documented in the Facilities Conditions Assessments report, and to better accommodate the changing function of the library today and in the future. The Library is one of the top three priorities of the long range plan because it has \$1 Million in funding in place to spend on improvement projects.

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1.6 SUSTAINABILITY AND LIVABILITY

The City of Wilsonville is committed to the ideals of sustainability and livability. This is apparent in the city's Bike and Ped Connectivity Plan which envisions a community connected by sidewalks, bikeways and trails. It is also evident in the many awards the city has won in the arena of sustainability and livability including the Healthy Eating, Active Living designation, the Action Communities for Health, Innovation, and Environmental Change award, the Bronze Walk Friendly Community award, and the State Recycler of the Year award.

To take Wilsonville's commitment to sustainability and livability to the next level, we recommend that the city adopt a strategic sustainability plan for city operations. The sustainability plan can be broken down into four categories: 1. Facilities 2. Operations 3. Services 4. Community. Below are specific recommendations in each category.

1. Facilities

- a. Implement an energy use reduction plan for existing city facilities. Perform an energy use assessment of existing city facilities to determine the water, energy, and natural gas use of each facility. This analysis can then yield a long range energy use reduction plan. Facilities slated for major renovation, such as the Library and possibly the Public Works and Police building, would be prime candidate for an energy use assessment and reduction as part of the renovations.
- b. Implement a minimum sustainability standard for all new city facilities mandating compliance with minimum green building standards, such as LEED, Green Globes, the Living Building Challenge or a standard the city crafts. Build all new facilities to the mandated green building standard. New facilities such as the Public Works Complex and Aquatic Center can be the first buildings to be designed to the green building standard of the city's choice.
- c. Mandate that a minimum percentage of energy use in all new city facilities come from renewable sources. The Public Works and Police and Library buildings are both good candidates for renewable energy. Renewable energy at the Library building, which is one of the city's most visible facilities, would be an effective way to communicate Wilsonville's commitment to sustainability to its visitors and residents.
- d. Strive to build a Net-Zero city facility as a flagship for the city's commitment to sustainability. The Public Works Complex could be a good candidate for this as it serves as the heart of city operations.

2. Operations

- a. Commit to 90% recycling and waste recovery rate by 2035.
- b. Commit to 90% local or sustainable procurement of vendors and products.
- c. Commit to 25% reduction in energy and water use in every city facility. Reduction of energy use can be implemented incrementally through replacement of equipment, such as replacing existing HVAC units with more efficient ones, replacing existing light fixtures and bulbs with more efficient ones, and replacing plumbing fixtures with more water-efficient ones.



d. Consolidate city functions to reduce automobile trips. Consolidating all Public Works functions onto one site is a big first step in the right direction.

e. Cultivate adjacencies, such as locating the new Public Works Facility adjacent to the SMART Transit and Fleet Operations Facility so they can share parking space and repair and wash facilities.

e. Implement a sustainable landscaping plan at each facility that at the very least reduces water use and possibly grows edible plants.

3. Services

a. Continue to provide services such as recycling and transit service that help reduce the waste and carbon footprint of the city.

b. Expand the local transit service to accommodate Wilsonville’s population growth. Expanding the bus, employee and public parking at the current SMART Transit and Fleet Operations Facility is an important investment in the transit service of the city. And further in the future, as the population grows, it will be important to invest in Phase II of the build-out of that building to make room for more buses, more fueling stations and more repair and wash facilities, along with more transit offices.

c. Invest in building an Electric Vehicle charging station at the SMART Transit and Fleet Operations Facility for future electric buses, which cut the carbon footprint of the city by providing an alternative mode of transportation and by reducing greenhouse gas emissions from individual buses.

4. Community

a. Cultivate adjacencies such as colocating the Community Center with the Aquatic Center, which would enhance the use of each of the building and allow each to combine their services and programs to provide more options to residents.

a. Continue to implement the Bike Ped Connectivity Plan.

b. Transform unused city land into community garden space.

c. Host weekly farmer’s markets and other community-building events.

d. Provide a recreation, automobile-free corridor connecting the region’s parks and the Willamette River, as illustrated on the next page.

1.6 SUSTAINABILITY AND LIVABILITY

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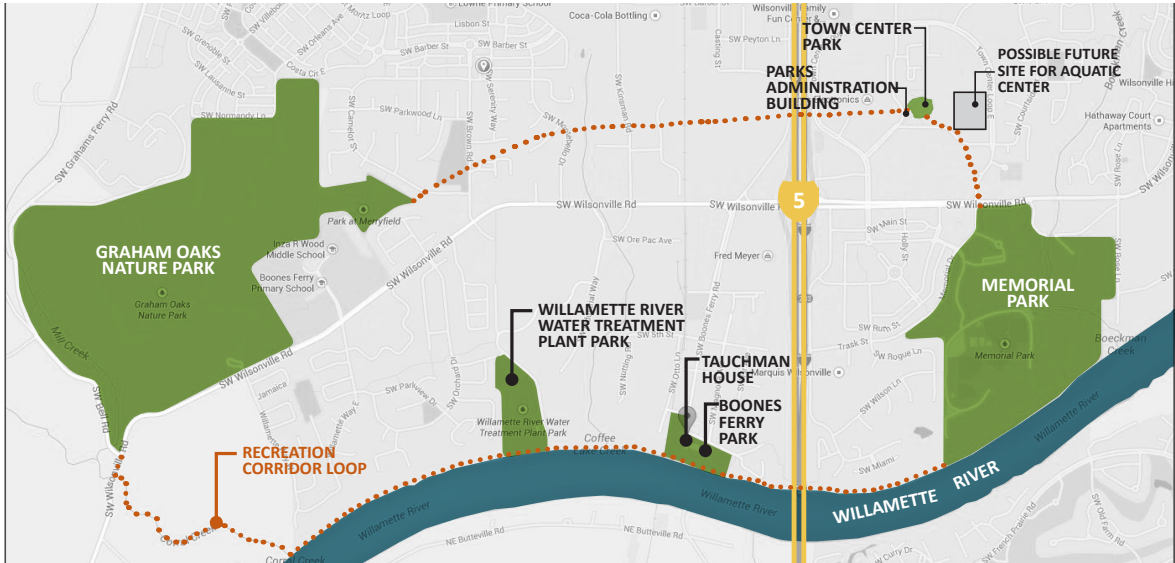
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City of Wilsonville

RECREATION CORRIDOR LOOP MAP

In an effort to make Wilsonville a more livable community, we propose installing a walking/biking recreation corridor that connects the Parks Administration Building and Town Center Park with Memorial Park, the Tauchman House and Boones Ferry Park, the Willamette River Water Treatment Plant Park and Graham Oaks Nature Park. This car-free connectivity will encourage an active lifestyle and enhance the use of the individual parks. Running the recreation corridor loop along the Willamette River will activate this valuable asset and bring in tourism dollars, in addition to providing a great amenity to the local residents.





1.7 NEXT STEPS

The next steps following the adoption of the Facilities Master Plan by the Wilsonville City Council are:

1. Procure an Architecture and Engineering team for the Library Renovation by July 2015.
2. Select and acquire a site for the new Public Works Complex by August 2015.
3. Determine which of 3 improvement options to pursue for the Police Department. If Option 1 is chosen, apply for funding from the Seismic Rehabilitation Grant Program. All current Seismic Rehabilitation Grant monies have been committed for 2015, but the State legislature could award more funding to the program this year and trigger a new competitive application round.
4. Incorporate Facilities Master Plan findings, outcomes and concepts to Aquatic Center planning.
5. Incorporate Facilities Master Plan findings, outcomes and concepts with the upcoming Parks Master plan.

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1.8 FACILITY ASSESSMENT

FACILITY ASSESSMENT PROCESS

The Facility Master Plan process began in December 2014 with the Facility Condition Assessment (FCA). The FCA was the first step in understanding the existing condition of the City of Wilsonville's properties. The city provided source documents including sets of drawings for each building and a building information summary. These documents provided the basis for the evaluation forms and base drawings that were used to carry out the assessment and the creation of concepts for the various buildings.

The project team, comprised of architectural, structural, mechanical, electrical and plumbing experts, provided the City of Wilsonville with questionnaires about known deficiencies in the building. These questionnaires were completed by city staff and further discussed in subsequent meetings held in conjunction with site visits.

On December 15 through December 17, 2014, the team performed visual inspections of each of the eight properties. Accompanied by Facilities Manager Matt Baker, the project team visited all eight properties and surveyed the site, the interior of the building and the exterior of the building, including the roof where it was possible. During the site visits, Bluebeam digital technology was utilized for documenting, photographing, and keying existing conditions into the drawings of the building. The precision of this method minimized the need for revisiting the site later in the assessment process.

The assessment consisted of a multi-disciplinary visual inspection of the existing sites including architectural, structural, mechanical, electrical, and plumbing disciplines. Categories of evaluation included building exterior, building interior, roof, site, seismic lateral systems and the mechanical, electrical and plumbing systems. The assessment did not include comprehensive accessibility, building testing, energy analysis, hazardous materials or air quality.

The Facility Conditions Assessment was compiled into a report that was issued on January 14, 2015. This report is not included but referenced in this Master Plan report.

FACILITY CONDITION ASSESSMENT (FCA)

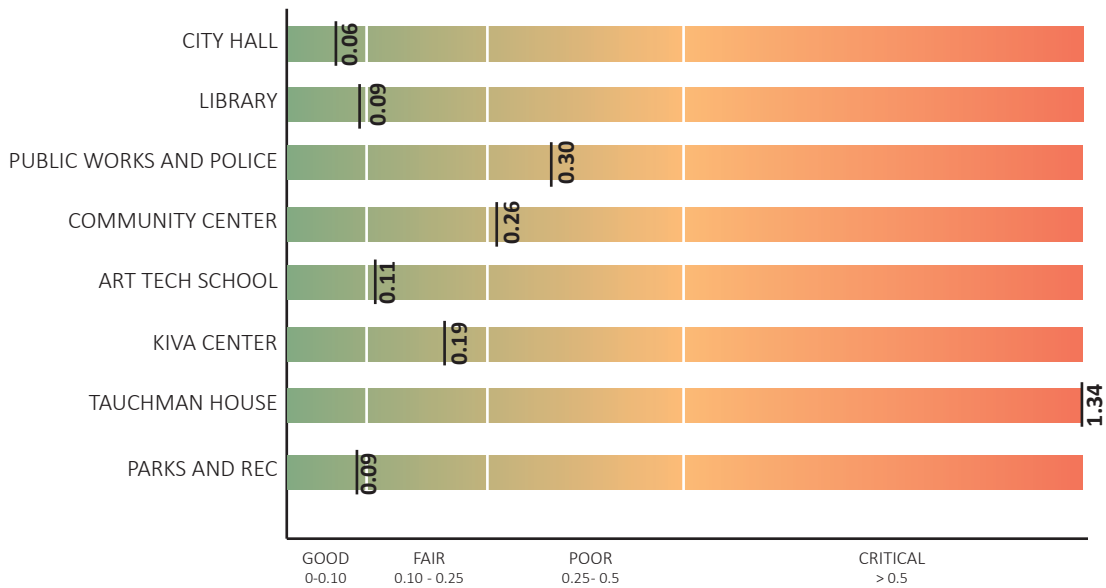
The Facility Conditions Assessment (FCA) is based on the physical inspection of building conditions and reviews of the existing building drawings and the school district's records. Existing conditions were confirmed for the site, parking, buildings, construction, and uses. This report provides a cost estimate that includes a designated priority level for each line item included and a Facility Condition Index (FCI) number. The outcome of the FCA report is a total cost of deficiencies of about \$4 million.

FACILITY CONDITION INDEX (FCI)

Within the FCA is the Facility Condition Index (FCI) which is calculated based on the deficiencies found in each building and the corresponding cost to address them. Specifically, the FCI outcome is the ration of the estimated cost of renovations to the cost of replacing the entire facility at its current size and with its current features. The closer the renovation costs are to the full replacement cost of the building, the higher the percentage, and therefore the higher the FCI number.

$$\text{FCI} = \text{Repair Cost} / \text{Replacement Cost}$$

Below is the FCI Bar Chart showing the FCI results across all eight buildings accessed:



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FACILITY INFORMATION MATRIX

FACILITY INFORMATION							BUILDING INFORMATION								FCI	
TYPE	#	FACILITY NAME	ADDRESS	2014 ASSESSMENT	2014 MASTER PLAN	ASSESSMENT DATE	TOTAL BUILDING AREA (SF)	NO. OF STORIES	YEAR BUILT	RENOVATION (DATE)	PRIMARY STRUCTURE	ROOF TYPE	PRIMARY MECHANICAL	ELECTRICAL CAPACITY		GENERATOR
BUILDINGS PART OF THE FACILITY CONDITION ASSESSMENT	810	City Hall	29799 SW Town Center Loop E	•	•	15-Dec	29,694	2	2006	n/a	CMU	R1	M1	277/480V, 3PH 1000A	•	0.06
	812	Library	8200 SW Wilsonville Road	•	•	15-Dec	28,677	1+	1987	1998 2002	Wood Frame	R2	M2	120/208V, 3PH 800A	-	0.09
	811	Public Works and Police	30000 SW Town Center Loop E	•	•	16-Dec	8,000	2	1985	1993 2007	EIFS on CMU	R3	M2	120/208V, 3PH 1000A	•	0.30
	813	Community Center	7965 SW Wilsonville Road	•	•	16-Dec	9,688	1	1985	1995 1999 2010 2012	Wood Frame	R2	M2	120/208V, 3PH 800A	-	0.24
	807	Art Tech School	29796 SW Town Center Loop East	•	-	16-Dec	10,672	2	1999	n/a	Wood Frame	R2	M2	120/240V, 3PH 400A	-	0.11
	806	Kiva Center	29790 SW Town Center Loop E	•	-	16-Dec	7,280	2	1979	n/a	Wood Frame	R2	M2	120/240V, 3PH 400A	-	0.19
	823	Tauchman House	31240 SW Boones Ferry Road	•	•	17-Dec	2,490	2	1900	2009	Wood Frame	R2	M3	120/240V, 1PH 150A	-	1.34
	814	Parks and Rec	29600 SW Park Place	•	-	17-Dec	4,328	1	1999	2014	Wood Frame	R3	M2	120/208V, 3PH 400A	-	0.09
	815	SMART Transit & Fleet	28879 SW Boberg Road	-	•	-	12,600	1	2012	n/a		R1, R4			•	

FACILITY STRUCTURAL INFORMATION MATRIX

FACILITY INFORMATION				STRUCTURAL						
TYPE	#	FACILITY NAME	ADDRESS	DOGAMI RVS REPORT	NO. OF BUILDINGS	NO. OF STORIES	BUILDING TYPE	LATERAL STRUCTURAL SYSTEM	RVS	COLLAPSE POTENTIAL
BUILDINGS PART OF THE FACILITY CONDITION ASSESSMENT	810	City Hall	29799 SW Town Center Loop E	N/A	1	2	Steel Framed with Reinforced Masonry Shear Walls	RM2	4.3	Low
	812	Library	8200 SW Wilsonville Road	N/A	1	1+	Wood Frame with plywood shear walls	W2	2.9	Low
	811	Public Works and Police	30000 SW Town Center Loop E	N/A	1	2	Wood and Steel Framed with Reinforced Masonry Shear Walls	RM1	1.2	Moderate
	813	Community Center	7965 SW Wilsonville Road	N/A	1	1	Wood Frame with plywood shear walls	W2	2.9	Low
	807	Art Tech School	29796 SW Town Center Loop East	N/A	1	2	Wood Frame with plywood shear walls	W2	2.0	Moderate
	806	Kiva Center	29790 SW Town Center Loop E	N/A	1	2	Wood Frame with plywood shear walls	W2	5.4	Low
	823	Tauchman House	31240 SW Boones Ferry Road	N/A	1	2	Wood Frame with straight sheathed wood shear walls	W1	1.9	Moderate
	814	Parks and Rec	29600 SW Park Place	N/A	1	1	Wood Frame with plywood shear walls	W1	4.3	Low
	815	SMART Transit & Fleet	28879 SW Boberg Road			1				

2.0 MASTER PLAN CONCEPTS

This section provides detailed program and graphic analysis of the proposed improvement projects for the buildings and departments included in the Master Plan. It is organized by building and includes a building fact sheet, the program for each of the departments in that building followed by drawings of the proposed improvement projects for those departments.

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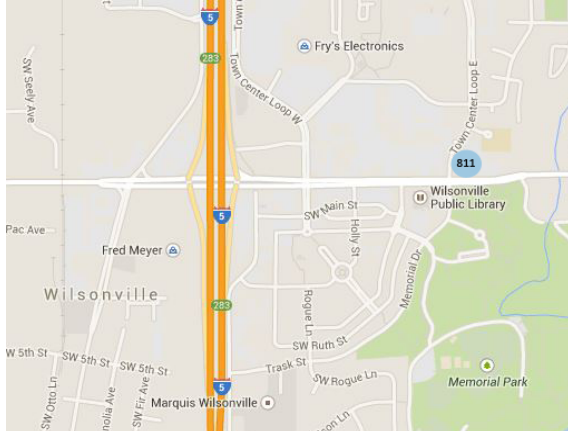
City of Wilsonville

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POLICE FACILITY FACT SHEET

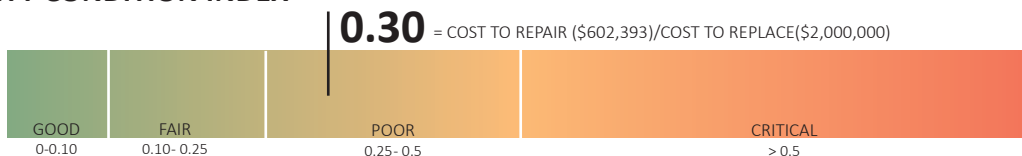
30000 SW Town Center Loop East
Wilsonville, OR 97070

2.1 POLICE



YEAR BUILT	1985
REMODELS	1993,2007
BUILDING AREA	8,000 SF
TOTAL HEIGHT	23 FT
NUMBER OF FLOORS	2
OCCUPANCY	B
PRIMARY STRUCTURE	EIF, CMU, FIBER CEMENT SIDING
ROOF TYPE	BUILT-UP
FLOOR FINISHES	CARPET, SHEET VINYL, VCT
CEILING FINISHES	ACT, GYP. BOARD
PARTITION TYPE	GYP. BOARD OVER WOOD FRAMING
HVAC TYPE	ROOFTOP GAS, AIR HANDLERS
SEISMIC RISK CATEGORY	IV
ASCE 41-13 PERFORMANCE OBJECTIVE	IMMEDIATE OCCUPANCY

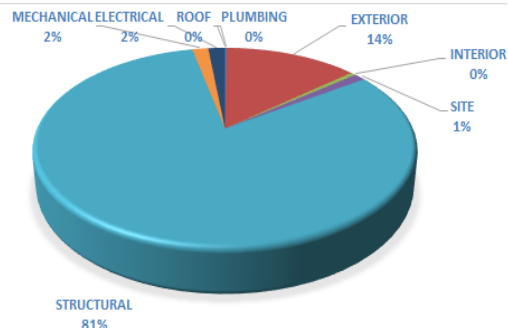
FACILITY CONDITION INDEX



FACILITY SUMMARY

The Wilsonville Public Works and Police building was built in 1987 and remodeled in 1993 and 2007. The two story building previously acted as the City Hall but now houses the Public Works and Police departments. The Conference Room in the Public Works Building serves as a Field Operations Center in case of emergency. The building is equipped with back-up power, keyless entry, fire alarm, and an elevator. The site has fenced parking with an automatic gate and a flag pole.

FACILITY REPAIR COST ALLOCATION



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POLICE DEPARTMENT PROGRAM ASSESSMENT
OPTION 1: RENOVATE EXISTING BUILDING

City of Wilsonville

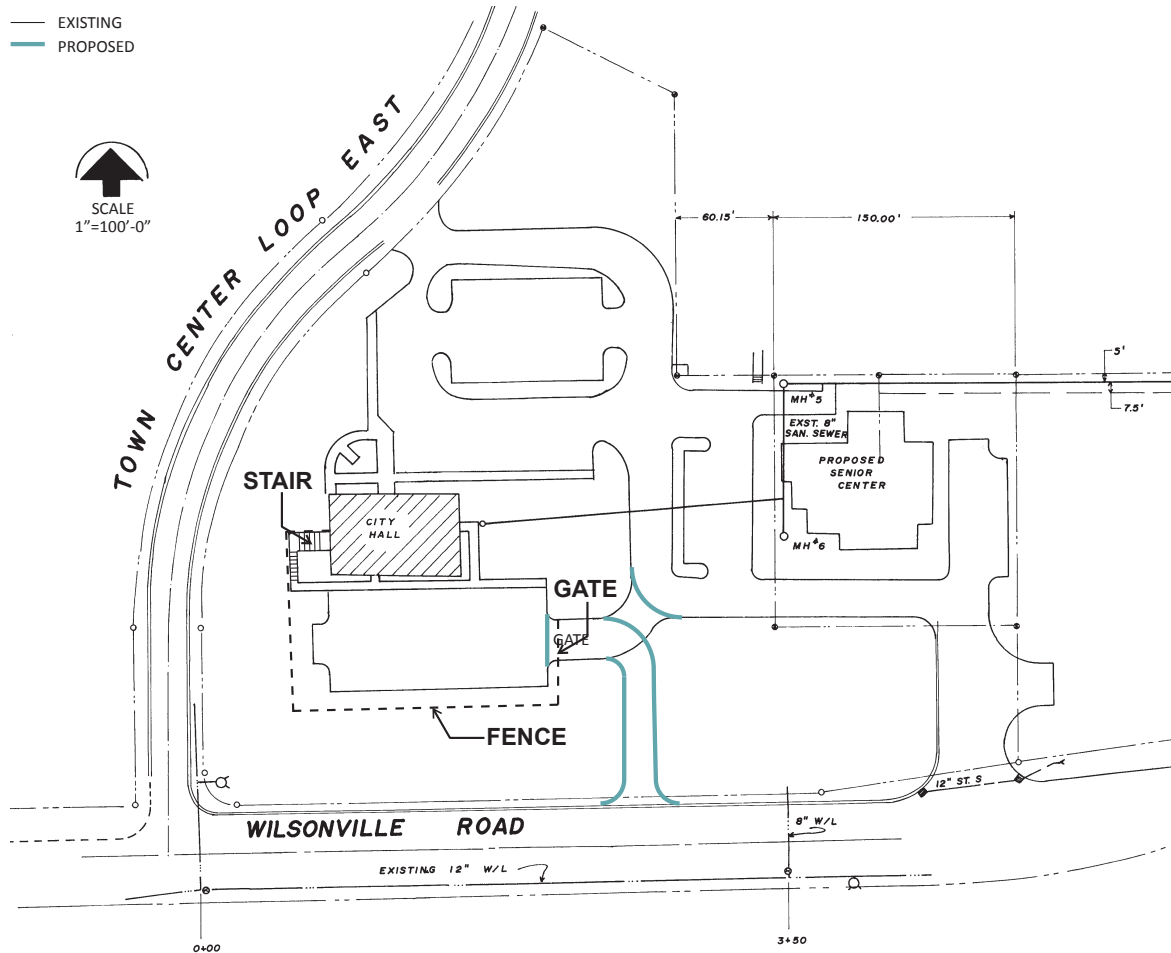
				OPTION 1: RENOVATE EXISTING BUILDING					
SPACE	EXISTING			PROPOSED					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			18					28	
POLICE CHIEF OFFICE				1	1		180	180	MAIN LEVEL
OFFICE	4	136	544	4	1		130	520	MAIN LEVEL
SHIFT BRIEFING ROOM				1			136	136	MAIN LEVEL
LOCKERS - W			96	1	6	20	120	120	20% WOMEN LOWER LEVEL
LOCKERS - M			145	1	22	20	440	440	80% MEN LOWER LEVER
OPEN MEETING AREA	1	324	324						USE CONFERENCE ROOM
STORAGE ROOM	1	51	51	2			VARIES	150	LOWER LEVEL
RECEPTION	1	140	140	1			140	140	EXISTING ON MAIN LEVEL
EVIDENCE ROOM	1	68	68	1			160	160	LOWER LEVEL
BREAK ROOM	1	66	66	1	12	25	300	300	EXPAND EXISTING BREAK ROOM ON MAIN L
STAFF RESTROOM - W	1	93	93	1	1		50	50	LOWER LEVEL
STAFF RESTROOM - M	1	93	93	1	1		50	50	LOWER LEVEL
OPEN OFFICE SPACE				1	9	64	576	576	LOWER LEVEL
PUBLIC RESTROOM - M				1			100	100	EXISTING RR ON MAIN LEVEL
PUBLIC RESTROOM - W				1					EXISTING RR ON MAIN LEVEL
PUBLIC RESTROOM - U									
INTERVIEW ROOM				1	3	50	150	150	3 PEOPLE, SMALL TABLE AND CHAIRS, MAIN LEVEL
INTERVIEW OBSERVATION				1	1		80	80	MAIN LEVEL
REPORT WRITING AREA				1	4	70	280	280	MAIN LEVEL
HOLDING ROOM				1		100	100	100	INCLUDES TOILET AND LAVATORY LOWER LEVEL
CONFERENCE				1	14	30	430	430	14 PEOPLE, RE-USING EXISTING
ASSIGNED SF			1620					3962	
MULTIPLIER			1.28					1.25	
GROSS SF			2430					4953	
PARKING									
STAFF	13	450	5850	28	1		450	12600	18 CURRENT STAFF + 10 FUTURE STAFF
PUBLIC	18	450	8100	18	1		450	8100	PUBLIC PARKING
TOTAL PARKING	31		13,950	46				20,700	
TOTAL AREA			16,380					25,653	

POLICE DEPARTMENT CONCEPTS

SITE PLAN OPTION 1: RENOVATE EXISTING BUILDING

Improve accommodations for the Police Department. The existing facility is programmatically deficient and lacks daylight.

Option 1: Occupy both floors of the existing Public Works and Police building.
 Escalated Project Cost: \$1,670,476
 Escalated FCA Cost: \$943,347
 Projected Completion Date: September 2019

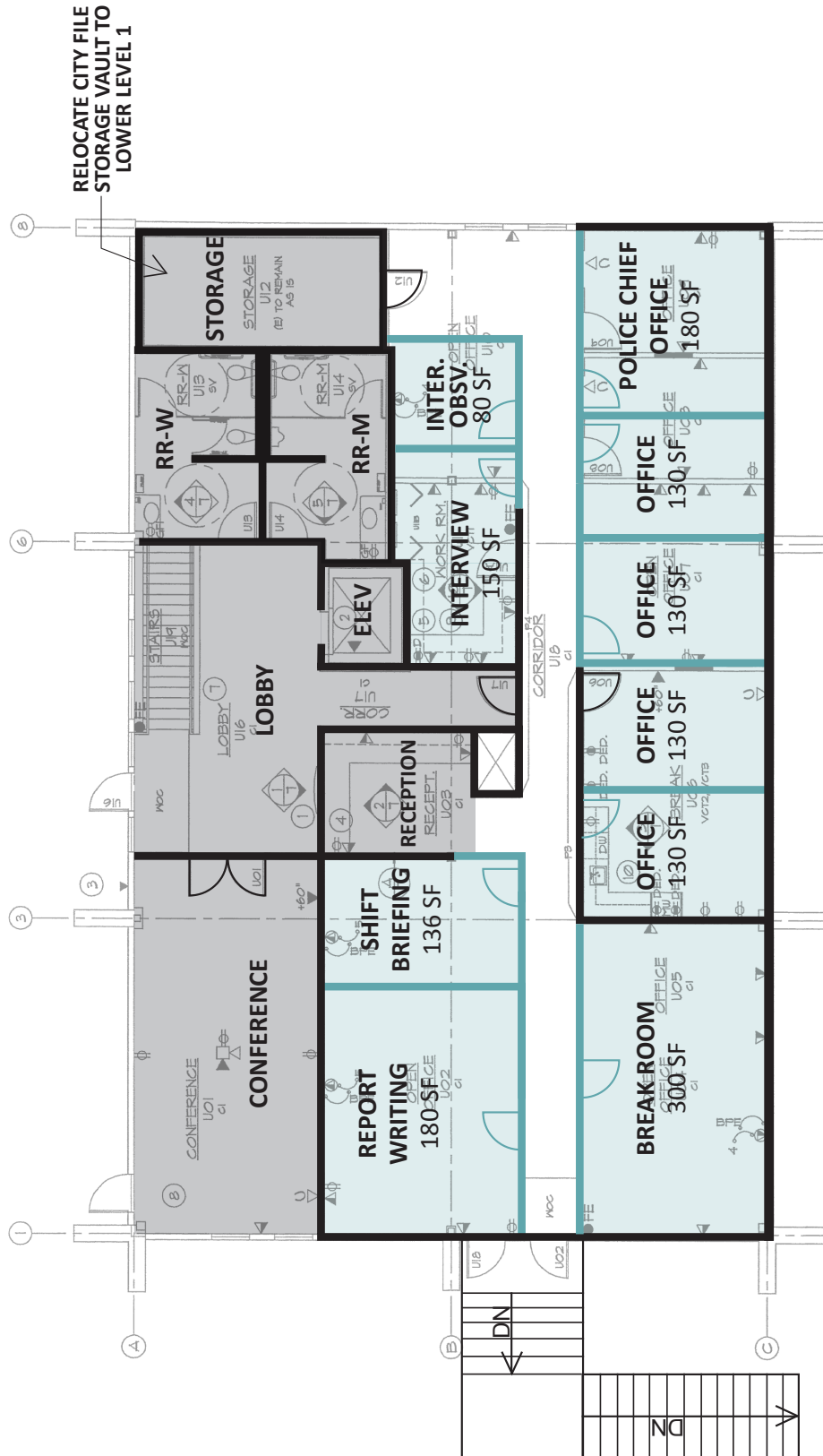


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2.1 POLICE

POLICE DEPARTMENT CONCEPTS

MAIN LEVEL FLOOR PLAN OPTION 1: RENOVATE EXISTING BUILDING



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POLICE DEPARTMENT PROGRAM ASSESSMENT

City of Wilsonville OPTION 2: REDEVELOP EXISTING BUILDING

SPACE	EXISTING			OPTION 2: CONSTRUCT NEW BUILDING ON EXISTING SITE					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			18					28	
POLICE CHIEF OFFICE				1	1		150	150	
OFFICE	4	136	544	5	1		120	600	
SHIFT BRIEFING ROOM				1			136	136	
LOCKERS - W			96	1	6	20	120	120	20% WOMEN
LOCKERS - M			145	1	22	20	440	440	80% MEN
OPEN MEETING AREA	1	324	324						USE CONFERENCE ROOM
STORAGE ROOM	1	51	51	3			50	150	
RECEPTION	1	140	140	1			140	140	
EVIDENCE ROOM	1	68	68	1			100	100	
BREAK ROOM	1	66	66	1	20	25	500	500	
STAFF RESTROOM - W	1	93	93	1	1		50	50	
STAFF RESTROOM - M	1	93	93	1	1		50	50	
OPEN OFFICE SPACE				1	8	64	512	512	
PUBLIC RESTROOM - M									
PUBLIC RESTROOM - W									
PUBLIC RESTROOM - U				2	1		50	100	
INTERVIEW ROOM				1			150	150	3 PEOPLE WITH A SMALL TABLE AND CHAIRS
INTERVIEW OBSERVATION				1			80	80	
REPORT WRITING AREA				1	4	70	280	280	ACCOMMODATES 4 PEOPLE
HOLDING ROOM				1		100	100	100	INCLUDES TOILET AND LAVATORY
CONFERENCE				1	10	30	300	300	10-12 PEOPLE
ASSIGNED SF			1620					3958	
MULTIPLIER			1.28					1.25	
GROSS SF			2430					4948	
PARKING									
STAFF	13	450	5850	28			450	12600	18 CURRENT STAFF + 10 FUTURE STAFF
PUBLIC	18	450	8100	18			450	8100	PUBLIC PARKING
TOTAL PARKING	31		13,950	46				20,700	
TOTAL AREA			16,380					25,648	

POLICE DEPARTMENT CONCEPTS

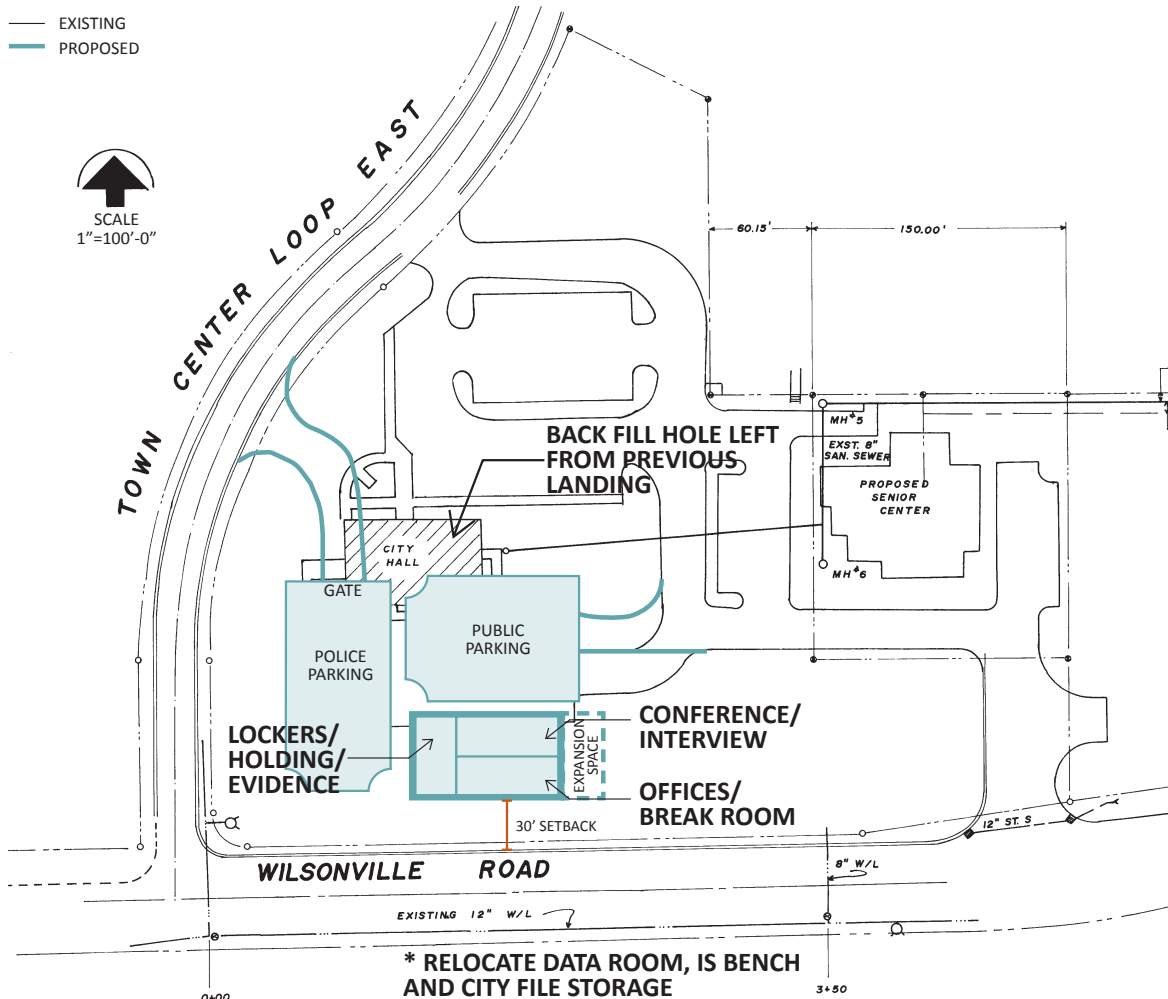
SITE PLAN OPTION 2: REDEVELOP EXISTING BUILDING

Option 2: Demolish the existing Public Works & Police building and reconstruct the Police facility on the same site. Provide temporary housing for police while reconstruction occurs.

Escalated Project Cost: \$7,478,054

Escalated FCA Cost: N/A

Projected Completion Date: December 2020



1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
2.1	POLICE
3	APPENDIX



POLICE DEPARTMENT CONCEPTS

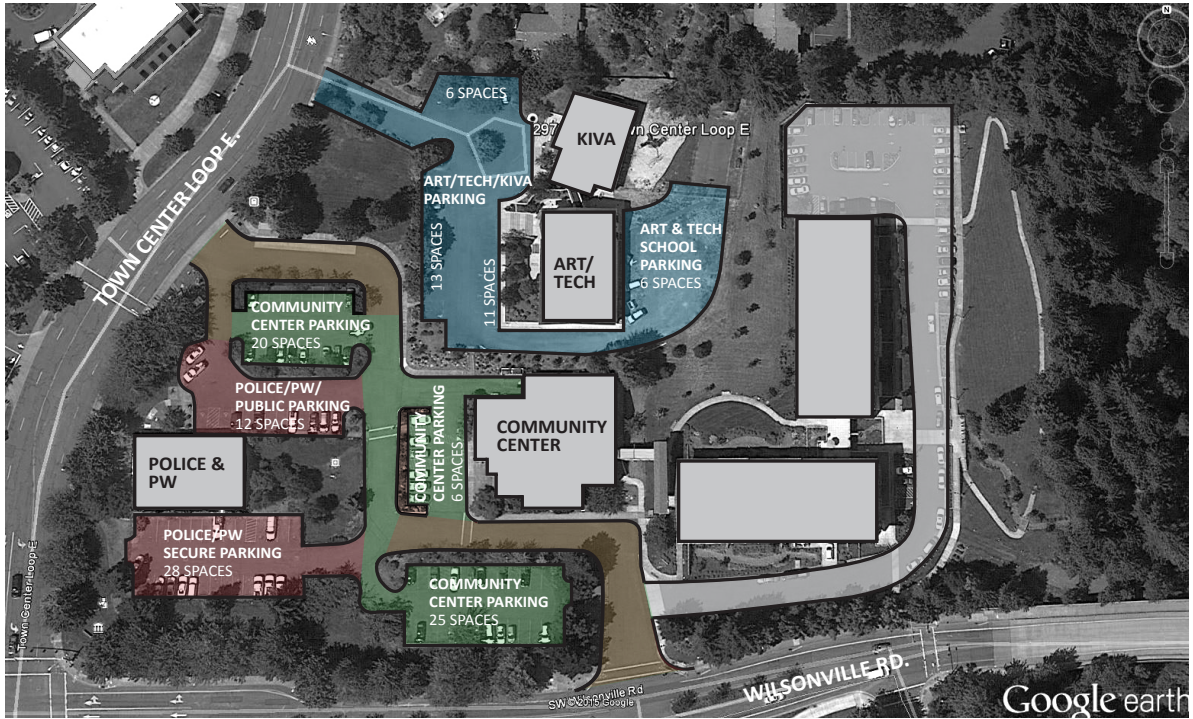
OPTION 3: CONSTRUCT A NEW BUILDING AT THE ART TECH SCHOOL SITE

Option 3: Relocate to a new building on the Art Tech School and Kiva Center site.

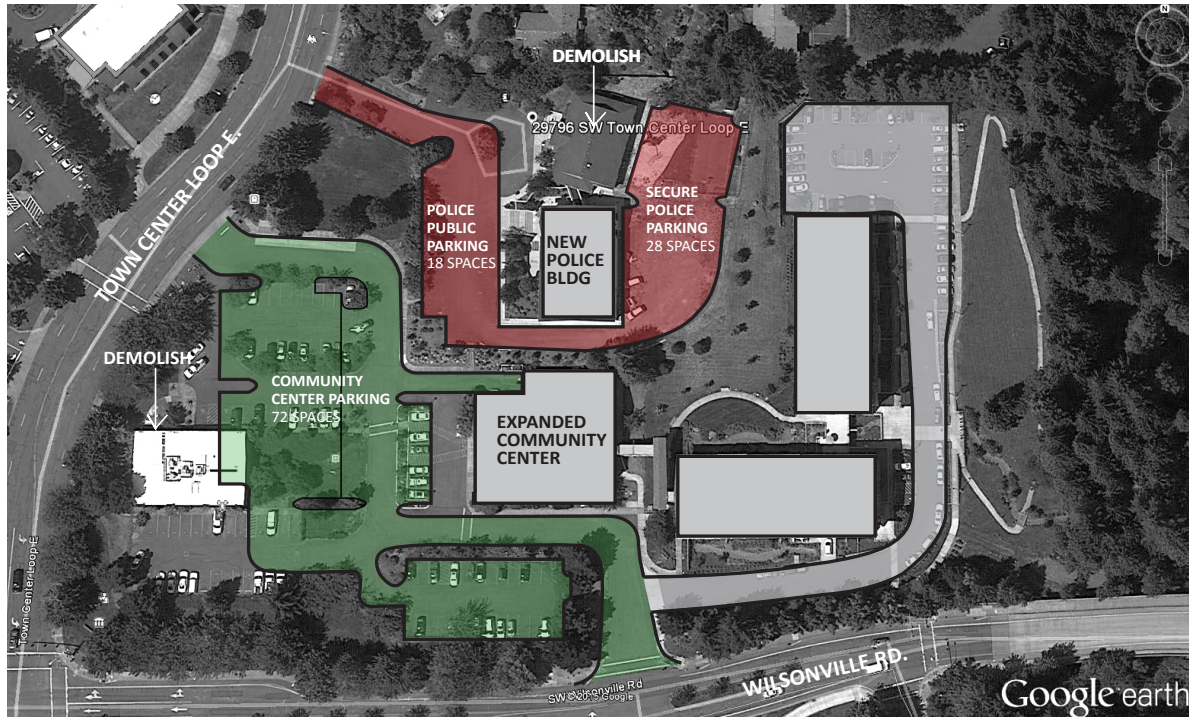
Escalated Project Cost: \$22,217,412

Escalated FCA Cost: N/A

EXISTING PARKING LAYOUT



POLICE AT ART TECH SCHOOL SITE





PUBLIC WORKS DEPARTMENT PROGRAM ASSESSMENT

SPACE	EXISTING			PUBLIC WORKS NEW FACILITY					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			23					41	
DIRECTOR OFFICES	1	150	150	2	1	150	150	300	+ 1 Assistant Director
MANAGER OFFICES	3	VARIES	335	4	1	120	120	480	+ 1 Safety Officer/EM
OPEN OFFICE	3	VARIES	1093	1	30	64	1920	1920	16 existing + 14 future
BREAK ROOM	1	303	303	1	30	25	750	750	
RECEPTION	1	110	110	1	1		110	110	Copier and Telemetry
WORK ROOM	1	134	134	1	41	6	246	246	
PLANS WORK TABLE				1			150	150	
CONFERENCE	1	430	430	1	20	30	600	600	20 people
EOC STORAGE ROOM				1			220	220	
PUBLIC RESTROOM-W	1	120	120						
PUBLIC RESTROOM-M	1	120	120						
STAFF RESTROOM - W	1	93	93	1	2	45	90	90	showers in a separate room
STAFF RESTROOM - M	1	93	93	1	2	45	90	90	showers in a separate room
LOCKERS-W	1	145	145	1	33	20	660	660	80% men - 33 lockers
LOCKERS-M	1	96	96	1	8	20	160	160	20% women - 8 lockers
SHOWERS - W				1	1		60	60	adjacent to locker room
SHOWERS - M				1	1		60	60	adjacent to locker room
STORAGE	1	156	156	1			300	300	files, bulk H2O, Adopt a Road, Plans, Etc.
LOBBY	1	335	335	1			150	150	
BUNK ROOM				1	1		144	144	
LAUNDRY ROOM				1			120	120	Includes Janitor's Closet
PUBLIC RESTROOM - W				1			50	50	
PUBLIC RESTROOM - M				1	1		50	50	
ASSIGNED SF			3713					6710	
MULTIPLIER			1.42	2				1.25	
GROSS SF			5272					8388	
WAREHOUSE									
MEMORIAL PARK BARN			1200					1200	parts, surplus, chemicals, pesticides, eye wash, hazmat
COVERED STORAGE FOR MATERIALS								3200	
LOADING DOCK	1						700	700	
COVERED STAGING AREA	1						352	352	
INDOOR SHOP SPACE								800	shelves, wood shop, paint area
INDOOR SPACE FOR VACUUM EXCAVATOR	1						240	240	trailer-mounted ditch witch
PARKING FOR DUMP TRUCK, TRUCK 13, STEAM VACUUM PRESSURE WASHER, TRUCK 12								1,230	
INDOOR PARKING FOR VALVE ACTUATION TRAILER	1						240	240	
INDOOR PARKING FOR VACTOR TRUCKS	2						630	1260	
TOTAL AREA			1,200	2				9,222	
EQUIPMENT YARD									
PW YARD			30,000					53,000	(5) 10'X20' cargo containers, (1) 10'X10' cargo container
PARKING FOR 30 WORK TRUCKS				30			400	12,000	
3-BAY BUILDING			3,500					3,500	toolcat, toolcat implements, excavating buckets, garbage and cardboard dumpsters, metal plates, 3 John Deere tractors, 1 Kubota tractor, implements, 20'x30' covered space for gravel bins, pile of soil, (2) bays of traffic cones, signs and sleeves
CONTAINMENT AREA FOR MAGNESIUM CHLORIDE TANKS				1				900	
EQUIPMENT STORAGE AT ELLIGSEN SHOP FOR ROCK AND SAND AND STREET LIGHT POLES			4,300	1				4300	
PARKING FOR 6 MESSAGE BOARDS, WATER TRAILER AND 0.8 ACRES AT 3 BAY	1			1				9,702	0.8 acres at 3-bay included in above line item
EQUIPMENT STORAGE	1			1				16,200	
WASH FACILITY FOR VACTOR TRUCK	1			1			280	280	
COVERED FUEL STATION	1			1			2332	2332	
OUTDOOR STORAGE FOR MATERIALS	1			1				5,000	
NURSERY SPACE	1			1				400	
SAND BAGGING AREA			580					870	50% larger than existing; outside of gated area
ASSIGNED SF								108484	
MULTIPLIER								1.7	
GROSS SF			38,380					184423	4.2 acres
SITE									
STAFF PARKING	13	450	5,850	44			400	17600	personal vehicles for 36 staff + 8 seasons
PUBLIC PARKING	18	450	8100	18			400	7200	
PARKING TOTAL			13,950					24800	
EMERGENCY GENERATOR								731	
AIR GAP WATER FILL STATION								930	300 sf water fill station and space for vactor truck
TOTAL SITE	31		13,950	62				26,461	
TOTAL AREA			57,602					228,493	5.2 Acres

1

EXECUTIVE SUMMARY

2

MASTER PLAN CONCEPTS

2.2 PUBLIC WORKS

3

APPENDIX



City of Wilsonville

PUBLIC WORKS DEPARTMENT FUTURE SITE OPTIONS

Reconstruct the Public Works offices, yard and warehouse functions into one new consolidated Public Works complex on a different site. Currently, all three functions are housed remotely from each other resulting in inefficient operations. And the existing warehouse and yard facilities are deficient in size and do not accommodate all of the department's existing needs.

Site 1 Escalated Project Cost: \$15,504,950

Site 2 Escalated Project Cost: \$15,209,681

Site 3 Escalated Project Cost: \$14,941,190

Escalated FCA Cost: N/A

Projected Completion Date: April 2018

SITE OVERVIEW

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
1	7.6 acres with 5.25 acres of usable space	North of and contiguous to the new SMART Operations and Fleet Facility	Washington County		2.9 acre parcel plus 4.7 acre parcel	YES
2	7 acres	Between Boones Ferry Road and Boburg Road on Boeckman Road; Adjacent to City of Wilsonville's Boeckman Well Site on Boones Ferry Road ; Close to the Smart Operations and Fleet Facility	6 acres privately owned by the Lee and Marion Thompson Foundation; 1 acre, where the well is sited, is owned by the City of Wilsonville	Industrial	This is an industrial site adjacent to existing industrial buildings	YES
3	3.8 acres on one lot + 2.08 acres on an adjacent lot	On Kinsman Road just off of Wilsonville Road	Unknown		This is the old Laser Quick site; This site comes with an office building warehouse and is for sale	NO
4	5.11 acres with a 5000 sf four bay shop and a residence	Sherwood, Or: Just west of Grahams Ferry Road off of Elligsen Way; in north West Wilsonville outside of the City of Wilsonville but in the UGB.; just south of Coffee Creek Prison	Robert Hatch		Residence could be remodeled into office space; The Site comes fenced and paved with compacted rock for immediate use; this site is not central enough	NO
5	9.97 acres + 1 acre	At the WES Center	City of Wilsonville	Industrial	Currently planned for future parking for WES	NO
6	2 sites that equal 9.13 acres with a residence and a power line easement on the west side of the west-most parcel	Just off of Day Road; On the far north boundary of the City UGB; in unincorporated Washington County	Unknown		Location is not desirable; Land is "raw" with no infrastructure and would be expensive to develop; For sale for \$2.3M; Heavily wooded;	YES

SITE MAP



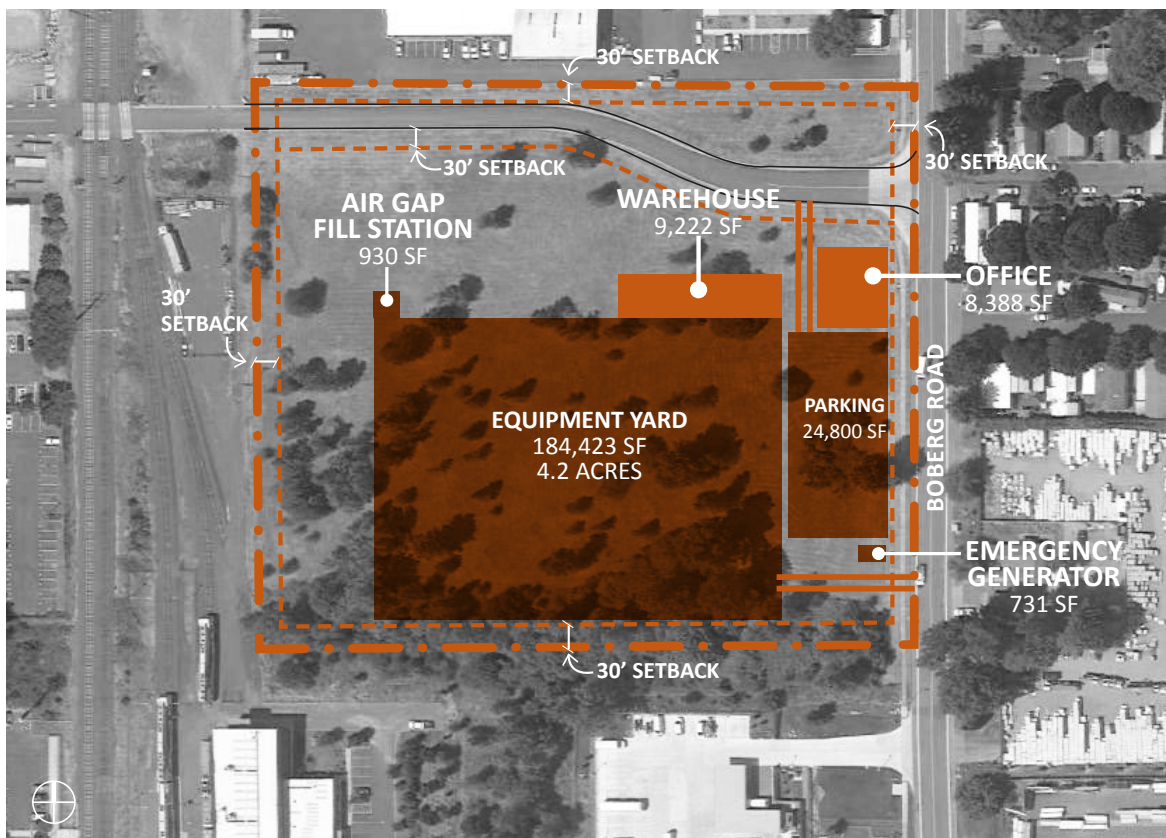
PUBLIC WORKS FUTURE SITE OPTIONS

LOCATION 1



LOCATION 1

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
1	7.6 acres with 5.25 acres of usable space	North of and contiguous to the new SMART Operations and Fleet Facility	Washington County		2.9 acre parcel plus 4.7 acre parcel	YES



1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
3	APPENDIX

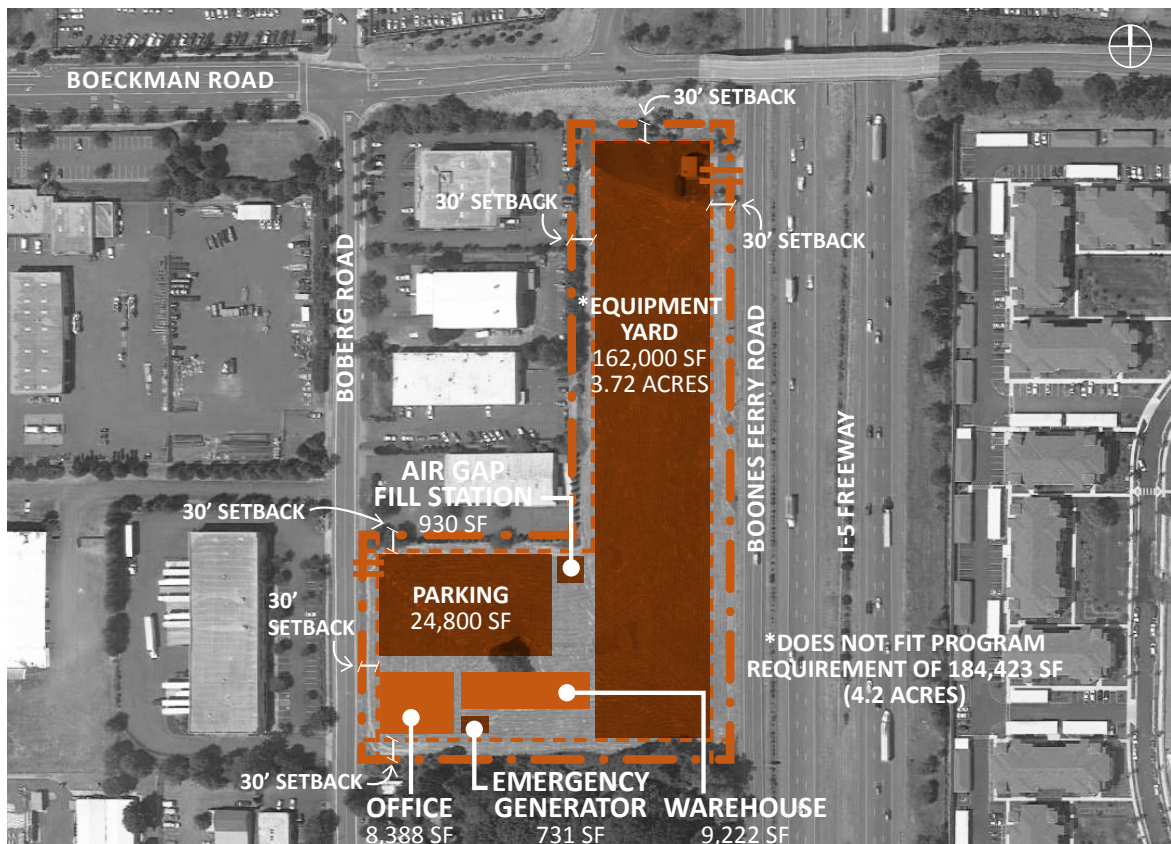


PUBLIC WORKS FUTURE SITE OPTIONS

City of Wilsonville **LOCATION 2**

LOCATION 2

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
2	7 acres	Between Boones Ferry Road and Boburg Road on Boeckman Road; Adjacent to City of Wilsonville's Boeckman Well Site on Boones Ferry Road ; Close to the Smart Operations and Fleet Facility	6 acres privately owned by the Lee and Marion Thompson Foundation; 1 acre, where the well is sited, is owned by the City of Wilsonville	Industrial	This is an industrial site adjacent to existing industrial buildings	YES



PUBLIC WORKS FUTURE SITE OPTIONS

LOCATION 3



LOCATION 3

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
3	3.8 acres on one lot + 2.08 acres on an adjacent lot	On Kinsman Road just off of Wilsonville Road	Unknown		This is the old Laser Quick site; This site comes with an office building warehouse land is for sale	NO

UNABLE TO ACCURATELY LOCATE THE SITE BASED ON INFORMATION PROVIDED



2.2 PUBLIC WORKS	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



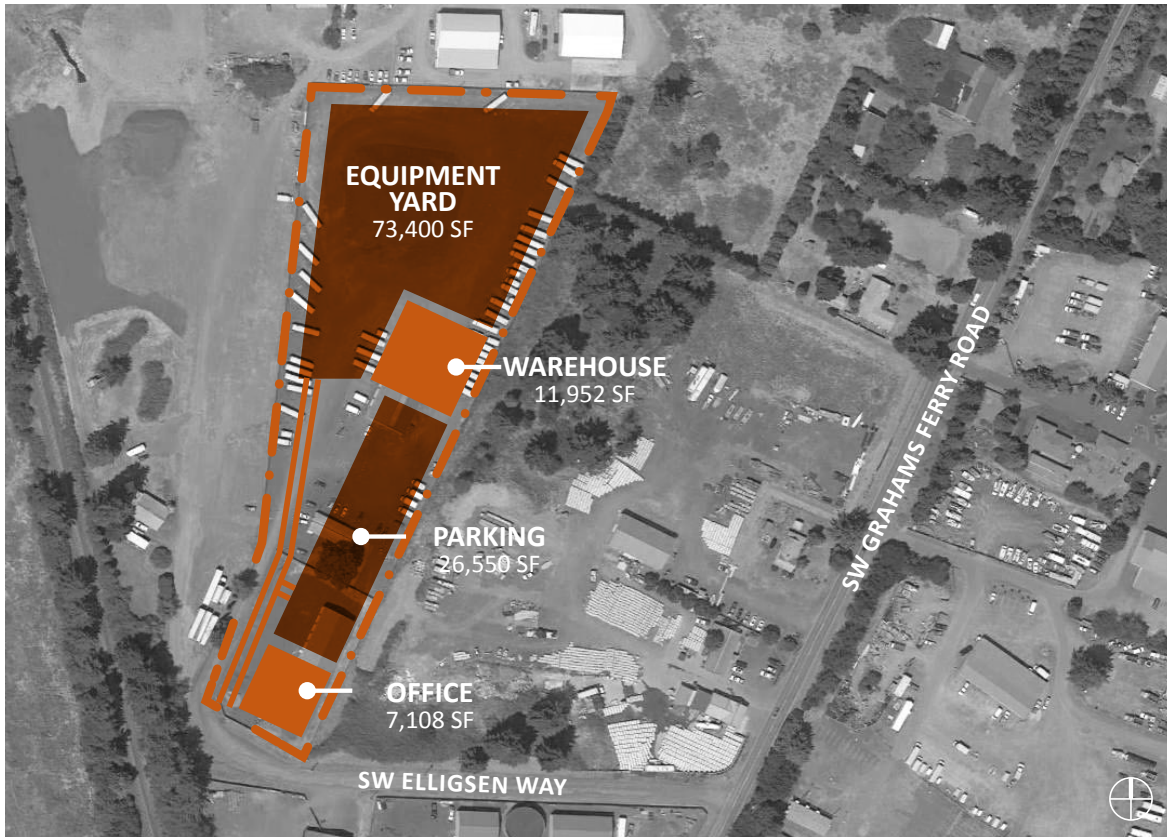
PUBLIC WORKS FUTURE SITE OPTIONS

City of Wilsonville **LOCATION 4**

LOCATION 4

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
4	5.11 acres with a 5000 sf four bay shop and a residence	Sherwood, Or: Just west of Grahams Ferry Road off of Elligsen Way; in north West Wilsonville outside of the City of Wilsonville but in the UGB.; just south of Coffee Creek Prison	Robert Hatch		Residence could be remodeled into office space; The Site comes fenced and paved with compacted rock for immediate use; this site is not central enough	NO

**NOT VIABLE
PROGRAM DOES NOT FIT
AND FLOW WELL**



PUBLIC WORKS FUTURE SITE OPTIONS

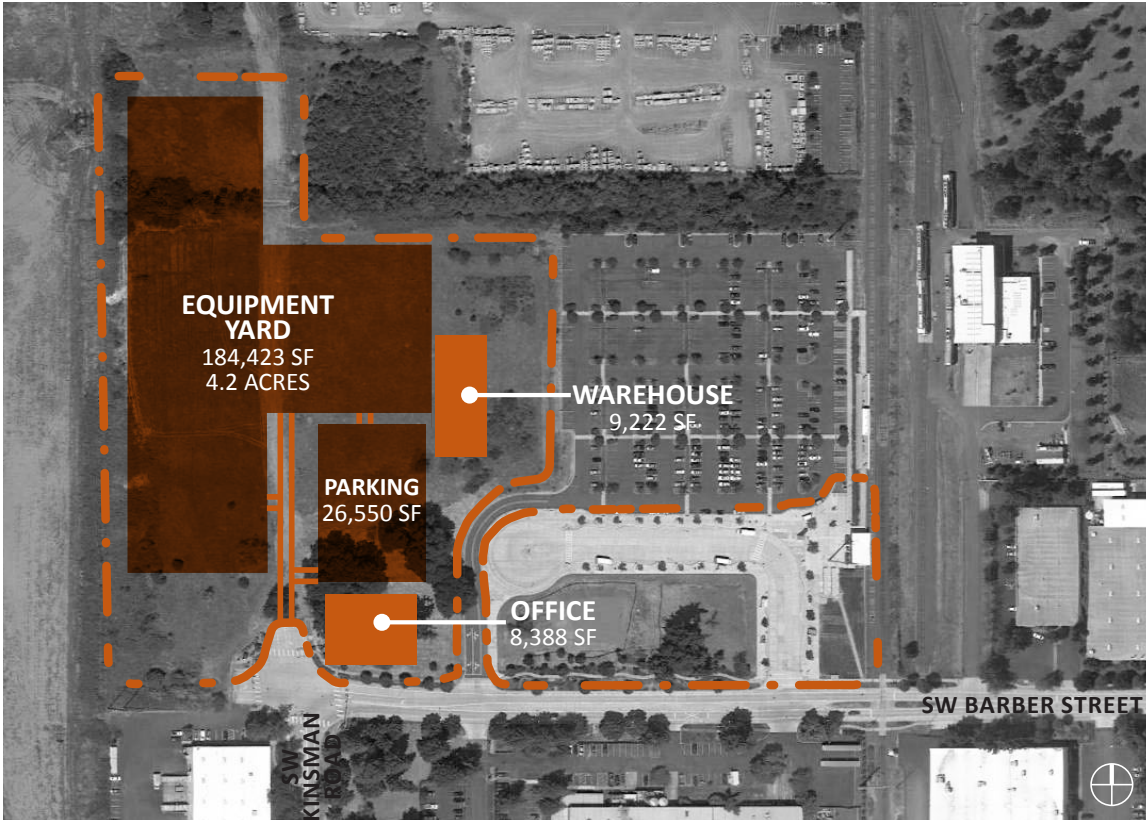
LOCATION 5



LOCATION 5

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
5	9.97 acres + 1 acre	At the WES Center	City of Wilsonville	Industrial	Currently planned for future parking for WES	NO

**NOT VIABLE
PART OF SITE IS NOT
AVAILABLE**



1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
3	APPENDIX



PUBLIC WORKS FUTURE SITE OPTIONS

City of Wilsonville **LOCATION 6**

LOCATION 6

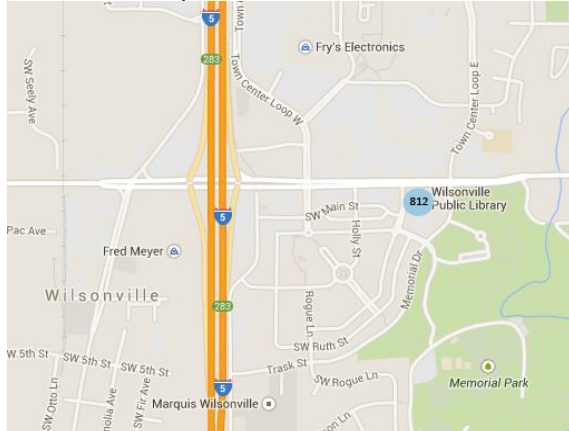
SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
6	2 sites that equal 9.13 acres with a residence and a power line easement on the west side of the west-most parcel	Just off of Day Road; On the far north boundary of the City UGB; in unincorporated Washington County	Unknown		Location is not desirable; Land is "raw" with no infrastructure and would be expensive to develop; For sale for \$2.3M; Heavily wooded;	YES



LIBRARY FACILITY FACT SHEET

8200 SW Wilsonville Road
Wilsonville, OR 97070

2.3 LIBRARY

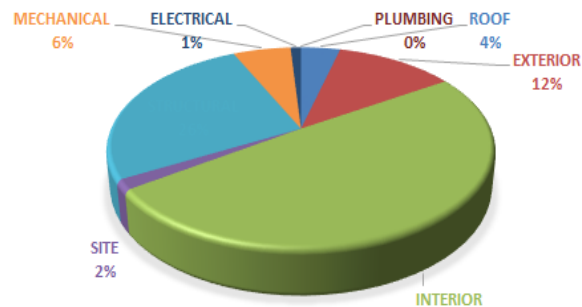


YEAR BUILT	1987
REMODELS	2002
BUILDING AREA	28,677 SF
TOTAL HEIGHT	
NUMBER OF FLOORS	1
OCCUPANCY	A3
PRIMARY STRUCTURE	EIFS, BRICK
ROOF TYPE	COMPOSITE SHINGLES
FLOOR FINISHES	CARPET, TILE, SHEET VINYL, VCT
CEILING FINISHES	ACT, GYP. BOARD, WOOD
PARTITION TYPE	GYP. BOARD OVER METAL FRAMING
HVAC TYPE	GAS FURNACE, AIR HANDLER, A/C UNITS
SEISMIC RISK CATEGORY	II
ASCE 41-13 PERFORMANCE OBJECTIVE	LIFE SAFETY

FACILITY SUMMARY

The Wilsonville Library was built in 1987 and remodeled in 2002. The one story building houses the city's main public library. Presently, the Library functions adequately but requires some updates as libraries in general evolve. The building is equipped with keyless entry, a fire alarm, an intruder alarm, and is fully sprinklered. It is adjacent to a park, features an art wall and the site has a flag pole.

FACILITY REPAIR COST ALLOCATION



FACILITY CONDITION INDEX

0.09 = COST TO REPAIR (\$711,796)/COST TO REPLACE(\$7,886,175)



1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
3	APPENDIX



City of Wilsonville

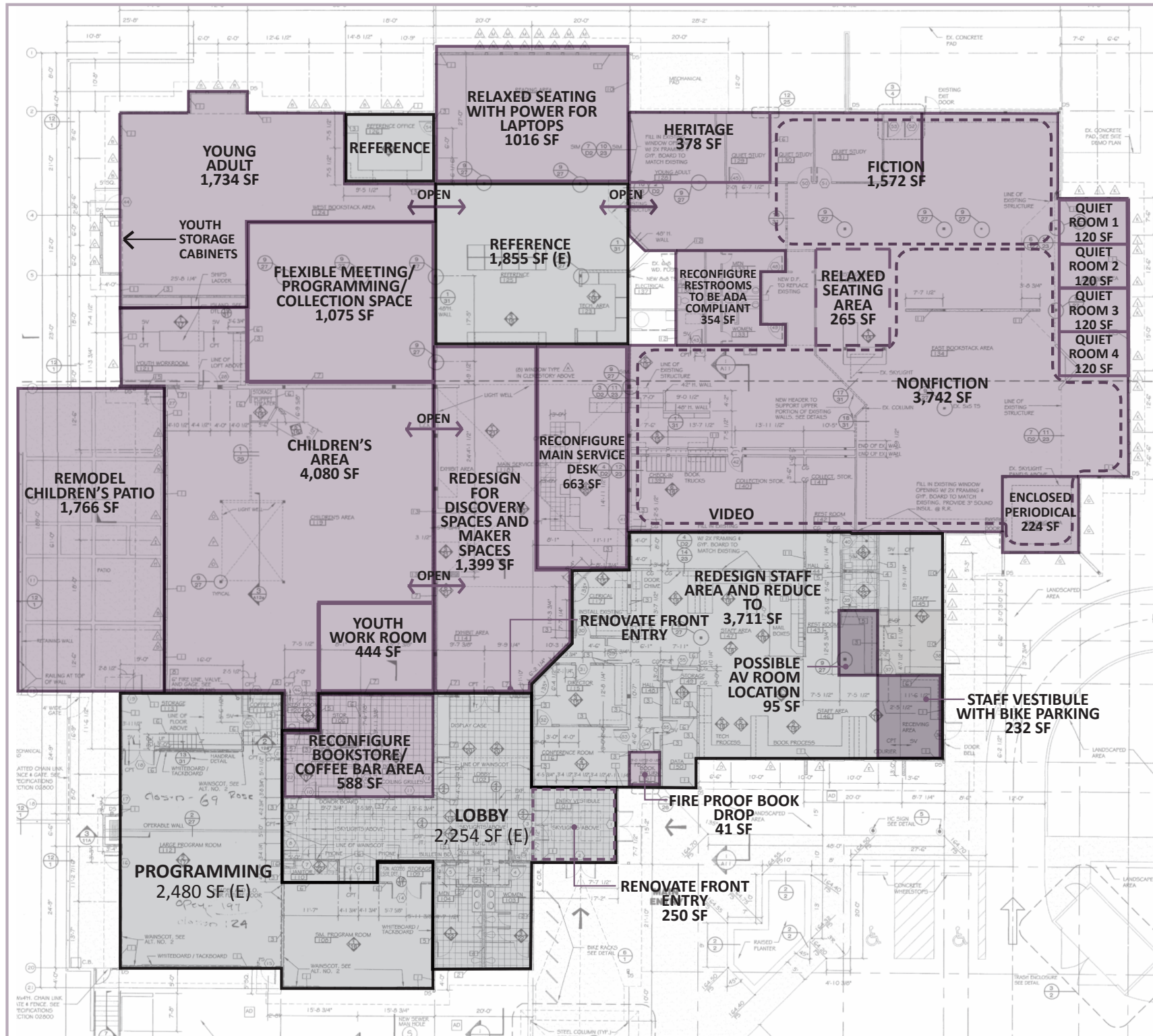
LIBRARY PROGRAM ASSESSMENT

SPACE	EXISTING			LIBRARY RENOVATION					
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
BUILDING									
TOTAL EMPLOYEES			16					16	
LOBBY									
ENTRY VESTIBULE	1	250	250	1			250	250	
LOBBY	1	646	646	1			646	646	
BOOKSTORE	1	310	310	1			420	420	EXPAND
KITCHEN	1	165	165	1			0	0	RECONFIGURE INTO COFFEE BAR
STORAGE - KITCHEN	1	76	76	1			0	0	RECONFIGURE INTO COFFEE BAR
ADA RESTROOM - W LOBBY	1	175	175	1				175	
ADA RESTROOM - M LOBBY	1	175	175	1				175	
COFFEE BAR	1	82	82	1			200	200	EXPAND
CUSTODIAL	1	45	45	1			45	45	
LOBBY TOTAL			2,254					2,254	
PROGRAM									
STORAGE	2	VARIES	315	2				315	
PROGRAM ROOM - ROSE	1	640	640	1			640	640	
PROGRAM ROOM - OAK	1	1456	1456	1			1456	1456	
PROGRAMMING TOTAL			2480					2480	
CHILD.									
RESTROOM - U CHILDREN'S	1	VARIES	50	1				50	
CHILDREN'S AREA	1	3350	3350	1			5155	5155	
CHILDREN'S AREA TOTAL			3400					5155	
EXHIBIT AREA 1 & 2	1	VARIES	1394	1			VARIES	1394	RECONFIGURE INTO DISCOVERY AND MAKER SPACES
STAFF									
DIRECTOR OFFICE	1	220	220	1			220	220	
CLERICAL OFFICE	1	136	136	1			136	136	
CONFERENCE ROOM	1	230	230	1			230	230	
BOOK RETURN	1	42	42	1			42	42	FIRE PROOF
DATA	1	98	98	1			98	98	
STORAGE - OFFICE	1	70	70	1			70	70	
STAFF AREA	1	VARIES	708	1				708	ADD VESTIBULE WITH BIKE RACK
TECH PROCESS	1	152	152	1			152	152	
BOOK PROCESS	1	182	182	1			182	182	
RECEIVING AREA	1	306	306	1			306	306	
RESTROOM - STAFF	2	52	104	2			52	104	
STAFF ROOM	1	370	370	1			370	370	
COLLECTION STORAGE	1	514	514	1			514	514	
CHECK-IN	1	436	436	1			436	436	
STAFF AREA TOTAL			4389					4389	
MAIN SERVICE DESK AREA	1	663	663	1			663	663	RECONFIGURE
FICTION + NONFICTION									
NON-FICTION	1	3955	3955	1			3955	3835	ENCLOSE PERIODICAL AREA
READING AREA - NON-FICTION	2	VARIES	716	1				716	
QUIET STUDY	3	VARIES	432	4				552	
ELECTRICAL	1	100	100	1			100	100	
TOILET AND SINK	1	104	104						ADD SPACE TO NONFICTION RESTROOM
RESTROOM - M NONFICTION (NOT ADA)	1	122	122	1			177	177	EXPAND TO MAKE ADA
RESTROOM - W NONFICTION (NOT ADA)	1	122	122	1			177	177	EXPAND TO MAKE ADA
FICTION	1	3343	3343						COMBINE WITH NON-FICTION
COMBINED FICTION + NONFICTION TOTAL			7251					5557	
REFERENCE									
TECH AREA	1	140	140	1			140	140	
REFERENCE	1	335	335	1			335	335	
REFERENCE OFFICE	1	254	254	1			254	254	
READING AREA - REFERENCE	1	1024	1024	1			1024	1024	
REFERENCE TOTAL			1855					1855	
Y.A.									
YOUNG ADULT	1	683	683	1			683	683	
YOUTH WORKROOM	1	446	446	1			446	446	
YOUNG ADULT TOTAL			1502					1502	
ASSIGNED SF			25,188					25,188	
MULTIPLIER			1.14					1.14	
GROSS SF			28,677					28,677	
PARKING									
STAFF + PUBLIC	109	450	49050	87			450	39150	71 REQUIRED PARKING FOR LIBRARY; 90 REQUIRED FOR THEATER
TOTAL PARKING	109		49,050	87				39,150	
TOTAL AREA			77,727					77,727	

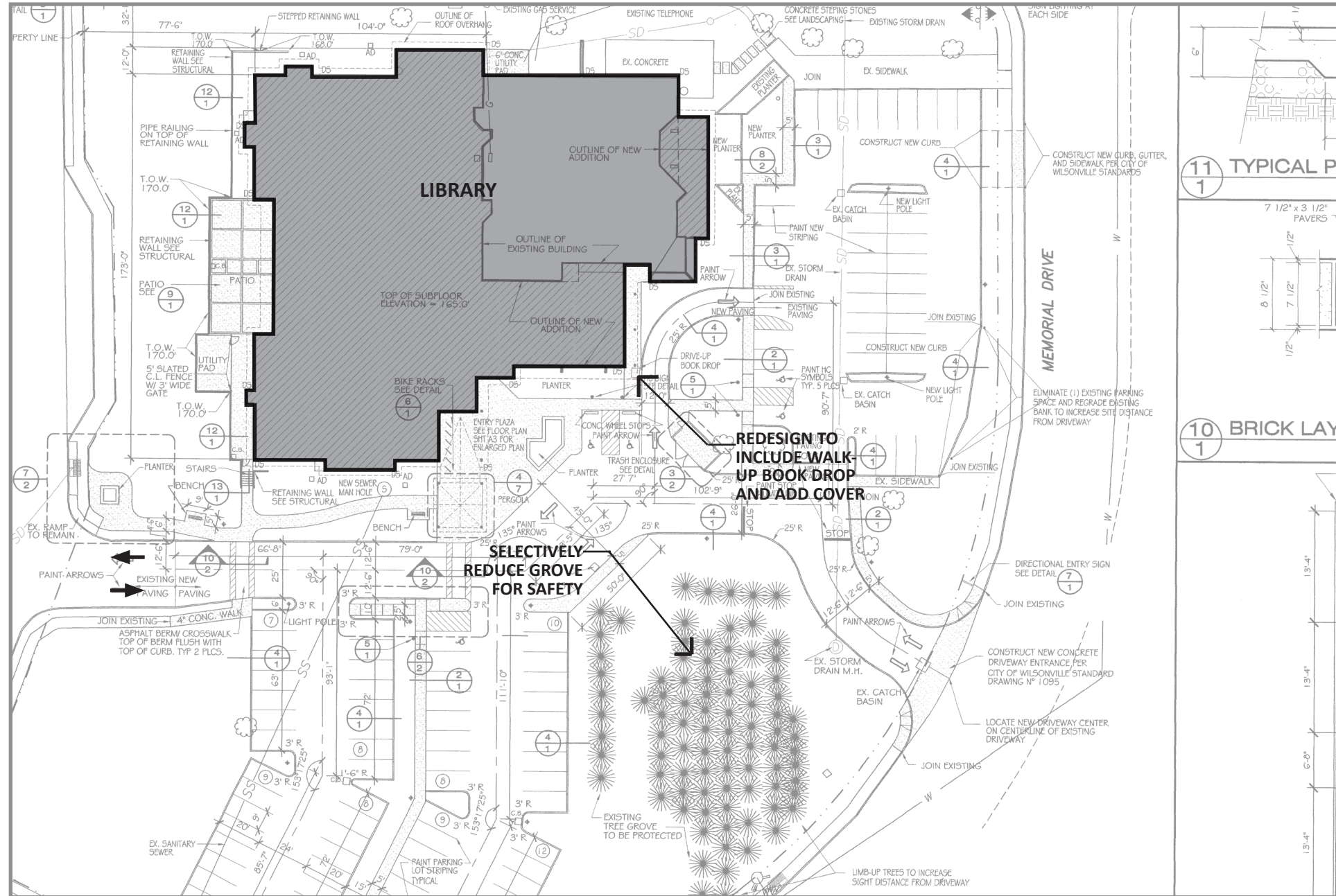
LIBRARY CONCEPTS

- FLOOR PLAN

Renovate the Library. The Library has condition issues that need to be addressed and needs to be updated to meet the changing services of libraries due to shifting consumer demand and new technology.
 Escalated Project Cost: \$3,639,478
 Escalated FCA Cost: \$1,114,673
 Projected Completion Date: June 2017



2.3 LIBRARY	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



11 TYPICAL P
1

10 BRICK LAY
1

**LIBRARY CONCEPTS
INSPIRATIONAL PHOTOGRAPHS - CHILDRENS**



Cascade Park Community Library- Vancouver Washington



Louisville Public Library- Louisville, Kentucky



Tualatin Public Library- Tualatin, Oregon

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	EXECUTIVE SUMMARY
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2.3 LIBRARY	MASTER PLAN CONCEPTS
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LIBRARY CONCEPTS

INSPIRATIONAL PHOTOGRAPHS - DISCOVERY AND MAKERS SPACES



Vancouver Community Library- Vancouver Washington



Vancouver Community Library- Vancouver Washington



McMinnville Public Library- McMinnville, Oregon

**LIBRARY CONCEPTS
INSPIRATIONAL PHOTOGRAPHS - TEENS**



Vancouver Community Library- Vancouver, Washington



Hood River County Library- Hood River, Oregon



Cascade Park Community Library- Vancouver Washington

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	EXECUTIVE SUMMARY
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2.3 LIBRARY	MASTER PLAN CONCEPTS
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LIBRARY CONCEPTS
INSPIRATIONAL PHOTOGRAPHS - COMPUTER AREA



Cascade Park Community Library- Vancouver Washington



Green Valley Ranch Branch Library- Denver, Colorado



Lebanon Public Library- Lebanon, Oregon

LIBRARY CONCEPTS
INSPIRATIONAL PHOTOGRAPHS - RELAXED SEATING



Green Valley Ranch Branch Library- Denver, Colorado



Lebanon Public Library- Lebanon, Oregon



Tualatin Public Library- Tualatin, Oregon

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	EXECUTIVE SUMMARY
	2
2.3 LIBRARY	MASTER PLAN CONCEPTS
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	APPENDIX



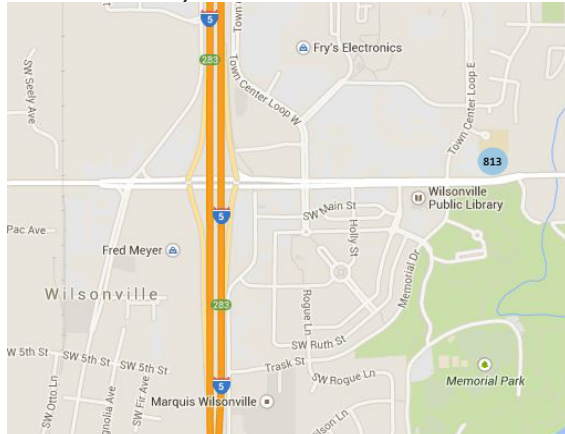
City of Wilsonville

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COMMUNITY CENTER FACILITY FACT SHEET

7965 SW Wilsonville Road
Wilsonville, OR 97070

2.4 COMMUNITY CENTER

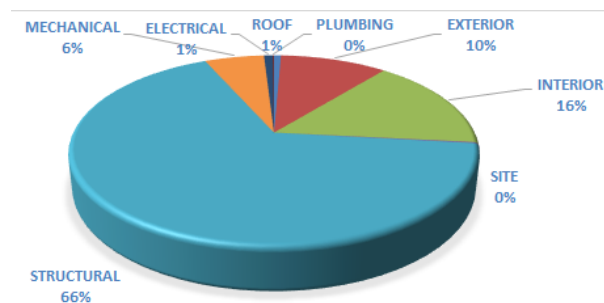


YEAR BUILT	1985
REMODELS	1995, 1999, 2010,
	2012
BUILDING AREA	9,688 SF
TOTAL HEIGHT	19 FT
NUMBER OF FLOORS	1
OCCUPANCY	A-3
PRIMARY STRUCTURE	WOOD SIDING OVER WOOD FRAMING
ROOF TYPE	COMPOSITE SHINGLES
FLOOR FINISHES	CARPET, SHEET VINYL, TILE, LINOLEUM
CEILING FINISHES	ACT, GYP. BOARD
PARTITION TYPE	GYP. BOARD OVER WOOD FRAMING
HVAC TYPE	ELECTRIC FURNACES, AIR HANDLERS
SEISMIC CATEGORY RISK	II
ASCE 41-13	LIFE SAFETY
PERFORMANCE OBJECTIVE	

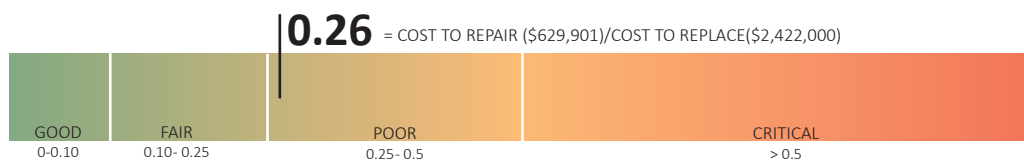
FACILITY SUMMARY

The Wilsonville Community Center building was built in 1985 and remodeled in 1995, 1999, 2010 and 2012. The one story building is a community center that hosts classes, events, and recreational facilities for seniors. The building is equipped with keyless entry, fire alarm, a hood suppression system, and a commercial kitchen. The building also has an outdoor covered patio.

FACILITY REPAIR COST ALLOCATION



FACILITY CONDITION INDEX



2.4 COMMUNITY CENTER	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
3	APPENDIX	



COMMUNITY CENTER PROGRAM ASSESSMENT

City of Wilsonville OPTION 1: EXPAND EXISTING COMMUNITY CENTER

OPTION 1: EXPAND COMMUNITY CENTER									
SPACE	EXISTING			PROPOSED			COMMENTS		
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER		SIZE EA (SF)	TOTAL AREA (SF)
OFFICE									
TOTAL EMPLOYEES			6					8	
LOBBY			1624					1984	expanded to accommodate new programming space
OFFICE			641					641	
KITCHEN			797					797	
MULTI-PURPOSE TOTAL			3178					6356	2 times the existing multi-purpose space
CLASSROOM TOTAL			1873					2810	1.5 times the existing classroom space
ASSIGNED SF			8113					12587.5	
MULTIPLIER			1.19					1.25	
GROSS SF			9688					15734.4	
PARKING									
STAFF + PUBLIC	53	495	26217	68			450	30600	PARKING REQUIREMENT: 4.3/1000 SF
									68 PARKING SPACES REQUIRED FOR 15,734 SF
TOTAL PARKING	53		26,217	68				30,600	
TOTAL AREA			35,905					46,334	

COMMUNITY CENTER SITE PLAN

OPTION 1: EXPAND EXISTING COMMUNITY CENTER

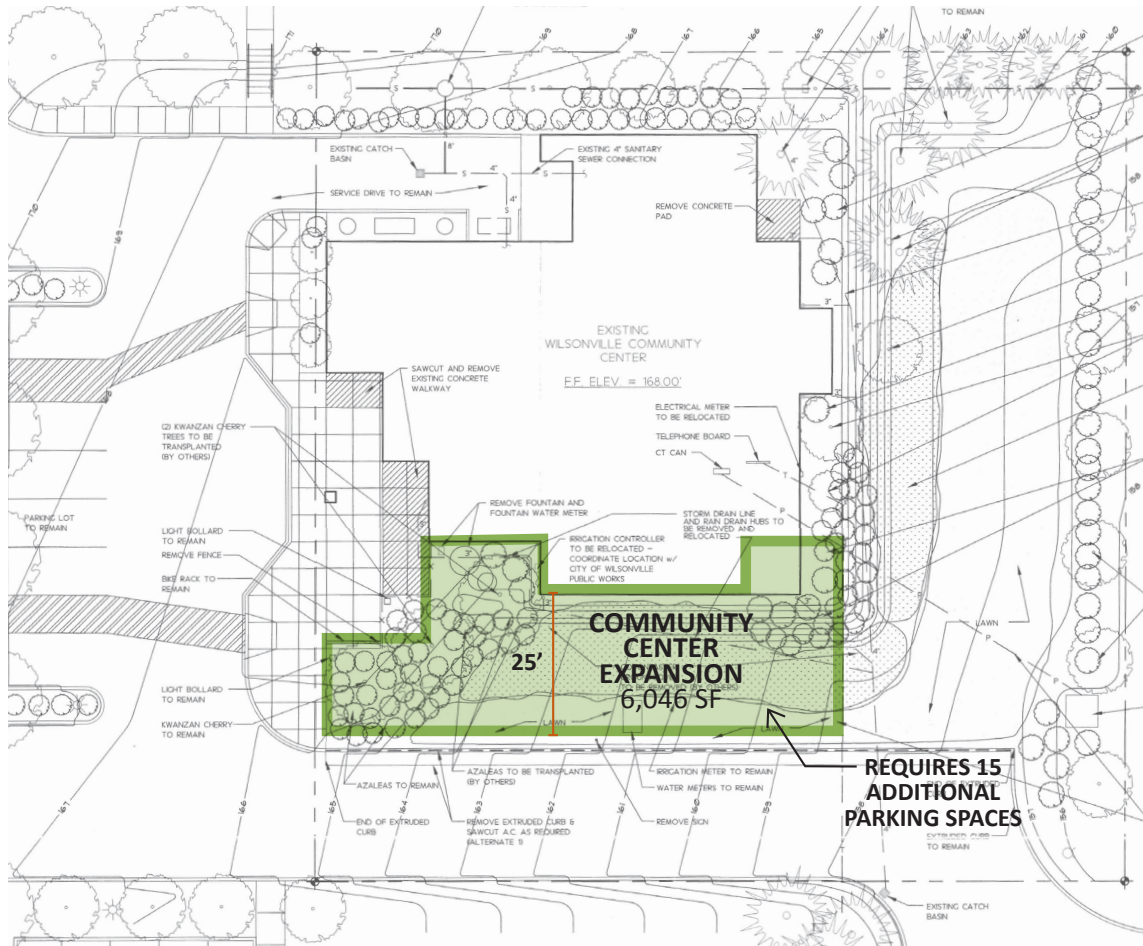
Expand the Community Center to accommodate growing demand for community programs.

Option 1: Expand the existing Community Center, demolish the Art Tech School and Kiva Center and add Community Center parking at the Art Tech School and Kiva Center site.

Escalated Project Cost: \$5,739,306

Escalated FCA Cost: \$943,347

Projected Completion Date: June 2021



2.4 COMMUNITY CENTER

1

EXECUTIVE SUMMARY

2

MASTER PLAN CONCEPTS

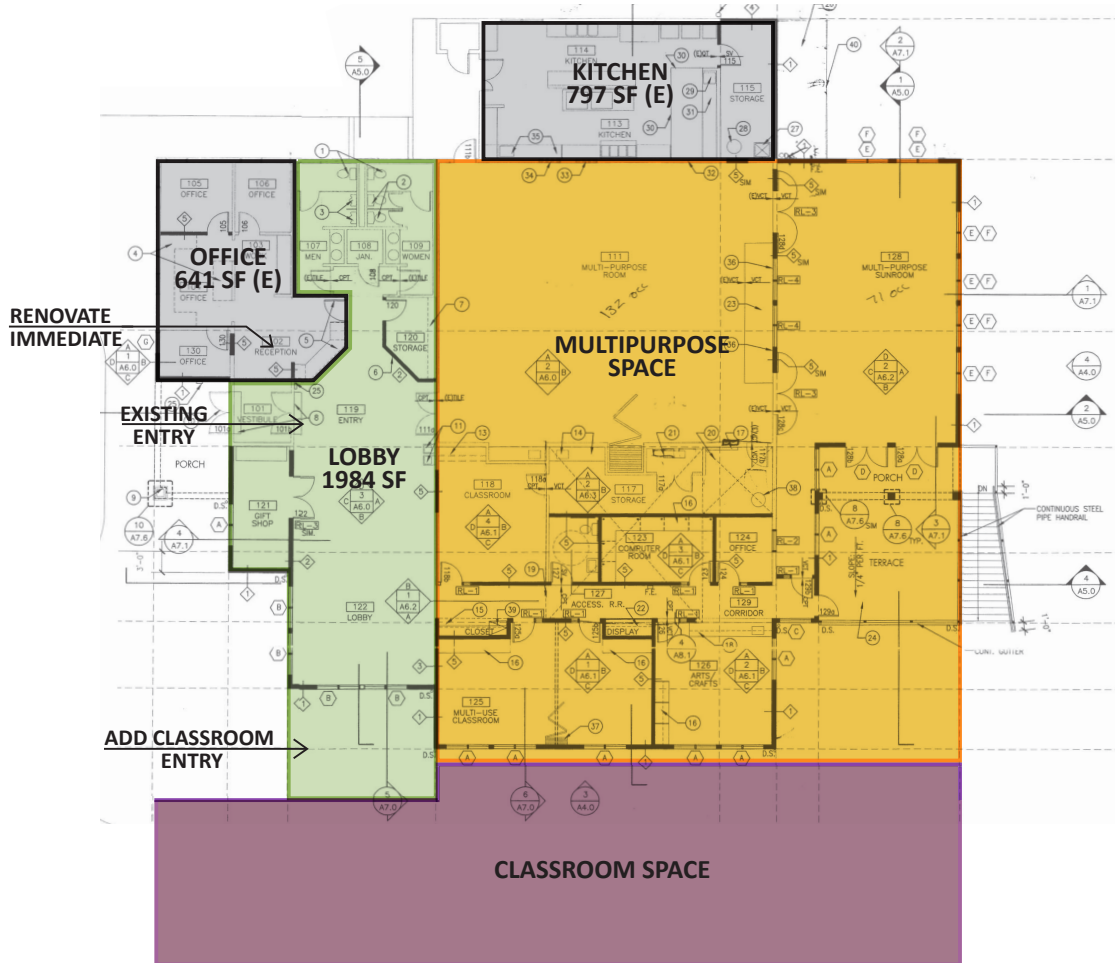
3

APPENDIX



COMMUNITY CENTER FLOOR PLAN

City of Wilsonville **OPTION 1: EXPAND EXISTING COMMUNITY CENTER**



COMMUNITY CENTER CONCEPTS

EXISTING PARKING LAYOUT



City of Wilsonville

PARKING SPACES REQUIRED FOR EXISTING
COMMUNITY CENTER: 41

PARKING SPACES PROVIDED: 51



2.4 COMMUNITY CENTER	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX

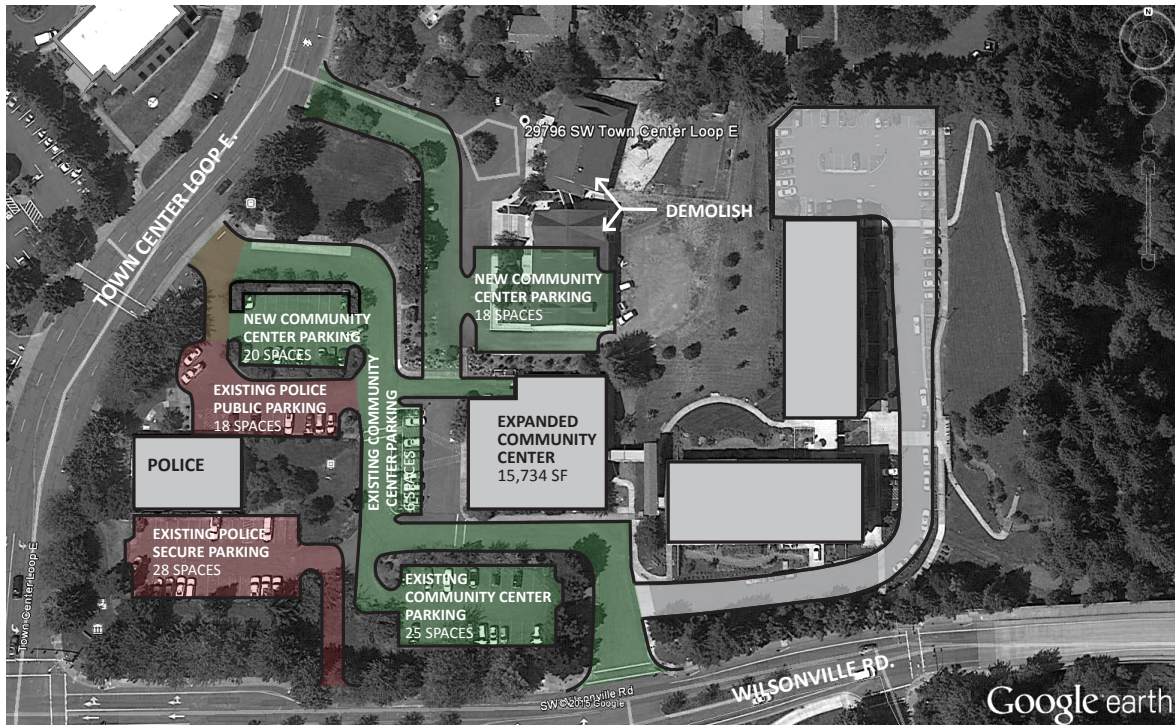


COMMUNITY CENTER CONCEPTS

City of Wilsonville **EXPAND PARKING TO ART TECH SCHOOL SITE**

PARKING SPACES REQUIRED FOR EXPANDED COMMUNITY CENTER: 68

PARKING SPACES PROVIDED FOR EXPANDED COMMUNITY CENTER: 68



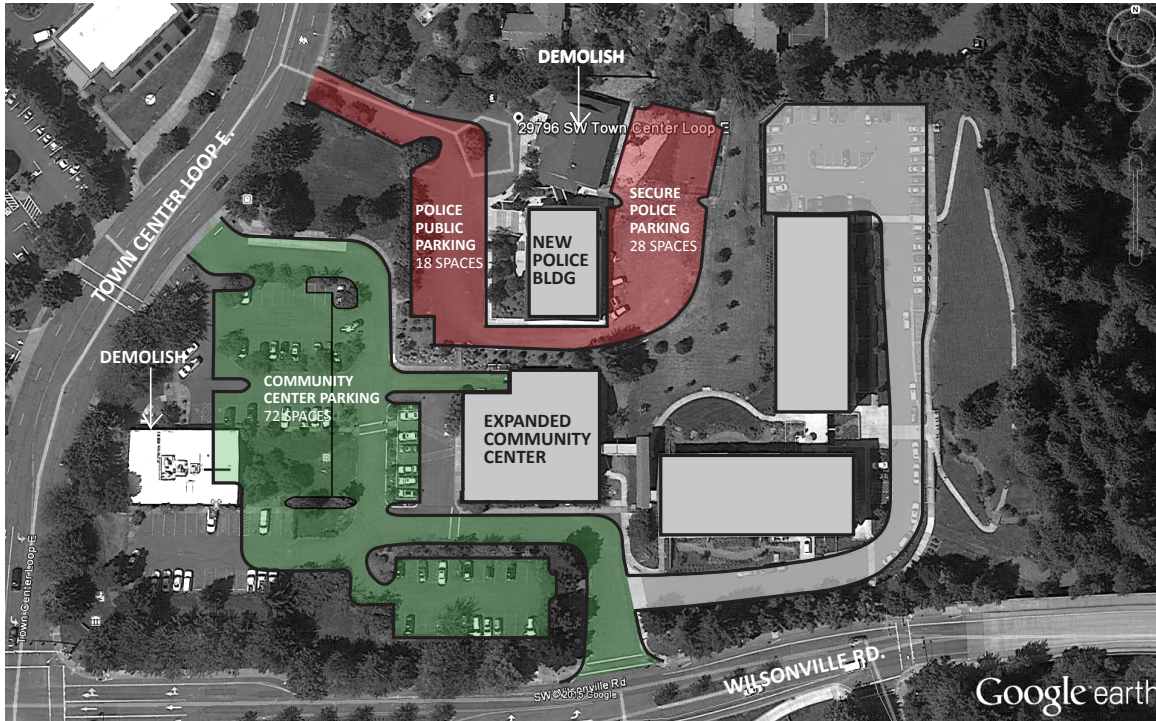
COMMUNITY CENTER CONCEPTS

EXPAND PARKING TO POLICE AND PUBLIC WORKS BUILDING



City of Wilsonville

PARKING SPACES REQUIRED FOR EXPANDED
COMMUNITY CENTER: 68; PROVIDED: 72
SECURE POLICE PARKING SPACES REQUIRED: 28;
PROVIDED: 28
PUBLIC PARKING SPACES FOR POLICE REQUIRED: 1;
PROVIDED: 18



2.4 COMMUNITY CENTER	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



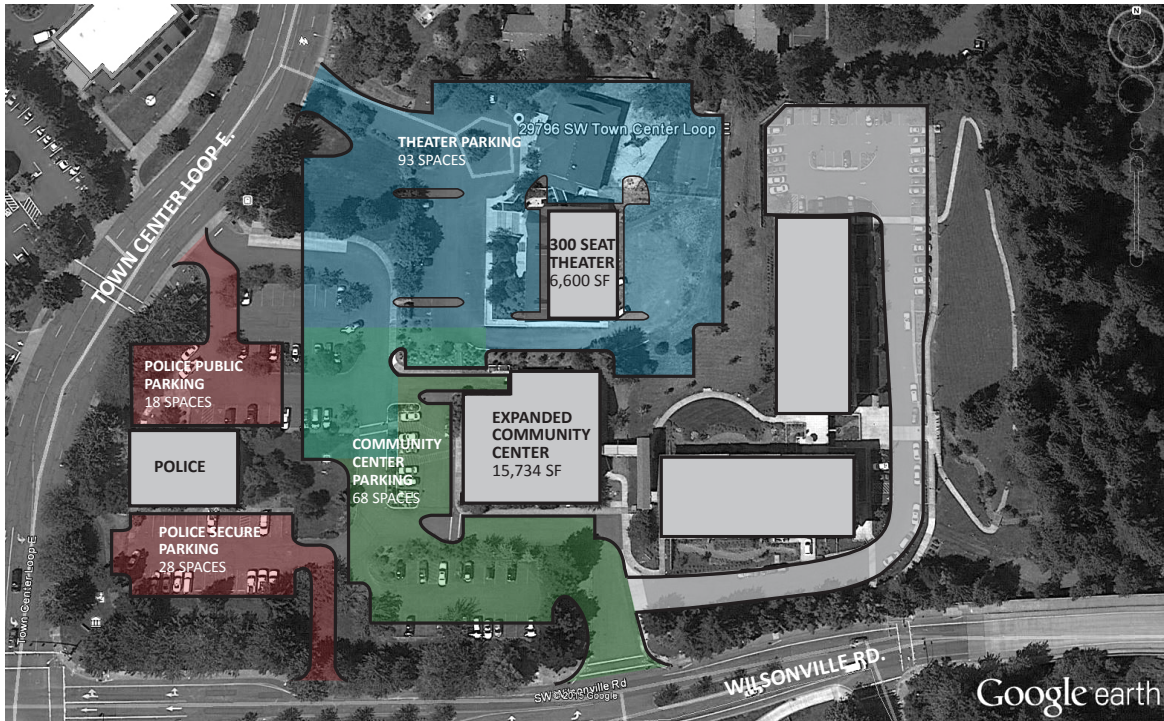
COMMUNITY CENTER CONCEPTS

City of Wilsonville LOCATE THEATER AT ART TECH SCHOOL SITE AND SHARE PARKING

PARKING SPACES REQUIRED FOR THEATER & COMMUNITY CENTER: 158

PARKING SPACES PROVIDED FOR THEATER & COMMUNITY CENTER: 131

NUMBER OF SHARED SPACES: 27





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	1
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	MASTER PLAN CONCEPTS
2.4 COMMUNITY CENTER	
	3
	APPENDIX



COMMUNITY CENTER CONCEPTS

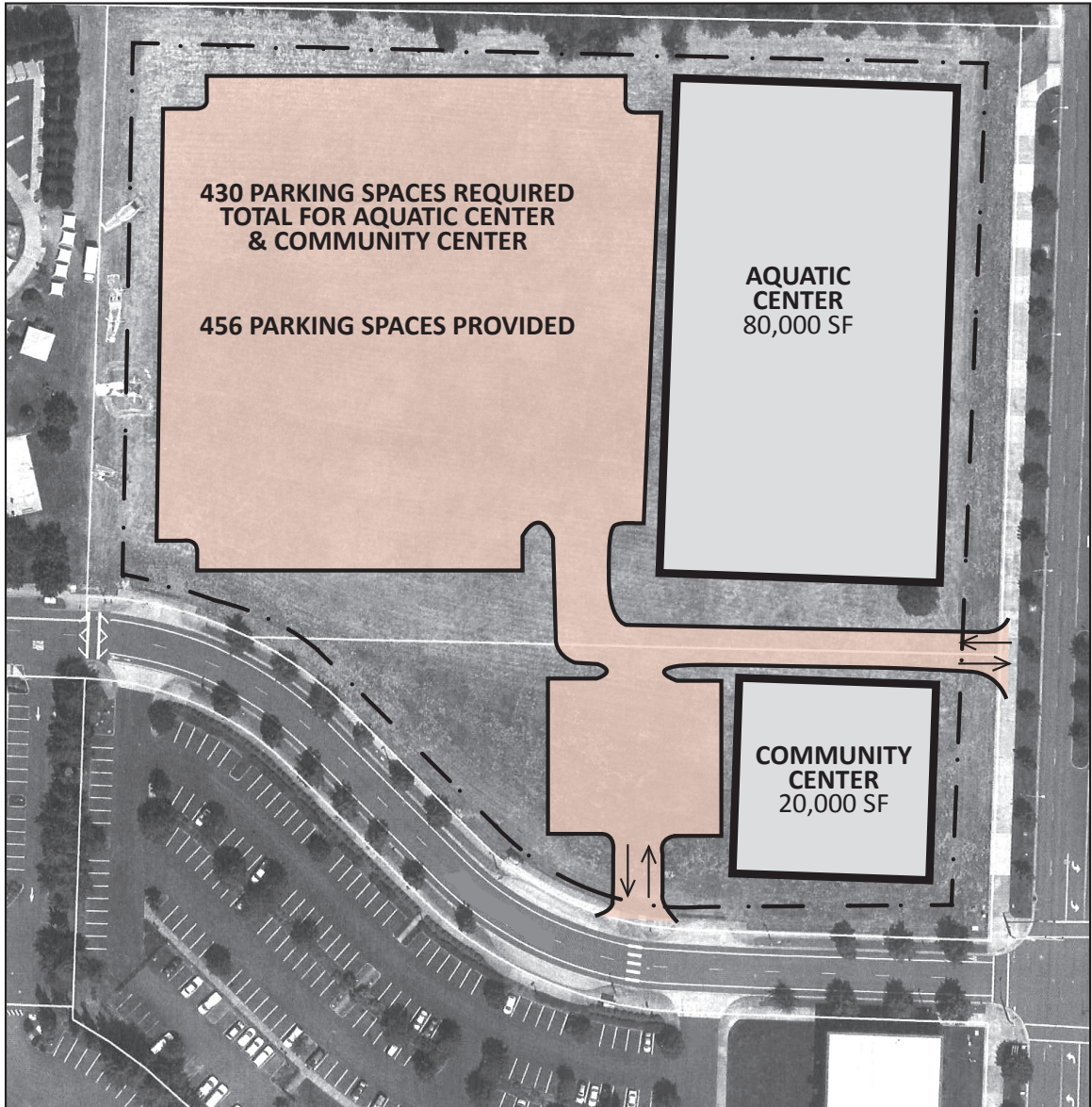
City of Wilsonville SITE PLAN OPTION 2A CO-LOCATE W AQUATIC CENTER

Option 2: Build a new Community Center on a new site; Colocate with the Aquatic Center if possible.

Escalated Project Cost: \$13,827,780

Escalated FCA Cost: N/A

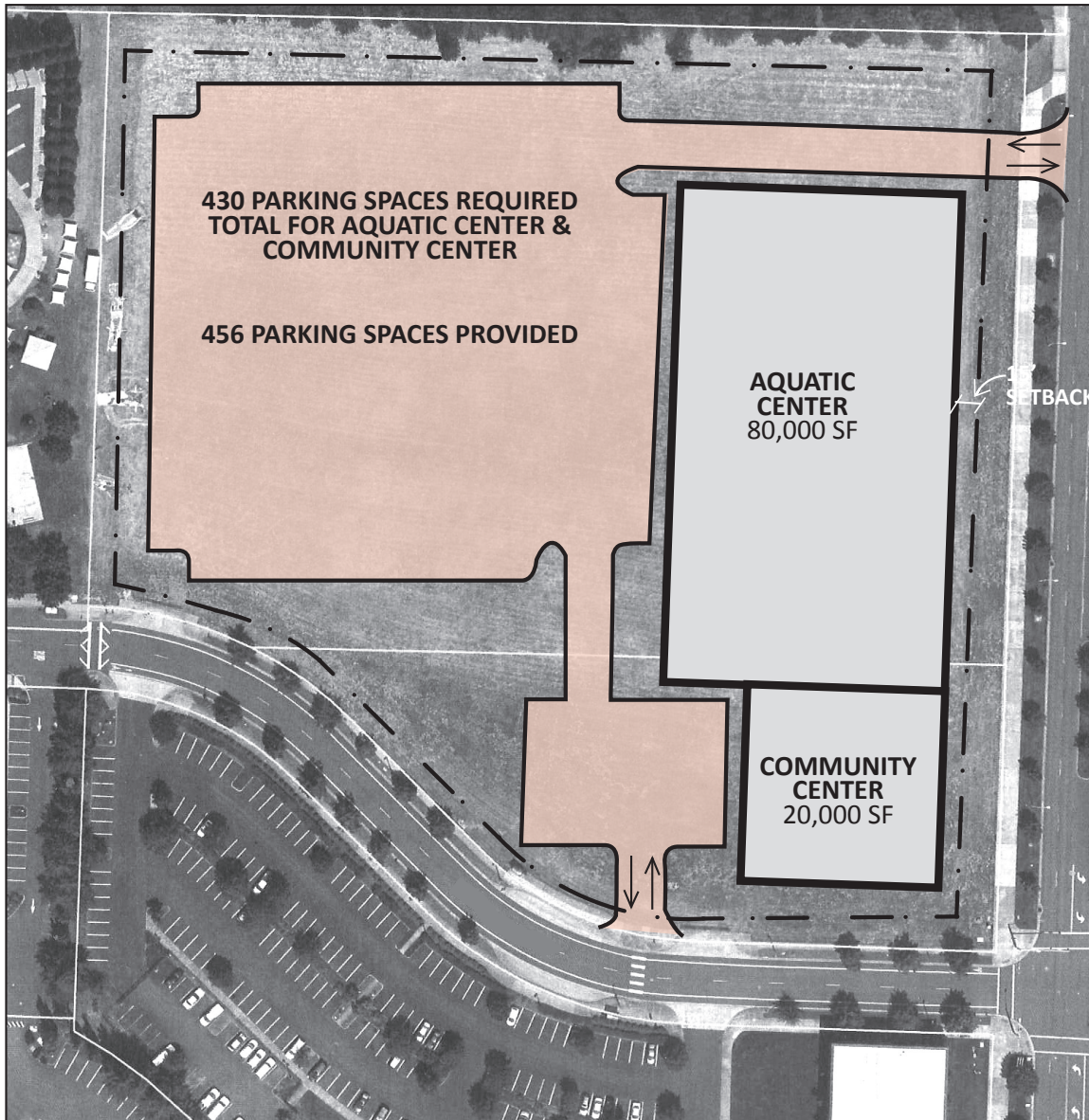
Projected Completion Date: June 2021



COMMUNITY CENTER CONCEPTS
SITE PLAN OPTION 2B CO-LOCATE W AQUATIC CENTER



City of Wilsonville



2.4 COMMUNITY CENTER

1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
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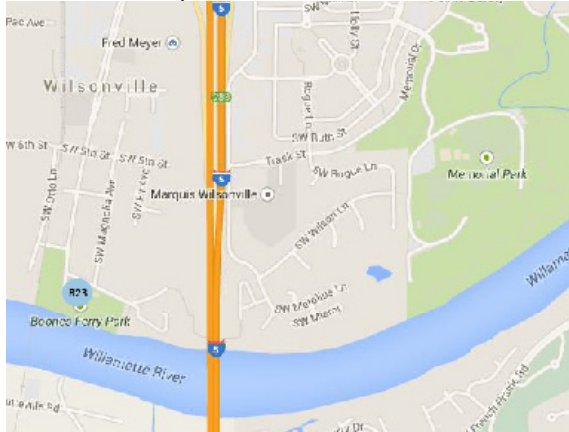


City of Wilsonville

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31240 SW Boones Ferry Road
Wilsonville, OR 97070

2.5 TAUCHMAN HOUSE



YEAR BUILT	1900
REMODELS	2009
BUILDING AREA	2,490 SF
TOTAL HEIGHT	
NUMBER OF FLOORS	2 WITH A SMALL BASEMENT
OCCUPANCY	
PRIMARY STRUCTURE	BOARD & BATTEN OVER WOOD FRAMING
ROOF TYPE	COMPOSITE SHINGLES
FLOOR FINISHES	WOOD, SHEET VINYL
CEILING FINISHES	GYP. BOARD
PARTITION TYPE	GYP. BOARD OVER WOOD FRAMING
HVAC TYPE	GAS FURNACE
SEISMIC RISK CATEGORY	II
ASCE 41-13 PERFORMANCE OBJECTIVE	LIFE SAFETY

FACILITY SUMMARY

The Wilsonville historic Tauchman House was built in the 1870s as a two-room cabin. In 1900 it was expanded and became the residence of Captain Emil Tauchman who operated the Willamette River ferry. The house was remodeled again in 1948 and was eventually sold to the city, becoming Wilsonville's first city park. From 1971 to 1976, the building served as Wilsonville's City Hall. Currently, the building is unoccupied, not ADA compliant and the upstairs and basement are closed to the public. Set on the souther edge of the city overlooking the Willamette River, the facility holds tremendous potential to become a historic marker and tourist destination in Wilsonville.

FACILITY REPAIR COST ALLOCATION



COST TO REPAIR (\$433,465)/COST TO REPLACE(\$311,250) = **1.34**



2.5 TAUCHMAN HOUSE	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
3	APPENDIX	



City of Wilsonville

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TAUCHMAN HOUSE CONCEPTS

SITE PLAN



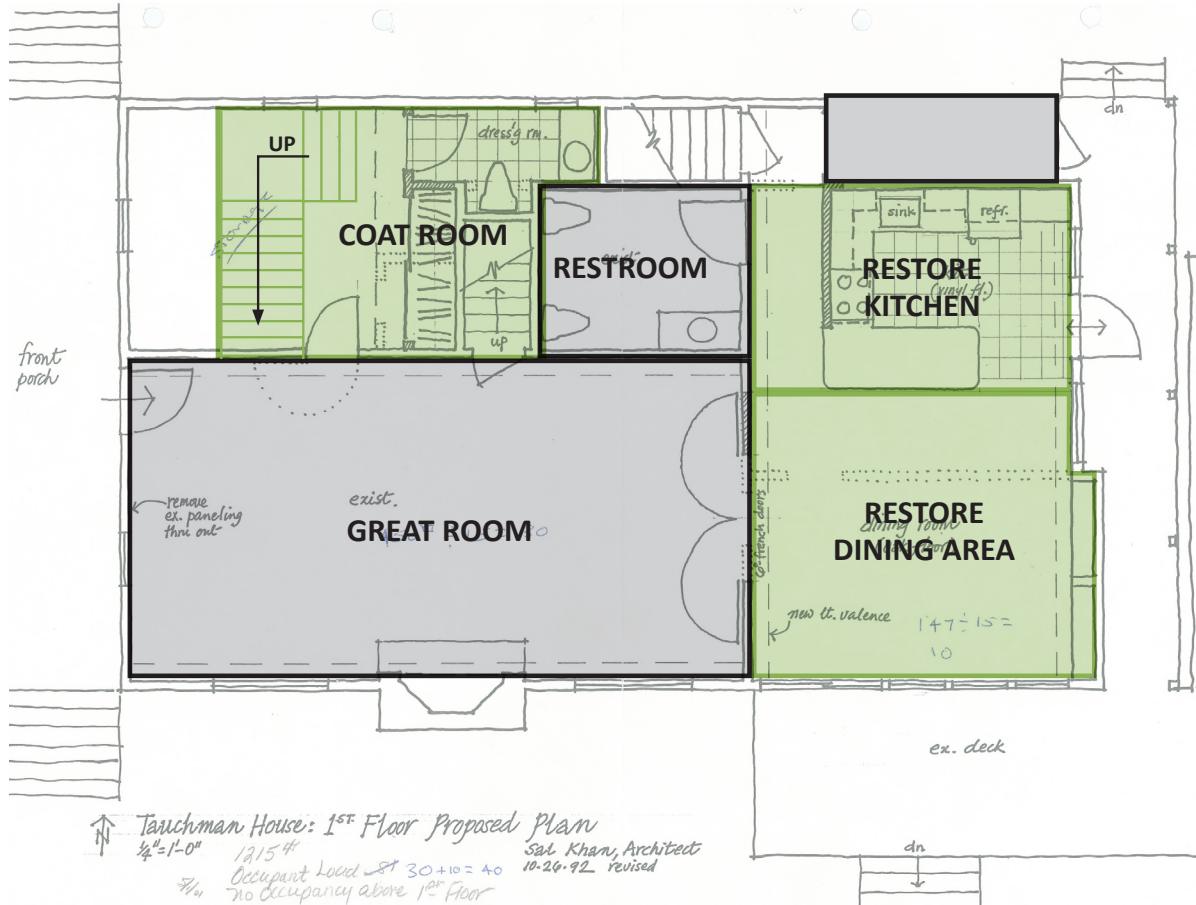
Restore the Tauchman House into an events venue and destination in Wilsonville. This restoration is a part of a larger recreation corridor proposal that links several Wilsonville parks that is shown on p. 18.
 Projected Cost:
 Projected Completion Date: June 2021



2.5 TAUCHMAN HOUSE	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



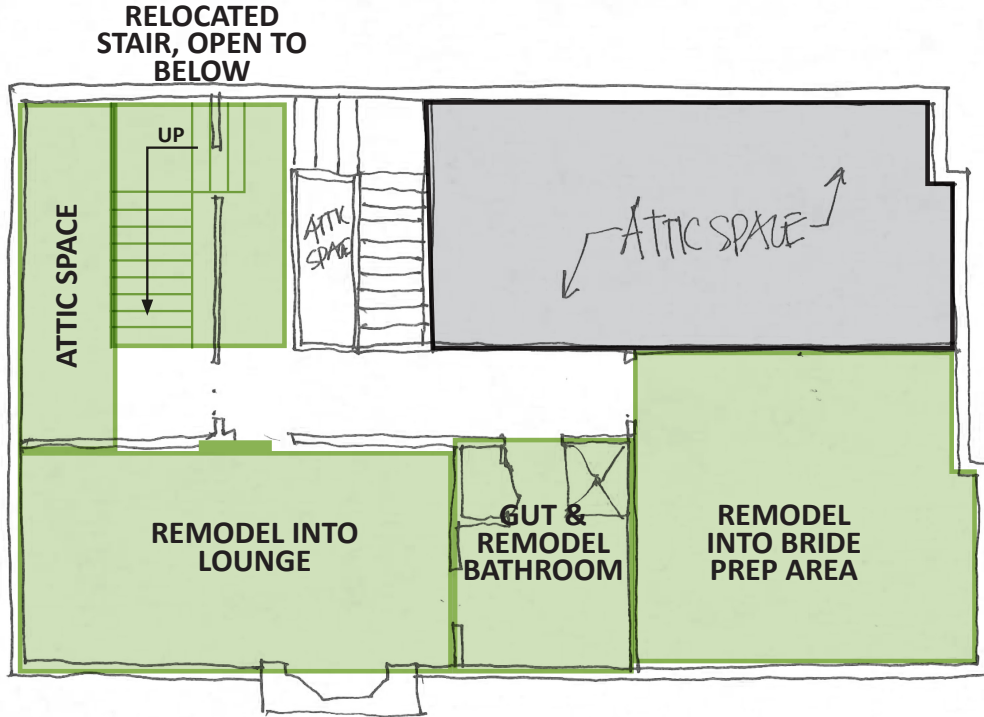
TAUCHMAN HOUSE CONCEPTS
 City of Wilsonville **FLOOR PLAN**



**TAUCHMAN HOUSE CONCEPTS
ATTIC PLAN**



City of Wilsonville



	1	EXECUTIVE SUMMARY
2.5 TAUCHMAN HOUSE	2	MASTER PLAN CONCEPTS
	3	APPENDIX



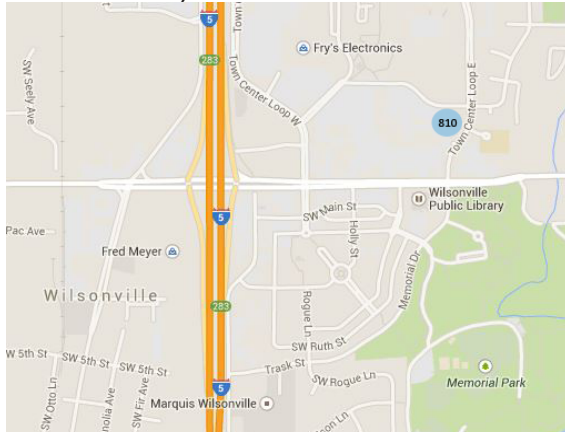
City of Wilsonville

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CITY HALL FACILITY FACT SHEET

29799 SW Town Center Loop E
Wilsonville, OR 97070

2.6 CITY HALL

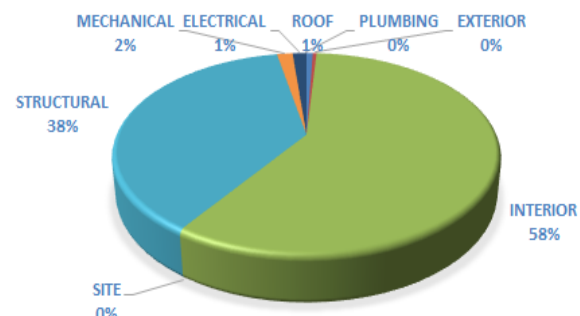


YEAR BUILT	2006
REMODELS	NONE
BUILDING AREA	29,694 SF
TOTAL HEIGHT	29.5 FT
NUMBER OF FLOORS	2
OCCUPANCY	B, A3
PRIMARY STRUCTURE	BRICK VENEER OVER METAL FRAMING
ROOF TYPE	BUILT-UP
FLOOR FINISHES	CARPET TILE, TILE, SHEET VINYL, VCT
CEILING FINISHES	ACT, GYP. BOARD
PARTITION TYPE	GYP, BOARD OVER METAL FRAMING
HVAC TYPE	ROOF TOP GAS, AIR HANDLER
SEISMIC RISK CATEGORY	IV
ASCE 41-13 PERFORMANCE OBJECTIVE	IMMEDIATE OCCUPANCY

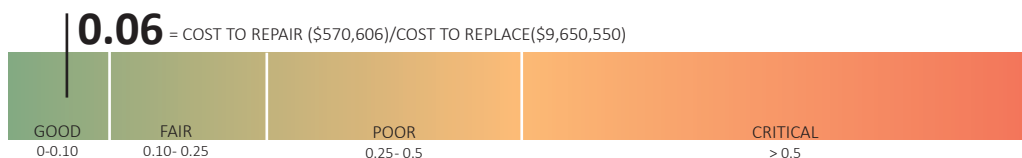
FACILITY SUMMARY

The Wilsonville City Hall was built in 2006 to replace the previous location of City Hall, the current Public Works and Police building. The two story building now houses the Wilsonville City Council and other city offices for various departments. City Hall serves as a primary Emergency Operations Center for the city. It is equipped with back-up power, keyless entry, fire alarm, and is fully sprinklered. The site has a flag pole, fenced parking with an automatic gate, 2 electric car charging stations and several bioswales on the site. The building has an expansion potential of up to 10,000 sf.

FACILITY REPAIR COST ALLOCATION



FACILITY CONDITION INDEX



1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
3	APPENDIX



CITY HALL PROGRAM ASSESSMENT

- COMMUNITY DEVELOPMENT DEPARTMENT 1-BAY ADDITION

		EXISTING			CITY HALL 1-BAY ADDITION					
SPACE		QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
OFFICE										
TOTAL EMPLOYEES				32					44	
ADMIN	DIRECTOR OFFICE	1	200	200	1	1		200	200	
	OFFICE	2	155	310	3	1		155	465	+Economic Development/Urban Planning Tech
	OPEN OFFICE SPACE (3 WORKSTATIONS)	1	264	264	1	7	80	560	560	+GIS Analyst, Program Analyst, Admin Asst, +Doc Spclst
	TOTAL ADMIN			774					1225	
PLANNING	DIRECTOR OFFICE	1	155	155	1	1		155	155	
	OFFICE	2	155	310	2	1		155	310	
	OPEN OFFICE SPACE (6 WORKSTATIONS)	1	495	495	1	7	80	560	560	+Code Enforcement Officer
	TOTAL PLANNING			960					1025	
ENGINEERING	DIRECTOR OFFICE	1	200	200	1	1		200	200	
	OFFICE	2	155	310	4	1		155	620	+2 Engineers
	OPEN OFFICE SPACE (7 WORKSTATIONS)	1	404	404	1	8	80	640	640	+Senior Technician
	TOTAL ENGINEERING			714					1260	
BUILDING	DIRECTOR OFFICE	1	155	155	1	1		155	155	
	MULTI-PERSON OFFICE (2 INSPECTORS)	1	180	180	1	4	90	360	360	+2 Building Inspectors
	OPEN OFFICE SPACE (4 WORKSTATIONS)	1	80	80	1	6	80	480	480	+1 Intern, 1 Plans Examiner
	TOTAL BUILDING			415					995	
UNASSIGNED	OFFICE									
	OPEN OFFICE SPACE (10 WORKSTATIONS)									
TOTAL UNASSIGNED				0					0	
SHARED	CONFERENCE 108-1	1	155	155	1	5	30	155	155	EXISTING
	CONFERENCE 108-2	1	185	185	1	6	30	185	185	EXISTING
	CONFERENCE 134	1	154	154	1	5	30	155	155	EXISTING
	HUB	1	706	706	1			850	850	
	COPY	1	197	197	1			197	197	
	RECEPTION	1	296	296	1			600	600	BREAK INTO RECEPTION AND PERMIT INTAKE
	BUILDING PERMIT AREA (SERVES 32)	1	260	260	1			260	260	
	SHOWER	1	51	51						
	LOCKERS	1	121	121						
	STAFF RR - W	1	80	80	2	1		80	160	
	STAFF RR - M	1	66	66	2	1		66	132	
	CONFERENCE									
	LOCKERS - W				1			121	121	
	LOCKERS - M				1			121	121	
	SHOWER - W				1			50	50	
	SHOWER - M				1			50	50	
TOTAL SHARED			2271					3036		
ASSIGNED SF			5,134					7,541		
MULTIPLIER			2.01					1.25		
GROSS SF			10,336					9,426		
PARKING										
STAFF	32	400	12800	44			400	17600		
PUBLIC								0		
TOTAL PARKING	32		12,800	44				17,600		
TOTAL AREA			23,136					27,026		

CITY HALL PROGRAM ASSESSMENT - COMMUNITY DEVELOPMENT DEPARTMENT 2-BAY ADDITION



City of Wilsonville

CITY HALL 2-BAY ADDITION					
QTY	PROPOSED			TOTAL AREA (SF)	COMMENTS
	NO. USERS	SF PER USER	SIZE EA (SF)		
				56	
1	1		200	200	
3	1		155	465	
1	7	80	560	560	
				1225	
1	1		155	155	
2	1		310	620	
1	7	80	560	560	
				1335	
5	1		620	3100	
1	8	80	640	640	
				3740	
1	1		155	155	
1	4	90	360	360	
1	6	80	480	480	
				995	
2	1		155	310	
1	10	80	800	800	
				1110	
1	5	30	155	155	
1	6	30	185	185	
1	5	30	155	155	
1			850	850	
1			197	197	
1			600	600	
1			260	260	
2	1		80	160	
2	1		66	132	
1	6	30	180	180	
1			0	0	
1			0	0	
1			50	50	
1			50	50	
				2974	
				11,379	
				1.25	
				14,224	
56			400	22400	
				0	
56				22,400	
				36,624	

2.6 CITY HALL	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
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CITY HALL PROGRAM ASSESSMENT

City of Wilsonville - HR & CITY MANAGEMENT, FINANCE, AND LEGAL DEPARTMENTS

SPACE	EXISTING			CITY HALL 2ND FLOOR ADDITION					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			32					44	
HR & CM									
DIRECTOR OFFICE - CM	1	355	355	1	1		355	355	
OFFICE - CM	3	155	465	4	1		120	480	+1 Asst City Manager
MULTI-PERSON OFFICE - CM (2 PEOPLE)	1	417	417	1	3		417	417	
CM SECURE FILE ROOM				1			120	120	
OFFICE - HR	1	155	155	2	1		155	310	+1 HR Manager
OPEN OFFICE SPACE (1 WORKSTATION)-HR	1	85	85	1	2	85	170	170	+1 HR Asst
HR STORAGE	1	85	85	1			85	85	
HR CONFERENCE	1	155	155	1	8	30	240	240	8 people
HR SECURE FILE ROOM				1			155	155	
TOTAL HR & COMMUNITY MANAGEMENT			1717					2332	
FINANCE & IS									
DIRECTOR OFFICE - FINANCE	1	200	200	1	1		200	200	
OFFICE - FINANCE	1	155	155	3	1		155	465	Office for existing Mgr. + Future Procurement Off.
OPEN OFFICE SPACE (6 WORKSTATIONS) - FINANCE	1	VARIES	590	1	7	85	595	595	+1 Specialist/Clerk
FINANCE PRINTER STATION	1	85	85	1			85	85	
FINANCE STORAGE				1			85	85	
FINANCE SECURE FILE ROOM				1			120	120	
RECEPTION	1	200	200	1	4	50	200	200	
JUDGE'S CHAMBERS - FINANCE	1	180	180	1			180	180	
FINANCE FILES	1	107	107	1			107	107	
OFFICE - IS	1	155	155	2			155	310	+Office for existing Mgr.
IS BENCH	1	277	277	1			277	277	
GIS MAPPING -IS (2 WORKSTATIONS)	1	260	260	1	3		260	260	
OPEN OFFICE SPACE (4 WORKSTATIONS) - IS				1	4	85	340	340	
TOTAL FINANCE			2209					3224	
LEGAL									
DIRECTOR OFFICE	1	335	335	1	1		335	335	
OFFICE	1	155	155	2	1		155	310	+1 Attorney
OPEN OFFICE SPACE (2 PEOPLE)	1	266	266	1	5	85	425	425	+1 Legal Asst and 2 P/T Law Clerks
LAW LIBRARY	1	160	160	1			160	160	
LEGAL CONFERENCE ROOM				1	8	30	240	240	
LEGAL SECURE FILE ROOM				1			120	120	
TOTAL LEGAL			916					1590	
SHARED									
CONFERENCE 231	1	270	270	1	9	30	270	270	EXISTING - 9 PEOPLE
CONFERENCE 210	1	185	185	1	6	30	185	185	EXISTING - 6 PEOPLE
EOC 213	1	222	222	1			222	222	EXISTING
TRAINING 212	1	194	194	1			194	194	EXISTING
WILLAMETTE 1 & 2	1	1527	1527	1			1527	1527	EXISTING
RECEPTION	1	288	288	1			288	288	EXISTING
COPY	1	224	224	1			224	224	EXISTING
STAFF RR - W	1	93	93	2	1		80	160	
STAFF RR - M	1	60	60	2	1		80	160	
PUBLIC RR - W	1	165	165	1	2		165	165	
PUBLIC RR - M	1	165	165	1	2		165	165	
BREAKROOM (20 PEOPLE)	1	550	550	1	30	20	600	600	
COPY				1			80	80	
TOTAL SHARED			3943					4240	
ASSIGNED SF			8,785					11,386	
MULTIPLIER			1.69					1.25	
GROSS SF			14,847					14,233	
PARKING									
STAFF	32	450	14400	44			450	19800	
TOTAL PARKING	32		14,400	44				19,800	
TOTAL AREA			29,247					34,033	

CITY HALL CONCEPTS - SITE PLAN

Expand City Hall to accommodate the projected growth of the Community Development, Legal, HR & City Management and Finance and IS Departments.

Option 1: Expand City Hall by one bay.

Escalated Project Cost: \$3,399,802

Escalated FCI Cost: \$1,025,950

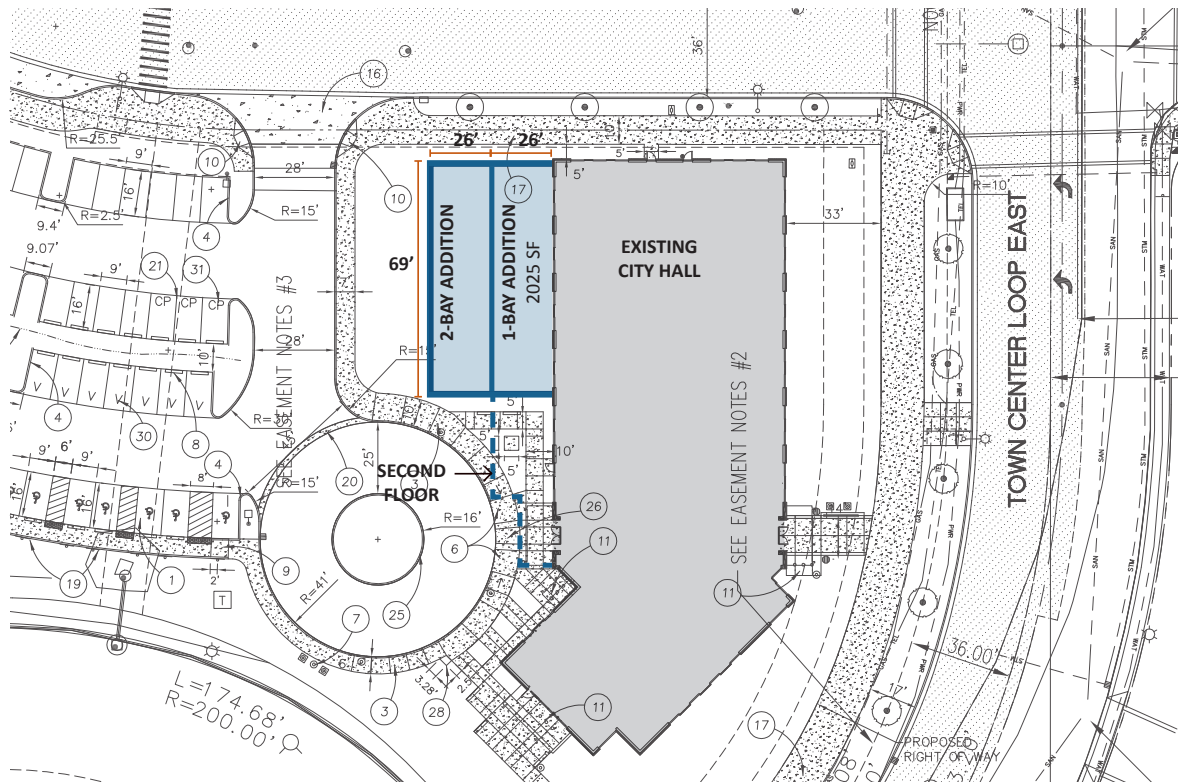
Projected Completion Date: May 2022

Option 2: Expand City Hall by two bays.

Escalated Project Cost: \$4,551,803

Escalated FCI Cost: \$1,059,045

Projected Completion Date: May 2022



2.6 CITY HALL

1	EXECUTIVE SUMMARY
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City of Wilsonville

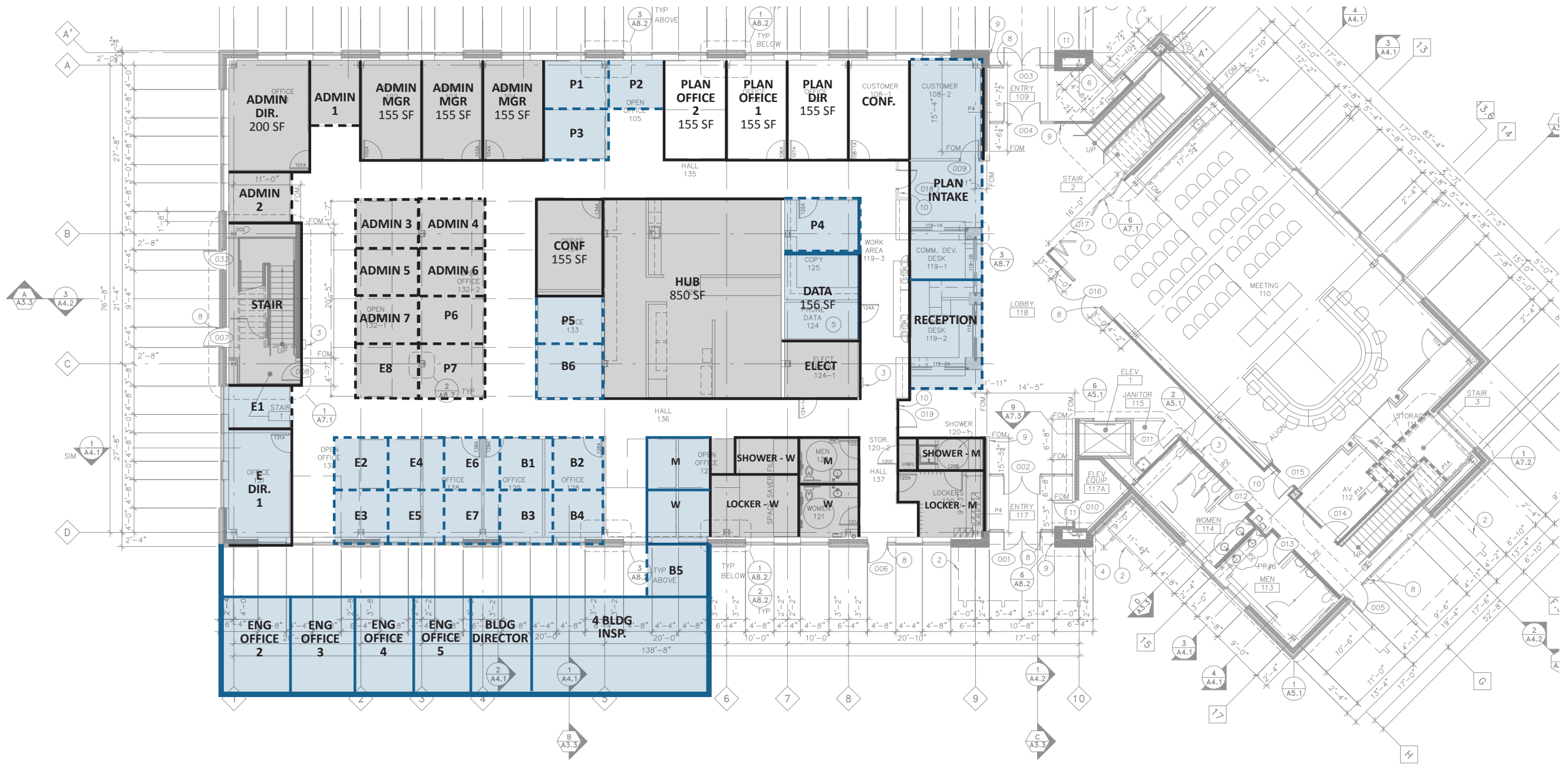
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CITY HALL CONCEPTS

FIRST FLOOR PLAN COMMUNITY DEVELOPMENT DEPARTMENT 1-BAY ADDITION



EXISTING TO REMAIN
 NEW CONSTRUCTION
 COMMUNITY DEVELOPMENT



1	EXECUTIVE SUMMARY
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2.6 CITY HALL



CITY HALL CONCEPTS

SECOND FLOOR PLAN HR & CITY MANAGEMENT, FINANCE AND LEGAL DEPARTMENTS 1-BAY ADDITION

- EXISTING TO REMAIN
- NEW HR & CITY MANAGEMENT
- NEW LEGAL
- NEW FINANCE
- NEW SHARED

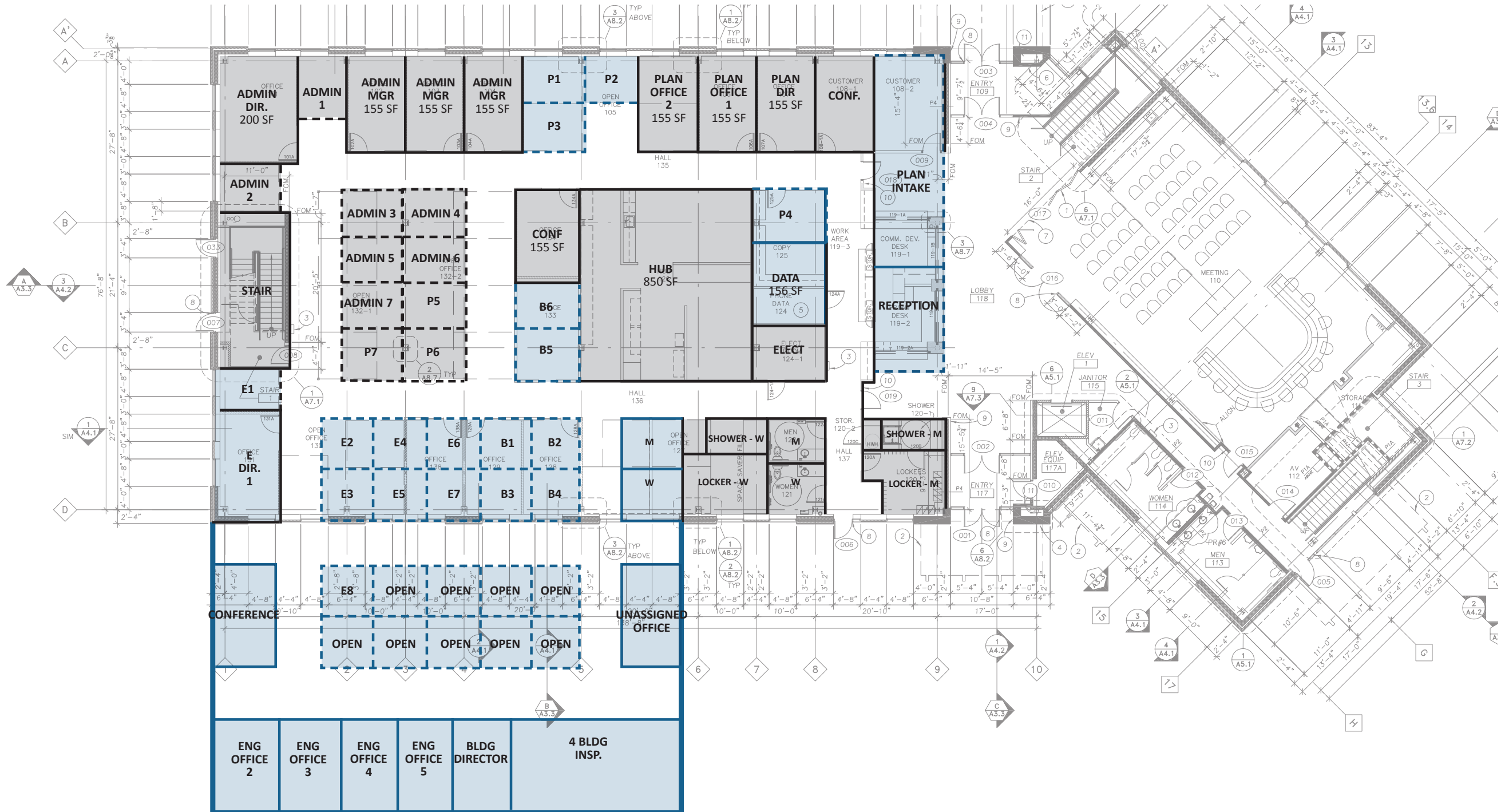


CITY HALL CONCEPTS

FIRST FLOOR PLAN COMMUNITY DEVELOPMENT DEPARTMENT 2-BAY ADDITION



EXISTING TO REMAIN
 NEW CONSTRUCTION
 COMMUNITY DEVELOPMENT



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2.6 CITY HALL



CITY HALL CONCEPTS

SECOND FLOOR PLAN HR & CITY MANAGEMENT, FINANCE AND LEGAL DEPARTMENTS 2-BAY ADDITION

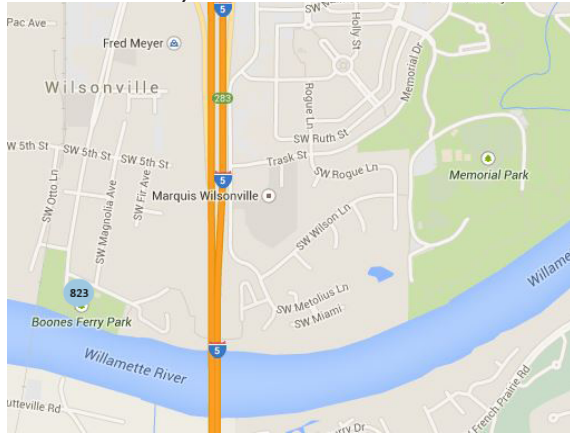
- EXISTING TO REMAIN
- NEW HR & CITY MANAGEMENT
- NEW LEGAL
- NEW FINANCE
- NEW SHARED



SMART OPERATIONS/FLEET FACILITY FACT SHEET

28879 SW Boberg Road
Wilsonville, OR 97070

2.7 SMART OPERATIONS/FLEET



YEAR BUILT	2012
REMODELS	N/A
BUILDING AREA	12,600 SF
TOTAL HEIGHT	28'-5"
NUMBER OF FLOORS	1
OCCUPANCY	TYPE B/SI
PRIMARY STRUCTURE	TILT-UP CONCRETE; METAL OVER WOOD STUD; CMU
ROOF TYPE	STANDING SEAM METAL
FLOOR FINISHES	CARPET, CONCRETE, VCT
CEILING FINISHES	EXPOSED; WOOD; ACT
PARTITION TYPE	GYP. BOARD OVER WOOD FRAMING
HVAC TYPE	HEAT RECOVERY; GAS HEATERS; GAS RADIANT; ELECT. HEATERS

FACILITY SUMMARY

SMART Operations/Fleet was built in 2012 and houses the Transit Administration offices, Fleet offices, Operations facilities, a repair shop for buses, bus parking, bus wash facilities, and fuel facilities on site. This facility was not included in the Facilities Conditions Assessment because it was so recently constructed.

***SMART Operations/Fleet was not included in the Facilities Conditions Assessment. The Facility Repair Cost Allocation and Facility Cost Index were not prepared for this building.**

2.6 CITY HALL	1	EXECUTIVE SUMMARY
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City of Wilsonville **SMART OPERATIONS/FLEET PROGRAM ASSESSMENT**

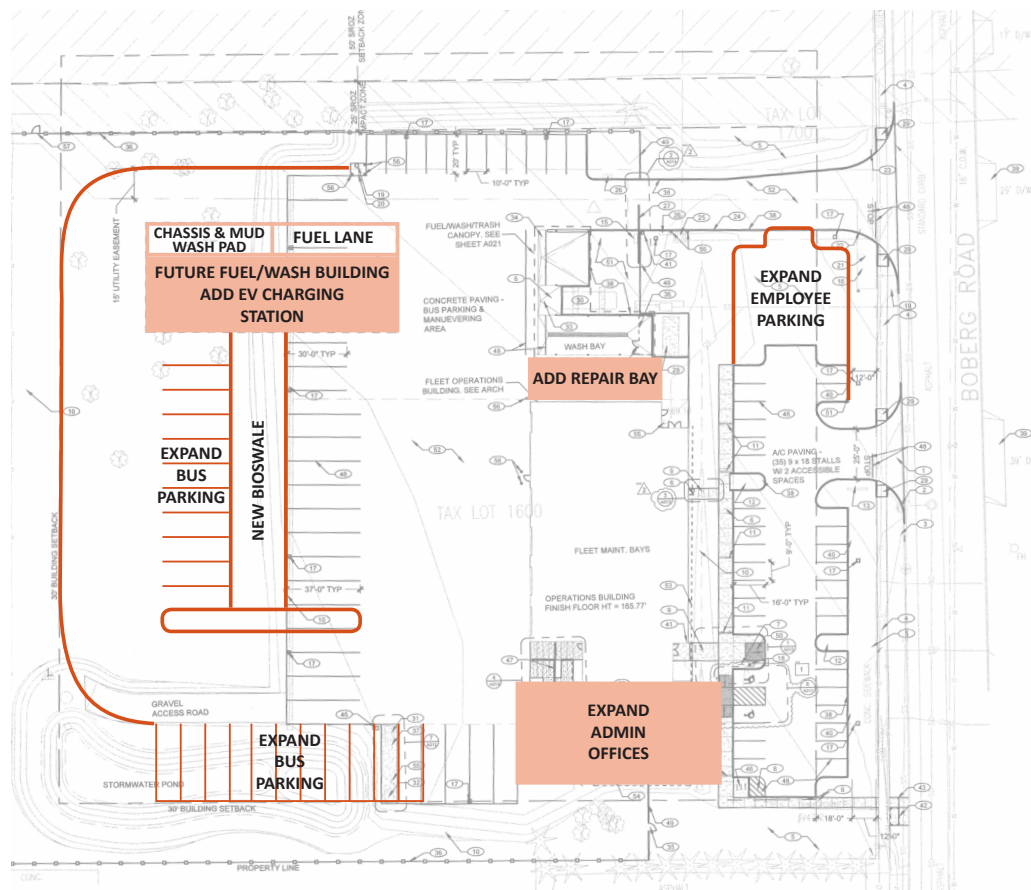
SPACE	EXISTING			PHASE II BUILD-OUT					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			14					28	
ADMIN			2131					3157	+Admin Offices and Breakroom
OPERATIONS			622					622	
LOBBY			700					700	
FLEET			1060					1060	
MAINTENANCE SHOP			7340					8763	+ 1 Repair Bay
ASSIGNED SF			11853					14347.5	
MULTIPLIER			1.06					1.25	
GROSS SF			12600					17934.4	
SITE									
EMPLOYEE PARKING	35	420	14684	47				18545	
BUS PARKING	28	1295.4	36271	36				23802	
STORMWATER RETENTION			53224					56896	
CHASSIS AND MUD WASH PAD								1348	
FUEL LAINE								1348	
FUEL LAINE AND BUS WASH								4729	
FUEL TANKS								1923	
TOTAL SITE			104,179					108,591	
TOTAL AREA			116,779					116,779	

SMART OPERATIONS/FLEET CONCEPTS SITE PLAN

Expand SMART Parking.
Escalated Project Cost: \$3,114,122
Escalated FCA Cost: N/A

Implement Phase II of the SMART Operations and Fleet Facility build-out to accommodate an expansion in the demand for transit in the region; Add an Electric Vehicle charging station at the facility for future electric buses.
Escalated Project Cost: \$4,622,999
Escalated FCA Cost: N/A
Projected Completion Date: 2025-2035

PHASE II BUILD-OUT
 SMART PARKING EXPANSION PROJECT

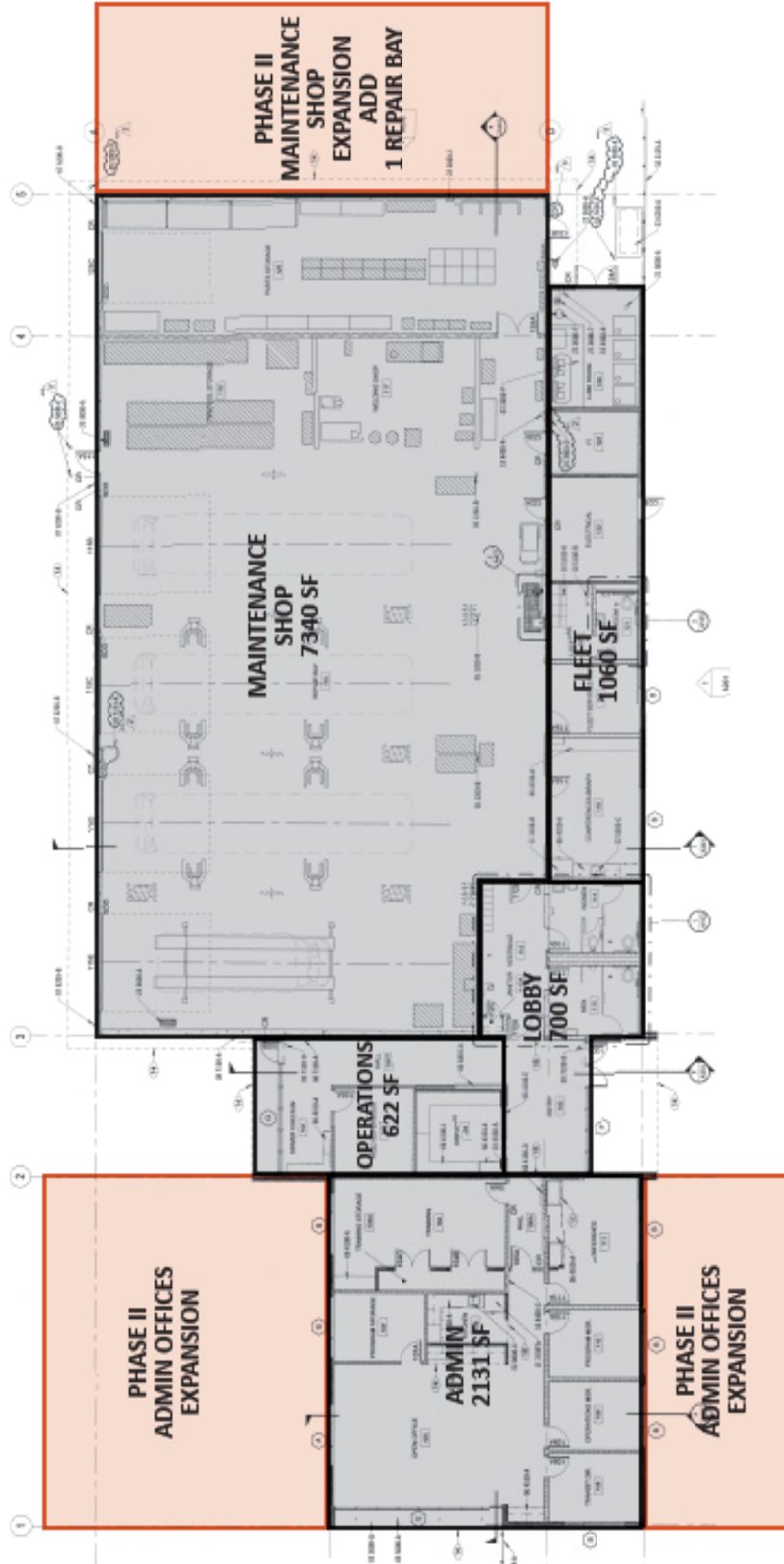


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SMART OPERATIONS/FLEET CONCEPTS

City of Wilsonville FLOOR PLAN





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City of Wilsonville



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City of Wilsonville

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3.0 APPENDIX

The Appendix includes three sections:

- 3.1 Completed Surveys
- 3.2 Meeting Minutes from the initial programming meetings held on January 22 and 23, 2015.
- 3.3 Meeting Minutes from the follow-up concept programming meetings held on February 19 and 20, 2015.

3.1 COMPLETED SURVEYS

This section of the Appendix includes each department's response to the programming questionnaire.

1	EXECUTIVE SUMMARY
2	MASTER PLAN CONCEPTS
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Architecture Planning Design LEED Consulting

115 NW First Ave, Suite 300
Portland, OR 97209
tel 503.280.8000
fax 503.224.5442

Oh

OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: **City of Wilsonville Master Plan Assessment
Wilsonville, OR**

Date: 01-04-2015

To: City Department Leaders

Prepared by: Deb France

Distribution: Oh planning + design, architecture

*Jeff Smith
Police Department*

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: *Law Enforcement / Public Safety*
- B. Locations: *30000 SW Wilsonville Rd.*
- C. Staffing: *18 currently*
- D. Special Equipment/Materials: *marked patrol vehicles, identifiable uniforms*
- E. Engagement with the public: *Frequent personal contact, occasional phone contact*
- F. Additional Comments:

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. Services: *Same as Part 1*
- B. Locations: *No interview room, No evidence processing area, NO report writing area, No break area, No kitchen, No bathroom in*
- C. Staffing: *Add 2 staff (Fiscal '15-'16)*
- D. Special Equipment/Materials: *Secure area, no holding area, No storage area, inadequate security, inadequate internet access + radio reception, inadequate parking*

**POLICE
COMPLETED SURVEY p. 2 of 2**



City of Wilsonville

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01-04-2015

- E. Engagement with the public: *Same as part 1*
- F. Additional Comments

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5 year – 10 year – 15 year planning horizon.

- A. Services: *Same as Part 1*
- B. Locations: *Larger facility to accommodate current and additional staff*
- C. Staffing: *Add 1 staff (Fiscal '16-'17) and 1 additional (Fiscal '17-'18) Additional beyond T3)*
- D. Special Equipment/Materials: *Same as Part 2*
- E. Engagement with the public: *Same as Part 1*
- F. Additional Comments

END OF MEMORANDUM

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Architecture Planning Design

LEED Consulting

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

OhProjectNo.: 80029

Project Name: City of Wilsonville Master Plan Assessment Date: 01-04-2015 Wilsonville, OR

To: City Department Leaders
Prepared by: Deb France
Distribution: Oh planning + design, architecture

PW ADMINISTRATION & PRETREATMENT

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: Oversight and support services for the Operations and Maintenance of city infrastructure and Emergency Management coordination services. Implementation of the City's Industrial Pretreatment program.
- B. Locations: Public Works/Police Building - office space for 4 employees with copy/media room, document storage vault, lunchroom, restrooms, shower facility, lockers, parking spaces for 1 truck and 1 sedan plus personal vehicles. Three-Bay – mobile building which has storage, office space, restrooms and showers for the Pretreatment Coordinator and Vector Truck Operators.
- C. Staffing: 1 admin assistant, 1 analyst, 1 pretreatment coordinator and 1 director
- D. Special Equipment/Materials: office equipment including copier, fax, binding machine, laminating machine. Field equipment including hoses, probes, etc.
- E. Engagement with the public: Public engagement occurs at the front counter, in the PWPO conference room and in the field.

**PUBLIC WORKS - ADMIN
COMPLETED SURVEY p. 2 of 2**

F. Additional Comments: [N/A](#)

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. Services: [N/A](#)
- B. Locations: [N/A](#)
- C. Staffing: [N/A](#)
- D. Special Equipment/Materials: [N/A](#)
- E. Engagement with the public: [N/A](#)
- F. Additional Comments: [N/A](#)

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

- A. Services: [Most services will be the same as they are now, but as the city grows, more staff will be needed to maintain the same level of service. Emergency Management/Preparedness coordination will expand over the next 15 plus years as well as pretreatment coordination.](#)
- B. Locations: [Between now and year 5 should be relocated to a new Public Works Facility that will consolidate the PW divisions together. The new facility will need to accommodate all PW staff, equipment, vehicles, and materials \(see other PW surveys\) anticipated for the next 15 plus years.](#)
- C. Staffing: [Year 0-5 add 1 FTE – Emergency coordinator/Safety Officer, years 6-10 add 1 administrative assistant & 1 part-time pretreatment technician, 11-15 add 1 deputy PW director.](#)
- D. Special Equipment/Materials: [Years 0-5 add 1 sedan and years 11-15 add 1 small pick-up truck.](#)
- E. Engagement with the public: [Interaction with the public will likely remain similar to how they are now but will need additional staff to maintain the same level of service.](#)
- F. Additional Comments: [Public Works field facilities and storage areas are spread all around the city \(Three Bay, Elligsen Reservoir, Lund property, etc.\) and needs to be consolidated to one area. Property for the new PW complex should be purchased in the next year or two.](#)

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

OhProjectNo.: 80029

Project Name: City of Wilsonville Master Plan Assessment Date: 01-04-2015
Wilsonville, OR

To: City Department Leaders
Prepared by: Deb France
Distribution: Oh planning + design, architecture

STORM WATER, WASTEWATER COLLECTIONS

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: O&M of city wide storm water and wastewater collection systems.
- B. Locations: PW-office space for 2 employees, copy/media room, document storage vault, lunchroom. Additionally, the 3-bay shop and trailer (see Facilities staff for sqft) are not utilized for storage of equipment or supplies, office space, restroom and shower facility.
- C. Staffing: 2 Vector operators
- D. Special Equipment/Materials: 1 full size pickup, 8'x10' easement machine, (easement machine is currently stored inside at 3-bay shop while box trailer for machine is being used by facilities group), outdoor material storage yard space for two pallets of manhole lids, 3-bay shop storage for tools, small equipment and materials such as manhole inserts, biobags, etc. 1 Vector truck (est. 10'x40'x15') stored outside.
- E. Engagement with the public: Public engagement occurs every day in the field.
- F. Additional Comments: NA

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide.

PUBLIC WORKS - STORM WATER/WASTEWATER COMPLETED SURVEY p. 2 of 2

Include any changes in the structure or level of services that are in process.

- A. Services: [NA](#)
- B. Locations: [See D. below. Also, the existing shop at 3-bay is too small with the easement machine inside. The bench is almost inaccessible because of other stored items in this small space.](#)
- C. Staffing: [Seasonal employee during spring and summer to maintain outfalls.](#)
- D. Special Equipment/Materials: [Need indoor space to park Vactor truck, as it is prone to freezing which makes it inoperable in cold weather. Inside space is also needed to maintain the truck instead of crawling around underneath it on the ground and trying to change parts, lube in the cold and rain. We are currently storing it outside and attempts to cover the front hose reel are not adequate to keep it from freezing. The truck has multiple small lines along the truck which are exposed to cold temperatures.](#)
- E. Engagement with the public: [NA](#)
- F. Additional Comments: [NA](#)

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

- A. Services: [Services will be the same as they are now, but as the city grows, more staff and equipment will be needed to maintain the infrastructure added each year.](#)
- B. Locations: [By year 5 we will need an additional 100 sqft of indoor shop space to accommodate additional tools and equipment. By year 15, we may need an additional indoor bay for another Vactor truck.](#)
- C. Staffing: [Years 0-5 yr add 1 utility worker, years 6-10 add 1 vactor operator, years 11-15 add 0.5 utility workers.](#)
- D. Special Equipment/Materials: [Years 6-10 yr add one full size pickup, years 11-15 add another full size pickup and 8x'10' utility trailer, by years 15+ add another Vactor truck or rodding machine \(size TBD\).](#)
- E. Engagement with the public: [NA](#)
- F. Additional Comments: [NA](#)

END OF MEMORANDUM

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

OhProjectNo.: 80029

Project Name: City of Wilsonville Master Plan Assessment Date: 01-04-2015
Wilsonville, OR

To: City Department Leaders
Prepared by: Deb France
Distribution: Oh planning + design, architecture

WATER

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: O&M of city wide distribution system.
- B. Locations: PW-office space for 6 employees, copy/media room, SCADA workstation, document storage vault, lunchroom, shower facility, lockers, parking for 6 full size trucks. Well sites and pump stations (see Facilities staff for sqft) are not utilized for storage of equipment or supplies. Remote sites already have parking available for 1 or 2 trucks.
- C. Staffing: 4 water techs, 1 utility worker, 1 supervisor
- D. Special Equipment/Materials: 6 full size pickups, myriad portable equipment currently stored at Elligsen shop such as saws, valve actuators, portable power, etc. 1 trailer mounted light plant 8'x16.5', 1 Ditch Witch vacuum excavator 8'x17', 1 backhoe 28'x10'x12' (all three shared with Roads).
- E. Engagement with the public: Public engagement occurs every day in the field. The water crew does utilize meeting room space at current PW location for certain training events and small gatherings.

**PUBLIC WORKS - WATER
COMPLETED SURVEY p. 2 of 2**

F. Additional Comments: [NA](#)

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. Services: [NA](#)
- B. Locations: [See D. below.](#)
- C. Staffing: [6 mo. Seasonal employee during spring and summer to maintain water infrastructure.](#)
- D. Special Equipment/Materials: [Need indoor space to park Ditch Witch, as it is prone to freezing which makes it inoperable in cold weather.](#)
- E. Engagement with the public: [NA](#)

F. Additional Comments: [NA](#)

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5 year – 10 year – 15 year planning horizon.

- A. Services: [Services will be the same as they are now, but as the city grows, more staff and equipment will be needed to maintain the infrastructure added each year.](#)
- B. Locations: [By year 5 we will need an additional 400 sqft of indoor shop space to accommodate tools, equipment and parts inventory. We will also need an additional parking space for 1 full size truck.](#)

[In years 6-10, we will need another 2 parking spots for pickup trucks and room indoors to park an 8'x16' valve actuation trailer.](#)

[By years 11-15, we will need 1 more parking space.](#)

- C. Staffing: [Year 0-5 add 1 utility worker, years 6-10 add 1 Water Tech, years 11-15 add 1 utility worker.](#)
- D. Special Equipment/Materials: [Years 0-5 add one full size pickup, years 6-10 add another full size pickup and 8x'16' valve actuation trailer, years 11-15 add 1 full size pickup.](#)
- E. Engagement with the public: [NA](#)

Additional Comments: [If not already mentioned by others, I think the City needs a pull-through wash down facility for vehicles large enough for the Vactor truck and/or backhoe. This wash down facility must have associated stormwater treatment to handle pesticide residues, oils, grease, mud and grass.](#)

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END OF MEMORANDUM



PUBLIC WORKS DEPARTMENT

FACILITIES DIVISION

January 15, 2015

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

A. Services:

Provide general maintenance to 94,000 square feet of full service facilities; which consists of 5,000 sf of water distribution structures, 6,000 sf of maintenance shops and 20,500 sf of parks restrooms and shelters. Manage CIPs on all the above.

Meeting setups/teardowns for Municipal Court, Design Review Board, City Council, Planning, Manager's, etc. Asset collection and tracking for facilities. Interactive water feature operation and maintenance. Assist with holiday decorations, Christmas Trees, wreaths on buildings, lights in medians. Manage the recycle program with light bulbs, batteries, and surplus. Maintain approximately 34 acres of hard surface landscape surrounding each facility. Respond to and maintain the City's work order system. Provide other City departments with electrical work, excavation, construction, and chainsaw work.

B. Location:

Facilities mostly works out of the Public Works building and their vehicles. The 3 bay site has a shop and a pole barn, two cargo containers, the 2 bay, pool shed, and yard. We also utilize ¾ of the upstairs of the Barn.

C. Staffing:

- 1 Supervisor
- 2 Facility Sr Utility Workers
- 1 Grounds Sr Utility Worker
- 3 six-month Seasonal Utility Workers

D. Special Equipment/Materials:

Testers, heat guns, air monitors, power tools, excavator, shop tools, table saws, chop saws, lawn mower, aerator, bucket truck, scissor lift, hand tools, chainsaw, blowers, weed eaters, hedgers, landscape trailer, 15,000 lb trailer, vactor trailer, trash pumps, fall arrest, confined space equipment.

E. Engagement with the Public:

Good customer service, friendly, responsible. Provide safe and ecstatically pleasing facilities and grounds.

F. Additional Comments:

PUBLIC WORKS - FACILITIES
COMPLETED SURVEY p. 2 of 3

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

A. Services:

Asset collection, current and up-to-date plans (BIM). Utility billing monitoring ability. Provide water feature spotting for our own dept.

B. Location:

Larger Public Works Yard, storage warehouse.
 800 sf covered storage for surplus.

C. Staffing:

Turn 3 six-month Seasonals to 3 three-month Seasonals. Hire one Sr Utility Worker for added work. Which consists of; Parks & Recreation building, Sofia Park restrooms, GFCI monthly inspections, safety light and sign testing, fire extinguisher servicing, monthly grounds maintenance support and backup for water feature operations.

D. Special Equipment/Materials:

Wash Station for respirators, F650 Swap Loader, Utility bed for Truck 4, reclaim pressure washer.

E. Engagement of Public:

Ability to record energy savings and report to Council

F. Additional Comments:

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5 year – 10 year – 15 year planning horizon.

A. Services:

New Public Works facility in five years. Possibly 8,000 sf of building and nine acres of site. One shelter and a new park.

Additional park structures will be needed in 10 years to Villebois and Master Plans at the Boones Ferry and Memorial Parks.

In 15 years additions to City Hall and Fleet will be necessary, due to growth.

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PUBLIC WORKS - FACILITIES

City of Wilsonville **COMPLETED SURVEY p. 3 of 3**

B. Locations:

City wide

C. Staffing:

No staffing changes needed for 5 years if successful this budget season.

Will need one Utility Worker in 10 years

Will need to add one Sr Utility Worker in 15 years.

D. Special Equipment/Materials:

One 1 ton pickup with small tools will need to be added in 10 years.

One 1 ton pickup with small tools will need to be added in 15 years.



**PUBLIC WORKS - ROADS
COMPLETED SURVEY p. 1 of 2**

**PUBLIC WORKS DEPARTMENT
ROADS DIVISION
January 15, 2015**

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

A. Services:

Clean, safe transportation system, street sweeping, effective signage that is easy for the public to understand the need for a sign shop. Striping and pavement markings, signalized intersections, street lights, roadside mowing, well maintained landscapes, storm water maintenance, catch basins, detention ponds, swales, Adopt-a-Road Program, snow plowing, sanding of roads, pothole repair, sidewalk program, trail maintenance, tree infill, holiday lighting, asset management in Cartegraph.

B. Location:

Office is located in the Public Works building.
Equipment is located at the 3-Bay, Elligsen Reservoir, and Memorial Park Barn

C. Staffing:

Staffing is adequate at this time.

D. Special Equipment/Materials:

Two snow plows, sanders, dump truck, two swap loaders, plate compactor, cold patch, thermo-plastic, mini vactor, chipper, water trailer, pressure washer, mini excavator.

E. Engagement with the Public:

Face to face, email, phone and CRM.

F. Additional Comments:

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

A. Services:

We need a Public Works Yard with a 1,230 sf heated covered area for:

- Dump Truck (winter sanding) 12 x 30 = 360 sf
- Truck 13 (winter sanding) 12 x 24 = 290 sf
- Steam Vacuum Pressure Washer 12 x 24 = 290 sf
- Truck 12 (winter sanding) 12 x 24 = 290 sf

Our parking area needs of 131,670 sf are for:

- Six Message Boards 24 x 16 = 770 sf
- Water Trailer 12 x 18 = 220 sf
- Plus the three acres at the 3Bay

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PUBLIC WORKS - ROADS

City of Wilsonville COMPLETED SURVEY p. 2 of 2

Elligsen Shop area used for equipment storage (need total 4,300 sf):

Rock and Sand (covered) 75 x 24 = 1,800 sf

Street Light Poles 50 x 50 = 2,500 sf

Sand bagging area outside of the new Public Works Yard 24 x 24 = 580 sf

Open Sided Lean-To to store tractors, mowers, trucks and other equipment. This would include Parks equipment, as well. Size is to be determined at a later date.

B. Location:

Area of Public Works Yard needs to be bigger, approximately 5-10 acres. And the location needs to be north of where we are now.

C. Staffing:

Staffing is adequate at this time.

D. Special Equipment/Materials:

We need a vactor truck with more staffing to run the truck with crew. We also need a bigger mini-vactor, a longer reaching bucket truck, CCTV and van, replace chipper.

E. Engagement of Public:

F. Additional Comments:

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5 year – 10 year – 15 year planning horizon.

A. Services:

B. Locations:

Will need a new five acre storage yard north of Day Road in 15 years.

C. Staffing:

Add one staff person 1-5 years, one $\frac{3}{4}$ ton pickup and small tools.

Add one staff person 5-10 years, one $\frac{3}{4}$ ton pickup and small tools.

Staffing will be for additional landscape maintenance, signage and pavement markings.

D. Special Equipment/Materials:

We will need Magnesium Chloride tanks and containment area in 10-15 years.

Replace dump truck in 15 years.

Replace two tractors for mowing.



**LIBRARY
COMPLETED SURVEY p. 1 of 3**

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

A. Services:

Library Services for the Community – professional, full service library operating out of a 28,000 square foot building. All service output measures are well above state averages. 600 to 1,000 daily visits.

- a. Reference & Reader’s Advisory services for the public across three services desks.
- b. Programs for kids, teens, families, and adults
- c. Book, Audiobook, Video collections for checkout
- d. Circulation services across large desk
- e. Reading areas, small and large meeting rooms

B. Locations:

28000 square foot building. 3 service desks, 2 large, 3 small meeting rooms. Book drops inside and outside, one remote.

C. Staffing:

- a. 16 FTE staff (25 individuals)
- b. 5 Youth Services staff, 4 Adult Services staff, 3 Administration, rest are circulation/technical services.
- c. 250 volunteers donating 12,000 hours per year
- d. Guest presenters

D. Special Equipment/Materials:

- a. Public and City Networks run side by side. Building WiFi (although crappy at the moment.)
- b. Wide variety of props and supplies for children’s programming
- c. Local historical society collection in upstairs storage
- d. Computers for each staff person, plus laptop and mobile equipment

E. Engagement with the public:

Staff have 300 to 500 patron interactions per day: 1,500 items checked out, up to 50 reference questions, 120 computer uses. 500 parents/kids attend children’s programming each week. Weekly adult programming of various sizes.

Interactions happen throughout the Library:

- a. At the Children’s and Adult Reference Desk and Circulation Desk
- b. At programs for children, families, teens, and adults
- c. In the community through outreach programming to schools and other locations

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F. Additional Comments:

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

A. Services:

- a. Carpet worn
- b. Service desks not well suited to their purposes
- c. Need comfortable seating for the public
- d. Meeting rooms not well insulated for sound
- e. Programs for kids and families sometimes over-crowded
- f. Heat is uneven in the building

B. Locations:

C. Staffing:

Staffing levels will remain stable.

D. Special Equipment/Materials:

- a. Furnishings that are more comfortable and appealing to users in the Children's and Adult Areas
- b. More lightweight tables to use for programming in the Oak Room

E. Engagement with the public:

F. Additional Comments

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

A. Services:

- a. Will be doing more programming for kids and adult on and off of the library site
- b. Increase in library's role as a place to learn and explore, with more hands-on learning activities for kids
- c. The library collection will likely shrink over time as online services/books expands
- d. Flexible meeting space will add options for community members
- e.

B. Locations:

- a. There may be a change in emphasis in use of the library's space, with children and teen spaces growing and adult shrinking.

C. Staffing:

Increases in staffing are modest.

Library circulation services will be increasingly oriented towards self service.

**LIBRARY
COMPLETED SURVEY p. 3 of 3**



Staff will be focused on providing one on one help to library users
 Programming begins to dominate library services. Citizens look to the library for connections with each other and for learning experiences.
 Children’s intensifies its focus on preschool learning in reading as well as early experiences with math and science – with hands-on activities and programming

- D. Special Equipment/Materials:
 - a. Will need to keep pace with new formats and delivery systems for circulating materials
 - b. Will continue to use technology as part of programming for children, teens, and families, so will need to keep current
 - c. Freestanding activity centers of various kinds become a regular part of the library’s services.
 - d. The library continues to look for technology that serves citizens who do not have access, and create space for those services

E. Engagement with the public:
 Services become less about physical item circulation, more about relationships and being a resource to sort through and organize information that while on the internet may not be easily found or in one place.

F. Additional Comments

The library, as an institution, is undergoing dramatic change. The paths are no longer straight. If it were 1962, I could reasonably chart out the library of 1982. Not so much right now.

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PARKS AND REC

City of Wilsonville **COMPLETED SURVEY p. 1 of 2**

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Master Plan Assessment
Wilsonville, OR

Date: 01-04-2015

To: City Department Leaders

Prepared by: Deb France

Distribution: Oh planning + design, architecture

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. **Services:** We provide a diverse collection of recreation services including senior services, special events, fitness classes, community meeting rooms, meals, youth activities and contracted programs.
- B. **Locations:** 29600 SW Park Place (Admin), Community Center, Boozier Barn, Tachman House
- C. **Staffing:** Programming staff currently includes seven full time employees complimented by part-time staff.
- D. **Special Equipment/Materials:** Materials and supplies are program specific and varies by facility
- E. **Engagement with the public:** Comprehensive marketing program
- F. **Additional Comments:**

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. **Services:** As the demand for services increases, more programmable space needs to be identified
- B. **Locations:** We need space on the west side of I-5
- C. **Staffing:** No need for additional staffing at existing service level
- D. **Special Equipment/Materials:**

**PARKS AND REC
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- E. Engagement with the public: Master Planning processes
- F. Additional Comments

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

- A. Services: Recreation, social activities, health and fitness, special events, senior nutrition, maintenance functions
- B. Locations: Tauchman House: Community Center re-design, HVAC; Rental shelter upgrades; additions to maintenance storage buildings
- C. Staffing: Staffing levels will increase as developed acreage and demand for services increases
- D. Special Equipment/Materials:
- E. Engagement with the public:
- F. Additional Comments

END OF MEMORANDUM

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COMMUNITY DEVELOPMENT

City of Wilsonville **COMPLETED SURVEY p. 1 of 1**

Map ID	Program Area	Position Title	Service Provided	Current Space in SF	0 to 5 Years	5 to 10 Years	10 to 15 Years	
COMMUNITY DEVELOPMENT								
CD ADMIN								
101	Nancy Kraushaar	Community Development Director	Development Review and long-range planning, capital projects, economic development, urban renewal, real estate and natural resources management. In office and in field, meeting rooms, counter coverage, printers, plotters, space for storing files, drawings, plans, library and shared carpool.	200				
101-B	Vacant	Administrative Assistant		80				
119-2	Barbara Baker	Receptionist		80				
102	Kerry Rappold	Natural Resource Manager		120				
132-1A	Luke Bushman	Stormwater Coordinator		96				
103	Kristin Retherford	Economic Development Manager		120				
101-A	Brenda Howe	Real Property Specialist		80				
127-C	Jenny Dark	Administrative Assistant		80				
	Vacant	Document Specialist		Possibly combined with real estate specialist job functions		96		
	Vacant	Intern		Space not identified		80		
	Vacant	GIS Analyst	Space not identified			96		
	Vacant	Program Analyst	Space not identified			96		
	Subtotal			856	176	192		
PLANNING								
107	Chris Neamtzu	Planning Director	Development Review and long-range planning, in office and in field, meeting rooms, counter coverage, printers, plotters, space for storing files, drawings, plans, library and shared carpool.	120				
106	Blaise Edmonds	Current Planning Manager		120				
105-D	Dan Fauly	Associate Planner		96				
105-C	Linda Straessle	Administrative Assistant		96				
105-B	Jen Scola	Assistant Planner		96				
105-A	Mike Wheeler	Associate Planner		96				
104	Miranda Bateschell	Long-Term Planning Manager		120				
132-2A	Shelley White	Administrative Assistant		80				
	Vacant	Code enforcement officer		Space not identified		96		
	Vacant	Planning Intern		Space available		96		
	Subtotal			824	192	0	0	
ENGINEERING								
129	Steve Adams	Engineering Manager	Development Review and capital projects, in office and in field, meeting rooms, counter coverage, printers, plotters, space for storing files, drawings, plans, library, survey equipment, parking space needed for 3 engineering vehicles and shared carpool. Need additional storage space for equipment. Space for mylar hanging files.	120				
138	Eric Mende	Engineering Manager		120				
130-A	Susan Rothenberger	Engineering Technician		80				
130-B	Candi Garrett	Administrative Assistant		80				
130-C	Mike Ward	Civil Engineer		96				
130-D	Dee Staten	Engineering Associate		96				
132-1B	Zack Weigel	Civil Engineer		96				
132-1C	Michael Carr	Senior Engineering Technician		96				
132-1D	Javier Amaya	Senior Engineering Technician		96				
132-2D	Vacant	Engineering Intern		96				
	Vacant	Civil Engineer	Space available		96			
132-2C	Vacant	Senior Engineering Technician	Space available		96			
	Vacant	City Engineer	Space available			160		
	Subtotal			976	192	160	0	
BUILDING								
128	Martin Brown	Building Official	Development review, building plan review, building inspection, permitting. Work conducted in field, meeting rooms, counter coverage. Equipment needed: printers, plotters, space for storing files, drawings, plans, library and shared carpool. Building official currently conducts code enforcement activities, but this role will be transferred to a code enforcement officer in the future.	120				
127-D	Becky White	Permit Technician		80				
127-A	Don Walters	Plans Examiner		96				
127-B	Vacant	Plans Examiner		96				
133	Melissa Gitt	Plumbing Inspector		80				
133	Brian Pascoe	Building Inspector		80				
133	Vacant (currently using on-call)	Building Inspector(2 positions)		160				
	Vacant	Building Intern		Space not identified		96		
	Subtotal				712	96	0	0
SUPPORT SPACES								
119-2	Public Counters		Front counter may need to be reconfigured. When this happens, meeting room/space should also be revisited. Space gets crowded. Customer service function needs to be revisited.	325				
131	Boeckman Creek	Former City Engineer	May revert to use as office space in 5-10 years	160				
134	Basalt Creek	Former Planning Director	May revert to use as office space in 5-10 years	120				
132-2B	Microfish	Former shared use with intern		80				
126-A & B	HUB/Library/Shared Equipment			1,020				
125	Copy Center / Work Center			252				
	Building Permit Area		Wall behind reception area where permits are stored	120				
108-1	Mill Creek			160				
108-2	Corral Creek			160				
	Subtotal			2,397				
	Total			5,765				

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Master Plan Assessment Date: 01-04-2015
 Wilsonville, OR

To: City Department Leaders

Prepared by: Deb France

Distribution: Oh planning + design, architecture

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: *Legal services, support Council Manager, Board & Commission, all department, & Urban Renewal Agency*
- B. Locations: *City Hall, 2nd Floor*
- C. Staffing: *2 attorneys, 1 legal assistant, 1 part time law clerk*
- D. Special Equipment/Materials: *computers, phones, copier, scanner, filing cabinets, files*
- E. Engagement with the public: *attend public meetings, meet with in office, & conference rooms*
- F. Additional Comments: *Office space for legal assistant and law clerk is tight given the number of files and paper work. Have \$ for extra filing help - but only for one to two weeks would like to have space planner re look at our configuration.*

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. Services: *Difficult to maintain record keeping in fast pace environment*
- B. Locations: *Limited expansion availability, need more work space for filing & document preparation*
- C. Staffing: *backlog of prep work with filing, need additional experience legal assistant with drafting skills and contract knowledge as well*
- D. Special Equipment/Materials:

1

EXECUTIVE SUMMARY

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APPENDIX

3.1 COMPLETED SURVEYS



E. Engagement with the public: *Having a legal conference room, HR using conference room on quiet scheduled for legal expansion*

F. Additional Comments *we need ~~with~~ paper files & yet are trying to change us to electronic filing, storage & cloud issues.*

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5 year – 10 year – 15 year planning horizon.

A. Services: *we support all departments, as they grow, we will need to grow.*

B. Locations: *Need to plan to expand building & construct expansion by 2025.*

C. Staffing: *By 2020, two full time legal assistants, By 2025, third full time attorney*

D. Special Equipment/Materials: *By 2020, if space 2 part time law clerks
Equipment to support*

E. Engagement with the public: *conference room,*

F. Additional Comments *As city grows & other expansion occurs in other departments (there is work load, additional legal staff will be warranted, in order to adequately deliver & protect the city. I have added Barbara's comments as well*

END OF MEMORANDUM

**LEGAL
COMPLETED SURVEY p. 3 of 3**



Kohlhoff, Mike

From: Jacobson, Barbara
Sent: Thursday, January 15, 2015 4:47 PM
To: Kohlhoff, Mike
Subject: RE: City of Wilsonville Master Plan next steps-Confidential

I am sure you will thoroughly cover No. 1 so no need for me to respond to that one. With respect to needs and/or deficiencies now and in the future, see what you think of the below:

I think the deficiency with our facilities now is that our staff space for law clerk and secretary is tight given the number of files and paper generated. Legal lawyer staffing for right now is adequate but our biggest backlog is with our one legal secretary who must keep up with production as well as the filing and organization of a massive amount of work product. She also has very limited space for organizing the foregoing and could be more efficient and organized if she a better space to work in. (I don't know if you want to say that we were supposed to have some added space in the form of a legal conference room but that conference room has become the HR conference room we really can't access on any regular basis). Since we are located in one far in the corner of the building, we have no current expansion ability without dividing the department but if the building is expanded in the future, more work space for staff would be desired. We will also likely need a larger file room and related equipment. Thus, with respect to facilities for the longer horizon, more space is definitely needed for legal staff. A legal conference room would be highly desirable, as well as an expanded filing/work room.

As for future staffing needs, as our number of projects continue to grow, as the City grows and other departments expand (thus, our work load), additional legal staff may also be warranted. That staff could take the form of a junior attorney or an experienced legal assistant with extensive drafting skills and contract knowledge

Barbara A. Jacobson
 Assistant City Attorney
 City of Wilsonville
 29799 SW Town Center Loop E
 Wilsonville OR 97070
 503-570-1509
 503-682-1015 fax
 jacobson@ci.wilsonville.or.us

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-----Original Message-----
From: Kohlhoff, Mike
Sent: Thursday, January 15, 2015 4:20 PM
To: Jacobson, Barbara
Subject: FW: City of Wilsonville Master Plan next steps

3.1 COMPLETED SURVEYS	EXECUTIVE SUMMARY	1
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	APPENDIX	3



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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Master Plan Assessment
Wilsonville, OR

Date: 01-04-2015

To: City Department Leaders

Prepared by: Deb France

Distribution: Oh planning + design, architecture

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

- A. Services: Human Resources
- B. Locations: City Hall
- C. Staffing: 3 people; total of 2.75 FTE; Assistant City Manager, HR Manager, HR Assistant
- D. Special Equipment/Materials: large fire-proof file cabinets for HR records, storage cabinets for event supplies
- E. Engagement with the public: HR conducts job interviews in city hall, meets with consultants
- F. Additional Comments:

**HR & CITY MANAGEMENT
COMPLETED SURVEY p. 2 of 2**



PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

- A. Services: HR conducts recruitment processes for the City. Job interviews are typically held in the HR conference room. This room is inadequate for interviews or large meetings. The room is too small and the conference room table is also too small. The room has poor ventilation.
- B. Locations: HR needs additional file cabinets and secured space for confidential files. Need storage space for special events supplies. Currently there is little room in the vault to store confidential HR files that have to be kept for records retention purposes.
- C. Staffing: No current staffing needs
- D. Special Equipment/Materials: See above.
- E. Engagement with the public:
- F. Additional Comments

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

- A. Services: HR will continue to provide the same type of services.
- B. Locations: Located at city hall
- C. Staffing: Within the next 5 years, we need to increase our .75 FTE HR Assistant to a 1 FTE. In another 10 years we will likely need a second HR Assistant. Increases in HR staff will be somewhat dependent on what occurs in other city departments.
- D. Special Equipment/Materials: Need additional office space, new HR conference room, and more filing space.
- E. Engagement with the public:
- F. Additional Comments

END OF MEMORANDUM

1	EXECUTIVE SUMMARY
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FINANCE & IS

City of Wilsonville **COMPLETED SURVEY p. 1 of 1**

Map ID	Program Area	Position Title	Service Provided	Current Space	5-Year Projected	10-Year Projected	15-Year Projected
FINANCE: Located on the second floor of City Hall							
Finance							
	Susan Cole	Finance Director	Municipal Court, Utility Billing, Business Licenses, Transit Tax, Payroll, Accounts Payable, Budgeting, Annual Financial Reports, Transit Bus Pass Sales, Transit Bus Fare Counting, Main Phone Reception for the City	200			
	Cathy Rodocker	Assistant Finance Director		120			
	Keith Katko	Finance Operations Manager		80			
	Katie Cook	Accountant		80			
	Pam Munsterman	Court Clerk		80			
	Cricket Taylor	UB Specialist		80			
	Teresa Baxter	UB Specialist/Court Clerk		80			
	Vacant	UB Specialist/Court Clerk			80		
	Deborah Coleman	Accounting Technician/Receptionist	PUBLIC INTERACTION: Court and Utility Billing Counter, heavy phone volume at counter area, miscellaneous counter transactions, Bi-monthly municipal court proceedings with upwards of 200 defendants.	80			
	Kandi Dugger	Accounting Technician		80			
	Shelly Marcotte	Payroll		80			
	Vania Heberlien	Accountant		80			
	Kourmi Kersey	Administrative Assistant		120			
	Municipal Court Judges	Judges		140			
	Vacant	Procurement Officer				80	
	Subtotal				1,300	160	0
Information Systems							
	Holly Miller	IS Manager	Network, Help Desk, GIS and mapping, Computer Repairs and Maintenance, Technology Training	120			
	Andy Stone	Network Administrator		80			
	Beth Wolf	IS Assistant		80		80	
	Vacant	Systems Analyst					80
	Vacant	IS Assistant					
	Dan Stark	GIS Manager		240			
	GIS Intern	GIS Intern					80
	Vacant	GIS Technician					
	Subtotal			520	80	80	80
Support Areas							
	File Storage/Equipment Alcove		Special Equipment Needs: Counter-top postage machine, counter-top folding machine, departmental printer/copier, multiple special printers, fax machine, GIS plotter, front desk cashiering stations, secure file storage Other: Have had the issue come up that Court computers with LEDS access are supposed to be within a physically secured area where only Court staff have access.	140			
	Server Room			150			
	Bench Area/Storage			140			
	Records Storage			140			
	Training Room Storage			80			
	Printer Cube/Storage			80			
	Storage Cube			80			
	Reception Counter			80			
	Vault: Secure File Storage			80			
	Court File Storage			40			
	Williamette River I and II	Bi-monthly Court Proceedings					
	Subtotal			1,010	0	0	0

O:\Projects\80000 Public\80029_City of Wilsonville Master Plan\2-Programming\Completed Surveys\Finance\Finance Needs survey



**TRANSIT
COMPLETED SURVEY p. 1 of 2**

From: "Lashbrook, Stephan" <lashbrook@ridesmart.com>
 Date: January 12, 2015 at 1:37:06 PM AST
 To: "Kerber, Delora" <kerber@ci.wilsonville.or.us>, "Deb France (deb.france@ohpd.net)" <deb.france@ohpd.net>
 Cc: "Allen, Steve" <allen@ridesmart.com>, "Massa Smith, Jen" <massa@ridesmart.com>, "Simonton, Scott" <simonton@ci.wilsonville.or.us>
 Subject: Responses to Oh Planning questionnaire
 Responses of Stephan Lashbrook, Transit Director, in red.

The purpose of this memorandum is to offer guiding questions to aid in the City Master Planning process. Department leaders are encouraged to provide responses and additional relevant details to inform the master planning consultants of their objectives and needs.

PART 1: EXISTING SERVICES

Describe the services you provide, where you are located, your staffing needs, and any special equipment that is required. Include a description of how you prefer to engage the public.

A. Services:

SMART provides transit bus services to the community. It also provides fleet services for all City Departments. As a result, SMART services require offices, shop facilities, driver break room and space for buses to maneuver and park.

Office space includes a meeting room and a training facility for classroom instruction, as well as a dispatch area.

Shop facility includes room for repairs, storage of tools and parts, fueling area and a bus washing facility.

Break room facility includes public restrooms for park-and-ride area and WES train station.

B. Locations:

Although there are numerous bus stops at different locations, SMART only has two buildings. The office/shop facility located on Boberg Road, and the break room located on Barber Road.

C. Staffing:

Including numerous part-time bus drivers, SMART has a total of approximately 40 employees. They can be divided between:

Administration – consisting of the Director and three Division Managers;

Operations Division – including three supervisors and numerous drivers and dispatchers;

Fleet Division – including four mechanics and two hostlers (bus washers); and

Options Division – including one staff person and a manager, with occasional interns.

D. Special Equipment/Materials:

The most significant equipment is approximately 30 buses of different sizes. Fleet maintenance equipment within the shop is also of critical importance to SMART's daily operations and to those of all City rolling stock. The parking area includes CNG fueling as well as conventional diesel and gasoline fueling. The bus washing equipment and storage of fuels and lubricants could also be considered "special equipment."

E. Engagement with the public:

SMART has daily interaction with our passengers (six days a week) on our buses. We also have weekday interaction by phone or computer with numerous customers, and occasional interaction with the public across our front counter.

As a public agency, SMART frequently engages in various forms of public outreach to encourage

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3.1 COMPLETED SURVEYS		



dialog and involvement.

F. Additional Comments:

Both of SMART's buildings are new (the break room is five years old and the main SMART building has been occupied for two years).

PART 2: EXISTING NEEDS

Describe existing needs/issues/deficiencies with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process.

A. Services:

Although SMART has a number of buses of different shapes and sizes, we do not always have buses available that are ideal for specific applications. For instance, we often have 45 to 50 passengers wanting to ride from Wilsonville to Salem on a bus with seating for 37.

B. Locations:

C. Staffing:

D. Special Equipment/Materials:

We have an immediate need (and plans in the works) to expand our CNG fueling station to accommodate more buses, with more rapid fueling than our existing facility.

E. Engagement with the public:

F. Additional Comments

PART 3: FUTURE NEEDS

Describe future needs with your facilities to meet the services you provide. Include any changes in the structure or level of services that are in process. Anticipate this in a 5year – 10 year – 15 year planning horizon.

A. Services:

SMART expects to continue to grow and expand services, which will mean an increased need for buses of different sizes and configurations, equipment, shop facilities and staffing.

B. Locations:

C. Staffing:

See "A," above.

D. Special Equipment/Materials:

Phase II of our current shop will include an additional repair bay, with a reconfiguration of the bus washing facility.

An EV charger (high voltage) for buses is expected to be needed at some point in the future.

E. Engagement with the public:

SMART expects to have increasing interactions with passengers who are elderly, disabled, and those with limited English proficiency, as well as increasing ridership overall.

F. Additional Comments



3.2 MEETING MINUTES 1

This section of the Appendix includes Meeting Minutes of the initial programming meeting with all the departments on January 22 and 23, 2015.

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POLICE

City of Wilsonville **MEETING MINUTES 1 p. 1 of 6**

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MEETING MINUTES - POLICE

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan
Wilsonville, OR

Date: 02/03/15

Date & Location: January 22, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present:	City of Wilsonville Police:	Jeff Smith
	City of Wilsonville HR:	Jeanna Troha
	City of Wilsonville Public Works:	Delora Kerber
	Oh planning+design, architecture (OHP+D):	Deb France Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Wilsonville Police Department.

Item 1. Existing Services:

- a. **Services:** Law Enforcement/Public Safety
- b. **Location:** Lower Level of the Public Works and Police Building 30000 SW Wilsonville
- c. **Staff:** 18
- d. **Special Equipment:** 17 patrol vehicles, 1 privately owned vehicle, identifiable uniforms
- e. **Engagement with the public:** Frequent personal contact, occasional phone contact

Item 2. Existing Needs:

- a. **Services:** Law Enforcement/Public Safety
- b. **Facility:**

Summary: The Police Department needs a space two times the size of their existing space with daylight and adequate parking.



**POLICE
MEETING MINUTES 1 p. 2 of 6**

Meeting No. 5
Wilsonville City Facilities Master Plan – Police Department
Page 2

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Specific Existing Facility Needs:

1. Need an interview room
2. Need an evidence processing area
3. Need a report writing area
4. Need a break room/kitchen
5. Need a bathroom in the secure area – priority
6. Need a holding area – only need 1 holding room - priority
7. Need more storage space
8. Inadequate security
9. Inadequate parking – need one parking spot for every staff person
10. Inadequate number of lockers
11. Facility is too small
12. Need conference area
13. Need running water in secure area – priority
14. Existing facility is “dark and depressing” and is on the whole “dysfunctional”.

c. Special Equipment/Materials:

1. Inadequate internet access
2. Inadequate radio reception

Item 3. Future Needs:

a. Services: Law Enforcement/Public Safety

b. Facility:

1. Jeff Smith sees it as a viable option if Police get use of the entire Public Works and Police Building though an extensive remodel would be required to accommodate Police needs.
2. Jeff Smith does not think remodeling the existing police quarters is a wise investment because the Police Department needs to expand or occupy a different facility altogether and any small fixes to the existing police quarters will be inadequate and a waste of resources. Jeff Smith is willing to live with existing conditions for the next four years without any changes if reconstruction or relocation occur in the near future.
3. The Police department would likely qualify for seismic grants. Seismic upgrades requirements for the Public Works and Police Building were identified in the Facilities Conditions Assessment.

1

EXECUTIVE SUMMARY

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APPENDIX

3.2 MEETING
MINUTES 1



4. Immediate access to the street is desired. Currently, getting out of the parking lot when responding from the Public Works and Police building is too full of obstacles such as the elderly and children traversing a shared parking lot with the Community Center.

c. Staffing:

1. By 2035 Police will add 10 staff total

d. Special Equipment/Materials:

1. Will need more patrol vehicles and secure parking spaces as staff increases.
2. Security fencing around the site is desired.

e. Engagement with the public:

1. Police entrance must be separated from public entrance
2. Public entrance could potentially be on the east side of the building if Police expanded to use the entire Public Works and Police building.
3. Public entrance must be co-located with Julie, the Police receptionist.

f. Additional Comments:

1. There are two options to address Police needs:
Option 1 – Occupy the whole Public Works and Police Building.
Option 2 – Reconstruct a Police facility and provide temporary housing for police while reconstruction occurs.
2. Reconstruction would take at least 4 years.
3. Police would like to be adjacent to City Hall for public perception.
4. Jeff Smith says that temporary housing of Police needs to be east of the I-5 Freeway and south of Beckman Road.
5. Possible locations of temporary housing for Police:
 - Business Park on east side of I-5
 - Boones Ferry and Wilsonville Rd. (not central enough)
 - Available office structure at Regal Theater
 - Boone Building
 - City-owned strip mall to the north of Public Works and Police building
 - Available land in Villebois
6. Lower level at Public Works and Police includes secure file storage vault used by Community Development, IT Bench and Server Room in addition to the Police department.



POLICE MEETING MINUTES 1 p. 4 of 6

Meeting No. 5
Wilsonville City Facilities Master Plan – Police Department
Page 4

2/12/15

Action Items:

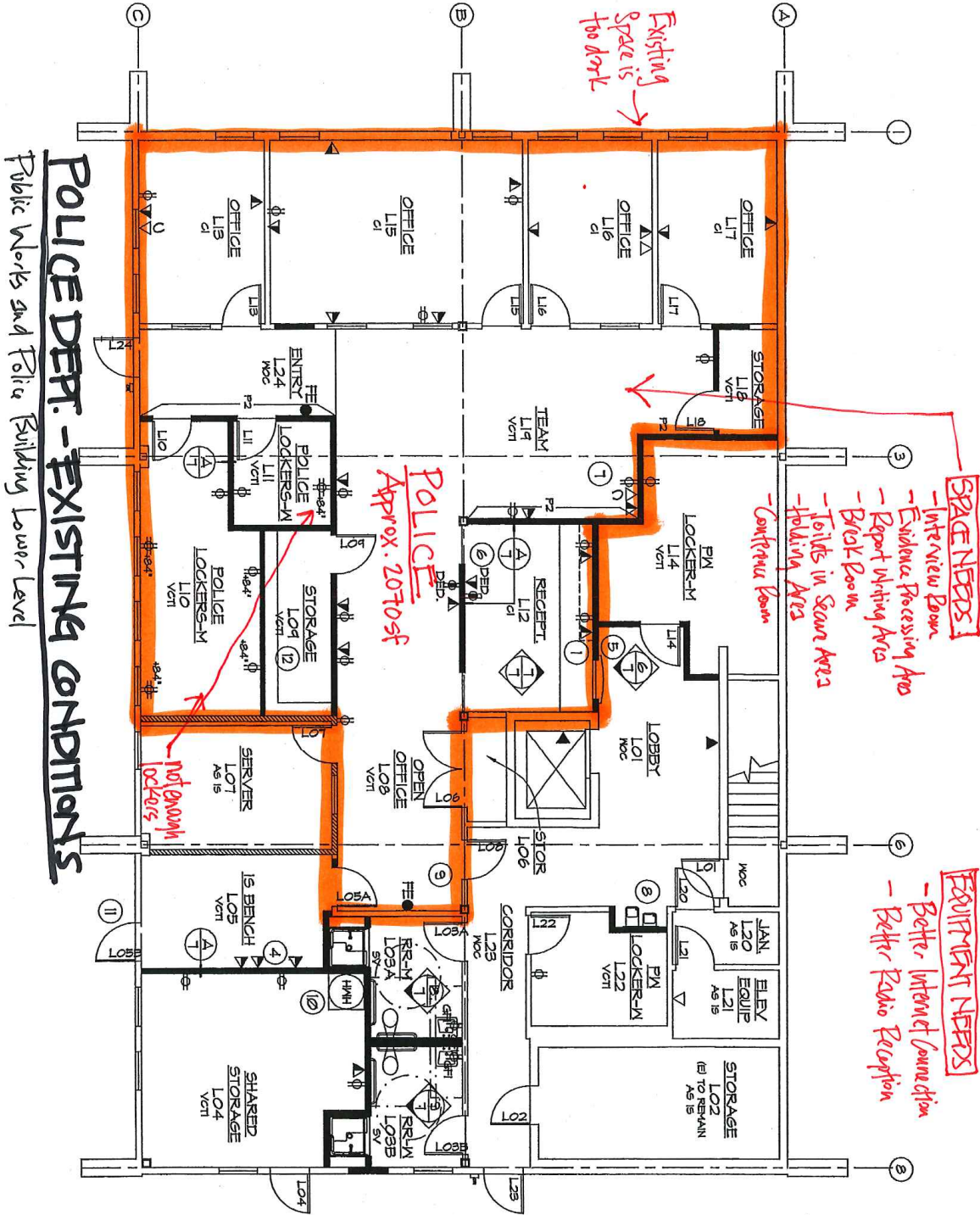
1. Explore 2 options to address unmet existing needs and future needs:
Option 1 – Occupy the whole Public Works and Police Building.
Option 2 – Reconstruct a Police facility and provide temporary housing for police while reconstruction occurs.

Attachments:

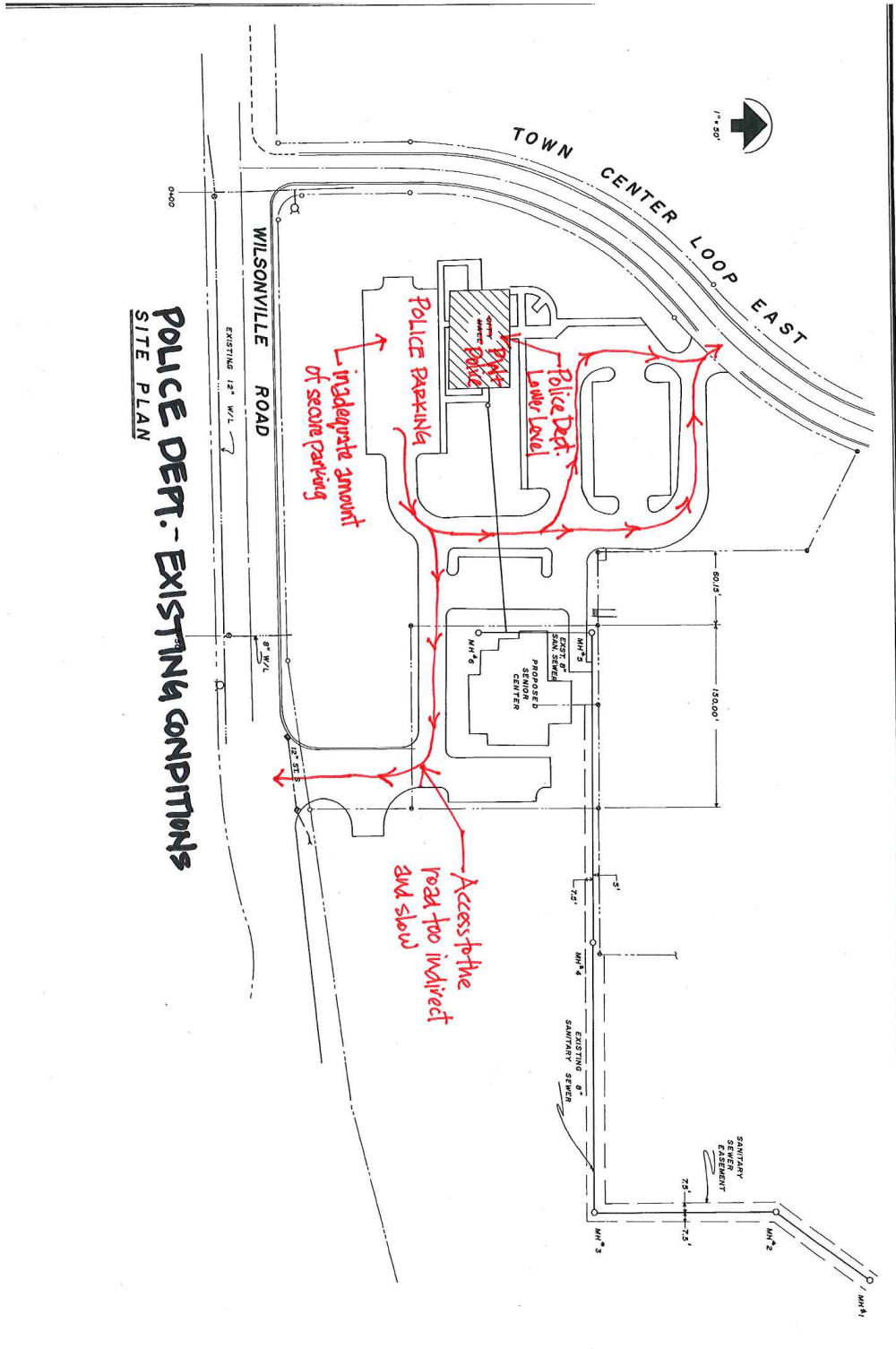
Police Department Public Works and Police Building Lower Level Floor Plan with notes
Public Works and Police Building Site Plan with notes

END OF MEETING MINUTES

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**POLICE DEPT. - EXISTING CONDITIONS
SITE PLAN**



3.2 MEETING MINUTES 1	APPENDIX	1	EXECUTIVE SUMMARY
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PUBLIC WORKS

City of Wilsonville **MEETING MINUTES 1 p. 1 of 11**

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**MEETING MINUTES
- PUBLIC WORKS**

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan
Wilsonville, OR

Date: 02/03/15

Date & Location: January 22, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present:	City of Wilsonville Public Works Department:	Matt Baker
	City of Wilsonville Public Works Department:	Jason Labrie
	City of Wilsonville Public Works Department:	Arnie Gray
	City of Wilsonville Public Works Department:	Delora Kerber
	Oh planning+design,	Deb France
	architecture (OHP+D):	Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Public Works Department.

Item 1. Existing Services:

- a. **Services:** Sub-departments include Administration, Storm Water/Waste Water, Water, Facilities and Roads

Administration: Oversight and support services for the Operations and Maintenance of city infrastructure and Emergency Management coordination services; Implementation of the City's Industrial Pretreatment Program.

Storm Water/Waste Water: Operations and maintenance of city-wide storm water and wastewater collection systems.

Water: Operations and maintenance of city-wide water distribution system.

Facilities: General maintenance of 94,000 sf of full service facilities, including 5,000 sf of water distribution structures, 6,000 sf of maintenance shops, and 20,500 sf of parks restrooms and shelters.

Roads: Operations and maintenance of city-wide roads system.

- b. **Location:** Public Works and Police Building 30000 SW Town Center Loop East, Upper and Lower Levels; 3-bay at Murase Park; PW Yard

**PUBLIC WORKS
MEETING MINUTES 1 p. 2 of 11**



Meeting No. 5
Wilsonville City Facilities Master Plan – Public Works Department
Page 2

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c. Staff:

Administration: 1 Director, 1 Administrative Assistant, 1 Analyst, 1 Coordinator

Storm Water/Waste Water: 2 Vactor Operators

Water: 1 Supervisor, 1 Utility Worker, 4 Technicians

Facilities: 1 Supervisor, 3 Utility Workers, 3 Seasonal Utility Workers

Roads: 1 Supervisor, 3 Utility Workers

d. Special Equipment:

Administration: Copier, fax, binding machine, laminating machine

Storm Water/Waste Water: 1 pick-up truck, easement machine, small equipment and materials, 1 Vactor truck

Water: 6 pick-up trucks, portable equipment, 1 trailer-mounted light plant, 1 vacuum excavator, 1 backhoe

Facilities: Various field equipment

Roads: Various field equipment

*16 total existing vehicles plus 5 seasonal vehicles between all departments

e. Support Areas:

Administration: Customer service counter, conference room

Storm Water/Waste Water: Outdoor Material Storage Yard, 3 Bay storage for tools

Water: Copy/media room, SCADA Workstation, document storage vault, lunchroom, showers, lockers, 3 Bay

Facilities: 3 Bay, Equipment Yard, 1,200 sf at Memorial Park Barn, 864 sf 24'x36' small equipment pull barn at Murase, 864 sf 3-bay wood shop, 528 sf 2-bay shop, 144 sf pool shed

Roads: 3 Bay, Elligsen Reservoir, Memorial Park Barn

*3-bay currently stores:

Toolcat, Toolcat implements, excavating buckets, garbage and cardboard dumpsters, metal plates, 3 John Deere tractors, 1 Caboda tractor, Implements, 20'x30' covered space for gravel bins, pile of soil, (5) 10'x20' cargo containers, (1) 10'x10' cargo container, (2) bays of traffic cones, signs, and sleeves

f. Engagement with the public:

Administration: Occurs at the front counter, in the conference room and in the field.

Storm Water/Wastewater: Occurs in the field

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Water: Occurs in the field and conference room for training events and small gatherings.

Facilities: Occurs in the field

Roads: Occurs in the field

Item 2. Existing Needs:

- a. **Services:** Sub-departments include Administration, Storm Water/Waste Water, Water and Roads

Facilities: Asset collection, BIM of all the facilities, utility monitoring ability, and water feature spotting.

- b. **Facility:**

Summary: The Public Works Department needs to relocate both the yard at 3 Bay and its offices to a new location that combines yard and office functions into one unified complex by 2019.

Specific Existing Facility Needs:

Administration:

1. Expand break room
2. Take showers out of toilet rooms

Storm Water/Wastewater:

1. Need indoor space to park Vector truck because it freezes and becomes inoperable in cold weather. – Temporary solution may be for the City to rent indoor storage bays. *The preference is that Vector parking is close to the Public Works office.
2. Indoor space to park the pick-up truck.
3. Indoor space to park vacuum excavator (shared between Storm Water, Facilities, and Roads)

Water:

1. Need indoor space to park Ditch Witch because it freezes and becomes inoperable in cold weather.

Facilities:

1. Larger Public Works Yard
2. Storage warehouse
3. 800 sf of storage for surplus
4. Loading dock and covered staging area

Roads:



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1. Public Works Yard with 1,230 sf heater covered area for dump truck, Truck 13, steam vacuum pressure washer, Truck 12
2. Additional 44,550 sf of parking for six message boards, water trailer, and 0.8 acres at 3 Bay
3. 4,300 sf of equipment storage at Elligsen Shop for rock and sand and street light poles
4. 580 sf sandbagging area outside of Public Works Yard
5. Open-sided lean-to to store tractors, mowers, trucks and other equipment, including Parks equipment

c. Staffing:

Administration: None

Storm Water/Wastewater: Seasonal employee during spring and summer to maintain outfalls.

Water: Seasonal employee during spring and summer to maintain water infrastructure.

Facilities:

1. Turn 3 six-month seasonal employees into 3 three-month seasonal employees.
2. Hire one senior Utility Worker

Roads: None

c. Special Equipment/Materials:

Administration:

1. New consolidated Public Works complex in the next year or two

Storm Water/Wasterwater: None

Water: None

Facilities:

1. Wash Station for respirators
2. F650 Swap Loader
3. Utility bed for Truck 4
4. Reclaim pressure washer

Roads:

1. Vactor Truck

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2. Bigger mini-vector
3. Longer-reaching bucket truck
4. CCTV
5. Van
6. New chipper

Item 3. Future Needs:

- a. **Services:** Sub-departments include Administration, Storm Water/Waste Water, Water and Roads

Administration: Services will remain the same but will need to expand as the city grows. Emergency Management/Preparedness will expand over the next 15+ years as well as pretreatment coordination.

Storm Water/Wastewater: Services will remain the same but will need to expand as the city grows.

Water: Services will remain the same but will need to expand as the city grows.

Facilities: Services will remain the same but will need to expand as the city grows.

Roads: Services will remain the same but will need to expand as the city grows.

- b. **Facility:**

Administration:

1. By year 5 – relocate to new Public Works Facility with consolidated departments and accommodate all Public Works staff, equipment, vehicles and materials

Storm Water/Wastewater:

1. By year 5 – additional 100 sf indoor shop space for tools and equipment

2. By year 15 – additional indoor bay for another Vector truck

Water:

1. By year 5 - additional 400 sf of indoor shop space

2. Additional parking space for 1 full size truck

3. In years 6-10, and additional 2 parking spots for pickup trucks and indoor parking for 8'x16' valve actuation trailer.

4. In years 11-25, 1 additional parking space

5. A pull-through wash down facility for vehicles as large as a Vector truck and backhoe.

Facilities:



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1. By year 5 - new Public Works facility that includes 8,000 sf building and nine acres of site
2. By year 10 – additional park structures at Villebois, Boones Ferry and Memorial Parks
3. By year 15 – 4,000 sf of office space, 3,200 sf of material storage buildings, 5,000 sf of outdoor material storage space, 16,200 sf of equipment storage space, 14,500 sf of employee/visitor parking

Roads:

1. In years 10-15 – Containment area for Magnesium Chloride tanks
2. After year 15 - new 5-acre storage yard north of Day Road, employee parking for 15,000 sf, 400 sf nursery space, office space for 2 new employees, EOC room, covered fuel station

c. Staffing:

Administration:

1. By year 5 – 1 additional Emergency coordinator/Safety Officer
2. In years 6-10 – 1 additional administrative assistant
3. In years 11-15 – 1 additional deputy Public Works director

Storm Water/Wastewater:

1. By year 5 – 1 additional utility worker
2. In years 6-10 – 0.5 utility workers
3. In years 11-15 – 1 additional vector operator
4. In years 15-20 – 2 additional employees

Water:

1. By year 5 – 1 additional utility worker
2. In years 11-15 – 1 additional utility worker
3. In years 15-20 – 2 or 3 additional employees

Facilities:

1. By year 10 – 1 additional Utility Worker
2. In 15 years – 1 additional senior Utility Worker

Roads:

1. In years 1-5 – 1 additional staff person for landscape maintenance, signage and pavement markings

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2. In years 5-10 – 1 additional staff person for landscape maintenance, signage and pavement markings

d. Special Equipment/Materials:

Administration:

1. By year 5 – 1 additional sedan
2. In years 11-15 – 1 additional small pick-up truck

Storm Water/Wastewater:

1. By year 5 – 1 additional full size pick-up truck
2. In years 6-10 – 8'x10' utility trailer
3. In years 11-15 – 1 additional Vactor truck or rodding machine
4. In years 15-20 – 1 additional full size pick-up truck, 1 small trailer, 1 Vactor truck

Water:

1. By year 5 – 1 additional full size pick-up truck
2. In years 6-10 – 8'x16' valve actuation trailer
3. In years 11-15 – 1 additional full size pick-up truck

Facilities:

1. By year 10 – 1 additional 1-ton pick-up truck with small tools
2. By year 15 – 1 additional 1-ton pick-up truck with small tools

Roads:

1. In years 1-5 – 1 additional ¾ ton pick-up truck and small tools
2. In years 5-10 – 1 additional ¾ ton pick-up truck and small tools
3. After 15 years – replace dump truck, replace two mowing tractors

f. Additional Comments:

Future possible sites for consolidated Public Works complex:

1. 9 acre site in Washington County – not adequate
2. 7-acre parcel between Boberg Rd and Boones Ferry Rd. south of Boeckman Rd. – promising
3. 9.97 acres plus 1 acre owned by City of Wilsonville at the WES center
4. 5-acre yard and shop in UGB for rent
5. 9.13 acres in two parcel on Day Road

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6. 6.8-acre site not within city limits

7. 3.9-acre site between McRey Ln. and Industrial Way

Action Items:

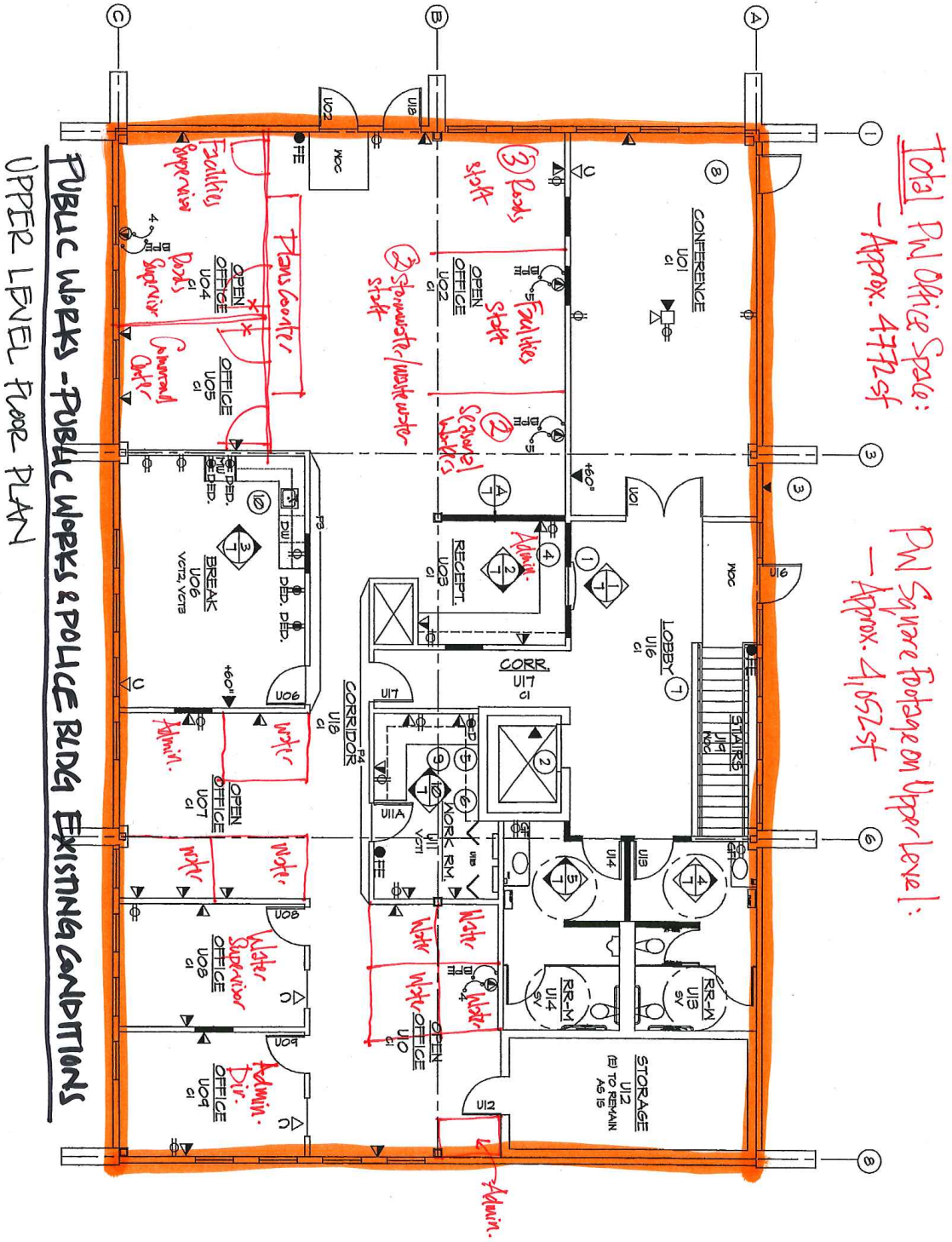
Explore different potential sites for a new consolidated Public Works complex and determine ideal size of the complex to accommodate existing and future needs.

Attachments:

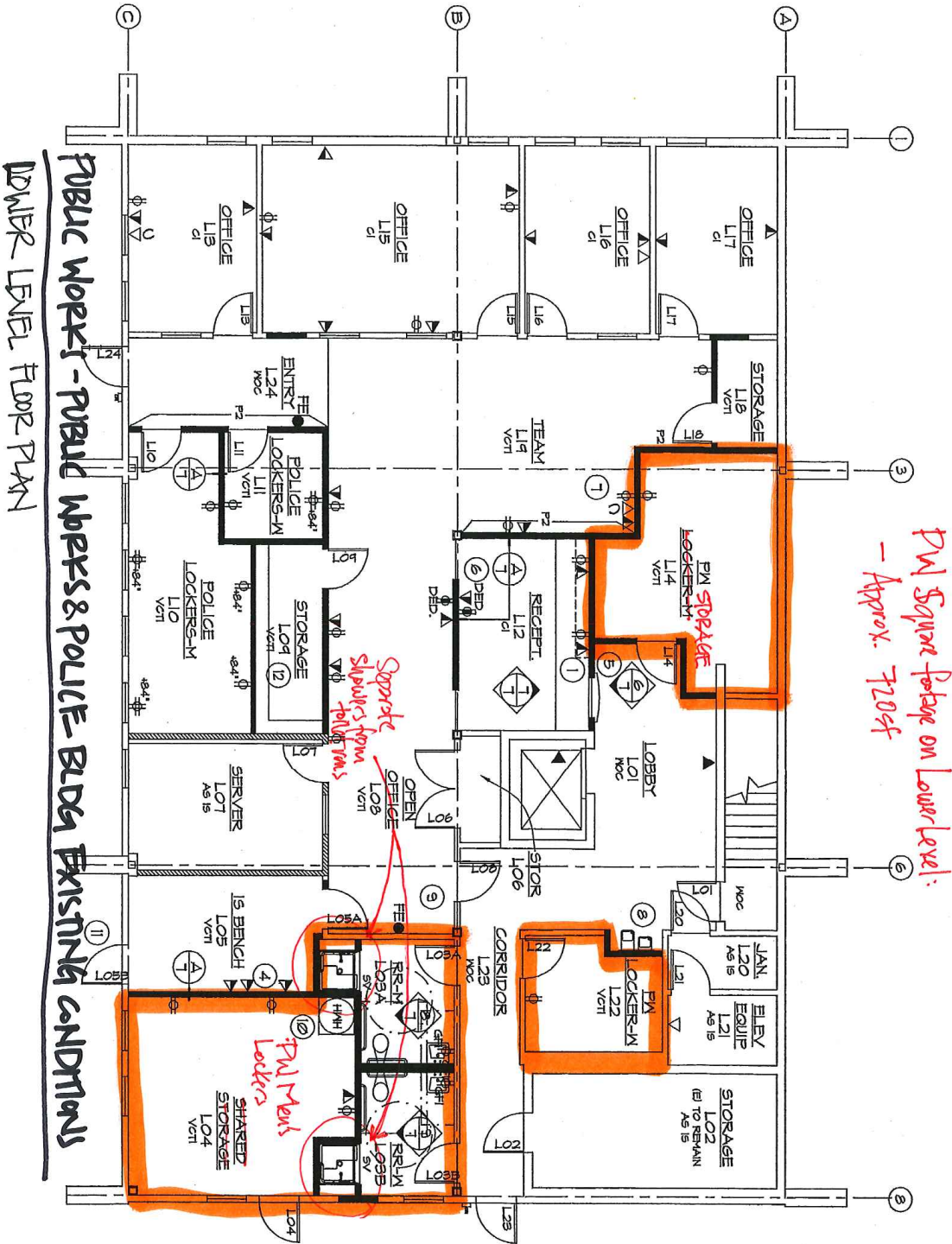
Public Works and Police Building Main Level Floor Plan with notes
Public Works and Police Building Lower Level Floor Plan with notes
Public Works and Police Building Site Plan with notes

END OF MEETING MINUTES

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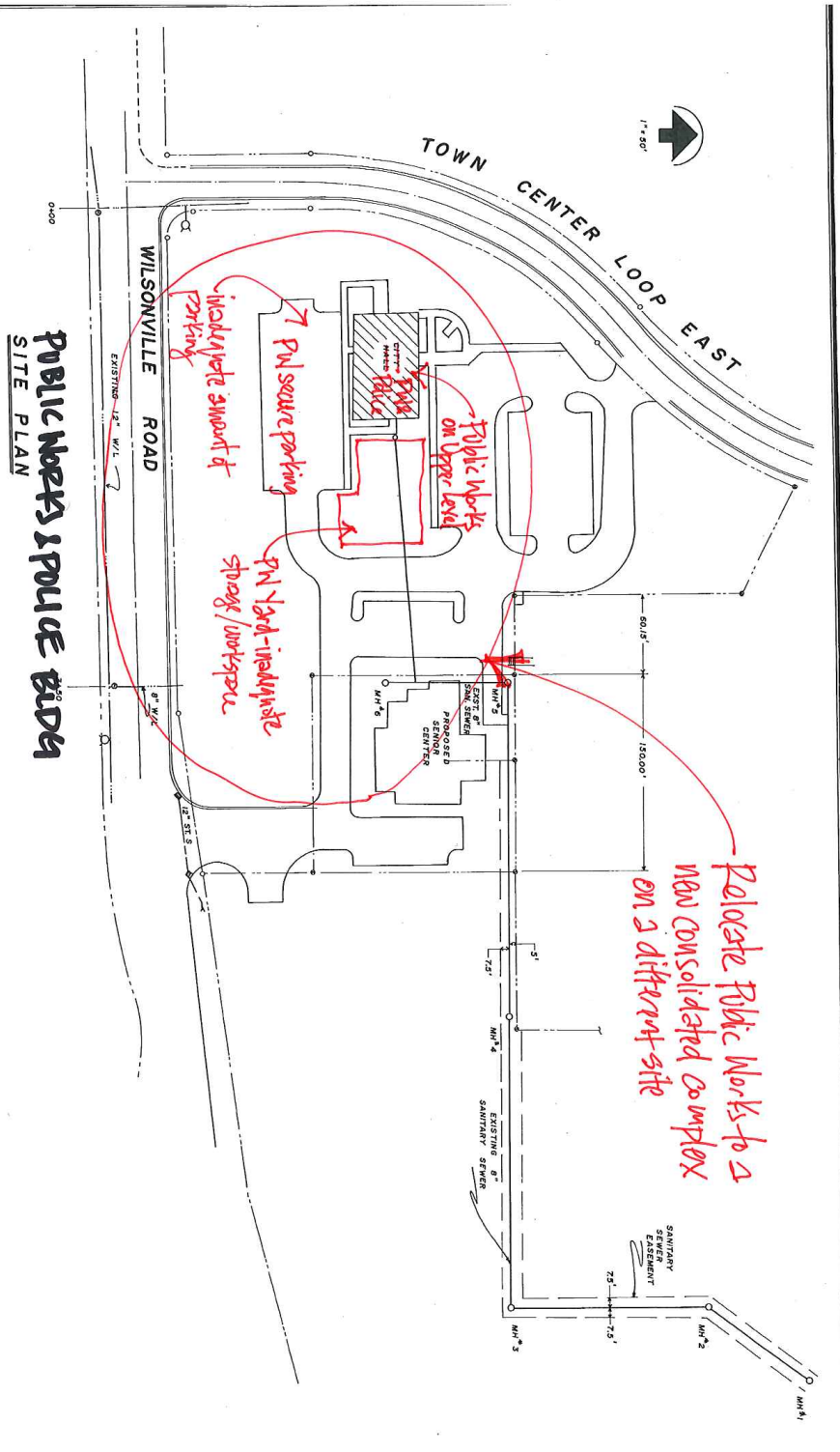


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LIBRARY
MEETING MINUTES 1 p. 1 of 5

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MEETING MINUTES
- LIBRARY

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan Date: 02/03/15
Wilsonville, OR

Date & Location: January 23, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present:	City of Wilsonville Library: City of Wilsonville Public Works Department: Oh planning+design, architecture (OHP+D):	Pat Duke Delora Kerber Deb France Taz Loomans
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Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Library.

Item 1. Existing Services:

- a. **Services:** Library services for the community including Reference and Reader's Advisory services desk, programs for kids, teens, families and adults, book, audiobook, video collections for checkout, circulation services, and reading areas.
- b. **Location:** 8200 SW Wilsonville Rd.
- c. **Staff:** 16 full time staff including 5 Youth Services staff, 4 Adult Services staff, 3 Administration staff, 4 circulation/technical services staff; 250 volunteers
- d. **Special Equipment:** Computers for each staff person, plus laptop and mobile equipment, local historical society collection, wide variety of props and supplies for children's programming
- e. **Support Areas:** Park, Patio
- f. **Engagement with the public:** Staff have 300 to 500 patron interactions a day; Interactions happen at the Children's and Adult Reference Desk and Circulation Desk, at programs for children, families, teens and adults, and in the community through outreach programing to schools and other locations.

Item 2. Existing Needs:

- a. **Services:** Expand programs for kids, teens, families and adults; Expand study areas; Redesign Young Adult Section

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b. Facility:

1. Replace carpet
2. Repaint all interiors
3. Make toilet rooms ADA compliant and update finishes
4. Redesign and replace interior and exterior signage
5. Redesign service desks to reduce barrier between user and staff
6. Procure comfortable seating and furnishings for customers
7. Balance HVAC throughout
8. Create new interior “cathedral space” with visual continuity from the front entrance to the back windows.
9. Add relaxed seating/browsing area by reference windows with power for laptops
10. Expand Children’s into Fiction
11. Combine Adult Fiction/Non-fiction on the east side of the building
12. Move Young Adult to Large Print/Audiobook area and enclose the space
13. Redo sound system for the Oak Room
14. Soundproof study rooms
15. Create visual connection between staff check-in to circulation desk
16. Upgrade WiFi – concurrent project
17. Enclose periodic reading area, make it a flexible space with glass
18. Cover and remodel the children’s patio space
19. Fire rate book drop
20. Repair operable wall in the Oak Room
21. Fix staff entrance on the east side of the building and create a vestibule with bike racks.

c. Special Equipment/Materials:

- Need more lightweight tables for programming in the Oak Room

Item 3. Future Needs:

- a. Services:** More programming for kids and adults on and off site; library will become a place to learn and explore with more hands-on learning activities for kids; library collections likely to shrink as online services/books expand; offer flexible meeting space



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b. Facility:

1. Children’s and teen’s spaces will grow while adult space will shrink.
2. Expand Friend’s Bookstore with seating and café space
3. Make programming spaces larger, more robust and more central to the library building
4. Replace entry doors with automatic front doors
5. Replace ACT at Non Fiction with a wood ceiling
6. Add a theater building or space on the east side of the parking lot
7. Add discovery spaces and maker spaces inside the library
8. Add a technology resource center

c. Staffing: Staffing levels will largely remain the same, but will change in character. Staff will be focused on providing one on one help to library users, programming will be a big part of staff’s responsibilities, and staff will help children with preschool learning in reading as well as early experiences in math and science; moving to 80-90% self-checkout which will free staff up for more one-on-one help

d. Special Equipment/Materials:

New formats and delivery systems for circulating materials; new technology as part of programming for children, teens and families; freestanding activity centers of various kinds; new technology that serves citizens who do not have access to certain services

e. Engagement with the public: Public engagement will become less about physical item circulation and more about relationships and being a resource to sort through and organize information that is not easily found on the internet

f. Additional Comments: None

Action Items

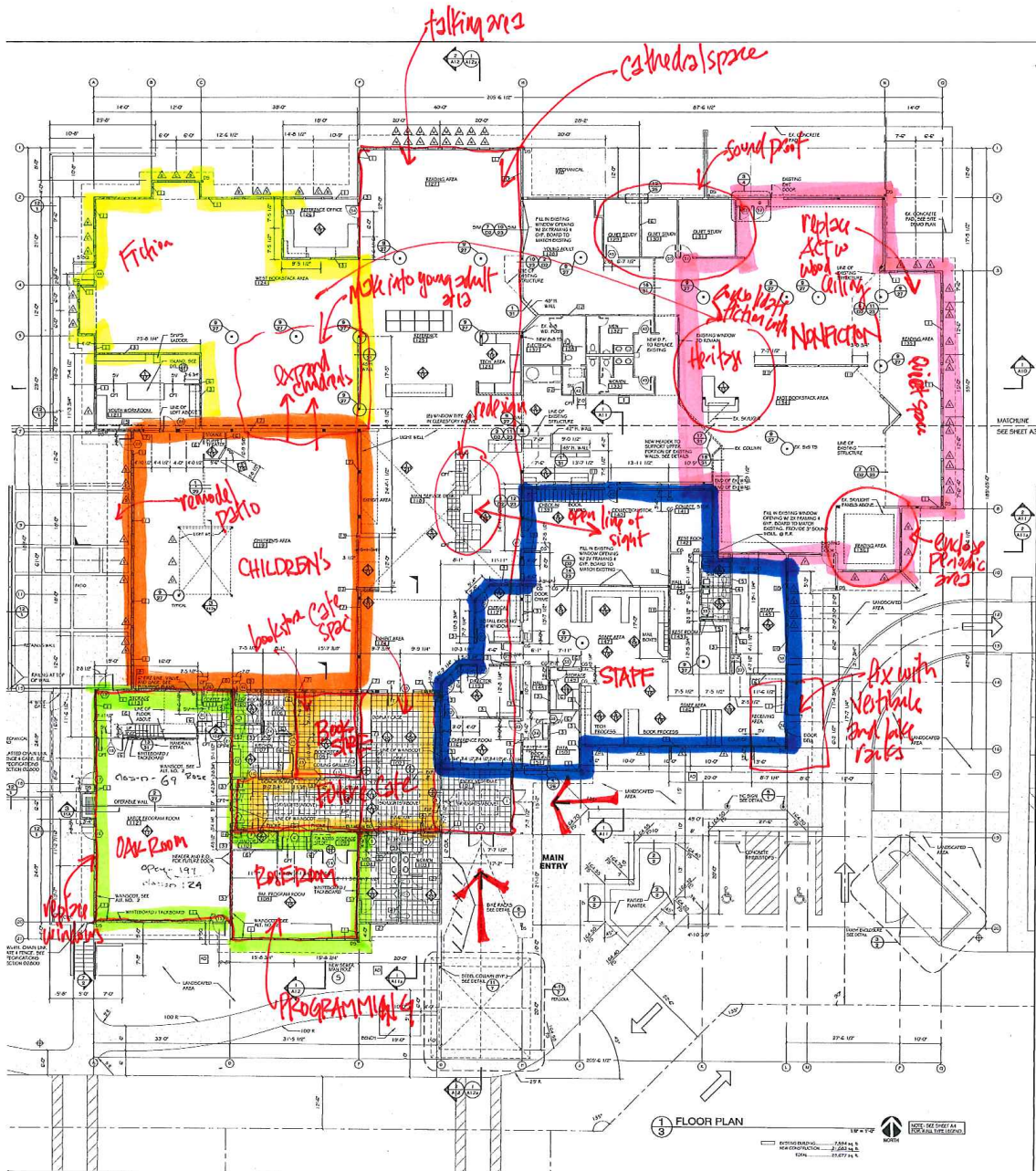
1. Address facility condition issues like carpet replacement, toilet room updates and expanding current study rooms.
2. Explore ways to modernize and update the library to better meet changing trends and new technology.

Attachments:

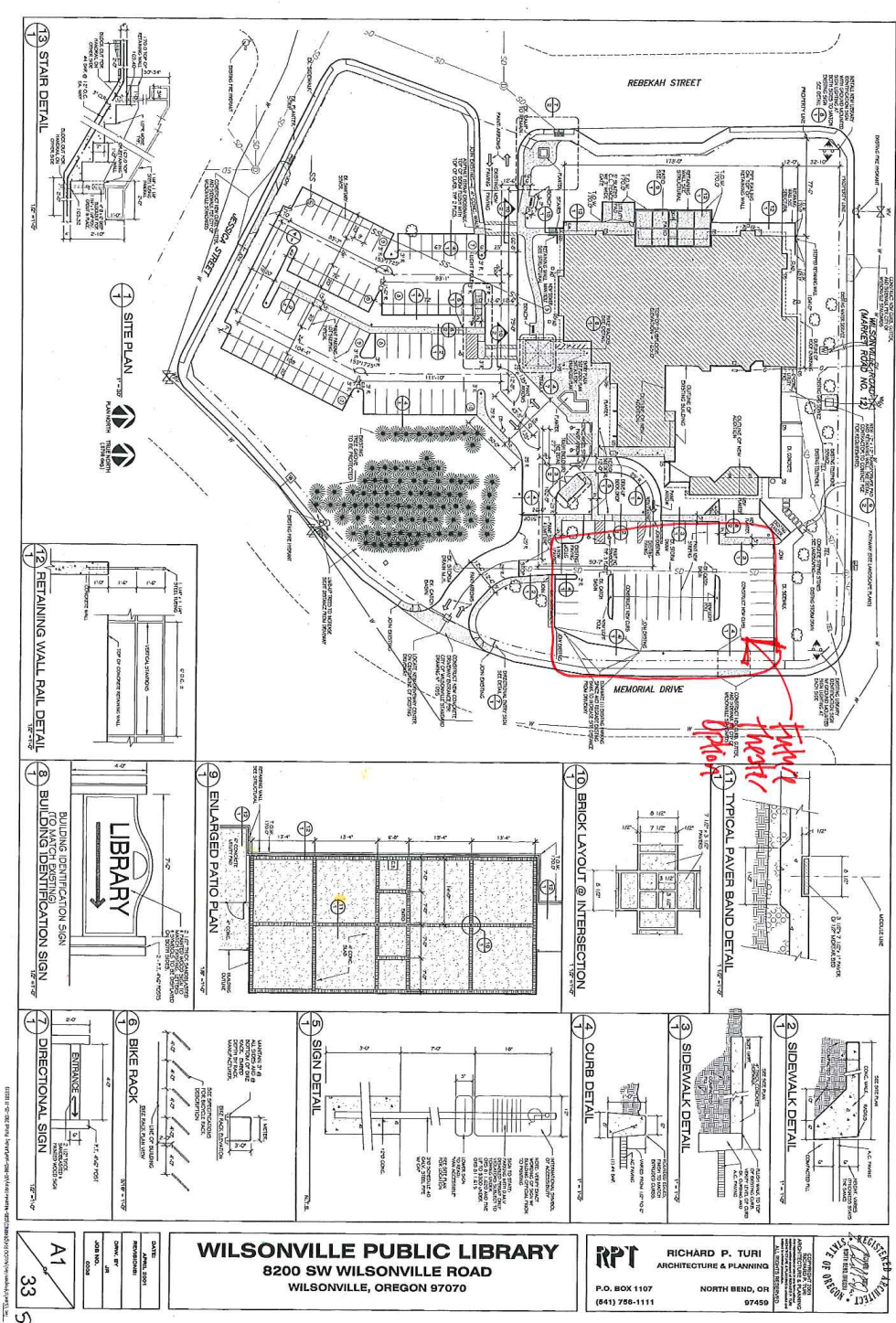
- Library Floor Plan with notes
- Library Site Plan with notes

END OF MEETING MINUTES

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Architecture Planning Design LEED Consulting

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MEETING MINUTES - PARKS

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan
Wilsonville, OR

Date: 02/03/15

Date & Location: January 22, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present:	City of Wilsonville Parks Department:	Stan Sherer
	City of Wilsonville Parks Department:	Patty Brescia
	City of Wilsonville Public Works Department:	Delora Kerber
	Oh planning+design, architecture (OHP+D):	Deb France Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Parks Department.

Item 1. Existing Services:

- a. **Services:** Sub-departments of Parks include General Services, Recreation and Maintenance. Recreation services including senior services, special events, fitness classes, community meeting rooms, meals, youth activities and contracted programs.
- b. **Locations:**
 - 1. Parks and Rec Building 29600 SW Park Place
 - 2. Community Center 7965 SW Wilsonville Road
 - 3. Tauchman House 31240 SW Boones Ferry Road
 - 4. Boozier Barn 7914 Memorial Drive
- c. **Staff:** Seven full-time employees and part-time staff; 6 recreation staff, 5 maintenance employees, 2 employees on call. Recreation staff includes 1 manager, 1 administrative assistant, 2 nutrition coordinators, 1 fitness coordinator, 1 social worker.
- d. **Special Equipment:** Recreation equipment is program specific and varies by facility; Maintenance equipment includes trucks and tractors.
- e. **Support Areas:**
 - Maintenance: 3-bay in Murase Park, Maintenance Barn
 - Recreation: Boozier Barn (programmed for events)



PARKS

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- f. **Engagement with the public:** Community Center includes comprehensive marketing outreach plan; serves 40-55 meals a day; hosts events about once a month and a few major events a year; organizes 30-40 programs a month.

Item 2. Existing Needs:

- a. **Services:** As the demand for services increases, more programmable space needs to be identified.

- b. **Facility:**

Parks:

- Needs more space on the west side of I-5.

Community Center:

- Needs bigger classrooms.
- Needs better acoustics.
- Needs more and expanded multi-purpose rooms and programming space.

- c. **Staffing:** None

- d. **Special Equipment/Materials:** None

Item 3. Future Needs:

- a. **Services:** Recreation, social activities, health and fitness, special events, senior nutrition, maintenance functions, and rental properties

- b. **Facility:**

1. Restoration of Tauchman House

- Make it reservable by the public
- Needs to be master planned
- Park surrounding the house needs to be developed and could be expanded to the east and the west
- Could be a destination of a new riverfront recreation corridor

2. Re-design or reconstruction of the Community Center to accommodate growing programming needs

3. Rental shelter need upgrades – River Shelter and Forest Shelter

4. Expansion of maintenance storage buildings; Consolidate 3-bay and Maintenance Barn into one Parks maintenance storage facility by 2020.

- c. **Staffing:** Staffing needs in recreation and maintenance will increase as developed acreage and demand for services increases; an increase in staffing can be predicted

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at a rate of 1 recreation position per 10,000 people and 1 Maintenance worker for every 15 acres.

d. Additional Comments:

- There is a 2006 master plan of Wilsonville city parks
- A new master plan of Wilsonville city parks is going to out to bid.
- There is a 2006 master plan of Villebois parks
- A current master plan of Murase Park is underway.
- An 82,000 sf Aquatic center is going to voters for approval in late 2015.
- Potential sites for the Aquatic Center include:
 - Theater Site
 - 20 acre site south of Mantor
 - 10 acres on Advance Road
 - Murase Site (unlikely)
 - Kaiser

Action Items:

1. Explore option to expand the existing Community Center facility to accommodate growing programming needs.
2. Explore options to reconstruct the Community Center on a different site, possibly adjacent to the new Aquatics Center to accommodate growing programming needs.
3. Explore options to restore Tauchman House and surrounding park to be a usable and reservable event space
4. Parks to send OHPD the following items:
 - 2006 master plan of Wilsonville city parks
 - 2006 master plan of Villebois parks
 - Aquatic Center feasibility study

Attachments:

Parks Administration Facility Floor Plan with notes
Community Center Floor Plan with notes
Community Center Site Plan with notes
Tauchman House Floor Plan with notes

END OF MEETING MINUTES

ROOF PLAN
SCALE: 3/32" = 1'-0"

ZONING/CODE INFORMATION

APPROX. BUILDING FOOTPRINT	1,800 SF
APPROX. BUILDING SQUARE FOOTAGE	1,800 SF
APPROX. BUILDING VOLUME	1,800 SF x 10' = 18,000 CU. FT.
APPROX. BUILDING HEIGHT	10' (MAX. HEIGHT)
APPROX. BUILDING AREA	1,800 SF
APPROX. BUILDING PERIMETER	1,800 SF
APPROX. BUILDING AREA PER FOOTPRINT	1,800 SF
APPROX. BUILDING AREA PER SQUARE FOOT	1,800 SF

REFLECTED CEILING PLAN
SCALE: 3/32" = 1'-0"

FLOOR PLAN
SCALE: 3/32" = 1'-0"

PARKS ADMIN FACILITY

Handwritten notes in red:
 - "not most current plan" (with arrow pointing to a specific area)
 - "Admin" (near a room)
 - "play" (near a room)
 - "adapt for" (near a room)
 - "Admin needs" (near a room)

BUILDING PACKAGE CONSULTANTS

ARCHITECT: HOK ARCHITECTS, INC., 500 S. BILSONI STREET, PORTLAND, OREGON 97141, PHONE: (503) 784-3871

MECHANICAL/ELECTRICAL/PLUMBING CONSULTANTS: CLIFF HOOP CONSULTANTS, INC., 333 N. HASTING AVENUE, SUITE 200, PORTLAND, OREGON 97227, PHONE: (503) 248-0277

STRUCTURAL CONSULTANTS: JEFF DAVIS CONSULTANTS, INC., 333 N. HASTING AVENUE, SUITE 200, PORTLAND, OREGON 97227, PHONE: (503) 248-0277

REVISIONS:

NO.	DESCRIPTION	DATE
1	ISSUE FOR BID	04/21/98

FILE: FLOOR PLANS
WILSONVILLE TOWN CENTER PARK
CITY OF WILSONVILLE
CONSTRUCTION DOCUMENTS

DATE: FEB. 13, 1998

DESIGNED BY: [Signature]

CHECKED BY: [Signature]

PROJECT NO.: 97254

SHEET NO.: A20

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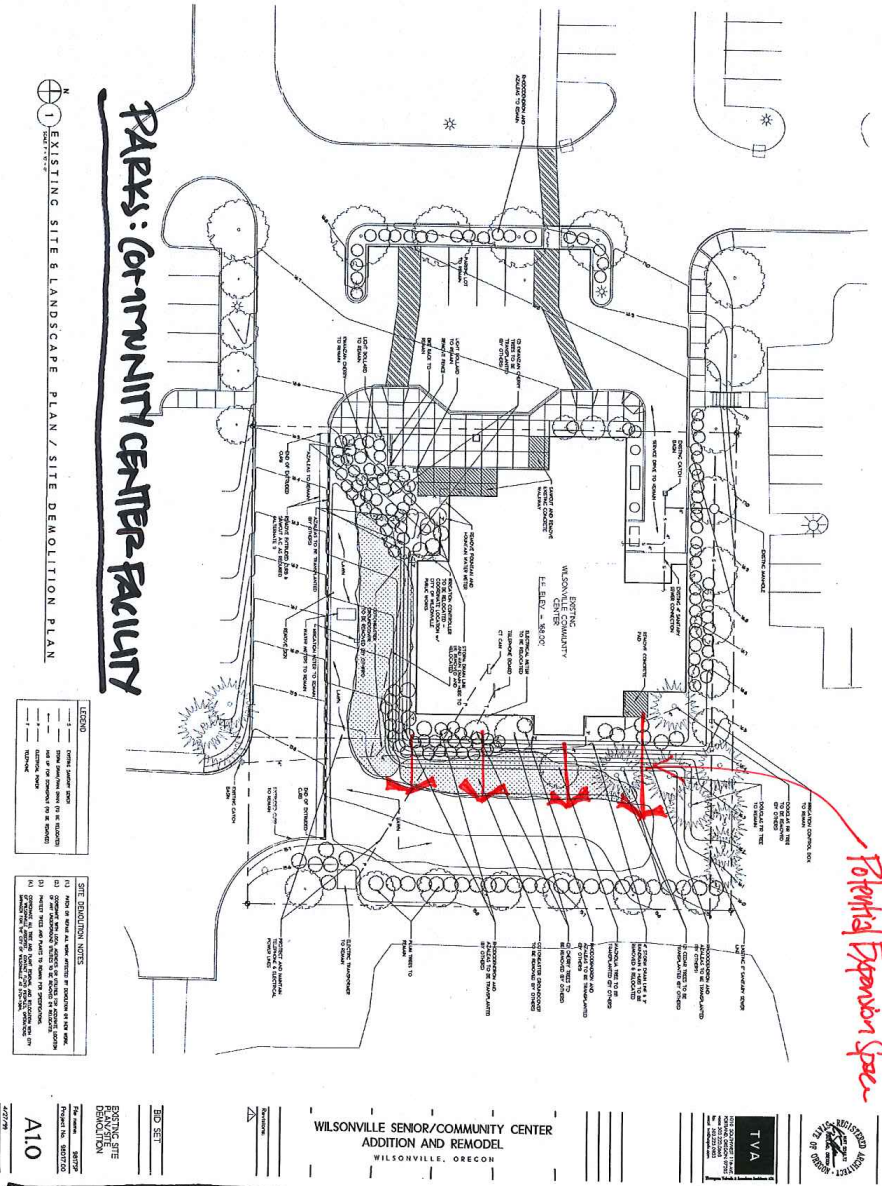
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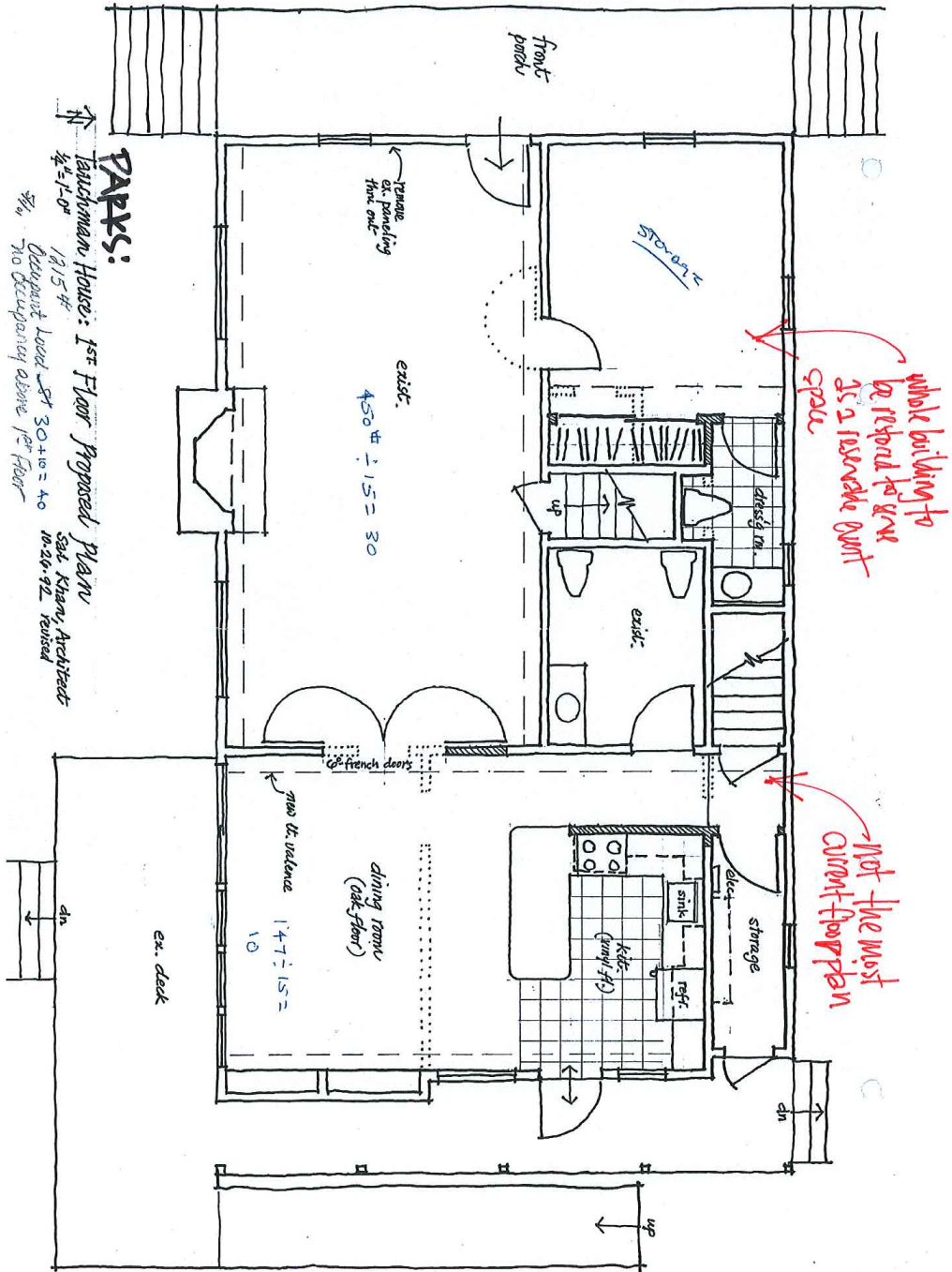
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PARKS

City of Wilsonville MEETING MINUTES 1 p. 7 of 7





COMMUNITY DEVELOPMENT
MEETING MINUTES 1 p. 1 of 6

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MEETING MINUTES
- COMMUNITY DEVELOPMENT

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan Date: 02/03/15
 Wilsonville, OR

Date & Location: January 22, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present: City of Wilsonville Community Development Department: Kerry Rappold
 City of Wilsonville Community Development Department: Eric Mende
 City of Wilsonville Community Development Department: Nancy Kraushaar
 City of Wilsonville Community Development Department: Chris Neamtzu
 City of Wilsonville Community Development Department: Martin Brown
 City of Wilsonville Community Development Department: Kristin Retherford
 City of Wilsonville Community Development Department: Steve Adams
 City of Wilsonville Public Works Department: Delora Kerber
 Oh planning+design, Deb France
 architecture (OHP+D): Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Community Development Department.

Item 1. Existing Services:

- a. **Services:** Sub-departments include Administration (comprising of Administration, Economic Development, and Natural Resources), Planning, Engineering and Building
- b. **Location:** Second floor of City Hall 29799 SW Town Center Loop East
- c. **Staff:**

Administration: 1 Director, 1 Administrative Assistant, 2 Managers, 1 Receptionist, 1 Coordinator, 1 Specialist, 1 Administration Intern

Planning: 1 Director, 2 Administrative Assistants, 2 Managers, 3 Planners, 1 Planning Intern

Engineering: 2 Managers, 1 Administrative Assistant, 3 Technicians, 2 Engineers, 1 Engineering Associate, 1 Engineering Intern

Building: 1 Building Official, 1 Technician, 1 Plans Examiner, 2 Inspectors

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COMMUNITY DEVELOPMENT

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d. Special Equipment:

Administration: Printers, Plotters, Shared Carpool, 1 Vehicle

Planning: Printers, Plotters, Shared Carpool

Engineering: Printers, Plotters, Survey Equipment, 3 Vehicles

Building: Printers, Plotters

e. Support Areas:

Administration: Meeting rooms, customer service counters, file storage, drawing and plans storage, library, hub/breakroom

Planning: Meeting rooms, customer service counters, file storage, library

Engineering: Meeting rooms, customer service counters, file storage, drawing and plan storage, library

Building: Meeting rooms, customer service counters

f. Engagement with the public: Planning and Building engage with the public through the front counter by intaking plans and answering questions. Front counter is shared between Planning and Building and General Reception. Planning and Building also meet with the public in conference rooms.

Item 2. Existing Needs:

a. Services: Sub-departments include Administration (comprising of Administration, Economic Development, and Natural Resources), Planning, Engineering and Building

b. Facility:

1. Community Development archived files are kept in the first floor vault in City Hall according to archiving protocol of keeping single family residential project files for 2 year, commercial project files for 10 years, and public project files forever.

2. The file vaults in City Hall are not environmentally controlled. They are fire vaults.

3. The file vaults are continually cleaned out to make room for new files.

4. Archived files and records are not consolidated.

5. Community development is comfortable with the existing archiving capacity.

6. There is not enough counter space to accommodate customers.

7. Customer rooms are underutilized.

8. The hub needs to grow to accommodate more filing and work space.

9. The kitchen is too small and does not get any daylight.

10. The Planning and Building departments need to be closest to the front desk.

11. Add a common counter that serves as a work space and a place to lay out plans.

COMMUNITY DEVELOPMENT

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 Wilsonville City Facilities Master Plan – Community Development Department
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- 12. Add a 15-person conference room for customer meetings and in-house staff meetings.
- 13. Consolidate all general customer functions such as paying water bill and court interactions to first floor reception counter to free the entire second floor reception for Planning and Building plan intake.
- 14. Add new copy room more central to operations in addition to the front copy room.
- 15. Separate single shower and locker room in City Hall by gender.
- 16. Redesign the men's toilet room.

c. Special Equipment/Materials:

- 1. A new mylar hanging rack is needed every 5 years.
- 2. Library materials are outdated. Library could be moved.
- 3. Meeting spaces on the second floor of City Hall need audio visual capability.
- 4. Add a possible self-service kiosk in the downstairs lobby.

Item 3. Future Needs:

a. Services: Sub-departments include Administration (comprising of Administration, Economic Development, and Natural Resources), Planning, Engineering and Building

b. Facility:

- 1. Add more office space, conference space, file space and work space to accommodate future staff growth. Plan building expansion in the next five years.

c. Staffing:

Administration: 1 Document Specialist, 1 GIS Analyst, 1 Program Analyst, 1 Administrative Assistant

Planning: 1 Code Enforcement Officer

Engineering: 2 Engineers, 1 Senior Technician

Building: 2 Building Inspectors, 1 Building Intern, 1 Plans Examiner

*May add a sustainability coordinator

d. Special Equipment/Materials:

- 1. Add space for survey equipment

e. Engagement with the public:

- 1. Brand the City Hall first floor and second floor lobbies.

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3	APPENDIX
3.2 MEETING MINUTES 1	



COMMUNITY DEVELOPMENT

City of Wilsonville MEETING MINUTES 1 p. 4 of 6

Meeting No. 5
Wilsonville City Facilities Master Plan – Community Development Department
Page 4

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f. Additional Comments:

None

Action Items: Explore a two-story expansion to the west of the building to meet existing and future needs.

Attachments:

Community Development City Hall First Floor Plan with notes
Community Development City Hall Site Plan with notes

END OF MEETING MINUTES

COMMUNITY DEVELOPMENT

MEETING MINUTES 1 p. 5 of 6

1

EXECUTIVE SUMMARY

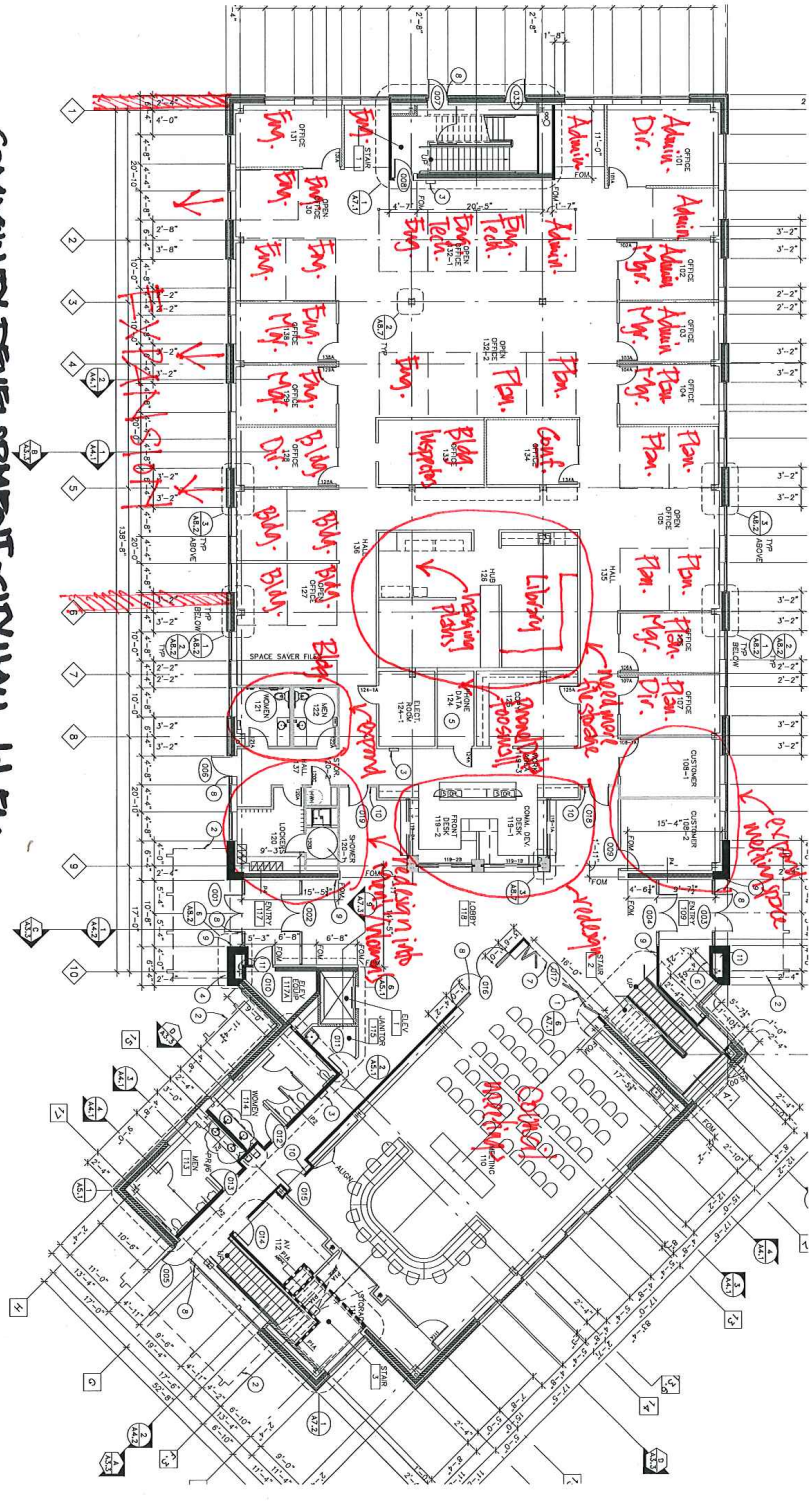
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MASTER PLAN CONCEPTS

3

APPENDIX

3.2 MEETING MINUTES 1

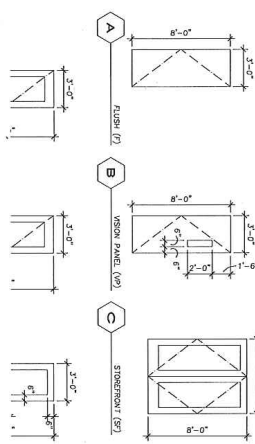


COMMUNITY DEVELOPMENT-CITY HALL 1st Flr.

Flow Plan

COR SCHEDULE

FR	LR	HT	SY	FINISH	RM	REMARKS	DOOR
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	001
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	002
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	004
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	005
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	006
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	007
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	009
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	010
FR	AN	12/8/84	17/8/83	13/8/83	B/A/83	Z/8/83	012



- #### GENERAL DOOR SCHEDULE NOTES
- A. FRR OCCUPANT LOADS GREATER THAN 50 AND A OCCUPANCIES
 - B. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - C. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - D. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - E. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - F. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
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 - J. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - K. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - L. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - M. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - N. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
 - O. ALL OTHERS SHALL COMPLY WITH THE STRUCTURE
- #### ABBREVIATIONS
- FR - FRAME TO STRUCTURE
 - AN - ANCHOR BOLT
 - HT - HANGING STRAP
 LEGEND |
- | | |
|--------------|-----------------------|
| CONCRETE | INTERIOR WALL/CEILING |
| CMU WALL | WALL |
| GLASS | GLASS |
| BRICK VENEER | WALL |
| WOOD | WALL |
| WALL | WALL |
| WALL | WALL |
| WALL | WALL |
| WALL | WALL |
| WALL | WALL |
| WALL | WALL |
- #### GENERAL NOTES
- A. SET ELEVATIONS FOR EXTERIOR WINDOW ASSOCIATIONS
 - B. SET ELEVATIONS FOR INTERIOR WINDOW ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - C. SET ELEVATIONS FOR EXTERIOR DOOR ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - D. SET ELEVATIONS FOR INTERIOR DOOR ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - E. SET ELEVATIONS FOR EXTERIOR WALL ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - F. SET ELEVATIONS FOR INTERIOR WALL ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - G. SET ELEVATIONS FOR EXTERIOR FLOOR ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - H. SET ELEVATIONS FOR INTERIOR FLOOR ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - I. SET ELEVATIONS FOR EXTERIOR ROOF ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - J. SET ELEVATIONS FOR INTERIOR ROOF ASSOCIATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - K. SET ELEVATIONS FOR EXTERIOR FINISH FLOOR (FF) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - L. SET ELEVATIONS FOR INTERIOR FINISH FLOOR (FF) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - M. SET ELEVATIONS FOR EXTERIOR FINISH ROOF (FR) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - N. SET ELEVATIONS FOR INTERIOR FINISH ROOF (FR) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - O. SET ELEVATIONS FOR EXTERIOR FINISH WALL (FW) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED
 - P. SET ELEVATIONS FOR INTERIOR FINISH WALL (FW) ELEVATIONS AS SHOWN UNLESS OTHERWISE NOTED



NOTES

1. REFER TO THE STANDARD SPECIFICATIONS AND THE CITY OF WILSONVILLE CLEAN WATER SERVICES FOR PUBLIC UTILITIES. LAYOUT WITHIN THE LIMITS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF WILSONVILLE STANDARD SPECIFICATIONS FOR PUBLIC UTILITIES. LAYOUT WITHIN THE LIMITS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF WILSONVILLE STANDARD SPECIFICATIONS FOR PUBLIC UTILITIES. LAYOUT WITHIN THE LIMITS OF CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF WILSONVILLE STANDARD SPECIFICATIONS FOR PUBLIC UTILITIES.

LEGEND

[Symbol] SIDEWALK
 [Symbol] DRIVE PAVEMENT
 [Symbol] STREET LIGHT
 [Symbol] FIRE HYDRANT
 [Symbol] CATCH BASIN
 [Symbol] MANHOLE
 [Symbol] HANDICAP PARKING SPOT
 [Symbol] SPANNALE SHALL SEE DETAIL 10/23.0
 [Symbol] EXPANDED CURB, SEE DETAIL 10/23.0

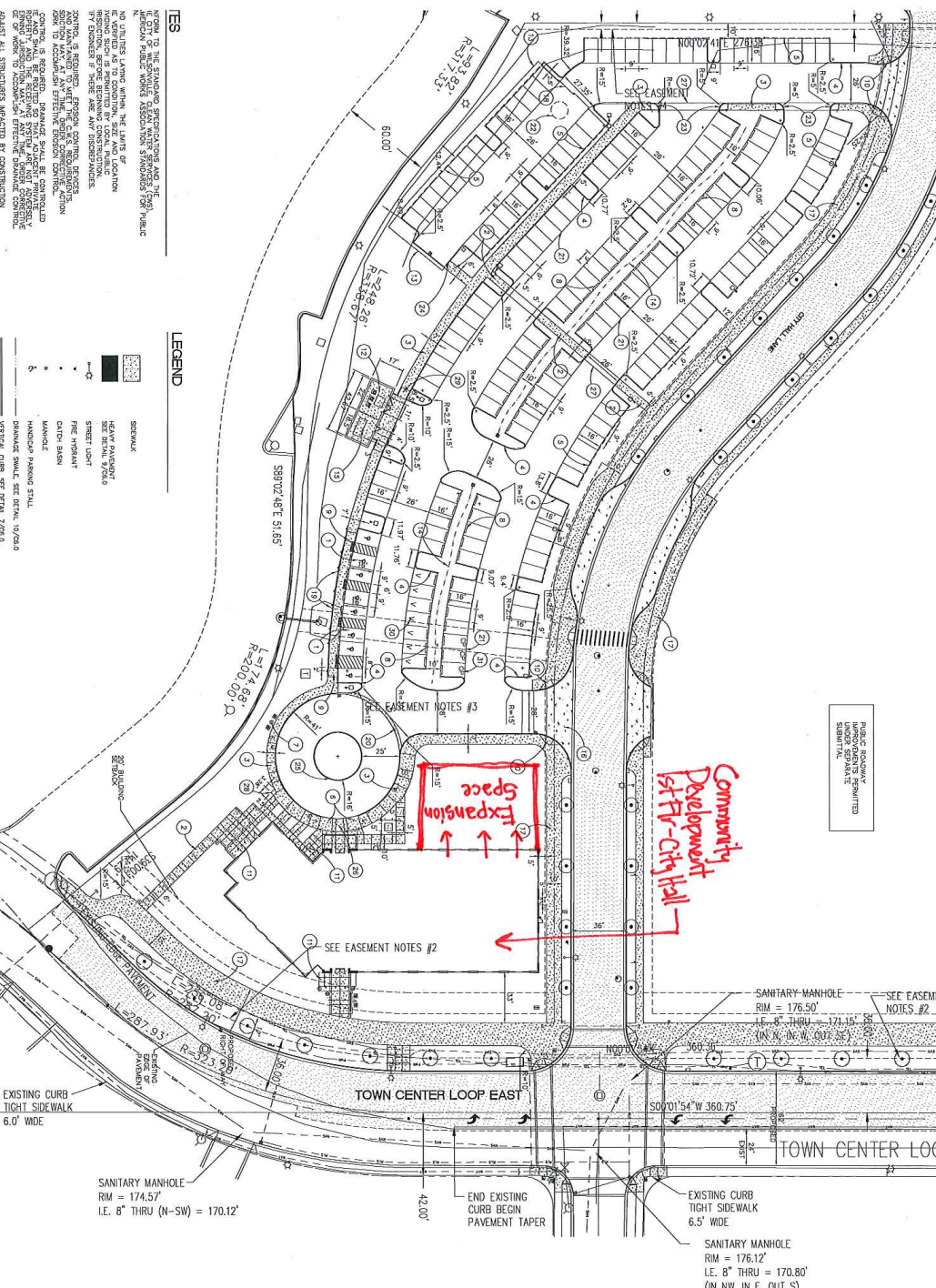
PARKING SUMMARY

STANDARD: 160
 SECURE: 28
 HANDICAP: 8

SITE DATA

200.00' — BUILDING OF PHASE I
 100.00' — BUILDING OF PHASE II (FUTURE)
 400.00' — TOTAL BUILDING OF

**COMMUNITY DEVELOPMENT - CITY HALL
 SITE PLAN**



- KEYNOT**
1. HANDICAP PARKING SPOT
 2. SIDEWALK
 3. DRIVE PAVEMENT
 4. STREET LIGHT
 5. FIRE HYDRANT
 6. CATCH BASIN
 7. MANHOLE
 8. EXPANDED CURB
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 31. DRIVE PAVEMENT
 32. DRIVE PAVEMENT

LEGAL
MEETING MINUTES 1 p. 1 of 4

Architecture Planning Design LEED Consulting

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 Portland, OR 97209
 tel 503.280.8000
 fax 503.224.5442



MEETING MINUTES
- LEGAL

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029	
Project Name: Wilsonville City Facilities Master Plan Wilsonville, OR	Date: 02/03/15
Date & Location: January 23, 2015 Kitakata Room, City Hall	
Prepared by: Taz Loomans	
Present: City of Wilsonville Parks Department: City of Wilsonville Public Works Department: Oh planning+design, architecture (OHP+D):	Barbary Jacobson Delora Kerber Deb France Taz Loomans
Distribution: Attendees	

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Legal Department.

- Item 1. Existing Services:**
- a. **Services:** Legal services, support Council, City Manager, Boards and Commissions, all City departments and Urban Renewal Agency
 - b. **Location:** City Hall 29799 SW Town Center Loop East, 2nd floor
 - c. **Staff:** 2 attorneys, 1 Legal Assistant, 1 part-time law clerk, 1 part-time assistant
 - d. **Special Equipment:** Computers, phones, copier, scanner, filing cabinets, files
 - e. **Support Areas:** Filing room, Law library
 - f. **Engagement with the public:** At public meetings; use office and conference rooms to meet with clients
- Item 2. Existing Needs:**
- a. **Services:** None
 - b. **Facility:**
 - 1. Need more work space for filing and document preparation
 - 2. Need a conference room exclusively for Legal

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LEGAL

City of Wilsonville MEETING MINUTES 1 p. 2 of 4

Meeting No. 5
Wilsonville City Facilities Master Plan – Legal Department
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3. Offices and conference rooms need to be sound proofed.
- c. **Staffing:** Additional legal assistant to keep up with backlog of filing
- d. **Special Equipment/Materials:** Need more secure file storage space.

Item 3. Future Needs:

- a. **Services:** Legal supports all City departments. As the city grows, legal will need to grow.
- b. **Facility:**
 1. Expand City Hall by 2025. Legal can't be in the middle of the building, it needs to be in the corner of the building for privacy.
 2. Will need more multi-use work space and a larger file room.
 3. Add a "war room", a work space to prepare for trial.
 4. Law Library may become obsolete as materials get digitized.
- c. **Staffing:**
 1. By 2020 – two full time legal assistants
 2. By 2025 – an additional full time attorney
 3. By 2030 – 2 additional part time law clerks
- d. **Additional Comments:** None

Action Items:

1. Sound-proof legal offices.
2. Explore expanding City Hall to meet Legal departments existing and future needs.

Attachments:

Legal Dept. City Hall Second Floor Plan with notes
City Hall Site Plan with notes

END OF MEETING MINUTES

**HR & CITY MANAGEMENT
MEETING MINUTES 1 p. 1 of 6**



Architecture Planning Design LEED Consulting

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Portland, OR 97209
tel 503.280.8000
fax 503.224.5442



**MEETING MINUTES
- HR & CITY MANAGEMENT**

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan
Wilsonville, OR

Date: 02/03/15

Date & Location: January 23, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present: City of Wilsonville City Management: Bryan Cosgrove
City of Wilsonville Records: Sandy King
City of Wilsonville HR: Jeanna Troha
City of Wilsonville Public Works: Delora Kerber
Oh planning+design, architecture (OHP+D): Deb France
Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Wilsonville Human Resources (HR) and City Management Departments.

Item 1. Existing Services:

a. Services:

HR:

- Recruitment processes for the City; Management of existing human resources.

City Management:

- Oversees day to day operations of the City; Works closely with the Mayor and the Council.

Records:

- Manages city records.

b. Location: Second Floor of City Hall 29799 SW Town Center Loop East

c. Staff:

HR:

- 1 Manager, 1 Assistant, 1 Assistant City Manager

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3.2 MEETING
MINUTES 1



HR & CITY MANAGEMENT

City of Wilsonville MEETING MINUTES 1 p. 2 of 6

Meeting No. 5
Wilsonville City Facilities Master Plan – HR, City Management, and Records Departments
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City Management:

- City Manager, City Clerk, Administrative Assistant, Public Affairs, Communications

Records:

- 1 Records Manager

d. Support Spaces

HR:

- Shared file room for confidential HR files
- HR Conference Room

Records:

- Shared file room. File room shared between HR, Legal, and Finance.

e. Special Equipment:

HR:

- Large fire-proof file cabinets for HR records; HR records are currently stored in the HR Manager's office
- Storage cabinet for event supplies

f. Engagement with the public:

HR:

- Conducts job interviews in City Hall and meets with consultants

City Management:

- City Management has minimal face to face contact with the public

Records:

- Records has no face to face contact with the public

Item 2. Existing Needs:

a. Services:

HR:

- Recruitment processes for the City; Management of existing human resources.

City Management:



HR & CITY MANAGEMENT

MEETING MINUTES 1 p. 3 of 6

Meeting No. 5
 Wilsonville City Facilities Master Plan – HR, City Management, and Records Departments
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- Oversees day to day operations of the City; Works closely with the Mayor and the Council.

Records:

- Manages city records.

b. Facility:

HR:

- Needs a larger conference room with a larger conference table that is well ventilated and sound proof; Ideally would be located in the front
- Need additional space for file cabinets and additional secured space for confidential files
- Need additional space for event supplies
- HR offices need to be soundproofed

City Management:

- City Management offices and conference space need to be soundproofed
- Would like to be adjacent/close to Community Development

Records:

- None

Item 3. Future Needs:

a. Services:

HR:

- Recruitment processes for the City; Management of existing human resources.

City Management:

- Oversees day to day operations of the City; Works closely with the Mayor and the Council.

Records:

- Manages city records.

b. Facility:

Need a fourth conference room on the second floor.

HR:

- Need additional office space
- Need a new HR conference room
- Need more secure file storage

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HR & CITY MANAGEMENT

City of Wilsonville MEETING MINUTES 1 p. 4 of 6

Meeting No. 5

Wilsonville City Facilities Master Plan – HR, City Management, and Records Departments

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City Management:

- Need additional office space

Records:

- Add legal file room separate from shared file room
- Make file room environmentally controlled

c. Staffing:

HR:

- Add 1 HR Assistant, 1 HR Manager

City Management:

- Add 1 Administrative Assistant
- Add 1 Assistant City Manager
- Add 1 Deputy Clerk

d. Special Equipment/Materials:

- Need more secure file storage

f. Additional Comments: None

Action Items:

1. Soundproof HR and City Management offices and conference space.
2. Explore a two-story expansion of City Hall to the west to accommodate the existing and future needs of the HR and City Management and Records.

Attachments:

- City Hall Second Floor Plan with notes
- City Hall Site Plan with notes

END OF MEETING MINUTES



IS:

2 Managers, 1 Network Administrator, 1 IS Assistant, 1 GIS Intern

d. Special Equipment:

- Postage machine, folding machine, printer/copier, special printers, fax, GIS plotter, secure file storage, cashiering stations

e. Support Areas:

Finance:

- Shared secure file room
- Records storage
- Printer cube
- Reception Counter
- Willamette River 1 and 2 Training Rooms
- Storage room in Wilamette River 1 and 2
- Equipment Alcove

IS:

- Server Room
- Training Room Storage
- IS Bench
- IS Storage/Receiving in Public Works and Police Building

f. Engagement with the public:

Finance:

- Court and utility billing counter, heavy phone volume at reception counter, miscellaneous counter transactions, bi-monthly municipal court proceedings

Item 2. Existing Needs:

a. Services:

Finance:

Services include municipal court, utility billing, business licenses, transit tax, payroll, accounts payable, budgeting, annual financial reports, transit bus pass sales, transit bus fare counting, main phone reception for the City

IS:

Services include network, help desk, GIS and mapping, computer repairs and maintenance, technology training

b. Staff: None



FINANCE & IS

MEETING MINUTES 1 p. 3 of 7

Meeting No. 5
 Wilsonville City Facilities Master Plan – Finance Department
 Page 3

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c. Facility:

General cross-departmental facility needs:

1. Expanded storage space at Council Chambers.
2. Expanded storage in Willamette 1

Finance:

1. Relocate court computers with LEDS access to be within a physically secured area where only Court staff have access
2. Office space for new staff
3. Add a quiet space for employees
4. Consolidate reception onto one floor

IS:

1. Expand Phone/Data Room downstairs
2. Expand AV room at Council Chambers
3. Add receiving bay for new computer equipment

d. Special Equipment/Materials: None

Item 3. Future Needs:

a. Services:

Finance:

Services include municipal court, utility billing, business licenses, transit tax, payroll, accounts payable, budgeting, annual financial reports, transit bus pass sales, transit bus fare counting, main phone reception for the City

IS:

Services include network, help desk, GIS and mapping, computer repairs and maintenance, technology training

b. Facility:

- More office space for additional staff
- More storage space

c. Staffing:

Finance:

1 Procurement Officer, 1 Specialist/Clerk

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FINANCE & IS

City of Wilsonville MEETING MINUTES 1 p. 4 of 7

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IS:

GIS Technician, 1 Analyst, 1 Assistant

- d. **Special Equipment/Materials:** Self-service kiosks
- e. **Engagement with the public:** Consolidated reception/customer service desk
- f. **Additional Comments:** None

Action Items

Explore a 2-story expansion to City Hall to accommodate the existing and future needs of the Finance Department

Attachments:

City Hall First Floor Plan with notes
City Hall Second Floor Plan with notes
City Hall Site Plan with notes

END OF MEETING MINUTES



FINANCE & IS
MEETING MINUTES 1 p. 7 of 7

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3.2 MEETING
MINUTES 1

IN ACCORD WITH THE STANDARD SPECIFICATIONS AND THE
 FEDERAL PUBLIC WORKS ACT, THE CITY ENGINEER SHALL
 BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF
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LEGEND

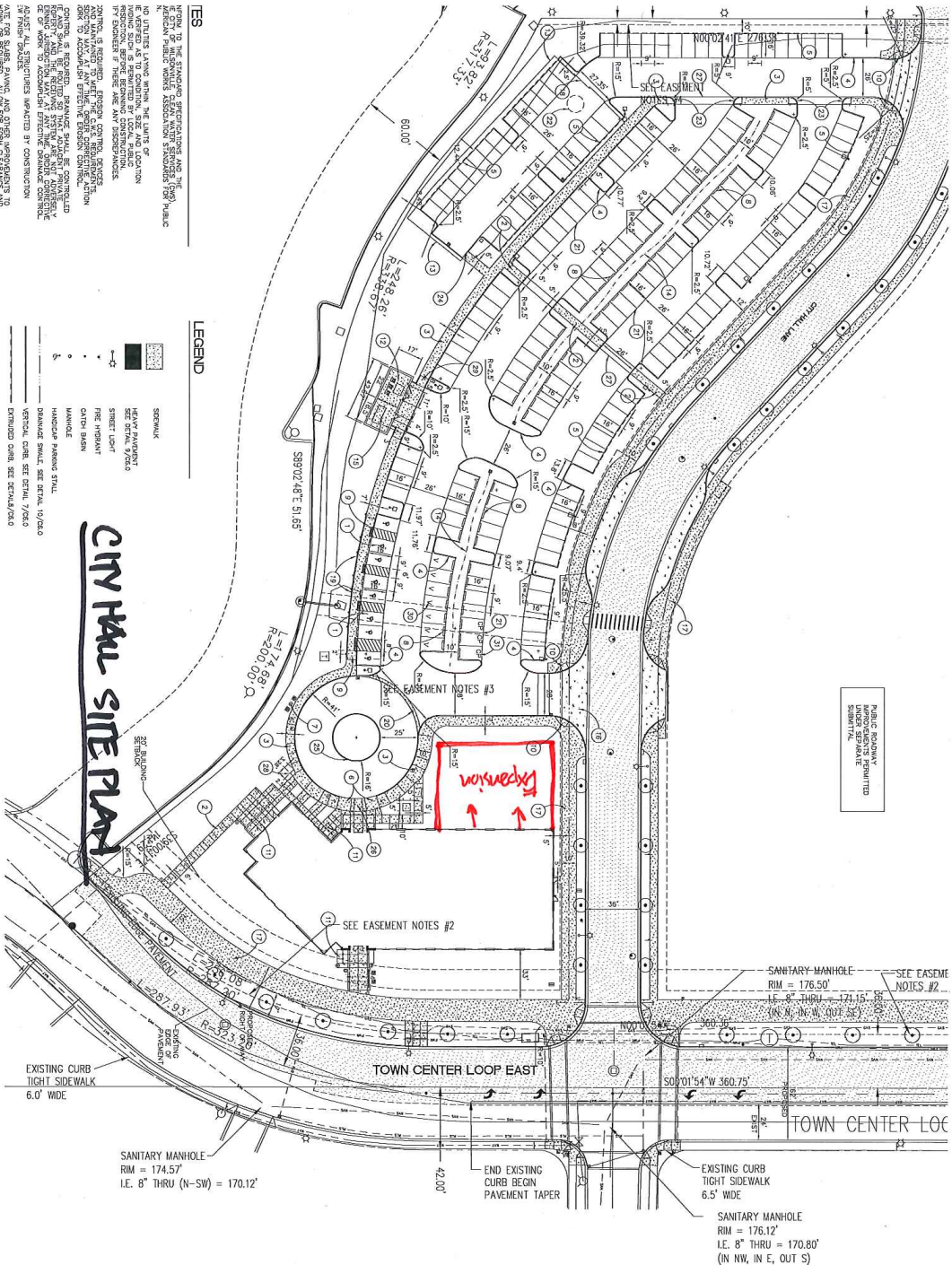
- SEWER
- HEAVY PAVEMENT
- SEE DETAIL 19/26.0
- STREET LIGHT
- FIRE HYDRANT
- CITY BUS
- MANHOLE
- HANDICAP PARKING STALL
- SHARED STALL, SEE DETAIL 19/26.0
- VERTICAL CURB, SEE DETAIL 19/26.0
- ORIMED CURB, SEE DETAIL/26.0

PARKING SUMMARY

STANDARD	162
SECURE	28
HANDICAP	8

SITE DATA

20,000	BUILDING OR PHASE I
10,000	BUILDING OR PHASE II (PHASED)
40,000	TOTAL BUILDING SF



KEYNOT

1. MANHOLE
2. SEWER
3. MONITORING
4. CONCRETE
5. SEE DETAIL
6. SEE DETAIL
7. EXISTING
8. SEE DETAIL
9. SEE DETAIL
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31. SEE DETAIL



TRANSIT

City of Wilsonville **MEETING MINUTES 1 p. 1 of 5**

Architecture Planning Design LEED Consulting

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Portland, OR 97209
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MEETING MINUTES - TRANSIT

OH PLANNING+DESIGN, ARCHITECTURE

Oh Project No.: 80029

Project Name: Wilsonville City Facilities Master Plan
Wilsonville, OR

Date: 02/03/15

Date & Location: January 23, 2015 Kitakata Room, City Hall

Prepared by: Taz Loomans

Present: City of Wilsonville Transit Department (SMART)
City of Wilsonville Transit Department (Fleet)
City of Wilsonville Public Works Department:
Oh planning+design,
architecture (OHP+D):

Stephen Lashbrook
Scott Simonton
Delora Kerber
Deb France
Taz Loomans

Distribution: Attendees

The purpose of the meeting was to identify the existing services, existing needs and future needs of the Transit Department.

Item 1. Existing Services:

a. **Services:** Provides transit bus services to the community and fleet services to all City departments. Sub-departments include Administration, Operations, Fleet and Options

b. **Locations:**

SMART Operations and Fleet Facility 28879 SW Boberg Rd.
SMART Break Room 9697 SW Barber St.

c. **Staff:**

Administration: 1 Director, 3 Division Managers

Operations: 3 Supervisors, many drivers and dispatchers

Fleet: 4 Mechanics, 2 hostlers (buswashers)

Options: 1 Staff, occasional interns

d. **Special Equipment:** 30 buses, fleet maintenance equipment, parking lot with CNG fueling, conventional diesel fueling, bus washing equipment, fuel storage, lubricants

**TRANSIT
MEETING MINUTES 1 p. 2 of 5**



Meeting No. 5
Wilsonville City Facilities Master Plan – Transit Department
Page 2

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- e. Support Areas:**
 - 1. Office space – includes meeting room and training facility
 - 2. Shop facilities – include room for repairs, tools and part storage, fueling area, and bus washing facility
 - 3. Driver Break Room – includes public restrooms for Park-n-Ride and WES train station
 - f. Engagement with the public:** Daily interaction with passengers; phone and computer interactions with the public on the weekdays; occasional interaction over the front counter.
- Item 2. Existing Needs:**
- a. Services:** Some specific bus services are not currently possible due to lack of specific sizes of buses. Example: 45-50 passengers want to ride from Wilsonville to Salem but existing bus only accommodates 37.
 - b. Facility:** Not enough parking to accommodate all the buses. Parking expansion is included in Phase II of the original design.
 - c. Staffing:** None
 - d. Special Equipment/Materials:** Concurrent project to expand CNG fueling station to accommodate more buses with more rapid fueling.
- Item 3. Future Needs:**
- a. Services:** SMART expects to continue to grow and expand services with an increased need for buses of different sizes and configurations. Heavy rail may get expanded to Salem.
 - b. Facility:** Expanded service will require more equipment storage, shop facilities and office space. Driver break room will need to be expanded.
 - c. Staffing:** An increase in staffing will be required as services expand.
 - d. Special Equipment/Materials:** EV charger for electric buses
 - e. Additional Comments:**
 - 1. SMART Operations and Fleet Facility is new has been occupied for only two years. The Driver Break Room is also new and is only five years old.
 - 2. Bus service from Wilsonville to Salem is very popular.
 - 3. In the fall, there will be a bus from downtown Portland to Wilsonville.
 - 4. Much of Wilsonville's growth is happening in TriMet's service territory.

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3.2 MEETING
MINUTES 1



TRANSIT

City of Wilsonville **MEETING MINUTES 1 p. 3 of 5**

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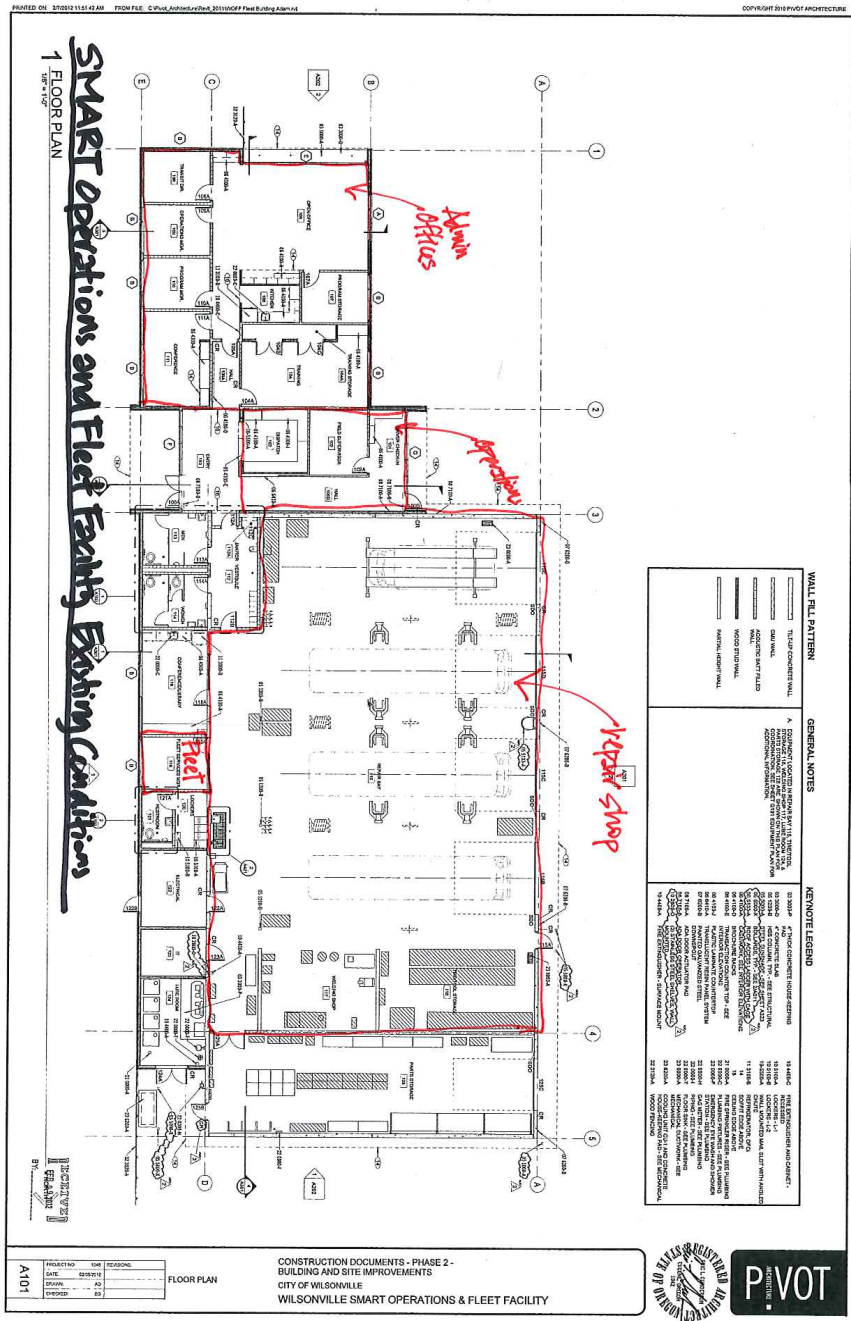
Action Items:

1. Transit Department to explore grant availability to implement Phase II of new shop build out to include an additional repair bay, expanded bus parking and reconfiguration of the bus facility.
2. Transit Department to explore adding an EV charger for electric buses on site including the possibility of solar-powered EV charging stations.

Attachments:

SMART Operations and Fleet Facility Floor Plan with notes
SMART Operations and Fleet Facility Site Plan with notes

END OF MEETING MINUTES



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EXECUTIVE SUMMARY

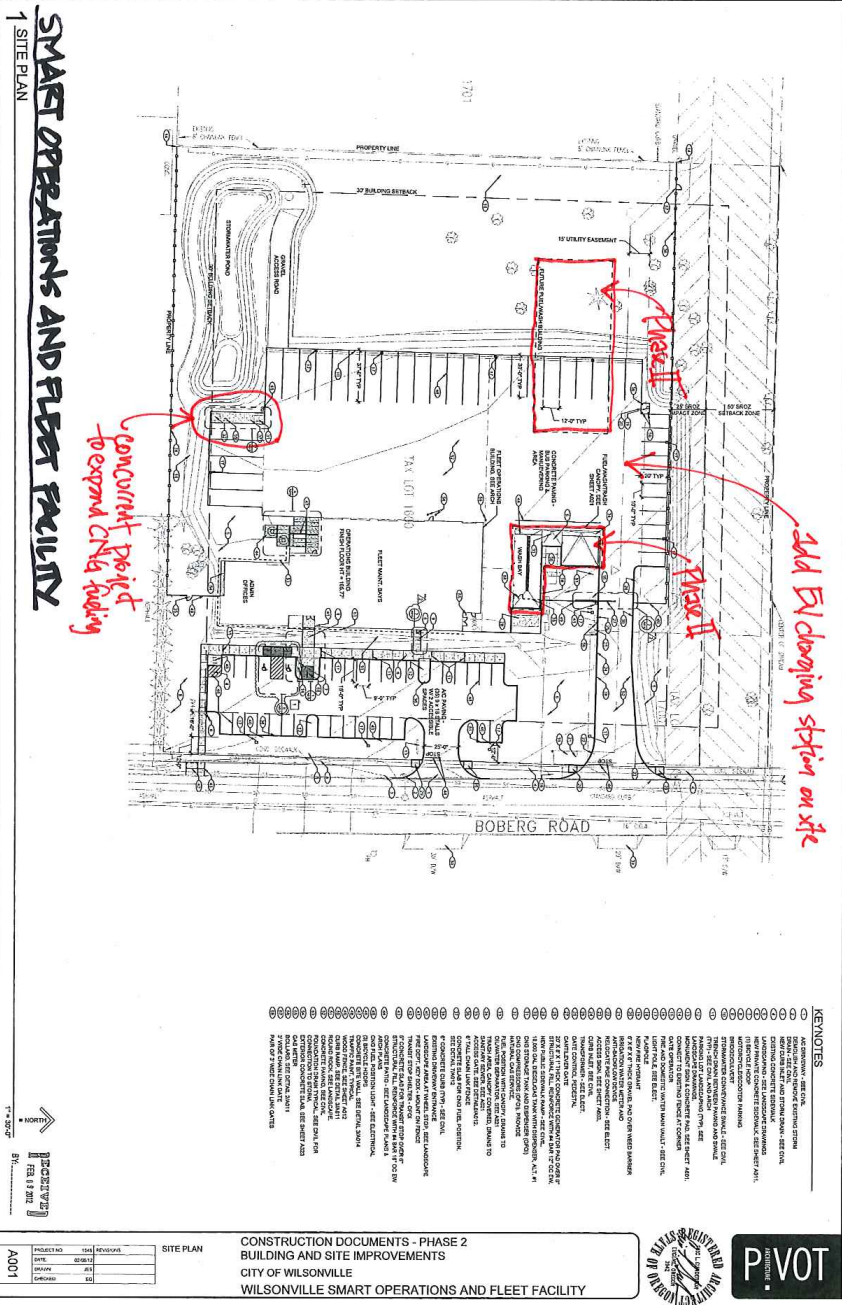
2

MASTER PLAN CONCEPTS

3

APPENDIX

3.2 MEETING
MINUTES 1



KEYNOTES

1. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS OTHERWISE NOTED.

2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.

4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ROAD UNLESS OTHERWISE NOTED.

5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE TRACK UNLESS OTHERWISE NOTED.

6. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE UTILITY UNLESS OTHERWISE NOTED.

7. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE PROPERTY UNLESS OTHERWISE NOTED.

8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

9. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT TRACK UNLESS OTHERWISE NOTED.

10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT UTILITY UNLESS OTHERWISE NOTED.

11. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

12. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT TRACK UNLESS OTHERWISE NOTED.

13. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT UTILITY UNLESS OTHERWISE NOTED.

14. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

15. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT TRACK UNLESS OTHERWISE NOTED.

16. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT UTILITY UNLESS OTHERWISE NOTED.

17. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

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19. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT UTILITY UNLESS OTHERWISE NOTED.

20. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE ADJACENT PROPERTY UNLESS OTHERWISE NOTED.

PROJECT NO.	1544	REVISION	
SITE	05/17/17	DATE	
SCALE	AS SHOWN	DATE	
CHECKED		DATE	
DATE		DATE	

32

CONSTRUCTION DOCUMENTS - PHASE 2
BUILDING AND SITE IMPROVEMENTS
CITY OF WILSONVILLE
WILSONVILLE SMART OPERATIONS AND FLEET FACILITY

PIVOT



3.3 MEETING MINUTES 2

This section of the Appendix includes Meeting Minutes of the follow-up programming meeting with all the departments on February 19 and 20, 2015 discussing proposed concepts to meet programming needs.

3.3 MEETING MINUTES 2	1	EXECUTIVE SUMMARY
	2	MASTER PLAN CONCEPTS
	3	APPENDIX



Architecture Planning Design LEED Consulting

115 NW First Ave, Suite 300
Portland, OR 97209
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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
Prepared by: Taz Loomans

Distribution:

Delora Kerber, City of Wilsonville Public Works Department
Barbara Jacobson, City of Wilsonville Legal Department
Jeff Smith, City of Wilsonville Police Department
Jeanna Troha, City of Wilsonville HR Department
Bryan Cosgrove, City of Wilsonville City Manager
Pat Duke, City of Wilsonville Library Department
Holly Miller, City of Wilsonville IS Department
Susan Cole, City of Wilsonville Finance Department
Nancy Kraushaar, City of Wilsonville Community Development Department
Stan Sherer, City of Wilsonville Parks Department
Stephan Lashbrook, SMART
Deb France, Oh Planning + Design, Architecture

Community Development:

- A 1-bay expansion meets projects program needs but a 2-bay expansion may be a preferred solution of capturing additional space at today's cost.
- If Police proceed with Option 2, reconstructing a Police building in their current location, Community Development will need space for storage and for the Data Center that is currently housed in the Police and Public Works Building.
- Immediate needs: 1. Reception counter to grow to capture adjacent Conference Room 2. Add separate switch for shower light 3. Expand hub 4. Add plan work space

Public Works:

- Add a laundry room, a bunk room, and a plans work table
- IS will need a space for storage and receiving at new PW facility
- Add an emergency generator on site
- Include a delivery area
- Add an air gap water fill station near wash bay

Future sites –

- Eliminate Sites #3, 4, and 5 from consideration



POLICE

MEETING MINUTES 2 p. 2 of 15

90003 RSD A/E Services; RHS Gym Lobby VHB Tape
Page 2

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- Sites #1, 2 and 6 are viable

Police:

- Reduce size of Break Room to serve 12 people
- If Police choose Option 1, included in the cost will be filling in the hole from the existing building will be
- File vault on the main level will have to be relocated to the lower level in Option 1, occupying the main and lower levels of the existing Police and Public Works Building.
- Change the Multi-person Office to the Shift Briefing Room
- Move proposed Women’s Locker Room on the lower level to be adjacent to the Men’s Locker Room.

Parks:

- If the Parks Master Plan gets funded, the RFP will be distributed in August 2015.
- Parks Strategic Plan must happen before the Parks Master Plan.

Community Center –

- Community Center needs a reception remodel done sooner than large project timeline.
- Do a parking analysis. Expansion of the Community Center will be limited by how much parking can be added.
- If Community Center is expanded, phasing will be a concern to ensure operations continue while construction is happening.
- The proposed Aquatic Center is 80,000 sf.
- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
- A second preferred site for the Aquatic Center may be able to accommodate additional square footage for Community Center.

Tauchman House –

- Expand parking across Boone’s Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
- An elevator is not recommended, the upstairs will not be accessible.
- Further possibilities include outdoor food service area, a non-motorized boat concession, and a connection to the river.
- Ohpd needs updated plans for the first floor and a plan of the attic.

HR and City Management:

City Manager –

- Art and Tech School could be a possible site for the Police. The school district is looking to purchase it or do a long term lease for the building.
- Look at aggregate site of Community Center and the Art Tech School in making plans for the Community Center
- There are lost programming opportunities with the current Community Center facility.

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3.3 MEETING MINUTES 2	



- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
- The current size of City Hall is adequate until 2021, but it will need to be expanded after that.
- Facilities Master Plan will be taken to council for approval in the first part of April 2015.
- LaserFiche does not take away Legal's need to have a dedicated file room. Provide Legal with their own separate file room.
- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
- Find out when Police needs to be in a seismically upgraded facility.

HR –

- Add HR cubicle
- Make sure to have cubicles labeled as “open” to maintain flexibility.
- Change CM offices to existing on plan.

Finance:

General –

- Add more information on seismic funding for the Police on Priority Evaluation chart.
- Change line items that say “unknown” under Funding Availability to “debt financing”.
- Add Aquatic Center on the Master Plan Timeline.

IS –

- Existing Workstations: 5, 2 located in the GIS room
- Future Additional Workstations: 2, 1 located in the GIS room
- If Police and Public Works Building is reconstructed, the IS Data/Server room in the basement of the existing building could be eliminated but significant network reconstruction/fiber changes would be required.
- Add space for IS receiving and storage at the new Public Works facility loading dock.
- Add a new AV room at the Library during Library remodel for taping programs and public access space for PEG Public Films

Finance –

- Existing workstations: 6; Existing storage workstation: 1
- Future additional workstations: 1
- Existing staff at reception counter: 4
- Include central printer space
- Add Finance storage room and separate file room
- Add a nursing mother's room

Transit:

- Phase II is projected to happen between 2025 and 2035
- Could run out of space in the parking lot before Phase II expansion happens.
- Expanding bus parking is a priority; Parking expansion needs to happen by 2025;
- If the new Public Works facility is sited next to Transit, the two departments could share the parking lot space
- Phase II expansion includes: Swale is being relocated to the center of parking pod and parking is expanding to the south; Offices are being added in the Administration expansion; Add a break room for Administrative staff; Add a repair bay
- Transit is looking to add a turnaround for buses on the east and west sides of town.
- Include Transit Master Plan with concurrent projects.

Library:



POLICE MEETING MINUTES 2 p. 4 of 15

90003 RSD A/E Services; RHS Gym Lobby VHB Tape
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- Repair beam to column connections in the attic – critical.
- Grow Young Adult area
- Grow Play Area in Children's
- Consider a Parent's Space in Children's which may include computers for Adults
- Revise Nonfiction total square footage on Program Chart
- Improve sense of arrive, update front door
- Refresh Programming space
- AV room could go in Staff Area
- Move proposed staff vestibule on the floor plan
- Pat to send photos of Colorado libraries – complete
- Computers need to stay and need to be generally visible
- Reference desk should get smaller and could be added to the Main Service area
- Platform for Reference needs to be included
- Young Adult area needs to feel private for teens without actually being private; the collection needs staff supervision
- Add one more Quiet Room
- Portals between Children's and Discovery Spaces/Makers Spaces could serve as a good transition
- Where should DVDs go?
- Eliminate Tech Resource Center and replace with the Heritage collection
- Add seating in the center of Adult Space
- Maintain the quiet reading area in the Adult area
- Update drive-up book drop to accommodate walk-ups
- The wall between Children's and the Patio needs to become more transparent and open
- The Grove on the southeast corner of the site needs to be selectively reduced.
- Adding a new Theater on Library site may be too disruptive to existing flow and parking may not be adequate for it.
- The Art Tech School could possibly be used as a site for new Theater.
- Show a plan of the district with all the municipal buildings showing.
- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

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MINUTES 2



POLICE

City of Wilsonville **MEETING MINUTES 2 p. 5 of 15**

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

PROPOSED OPTIONS: OVERVIEW

PROGRAM CHART

SPACE	EXISTING			OPTION 1: RENOVATE EXISTING BUILDING						OPTION 2: CONSTRUCT NEW BUILDING ON EXISTING SITE					
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
OFFICE															
TOTAL EMPLOYEES			12					12							12
POLICE CHIEF OFFICE				1	1		180	180	MAIN LEVEL	1	1		150	150	
OFFICE	4	136	544	4	1		130	520	MAIN LEVEL	5	1		120	600	
SHIFT BRIEFING ROOM	1	277	277	1	4	70	280	280	MAIN LEVEL	1	4	70	280	280	
LOCKERS - W			96	1	6	20	120	120	20% WOMEN LOWER LEVEL	1	6	20	120	120	20% WOMEN
LOCKERS - M			145	1	22	20	440	440	80% MEN LOWER LEVEL	1	22	20	440	440	80% MEN
OPEN MEETING AREA	1	324	324						USE CONFERENCE ROOM						USE CONFERENCE ROOM
STORAGE ROOM	1	51	51	2			VARIES	150	LOWER LEVEL	3			50	150	
RECEPTION	1	140	140	1			140	140	EXISTING ON MAIN LEVEL	1			140	140	
EVIDENCE ROOM	1	68	68	1			160	160	LOWER LEVEL	1			100	100	
BREAK ROOM	1	66	66	1	12	25	300	300	EXPAND EXISTING BREAK ROOM ON MAIN L	1	20	25	500	500	
STAFF RESTROOM - W	1	93	93	1	1		50	50	LOWER LEVEL	1	1		50	50	
STAFF RESTROOM - M	1	93	93	1	1		50	50	LOWER LEVEL	1	1		50	50	
OPEN OFFICE SPACE				1	9	64	576	576	LOWER LEVEL	1	8	64	512	512	
PUBLIC RESTROOM - M				1			100	100	EXISTING RR ON MAIN LEVEL						
PUBLIC RESTROOM - W				1					EXISTING RR ON MAIN LEVEL						
PUBLIC RESTROOM - U										2	1		50	100	
INTERVIEW ROOM				1	3	50	150	150	3 PEOPLE, SMALL TABLE AND CHAIRS, MAIN LEVEL	1			150	150	3 PEOPLE WITH A SMALL TABLE AND CHAIRS
INTERVIEW OBSERVATION				1	1		80	80	MAIN LEVEL	1			80	80	
REPORT WRITING AREA				1			136	136	MAIN LEVEL	1	3	40	120	120	ACCOMMODATES 3 PEOPLE
HOLDING ROOM				1		100	100	100	INCLUDES TOILET AND LAVATORY LOWER LEVEL	1		100	100	100	INCLUDES TOILET AND LAVATORY
CONFERENCE				1	14	30	430	430	14 PEOPLE, RE-USING EXISTING	1	10	30	300	300	10-12 PEOPLE
ASSIGNED SF			1897					3962							3942
MULTIPLIER			1.28					1.25							1.25
GROSS SF			2430				8914.5								8870
PARKING															
STAFF	13	450	5850	28	1		450	12600	18 CURRENT STAFF + 10 FUTURE STAFF	28			450	12600	18 CURRENT STAFF + 10 FUTURE STAFF
PUBLIC	18	450	8100	18	1		450	8100	PUBLIC PARKING	18			450	8100	PUBLIC PARKING
TOTAL PARKING	31		13,950	46			20,700			46			20,700		
TOTAL AREA			16,380					29,615							29,570

POLICE
MEETING MINUTES 2 p. 6 of 15



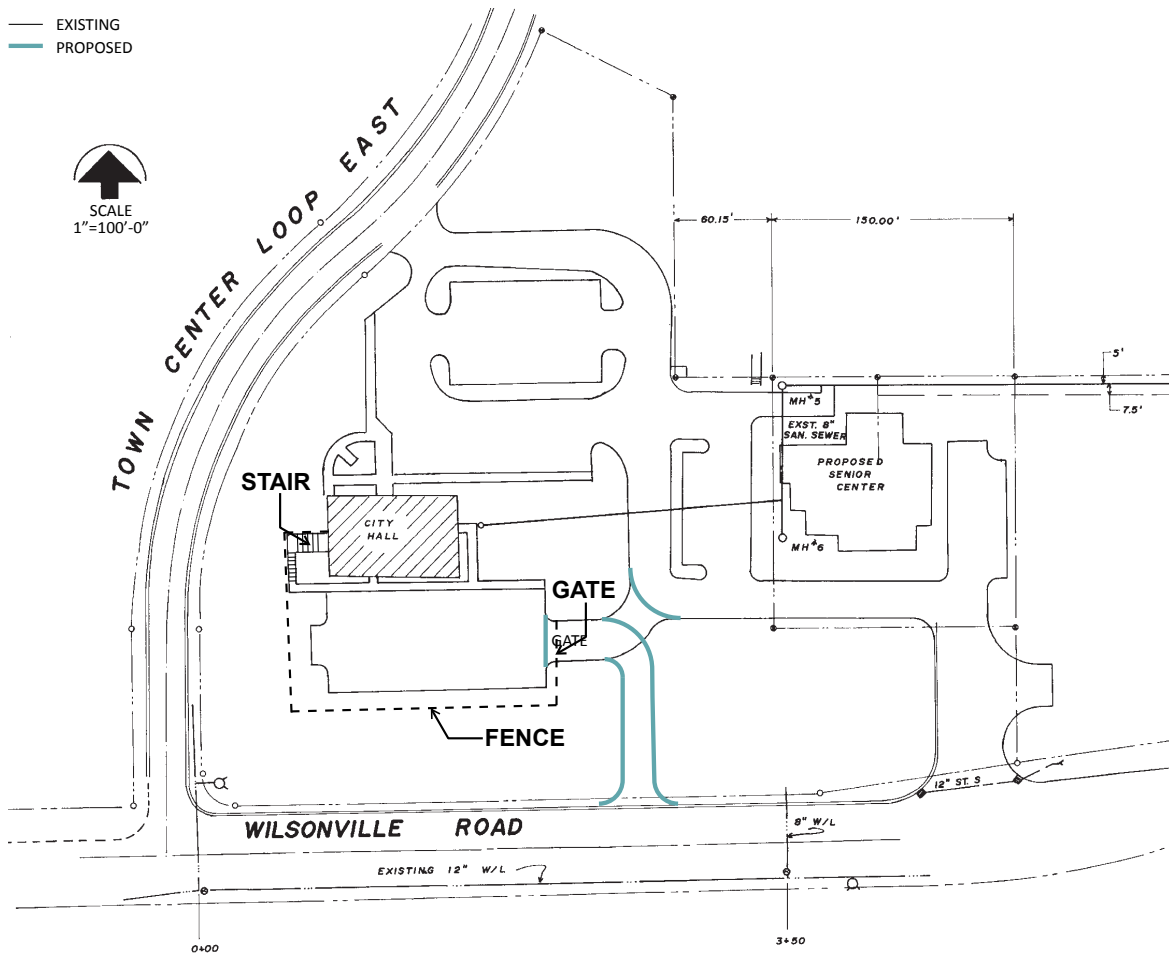
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS

OPTION 1: RENOVATE EXISTING BUILDING

SITE PLAN

— EXISTING
 — PROPOSED



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3.3 MEETING
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POLICE

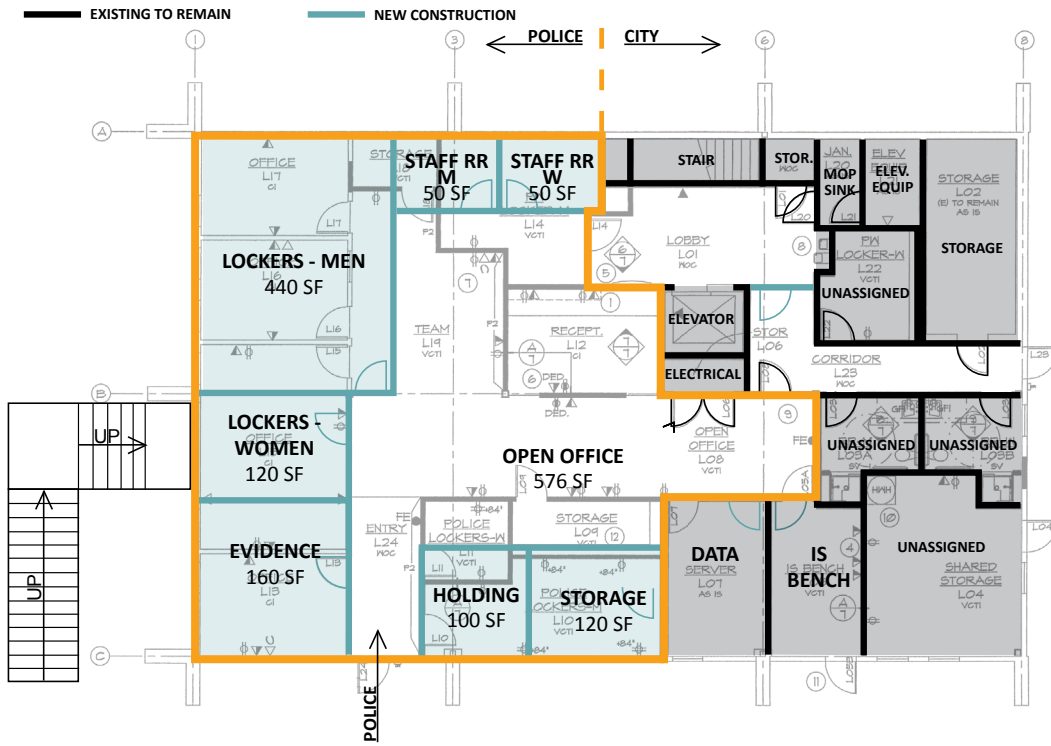
City of Wilsonville **MEETING MINUTES 2 p. 7 of 15**

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

OPTION 1: RENOVATE EXISTING BUILDING

FLOOR PLAN - LOWER LEVEL





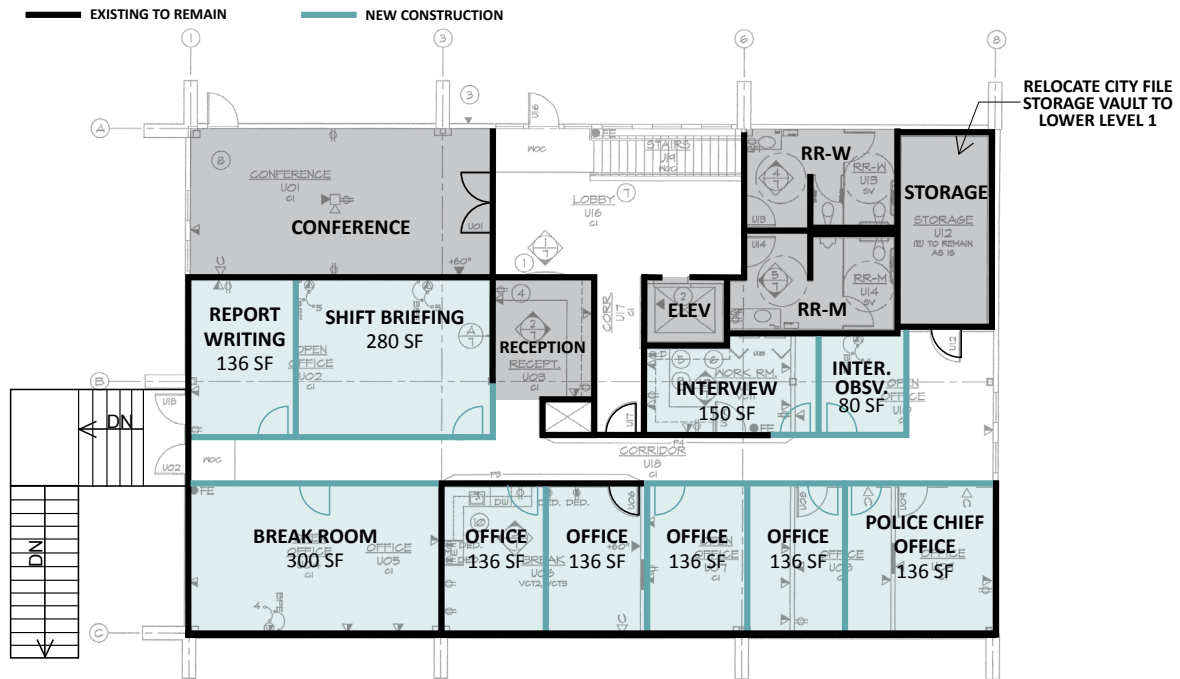
POLICE MEETING MINUTES 2 p. 8 of 15

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS

OPTION 1: RENOVATE EXISTING BUILDING

FLOOR PLAN - MAIN LEVEL



3.3 MEETING MINUTES 2	APPENDIX	1	EXECUTIVE SUMMARY
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POLICE

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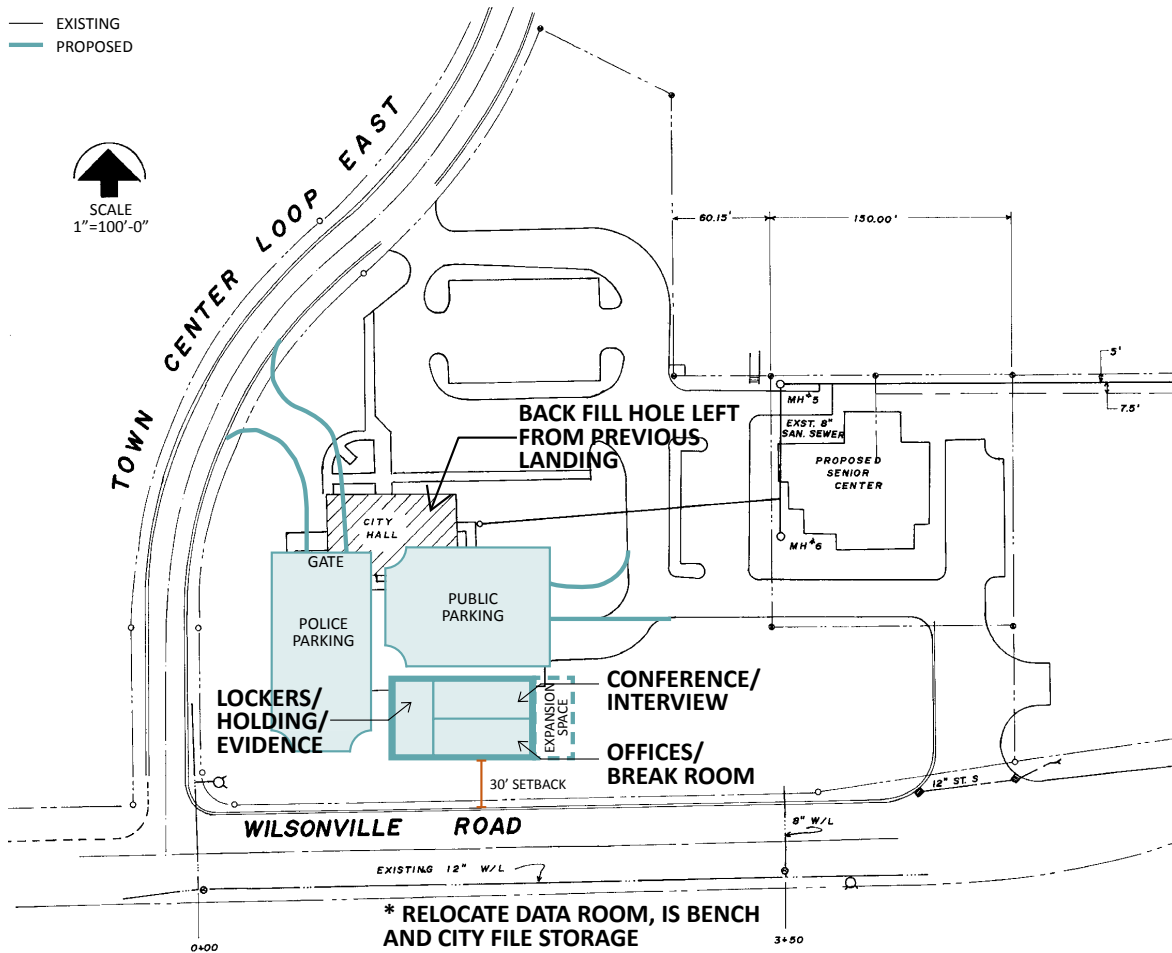
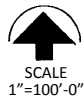
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

OPTION 2: REDEVELOP EXISTING SITE

SITE PLAN

— EXISTING
— PROPOSED



POLICE
MEETING MINUTES 2 p. 10 of 15

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS

OPTION 1: RENOVATE EXISTING BUILDING

PROGRAM CHART

				OPTION 1: RENOVATE EXISTING BUILDING				
SPACE	QTY	EXISTING		PROPOSED			COMMENTS	
		SIZE EA (SF)	TOTAL AREA (SF)	NO. USERS	SF PER USER	SIZE EA (SF)		TOTAL AREA (SF)
OFFICE								
TOTAL EMPLOYEES			18				28	
POLICE CHIEF OFFICE				1	1	180	180 MAIN LEVEL	
OFFICE	4	136	544	4	1	130	520 MAIN LEVEL	
SHIFT BRIEFING ROOM	1	277	277	1	4	70	280 MAIN LEVEL	
LOCKERS - W			96	1	6	20	120 20% WOMEN LOWER LEVEL	
LOCKERS - M			145	1	22	20	440 80% MEN LOWER LEVER	
OPEN MEETING AREA	1	324	324				USE CONFERENCE ROOM	
STORAGE ROOM	1	51	51	2		VARIES	150 LOWER LEVEL	
RECEPTION	1	140	140	1		140	140 EXISTING ON MAIN LEVEL	
EVIDENCE ROOM	1	68	68	1		160	160 LOWER LEVEL	
BREAK ROOM	1	66	66	1	12	25	300 300 EXPAND EXISTING BREAK ROOM ON MAIN L	
STAFF RESTROOM - W	1	93	93	1	1	50	50 LOWER LEVEL	
STAFF RESTROOM - M	1	93	93	1	1	50	50 LOWER LEVEL	
OPEN OFFICE SPACE				1	9	64	576 576 LOWER LEVEL	
PUBLIC RESTROOM - M				1		100	100 EXISTING RR ON MAIN LEVEL	
PUBLIC RESTROOM - W				1			EXISTING RR ON MAIN LEVEL	
PUBLIC RESTROOM - U								
INTERVIEW ROOM				1	3	50	150 150 3 PEOPLE, SMALL TABLE AND CHAIRS, MAIN LEVEL	
INTERVIEW OBSERVATION				1	1	80	80 MAIN LEVEL	
REPORT WRITING AREA				1		136	136 MAIN LEVEL	
HOLDING ROOM				1		100	100 INCLUDES TOILET AND LAVATORY LOWER LEVEL	
CONFERENCE				1	14	30	430 430 14 PEOPLE, RE-USING EXISTING	
ASSIGNED SF			1897				3962	
MULTIPLIER			1.28				1.25	
GROSS SF			2430				8914.5	
PARKING								
STAFF	13	450	5850	28	1	450	12600 18 CURRENT STAFF + 10 FUTURE STAFF	
PUBLIC	18	450	8100	18	1	450	8100 PUBLIC PARKING	
TOTAL PARKING	31		13,950	46			20,700	
TOTAL AREA			16,380				29,615	

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

OPTION 2: REDEVELOP EXISTING SITE

PROGRAM CHART

				OPTION 2: CONSTRUCT NEW BUILDING ON EXISTING SITE					
SPACE	EXISTING			PROPOSED					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			18					28	
POLICE CHIEF OFFICE				1	1		150	150	
OFFICE	4	136	544	5	1		120	600	
SHIFT BRIEFING ROOM	1	277	277	1	4	70	280	280	
LOCKERS - W			96	1	6	20	120	120	20% WOMEN
LOCKERS - M			145	1	22	20	440	440	80% MEN
OPEN MEETING AREA	1	324	324						USE CONFERENCE ROOM
STORAGE ROOM	1	51	51	3			50	150	
RECEPTION	1	140	140	1			140	140	
EVIDENCE ROOM	1	68	68	1			100	100	
BREAK ROOM	1	66	66	1	20	25	500	500	
STAFF RESTROOM - W	1	93	93	1	1		50	50	
STAFF RESTROOM - M	1	93	93	1	1		50	50	
OPEN OFFICE SPACE				1	8	64	512	512	
PUBLIC RESTROOM - M									
PUBLIC RESTROOM - W									
PUBLIC RESTROOM - U				2	1		50	100	
INTERVIEW ROOM				1			150	150	3 PEOPLE WITH A SMALL TABLE AND CHAIRS
INTERVIEW OBSERVATION				1			80	80	
REPORT WRITING AREA				1	3	40	120	120	ACCOMODATES 3 PEOPLE
HOLDING ROOM				1		100	100	100	INCLUDES TOILET AND LAVATORY
CONFERENCE				1	10	30	300	300	10-12 PEOPLE
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GROSS SF			2430					8870	
PARKING									
STAFF	13	450	5850	28			450	12600	18 CURRENT STAFF + 10 FUTURE STAFF
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TOTAL PARKING	31		13,950	46				20,700	
TOTAL AREA			16,380					29,570	

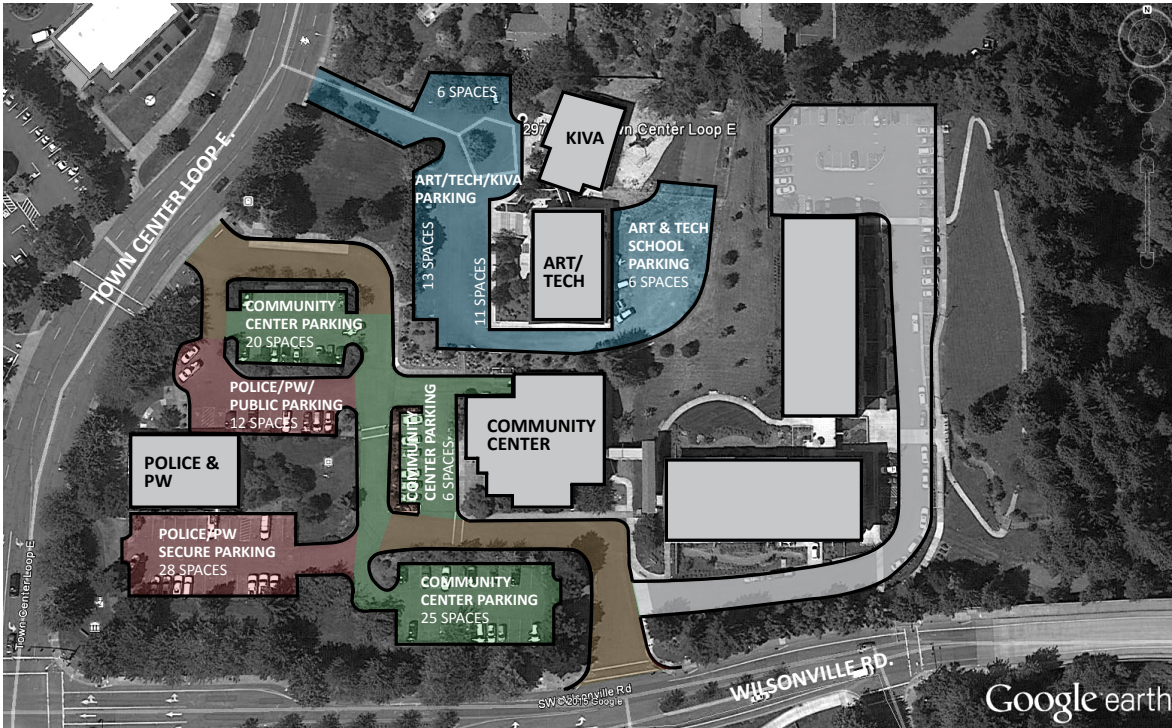
**POLICE
MEETING MINUTES 2 p. 12 of 15**



**CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

**PARKING SPACES REQUIRED FOR EXISTING
COMMUNITY CENTER: 41
PARKING SPACES PROVIDED: 51**

EXISTING PARKING LAYOUT



	1	EXECUTIVE SUMMARY
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

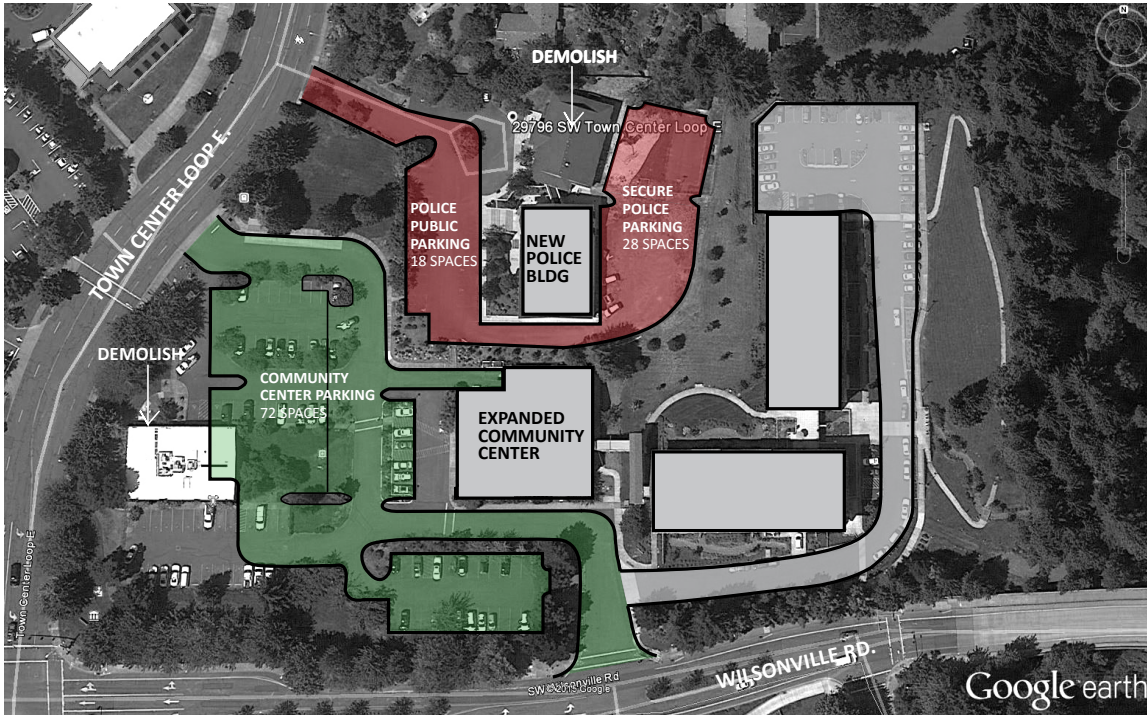
**POLICE DEPARTMENT
FUTURE DEVELOPMENT OPTIONS**

POLICE OPTION 3 - MOVE TO ART/TECH SITE

**PARKING SPACES REQUIRED FOR EXPANDED
COMMUNITY CENTER: 68; PROVIDED: 72**

**SECURE POLICE PARKING SPACES REQUIRED: 28;
PROVIDED: 28**

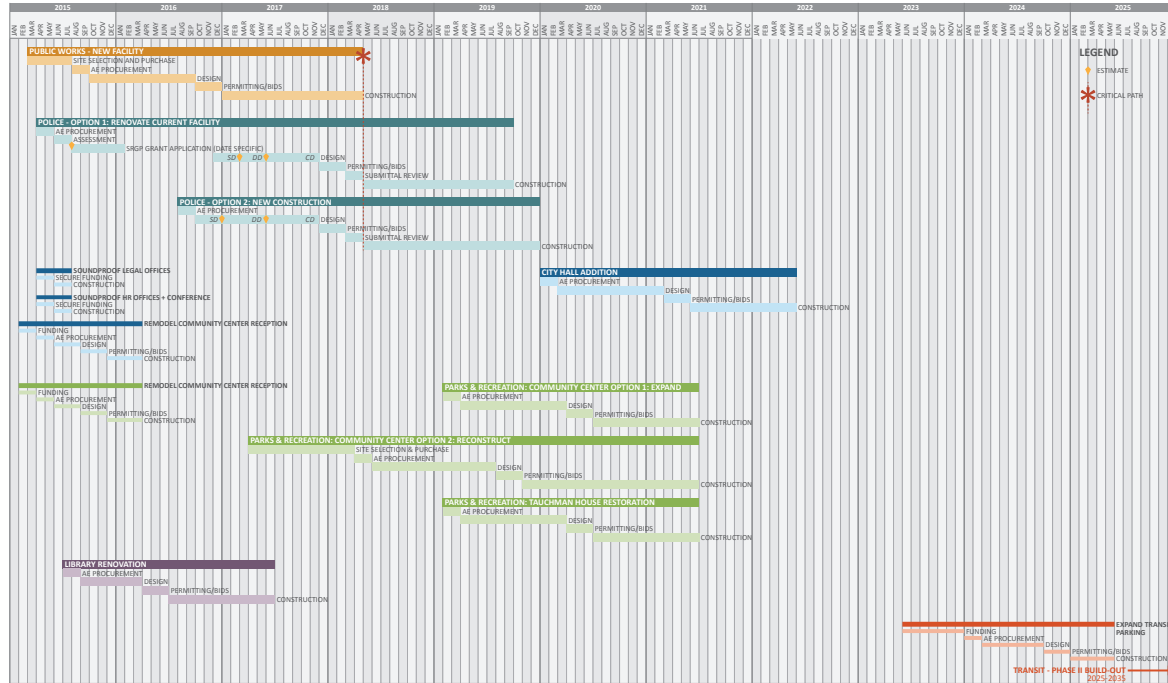
**PUBLIC PARKING SPACES FOR POLICE REQUIRED: 1;
PROVIDED: 18**



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CITY OF WILSONVILLE
MASTER PLAN TIMELINE
FEBRUARY 25, 2015

Oh



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POLICE

City of Wilsonville MEETING MINUTES 2 p. 15 of 15

City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
LOCATION	Deficient = 3 Partially deficient = 2 Not deficient = 0		REMODEL / EXPANSION RECOMMENDATION	Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0		Available Now = 3 Possible future funding source = 2 Debt Financing = 1			
POLICE									
Public Works and Police Building Lower Level	DEFICIENT	3	OPT 1: Occupy both floor of existing Public Works & Police building	IMMEDIATE	3	Possible future funding source: Seismic Rehabilitation Grant Program	2	8	HIGH
			OPT 2: Demolish existing Public Works & Police building and reconstruct the Police facility on the same site. Provide temporary housing for police while reconstruction occurs	IMMEDIATE	3	Debt Financing	1	7	HIGH
PUBLIC WORKS									
Public Works and Police Building Main Level	DEFICIENT	3	Relocate Public Works offices and yard space to one new Public Works consolidated complex	IMMEDIATE	3	Debt Financing	1	7	HIGH
LEGAL									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short term: Soundproof Legal Offices	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
HR & CM									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short Term: Soundproof offices and Conference	IMMEDIATE	3	CIP funds	2	7	HIGH
			2. Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
PARKS									
Parks & Rec Community Center, Tauchman House	PARTIALLY DEFICIENT	2	Short term: Remodel Community Center Reception	IMMEDIATE	3	CIP funds	2	7	HIGH
			OPT 1: Expand existing Community Center	BY 2025	1	Possible future funding source: federal grant money	2	5	MEDIUM
			OPT 2: Build new Community Center on new site			Possible future funding source: federal grant money	2	7	HIGH
			Restore Tauchman House	BY 2025	3				
LIBRARY									
			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
COMM. DEV.									
City Hall First Floor	PARTIALLY DEFICIENT	2	Short term: Expand first floor reception area	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall	BY 2025	1	Debt Financing	1	5	MEDIUM
FINANCE									
City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
TRANSIT									
SMART Operations and Fleet Facility	NOT DEFICIENT	0	Short term: Expand bus, employee and public parking	BY 2025	1	CIP funds	2	3	LOW
			1. Implement Phase II of build-out; Add EV charging station	BY 2035	0	Possible future funding source: federal grant money	2	2	LOW

PUBLIC WORKS
MEETING MINUTES 2 p. 1 of 14

Architecture Planning Design LEED Consulting

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 Portland, OR 97209
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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
 Prepared by: Taz Loomans

Distribution:
 Delora Kerber, City of Wilsonville Public Works Department
 Barbara Jacobson, City of Wilsonville Legal Department
 Jeff Smith, City of Wilsonville Police Department
 Jeanna Troha, City of Wilsonville HR Department
 Bryan Cosgrove, City of Wilsonville City Manager
 Pat Duke, City of Wilsonville Library Department
 Holly Miller, City of Wilsonville IS Department
 Susan Cole, City of Wilsonville Finance Department
 Nancy Kraushaar, City of Wilsonville Community Development Department
 Stan Sherer, City of Wilsonville Parks Department
 Stephan Lashbrook, SMART
 Deb France, Oh Planning + Design, Architecture

Community Development:

- A 1-bay expansion meets projects program needs but a 2-bay expansion may be a preferred solution of capturing additional space at today's cost.
- If Police proceed with Option 2, reconstructing a Police building in their current location, Community Development will need space for storage and for the Data Center that is currently housed in the Police and Public Works Building.
- Immediate needs: 1. Reception counter to grow to capture adjacent Conference Room 2. Add separate switch for shower light 3. Expand hub 4. Add plan work space

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- Add a laundry room, a bunk room, and a plans work table
- IS will need a space for storage and receiving at new PW facility
- Add an emergency generator on site
- Include a delivery area
- Add an air gap water fill station near wash bay

Future sites –

- Eliminate Sites #3, 4, and 5 from consideration

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- Sites #1, 2 and 6 are viable

Police:

- Reduce size of Break Room to serve 12 people
- If Police choose Option 1, included in the cost will be filling in the hole from the existing building will be
- File vault on the main level will have to be relocated to the lower level in Option 1, occupying the main and lower levels of the existing Police and Public Works Building.
- Change the Multi-person Office to the Shift Briefing Room
- Move proposed Women's Locker Room on the lower level to be adjacent to the Men's Locker Room.

Parks:

- If the Parks Master Plan gets funded, the RFP will be distributed in August 2015.
- Parks Strategic Plan must happen before the Parks Master Plan.

Community Center –

- Community Center needs a reception remodel done sooner than large project timeline.
- Do a parking analysis. Expansion of the Community Center will be limited by how much parking can be added.
- If Community Center is expanded, phasing will be a concern to ensure operations continue while construction is happening.
- The proposed Aquatic Center is 80,000 sf.
- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
- A second preferred site for the Aquatic Center may be able to accommodate additional square footage for Community Center.

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- Expand parking across Boone's Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
- An elevator is not recommended, the upstairs will not be accessible.
- Further possibilities include outdoor food service area, a non-motorized boat concession, and a connection to the river.
- Ohpd needs updated plans for the first floor and a plan of the attic.

HR and City Management:

City Manager –

- Art and Tech School could be a possible site for the Police. The school district is looking to purchase it or do a long term lease for the building.
- Look at aggregate site of Community Center and the Art Tech School in making plans for the Community Center
- There are lost programming opportunities with the current Community Center facility.



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- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
- The current size of City Hall is adequate until 2021, but it will need to be expanded after that.
- Facilities Master Plan will be taken to council for approval in the first part of April 2015.
- LaserFiche does not take away Legal's need to have a dedicated file room. Provide Legal with their own separate file room.
- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
- Find out when Police needs to be in a seismically upgraded facility.

HR –

- Add HR cubicle
- Make sure to have cubicles labeled as “open” to maintain flexibility.
- Change CM offices to existing on plan.

Finance:

General –

- Add more information on seismic funding for the Police on Priority Evaluation chart.
- Change line items that say “unknown” under Funding Availability to “debt financing”.
- Add Aquatic Center on the Master Plan Timeline.

IS –

- Existing Workstations: 5, 2 located in the GIS room
- Future Additional Workstations: 2, 1 located in the GIS room
- If Police and Public Works Building is reconstructed, the IS Data/Server room in the basement of the existing building could be eliminated but significant network reconstruction/fiber changes would be required.
- Add space for IS receiving and storage at the new Public Works facility loading dock.
- Add a new AV room at the Library during Library remodel for taping programs and public access space for PEG Public Films

Finance –

- Existing workstations: 6; Existing storage workstation: 1
- Future additional workstations: 1
- Existing staff at reception counter: 4
- Include central printer space
- Add Finance storage room and separate file room
- Add a nursing mother's room

Transit:

- Phase II is projected to happen between 2025 and 2035
- Could run out of space in the parking lot before Phase II expansion happens.
- Expanding bus parking is a priority; Parking expansion needs to happen by 2025;
- If the new Public Works facility is sited next to Transit, the two departments could share the parking lot space
- Phase II expansion includes: Swale is being relocated to the center of parking pod and parking is expanding to the south; Offices are being added in the Administration expansion; Add a break room for Administrative staff; Add a repair bay
- Transit is looking to add a turnaround for buses on the east and west sides of town.
- Include Transit Master Plan with concurrent projects.

Library:

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- Repair beam to column connections in the attic – critical.
- Grow Young Adult area
- Grow Play Area in Children's
- Consider a Parent's Space in Children's which may include computers for Adults
- Revise Nonfiction total square footage on Program Chart
- Improve sense of arrive, update front door
- Refresh Programming space
- AV room could go in Staff Area
- Move proposed staff vestibule on the floor plan
- Pat to send photos of Colorado libraries – complete
- Computers need to stay and need to be generally visible
- Reference desk should get smaller and could be added to the Main Service area
- Platform for Reference needs to be included
- Young Adult area needs to feel private for teens without actually being private; the collection needs staff supervision
- Add one more Quiet Room
- Portals between Children's and Discovery Spaces/Makers Spaces could serve as a good transition
- Where should DVDs go?
- Eliminate Tech Resource Center and replace with the Heritage collection
- Add seating in the center of Adult Space
- Maintain the quiet reading area in the Adult area
- Update drive-up book drop to accommodate walk-ups
- The wall between Children's and the Patio needs to become more transparent and open
- The Grove on the southeast corner of the site needs to be selectively reduced.
- Adding a new Theater on Library site may be too disruptive to existing flow and parking may not be adequate for it.
- The Art Tech School could possibly be used as a site for new Theater.
- Show a plan of the district with all the municipal buildings showing.
- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

PUBLIC WORKS

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PUBLIC WORKS FUTURE SITE OPTIONS

PUBLIC WORKS PROGRAMMING ASSESSMENT

SPACE	EXISTING			PROPOSED					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			23					41	
DIRECTOR OFFICES	1	150	150	2	1	150	150	300	+ 1 Director
MANAGER OFFICES	3	VARIES	335	4	1	120	120	480	+ 1 Safety Officer
OPEN OFFICE	3	VARIES	1093	1	30	64	1920	1920	16 existing + 14 future
BREAK ROOM	1	303	303	1	30	25	750	750	
RECEPTION	1	110	110	1	1		110	110	
WORK ROOM	1	134	134	1	41	6	246	246	
PLANS WORK TABLE				1			150	150	
CONFERENCE	1	430	430	1	20	30	600	600	20 people
PUBLIC RESTROOM-M	1	120	120						
PUBLIC RESTROOM-W	1	120	120						
STAFF RESTROOM - M	1	93	93	1	2	45	90	90	showers in a separate room
STAFF RESTROOM - W	1	93	93	1	2	45	90	90	showers in a separate room
LOCKERS-M	1	145	145	1	33	20	660	660	80% men - 33 lockers
LOCKERS-W	1	96	96	1	8	20	160	160	20% women - 8 lockers
STORAGE	1	156	156	1			150	150	
LOBBY	1	335	335	1			150	150	
BUNK ROOM				1	1		144	144	
LAUNDRY ROOM				1			80	80	
PUBLIC RESTROOM - U				2	1		50	100	
SHOWERS - M				1	1		60	60	
SHOWERS - W				1	1		60	60	
ASSIGNED SF			3713					6300	
MULTIPLIER			1.42	2				1.25	
GROSS SF			5272					7875	
WAREHOUSE									
MEMORIAL PARK BARN			1200					1200	
COVERED STORAGE FOR MATERIALS								3200	
LOADING DOCK				1			700	700	
COVERED STAGING AREA				1			352	352	
INDOOR SHOP SPACE								500	
INDOOR SPACE FOR VACUUM EXCAVATOR				1			240	240	
PARKING FOR DUMP TRUCK, TRUCK 13, STEAM VACUUM PRESSURE WASHER, TRUCK 12								1,230	
INDOOR PARKING FOR VALVE ACTUATION TRAILER				1			240	240	
INDOOR PARKING FOR VACTOR TRUCKS				3			630	1890	
TOTAL AREA			1,200	3				9,552	
EQUIPMENT YARD									
PW YARD			30,000					30,000	
3-BAY			35,000					35,000	
TOOLCAT									
TOOLCAT IMPLEMENTS									
EXCAVATING BUCKETS									
GARBAGE AND CARDBOARD DUMPSTERS									
METAL PLATES									
3 JOHN DEERE TRACTORS									
1 CABODA TRACTOR									
IMPLEMENTS									
20'X30' COVERED SPACE FOR GRAVEL BINS									
PILE OF SOIL									
(5) 10'X20' CARGO CONTAINERS									
(1) 10'X10' CARGO CONTAINER									
(2) BAYS OF TRAFFIC CONES									
SIGNS AND SLEEVES									
CONTAINMENT AREA FOR MAGNESIUM CHLORIDE TANKS				1				900	
EQUIPMENT STORAGE AT ELLIGSEN SHOP FOR ROCK AND SAND AND STREET LIGHT POLES			4,300	1				4300	
PARKING FOR 6 MESSAGE BOARDS, WATER TRAILER AND 0.8 ACRES AT 3 BAY				1				9,702	0.8 acres at 3-bay included in above line item
EQUIPMENT STORAGE				1				16,200	
WASH FACILITY FOR VACTOR TRUCK				1		280	280	280	
COVERED FUEL STATION				1		2332	2332	2332	
OUTDOOR STORAGE FOR MATERIALS				1			5,000	5,000	
NURSERY SPACE				1			400	400	
SAND BAGGING AREA			580				870	870	50% larger than existing
ASSIGNED SF								104984	
MULTIPLIER								1.7	
GROSS SF			69,880					178473	4.09 acres
SITE									
STAFF PARKING	13	450	5,850	41			400	16400	Covered parking for 25 pick-up trucks
PUBLIC PARKING	18	450	8100	18			400	7200	
PARKING TOTAL			13,950					23600	
EMERGENCY GENERATOR								731	
AIR GAP WATER FILL STATION								930	300 sf water fill station and space for vactor truck
TOTAL SITE	31		13,950	59				25,261	
TOTAL AREA			89,102					221,161	5.08 Acres

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3.3 MEETING
MINUTES 2



CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PUBLIC WORKS
FUTURE SITE OPTIONS**

SITE OVERVIEW

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
1	9 acres with 6.5 acres of usable space	North of and contiguous to the new SMART Operations and Fleet Facility	Washington County			YES
2	7 acres	Between Boones Ferry Road and Boburg Road on Boeckman Road; Adjacent to City of Wilsonville's Boeckman Well Site on Boones Ferry Road ; Close to the Smart Operations and Fleet Facility	6 acres privately owned by the Lee and Marion Thompson Foundation; 1 acre, where the well is sited, is owned by the City of Wilsonville	Industrial	This is an industrial site adjacent to existing industrial buildings	YES
3	3.8 acres on one lot + 2.08 acres on an adjacent lot	On Kinsman Road just off of Wilsonville Road	Unknown		This is the old Laser Quick site; This site comes with an office building warehouse and is for sale	NO
4	5.11 acres with a 5000 sf four bay shop and a residence	Sherwood, Or: Just west of Grahams Ferry Road off of Elligsen Way; in north West Wilsonville outside of the City of Wilsonville but in the UGB.; just south of Coffee Creek Prison	Robert Hatch		Residence could be remodeled into office space; The Site comes fenced and paved with compacted rock for immediate use; this site is not central enough	NO
5	9.97 acres + 1 acre	At the WES Center	City of Wilsonville	Industrial	Currently planned for future parking for WES	NO
6	2 sites that equal 9.13 acres with a residence and a power line easement on the west side of the west-most parcel	Just off of Day Road; On the far north boundary of the City UGB; in unincorporated Washington County	Unknown		Location is not desirable; Land is "raw" with no infrastructure and would be expensive to develop; For sale for \$2.3M; Heavily wooded;	YES

SITE MAP



PUBLIC WORKS
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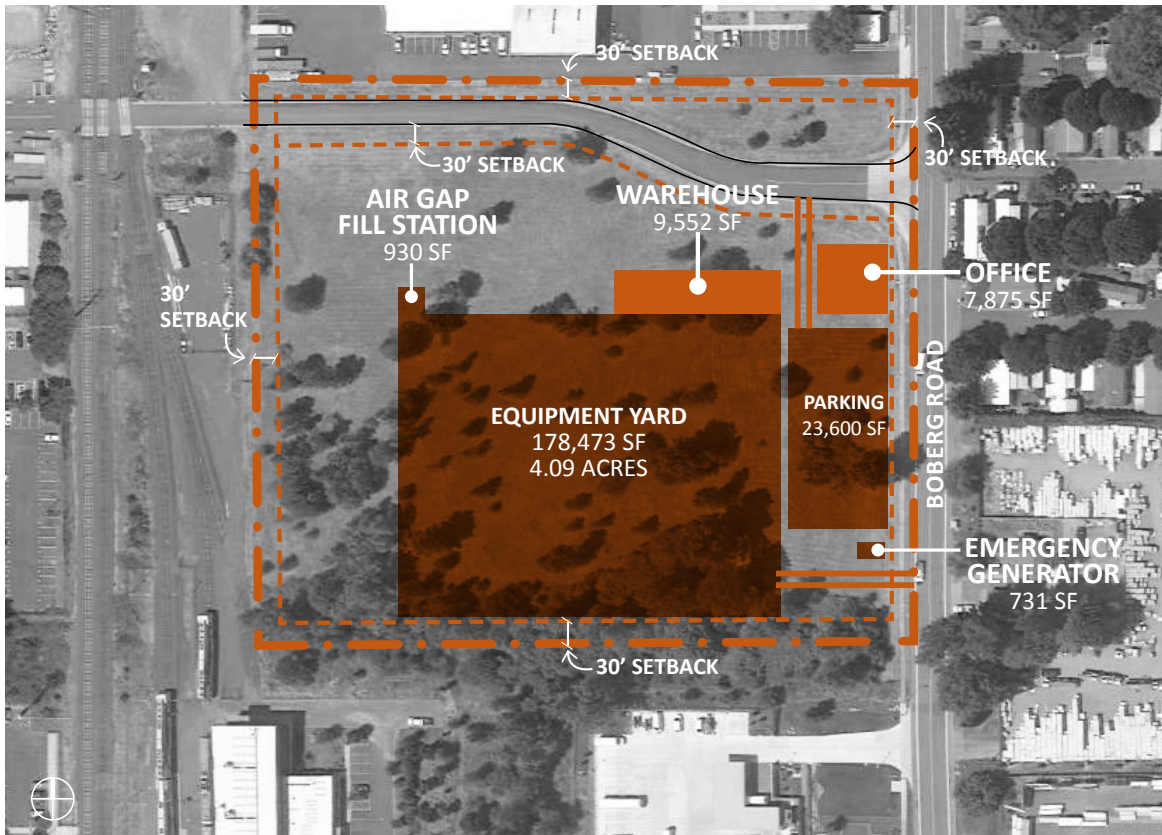


CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PUBLIC WORKS
FUTURE SITE OPTIONS

LOCATION 1

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
1	9 acres with 6.5 acres of usable space	North of and contiguous to the new SMART Operations and Fleet Facility	Washington County			YES



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PUBLIC WORKS

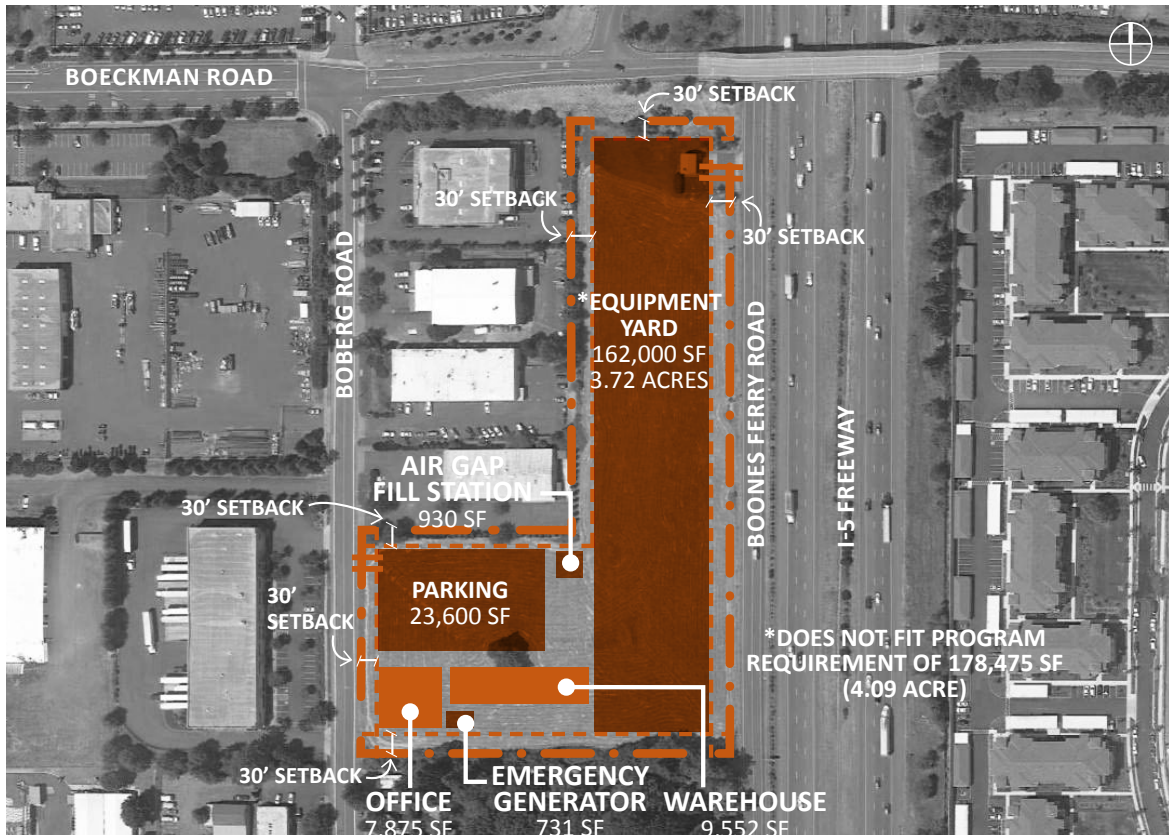
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PUBLIC WORKS
FUTURE SITE OPTIONS**

LOCATION 2

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
2	7 acres	Between Boones Ferry Road and Boburg Road on Boeckman Road; Adjacent to City of Wilsonville's Boeckman Well Site on Boones Ferry Road ; Close to the Smart Operations and Fleet Facility	6 acres privately owned by the Lee and Marion Thompson Foundation; 1 acre, where the well is sited, is owned by the City of Wilsonville	Industrial	This is an industrial site adjacent to existing industrial buildings	YES



PUBLIC WORKS
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PUBLIC WORKS
FUTURE SITE OPTIONS

LOCATION 3

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
3	3.8 acres on one lot + 2.08 acres on an adjacent lot	On Kinsman Road just off of Wilsonville Road	Unknown		This is the old Laser Quick site; This site comes with an office building warehouse and is for sale	NO

**UNABLE TO ACCURATELY
 LOCATE THE SITE BASED ON
 INFORMATION PROVIDED**



3.3 MEETING MINUTES 2	APPENDIX	1	EXECUTIVE SUMMARY
		2	MASTER PLAN CONCEPTS
		3	



PUBLIC WORKS

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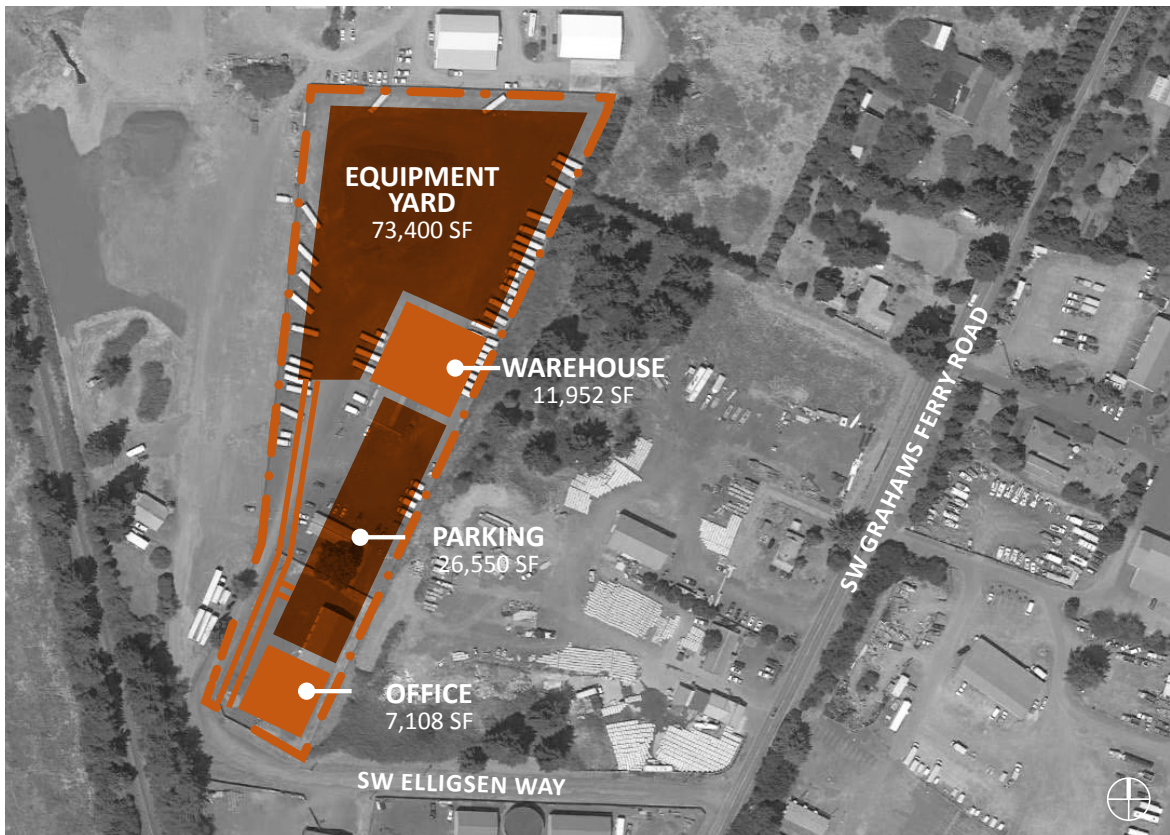
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PUBLIC WORKS
FUTURE SITE OPTIONS**

LOCATION 4

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
4	5.11 acres with a 5000 sf four bay shop and a residence	Sherwood, Or: Just west of Grahams Ferry Road off of Elligsen Way; in north West Wilsonville outside of the City of Wilsonville but in the UGB.; just south of Coffee Creek Prison	Robert Hatch		Residence could be remodeled into office space; The Site comes fenced and paved with compacted rock for immediate use; this site is not central enough	NO

**NOT VIABLE
PROGRAM DOES NOT FIT
AND FLOW WELL**



PUBLIC WORKS
MEETING MINUTES 2 p. 11 of 14



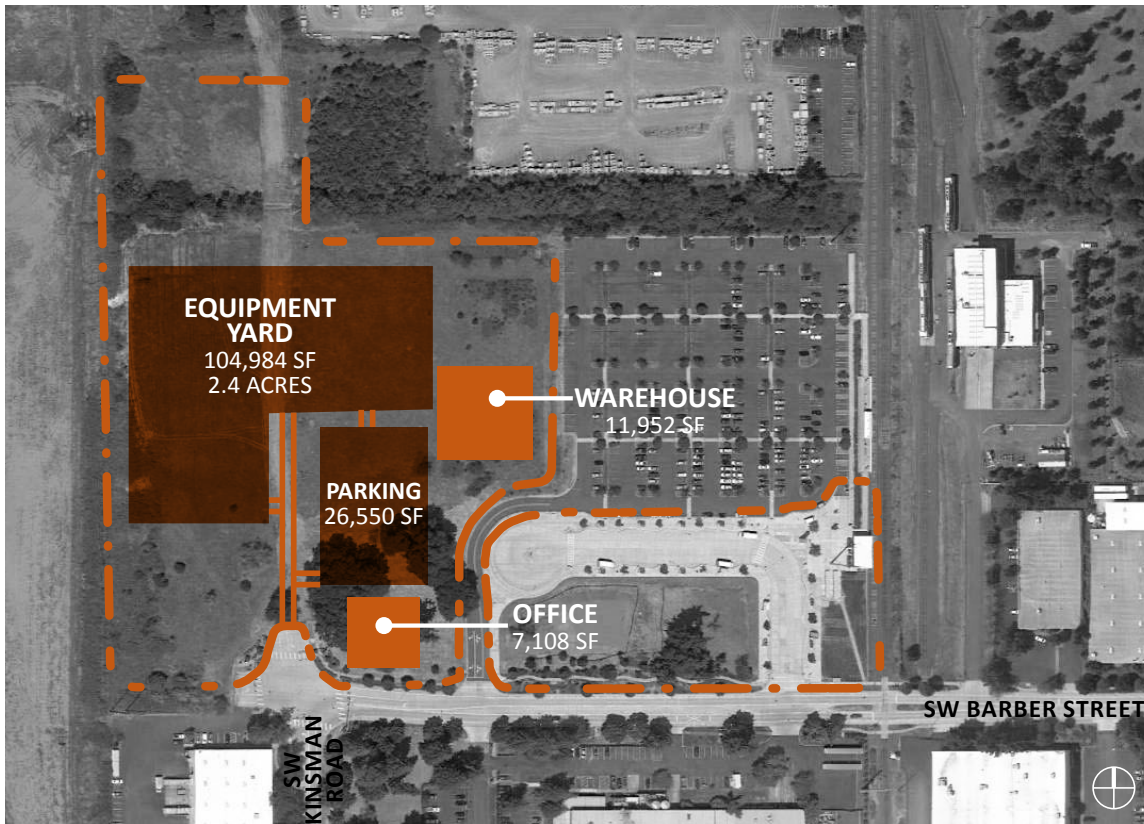
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PUBLIC WORKS
FUTURE SITE OPTIONS

LOCATION 5

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIABLE
5	9.97 acres + 1 acre	At the WES Center	City of Wilsonville	Industrial	Currently planned for future parking for WES	NO

NOT VIABLE
PART OF SITE IS NOT
AVAILABLE



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3.3 MEETING
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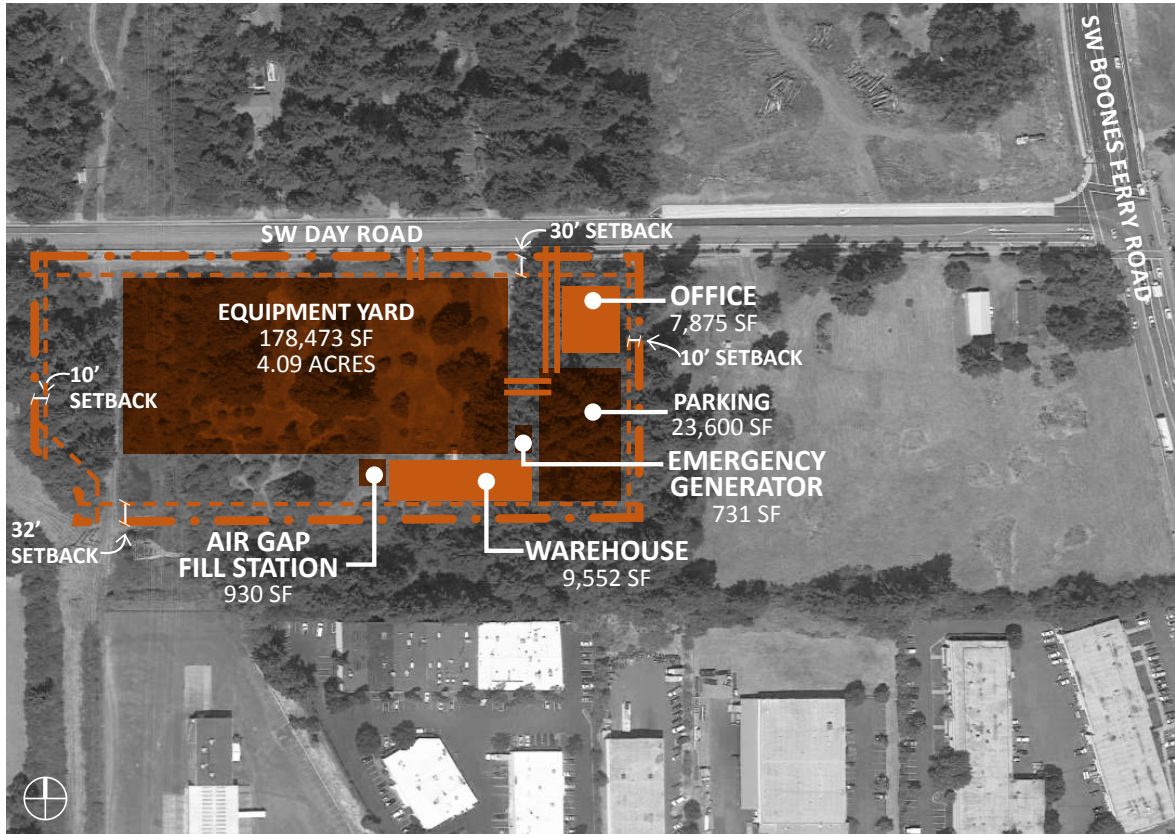


CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PUBLIC WORKS
FUTURE SITE OPTIONS**

LOCATION 6

SITE	SIZE	LOCATION	OWNER	ZONING	COMMENTS	VIALE
6	2 sites that equal 9.13 acres with a residence and a power line easement on the west side of the west-most parcel	Just off of Day Road; On the far north boundary of the City UGB; in unincorporated Washington County	Unknown		Location is not desirable; Land is "raw" with no infrastructure and would be expensive to develop; For sale for \$2.3M; Heavily wooded;	YES



PUBLIC WORKS

MEETING MINUTES 2 p. 13 of 14



CITY OF WILSONVILLE
MASTER PLAN TIMELINE
 FEBRUARY 25, 2015

Oh



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3.3 MEETING
 MINUTES 2



PUBLIC WORKS

City of Wilsonville MEETING MINUTES 2 p. 14 of 14

City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
LOCATION	Deficient = 3 Partially deficient = 2 Not deficient = 0		REMODEL / EXPANSION RECOMMENDATION	Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0		Available Now = 3 Possible future funding source = 2 Debt Financing = 1			
POLICE									
Public Works and Police Building Lower Level	DEFICIENT	3	OPT 1: Occupy both floor of existing Public Works & Police building	IMMEDIATE	3	Possible future funding source: Seismic Rehabilitation Grant Program	2	8	HIGH
			OPT 2: Demolish existing Public Works & Police building and reconstruct the Police facility on the same site. Provide temporary housing for police while reconstruction occurs	IMMEDIATE	3	Debt Financing	1	7	HIGH
PUBLIC WORKS									
Public Works and Police Building Main Level	DEFICIENT	3	Relocate Public Works offices and yard space to one new Public Works consolidated complex	IMMEDIATE	3	Debt Financing	1	7	HIGH
LEGAL									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short term: Soundproof Legal Offices	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
HR & CM									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short Term: Soundproof offices and Conference	IMMEDIATE	3	CIP funds	2	7	HIGH
			2. Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
PARKS									
Parks & Rec Community Center, Tauchman House	PARTIALLY DEFICIENT	2	Short term: Remodel Community Center Reception	IMMEDIATE	3	CIP funds	2	7	HIGH
			OPT 1: Expand existing Community Center	BY 2025	1	Possible future funding source: federal grant money	2	5	MEDIUM
			OPT 2: Build new Community Center on new site						
			Restore Tauchman House	BY 2025	3	Possible future funding source: federal grant money	2	7	HIGH
LIBRARY									
			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
COMM. DEV.									
City Hall First Floor	PARTIALLY DEFICIENT	2	Short term: Expand first floor reception area	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall	BY 2025	1	Debt Financing	1	5	MEDIUM
FINANCE									
City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
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			1. Implement Phase II of build-out; Add EV charging station	BY 2035	0	Possible future funding source: federal grant money	2	2	LOW



LIBRARY
MEETING MINUTES 2 p. 1 of 10

Architecture Planning Design LEED Consulting

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
 Prepared by: Taz Loomans

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- Sites #1, 2 and 6 are viable

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- Change the Multi-person Office to the Shift Briefing Room
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- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
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- Expand parking across Boone's Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
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HR and City Management:

City Manager –

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90003 RSD A/E Services; RHS Gym Lobby VHB Tape
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- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
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- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
- Find out when Police needs to be in a seismically upgraded facility.

HR –

- Add HR cubicle
- Make sure to have cubicles labeled as “open” to maintain flexibility.
- Change CM offices to existing on plan.

Finance:

General –

- Add more information on seismic funding for the Police on Priority Evaluation chart.
- Change line items that say “unknown” under Funding Availability to “debt financing”.
- Add Aquatic Center on the Master Plan Timeline.

IS –

- Existing Workstations: 5, 2 located in the GIS room
- Future Additional Workstations: 2, 1 located in the GIS room
- If Police and Public Works Building is reconstructed, the IS Data/Server room in the basement of the existing building could be eliminated but significant network reconstruction/fiber changes would be required.
- Add space for IS receiving and storage at the new Public Works facility loading dock.
- Add a new AV room at the Library during Library remodel for taping programs and public access space for PEG Public Films

Finance –

- Existing workstations: 6; Existing storage workstation: 1
- Future additional workstations: 1
- Existing staff at reception counter: 4
- Include central printer space
- Add Finance storage room and separate file room
- Add a nursing mother's room

Transit:

- Phase II is projected to happen between 2025 and 2035
- Could run out of space in the parking lot before Phase II expansion happens.
- Expanding bus parking is a priority; Parking expansion needs to happen by 2025;
- If the new Public Works facility is sited next to Transit, the two departments could share the parking lot space
- Phase II expansion includes: Swale is being relocated to the center of parking pod and parking is expanding to the south; Offices are being added in the Administration expansion; Add a break room for Administrative staff; Add a repair bay
- Transit is looking to add a turnaround for buses on the east and west sides of town.
- Include Transit Master Plan with concurrent projects.

Library:

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MINUTES 2



- Repair beam to column connections in the attic – critical.
- Grow Young Adult area
- Grow Play Area in Children's
- Consider a Parent's Space in Children's which may include computers for Adults
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- Improve sense of arrive, update front door
- Refresh Programming space
- AV room could go in Staff Area
- Move proposed staff vestibule on the floor plan
- Pat to send photos of Colorado libraries – complete
- Computers need to stay and need to be generally visible
- Reference desk should get smaller and could be added to the Main Service area
- Platform for Reference needs to be included
- Young Adult area needs to feel private for teens without actually being private; the collection needs staff supervision
- Add one more Quiet Room
- Portals between Children's and Discovery Spaces/Makers Spaces could serve as a good transition
- Where should DVDs go?
- Eliminate Tech Resource Center and replace with the Heritage collection
- Add seating in the center of Adult Space
- Maintain the quiet reading area in the Adult area
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- The Grove on the southeast corner of the site needs to be selectively reduced.
- Adding a new Theater on Library site may be too disruptive to existing flow and parking may not be adequate for it.
- The Art Tech School could possibly be used as a site for new Theater.
- Show a plan of the district with all the municipal buildings showing.
- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

LIBRARY

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

LIBRARY FUTURE DEVELOPMENT OPTIONS

LIBRARY PROGRAMMING ASSESSMENT

SPACE	EXISTING			LIBRARY RENOVATION					
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
BUILDING									
TOTAL EMPLOYEES			16					16	
ENTRY VESTIBULE	1	250	250	1			250	250	
LOBBY	1	646	646	1			646	646	
BOOKSTORE	1	310	310	1			420	420	EXPAND
KITCHEN	1	165	165	1			0	0	RECONFIGURE INTO COFFEE BAR
STORAGE - KITCHEN	1	76	76	1			0	0	RECONFIGURE INTO COFFEE BAR
ADA RESTROOM - W LOBBY	1	175	175	1				175	
ADA RESTROOM - M LOBBY	1	175	175	1				175	
COFFEE BAR	1	82	82	1			200	200	EXPAND
CUSTODIAL	1	45	45	1			45	45	
LOBBY TOTAL			2,254					2,254	
PROGRAM									
STORAGE	2	VARIES	315	2				315	
PROGRAM ROOM - ROSE	1	640	640	1			640	640	
PROGRAM ROOM - OAK	1	1456	1456	1			1456	1456	
PROGRAMMING TOTAL			2480					2480	
CHILD.									
RESTROOM - U CHILDREN'S	1	VARIES	50	1				50	
CHILDREN'S AREA	1	3350	3350	1			5155	5155	
CHILDREN'S AREA TOTAL			3400					5155	
EXHIBIT AREA 1 & 2	1	VARIES	1394	1			VARIES	1394	RECONFIGURE INTO DISCOVERY AND MAKER SPACES
STAFF									
DIRECTOR OFFICE	1	220	220	1			220	220	
CLERICAL OFFICE	1	136	136	1			136	136	
CONFERENCE ROOM	1	230	230	1			230	230	
BOOK RETURN	1	42	42	1			42	42	FIRE PROOF
DATA	1	98	98	1			98	98	
STORAGE - OFFICE	1	70	70	1			70	70	
STAFF AREA	1	VARIES	708	1				708	ADD VESTIBULE WITH BIKE RACK
TECH PROCESS	1	152	152	1			152	152	
BOOK PROCESS	1	182	182	1			182	182	
RECEIVING AREA	1	306	306	1			306	306	
RESTROOM - STAFF	2	52	104	2			52	104	
STAFF ROOM	1	370	370	1			370	370	
COLLECTION STORAGE	1	514	514	1			514	514	
CHECK-IN	1	436	436	1			436	436	
STAFF AREA TOTAL			4389					4389	
MAIN SERVICE DESK AREA	1	663	663	1			663	663	RECONFIGURE
FICTION + NONFICTION									
NON-FICTION	1	3955	3955	1			3955	3835	ENCLOSE PERIODICAL AREA
READING AREA - NON-FICTION	2	VARIES	716	1				716	
QUIET STUDY	3	VARIES	432	4				552	
ELECTRICAL	1	100	100	1			100	100	
TOILET AND SINK	1	104	104						ADD SPACE TO NONFICTION RESTROOM
RESTROOM - M NONFICTION (NOT ADA)	1	122	122	1			177	177	EXPAND TO MAKE ADA
RESTROOM - W NONFICTION (NOT ADA)	1	122	122	1			177	177	EXPAND TO MAKE ADA
FICTION	1	3343	3343						COMBINE WITH NON-FICTION
COMBINED FICTION + NONFICTION TOTAL			7251					5557	
REFERENCE									
TECH AREA	1	140	140	1			140	140	
REFERENCE	1	335	335	1			335	335	
REFERENCE OFFICE	1	254	254	1			254	254	
READING AREA - REFERENCE	1	1024	1024	1			1024	1024	
REFERENCE TOTAL			1855					1855	
Y.A.									
YOUNG ADULT	1	683	683	1			683	683	
YOUTH WORKROOM	1	446	446	1			446	446	
YOUNG ADULT TOTAL			1502					1502	
ASSIGNED SF			25,188					25,188	
MULTIPLIER			1.14					1.14	
GROSS SF			28,677					28,677	
PARKING									
STAFF + PUBLIC	109	450	49050	87			450	39150	71 REQUIRED PARKING FOR LIBRARY; 90 REQUIRED FOR THEATER
TOTAL PARKING	109		49,050	87				39,150	
TOTAL AREA			77,727					77,727	

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MINUTES 2

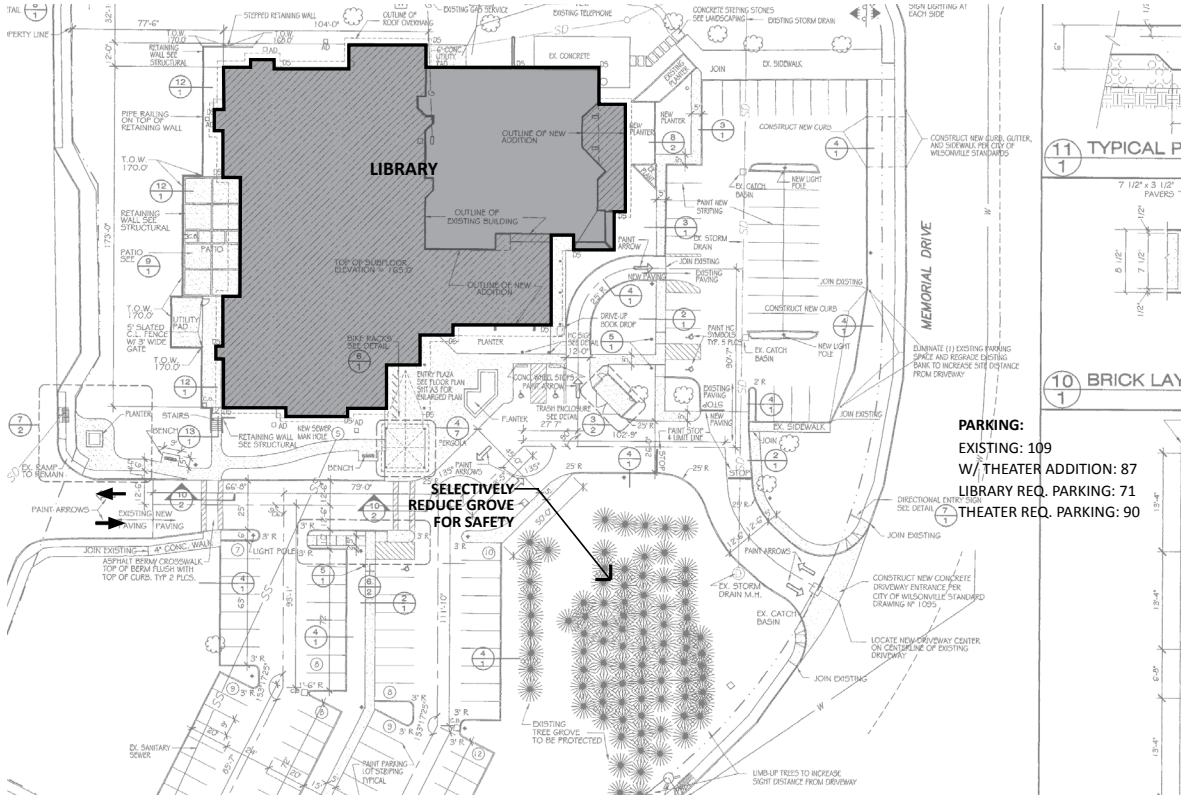


LIBRARY

City of Wilsonville MEETING MINUTES 2 p. 6 of 10

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

LIBRARY FUTURE DEVELOPMENT OPTIONS



LIBRARY

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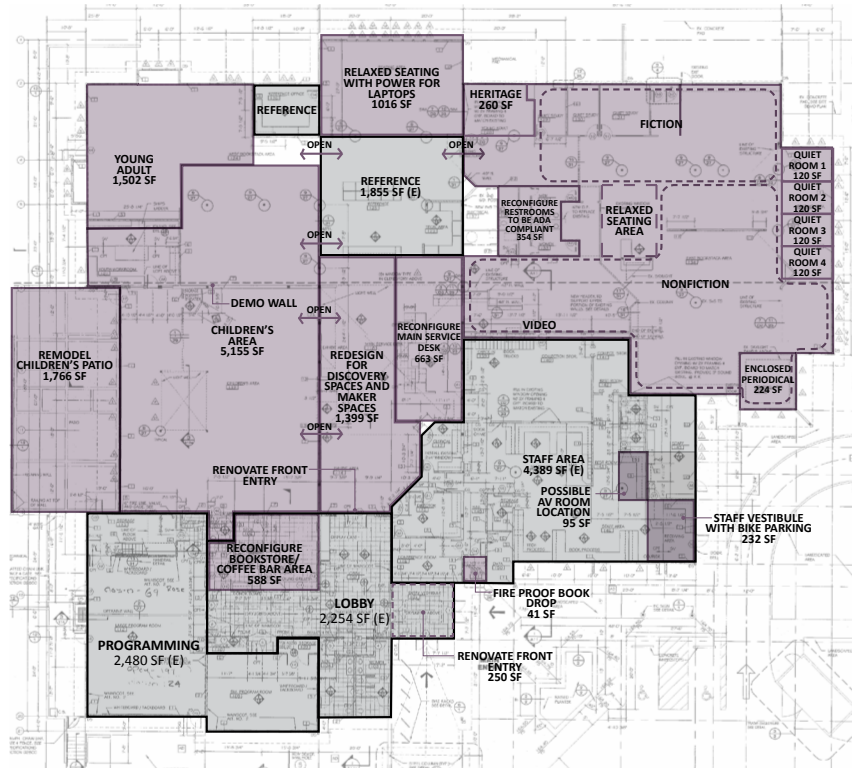


City of Wilsonville

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

LIBRARY
FUTURE DEVELOPMENT OPTIONS

LIBRARY FLOOR PLAN



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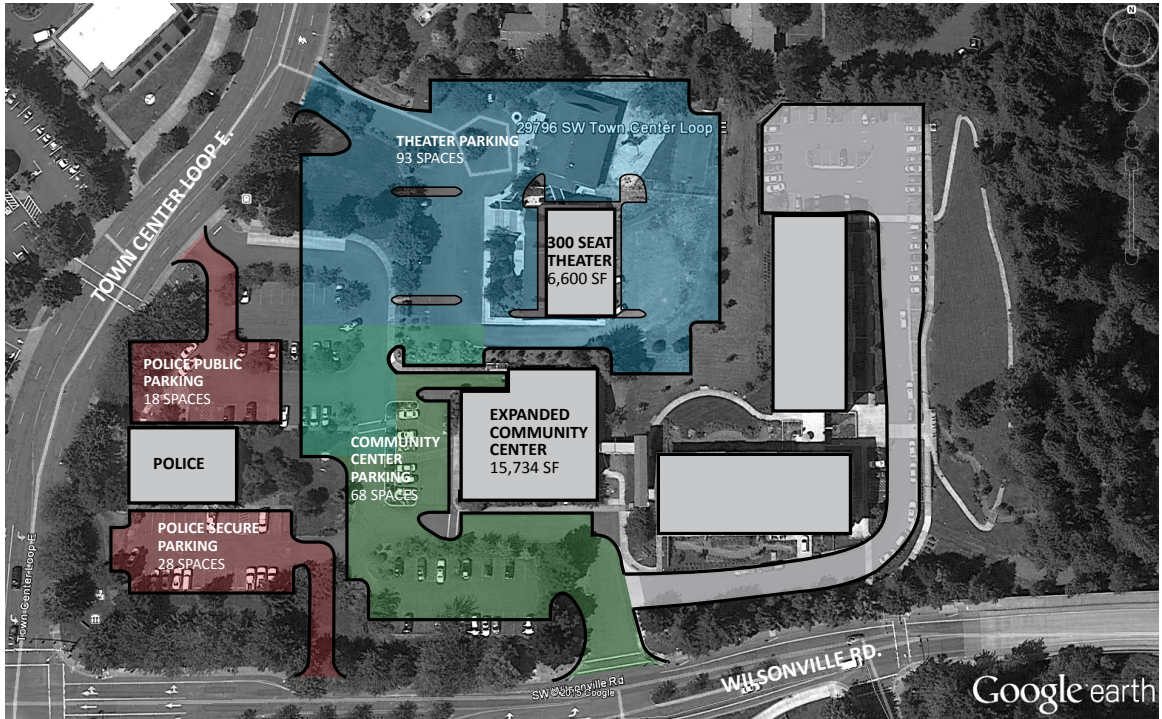


**CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
THEATER AT ART/TECH SCHOOL OPTION**

PARKING SPACES REQUIRED FOR THEATER & COMMUNITY CENTER: 158

PARKING SPACES PROVIDED FOR THEATER & COMMUNITY CENTER: 131

NUMBER OF SHARED SPACES: 27



LIBRARY

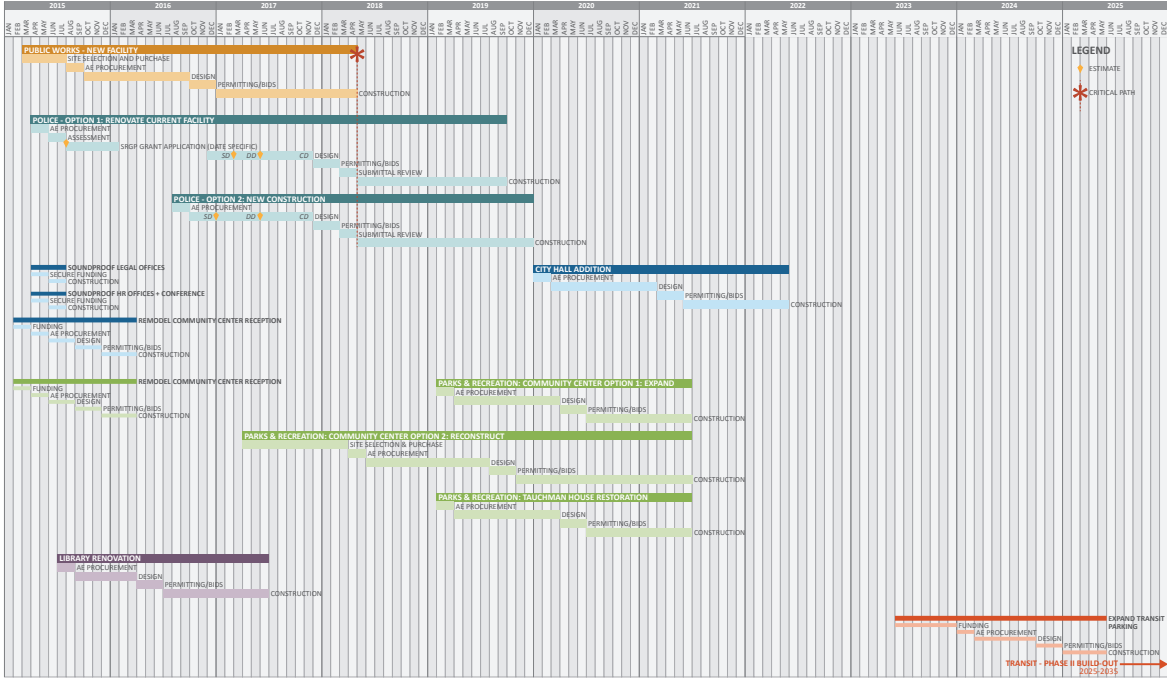
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City of Wilsonville

CITY OF WILSONVILLE
MASTER PLAN TIMELINE
 FEBRUARY 25, 2015

Oh



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3.3 MEETING
 MINUTES 2



LIBRARY

City of Wilsonville **MEETING MINUTES 2 p. 10 of 10**

City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
LOCATION	Deficient = 3 Partially deficient = 2 Not deficient = 0		REMODEL / EXPANSION RECOMMENDATION	Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0		Available Now = 3 Possible future funding source = 2 Debt Financing = 1			
POLICE									
Public Works and Police Building Lower Level	DEFICIENT	3	OPT 1: Occupy both floor of existing Public Works & Police building	IMMEDIATE	3	Possible future funding source: Seismic Rehabilitation Grant Program	2	8	HIGH
			OPT 2: Demolish existing Public Works & Police building and reconstruct the Police facility on the same site. Provide temporary housing for police while reconstruction occurs	IMMEDIATE	3	Debt Financing	1	7	HIGH
PUBLIC WORKS									
Public Works and Police Building Main Level	DEFICIENT	3	Relocate Public Works offices and yard space to one new Public Works consolidated complex	IMMEDIATE	3	Debt Financing	1	7	HIGH
LEGAL									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short term: Soundproof Legal Offices	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
HR & CM									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short Term: Soundproof offices and Conference	IMMEDIATE	3	CIP funds	2	7	HIGH
			2. Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
PARKS									
Parks & Rec Community Center, Tauchman House	PARTIALLY DEFICIENT	2	Short term: Remodel Community Center Reception	IMMEDIATE	3	CIP funds	2	7	HIGH
			OPT 1: Expand existing Community Center	BY 2025	1	Possible future funding source: federal grant money	2	5	MEDIUM
			OPT 2: Build new Community Center on new site			Possible future funding source: federal grant money	2	7	HIGH
			Restore Tauchman House	BY 2025	3				
LIBRARY									
			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
COMM. DEV.									
City Hall First Floor	PARTIALLY DEFICIENT	2	Short term: Expand first floor reception area	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall	BY 2025	1	Debt Financing	1	5	MEDIUM
FINANCE									
City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
TRANSIT									
SMART Operations and Fleet Facility	NOT DEFICIENT	0	Short term: Expand bus, employee and public parking	BY 2025	1	CIP funds	2	3	LOW
			1. Implement Phase II of build-out; Add EV charging station	BY 2035	0	Possible future funding source: federal grant money	2	2	LOW



PARKS
MEETING MINUTES 2 p. 1 of 18

Architecture Planning Design LEED Consulting

115 NW First Ave, Suite 300
 Portland, OR 97209
 tel 503.280.8000
 fax 503.224.5442



OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
 Prepared by: Taz Loomans

Distribution:
 Delora Kerber, City of Wilsonville Public Works Department
 Barbara Jacobson, City of Wilsonville Legal Department
 Jeff Smith, City of Wilsonville Police Department
 Jeanna Troha, City of Wilsonville HR Department
 Bryan Cosgrove, City of Wilsonville City Manager
 Pat Duke, City of Wilsonville Library Department
 Holly Miller, City of Wilsonville IS Department
 Susan Cole, City of Wilsonville Finance Department
 Nancy Kraushaar, City of Wilsonville Community Development Department
 Stan Sherer, City of Wilsonville Parks Department
 Stephan Lashbrook, SMART
 Deb France, Oh Planning + Design, Architecture

Community Development:

- A 1-bay expansion meets projects program needs but a 2-bay expansion may be a preferred solution of capturing additional space at today's cost.
- If Police proceed with Option 2, reconstructing a Police building in their current location, Community Development will need space for storage and for the Data Center that is currently housed in the Police and Public Works Building.
- Immediate needs: 1. Reception counter to grow to capture adjacent Conference Room 2. Add separate switch for shower light 3. Expand hub 4. Add plan work space

Public Works:

- Add a laundry room, a bunk room, and a plans work table
- IS will need a space for storage and receiving at new PW facility
- Add an emergency generator on site
- Include a delivery area
- Add an air gap water fill station near wash bay

Future sites –

- Eliminate Sites #3, 4, and 5 from consideration

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- Sites #1, 2 and 6 are viable

Police:

- Reduce size of Break Room to serve 12 people
- If Police choose Option 1, included in the cost will be filling in the hole from the existing building will be
- File vault on the main level will have to be relocated to the lower level in Option 1, occupying the main and lower levels of the existing Police and Public Works Building.
- Change the Multi-person Office to the Shift Briefing Room
- Move proposed Women's Locker Room on the lower level to be adjacent to the Men's Locker Room.

Parks:

- If the Parks Master Plan gets funded, the RFP will be distributed in August 2015.
- Parks Strategic Plan must happen before the Parks Master Plan.

Community Center –

- Community Center needs a reception remodel done sooner than large project timeline.
- Do a parking analysis. Expansion of the Community Center will be limited by how much parking can be added.
- If Community Center is expanded, phasing will be a concern to ensure operations continue while construction is happening.
- The proposed Aquatic Center is 80,000 sf.
- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
- A second preferred site for the Aquatic Center may be able to accommodate additional square footage for Community Center.

Tauchman House –

- Expand parking across Boone's Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
- An elevator is not recommended, the upstairs will not be accessible.
- Further possibilities include outdoor food service area, a non-motorized boat concession, and a connection to the river.
- Ohpd needs updated plans for the first floor and a plan of the attic.

HR and City Management:

City Manager –

- Art and Tech School could be a possible site for the Police. The school district is looking to purchase it or do a long term lease for the building.
- Look at aggregate site of Community Center and the Art Tech School in making plans for the Community Center
- There are lost programming opportunities with the current Community Center facility.



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90003 RSD A/E Services; RHS Gym Lobby VHB Tape
 Page 3

09/29/2014

- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
- The current size of City Hall is adequate until 2021, but it will need to be expanded after that.
- Facilities Master Plan will be taken to council for approval in the first part of April 2015.
- LaserFiche does not take away Legal's need to have a dedicated file room. Provide Legal with their own separate file room.
- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
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Library:

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- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PARKS & RECREATION
FUTURE DEVELOPMENT OPTIONS

PARKS & RECREATION - COMMUNITY CENTER PROGRAMMING ASSESSMENT

		EXISTING		OPTION 1: EXPAND COMMUNITY CENTER					
SPACE	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
OFFICE									
TOTAL EMPLOYEES			6					8	
LOBBY			1624					1984	expanded to accommodate new programming space
OFFICE			641					641	
KITCHEN			797					797	
MULTI-PURPOSE TOTAL			3178					6356	2 times the existing multi-purpose space
CLASSROOM TOTAL			1873					2810	1.5 times the existing classroom space
ASSIGNED SF			8113					12587.5	
MULTIPLIER			1.19					1.25	
GROSS SF			9688					15734.4	
PARKING									
STAFF + PUBLIC	53	495	26217	68			450	30600	PARKING REQUIREMENT: 4.3/1000 SF
TOTAL PARKING	53		26,217	68				30,600	68 PARKING SPACES REQUIRED FOR 15,734 SF
TOTAL AREA			35,905					46,334	

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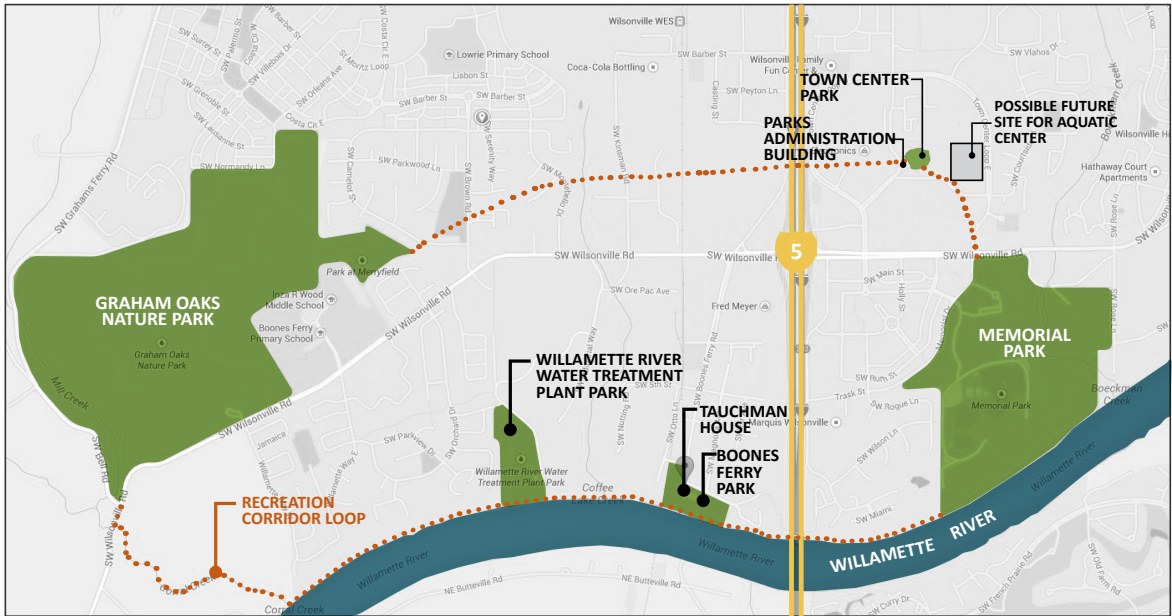
PARKS

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PARKS & RECREATION FUTURE DEVELOPMENT OPTIONS

RECREATION CORRIDOR

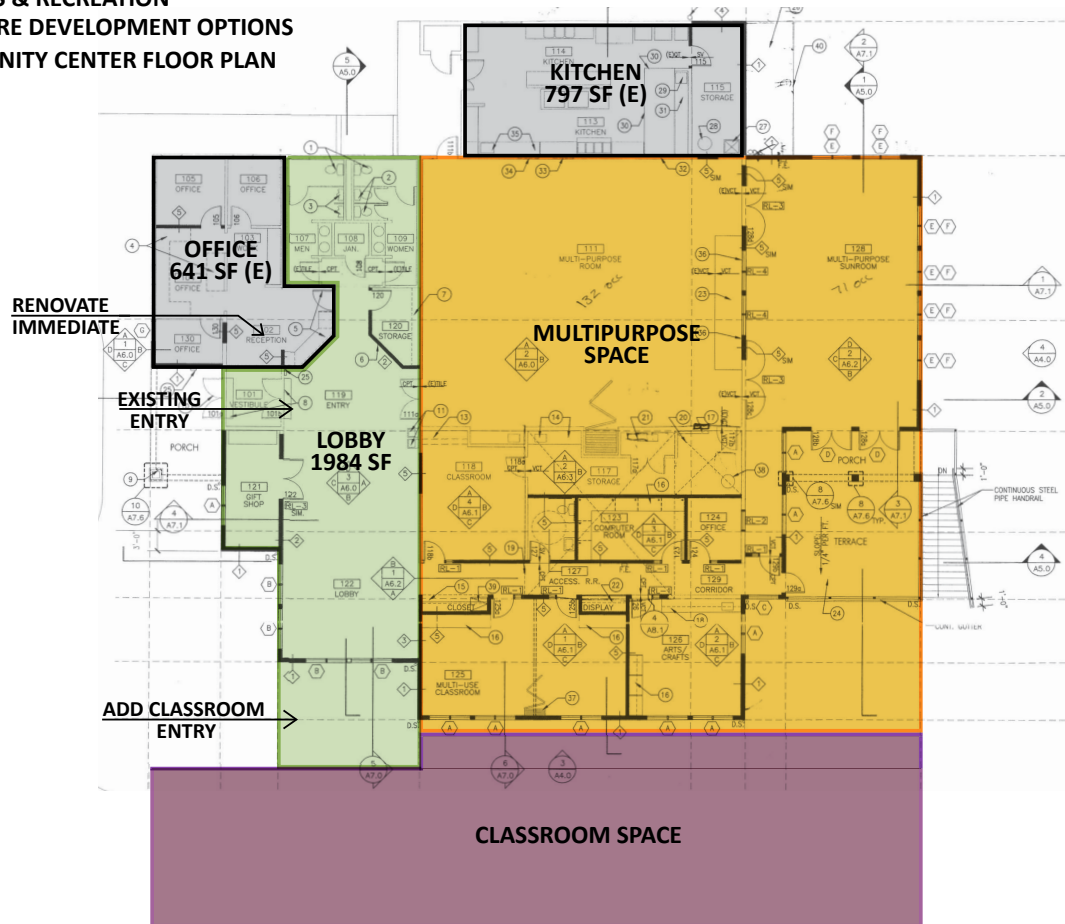




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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PARKS & RECREATION FUTURE DEVELOPMENT OPTIONS COMMUNITY CENTER FLOOR PLAN



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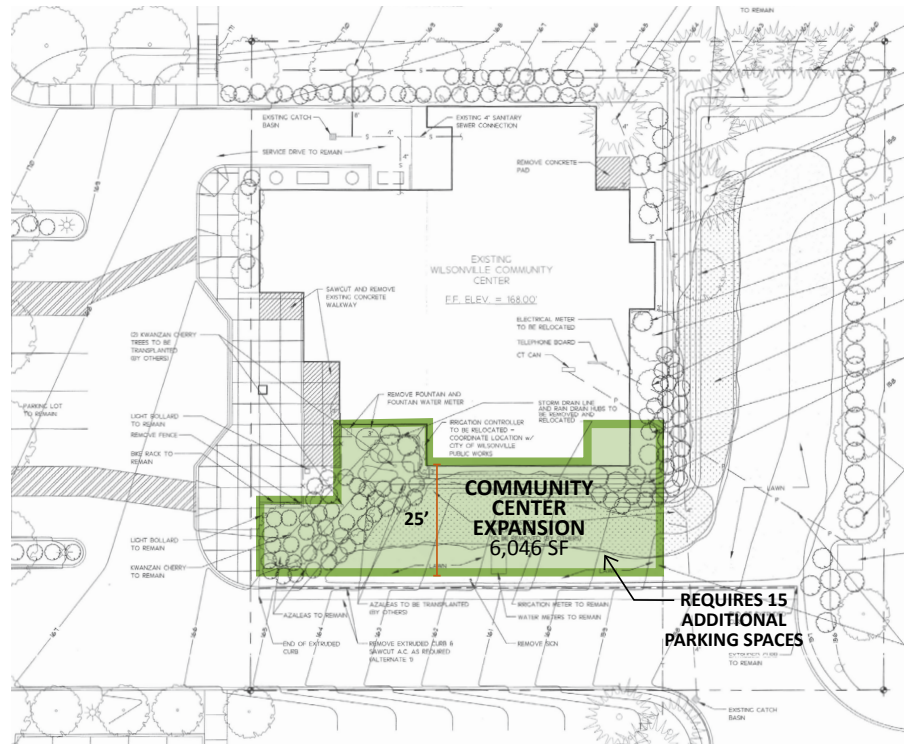
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PARKS & RECREATION
FUTURE DEVELOPMENT OPTIONS**

COMMUNITY CENTER SITE



PARKS
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- PARKS & RECREATION
- FUTURE DEVELOPMENT OPTIONS

TAUCHMAN HOUSE SITE



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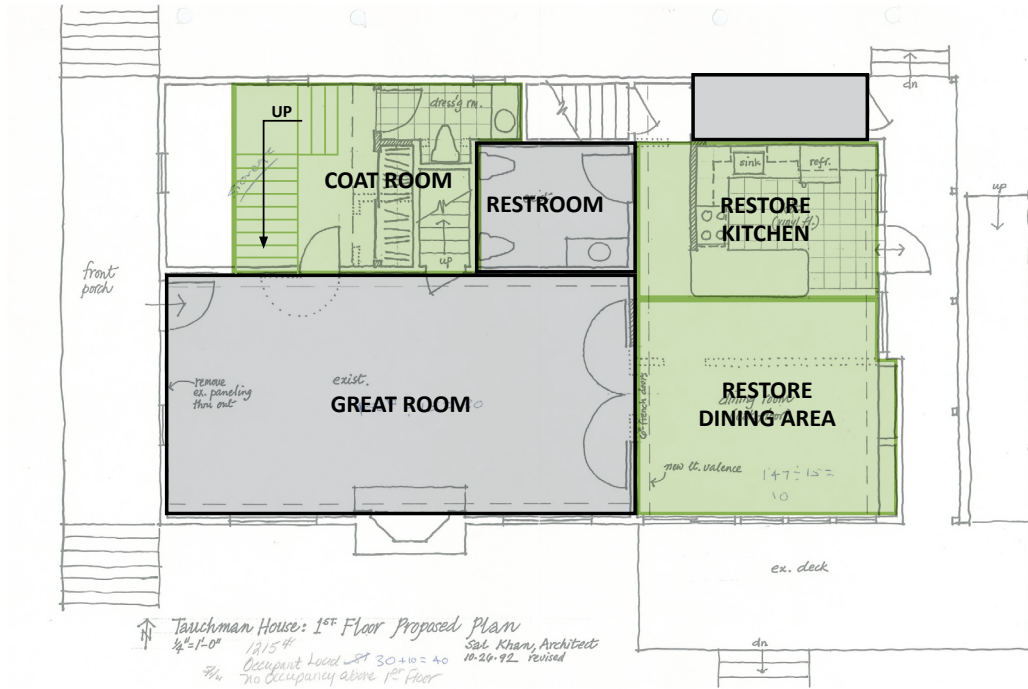
PARKS

City of Wilsonville MEETING MINUTES 2 p. 10 of 18

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- PARKS & RECREATION
- FUTURE DEVELOPMENT OPTIONS

TAUCHMAN HOUSE FLOOR PLAN



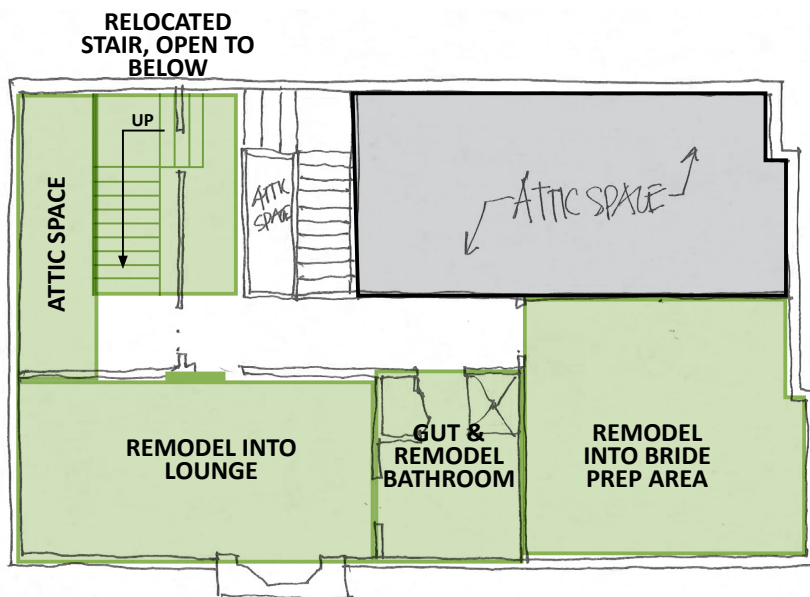


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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- PARKS & RECREATION
- FUTURE DEVELOPMENT OPTIONS

TAUCHMAN HOUSE ATTIC FLOOR PLAN



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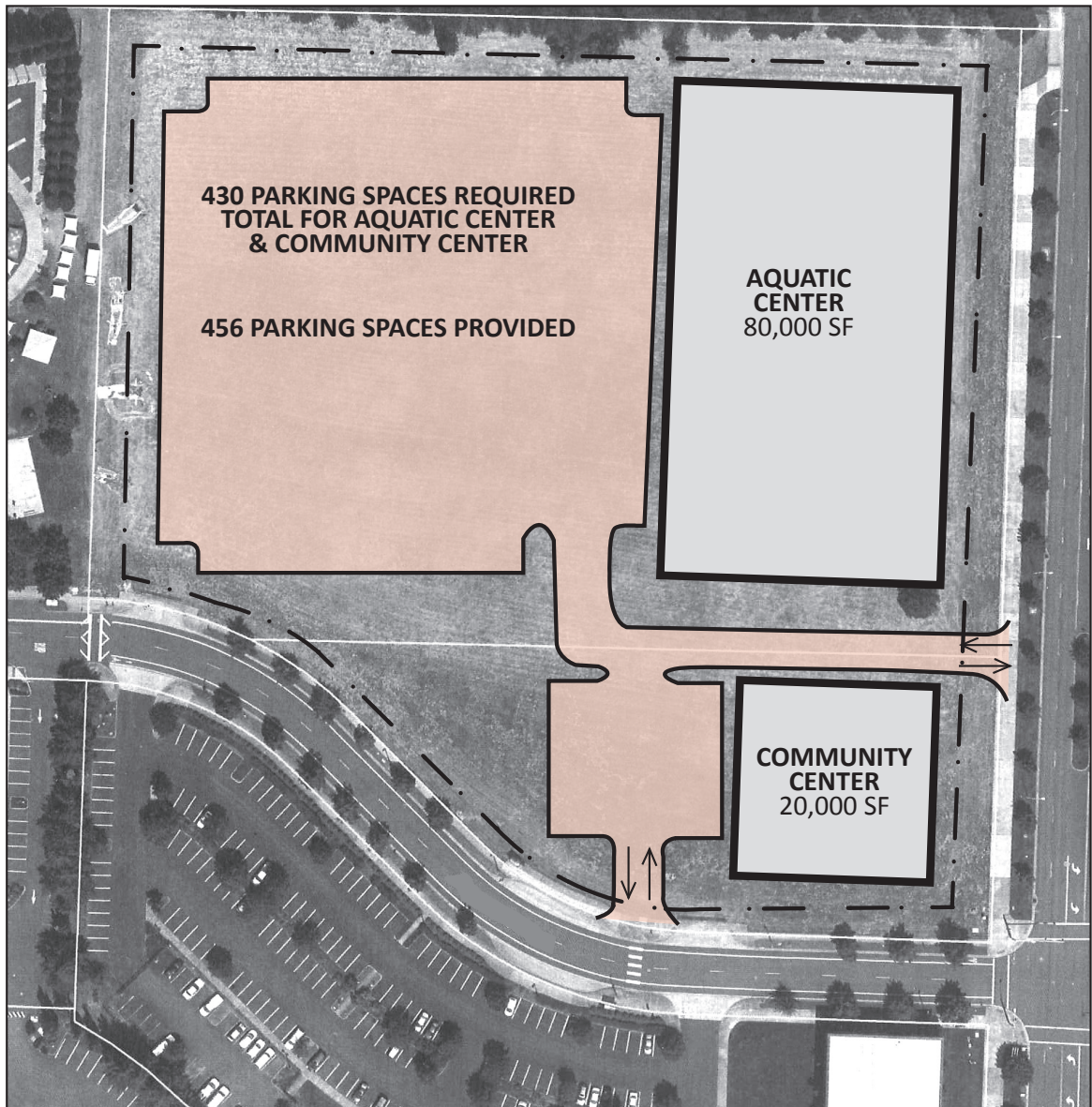
PARKS

City of Wilsonville **MEETING MINUTES 2 p. 12 of 18**

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- PARKS & RECREATION**
- FUTURE DEVELOPMENT OPTIONS**

AQUATIC CENTER & COMMUNITY CENTER ON THE SAME SITE - OPTION 1



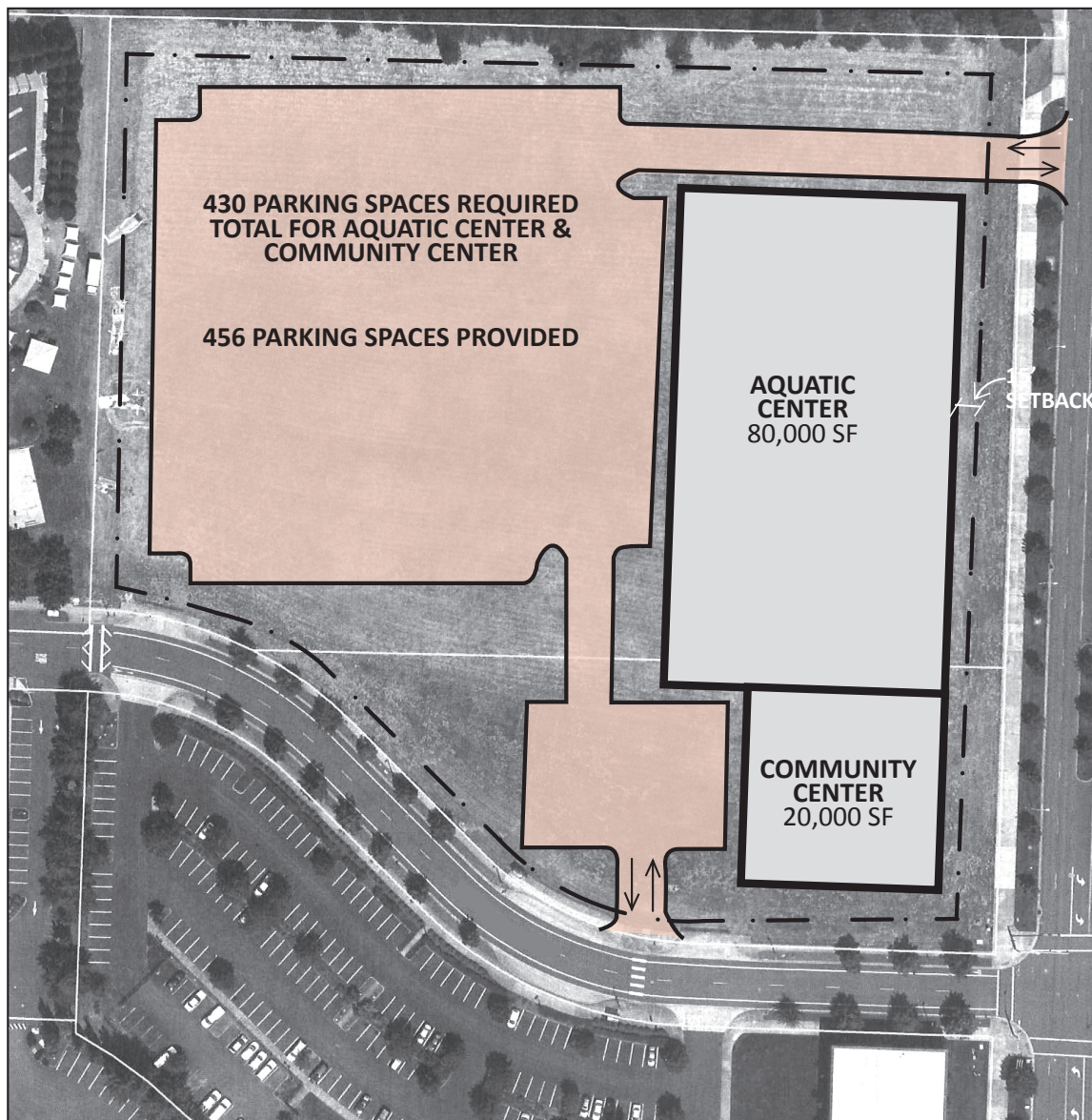
PARKS
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

PARKS & RECREATION
FUTURE DEVELOPMENT OPTIONS

AQUATIC CENTER & COMMUNITY CENTER ON THE SAME SITE - OPTION 2



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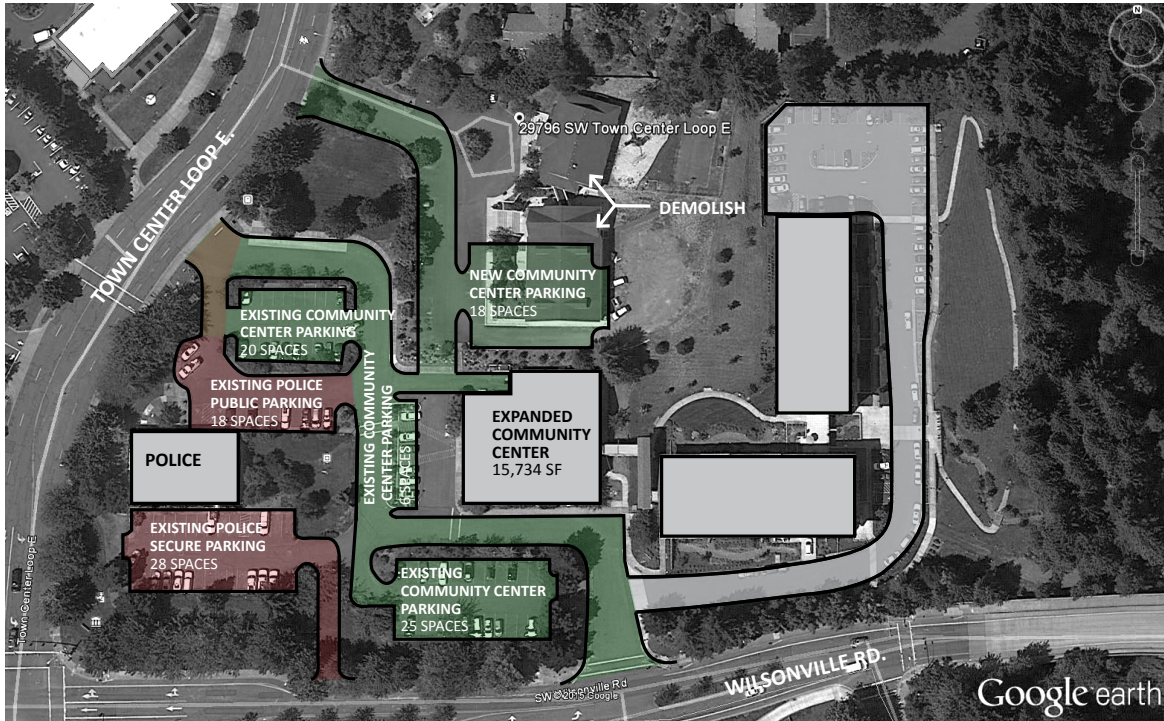
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- PARKS & RECREATION**
- FUTURE DEVELOPMENT OPTIONS**

PARKING SPACES REQUIRED FOR EXPANDED COMMUNITY CENTER: 68

PARKING SPACES PROVIDED FOR EXPANDED COMMUNITY CENTER: 68

COMMUNITY CENTER EXPANDED PARKING AT ART/TECH SCHOOL SITE



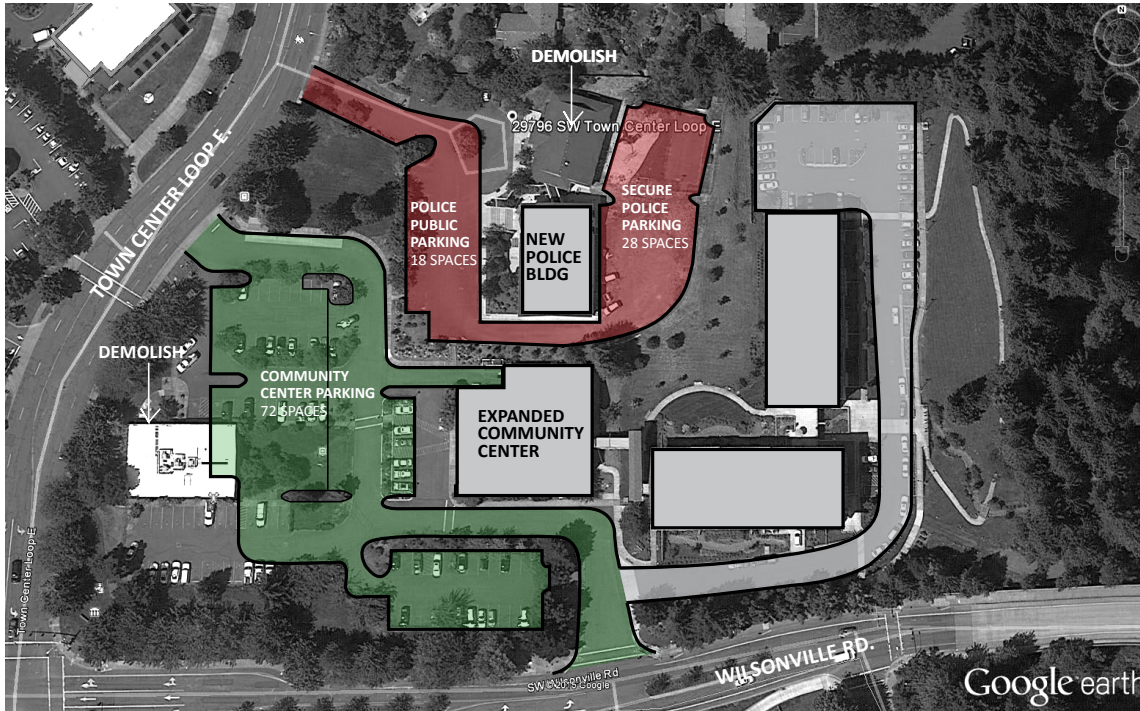
PARKS
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
PARKS & RECREATION
FUTURE DEVELOPMENT OPTIONS

PARKING SPACES REQUIRED FOR EXPANDED COMMUNITY CENTER: 68; PROVIDED: 72
SECURE POLICE PARKING SPACES REQUIRED: 28; PROVIDED: 28
PUBLIC PARKING SPACES FOR POLICE REQUIRED: 1; PROVIDED: 18

COMMUNITY CENTER EXPANDED PARKING AT POLICE & PUBLIC WORKS BUILDING



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	3	APPENDIX
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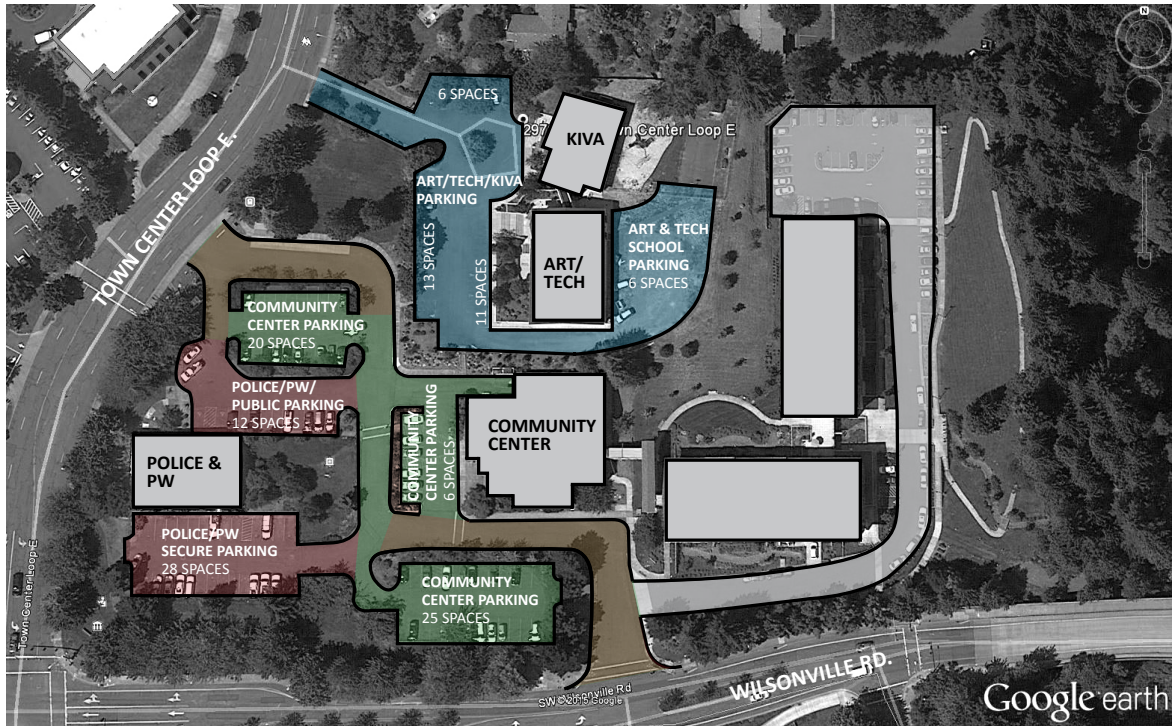
CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**PARKS & RECREATION
FUTURE DEVELOPMENT OPTIONS**

**PARKING SPACES REQUIRED FOR EXISTING
COMMUNITY CENTER: 41**

PARKING SPACES PROVIDED: 51

EXISTING PARKING LAYOUT

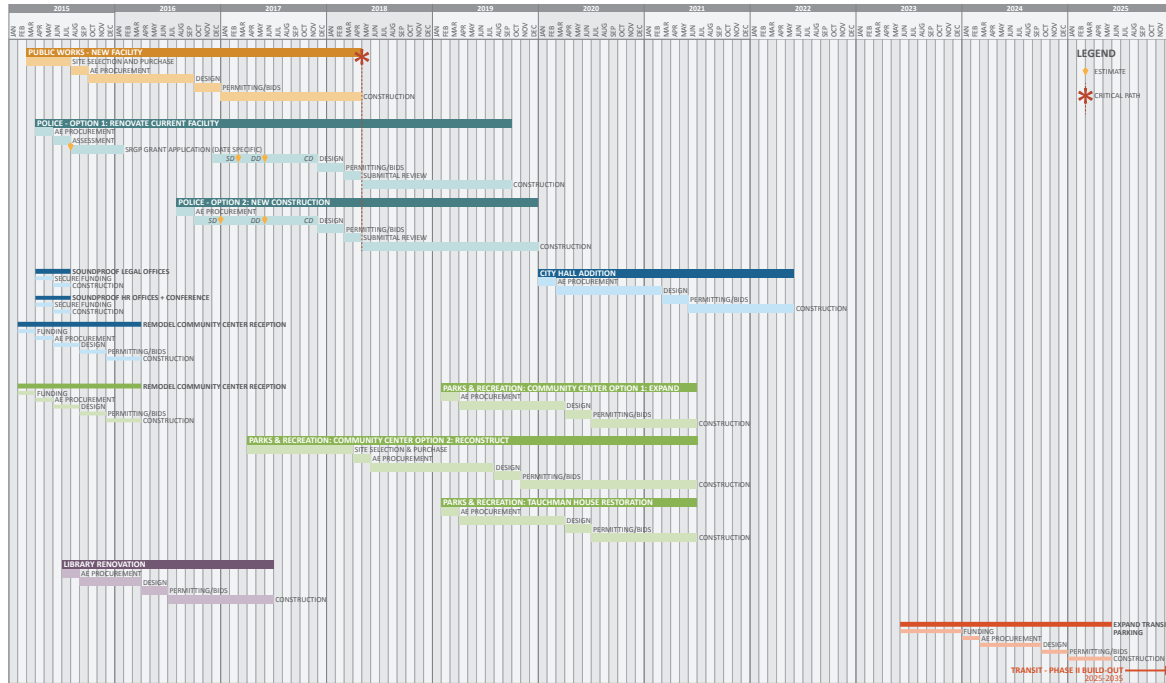


PARKS

MEETING MINUTES 2 p. 17 of 18

CITY OF WILSONVILLE
MASTER PLAN TIMELINE
 FEBRUARY 25, 2015

Oh



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PARKS

City of Wilsonville **MEETING MINUTES 2 p. 18 of 18**

City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
LOCATION	Deficient = 3 Partially deficient = 2 Not deficient = 0		REMODEL / EXPANSION RECOMMENDATION	Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0		Available Now = 3 Possible future funding source = 2 Debt Financing = 1			
POLICE									
Public Works and Police Building Lower Level	DEFICIENT	3	OPT 1: Occupy both floor of existing Public Works & Police building	IMMEDIATE	3	Possible future funding source: Seismic Rehabilitation Grant Program	2	8	HIGH
			OPT 2: Demolish existing Public Works & Police building and reconstruct the Police facility on the same site. Provide temporary housing for police while reconstruction occurs	IMMEDIATE	3	Debt Financing	1	7	HIGH
PUBLIC WORKS									
Public Works and Police Building Main Level	DEFICIENT	3	Relocate Public Works offices and yard space to one new Public Works consolidated complex	IMMEDIATE	3	Debt Financing	1	7	HIGH
LEGAL									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short term: Soundproof Legal Offices	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
HR & CM									
City Hall Second Floor	PARTIALLY DEFICIENT	2	Short Term: Soundproof offices and Conference	IMMEDIATE	3	CIP funds	2	7	HIGH
			2. Expand City Hall building	BY 2025	1	Debt Financing	1	4	MEDIUM
PARKS									
Parks & Rec Community Center, Tauchman House	PARTIALLY DEFICIENT	2	Short term: Remodel Community Center Reception	IMMEDIATE	3	CIP funds	2	7	HIGH
			OPT 1: Expand existing Community Center	BY 2025	1	Possible future funding source: federal grant money	2	5	MEDIUM
			OPT 2: Build new Community Center on new site			Possible future funding source: federal grant money	2	7	HIGH
			Restore Tauchman House	BY 2025	3				
LIBRARY									
			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
COMM. DEV.									
City Hall First Floor	PARTIALLY DEFICIENT	2	Short term: Expand first floor reception area	IMMEDIATE	3	CIP funds	2	7	HIGH
			Expand City Hall	BY 2025	1	Debt Financing	1	5	MEDIUM
FINANCE									
City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
TRANSIT									
SMART Operations and Fleet Facility	NOT DEFICIENT	0	Short term: Expand bus, employee and public parking	BY 2025	1	CIP funds	2	3	LOW
			1. Implement Phase II of build-out; Add EV charging station	BY 2035	0	Possible future funding source: federal grant money	2	2	LOW

**CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
MEETING MINUTES 2 p. 1 of 12**



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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
Prepared by: Taz Loomans

Distribution:
Delora Kerber, City of Wilsonville Public Works Department
Barbara Jacobson, City of Wilsonville Legal Department
Jeff Smith, City of Wilsonville Police Department
Jeanna Troha, City of Wilsonville HR Department
Bryan Cosgrove, City of Wilsonville City Manager
Pat Duke, City of Wilsonville Library Department
Holly Miller, City of Wilsonville IS Department
Susan Cole, City of Wilsonville Finance Department
Nancy Kraushaar, City of Wilsonville Community Development Department
Stan Sherer, City of Wilsonville Parks Department
Stephan Lashbrook, SMART
Deb France, Oh Planning + Design, Architecture

Community Development:

- A 1-bay expansion meets projects program needs but a 2-bay expansion may be a preferred solution of capturing additional space at today's cost.
- If Police proceed with Option 2, reconstructing a Police building in their current location, Community Development will need space for storage and for the Data Center that is currently housed in the Police and Public Works Building.
- Immediate needs: 1. Reception counter to grow to capture adjacent Conference Room 2. Add separate switch for shower light 3. Expand hub 4. Add plan work space

Public Works:

- Add a laundry room, a bunk room, and a plans work table
- IS will need a space for storage and receiving at new PW facility
- Add an emergency generator on site
- Include a delivery area
- Add an air gap water fill station near wash bay

Future sites –

- Eliminate Sites #3, 4, and 5 from consideration

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CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
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City of Wilsonville

90003 RSD A/E Services; RHS Gym Lobby VHB Tape
Page 2

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- Sites #1, 2 and 6 are viable

Police:

- Reduce size of Break Room to serve 12 people
- If Police choose Option 1, included in the cost will be filling in the hole from the existing building will be
- File vault on the main level will have to be relocated to the lower level in Option 1, occupying the main and lower levels of the existing Police and Public Works Building.
- Change the Multi-person Office to the Shift Briefing Room
- Move proposed Women's Locker Room on the lower level to be adjacent to the Men's Locker Room.

Parks:

- If the Parks Master Plan gets funded, the RFP will be distributed in August 2015.
- Parks Strategic Plan must happen before the Parks Master Plan.

Community Center –

- Community Center needs a reception remodel done sooner than large project timeline.
- Do a parking analysis. Expansion of the Community Center will be limited by how much parking can be added.
- If Community Center is expanded, phasing will be a concern to ensure operations continue while construction is happening.
- The proposed Aquatic Center is 80,000 sf.
- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
- A second preferred site for the Aquatic Center may be able to accommodate additional square footage for Community Center.

Tauchman House –

- Expand parking across Boone's Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
- An elevator is not recommended, the upstairs will not be accessible.
- Further possibilities include outdoor food service area, a non-motorized boat concession, and a connection to the river.
- Ohpd needs updated plans for the first floor and a plan of the attic.

HR and City Management:

City Manager –

- Art and Tech School could be a possible site for the Police. The school district is looking to purchase it or do a long term lease for the building.
- Look at aggregate site of Community Center and the Art Tech School in making plans for the Community Center
- There are lost programming opportunities with the current Community Center facility.

**CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
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90003 RSD A/E Services; RHS Gym Lobby VHB Tape
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09/29/2014

- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
- The current size of City Hall is adequate until 2021, but it will need to be expanded after that.
- Facilities Master Plan will be taken to council for approval in the first part of April 2015.
- LaserFiche does not take away Legal's need to have a dedicated file room. Provide Legal with their own separate file room.
- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
- Find out when Police needs to be in a seismically upgraded facility.

HR –

- Add HR cubicle
- Make sure to have cubicles labeled as “open” to maintain flexibility.
- Change CM offices to existing on plan.

Finance:

General –

- Add more information on seismic funding for the Police on Priority Evaluation chart.
- Change line items that say “unknown” under Funding Availability to “debt financing”.
- Add Aquatic Center on the Master Plan Timeline.

IS –

- Existing Workstations: 5, 2 located in the GIS room
- Future Additional Workstations: 2, 1 located in the GIS room
- If Police and Public Works Building is reconstructed, the IS Data/Server room in the basement of the existing building could be eliminated but significant network reconstruction/fiber changes would be required.
- Add space for IS receiving and storage at the new Public Works facility loading dock.
- Add a new AV room at the Library during Library remodel for taping programs and public access space for PEG Public Films

Finance –

- Existing workstations: 6; Existing storage workstation: 1
- Future additional workstations: 1
- Existing staff at reception counter: 4
- Include central printer space
- Add Finance storage room and separate file room
- Add a nursing mother's room

Transit:

- Phase II is projected to happen between 2025 and 2035
- Could run out of space in the parking lot before Phase II expansion happens.
- Expanding bus parking is a priority; Parking expansion needs to happen by 2025;
- If the new Public Works facility is sited next to Transit, the two departments could share the parking lot space
- Phase II expansion includes: Swale is being relocated to the center of parking pod and parking is expanding to the south; Offices are being added in the Administration expansion; Add a break room for Administrative staff; Add a repair bay
- Transit is looking to add a turnaround for buses on the east and west sides of town.
- Include Transit Master Plan with concurrent projects.

Library:

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CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
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City of Wilsonville

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- Repair beam to column connections in the attic – critical.
- Grow Young Adult area
- Grow Play Area in Children's
- Consider a Parent's Space in Children's which may include computers for Adults
- Revise Nonfiction total square footage on Program Chart
- Improve sense of arrive, update front door
- Refresh Programming space
- AV room could go in Staff Area
- Move proposed staff vestibule on the floor plan
- Pat to send photos of Colorado libraries – complete
- Computers need to stay and need to be generally visible
- Reference desk should get smaller and could be added to the Main Service area
- Platform for Reference needs to be included
- Young Adult area needs to feel private for teens without actually being private; the collection needs staff supervision
- Add one more Quiet Room
- Portals between Children's and Discovery Spaces/Makers Spaces could serve as a good transition
- Where should DVDs go?
- Eliminate Tech Resource Center and replace with the Heritage collection
- Add seating in the center of Adult Space
- Maintain the quiet reading area in the Adult area
- Update drive-up book drop to accommodate walk-ups
- The wall between Children's and the Patio needs to become more transparent and open
- The Grove on the southeast corner of the site needs to be selectively reduced.
- Adding a new Theater on Library site may be too disruptive to existing flow and parking may not be adequate for it.
- The Art Tech School could possibly be used as a site for new Theater.
- Show a plan of the district with all the municipal buildings showing.
- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

**CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
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City of Wilsonville

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

CITY HALL

FUTURE DEVELOPMENT OPTIONS

PROGRAM ASSESSMENT - COMMUNITY DEVELOPMENT

SPACE	EXISTING			CITY HALL 1-BAY ADDITION					CITY HALL 2-BAY ADDITION						
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
OFFICE															
TOTAL EMPLOYEES			32					44						56	
DIRECTOR OFFICE	1	200	200	1	1		200	200		1	1		200	200	
OFFICE	2	155	310	3	1		155	465	+Document Specialist	3	1		155	465	
OPEN OFFICE SPACE (3 WORKSTATIONS)	1	264	264	1	6	80	480	480	+GIS Analyst, Program Analyst, Admin Asst	1	6	80	480	480	
TOTAL ADMIN			774					1145						1145	
PLANNING															
DIRECTOR OFFICE	1	155	155	1	1		155	155		1	1		155	155	
OFFICE	2	155	310	2	1		155	310		2	1		310	620	
OPEN OFFICE SPACE (6 WORKSTATIONS)	1	495	495	1	7	80	560	560	+Code Enforcement Officer	1	7	80	560	560	
TOTAL PLANNING			960					1025						1335	
ENGINEERING															
DIRECTOR OFFICE															
OFFICE	3	155	465	5	1		155	775	+2 Engineers	5	1		775	3875	
OPEN OFFICE SPACE (9 WORKSTATIONS)	1	404	404	1	10	80	800	800	+Senior Technician	1	10	80	800	800	
TOTAL ENGINEERING			869					1575						4675	
BUILDING															
DIRECTOR OFFICE	1	155	155	1	1		155	155		1	1		155	155	
MULTI-PERSON OFFICE (2 INSPECTORS)	1	180	180	1	4	90	360	360	+2 Building Inspectors	1	4	90	360	360	
OPEN OFFICE SPACE (4 WORKSTATIONS)	1	80	80	1	6	80	480	480	+1 Intern, 1 Plans Examiner	1	6	80	480	480	
TOTAL BUILDING			415					995						995	
UNASSIGNED															
OFFICE										2	1		155	310	
OPEN OFFICE SPACE (10 WORKSTATIONS)										1	10	80	800	800	
TOTAL UNASSIGNED			0					0						1110	
SHARED															
CONFERENCE 108-1	1	155	155	1	5	30	155	155	EXISTING	1	5	30	155	155	
CONFERENCE 108-2	1	185	185	1	6	30	185	185	EXISTING	1	6	30	185	185	
CONFERENCE 134	1	154	154	1	5	30	155	155	EXISTING	1	5	30	155	155	
HUB	1	706	706	1			850	850		1			850	850	
COPY	1	197	197	1			197	197		1			197	197	
RECEPTION	1	296	296	1			600	600	BREAK INTO RECEPTION AND PERMIT INTAKE	1			600	600	
BUILDING PERMIT AREA (SERVES 32)	1	260	260	1			260	260		1			260	260	
SHOWER	1	51	51												
LOCKERS	1	121	121												
STAFF RR - W	1	80	80	2	1		80	160		2	1		80	160	
STAFF RR - M	1	66	66	2	1		66	132		2	1		66	132	
LOCKERS - W				1			121	121		1			0	0	
LOCKERS - M				1			121	121		1			0	0	
SHOWER - W				1			50	50		1			50	50	
SHOWER - M				1			50	50		1			50	50	
TOTAL SHARED			2271					3036						2794	
ASSIGNED SF			5,289					7,776						12,054	
MULTIPLIER			1.95					1.25						1.25	
GROSS SF			10,336					9,720						15,068	
PARKING															
STAFF	32	400	12800	44			400	17600		56			400	22400	
PUBLIC								0						0	
TOTAL PARKING	32		12,800	44				17,600		56				22,400	
TOTAL AREA			23,136					27,320						37,468	

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CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
 City of Wilsonville **MEETING MINUTES 2 p. 6 of 12**

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

CITY HALL
FUTURE DEVELOPMENT OPTIONS

PROGRAM ASSESSMENT - HR & CM, FINANCE, LEGAL

SPACE	EXISTING			CITY HALL 2ND FLOOR ADDITION					COMMENTS
	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	
OFFICE									
TOTAL EMPLOYEES			32					44	
DIRECTOR OFFICE - CM	1	355	355	1	1		355	355	
OFFICE - CM	3	155	465	4	1		120	480	+1 Asst City Manager
MULTI-PERSON OFFICE - CM (2 PEOPLE)	1	417	417	1	3		417	417	
CM SECURE FILE ROOM				1			120	120	
OFFICE - HR	1	155	155	2	1		155	310	+1 HR Manager
OPEN OFFICE SPACE (1 WORKSTATION)-HR	1	85	85	1	2	85	170	170	+1 HR Asst
HR STORAGE	1	85	85	1			85	85	
HR CONFERENCE	1	155	155	1	8	30	240	240	8 people
HR SECURE FILE ROOM				1			155	155	
TOTAL HR & COMMUNITY MANAGEMENT			1717					2332	
FINANCE & IS									
DIRECTOR OFFICE - FINANCE	1	200	200	1	1		200	200	
OFFICE - FINANCE	1	155	155	3	1		155	465	Office for existing Mgr. + Future Procurement Off.
OPEN OFFICE SPACE (6 WORKSTATIONS) - FINANCE	1	VARIES	590	1	7	85	595	595	+1 Specialist/Clerk
FINANCE PRINTER STATION	1	85	85	1			85	85	
FINANCE STORAGE				1			85	85	
FINANCE SECURE FILE ROOM				1			120	120	
RECEPTION	1	200	200	1	4	50	200	200	
JUDGE'S CHAMBERS - FINANCE	1	180	180	1			180	180	
FINANCE FILES	1	107	107	1			107	107	
OFFICE - IS	1	155	155	2			155	310	+Office for existing Mgr.
IS BENCH	1	277	277	1			277	277	
GIS MAPPING -IS (2 WORKSTATIONS)	1	260	260	1	3		260	260	
OPEN OFFICE SPACE (4 WORKSTATIONS) - IS				1	4	85	340	340	
TOTAL FINANCE			2209					3224	
LEGAL									
DIRECTOR OFFICE	1	335	335	1	1		335	335	
OFFICE	1	155	155	2	1		155	310	+1 Attorney
OPEN OFFICE SPACE (2 PEOPLE)	1	266	266	1	5	85	425	425	+1 Legal Asst and 2 P/T Law Clerks
LAW LIBRARY	1	160	160	1			160	160	
LEGAL CONFERENCE ROOM				1	8	30	240	240	
LEGAL SECURE FILE ROOM				1			120	120	
TOTAL LEGAL			916					1590	
SHARED									
CONFERENCE 231	1	270	270	1	9	30	270	270	EXISTING - 9 PEOPLE
CONFERENCE 210	1	185	185	1	6	30	185	185	EXISTING - 6 PEOPLE
EOC 213	1	222	222	1			222	222	EXISTING
TRAINING 212	1	194	194	1			194	194	EXISTING
WILLAMETTE 1 & 2	1	1527	1527	1			1527	1527	EXISTING
RECEPTION	1	288	288	1			288	288	EXISTING
COPY	1	224	224	1			224	224	EXISTING
STAFF RR - W	1	93	93	2	1		80	160	
STAFF RR - M	1	60	60	2	1		80	160	
PUBLIC RR - W	1	165	165	1	2		165	165	
PUBLIC RR - M	1	165	165	1	2		165	165	
BREAKROOM (20 PEOPLE)	1	550	550	1	30	20	600	600	
COPY				1			80	80	
TOTAL SHARED			3943					4240	
ASSIGNED SF			8,785					11,386	
MULTIPLIER			1.69					1.25	
GROSS SF			14,847					14,233	
PARKING									
STAFF	32	450	14400	44			450	19800	
TOTAL PARKING	32		14,400	44				19,800	
TOTAL AREA			29,247					34,033	

**CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
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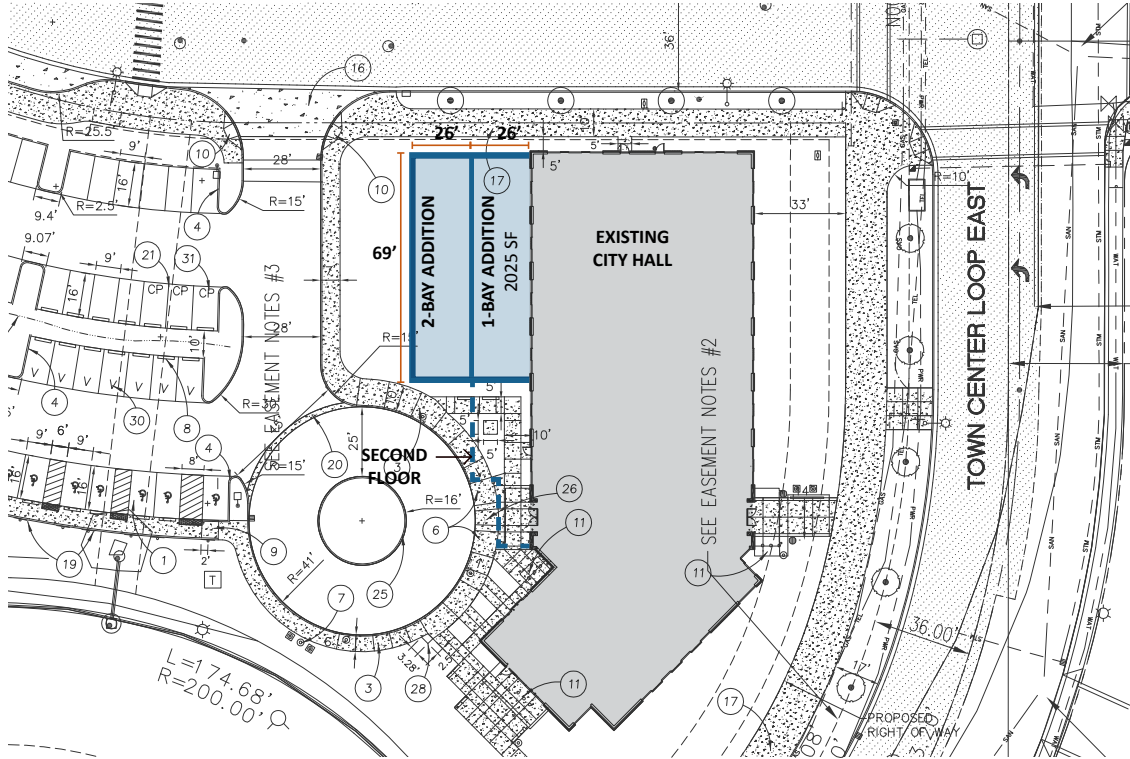


City of Wilsonville

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

**CITY HALL
FUTURE DEVELOPMENT OPTIONS**

CITY HALL SITE PLAN



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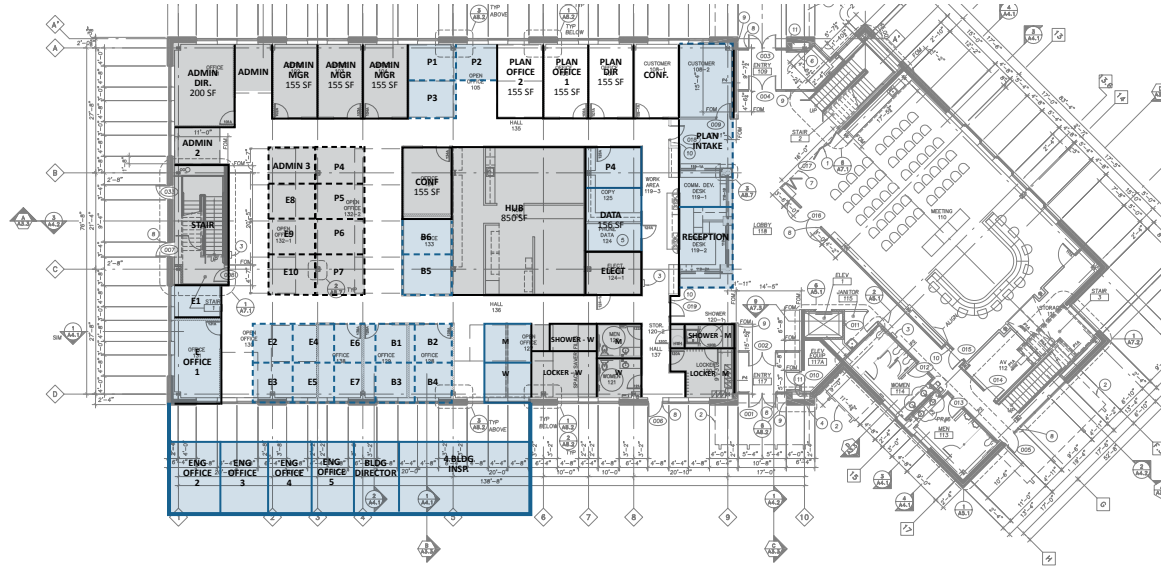


CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
 City of Wilsonville **MEETING MINUTES 2 p. 8 of 12**

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
 CITY HALL
 FUTURE DEVELOPMENT OPTIONS

— EXISTING TO REMAIN
 — NEW CONSTRUCTION
 — COMMUNITY DEVELOPMENT

CITY HALL FIRST FLOOR PLAN - 1-BAY ADDITION



CITY HALL -COMMUNITY DEVELOPMENT, LEGAL, HR & CITY MANAGEMENT, FINANCE & IS MEETING MINUTES 2 p. 9 of 12

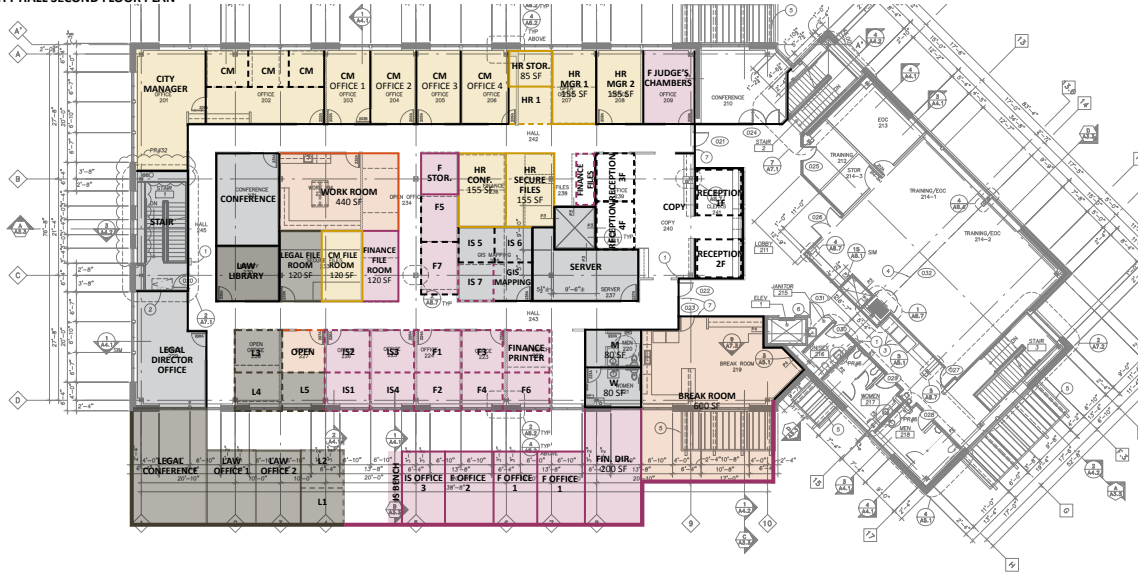


City of Wilsonville

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
CITY HALL
FUTURE DEVELOPMENT OPTIONS

- EXISTING TO REMAIN
- NEW HR & CITY MANAGEMENT
- NEW LEGAL
- NEW FINANCE
- NEW SHARED

CITY HALL SECOND FLOOR PLAN



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CITY HALL -COMMUNITY DEVELOPMENT, LEGAL, HR & CITY MANAGEMENT, FINANCE & IS

City of Wilsonville MEETING MINUTES 2 p. 10 of 12

CITY OF WILSONVILLE MASTER PLAN ASSESSMENT
CITY HALL
FUTURE DEVELOPMENT OPTIONS

EXISTING TO REMAIN
NEW CONSTRUCTION
COMMUNITY DEVELOPMENT

CITY HALL FIRST FLOOR PLAN - 2-BAY ADDITION

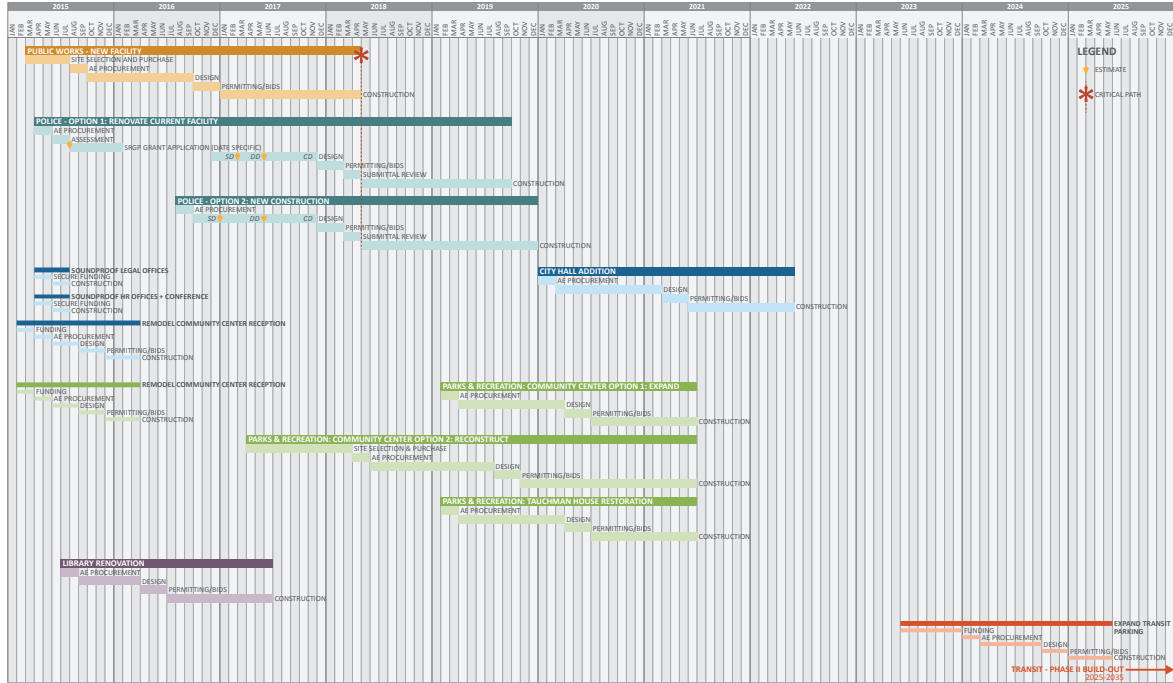


CITY HALL -COMMUNITY DEVELOPMENT, LEGAL, HR & CITY MANAGEMENT, FINANCE & IS MEETING MINUTES 2 p. 11 of 12



CITY OF WILSONVILLE
MASTER PLAN TIMELINE
FEBRUARY 25, 2015

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CITY HALL
-COMMUNITY DEVELOPMENT, LEGAL,
HR & CITY MANAGEMENT, FINANCE & IS
 City of Wilsonville **MEETING MINUTES 2 p. 12 of 12**

City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
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			Redesign library to modernize and update to meet changing trends	BY 2020	2	\$1M available now	3	8	HIGH
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FINANCE									
City Hall Second Floor	NOT DEFICIENT	0	Expand City Hall	BY 2025	1	Debt Financing	1	2	LOW
TRANSIT									
SMART Operations and Fleet Facility	NOT DEFICIENT	0	Short term: Expand bus, employee and public parking	BY 2025	1	CIP funds	2	3	LOW
			1. Implement Phase II of build-out; Add EV charging station	BY 2035	0	Possible future funding source: federal grant money	2	2	LOW

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OH PLANNING+DESIGN, ARCHITECTURE

MEMORANDUM

Oh Project No.: 80029

Project Name: City of Wilsonville Facilities Master Plan Concept Review Meetings

Date: 2/19 – 2/20/215

To: City of Wilsonville
 Prepared by: Taz Loomans

Distribution:
 Delora Kerber, City of Wilsonville Public Works Department
 Barbara Jacobson, City of Wilsonville Legal Department
 Jeff Smith, City of Wilsonville Police Department
 Jeanna Troha, City of Wilsonville HR Department
 Bryan Cosgrove, City of Wilsonville City Manager
 Pat Duke, City of Wilsonville Library Department
 Holly Miller, City of Wilsonville IS Department
 Susan Cole, City of Wilsonville Finance Department
 Nancy Kraushaar, City of Wilsonville Community Development Department
 Stan Sherer, City of Wilsonville Parks Department
 Stephan Lashbrook, SMART
 Deb France, Oh Planning + Design, Architecture

Community Development:

- A 1-bay expansion meets projects program needs but a 2-bay expansion may be a preferred solution of capturing additional space at today's cost.
- If Police proceed with Option 2, reconstructing a Police building in their current location, Community Development will need space for storage and for the Data Center that is currently housed in the Police and Public Works Building.
- Immediate needs: 1. Reception counter to grow to capture adjacent Conference Room 2. Add separate switch for shower light 3. Expand hub 4. Add plan work space

Public Works:

- Add a laundry room, a bunk room, and a plans work table
- IS will need a space for storage and receiving at new PW facility
- Add an emergency generator on site
- Include a delivery area
- Add an air gap water fill station near wash bay

Future sites –

- Eliminate Sites #3, 4, and 5 from consideration

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- Sites #1, 2 and 6 are viable

Police:

- Reduce size of Break Room to serve 12 people
- If Police choose Option 1, included in the cost will be filling in the hole from the existing building will be
- File vault on the main level will have to be relocated to the lower level in Option 1, occupying the main and lower levels of the existing Police and Public Works Building.
- Change the Multi-person Office to the Shift Briefing Room
- Move proposed Women's Locker Room on the lower level to be adjacent to the Men's Locker Room.

Parks:

- If the Parks Master Plan gets funded, the RFP will be distributed in August 2015.
- Parks Strategic Plan must happen before the Parks Master Plan.

Community Center –

- Community Center needs a reception remodel done sooner than large project timeline.
- Do a parking analysis. Expansion of the Community Center will be limited by how much parking can be added.
- If Community Center is expanded, phasing will be a concern to ensure operations continue while construction is happening.
- The proposed Aquatic Center is 80,000 sf.
- The preferred site may not be able to accommodate an additional 20,000 sf for a Community Center unless it is added vertically.
- A second preferred site for the Aquatic Center may be able to accommodate additional square footage for Community Center.

Tauchman House –

- Expand parking across Boone's Ferry Rd.
- 3 additional acres to the east could be acquired for the park.
- Restore restroom downstairs and flip the entry to the other side.
- An elevator is not recommended, the upstairs will not be accessible.
- Further possibilities include outdoor food service area, a non-motorized boat concession, and a connection to the river.
- Ohpd needs updated plans for the first floor and a plan of the attic.

HR and City Management:

City Manager –

- Art and Tech School could be a possible site for the Police. The school district is looking to purchase it or do a long term lease for the building.
- Look at aggregate site of Community Center and the Art Tech School in making plans for the Community Center
- There are lost programming opportunities with the current Community Center facility.



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90003 RSD A/E Services; RHS Gym Lobby VHB Tape
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09/29/2014

- The new Aquatic Center could be a multi-generational facility with the possible addition of the Community Center.
- The current size of City Hall is adequate until 2021, but it will need to be expanded after that.
- Facilities Master Plan will be taken to council for approval in the first part of April 2015.
- LaserFiche does not take away Legal's need to have a dedicated file room. Provide Legal with their own separate file room.
- The basement of the future Police facility at the Public Works and Police Building could provide more file space for other departments.
- Find out when Police needs to be in a seismically upgraded facility.

HR –

- Add HR cubicle
- Make sure to have cubicles labeled as “open” to maintain flexibility.
- Change CM offices to existing on plan.

Finance:

General –

- Add more information on seismic funding for the Police on Priority Evaluation chart.
- Change line items that say “unknown” under Funding Availability to “debt financing”.
- Add Aquatic Center on the Master Plan Timeline.

IS –

- Existing Workstations: 5, 2 located in the GIS room
- Future Additional Workstations: 2, 1 located in the GIS room
- If Police and Public Works Building is reconstructed, the IS Data/Server room in the basement of the existing building could be eliminated but significant network reconstruction/fiber changes would be required.
- Add space for IS receiving and storage at the new Public Works facility loading dock.
- Add a new AV room at the Library during Library remodel for taping programs and public access space for PEG Public Films

Finance –

- Existing workstations: 6; Existing storage workstation: 1
- Future additional workstations: 1
- Existing staff at reception counter: 4
- Include central printer space
- Add Finance storage room and separate file room
- Add a nursing mother's room

Transit:

- Phase II is projected to happen between 2025 and 2035
- Could run out of space in the parking lot before Phase II expansion happens.
- Expanding bus parking is a priority; Parking expansion needs to happen by 2025;
- If the new Public Works facility is sited next to Transit, the two departments could share the parking lot space
- Phase II expansion includes: Swale is being relocated to the center of parking pod and parking is expanding to the south; Offices are being added in the Administration expansion; Add a break room for Administrative staff; Add a repair bay
- Transit is looking to add a turnaround for buses on the east and west sides of town.
- Include Transit Master Plan with concurrent projects.

Library:

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- Repair beam to column connections in the attic – critical.
- Grow Young Adult area
- Grow Play Area in Children's
- Consider a Parent's Space in Children's which may include computers for Adults
- Revise Nonfiction total square footage on Program Chart
- Improve sense of arrive, update front door
- Refresh Programming space
- AV room could go in Staff Area
- Move proposed staff vestibule on the floor plan
- Pat to send photos of Colorado libraries – complete
- Computers need to stay and need to be generally visible
- Reference desk should get smaller and could be added to the Main Service area
- Platform for Reference needs to be included
- Young Adult area needs to feel private for teens without actually being private; the collection needs staff supervision
- Add one more Quiet Room
- Portals between Children's and Discovery Spaces/Makers Spaces could serve as a good transition
- Where should DVDs go?
- Eliminate Tech Resource Center and replace with the Heritage collection
- Add seating in the center of Adult Space
- Maintain the quiet reading area in the Adult area
- Update drive-up book drop to accommodate walk-ups
- The wall between Children's and the Patio needs to become more transparent and open
- The Grove on the southeast corner of the site needs to be selectively reduced.
- Adding a new Theater on Library site may be too disruptive to existing flow and parking may not be adequate for it.
- The Art Tech School could possibly be used as a site for new Theater.
- Show a plan of the district with all the municipal buildings showing.
- Create an identity-strengthening strategy which includes redesigning the existing signs on the site
- Pat Duke would like to add a display board facing Wilsonville Road to advertise programs.

END OF MEMORANDUM

TRANSIT

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

TRANSIT FUTURE DEVELOPMENT OPTIONS

PROGRAM ASSESSMENT

		EXISTING			PHASE II BUILD-OUT				
SPACE	QTY	SIZE EA (SF)	TOTAL AREA (SF)	QTY	NO. USERS	SF PER USER	SIZE EA (SF)	TOTAL AREA (SF)	COMMENTS
OFFICE									
TOTAL EMPLOYEES			14					28	
ADMIN			2131					3197	+Admin Offices and Breakroom
OPERATIONS			622					622	
LOBBY			700					700	
FLEET			1060					1060	
MAINTENANCE SHOP			7340					8769	+ 1 Repair Bay
ASSIGNED SF			11853					14347.5	
MULTIPLIER			1.06					1.25	
GROSS SF			12600					17934.4	
SITE									
EMPLOYEE PARKING	46	319	14684	58				18545	
BUS PARKING	28	1295.4	36271	36				23802	
STORMWATER RETENTION			53224					56896	
CHASSIS AND MUD WASH PAD								1348	
FUEL LANE								1348	
FUEL LANE AND BUS WASH								4729	
FUEL TANKS								1923	
TOTAL SITE			104,179					108,591	
TOTAL AREA			116,779					116,779	

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3.3 MEETING
MINUTES 2



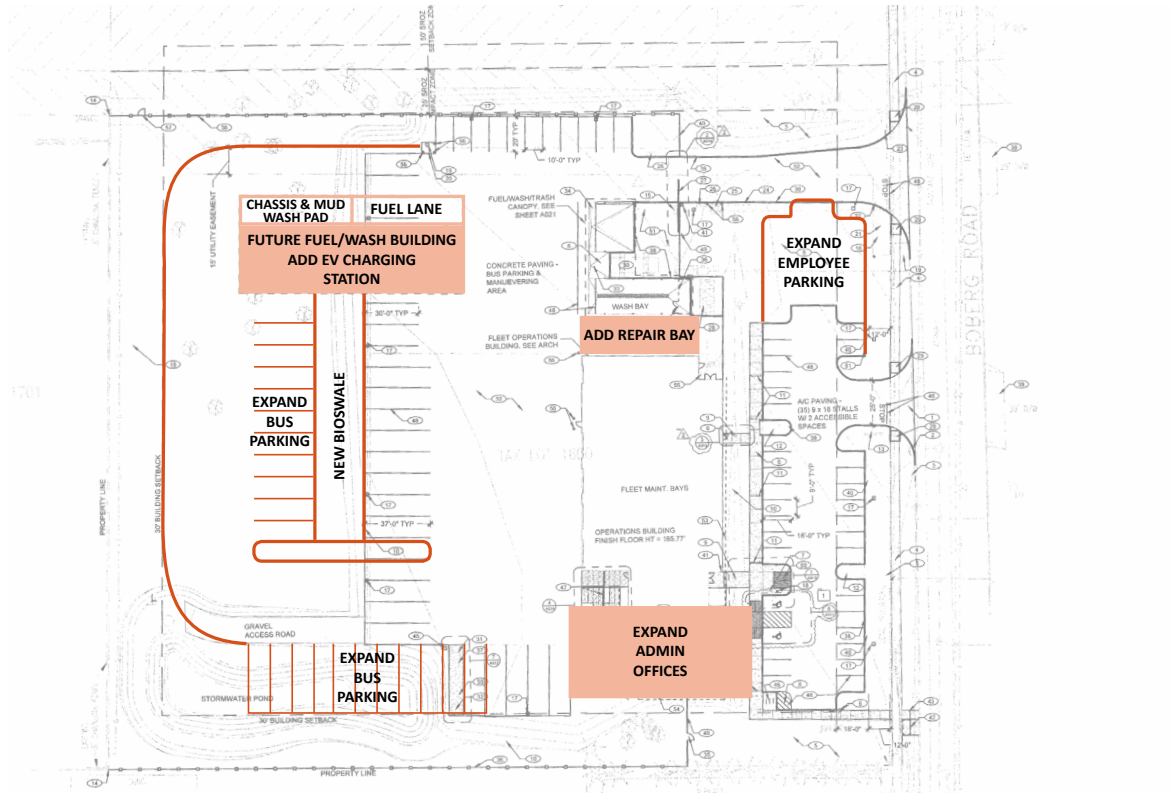
TRANSIT

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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

TRANSIT FUTURE DEVELOPMENT OPTIONS

- PHASE II BUILD-OUT
- SHORT-TERM PROJECT



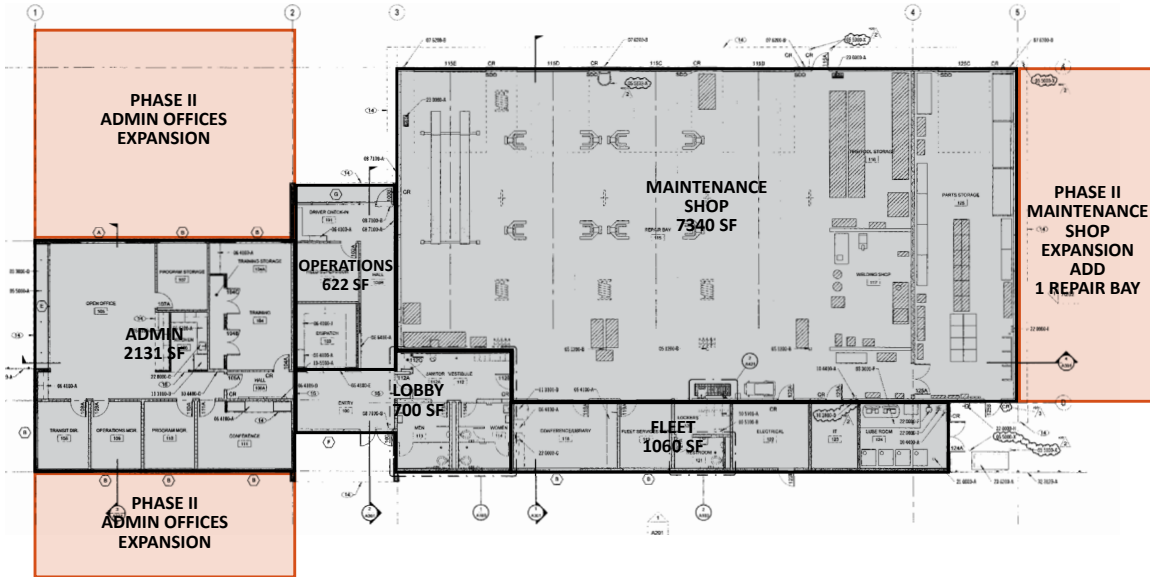
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CITY OF WILSONVILLE MASTER PLAN ASSESSMENT

- TRANSIT
- FUTURE DEVELOPMENT OPTIONS

FLOOR PLAN



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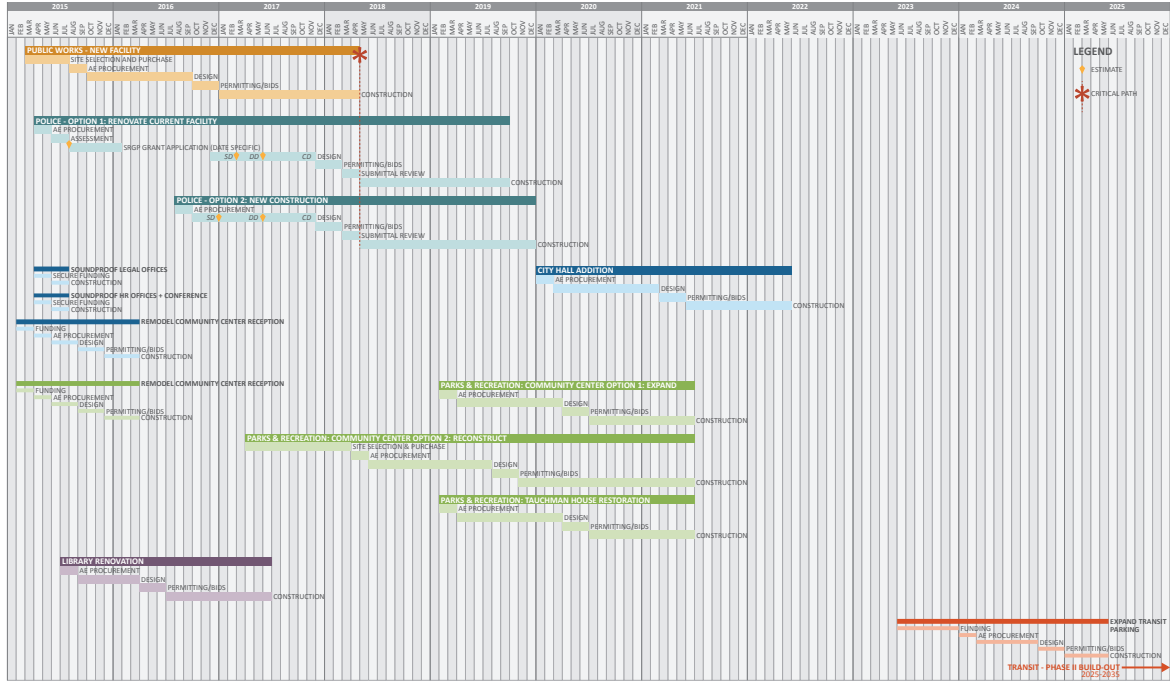


TRANSIT

City of Wilsonville MEETING MINUTES 2 p. 8 of 9

CITY OF WILSONVILLE MASTER PLAN TIMELINE FEBRUARY 25, 2015

Oh



TRANSIT

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City of Wilsonville Master Plan - Priority Evaluation

19-Feb-15



DEPARTMENTS	EXISTING FACILITY	POINTS	FUTURE DEVELOPMENT	URGENCY	POINTS	FUNDING AVAILABILITY	POINTS	TOTAL	PRIORITY
LOCATION	Deficient = 3 Partially deficient = 2 Not deficient = 0		REMODEL / EXPANSION RECOMMENDATION	Immediate = 3 By 2020 = 2 By 2025 = 1 By 2035 = 0		Available Now = 3 Possible future funding source = 2 Debt Financing = 1			
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