



Study Session

SS

Milwaukie City Council



MINUTES
MILWAUKIE CITY COUNCIL
www.milwaukieoregon.gov

STUDY SESSION
DECEMBER 17, 2015
City Hall Conference Room

Mayor Gamba called the Study Session to order at 6:00 p.m.

Council Present: Council President Lisa Batey and Councilors Scott Churchill (arrived at 6:35 p.m.), Wilda Parks, and Karin Power

Staff Present: Assistant to the City Manager Mitch Nieman, City Recorder Pat DuVal, Public Works Director Gary Parkin, Facilities Maintenance Coordinator Willie Miller, Stormwater/Streets Supervisor Kenny Hill, Water/Wastewater/Fleet Supervisor Ronelle Sears, and Human Resources Director Gary Rebello

Facilities Division Report

Mr. Parkin provided an update on Facilities Division activities and projects.

Mr. Miller noted that due to the heavy rains, work had not begun on the reroof.

Mr. Parkin described that about half of the work performed by the two City staff members was done toward preventative maintenance.

The group discussed some of the work orders, such as unlocking buildings for meetings. **Mr. Parkin** noted that a solution would be to add Staff or reduce workload.

Mr. Miller provided a brief history of the Facilities Department. He explained and discussed a graph illustrating facility work orders over a year, which was a fairly normal breakdown. He reiterated that preventive maintenance took up about half the work load and there were many components to the buildings that needed upkeep.

Mr. Miller explained that the two Facility staff members shared the responsibility of being on call 24/7. He noted that Facilities was also responsible for moving the event trailer. **Mr. Parkin** explained that the primary focus was to limit overtime hours. **Councilor Power** noted certain tasks could be delegated out to someone else. **Mr. Miller** discussed liabilities involved with having people other than Staff perform tasks.

Mayor Gamba asked for a list of tasks that did not require the skills of the Facilities personnel and the number of hours involved. **Councilor Power** noted the possibility of departments being cross-trained.

Mr. Miller said the biggest challenge was resources, be it people, money, or time. Being able to react quickly to requests was important. One strategy would be to contract out some of the work, which would have an impact on the budget. Another strategy was to defer preventive maintenance, but that resulted in more costs later. He discussed keeping buildings at optimal design to consume less energy.

Council President Batey asked if Mr. Miller tracked how much time it took to work on systemic things, like the HVAC (heating, ventilation, and air conditioning) unit, and had prioritized items that would be the most important to replace.

Mr. Miller replied that the HVAC had the greatest number of requests. He discussed that the HVAC system was an example of how deferred maintenance did have an impact. **Mr. Parkin** discussed issues with planning and coordination and explained how there was no time to plan ahead. He discussed the roofs at PSB and City Hall.

Council President Batey asked if there could be trainings in the City buildings related to simple maintenance tasks. **Mr. Miller** responded that there were issues related to

workers compensation in having Staff from outside Facilities doing maintenance. He also discussed safety and did not wish to put people at risk.

Mr. Parkin noted the possibility of educating Staff about how the HVAC functions. The group discussed the HVAC in the Council Chambers and **Mr. Miller** explained the challenges involved.

Mr. Parkin discussed succession planning for Mr. Miller's retirement. The plan was to have a written transition plan and overlap of a new coordinator.

Mr. Parkin showed a site plan of 40th Avenue and Harvey Street and explained the layout of the site, along with possible future uses. **Mr. Miller** commented on the benefits of moving the Facilities department into the old fire station at 40th and Harvey. **Mayor Gamba** and **Councilor Parks** commented on the benefits of such a move.

Mr. Parkin briefly commented on the space assessment studies that had been done in the past. **Councilor Parks** suggested an update that showed projects that had been completed and projects still in progress. **Mr. Miller** pointed out that the buildings were listed in "good" condition when the space studies were done around 2009, but with the note that if the buildings were not maintained, then the condition could go down to "fair" in the next 10 years. He felt that Facilities was maintaining a good rating on the buildings.

Mr. Miller discussed the Energy Trust of Oregon (ETO) and low cost loans to make improvements. The City had been committed to energy efficient projects for many years, and it was a primary focus for the Facilities Division. **Mr. Parkin** explained that the ETO selected Milwaukie as a member of the Strategic Energy Management (SEM) program that had many benefits and partners.

Public Works Utilities Report

Mr. Parkin provided a background on the Public Works Departments.

Mr. Hill discussed the Street Division, the work the crews perform, and the challenges involved. He discussed the benefits of the recently purchased crack sealer. He discussed the Street Surface Maintenance Program (SSMP) related to the concerns from residents about repaving local streets.

Mayor Gamba asked for an estimate of how much it would cost to repair the streets, and **Mr. Parkin** said it would be about \$33 million. **Mr. Parkin** said a more realistic number could be half that cost, utilizing newer strategies to repair roads. **Mayor Gamba** asked for three numbers: the cost according to conventional wisdom, the cost taking new methods into account, and the SSMP budget.

Mr. Hill discussed bringing in new methods to help repair and restore asphalt in the future. He explained the issues related to water on the roads. He also discussed using the street sweeping fund to buy sweepers and have a designated street sweeping staff person that would have an established route.

Ms. Sears discussed the dedicated crews. She explained the budget and touched on upcoming projects for the departments, including the repainting of the elevated tank at Water Tower Park. She explained the Cross Connection Program and the request for a new full-time employee to take over that work from the Water Quality Coordinator.

Mayor Gamba asked how much it would cost to service additional residential areas which currently lie outside the City. **Mr. Parkin** discussed annexation.

Ms. Sears reported that the City's water quality was rated as "outstanding" during a recent State inspection, and the City has been moved to a 5 year inspection schedule instead of the 3 year schedule. She gave credit to the dedication of the crews and all their hard work.

Mr. Hill discussed the Storm Department and the new vacor truck. He explained dry wells and the impact of heavy rains on the City, noting many dry wells were at capacity.

The group discussed issues and possible solutions to flooding. **Council President Batey** and **Ms. Sears** discussed sewer laterals.

Ms. Sears provided an overview of the Fleet Department.

City Manager Recruitment Process

Mr. Rebello provided the report on the City Manager Recruitment process; the City could do a sole source appointment or get three proposals to choose a recruitment firm. He discussed the benefits of hiring a recruitment firm to manage the process and reviewed a partial list of possible firms, noting the fees were similar and timelines were approximately the same. He commented on the public involvement element.

Council President Batey did not feel she needed to be involved in a subcommittee to select the firm. She understood that Prothman had a stable of candidates.

Mayor Gamba did not feel a Request for Proposal (RFP) was necessary. **Councilor Power** did not feel she needed to evaluate RFPs.

The group discussed the overlap with Mr. Monahan and updating the City Manager job description. **Mr. Rebello** said he would send out the job description and noted that all job descriptions were available online.

Management / Non-Represented Compensation Study

Mr. Rebello discussed an adjustment that could be done to put non-represented positions within plus or minus 5 percent with other jurisdictions. He provided information on positions and noted they were not within the market average. He thought it might worthwhile to have a consultant to provide a recommendation to avoid any conflict of interest. The consultant cost would be about \$5,000 to \$7,000. He wanted some assurance that Council wanted to really make the adjustment that would cost about \$80,000 to \$100,000 annually.

Councilor Churchill thought the annual increases would be worth the cost. **Councilor Power** was in favor and did not wish to be involved in the selection of the consultant.

Clackamas Cities Association (CCA) Dinner Discussion

Mr. Nieman provided an update to Council and discussed possible locations for the CCA dinner, including Bob's Red Mill and Breakside Brewery. The group noted that Bob's Red Mill would be preferred if the space was large enough. **Mr. Nieman** would check the capacity and get back to Council. The group noted other alternatives.

Neighborhood District Association (NDA) Leadership Meeting Discussion

Mr. Nieman noted the NDA Leadership Meeting was scheduled for January 27th and discussed confirmed and potential speakers and topics.

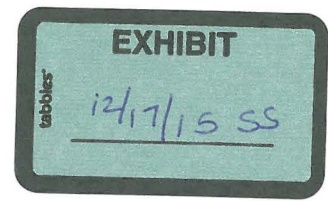
Mayor Gamba adjourned the Study Session at 9:01 p.m.

Respectfully submitted,



Amy Aschenbrenner, Administrative Specialist II

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Process to recruit a city manager in 2016

The employment contract with the present city manager expires on October 17, 2016. Early this year, the manager informed each individual members of the city council that it is his intent to fulfill the term of the contract and then retire from full time service as a city manager to pursue other ventures.

During the manager's performance review in July, he informed the Council that it should begin the process to recruit a new manager sometime in 2016. The process could take upwards of six month depending upon the City Council's reaching consensus on a candidate and negotiating a contract with the next manager.

To initiate discussion of the task ahead, the manger asked Gary Rebello to scope out a process to conduct a recruitment. Gary developed the following brief description of the process if the City uses the services of an outside recruiter (the normal process employed for the chief executive position):

Outside Recruiter:

- One month for the RFP process (HR can assist in developing the RFP as well as a list of the companies that are available to perform recruitments in the Northwest
- 2.5 months for the hiring/selection process (see attachment for detail)
- One month+ notice period to current employer

If all goes well, 4.5+ months from start of RFP to start of employment, but it almost never goes according to plan. If we want someone starting October first, we will need to get started no later than May 1st with the RFP.

If we run the recruitment internally we only save, at most, the one month for the RFP process. For this level of position HR highly recommends an external recruitment firm.

Direction Sought From the City Council

Should the HR department plan to engage the services of an outside recruiter?

Should the process begin on May 1, 2016 to have a new city manager in place on October 18, 2016? If the process begins on April 1, 2016, the possibility of some limited overlap of service might be possible.

City Manager Search
Possible recruitment Firms (partial list)

Bob Murray and Associates; Roseville, CA

Prothman Company; Issaquah, WA

Waldron and Company: Portland and Seattle

CPS HR Consulting; Sacramento, CA

Avery Associates; Los Gatos, CA

W. Brown Creative Partners; Medford

City Manager - 2015

Fee	Additional Expenses	Total Cost	Guarantee	Timeline
\$18,500	\$5,900 - \$8,000; not including candidate travel expenses	\$26,500	2 year guarantee expenses only.	10-14 weeks
\$17,500 including 3 days of meetings on site	\$7,500 include trave expenses and misc services	\$25,000	1 year guarantee expenses only	16 weeks
\$26,000	pre-approved expenditures over \$1,500 include travel expenses and misc services	\$27,500; 3 equal installments during the search	6 months search; cost-sharing basis plus 1/3 of original search fee	11 weeks
\$23,250 includes all expenses and costs	\$125/hr for services beyond scope of proposal	\$23,250	1 year guarantee at no cost, 2nd yr Expenses only	12 weeks

EXECUTIVE SEARCH PROCESS

STAGE 1 DISCOVERY

Learn about your organization, culture, and needs for the position

Select and refine CEO position key competencies

Conduct preliminary research to frame the search

Create detailed position profile to reflect your organization

Consult on customized selection process

STAGE 2 OUTREACH

Visibility campaign to create awareness via media advertising and postings

Targeted research of candidate prospects and direct outreach

Screening interviews of interested candidates

Perform competency evaluation of internal candidates

Tracking reports of active candidates and their status

STAGE 3 CANDIDATE PRESENTATION

Candidate pool evaluation to identify high-potential candidates

Presentation of each high-potential candidate's materials

Deliver competency feedback to internal candidates and discuss development opportunities

Selection of candidates for semifinal interviews

Waldron arranges interviews and updates candidates about the search progress

STAGE 4 FINAL CANDIDATE SELECTION

Facilitation of client interviews and debriefs

Candidate referencing and background checks

Partner with you to select the finalist and extend an offer

Personal notifications to all candidates about their status

SAMPLE PROJECT TIMELINE

Week	Activity	Status	Client Participation
Week 1	Kick-Off		
	Kick-off meeting		✓
	Gather input from internal stakeholders		✓
	Discuss position profile		✓
	Refine research strategy		
Week 3	Position Profile Development		
	Deliver draft position profile		
	Develop visibility campaign strategy		
Week 4	Outreach/Recruitment Phase		
	Launch visibility and outreach campaign		
	Targeted recruitment, networking and sourcing for referrals		
Week 6	Mid-point status report and first dashboard; dashboards thereafter until presentation of candidates; continue screening and interviewing of potential candidates		✓
	Complete active recruitment phase. Interested candidates should provide materials (cover letter and resume) by this time		
	Screening and interviewing in progress		
Week 9	Candidate Presentation and Review		
	Deliver materials for candidates Waldron has shortlisted		
	Waldron presents candidates to the Selection Committee and facilitates round table discussion to determine which candidates will proceed for interviews		✓
Week 10	Interview Phase		
	Final in-person interviews and candidate visits, with a debriefing sessions facilitated by Waldron		✓
	Successful candidate selection; background check		✓

City Manager Search Project
DRAFT
Internal Process (No Search Firm)

Internal Search Team and Roles:

- **City Council (Hiring Manager): full Council or sub-committee**
 - o Participate in the development and review of the position profile/core competencies
 - o Decide on level of community involvement
 - o Review candidate pool applications/select interviewees
 - o Interview candidates
 - o Review market pay and determine compensation package
 - o Review job posting content
 - o Make final selection and job offer

- **Human Resources: Rebello (Project Manager), Leicht**
 - o Coordinate Council participation in all aspects of the search
 - o Post/advertise the position
 - o Receive all applications via NEOGOV
 - o Batch and send applications to Council for review
 - o Coordinate candidate interview process/scheduling
 - o Communicate status to candidates

- **Police Department: Bartol**
 - o Conduct background searches (criminal and financial)

- **City Manager's Office (Public Affairs and Community Involvement): P.A. Coordinator; Wachs**
 - o Develop advertising collateral and position profile announcement
 - o Coordinate community participation in the interview process

- **IT Director: Eichelberger**
 - o Provide project management tools (Gant chart, etc.)

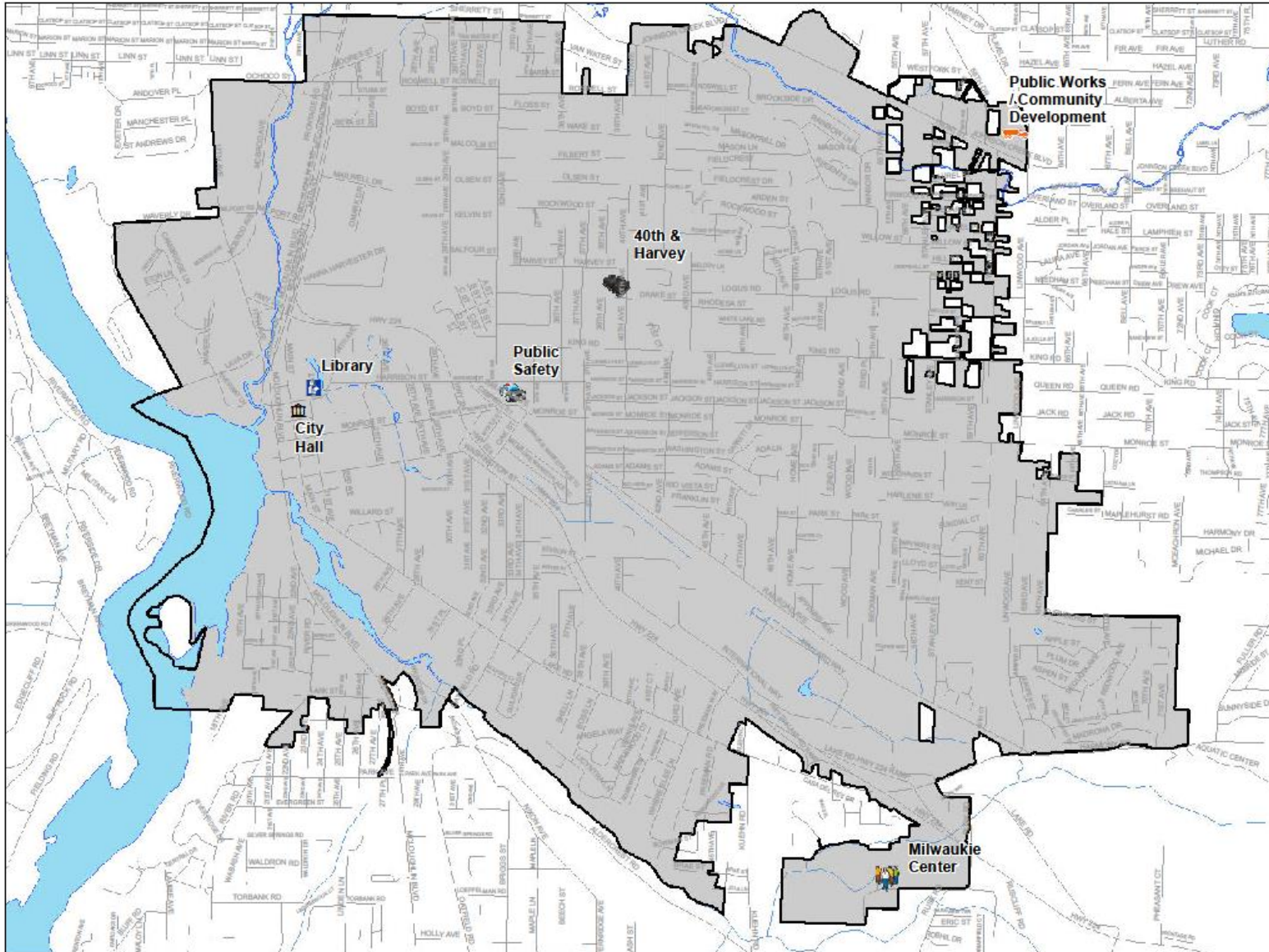
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- **City Attorney: Jordan Ramis**
 - o Review and prepare CM employment agreement

Facilities Report

1. Workload
2. Succession plan
3. Site planning – 40th and Harvey
4. Facilities assessment reports
5. Energy Trust

City of Milwaukee 2015 Public Facilities

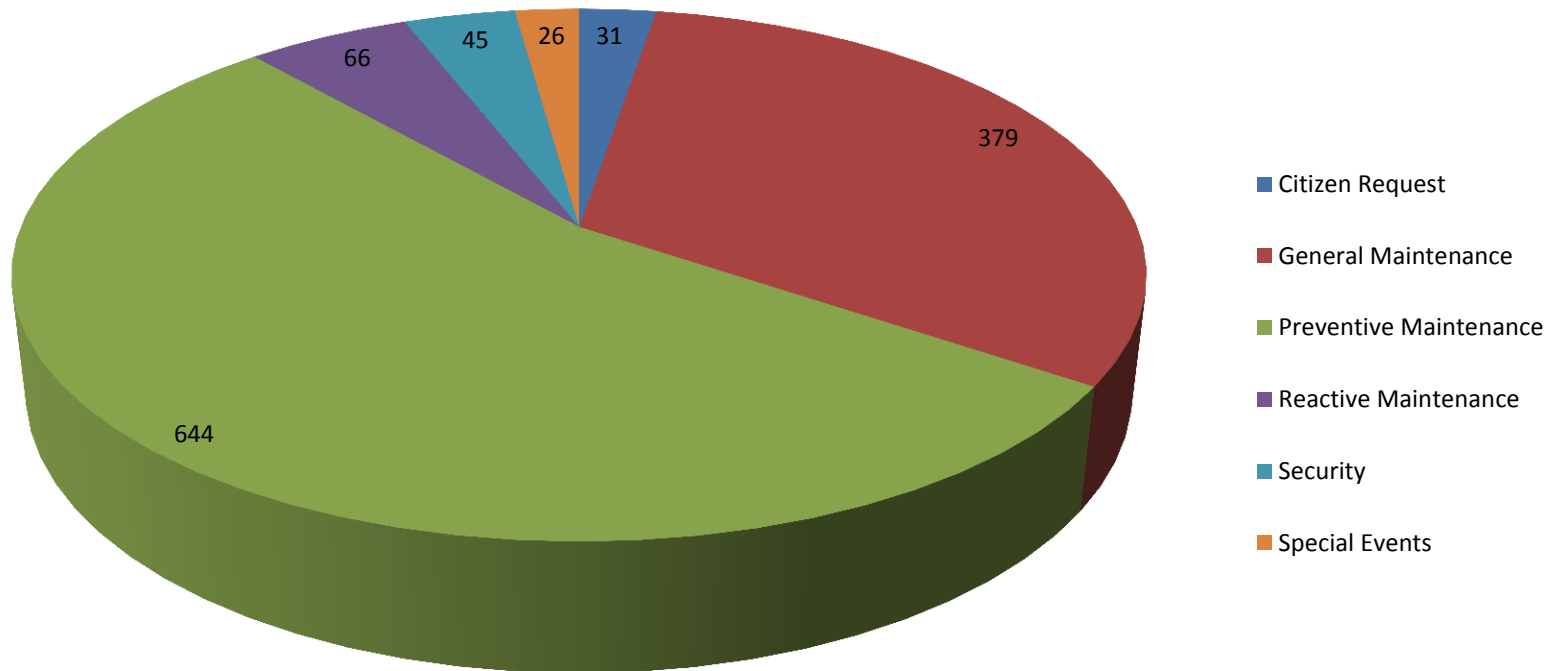


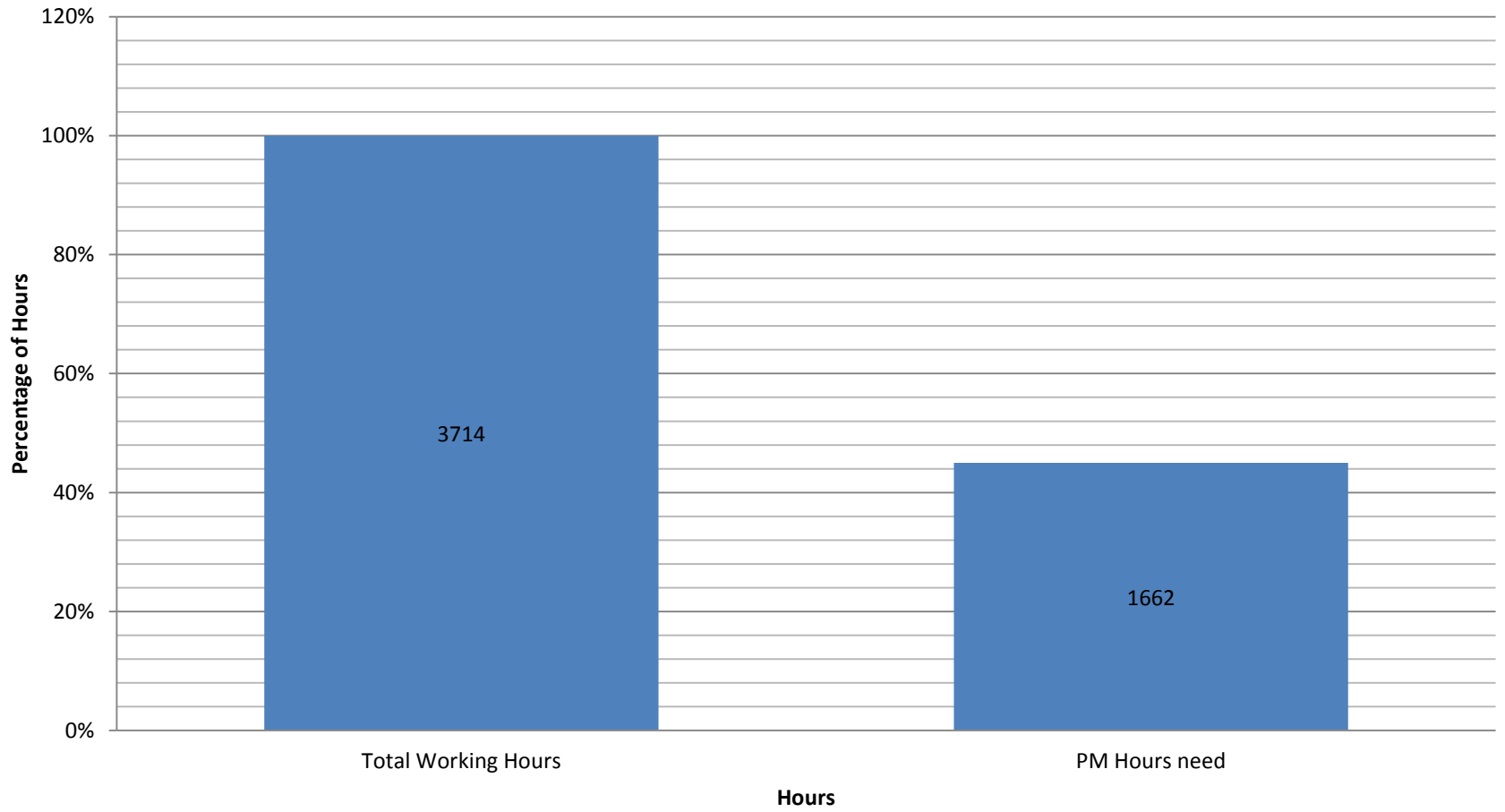
- 40th & Harvey
- City Hall
- Library
- Milwaukee Center
- Public Safety
- PW / Community Development



1. Workload

Facilities Work Orders





Issues

- PM work – reduce workload
- Planning and coordination
- HVAC 101, focus on City Hall

2. Succession Plan

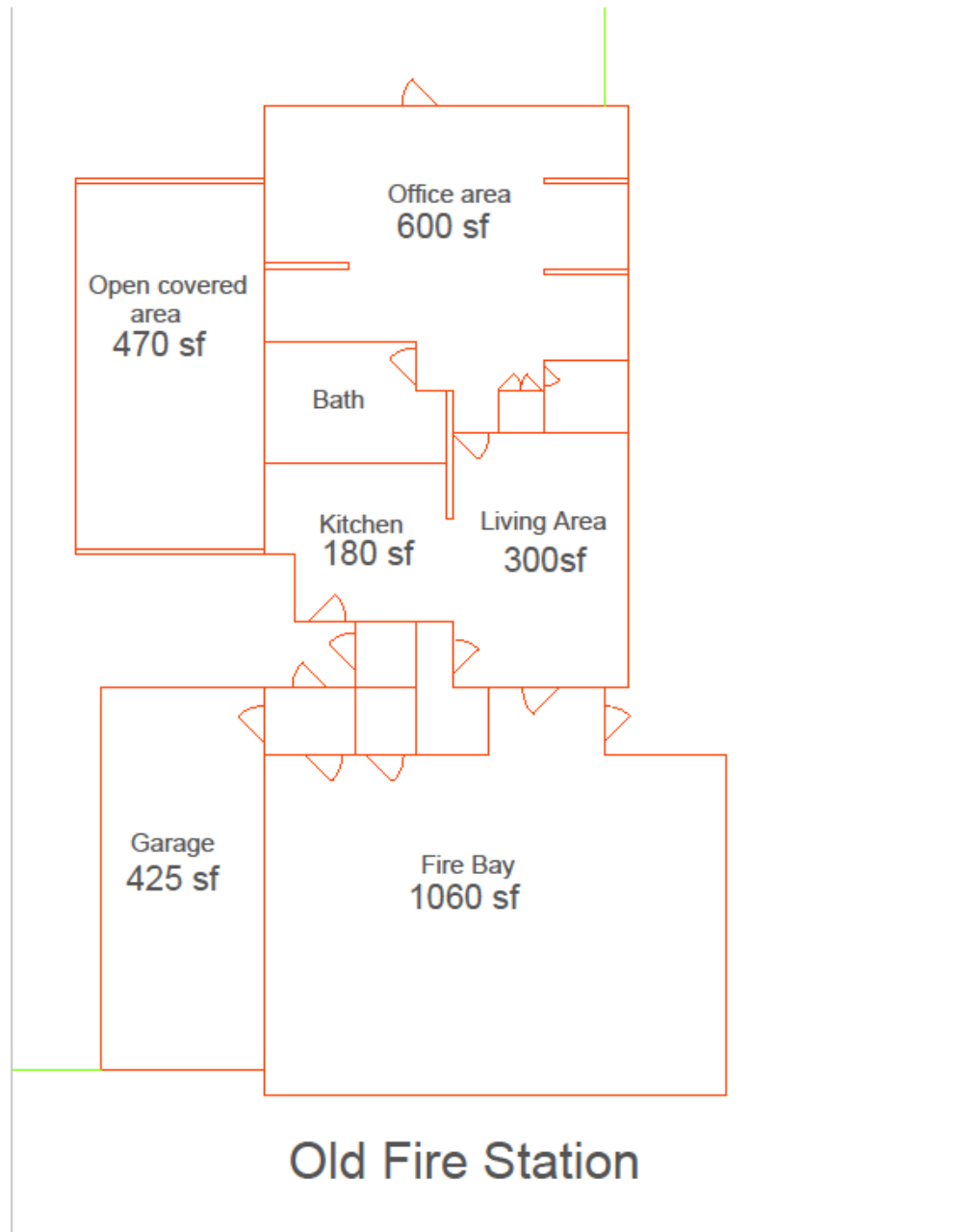
- Overlap replacement
- Document information for buildings and equipment

3. Site planning for 40th & Harvey



40th and Harvey - Old Fire Station









4. Facilities assessment reports

- City Hall replacement
- Library upgrade

Public Works Report



It's the People





Wild Things Day- Lewelling Elementary





Transportation

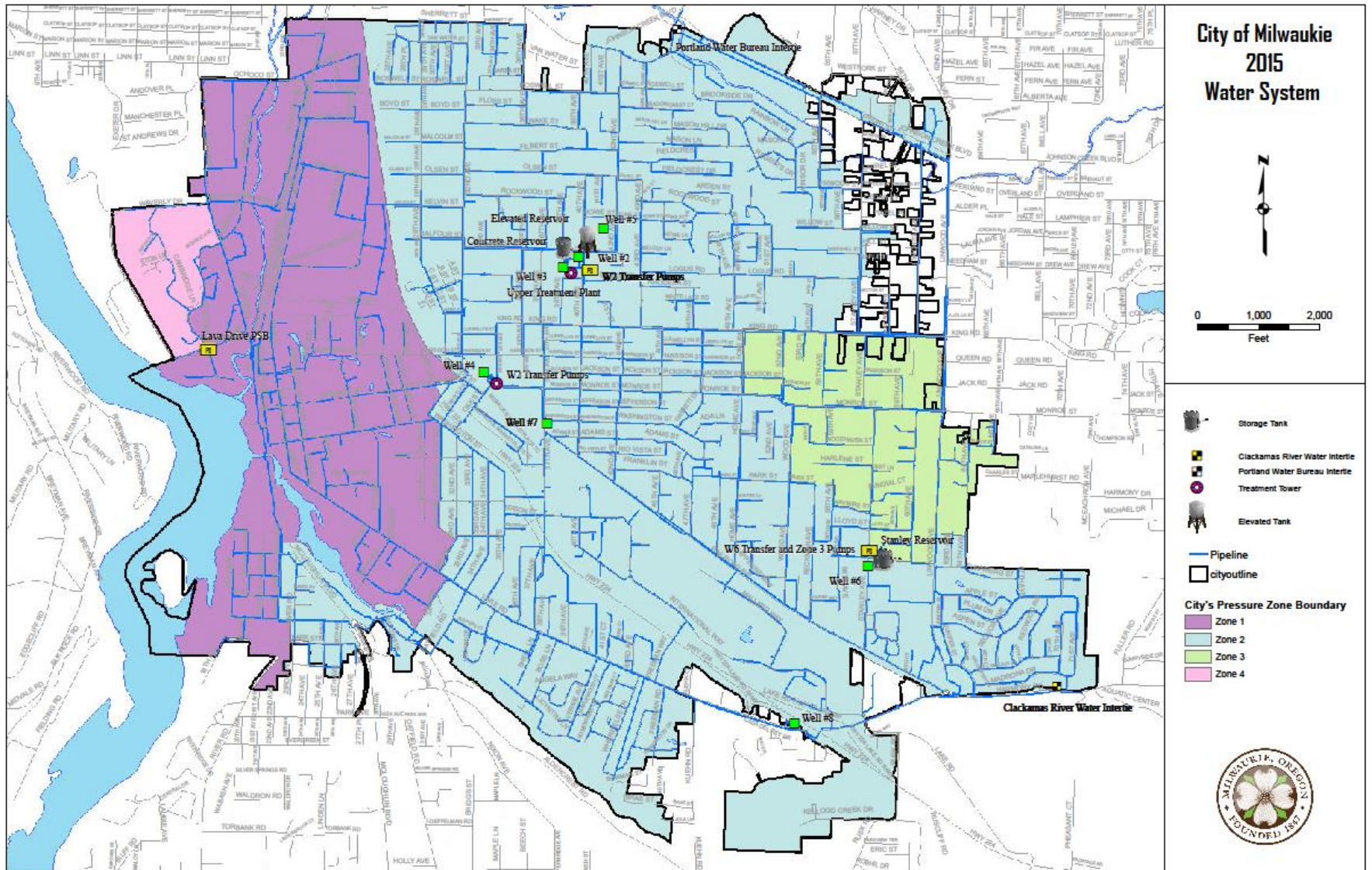




Water



Water

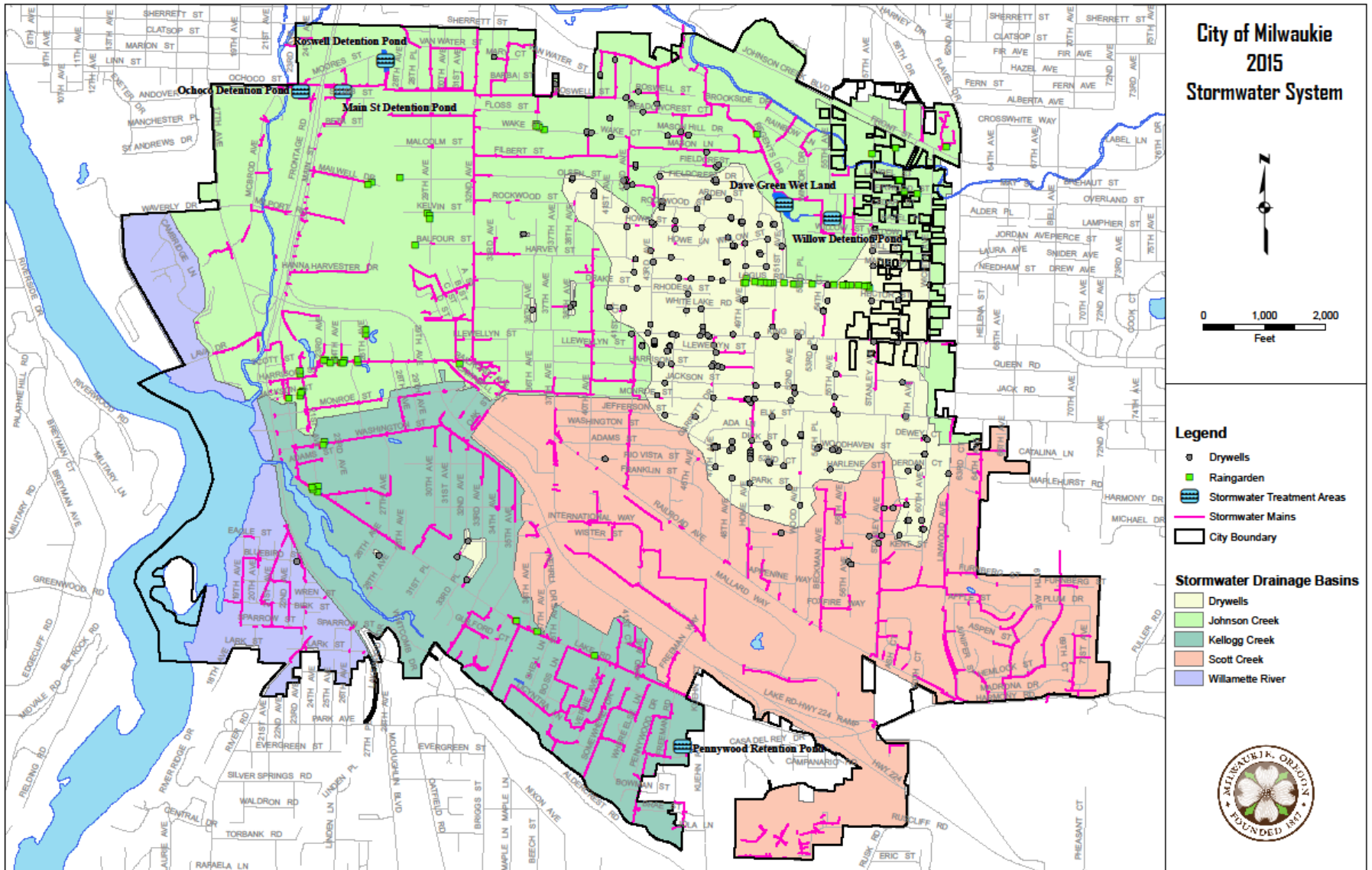




Storm



Stormwater

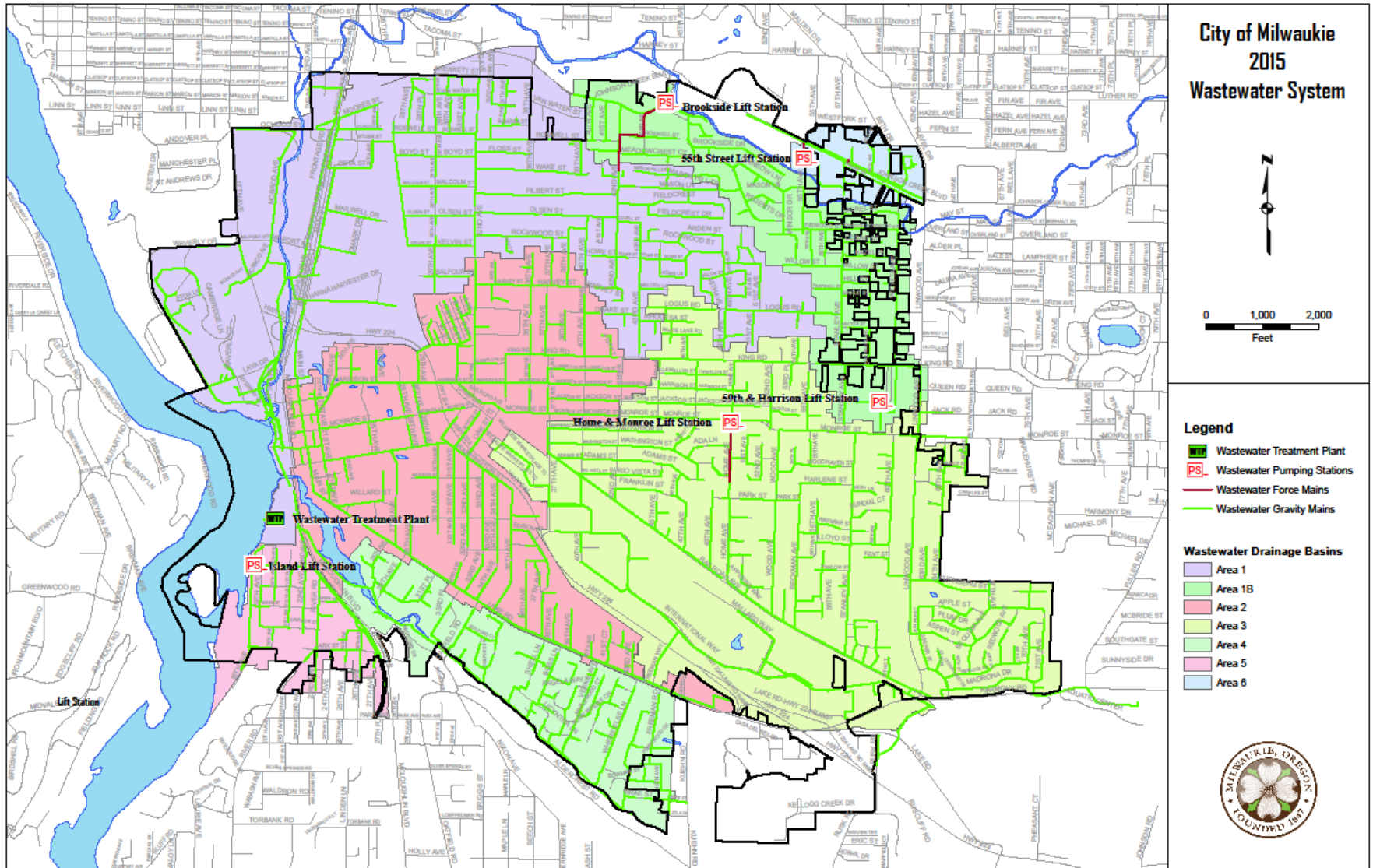


Wastewater



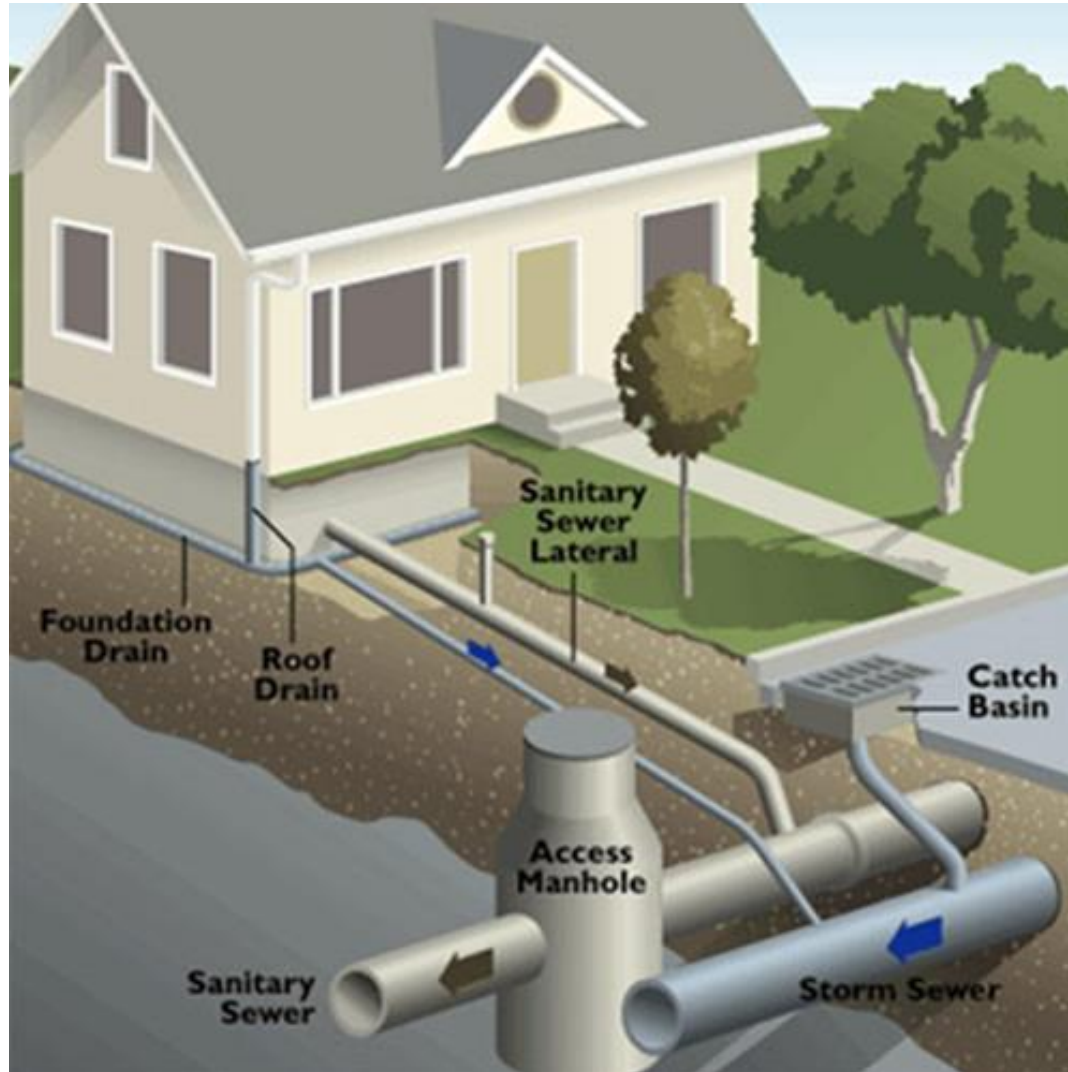


Wastewater





Laterals



Fleet





Dec 7, 2015 Storm







**MILWAUKIE CITY COUNCIL
STUDY SESSION**

City Hall Conference Room
10722 SE Main Street
www.milwaukieoregon.gov

**AGENDA
DECEMBER 17, 2015**

A light dinner will be served.		Page #
1.	6:00 p.m. Facilities Division Report Staff: Gary Parkin, Public Works Director	1
2.	7:00 p.m. Public Works Utilities Report Staff: Gary Parkin, Public Works Director	32
3.	8:00 p.m. City Manager Recruitment Process Staff: Gary Rebello, Human Resources Director	
4.	8:30 p.m. Management / Non-Represented Compensation Study Staff: Gary Rebello, Human Resources Director	
5.	9:00 p.m. Adjourn	

Meeting Information

The time listed for each item is approximate; the actual time each item is considered may change due to the length of time devoted to the previous item. The Council may vote in Work Session on non-legislative issues.

Public Notice

Executive Sessions: The Milwaukie City Council may meet in Executive Session immediately following adjournment pursuant to ORS 192.660(2). All Executive Session discussions are confidential and those present may disclose nothing; representatives of the news media may attend as provided by ORS 192.660(3) but must not disclose any information discussed. Executive Sessions may not be held for the purpose of taking final actions or making final decisions and they are closed to the public.

The Council requests that mobile devices be set on silent or turned off during the meeting.

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MILWAUKIE CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item: **SS 1.**

Meeting Date: **Dec. 17, 2015**

Title: **Facilities Report**

Prepared By: Gary Parkin/Willie Miller

Department Approval: Gary Parkin, PW Director

City Manager Approval: Bill Monahan

Approval Date: Dec 9, 2015

ISSUES BEFORE COUNCIL

This report is to provide Council with information about the Facility Division with recommendations for Council to provide guidance and/or consider at a future date.

STAFF RECOMMENDATION

Staff is requesting concurrence with plans to relocate the Facility Division's full time offices to the 40th and Harvey site.

KEY FACTS & INFORMATION SUMMARY

The mission of the Facilities Division is to maintain City-owned buildings and properties efficiently in a clean and safe fashion. The Division maintains, repairs, and oversees the operations of buildings and properties and performs preventive maintenance activities that ensure building systems and assets are properly functioning and protected.

The Facilities crew is made up with two field personnel; a Coordinator and a Technician, and one administrative assistant shared with Fleet. Management is provided by the Public Works Director. A Sustainability Director is in the process of being hired and will assume management of the Facilities and Fleet Divisions.

This report will address five Facility related topics that staff will provide information on and ask for direction.

1. Workload

The Facility division is by nature primarily a reactively driven organization. The buildings that are managed generate a multitude of issues from service calls for malfunctioning systems and maintenance requests to assistance with office modifications.

Examples of typical requests are included as attachment 1.

On top of the reactive requests is the need for routine and preventive maintenance. 340 Preventive Maintenance (PM) tasks have been identified with an estimated time to complete of 1700 hours per year. This represents 45% of the two person Facilities crew capacity of approximately 3800 hour per year. Some of the work is contracted out but the majority of the work is deferred due to more pressing reactive needs.

Additional resources are needed to keep up with preventive maintenance work. Facilities uses contractors to perform work including PM tasks. Depending on the nature of the work, staff relies on specifically trained/certified contractors for PM work such as electrical and mechanical. Considering the amount of PM work and the need to provide 24/7/365 coverage for mainly reactive type work, reducing the reactive workload, is needed. There are tasks that could be reallocated to other City workers to provide time for Facilities staff to take care of the PM work. Some of the items that could be removed or limited from the workload are flag raising/lowering, responsibility of the special events trailer, desk adjustment/relocations. Adjusting the workload will involve some financial cost to pay for contractors and some inconvenience to users.

2. Succession Plan (Coordinator's retirement)

Willie has worked for the City for 20 years, 15 in Facilities. His knowledge of the City is valuable and management is working on how to retain as much of that knowledge as possible. A comprehensive outline is being produced to document that knowledge. The transfer of knowledge comes primarily as Willie works closely with Ed. A proposal to hire Willie's replacement 5-6 months prior to his retirement will be presented with the upcoming budget

3. Site planning for 40th & Harvey (space allocation)

A report has been drafted showing the available space and anticipated use. The old fire station building on the site is largely unused. Based on the size, layout and age of the structure plans are being developed to move the Facilities offices to the old fire station building. The garage portion of the building is currently used by Facilities as a work shop.

The previous living room area of the building has room for the three or four office spaces needed by Facilities. Cost estimates for the relocation on Facilities will be presented as part of the upcoming budget.

The previous sleeping area is ideal for storage and the Friends of the Library would be able to locate some their inventory here.

The old fire station building will be temporarily (3-5 year) reroofed this winter to repair leaky spots in the worn-out roof. The City's Capital Improvement Plan (CIP) identifies the full reroof of the building as a project for FY2018. The full project will be moved to FY2019.

4. Facilities assessment reports

The last studies of City facilities are the Facility Condition Assessment report from 2009 (Faithful+Gould) and the 2010 Space Assessment Study (Ankrom Moisan) (executive summaries attached as attachment 2).

The 2009 assessment noted that the City buildings have been well-maintained and provided a list of work that needed to be done over the ten-year study period (2009 – 2018). The City incorporated the list in the City's Capital Improvement Plan (CIP) and while some of the work has slipped, mostly taken care of the list.

The Space Assessment Study pointed out the obsolescence of City Hall and the space needs at the Community Development and Public Works Facility. With the exception of planning to expand the Public Works yard and possibly move Facilities out to 40th and Harvey, the report has not been addressed.

Moving the Facilities field personnel from their offices in the Public Works office building would free up needed space there and alleviate crowded conditions in both the supervisor's offices where three people have desks.

5. Energy Trust of Oregon - Strategic Energy Management – (ETO-SEM)

The City recently was asked to join this Energy Trust group. Benefits include working with partner cities and organizations to develop energy and sustainability goals. The City has worked with the ETO on many lighting and energy related projects. Joining this group will help the City and Facilities in particular, develop plans and achieve sustainability goals

OTHER ALTERNATIVES CONSIDERED

N/A

CITY COUNCIL GOALS

- Focus community resources on all-inclusive bike, pedestrian, and street safety program
- Library expansion –***Facilities related***
- Urban renewal strategy for downtown and north industrial area
- Proactive economic development strategy
- Kellogg for Coho
- Complete Neighborhood parks and develop stronger strategy for maintenance of existing

The projects to be championed by others (that the City could put resources to) are:

- Facilitate development of skate parks
- Document and celebrate City heritage – ***Facilities related***
- Fund an emergency preparedness program
- Bag ban

FISCAL NOTES

The current budget may need to be adjusted to provide for overlapping the current Coordinator's position and his replacement. The two-three month salary impact for the current 2016 budget would be about \$15,000 to \$23,000.

Proposed modifications to the upcoming budget include remodeling the old fire station at 40th and Harvey is a onetime cost of about \$30,000 for remodeling and a slight increase (about \$1000/year) in additional utility costs.

ATTACHMENTS

1. Work Orders showing typical facilities requests
2. Executive Summary for the 2009 Facility Condition Assessment Report (Faithful + Gould)
3. Executive Summary for the 2010 Space Assessment Study (Ankrom Moisan)
4. Map showing location of facilities

Work Order ID: 858	Attachment 1	Completion Date: 11/20/2014
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Description From Mitch Nieman : City Hall after hour door locking/unlocking isn't working. My cards don't work. Neither do Pats. Also, it didn't work for last night's Council meeting. Please fix asap. I have after hours meetings all week.			
Location	City Hall	Bldg./Unit	1st Floor
Area	Main Entrance	Priority	High
Area Number		Craft	Security
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Willie Miller	Requester	Willie Miller 503-786-7621
Estimated Start	11/20/2014	Request Date	11/20/2014
Est. Completion Date	11/20/2014	Req. Completion Date	11/20/2014
Budget Code		Purpose Code	Security
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor				To Date:	
Date	Name			Hours	

Work Order ID: 1183	Completion Date: 4/10/2015
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Description We have soap dispenser issues in both public bathrooms downstairs. The one in the men's bathroom is very loose (not tightly attached to the wall). The plastic lever on the soap dispenser in the women's restroom keeps getting stuck after it is used. Thanks.			
Location	Ledding Library	Bldg./Unit	Basement
Area	Bathroom	Priority	Medium
Area Number		Craft	Miscellaneous
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Jana Hoffman 503-786-7585
Estimated Start	04/08/2015	Request Date	04/08/2015
Est. Completion Date		Req. Completion Date	04/10/2015
Budget Code		Purpose Code	General Maintenance
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor				To Date:	1.00
Date	Name			Hours	

Work Order ID: 780		Completion Date: 10/2/2014 8:43:27	
Description The elevator at the Public Safety Building stopped working tonight. The janitors equipment car is stuck upstairs. It's basically not responding to the call button.			
Steve Bartol			
Location	PSB - Police (Safety)	Bldg./Unit	PSB - Police - 1st Floor
Area	Elevator	Priority	High
Area Number		Craft	Miscellaneous
Custom Category		Type	Elevators
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Joella Sorensen 503-786-2675
Estimated Start	10/02/2014	Request Date	10/02/2014
Est. Completion Date		Req. Completion Date	10/02/2014
Budget Code		Purpose Code	General Maintenance
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	
Date	Name		Hours	

Work Order ID: 807		Completion Date: 10/22/2014	
Description Boiler Room has water on the floor around the HVAC system.			
Location	Ledding Library	Bldg./Unit	Basement
Area	Other	Priority	High
Area Number		Craft	Heating/Ventilation /Air Conditioning
Custom Category		Type	Boiler
Status	Complete	Estimated Hour	1.50
Assigned To	Willie Miller	Requester	Nancy Wittig 503-786-7582
Estimated Start	10/22/2014	Request Date	10/22/2014
Est. Completion Date		Req. Completion Date	
Budget Code		Purpose Code	Reactive Maintenance
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	
Date	Name		Hours	

Work Order ID: 1210	Completion Date: 5/4/2015
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Description The back security gate will not close. It's the entrance to the secured police lot where the patrol cars are located.			
Location	PSB - Police (Safety)	Bldg./Unit	PSB - Police - 1st Floor
Area	Main Entrance	Priority	High
Area Number		Craft	Security
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Willie Miller	Requester	Joella Sorensen 503-786-2675
Estimated Start	04/21/2015	Request Date	04/21/2015
Est. Completion Date		Req. Completion Date	04/21/2015
Budget Code		Purpose Code	Security
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$341.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	5.50
Date	Name			Hours

Work Order ID: 1234	Completion Date: 4/29/2015
---------------------	----------------------------

Description Jana called Ed at 3:15pm to report a plugged toilet in the men's bathroom - including the need to mop up the floor			
Location	Ledding Library	Bldg./Unit	Basement
Area	Bathroom	Priority	Emergency
Area Number		Craft	Plumbing
Custom Category		Type	Toilets/Sinks
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Jana Hoffman 503-786-7585
Estimated Start	04/29/2015	Request Date	04/29/2015
Est. Completion Date	04/29/2015	Req. Completion Date	04/29/2015
Budget Code		Purpose Code	Reactive Maintenance
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	1.00
Date	Name			Hours

Work Order ID: 1315	Completion Date: 6/6/2015
---------------------	---------------------------

Description Deliver Event Trailer to municipal lot Southeastern section in center - 6/5/15 (for 1st Friday) - pick up on Saturday morning			
Location	Public Parking (across from CH)	Bldg./Unit	
Area	Parking Lot	Priority	Medium
Area Number		Craft	Special Events
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Willie Miller	Requester	Karin Gardner 503-786-7693
Estimated Start	06/05/2015	Request Date	05/28/2015
Est. Completion Date	06/06/2015	Req. Completion Date	06/06/2015
Budget Code		Purpose Code	Special Events
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours Minutes	Downtime Cost	\$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	2.00
Date	Name			Hours

Work Order ID: 1321	Completion Date: 6/1/2015 8:7:8
---------------------	---------------------------------

Description Unlock door for CUAB meeting: Event contact: Gary Parkin, Extension 7614 Event date: Wednesday, June 3, 2015 Open door time: 6:45pm Close door time: 7:15pm			
Location	Johnson Creek CD Building	Bldg./Unit	1st Floor
Area	Main Entrance	Priority	Medium
Area Number	**unlock door for meeting**	Craft	Security
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Blanca Marston 503-786-7604
Estimated Start	05/29/2015	Request Date	05/29/2015
Est. Completion Date		Req. Completion Date	06/02/2015
Budget Code		Purpose Code	Security
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours Minutes	Downtime Cost	\$0.00
Link To	No records found		
Notes			

Purchases						To Date:	\$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each	

Labor			To Date:	0.50
Date	Name			Hours

SS7

Work Order ID: 1341	Completion Date: 6/17/2015
---------------------	----------------------------

Description A/C at the Pond House does not appear to be working. Had it set to 64 to cool it down from the 80 degrees in the room. By the time we left 2 hours later, it was 81. Since there is a NDA meeting there tonight, we left the a/c on to see if it'll cool down any.			
Location	Pond House	Bldg./Unit	Entire Building
Area		Priority	High
Area Number		Craft	Heating/Ventilation /Air Conditioning
Custom Category		Type	AHU
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Katie Newell 503-786-7584
Estimated Start	06/08/2015	Request Date	06/08/2015
Est. Completion Date		Req. Completion Date	06/08/2015
Budget Code		Purpose Code	Reactive Maintenance
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date: \$1,339.50
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each

Labor				To Date: 4.00
Date	Name			Hours

Work Order ID: 1268	Completion Date: 5/18/2015
---------------------	----------------------------

Description Unlock doors for CUAB meeting Meeting date: 5/18/2015 Open time: 5:45pm Close doors: 6:30 pm Staff to contact: Gary Parkin			
Location	Johnson Creek CD Building	Bldg./Unit	1st Floor
Area	Main Entrance	Priority	Medium
Area Number	Unlock main door for meeting	Craft	Security
Custom Category		Type	
Status	Complete	Estimated Hour	0.00
Assigned To	Ed Moore	Requester	Blanca Marston 503-786-7604
Estimated Start	05/11/2015	Request Date	05/11/2015
Est. Completion Date		Req. Completion Date	05/15/2015
Budget Code		Purpose Code	Security
Project Code		Project Description	
Equip Item No.		Equip Desc	
Downtime	Hours	Minutes	Downtime Cost \$0.00
Link To	No records found		
Notes			

Purchases						To Date: \$0.00
Date	Inv/Ref	Description	Supplier	Pool	Qty	Cost Each

Labor				To Date: 0.50
Date	Name			Hours

SS8

**Report of
Facility Condition Assessment
And
Inventory**

**For
The City of
Milwaukie
Oregon**



26 June, 2009

**Provided By:
Faithful+Gould, Inc.**

Provided For:



TABLE OF CONTENTS

COMBINED EXECUTIVE SUMMARY

INTRODUCTION 2

PROJECT DETAILS 2

FACILITY DETAILS 3

PRIMARY EXPENDITURES 8

KEY FINDINGS: 8

FACILITY CONDITION INDEX (FCI) 12

APPENDIX A SCOPE OF SERVICES

APPENDIX B RESUMES OF ASSESSMENT TEAM

APPENDIX C ACRONYMS & GLOSSARY OF TERMS

REPORT 1 CITY HALL

REPORT 2 PUBLIC SAFETY BUILDING

REPORT 3 LEDDING LIBRARY

REPORT 4 JOHNSON CREEK FACILITY

COMBINED EXECUTIVE SUMMARY

INTRODUCTION

In accordance with the agreement held between City of Milwaukie, contract #09-001, dated 23rd March 2009 and Faithful+Gould, Inc. this completed report provides a comprehensive Facility Condition Assessment and Inventory of 10722 SE Main Street, Milwaukie, Oregon (The Facility).

This report includes an executive summary of the combined facilities together with complete Facility Condition Assessment and Inventory reports for the subject facilities namely City Hall, Public Safety Building, Ledding Library Building and the Johnson Creek Facility. This report provides a summary of the facility information known to us at the time of the study, the scope of work performed, an equipment inventory, evaluation of the visually apparent condition of Property, energy efficiency solutions and an expenditure forecast of expenditures anticipated over the next ten-years. The expenditure forecast does not account for typical planned maintenance items such as changing filters to fan coil units and only considers deficiencies above a \$1,000 aggregated value.

Our cost rates to produce life cycle and replacement cost estimates are based on our knowledge of the local regional market rates. Our line item costs assume that the work will be undertaken by either in-house or by direct sub-contract labor. If the work is procured through public general contractor bids, we recommend budgeting for additional project costs of between 25%-30% to allow for professional fees and general contractor overhead/profit and management costs.

The report also calculates the Facility Condition Index (FCI) of the facility based upon the calculated FCI. Further discussion of the Facility Condition Index is detailed in the sections below.

This report was completed in general accordance with the ASTM E2018-01 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process.


PROJECT DETAILS


On March 24, 2009 Mr. Andrew McClintock and Mr. Dean Leonard of Faithful+Gould visited the Property to observe and document the condition of the building and site components. During our site visit, Faithful+Gould was assisted by Mr. William Miller (Facilities Maintenance Coordinator) and Mr. Ed Moore (Facilities Maintenance Technician) of the City of Milwaukie. In addition, Faithful+Gould was assisted by the following specialty sub consultants working under contract to Faithful+Gould:


- Mr. Alan Matzka, P.E. – Evergreen Engineering (Mechanical Consultant)
- Mr. Steve Winslow, P.E. – Evergreen Engineering (Electrical Consultant)


FACILITY DETAILS


Table EX-1 Facility Details

BUILDING NAME:	Milwaukie City Hall				
BUILDING DESCRIPTION:	<p>The Property comprised of a timber-framed structure which was built in circa 1939. The property consisted of a concrete floor and walls at the basement level with timber upper floors and roof structure. The roof consisted of a low-sloped roof with a single metal membrane with insulation.</p> <p>The Property has undergone exterior and interior renovation works associated with the installation of a brick veneer exterior enclosure, new elevator, renovation of restrooms, new roof coverings, retrofit of windows and general finishes throughout. The original fire engine bays are still present, and this space has not yet been renovated at first floor level.</p> <p>The building was formerly used as the Milwaukie Fire Department; however the City of Milwaukie's council now resides at the Building.</p>				
ADDRESS:	10722 SE Main Street, Milwaukie, Oregon		NEAREST INTERSECTION:	SE Main Street and SE Harrison Street	
HISTORIC DISTRICT:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HISTORIC BUILDING:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
GROSS SQUARE FOOTAGE OF BUILDING:	9,885	GROSS SQUARE FOOTAGE OF LAND:	27,648 (estimated)	YEAR OF CONSTRUCTION:	1939
CURRENT REPLACEMENT VALUE:	\$5,906,095*	OCCUPANCY STATUS:	OCCUPIED <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
BUILDING USE:	Office		NUMBER OF STORIES:	Two (Including Basement)	

BUILDING NAME:	Milwaukie Public Safety Building				
BUILDING DESCRIPTION	<p>The Property comprised of a two-story structure which housed the City of Milwaukie Police and Fire Department. The building was constructed circa 1993, with the Fire Department occupying the building immediately after completion and the Police Department in 1994.</p> <p>The Property comprises of a load-bearing exterior wall construction supported via concrete wall foundations and strip footings. The first floors was formed via a reinforced slab-on-grade, with the upper floors of a concrete topping supported via a steel floor deck, which in turn are supported by steel girder joists and steel beams, which are fixed into the masonry load-bearing walls.</p> <p>The roof consisted of a number of low-sloped roofs also with a concrete topping supported via a steel floor deck, in turn supported by steel girder joists and steel beams, with Built-up Roof (BUR) systems containing rigid insulation.</p> <p>The building contained both a wet and dry-pipe fire suppression system.</p>				
ADDRESS:	3200 SE Harrison Street, Milwaukie, Oregon (formerly 3232 SE Harrison Street)		NEAREST INTERSECTION:	SE Harrison Street and Milwaukie Expressway 224	
HISTORIC DISTRICT:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HISTORIC BUILDING:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
GROSS SQUARE FOOTAGE OF BUILDING:	32,487	GROSS SQUARE FOOTAGE OF LAND:	109,416 (estimated)	YEAR OF CONSTRUCTION:	1993
CURRENT REPLACEMENT VALUE:	\$7,809,897*		OCCUPANCY STATUS:	OCCUPIED <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> PARTIALLY <input type="checkbox"/>	
BUILDING USE:	Police & Fire Department		NUMBER OF STORIES:	Two	

BUILDING NAME:		Ledding Library			
BUILDING DESCRIPTION		<p>The Property comprised of a two-story structure with a useable basement level. The Property consisted of a structural concrete strip foundation with perimeter foundation walls, supporting metal stud exterior walls, timber upper floors and roof structure. The roof structure consisted of a number of low-sloped surfaces with a combination of Built-up Roof (BUR) systems and single metal membrane with rigid insulation. There was no wet or dry-pipe fire suppression system present at the building.</p> <p>The grand opening of Ledding Library was in 1965; however the library was in use by the City of Milwaukie since 1961, when a Mrs. Florence Ledding provided her home for use as a permanent location for a library, and subsequently named it after herself and her husband. In 1964 the building was remodeled and an addition was built to the south and attached on to the original home. At this time the home also received renovation which included a new roof structure, from a steep-sloped roof to a low-sloped roof. A further expansion saw an addition to the west side of the Property in 1986.</p>			
ADDRESS:	10660 SE 21 st Avenue, Milwaukie, Oregon		NEAREST INTERSECTION:	SE Main Street and SE Harrison Street	
HISTORIC DISTRICT:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HISTORIC BUILDING:	HISTORIC DISTRICT:	YES <input type="checkbox"/>
GROSS SQUARE FOOTAGE OF BUILDING:	14,173	GROSS SQUARE FOOTAGE OF LAND:	52,745 (estimated)	GROSS SQUARE FOOTAGE OF BUILDING:	14,173
CURRENT REPLACEMENT VALUE:	\$4,481,263*	OCCUPANCY STATUS:	OCCUPIED <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
BUILDING USE:	Library and Office		NUMBER OF STORIES:	Two (Including Basement)	

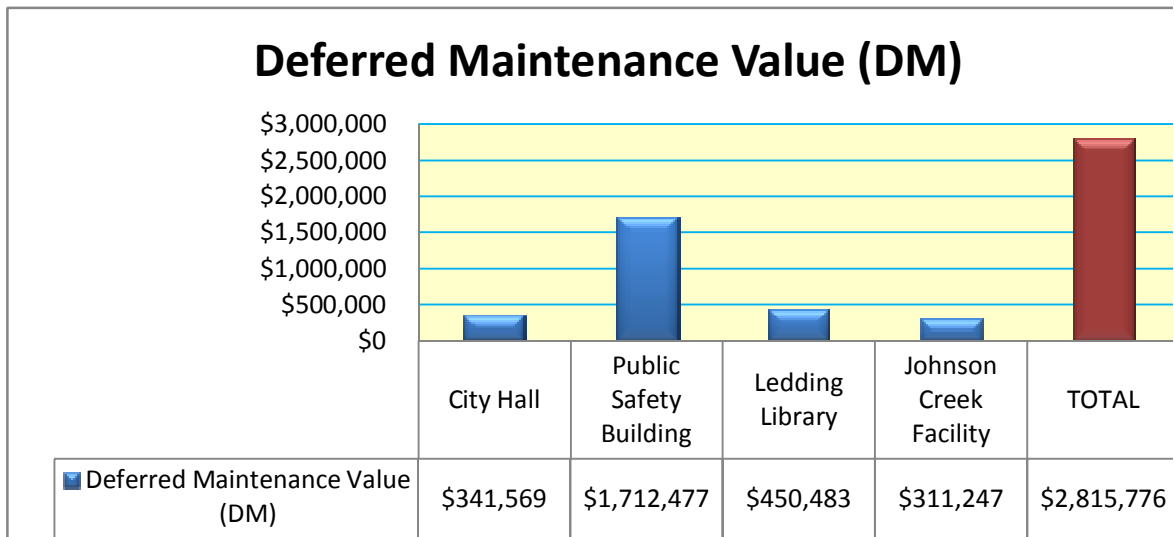
BUILDING NAME:	Johnson Creek Facility				
BUILDING DESCRIPTION	<p>The Properties comprised of two single-story structures located at the facility. The larger building contains the City of Milwaukie Building Department Office and Vehicle Repair Garage. The other smaller building being the Public Works Operations (PWO) consisted of the Sign-Shop at the time of assessment.</p> <p>The Office and Garage shared a measured gross floor area of 11,871 square feet and was built circa 1990. The Sign-Shop contains a measured gross floor area of 5,600 square feet and was built circa 1992. Office and Garage is a stand-alone building, with the Sign-Shop building being connected to the newer Facilities Building.</p> <p>The Office and Garage comprised of a CMU load-bearing exterior wall construction support via cast-in-place concrete spread footings. The first floor consisted of a reinforced cast-in-place concrete slab-on-grade, with a steep-sloped roof constructed of pre-fabricated wood roof trusses. The roof covering consisted of a plywood sheathing deck with a metal sheet roof finish. The building contained aluminum framed windows with insulated panels mainly at the Office section of the building. The Garage contained a number of pre-finished steel section over-head doors. The building as a whole contained metal hollow flush panel doors at its exterior and wood paneled doors at the interior.</p>				
ADDRESS:	6101 SE Johnson Creek Blvd , Milwaukie, Oregon	NEAREST INTERSECTION:	SE Johnson Creek Blvd and SE Linwood Ave		
HISTORIC DISTRICT:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HISTORIC BUILDING:	HISTORIC DISTRICT:	YES <input type="checkbox"/>
GROSS SQUARE FOOTAGE OF BUILDING:	11,921	GROSS SQUARE FOOTAGE OF LAND:	Unknown	GROSS SQUARE FOOTAGE OF BUILDING:	11,921
CURRENT REPLACEMENT VALUE:	\$1,855,286*	OCCUPANCY STATUS:	OCCUPIED <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
BUILDING USE:	<u>Office and Garage</u>		NUMBER OF STORIES:	One	

BUILDING NAME:	Johnson Creek Facility				
BUILDING DESCRIPTION	The Sign-Shop building consisted of reinforced cast-in-place concrete footings, with a steel frame structure and interlocking pre-finished metal cladding sheet system to its elevations and roof.				
ADDRESS:	6101 SE Johnson Creek Blvd , Milwaukie, Oregon		NEAREST INTERSECTION:	SE Johnson Creek Blvd and SE Linwood Ave	
HISTORIC DISTRICT:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	HISTORIC BUILDING:	HISTORIC DISTRICT:	YES <input type="checkbox"/>
GROSS SQUARE FOOTAGE OF BUILDING:	5,600	GROSS SQUARE FOOTAGE OF LAND:	Unknown	GROSS SQUARE FOOTAGE OF BUILDING:	5,600
CURRENT REPLACEMENT VALUE:	\$199,765*	OCCUPANCY STATUS:	OCCUPIED <input checked="" type="checkbox"/> VACANT <input type="checkbox"/> PARTIALLY <input type="checkbox"/>		
BUILDING USE:	<u>Sign Shop</u>		NUMBER OF STORIES:	One	

PRIMARY EXPENDITURES

Table EX-1 provides a summary of the anticipated primary expenditures over the ten-year study period for each of the facilities. Further details of these expenditures are included within each respective report section and within the ten-year expenditure forecast, in Appendices A of each report. The results illustrate a total anticipated expenditure for all the facilities over the 10-year cost study period of circa \$2,800,000. The public safety building has the largest anticipated deferred maintenance of circa \$1,700,000. We have scheduled below key items of work required at each facility.

Chart EX-1 Primary Expenditures Summary ^{1, 2, 3}



¹ All costs presented in present day values

² Costs represent total anticipated values over the ten-year study period

³ Budget for additional project costs of between 25%-30% to allow for professional fees and general contractor overhead/profit and management costs

KEY FINDINGS:

City Hall

- Repair of deteriorated mortar joints to the brick veneer walls at an estimated cost of \$87,550 phased over two years in 2012 and 2013
- Re-painting of interior painted surfaces at an estimated cost of \$22,050 in years 2011 and 2018
- Replacement of sheet carpet floor covering at an estimated cost of \$36,400 in year 2011
- Replacement of Unico® air handling units at an estimated cost of \$43,200 in year 2018
- Replacement of main distribution panel at an estimated cost of \$10,200 in year 2013
- Up-grade fire alarm system at an estimated cost of \$23,585 in year 2018
- Installation of a new emergency power generator at an estimated cost of \$20,000 in year 2010

- Energy retrofit measures at an estimated cost of \$39,839 in year 2009

Public Safety Building

- Re-painting of the exterior Concrete Masonry Unit (CMU) walls at an estimated cost of \$32,956 in years 2011 and 2017
- Replacement of roof coverings at an estimated cost of \$512,000 in year 2010, with a further replacement at an estimated cost of \$241,280 in year 2013
- Repainting of interior wall surfaces to both gypsum wall boards and CMU walls at an estimated cost of \$102,900 in years 2010 and 2017
- Replacement of the original sheet carpet floor covering at an estimated cost of \$70,460 in years 2010 and 2018
- Replacement of the other sheet carpet floor covering at an estimated cost of \$18,200 in years 2013
- Replacement of ceramic wall and floor tiles at an estimated cost of \$126,800 in year 2013
- Replacement of HVAC Equipment (generally) at an estimated cost of \$100,976 in year 2012
- Replacement of cabinets at an estimated cost of \$24,500 in year 2013
- Replacement of the emergency power generator at an estimated cost of \$80,000 in year 2018
- Replacement of Suspended Ceiling Tiles at an estimated cost of \$27,450 in year 2013
- Replacement of Incandescent Down Lights with fluorescent at an estimated cost of \$14,322 in year 2014
- Energy Retrofit Measures at an estimated cost of 12,340 in year 2009

Ledding Library

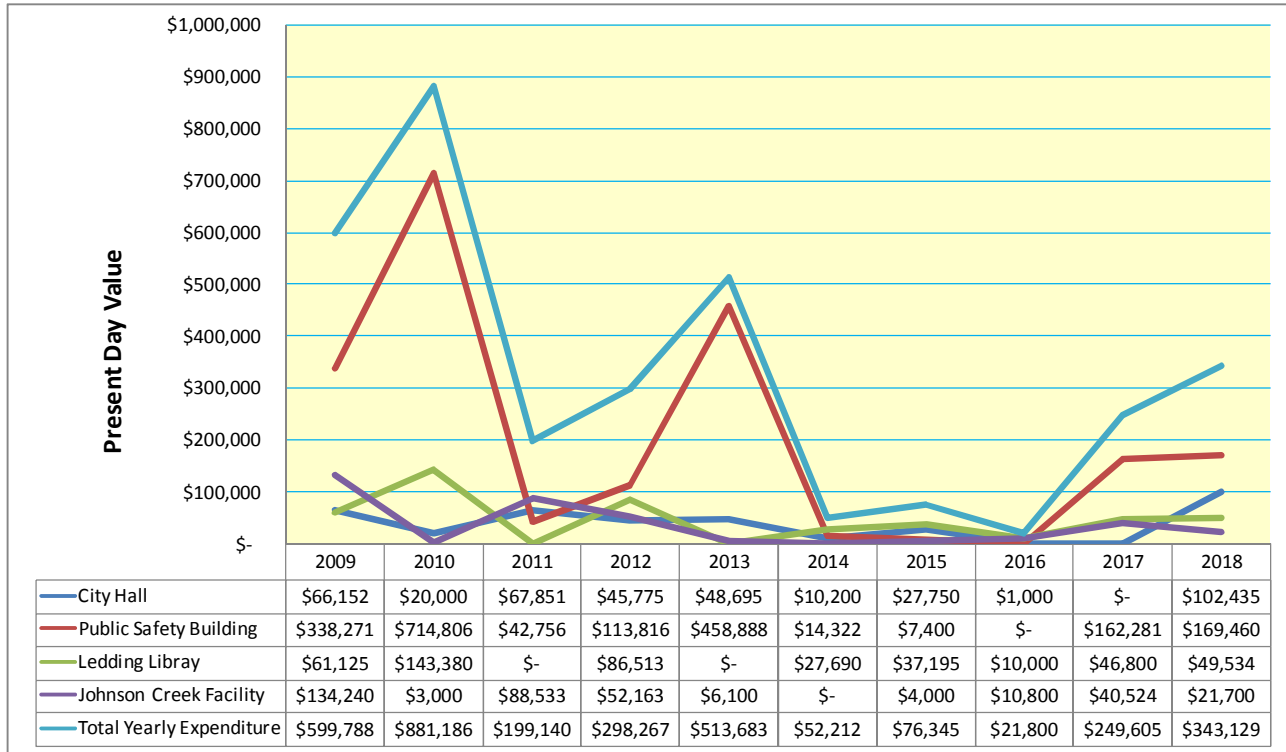
- Re-painting of the exterior wall stucco at an estimated cost of \$28,290 in year 2015
- Replacement of Built-up Roof Systems at an estimated cost of \$106,880 in year 2010
- Further replacement of Built-up Roof Systems at an estimated cost of \$44,800 in year 2017
- Replacement of cedar shingles at an estimated cost of \$34,500 in year 2010
- Replacement of tile carpet floor covering at an estimated cost of \$64,688 in year 2012
- Re-paint Interior Painted Surfaces at an estimated cost of \$18,835 in year 2012
- Replacement of multi-zone air handling unit at an estimated cost of \$35,000 in year 2009
- Replacement of building automation components at an estimated cost of \$20,000 in year 2018
- Replacement of main distribution panel at an estimated cost of \$10,200 in year 2014
- Replacement of Branch Electrical Panels at an estimated cost of \$14,256 in year 2014
- Up-grade fire alarm system at an estimated cost of \$27,534 in year 2018
- Energy Retrofit Measures at an estimated cost of 9,354 in year 2009

Johnson Creek Facility

- Re-painting of the exterior Concrete Masonry Unit (CMU) walls at an estimated cost of \$34,152 in years 2011 and 2017
- Replacement of coating to roof surface at an estimated cost of \$42,665 in year 2012
- Repainting of interior gypsum wall boards surfaces at an estimated cost of \$11,700 in years 2011 and 2018
- Repainting of interior CMU walls at an estimated cost of \$10,800 in years 2009 and 2016
- Replacement of sheet carpet floor covering at an estimated cost of \$22,360 in year 2011
- Re-painting of the concrete floor slab at an estimated cost of \$65,000 in year 2009
- Energy Retrofit Measures at an estimated cost of \$27,505 in year 2009

Chart EX-2, illustrates a summary of the ten-year expenditure forecast for the building with a more detailed analysis within Appendix A, which provides a breakdown of individual work items as recommended within the main body of the report.

Chart EX-2 Ten-Year Expenditure Forecast



This chart highlights significant expenditure for the public safety building within year one (2010) and closely followed by year ten (2013), primarily due to the following systems which are expected to reach their Estimated Useful Life (EUL) and due for replacement as listed below.

Year 2010

- Roof Replacements
- Interior Finishes

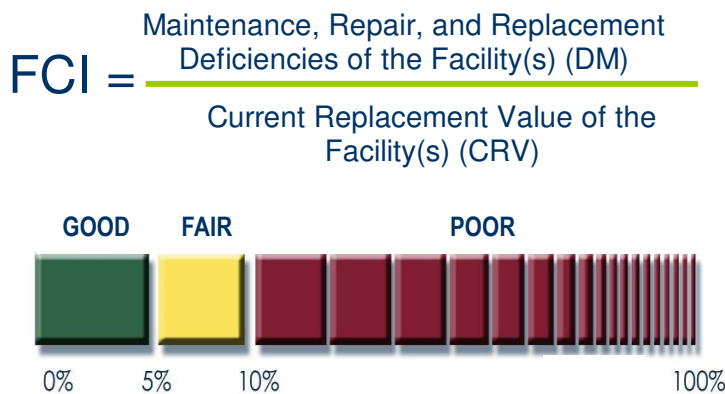
Year 2013

- Roof Replacements
- Interior Finishes
- Furnishings

FACILITY CONDITION INDEX (FCI)

In this report we have calculated the **Facility Condition Index (FCI)** for the facility; illustrating the likely condition of the systems and equipment should the required funding not be expended over the cost study period. The FCI is used in Facilities Management to provide a benchmark to compare the relative condition of a group of facilities. The FCI is primarily used to support asset management initiatives of federal, state, and local government facilities organizations.

The FCI is the ratio of accumulated Deferred Maintenance (DM) (total sum of required and recommended works) to the Current Replacement Value (CRV) for a constructed asset calculated by dividing DM by CRV. The range is from zero for a newly constructed asset, to one for a constructed asset with a DM value equal to its CRV. Acceptable ranges vary by 'Asset Type', but as a general guideline the FCI scoring system is as follows:



The FCI is a relative indicator of condition, and should be tracked over time to maximize its benefit. It is advantageous to define condition ratings based on ranges of the FCI. There are a set of ratings: good (under 0.05 (under 5%)), fair (0.5 to 0.10 (5% to 10%)), and poor (over 0.10 (over 10%)) based on evaluating data from various clients at the time of the publication.

Table EX-2 FCI Scoring System

Condition	Definition	Score	Percentage Value
GOOD	In a new or well maintained condition, with no visual evidence of wear, soiling or other deficiencies	0.00 to 0.05	0% to 5%
FAIR	Subject to several years wear, slight signs of wear and soiling but is still in a serviceable and functioning condition	0.05 to 0.10	5% to 10%
POOR	Subjected to hard or long-term wear. Has reached or nearing the end of its useful or serviceable life. Renewal or renovation now necessary	Greater than 0.10	Greater than 10%

Table Ex-4 provides a calculation of the FCI for the four buildings illustrating both the current condition of the buildings and the likely condition of the facilities should the required funding not be expended over the ten-year cost study period. The results of the study indicate that currently all buildings are well maintained and have a facility condition index rating within the GOOD condition. The results also indicate that the facilities will fall into the POOR condition rating over the 10-year cost study period should the recommendation not be implemented.

Table EX-4 Facility Condition Index (Combined)

Building	CRV (per gross square foot of floor area)	Current Replacement Value (CRV)	Deferred Maintenance Value (DM)	FCI Ratio	Property Condition
City Hall Building Current FCI Ratio	\$117*	\$2,055,051**	\$26,313 (Current)	0.4%	GOOD
City Hall Building Year 10 FCI Ratio	\$597*	\$5,906,095**	\$341,569	6%	FAIR
Public Safety Building Current FCI Ratio	\$240*	\$7,809,897**	\$28,748 (Current)	0.4%	GOOD
Public Safety Building Year 10 FCI Ratio	\$240*	\$7,809,897**	\$1,712,477 (Year 10)	22%	POOR
Ledding Library Building Current FCI Ratio	\$316*	\$4,481,263**	\$49,371 (Current)	1.1%	GOOD
Ledding Library Building Year 10 FCI Ratio	\$316*	\$4,481,263**	\$450,483	10.1%	POOR
Johnson Creek Building Current FCI Ratio	\$117*	\$2,055,051**	\$104,000 (Current)	5%	GOOD
Johnson Creek Building Year 10 FCI Ratio	\$117*	\$2,055,051**	\$331,155 (year 10)	16%	POOR

NOTE: * CRV divided by the gross square footage of the building
 ** Supplied by the City of Milwaukie

Chart EX-3 indicates the affects of the FCI ratio per year, assuming the required funds and expenditures are made to address the identified works and deferred maintenance each year. The results of the study indicate that currently all buildings are well maintained and have a facility condition index rating within the GOOD condition and will remain in good condition with exception to the public building which during 2010 and 2013 will fall into the FAIR condition subject to the recommendations being implemented each year.

Chart EX-3 Year by Year effects of FCI over the Ten-Year Study Period

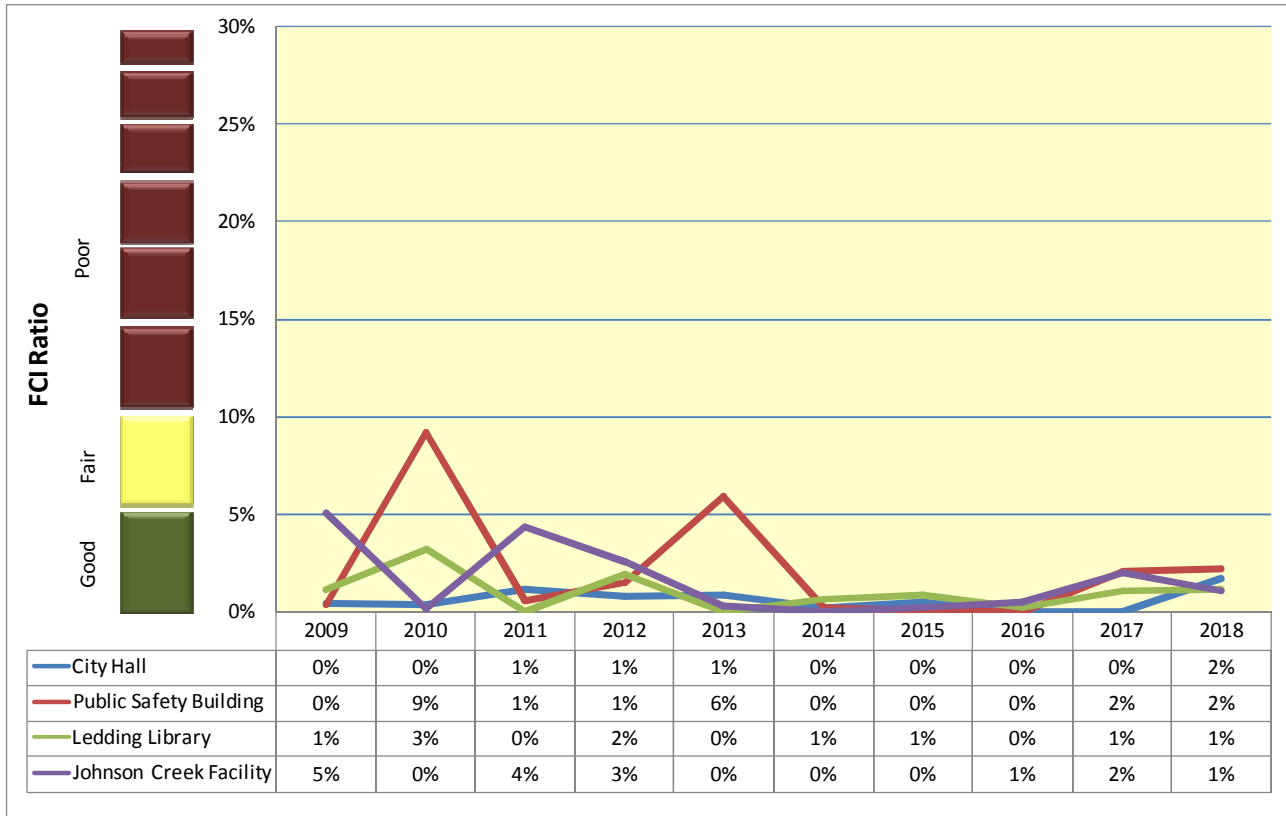
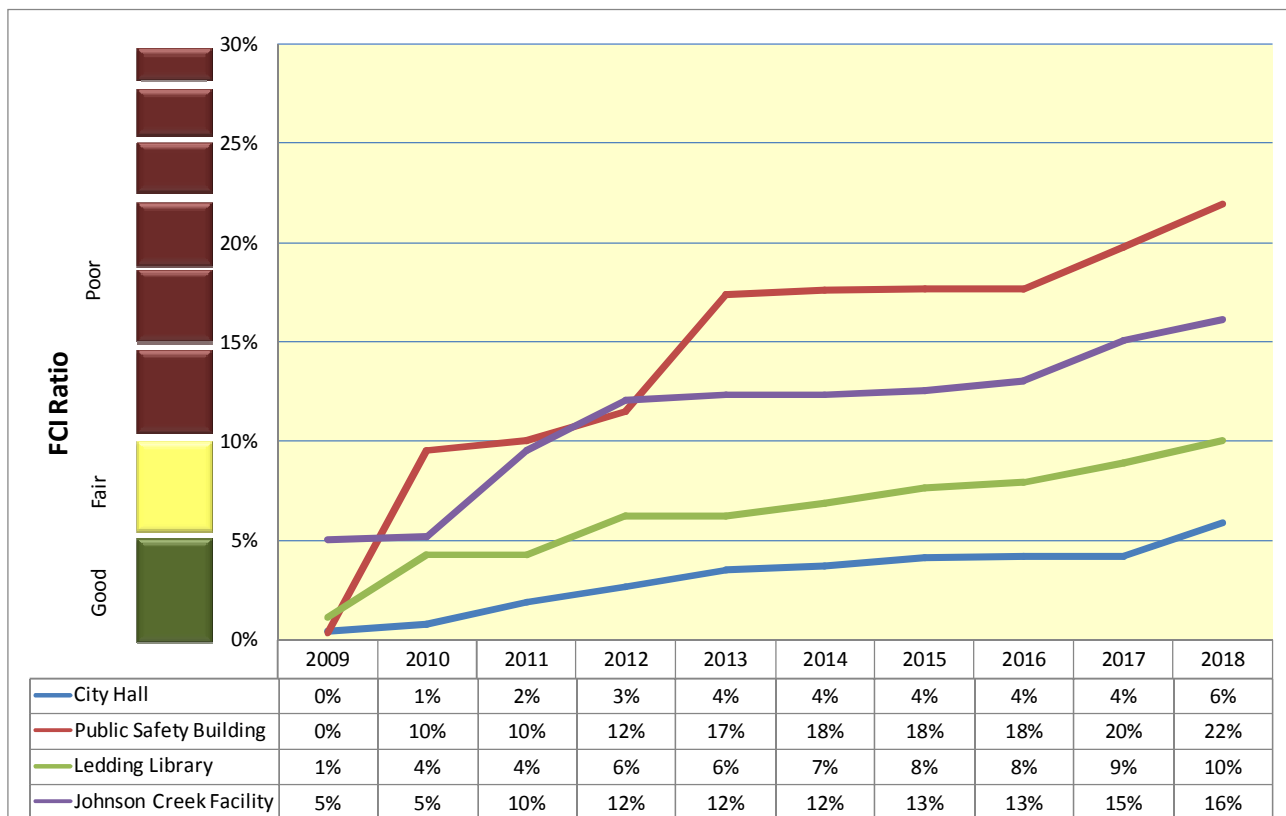


Chart EX-4 indicates the cumulative effects of the FCI ratio over the 10 year period assuming the required funds and expenditures are **NOT** made to address the identified works and deferred maintenance each year. The results of the study indicate that currently all buildings are well maintained and have a facility condition index rating within the GOOD condition. The condition of the buildings will deteriorate over time with the public safety building and the Johnson Creek facility falling in to the poor condition rating from 2011. The City hall and Ledding Library buildings will not fall within the POOR condition rating within the 10-year cost study period.

Chart EX-4 Cumulative effects of FCI over the Ten-Year Study Period



CITY OF MILWAUKIE SPACE ASSESSMENT STUDY



October 2010
Ankrom Moisan Associated Architects



The City of Milwaukie commissioned Ankrom Moisan Architects to conduct a Space Assessment Study. The objective was to evaluate the need for and determine ways of meeting space needs, location and functional requirements for City Hall, Community Development and Public Works, Public Safety and the Ledding Library buildings.

The executive summary presents an overview of the project objectives, members of the core team, the process used in the study, background information, and preliminary findings.

OBJECTIVES

The purpose of this project is to take a holistic view at the City's space domain. It considers all staff work relationships, production processes, and space requirements; all together. The space assessment study looked at the workplace from the approach which supports the need to help connect people to

purpose, people to people, and people to resources.

This report addresses the following scope of work:

1. Space Needs Analysis – assess quantity and type of spaces currently in use by the City of Milwaukie and determine projected needs for 3 year and 5 year anticipated growth.
2. Facilities Database Information – document existing building floor plans actual sf area and department occupancy.
3. Regulatory Agencies – conduct existing building and site zoning code analysis.
4. Proposed Facility Options – presents the conclusions and recommendations of building and site options.
5. Rough Order of Magnitude Cost Estimate - an overview of the estimated cost per option.

TEAM

The study was led by the consultant team:
Lori Kellow, AIA, Principal – Ankrom Moisan Architects
Nathan Vox, LEED-AP, Project Manager - Ankrom Moisan Architects

The core team representing the City of Milwaukie:
Paul Shirey, Operations Director, Project Manager
Pat DuVal, Interim City Manager, City Recorder Director
Kenny Asher, Community Development & Public Works Director
Andy Parks, Interim Finance Director
Joe Sandfort, Library Director
Bob Jordan, Police Chief

PROCESS

The project's objective was to document the existing space utilization and identify the constraints of each of the City's departments within their existing space. The process began with a project kickoff meeting to introduce the core team guiding this project, review goals and objectives, establish the flow of information and discuss the schedule.

Detailed information was derived from questionnaires distributed to staff with follow-up department user group workshops. The questionnaire was divided into categories to address different issues: Current needs, future growth, building space requirements, and storage needs. The questionnaire identified functional adjacency requirements, future growth, common areas, special requirements, security, privacy and confidentiality issues, storage and filing needs, IT and telecom needs, flexibility of department, support function areas, and environmental needs. The workshops explored in-depth the information on the questionnaires and the importance of the department workflow and organizational ad-

jacency with others.

The team proceeded to gather, analyze, review and finalize detailed information, identify and evaluate sites, identify conceptual solutions and prepare a rough order of magnitude cost estimate.

BACKGROUND

The City of Milwaukie is a small community in Clackamas County just outside of Portland, Oregon nestled along the Willamette River with a population of 20,490. The City is strategically located between core transportation routes, including road, rail and waterways. The City enjoys seven officially recognized neighborhoods, which bring community identity and unity to the area. Milwaukie also has the advantage of a workforce within a seven mile radius of 300,000 strong, and benefits from the access to ten colleges and universities nearby.

The City governs through a mayor-council model with the addition of a City Manager and departmental structure on the operation side. Currently, the City's departments and resources are spread out in five facilities. These facilities are separated both in physical and relational space, making access to various departments time consuming and inefficient.



The Space Assessment Study evaluated five facilities and conducted informational workshops with every City Department. The preliminary findings reveal that each facility is operating at full capacity. There are some space inefficiencies and disparate office space standards due to the physical constraints of the existing buildings, but there are no existing vacant office/ areas available to include in this report as an option to meet the space needs.

City Hall

The City Hall building has served the City of Milwaukee for more than seven decades. The building is dated and is limited with zoning constraints to be upgraded or modified in order to serve the current needs. The current space requirements for the City Hall departments exceed its capacity. The facility's infrastructure and support systems are outdated. It is a poor candidate for remodel and expansion due to its extensive functional limitations and the high cost to upgrade the facility and its systems to standards suitable for a modern City Hall.



Community Development

Community Development's site location is isolated from the core of downtown and access from downtown is indirect and uninviting. With the City Manager and the Community Development offices located so far apart, there are strong feelings that a large communication gap exists. The Community

Development Department's space needs far exceed the capacity of the existing building.



Public Works

The location for the Public Works Departments on Johnson Creek Blvd is ideal from an operational position because of the maintenance, material and utility vehicle storage requirements. While the office space needs are being met, additional vehicle and equipment / material storage are needed on site.

Public Safety

The Public Safety Building is the newest facility and adequately serves the Police Department space needs with minimal modifications. It is co-located with the City's Information Systems and Technology (IST) department and Clackamas County Fire District's fire station. The primary concern is the increased safety risk that IST's department creates due to the frequency of outside vendor's visits and equipment deliveries to and from the building. IST is one of the few departments that interface with every City Department.



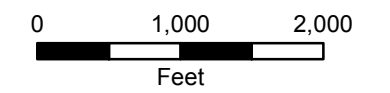
Ledding Library

The Ledding Library is outdated and functionally too small for the expanded service area of the new library district. A minimum expansion of 20,000 sf is required to meet the Oregon Public Library Standards. The current location is well liked by the public, however the site presents expansion challenges with limitations and restrictions on development.

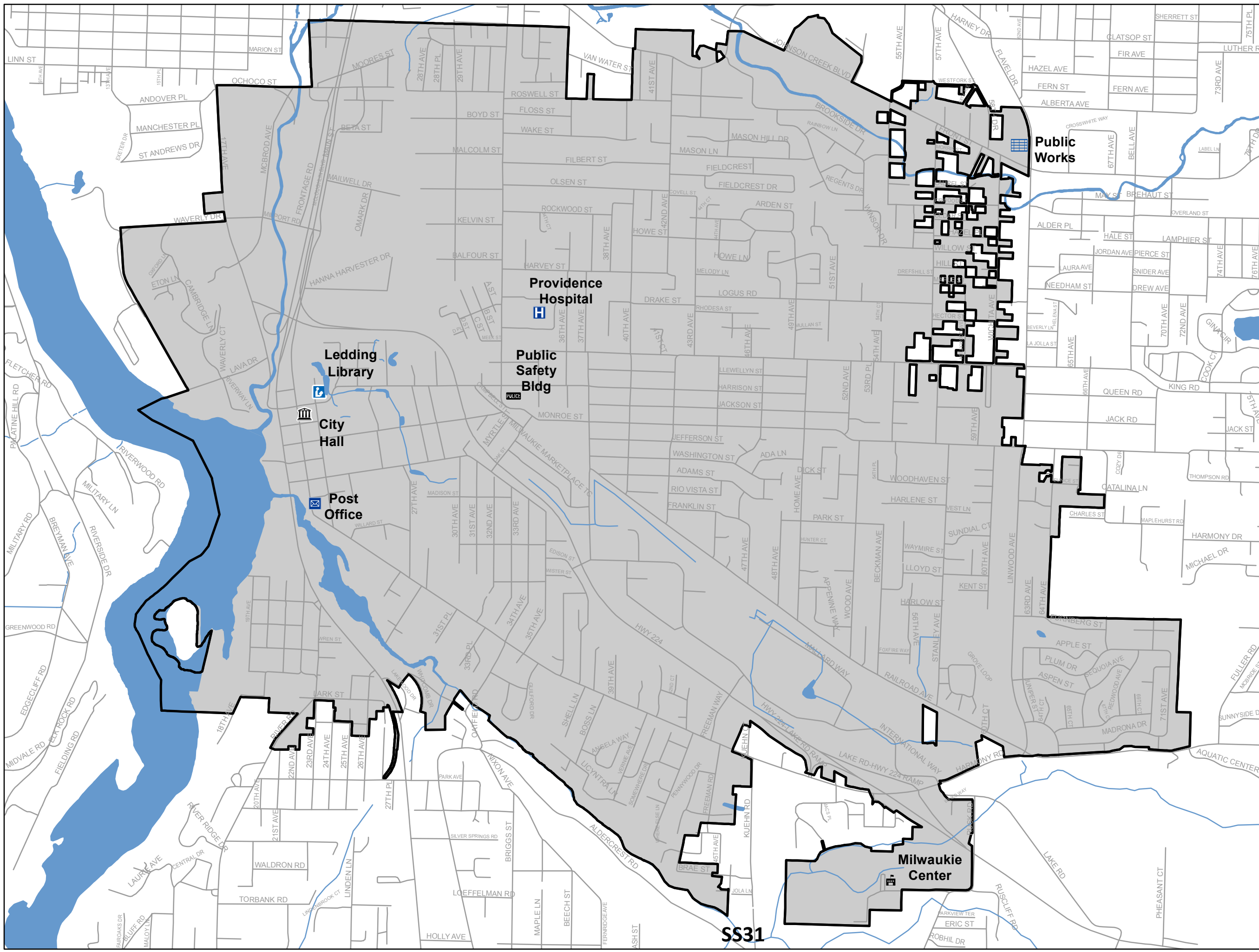


City of Milwaukie 2015 Public Facilities

Attachment 4



- City Hall
- Ledding Library
- Milwaukie Center
- Post Office
- Providence Hospital
- Public Safety Bldg
- Public Works





MILWAUKIE CITY COUNCIL
AGENDA ITEM SUMMARY

Agenda Item: **SS 2.**

Meeting Date: **Dec. 17, 2015**

Title: **Public Works Utilities Report**

Prepared By: Kenny Hill/Ronelle Sears

Department Approval: Gary Parkin, PW Director

City Manager Approval: Bill Monahan

Approval Date: Dec 8, 2015

ISSUES BEFORE COUNCIL

This report is to provide Council with information about the Public Works Utility Divisions. Several issues will be brought forward for discussion and perhaps future consideration.

STAFF RECOMMENDATION

No specific request is being made. Recommendations are provided by staff for discussion and possible future consideration.

KEY FACTS & INFORMATION SUMMARY

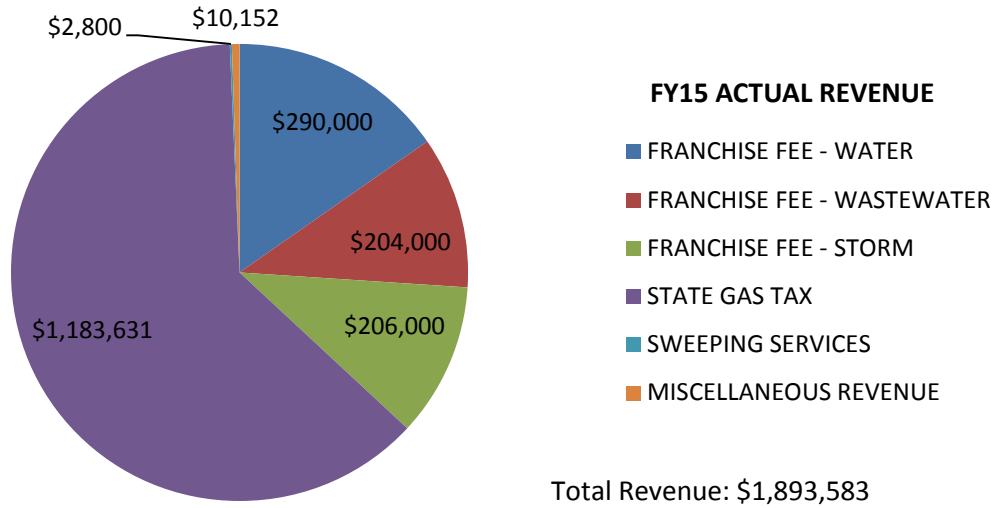
Information on the remaining five funds that comprise the Public Works Department is presented below. Each of the funds will be described using general budget information with recommendations for the upcoming budget.

1. Transportation:

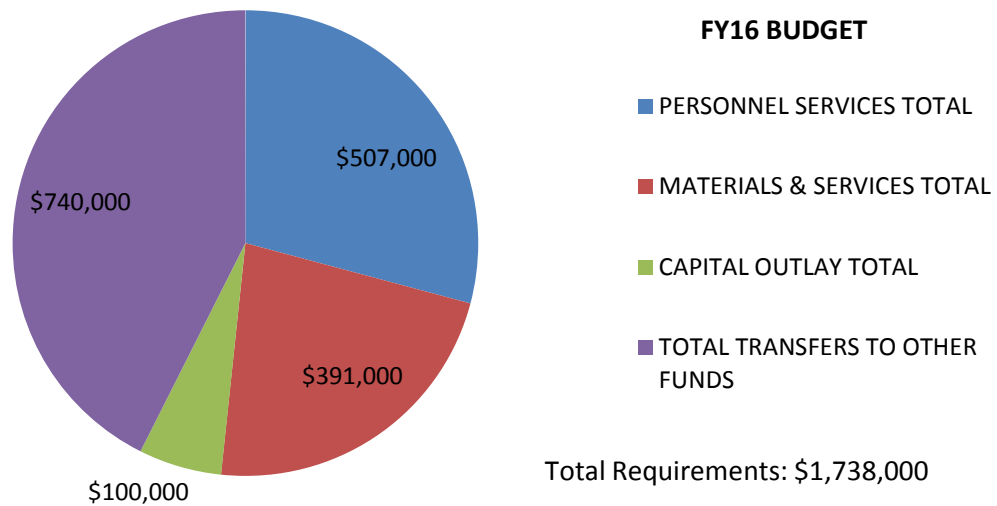
The Transportation Division's mission is to provide a safe, efficient, accessible and convenient transportation system for this community. This division supports economic opportunity, livability, protects the safety of the traveling public and strives to make the best use of the resources.

The Transportation Division consists of four full time utility workers and a sign maintenance technician. A Public Works Supervisor manages this Division and the Stormwater Division. The Transportation crew is responsible for 158 lane miles of street with work including street sweeping, solving drainage problems, the dig out and repair of failed road sections, trench paving, crack sealing, mowing street shoulders and the maintenance of pavement markings and over 6000 signs. This crew will also on occasion assist police with incidents, remove fallen trees from roads, and respond to citizen requests and complaints.

STREET (STATE GAS TAX) FUND REVENUE



STREET (STATE GAS TAX) FUND REQUIREMENTS



The division has long struggled with revenue short falls. The revenue generated by the state gas tax has not kept up with the cost of doing business. Oregon's state tax, after more than a decade without change, increased 25% (from \$0.24 to \$0.30 per gallon) in January 2011. The tax increase raised revenue but has not been fully realized with decreasing gas usage. The Water, Wastewater and Stormwater funds contribute 37% of the revenue for this fund, a percentage that is increasing as the gas tax is flat.

A major step to counter the shortfall was taken by the City in 2007 with the implementation of the Street Surface Maintenance Program (SSMP). This program established funding to pay for resurfacing major City streets, removing it as a requirement of the State Gas Tax.

However, even with the resurfacing work removed as a requirement of the street fund, and particularly as the fund had stopped providing for much resurfacing anyway, the fund has not recovered as an independent, fully functioning fund.

Currently the State Gas Tax is combined with the SSMP fund as the Transportation Fund. While it is not ideal to combine separately dedicated funds, the combination benefits the State Gas Tax Fund by providing reserve coverage.

A staff recommendation would be to move the street sweeping function, which is currently shared 50% with the Stormwater Fund, to become 100% the responsibility of the Stormwater Fund. This action has precedence in that Stormwater Divisions and Districts in the state provide street sweeping as a best management practice to meet permit conditions. The move would save half a FTE and over \$100,000 in capital needed to purchase a new sweeper.

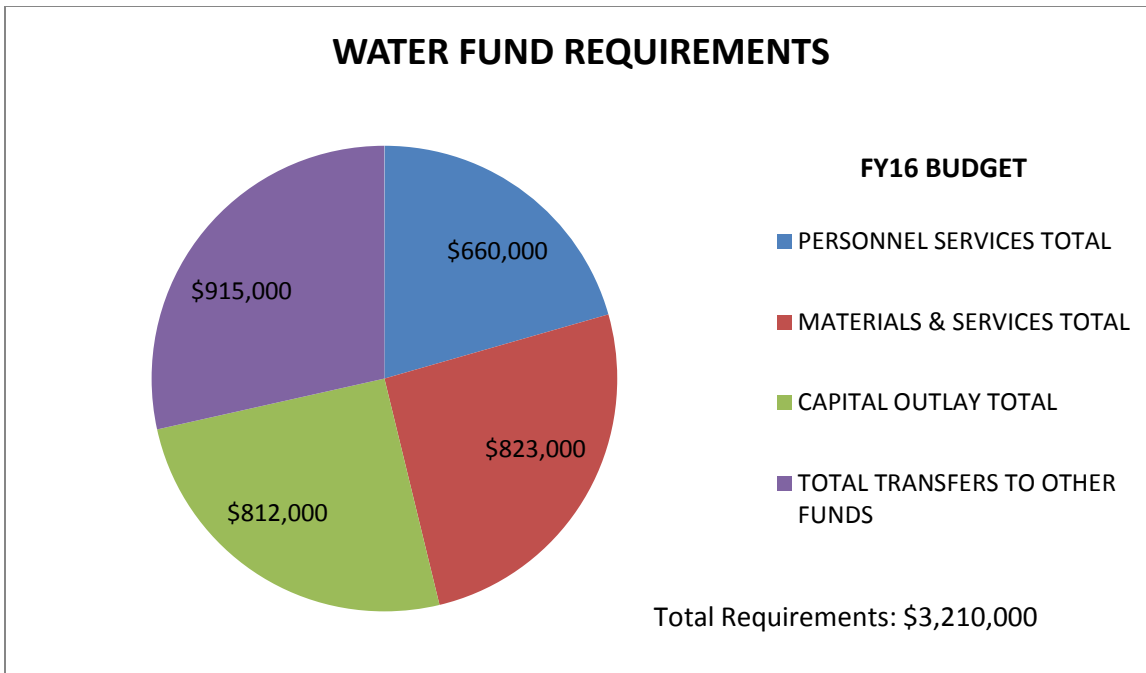
This suggested change does not resolve the funding issue for this fund but allows the fund to function at a fuller capacity in the near term.

2. Water:

The Water Division's mission is to provide customers with safe drinking water, water for fire protection, and an adequate supply of water for essential daily needs. Stringent State and Federal distribution guidelines are followed in line with the Safe Drinking Water Act passed by Congress in 1974.

The City's water supply is distinctive in the region. Most of the water providers in the area take water from surface rivers or lakes. The City's supply is taken from a large underground aquifer, pumped out through seven active wells. The supply is stable and provides more water than is anticipated to be needed for residential, commercial and industrial use within the City's current boundary.

The City continues to deal with pollution in the aquifer which was discovered in 1992. Treatment towers needed to remove the petroleum based pollutant are still operated and maintained. Monitoring and sample collection operations are done regularly in conjunction with the Oregon Department of Environmental Quality (DEQ). The City will receive a report this month to review and comment on. The report will be analyzed by DEQ and recommendations as to any further action provided. Further action could include a prolonged monitoring period, further clean up, or collection of samples by a different method.



The Water Fund is adequately funded with enough revenue to cover the systematic replacement of water mains according to the schedule proposed by the Water Master Plan. Eventually the fund should provide \$2 million per year for the main replacements in addition to maintenance projects, purchasing equipment and keeping the staff current with training and certifications.

The division will be completing some maintenance projects during the next biennium, repainting the elevated reservoir at 40th & Harvey and the above ground reservoir at well #6 on Stanley Ave and a project that will be completed by City crews - replacing a short section of main and relocating services at Wood Court.

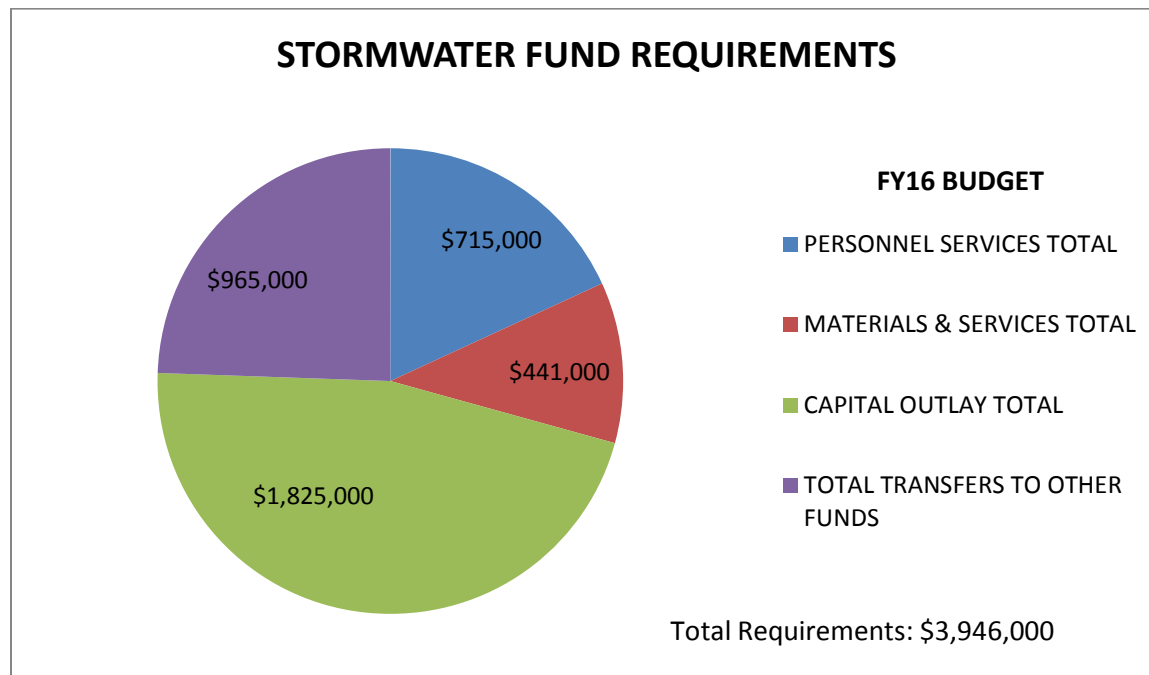
The division will be requesting a FTE for the next budget cycle to run the Cross Connection Program. Currently the division is unable to give this program the attention it needs to capture and monitor the entirety of the potential cross connections. With the more pressing needs of delivering water, this program has not received the amount of time needed to fully define potential cross connection and then keep up to date with the surveys and maintenance work needed. The recently added administrative person provides much of the administrative need for the program. This addition will allow the City to stop deferring the administration of this program and reduce the liability from unmanaged potential cross connections.

The City's mandated, state required water system survey was completed last summer. The City was given an "outstanding performance" and moved from a three year inspection schedule to a five year schedule. The excellent report is a result of the confident and knowledgeable people operating the water system, people that care about what they do and the water they produce.

3. Stormwater:

The mission of the Stormwater Division is to improve the health, safety and welfare of the public by providing for the safe and efficient capture and conveyance of stormwater runoff and the correction of stormwater problems by designing, constructing, managing, operating, maintaining, inspecting, and enforcement of the City's stormwater rules and regulations.

The City's Stormwater Division began with the implementation of a utility rate in the early 1990's as a requirement of the Federal Clean Water Act. From this time there have been many new practices as new methods and procedures are developed. Milwaukie has many issues resulting mainly from its development during a time when stormwater was not given proper consideration and because of its flat topography.



Today the Stormwater Division is focused on maintaining the infrastructure in a manner that recognizes the correlation between runoff and water quality. Planted facilities such as rain gardens are required for the environment.

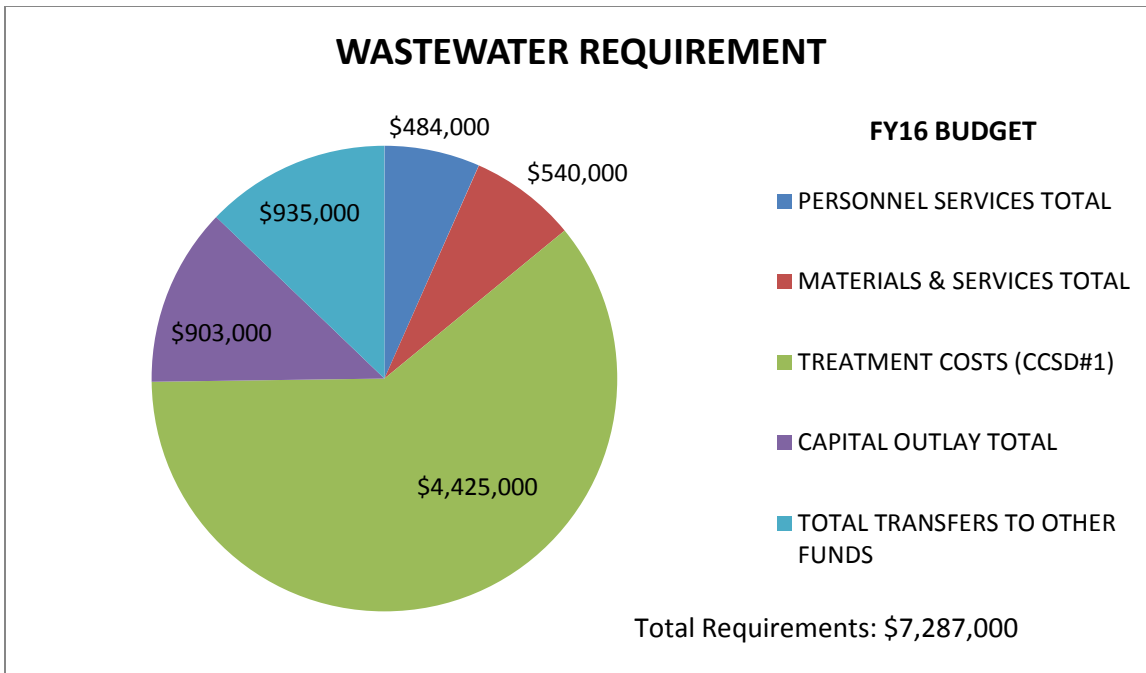
The division has five FTE working to maintain the City's Storm System which includes 40 miles of pipe, 1,623 catch basins, 124 sedimentation manholes, 559 manholes, 5 detention ponds, 26 outfalls and 47 raingardens.

The division is responsible for two permits; Municipal Separate Storm and Sewer System (MS4), National Pollutant Discharge Elimination System (NPDES) Underground injection control (UIC). The Environmental services coordinator, working at ½ FTE for Storm, provides the expertise, testing and reporting needed to cover these permits as well as overseeing the erosion control program.

Another specialist in the Storm crew is the Landscape maintenance worker, a position the City hired just over a year ago specifically for the maintenance of rain gardens. The landscape maintenance worker also provides public outreach, primarily educating elementary, middle, and high school students.

4. Wastewater:

The Wastewater Division's mission is to provide wastewater collection, pumping and collect revenue for treatment services to the citizens of Milwaukie while protecting the environment and eliminating sanitary sewer overflows.



The division has been working on replacing the terracotta clay pipe in town, because it is the oldest pipe in the system as has infiltration problems. When the treatment plant is at capacity, which happens almost annually, the City sewer system backs up first at the new boat ramp, then further upstream. The City is required to report this overflow to DEQ and then could receive a fine for the sewer overflow. The City has received one fine so far back in Jan 2012 and may receive another for the recent historic rain event. It should be noted that other cities and sewer districts had far more issues with their collection systems surcharging during the recent rain event, an indication of the City's well maintained system.

The main issue with this fund is keeping up with treatment costs. The fund has managed to meet previous treatment cost increases and remains well funded.

5. Fleet:

The City of Milwaukie Fleet Division mission is to provide vehicles, equipment and services for the employees of the City so that they may provide services that promote health and safety for the residents of the City.

The City is in the process of hiring a Sustainability Director that will take over management of this division. The largest user of the Fleet shop is and will continue to be the Public Works Department.

The fleet inventory includes 94 vehicles and 173 pieces of equipment including 46 Public Works and 37 Police vehicles. The biggest challenge for this division is the aging fleet. Mostly because of budget constraints, several Police vehicles have exceeded their replacement criteria. The street sweepers are 10 and 20 years old. Repairs become more frequent and most costly as parts break that were never expected to (support arms for example).

The upcoming budget has more vehicles proposed for replacement than previous years because of the extended use. The Fleet Division will be hard pressed to meet obligations if the replacements are not made. Also, the fleet shop would benefit from part time help in the form of seasonal help (used last summer).

OTHER ALTERNATIVES CONSIDERED

N/A

CITY COUNCIL GOALS

•Focus community resources on all-inclusive bike, pedestrian, and street safety program – ***Transportation Fund connection***

•Library expansion

•Urban renewal strategy for downtown and north industrial area

•Proactive economic development strategy

•Kellogg for Coho - ***Storm Fund connection***

•Complete Neighborhood parks and develop stronger strategy for maintenance of existing

The projects to be championed by others (that the City could put resources to) are:

•Facilitate development of skate parks

•Document and celebrate city heritage

•Fund an emergency preparedness program – ***General Public Works connection***

•Complete Neighborhood parks and develop stronger strategy for maintenance of existing

•Bag ban

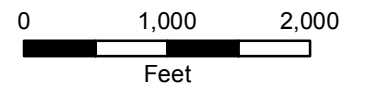
FISCAL NOTES






Significant fiscal issues are noted with the Transportation Fund and a proposal from an additional FTE in Water







ATTACHMENTS

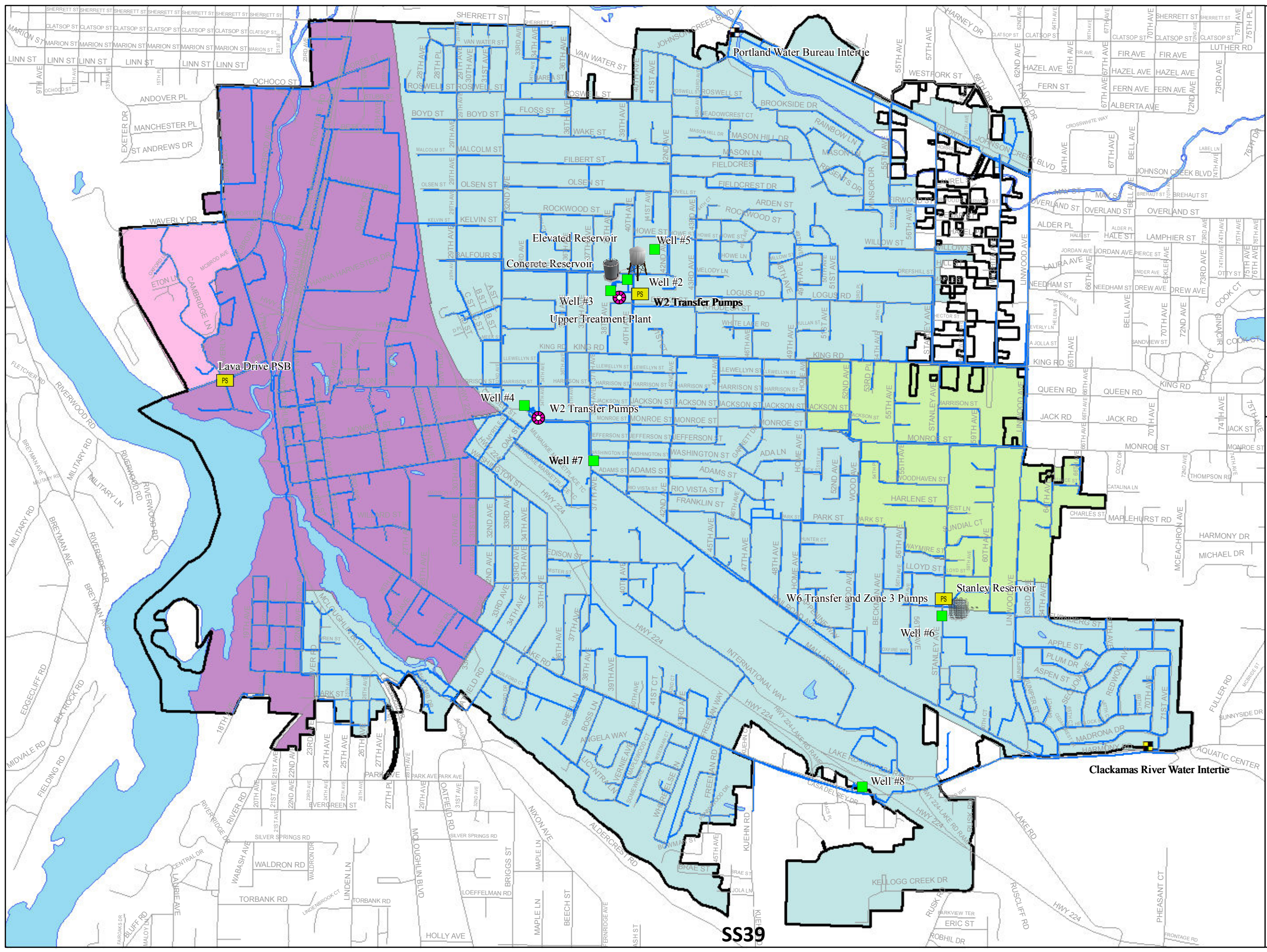
1. Maps for each utility

City of Milwaukie 2015 Water System



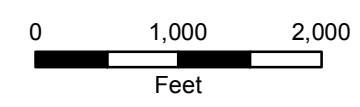
-  Storage Tank
-  Clackamas River Water Intertie
-  Portland Water Bureau Intertie
-  Treatment Tower
-  Elevated Tank

-  Pipeline
 -  cityoutline
- City's Pressure Zone Boundary**
-  Zone 1
 -  Zone 2
 -  Zone 3
 -  Zone 4



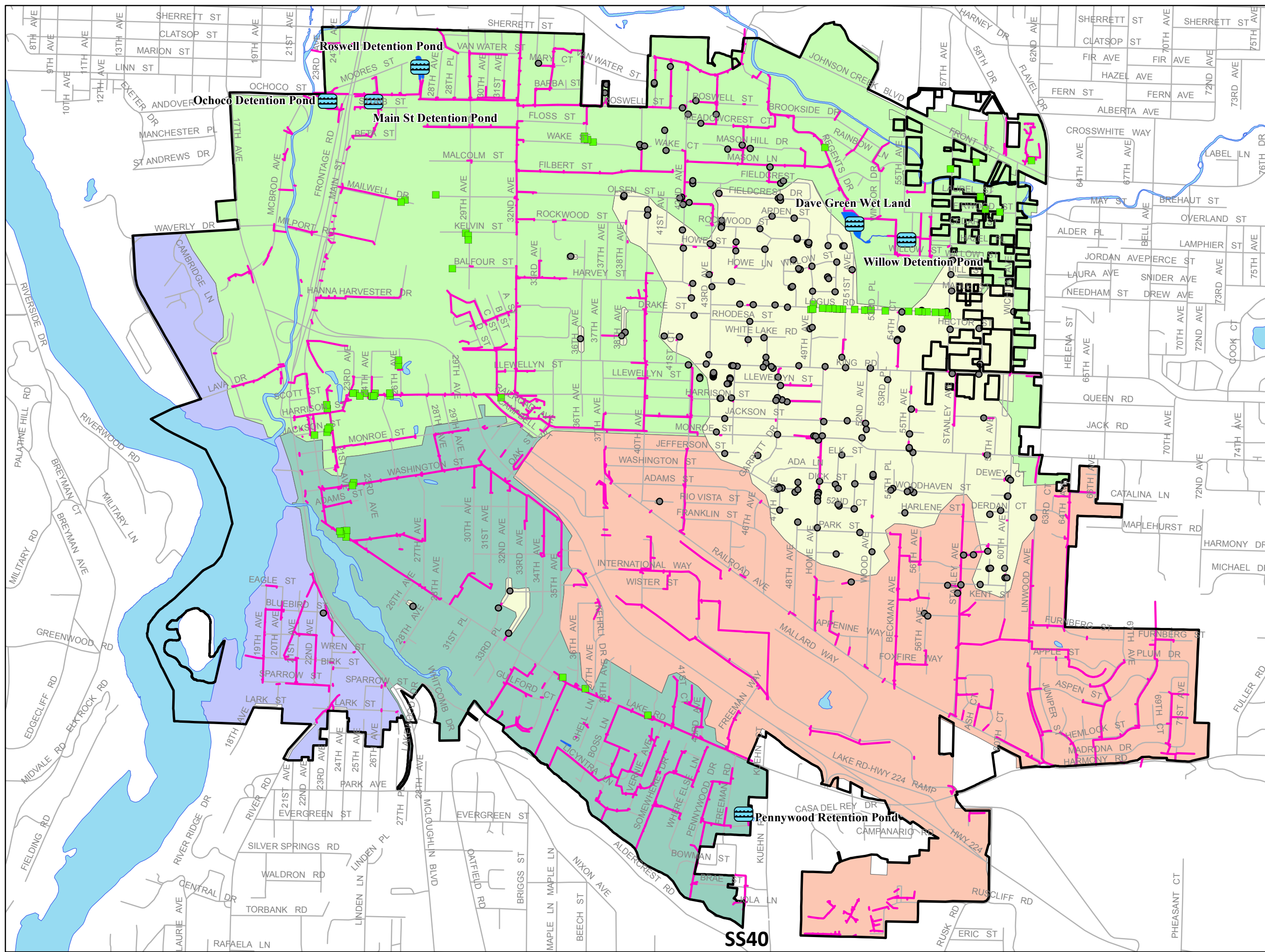
SS39

City of Milwaukie 2015 Stormwater System

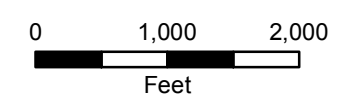






- Legend**
- Drywells
 - Raingarden
 - ▒ Stormwater Treatment Areas
 - Stormwater Mains
 - ▭ City Boundary








- Stormwater Drainage Basins**
- Drywells
 - Johnson Creek
 - Kellogg Creek
 - Scott Creek
 - Willamette River

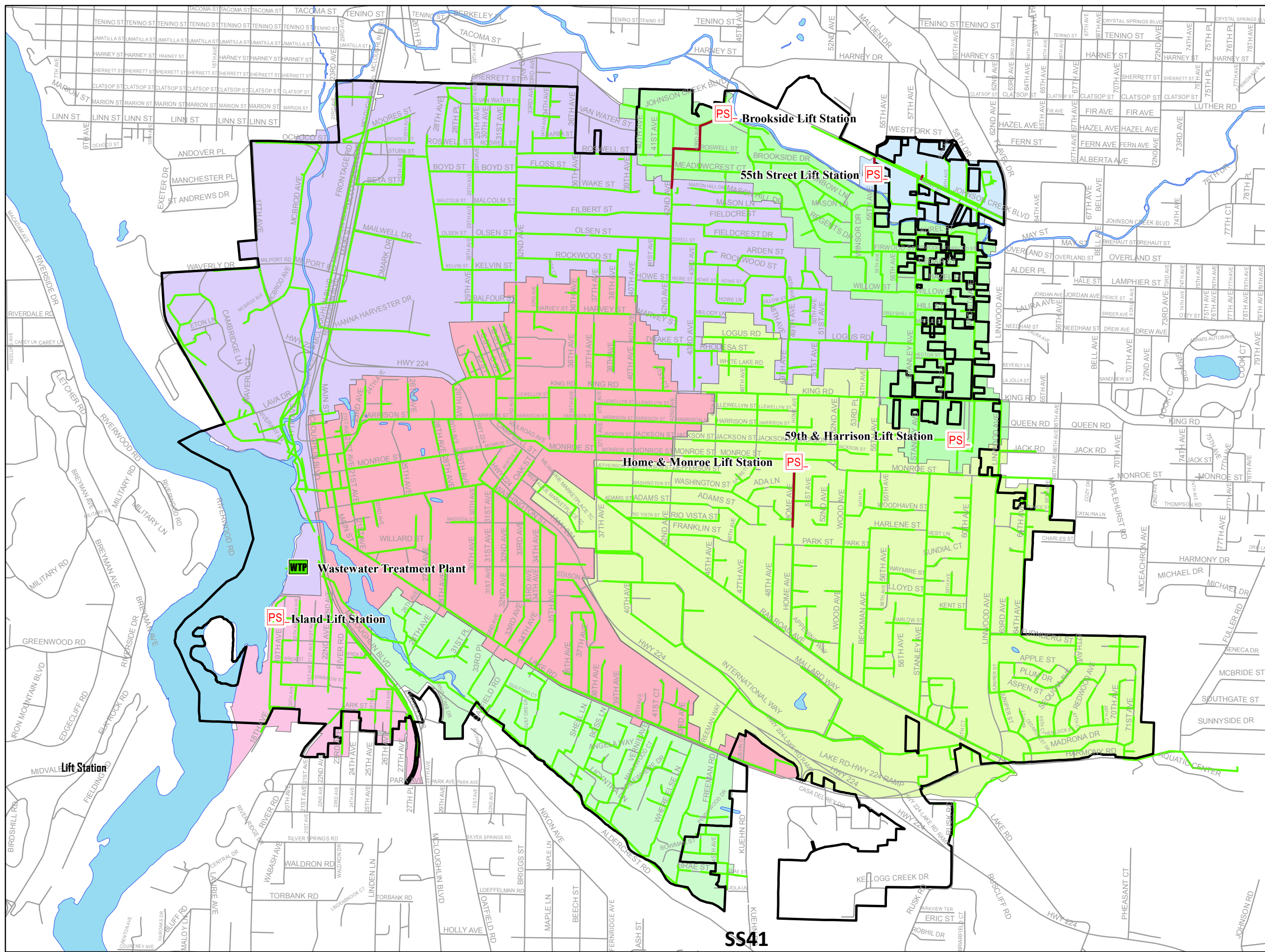


City of Milwaukie 2015 Wastewater System



- Legend**
-  Wastewater Treatment Plant
 -  Wastewater Pumping Stations
 -  Wastewater Force Mains
 -  Wastewater Gravity Mains

- Wastewater Drainage Basins**
-  Area 1
 -  Area 1B
 -  Area 2
 -  Area 3
 -  Area 4
 -  Area 5
 -  Area 6



SS41