

Attachment 2

Supplemental Questions by Council and Staff Responses

1. What is the policy restriction on sharing information from the Finance committee?

There is no restriction on sharing information discussed at City Council Finance Committee meetings, which are open to the public.

2. Will there be an estimate on the cost to raze and rebuild the civic center (no police station) available for the work session?

A reliable estimate is not possible because the rebuilding is not well defined. The size of the rebuilt Civic Center is unknown as are site features if the Civic Center is completely rebuilt. Staff's assumption is the cost would be over \$100 million, potentially more.

3. What are the costs, benefits, and risks of going out for a bond in May 2017 vs Nov 2017 vs May 2018? By waiting, could Council consider all the potential bond measures and set direction that aligns the police station with seismic costs for all city buildings, infrastructure, and equipment?

Over the past decade, a new police facility has emerged as city priority. Through City Council meetings, community surveys, interviews, professional polling and public hearings, public input was solicited from a broad range of stakeholders, including the Mayor's Blue Ribbon Task Force on the Police Facility. The 14-member task force included community members and members of Salem City Council. For many years, the City of Salem has tried to identify a way to provide a seismically stable facility that consolidates public safety functions in a central location to better meet the needs of Salem residents. As recommended by the Blue Ribbon Task Force on the Police Facility in 2015, the City Council directed staff to work with a national expert in police facility design to better inform decisions about the appropriate size, location, and cost of a facility that will serve the Salem community for decades. A bond measure on a police facility would remove this priority need, and allow Council and the community to focus on other strategic needs.

4. What exactly is the school district bond in November?

The Salem Keizer School District has a citizen's task force that is reviewing the district's draft long range facilities plan. The task force is also reviewing enrollment projections and capacity of each of the district's school buildings to determine future capacity needs. The needs include additional classrooms, gymnasiums, cafeterias, libraries and auditoriums. The need to replace aging portables throughout the district has also been discussed. The goal of the Task Force is to review and validate the list of facility needs included in the 10 year capital improvement plan and to make a recommendation to the School Board about how to fund the plan. The school board will be receiving the recommendation later this year within a timeframe that would allow a November 2017 bond election, if so decided by the District's board.

5. What is the outreach plan?

Outreach discussions have been occurring since January 2017. State law limits prohibits public employees from engaging in political campaigning (advocacy), which include ballot measures. Public employees may provide only factual information once a measure has been placed on the ballot. Information that was prepared for the November 2016 election will be updated and improved. Advocacy and support for the bond measure will be through citizens and organizations. Gerry Frank and Janet Taylor are co-chairing a citizen committee that will lead the advocacy for a police facility. If Council chooses to include the Library, the public information and advocacy would be inclusive of library supporters.

6. How will the site be procured?

The City has an option to purchase the site but final price is not negotiated. An appraisal will help determine the actual value. The plan is to purchase the site through bond proceeds.

7. How were the options under consideration developed?

The police facility planning has been an iterative, decade-long process. With the defeat of the \$82 million bond measure in November 2016, staff reviewed ways of reducing the square footage and cost while maintaining the professional standards that were important to the Blue Ribbon Task Force. The parameters used to develop the options presented to Council were a facility that cost less than \$82 million; the ability to include seismic work on city facilities, if feasible and under \$82 million; and reductions that used a programmatic approach using professional standards.

8. What is the status of the planning and layout for the police facility?

The program for the building is at: <http://www.cityofsalem.net/CityCouncil/City-Projects/NewPoliceFacility/CouncilActions/Planning-Concept-Design-Report-Vol.2A.pdf>. There are some concept layouts that show where the program areas are located by floor for the 148,000 sf building. The report from DLR provides the size for the programs and special features that comprise the police facility. Full design and detailed planning would occur after a successful bond election. Less than five percent of the design work is completed.

9. When will the facility requirements be finalized?

After the City selects an architect and owner's representative, both will assist the City in the design phase of the project. During the design phase, the scope of construction will be set and the project can be fine-tuned to meet the overall budget. The end result will be a set of contract documents for construction of the facility that define the project scope for the contractor and specify the City's needs in detail. Well-prepared contract documents will help improve the City's chance of economically favorable responses by eliminating uncertainty and defining risk for contractors who bid on the project. The City will advertise the project for bid upon completion of the contract documents. The lowest responsible bidder will be awarded the contract. The competition in the bid process will help keep the contract price down.

10. Why is the contingency over nine percent?

The contingency at this stage allows the City to be prepared for unknowns that may come up in the design and construction process. As the design is completed, some of those unknowns will be resolved and the contingency may be lowered. The recommended contingency is already at the low end for this stage of building design. An adequate contingency protects the City from unexpected cost increases arising during the project. Examples of issues that suddenly increase cost include regulatory changes, sudden material price increases, and discovery of environmental contamination, poor soils and/or other unexpected subsurface conditions. An inadequate contingency will force the City to make choices between reducing size/scope of the project, cutting quality of materials, or trying to find supplemental funding.

11. If we build for 20 years in the future, much less 30-40, is the City potentially missing out on the benefits of community engagement & response times by not allowing for precincts?

a. Evidence from consultant that shows when a precinct based method is needed. Why is the estimate based only on sworn officers and not officers and civilian employees?

Precincts are usually utilized in large cities when the need for additional space is necessary, and the size of the city dictates it. The only city we are aware of in Oregon which has precincts is Portland, and they have actually closed two of their precincts over the last few years, even though they have almost 1,000 officers. Maintenance of the building and the costs involved were deciding factors to close them.

Determining space needs by officers is a common practice of not only consultants, but government agencies when comparing statistics, awarding grants, or other uses. While we do not know for sure, it is believed there is usually some correlation to the number of officers and civilian staff necessary to assist them.

b. One of the reports online compared Salem to other cities of our size and we seem to have a lot more administrative staff than some and a lot fewer officers than others. Perhaps we would benefit from a precinct at smaller officer size because of that.

The Police Department's total civilian staff is 136. This includes 81 WVCC employees. The number of police civilian (non WVCC) employees is 41 full time and 14 part time employees.

c. What about the changing needs of officers who spend most of their time in cars?

Our patrol officers have always deployed in cars to their respective districts. Their work will remain consistent to past practices, given the necessity for them to respond to calls for service.

d. Should office space be shared by shifts, and is it planned that way?

Office space within the police department has always been shared, and that will continue to be the case in a new facility. Office cubicles for detectives, sworn administrative staff and some units is individualized

due to the nature of what they do, but most every other space within the facility is shared by whoever is working at a particular time.

e. Should there be a bullpen area for paper work, with drop in space rather than assigned space?

The plan calls for "hoteling" stations in different areas of the building. Examples of these areas would be the Patrol de-briefing room and the Youth Services office. Both of these areas would be available for use by other officers before or after shift changes.

f. What is the true cost of "duplicate staffing" of a precinct? Do you really just need 1 admin staff or "front desk" person, perhaps on shifts for coverage?

The community knows that our station is open 24/7 for people who need help and that would be the expectation of any other police facility. With one facility fully staffed we can cover front counter, warrant confirmations, clear stolen cars from the computer, enter arrest data, answer public records requests, and cover employee breaks. With a precinct we could not meet those demands. Staff believes the community expectation for any precinct is that there will be staff available to assist them just as there would be in the headquarters.

g. Why does Eugene have precincts?

We have verified that Eugene does not have precincts. All of their sworn personnel start their day, brief, and head to their assignments from their main headquarters, just as we do. Much like the Salem Police downtown team, Eugene does have office space for their downtown team, but it is not a staffed area and the public only has access when the officers are working.

12. Two separate groups of architects with expertise in designing public safety buildings told the blue ribbon task force that construction costs range from \$250 to \$290 per square foot, yet \$500/sq. ft. is being used, why?

The construction costs between \$250 and \$290 were for building construction only. The \$500+ number includes design, site work, and other project components. The current cost estimate is based on an independent evaluation

of our actual project based on what is known about the project today and current market conditions.

13. Are the departmental grossing factors and building grossing factor that are extreme increasers of size, really accurate given that the report says to use between 10% and 40%, and the recommendation uses 40%?

The recommendation is from DLR, and based on their work on the program and their experience with similar facilities.

14. Why the increase in size from earlier public reports?

The 75,000-106,000 was based on the prior project concept and task force testimony by DLR and Mackenzie after they spent a few hours touring our facility and talking to staff. Both consultants also recommended a detailed programming effort, which was echoed by the task force and ultimately performed by DLR. The more detailed effort resulted in a larger program requiring a larger building.

15. Why did certain sections grow in later estimates? Is that growth justified?

These came from DLR's expert work on the program and are based on their experience with similar facilities. These are areas that were identified during task force testimony by the consultants as possibly undersized in the prior reports and programming.