## **Independent Citizen Committee**

# Public Safety General Obligation (GO) Bond

Date: May 2, 2012

# PUBLIC SAFETY GENERAL OBLIGATION BOND INDEPENDENT CITIZEN COMMITTEE MEETING

May 2, 2012 3:00PM - 5:00PM Lovejoy Room, City Hall 2<sup>nd</sup> Floor

#### **AGENDA**

1.	Welcome	3:00 PM
2.	Committee Business  - Approve Meeting Summary from Novem - Confirm 2012 quarterly meetings	
3.	Overall Program Financial Reporting	3:30 PM
4.	Review Project Status Reports  - Apparatus  - Station 21  - Emergency Radio System  - Emergency Coordination Center	:40-4:50 PM
5.	Questions/Next Steps	4:50 PM

#### Public Safety GO Bond Independent Citizen Committee Meeting Notes for Wednesday, February 1<sup>st</sup>

ICC members present: Kirk Hall, Nicolette Larson.

ICC members absent: Scott Warner, Lou Savage, Steven Shane

**City staff present**: Marco Benetti, Jay Guo, Tim Van Seggern, Karl Larson, Carmen Merlo, Andrew Carlstrom, Aaron Beck, Celia Heron, Frank Silva, Connie Johnson, Mark Tanner, Mark Greinke

#### Committee Business:

Note – Only two members were present, so the question arose as to whether a quorum was required in order to hold the meeting. Staff will research. Meeting was held as an informational session only.

- Minutes from November 2, 2011 meeting were discussed briefly; no formal adoption was made.
- City staff presented financial spreadsheets on GO Bond Fund expenses to date. New projections will be available at the next ICC quarterly meeting.
- City staff presented updates on the four specific projects being funded.
- ICC discussed existing quarterly reports from the ICC to the CAO and whether there should be any changes. No changes to the reports were recommended.
- ICC briefly discussed the first annual report to City Council and identified the kind of information they need from the projects in order to be able to complete the report.

#### Follow Up Items:

Staff to do the following:

- Send ICC the language from the ballot measure sent with this summary.
- Send expanded list of terminology and acronyms sent with this summary.
- Develop a simplified visual representation of the key milestones and timeline of a project and where we are at present - underway
- In future financial reports, identify the total amounts estimated to be funded by the bonds for each of the four projects underway
- In future financial reports, present financial information so it's clear which project expenses are funded by the GO Bond underway
- Research whether a quorum is required in order for ICC to meet underway

#### Tasks to be accomplished via e-mail

ICC to do the following:

- Review and confirm dates and times of all quarterly meetings for 2012
- Adopt meeting summary notes from November 2011 meeting
- Review second quarterly report and edit or approve to be sent to CAO

#### Next Quarterly Meeting (May 2012) Agenda Items

- Review project reports from quarter ending March 31, 2012.
- Discuss ICC acronym list

#### Adjourn

#### **Independent Citizen Committee**

Public Safety General Obligation (GO) Bond Commonly Used Terms and Acronyms

OMF (Office of Management and Finance) Bureaus and Divisions:

BFS Bureau of Financial Services

This Bureau includes the following divisions: Accounting, Financial Planning, Debt

Management, and Treasury.

BHR Bureau of Human Resources

The Bureau is responsible for the development, refinement, and oversight of the City's Human Resources administrative rules and procedures, civil service board, citywide

privacy oversight and citywide time management.

BIBS Bureau of Internal Business Services

This Bureau is the central provider for an array of business services to other City bureaus including: CityFleet, Facilities Services, Printing & Distribution, Procurement Services, and

Risk Management.

BTS Bureau of Technology Services

This Bureau provides a wide array of information technology and telecommunications

services to city bureaus and other local governments and educational institutions.

EBS Enterprise Business Solutions Division

This division maintains and continuously improves the City's financial and human resource

software system, SAP, which replaced the City's 20-year old IBIS system in 2009.

<u>Fleet</u> <u>CityFleet</u>

CityFleet offers a full-service fleet management operation to fulfill the City's vehicle and

equipment needs.

FPD Financial Planning Division

Provides financial planning guidance and consultation to customers. FPD conducts

analysis with a city-wide perspective to aid customers in reaching decisions.

P&D Printing & Distribution

P&D is charged with managing all reproduction, mail, distribution, and copy services

required by city agencies.

Revenue Bureau

This agency is charged with collecting business and hotel/motel taxes for Portland and

Multnomah County.

Risk Management Services

Services include workers compensation, general tort liability, and auto liability programs.

**OMF Titles:** 

CAO Chief Administrative Officer

The CAO is responsible for administrative management of all OMF Bureaus and Divisions.

<u>CFO</u> <u>Chief Financial Officer</u>

The CFO directs BFS and provides vision, leadership, and management oversight to its

programs.

CTO Chief Technology Officer

The CTO is responsible for the management, policy setting, strategic planning and

leadership in the use of computer, radio, and telecommunications technologies, to support

the delivery of effective government services.

Other Bureaus / Offices:

Attorney Office of the City Attorney

The City Attorney's client is the legal entity of the City of Portland. Office lawyers are prohibited from providing legal advice to the public or to parties other than the municipal

corporation of the City of Portland.

<u>Auditor</u> <u>Office of the City Auditor</u>

The City Auditor's Office functions fall into nine major categories: Management Services, Archives & Records, Assessment & Liens, Audit Services, Council/Contracts, Hearings,

Independent Police Review, Ombudsman, and Progress Board

BDS Bureau of Development Services

The Bureau of Development Services promotes safety, livability and economic vitality

through efficient and collaborative application of building and development codes.

BES Bureau of Environmental Services

Environmental Services provides city residents with programs to protect water quality and public health, including wastewater collection and treatment, sewer construction and

maintenance, stormwater management, and stream and watershed restoration.

BOEC ("bo-eck") Bureau of Emergency Communications (9-1-1 call center)

BOEC serves the public by providing the vital link between citizens in need with the proper

emergency service responders.

BPS Bureau of Planning and Sustainability

BPS combines the disciplines of planning and sustainability to advance Portland's diverse and distinct neighborhoods, promote a prosperous and low-carbon economy, and provide

a forum for community engagement and education.

OFCT Office for Communications & Technology

OFCT ensures that the City of Portland and its citizens are fairly compensated for private use of the public rights of way; defends the City's role and the public interest in rapidly changing telecommunications and utility markets; regulates and advocates on matters related to cable communications for the Mt. Hood Cable Regulatory Commission, its jurisdictions and the citizens of Fairview, Gresham, Multnomah County, Portland,

Troutdale and Wood Village.

Fire or PF&R Portland Fire & Rescue

Portland Fire & Rescue promotes a safe environment for all people who live and work in Portland and the surrounding areas. PF&R provides an extensive range of public safety services including fire prevention, public education, response to fire, medical and other

emergency incidents, and disaster mitigation.

FPD&R Fire & Police Disability & Retirement Fund

The Bureau of Fire and Police Disability and Retirement administers disability, death and

retirement benefits to Portland firefighters, police officers and their survivors.

OEHR Office of Equity and Human Rights

Office of Equity and Human Rights office promotes systemic changes to remedy historic and current equity challenges. The Bureau also addresses disparities based on race,

ethnicity and disabilities, starting within city government.

ONI ("o-knee") Office of Neighborhood Involvement

ONI serves as a vital communication link between residents, neighborhoods, and City of Portland bureaus. ONI works in partnership with a wide range of organizations to involve

and inform the public in the civic life of the City.

Parks or PP&R Portland Parks & Recreation

Portland Parks & Recreation provides care to over 10,000 acres of parks and natural areas, and offers thousands of programs for all ages. The bureau depends on a workforce of 400 permanent employees, 1,000 part-time employees, and over 6,000 volunteers to

extend and enhance its services and programs.

PBOT Portland Bureau of Transportation

The Bureau of Transportation plans, builds, manages and maintains an effective and safe transportation system that provides people and businesses access and mobility. The bureau maintains the \$8.1 billion investments in infrastructure facilities from streets and

structures to traffic signals and street lights.

PDC Portland Development Commission

PDC bring together resources to achieve Portland's vision of a diverse, sustainable community with healthy neighborhoods, a vibrant central city, a strong regional economy, and quality jobs and housing for all. PDC is involved in urban renewal, waterfront

redevelopment, small business loans, affordable housing, new retail opportunities, transit-

oriented development, and business recruitment and retention.

PBEM Portland Bureau of Emergency Management

PBEM provides emergency information and resources for residents of the Portland Metro

Area and surrounding counties.

PPB Portland Police Bureau

The Portland Police Bureau's mission is to reduce crime and the fear of crime by working

with all citizens to preserve life, maintain human rights, protect property, and promote

individual responsibility and community commitment.

RACC Regional Arts and Culture Council

The Regional Arts & Culture Council (RACC) works to integrate arts and culture in all

aspects of community life in the Portland tri-county area.

Water or PWB Portland Water Bureau

The Portland Water Bureau provides water to the Portland Metro Area.

Acronyms Associated with the Independent Citizen Committee (ICC):

ALS Advanced Life Support

A set of life-saving protocols and skills that extend Basic Life Support to further support

the circulation and provide an open airway and adequate ventilation (breathing).

AMR American Medical Response (ambulance service)

Provides a full range of medical transportation services and pre-hospital assistance,

operating on emergency (911) response systems in large and small communities.

APCO25/P25 Project 25

New digital standards for safety community.

AV Assessed Valuation

Appraisal to determine the liability for property taxes.

BLS Basic Life Support

The level of medical care which is used for patients with life-threatening illnesses or

injuries until the patient can be given full medical care at a hospital.

CBO Community Based Organizations

An organization, within a specific community, that provides services to meet local

community needs.

CM/GC Construction Manger/General Contractor

A construction delivery method where the construction manager acts as the general

contractor with schedule and cost risk.

ECC Emergency Coordination Center

Multi-Agency coordination entity that supports on-scene response to an emergency.

Emergency Management Services

A type of emergency service dedicated to providing out-of-hospital acute medical care

and/or transport to definitive care, to patients with illnesses and injuries which the patient,

or the medical practitioner, believes constitutes a medical emergency.

ERC <u>Emergency Response Center</u>

Multi-Agency coordination center to centralize the City of Portland's leadership,

coordination, and responsibilities during and emergency.

FCC Federal Communications Commission

Regulates interstate and international communications by radio, television, satellite, and

cable.

FE Federal Engineering

Consultant

GF General Fund

Principal operating funds for the City of Portland.

IntelliRepeaters Localized Repeaters

A type of controller-less site, used in wide-are communications.

Motorola Smartzone Radio system currently in use by the City of Portland

Systems that are networked together via microwave or land-line data circuits to provide

multi-site wide-area communications.

NGO Non-Governmental Organizations

An organization that operates independently from any government.

PM Project Manger

Can have the responsibility of the planning, execution, and closing of any project.

PO Project Office

The department or group that defines and maintains the standards of process, generally

related to project management, within the organization.

POC Project Oversight Committee

Meets quarterly to provided transparency, report to city council, and review status reports,

for the Public Safety GO Bond.

RRP Radio Replacement Project

Replace the City of Portland's analog radio system with full, digital capability.

UTGO Unlimited Tax GO Bonds

Local governments are required to levy a rate at whatever level is necessary to recover a

shortfall from taxpayer delinquencies.

Acronyms Associated with Design and Construction:

<u>CA</u> <u>Construction Administration</u>

Duties that range from general management skills, to management skills specifically related to construction, to technical knowledge of construction methods and practices.

CD Contract Documents

Documents that detail that the executed job will receive the specific amount of

compensation or how the compensation will be distributed.

DD Design Development

Based on an approved Schematic Design, Design Development is the process of refining

and fixing the design, and working out all the details, including the selection of materials

and the engineering systems.

DSL Department of State Lands

The Department of State Lands is the administrative agency of the State Land Board, handling the day-to-day work of the board in managing the land and other resources

dedicated to the Common School Fund.

ESA Environmental Site Assessment

A report prepared for a real estate holding which identifies potential or existing

environmental contamination liabilities.

LEED™ Leadership in Energy and Environmental Design

An independent certification program that provides voluntary guidelines for developing

high-performance, sustainable buildings.

NMFS National Marine Fisheries Service

Promotes sustainable fisheries, recovery of protected species, and the health of costal

marine habitats in the USA.

ODOT Oregon Department of Transportation

ODOT develops programs related to Oregon's system of highways, roads, and bridges;

railways; public transportation services; transportation safety programs; driver and vehicle

licensing; and motor carrier regulation.

SD Schematic Design

The first phase of a project's design process; preparation, by the design professional, of

drawings and other documents illustrating the scale and relationship of project

components.

SHPO State Historic Preservation Office

Manages and administers programs for the protection of the state's historic and cultural

resources.

USACE or Corps Army Corps of Engineers

Responsible for investigating, developing, and maintaining nation's water and related

environmental resources.

VE <u>Value Engineering</u>

A systematic method to improve the value of goods or products and services by

using an examination of function.

General Acronyms and Budget Terms:

Accounting Period

The City of Portland's fiscal year is comprised of 12 monthly periods.

American Recovery and Reinvestment Act **ARRA** 

An act making supplemental appropriations for job preservation and creation,

infrastructure investment, energy efficiency and science, assistance to the unemployed,

and State and local fiscal stabilization.

Administrative Services Review **ASR** 

A collaborative goal-setting and assessment process designed to help improve and refine

administrative services, procedures and practices for student success.

Appropriation Unit <u>AU</u>

A mechanism within for accumulating revenues and/or expenditures and ensuring that total expenditures from an appropriation unit do not exceed either: a pre-established limit for a budgeted unit or combined balance forward and current year revenues for a non-

budgeted local unit.

**Budget Advisory Committee** BAC

A committee, specific to a particular bureau, consisting of citizens appointed by the

Commissioner-in-Charge to advise the bureau on its budget requests.

**Budget Reporting & Analysis Support System BRASS** 

City's budget software.

**Budget Monitoring Process BuMP** 

A report submitted by bureaus to Financial Planning three to four times each year. It is the primary means through which the Council is informed of the status of the budget and upon

which determination is made on the appropriateness of budget adjustments.

Comprehensive Annual Financial Report CAFR

A set of government financial statements comprising the financial report of a state,

municipal or other governmental entity that complies with the accounting requirements.

Current Appropriation Level CAL

This is the extrapolation of a bureau's current budget to the budget year.

CIP Capital Improvement Plan

A multi-year plan listing capital improvement projects, costs, and schedules for

completion.

Current Service Level **CSL** 

Any budget proposal which requests future funding for service provision "at the current level." The current service level will reflect changes due to inflation, labor contract changes, caseload changes, and any other changes required to continue to provide the

same level of service.

Full-time Equivalent Employees FTE

Full-time equivalent; the equivalent of one full-time position, including positions shared by

multiple employees.

Fiscal Year FΥ

The twelve-month period beginning July 1 and ending June 30 for which the annual

budget of the City is proposed, approved, and adopted.

General Obligation (as in GO Bonds) GO

Voter-approved bonds backed by the full faith, credit, and taxing authority of the City.

Interagency Agreement <u>IA</u>

An agreement for provision and receipt of services between City bureaus. The IA

establishes a mutually agreed upon budget amount for anticipated services to be provided

and received. Interagency agreements are balanced using funded programs.

Intergovernmental Agreement **IGA** 

An intergovernmental agreement is any agreement that involves or is made between two

or more governments to cooperate in some specific way.

M&S <u>Materials & Services</u>

Metro

Materials include the costs of supplies, equipment and tools actually used during the activity. These materials are usually divided into two categories: expendables (those materials that are totally consumed during the activity) and Non-expendables (those materials that have a life beyond the activity; they will still have a useful life after the activity). Services are all the costs of the project other than labor and materials.

Portland Metropolitan Regional Government

An elected regional government for the Portland metropolitan area, that works with

communities, businesses, and residents.

MOU Memorandum of Understanding

A document describing an agreement between parties. It expresses an intended common

line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable

agreement.

O&M Operation and Maintenance

Costs associated with the fixing any sort of mechanical or electrical device should it become out of order or broken. It can also include performing routine actions which keep

the device in working order or prevent trouble from arising.

PERS Public Employees Retirement System

Retirement system for public employees in the State of Oregon.

PSSRP Public Safety Systems Revitalization Project

Procurement and implementation of upgrades to the public safety systems for the City of

Portland.

PTE Part-time Equivalent Employees

An employee with a work schedule that is less than 100 percent of the full-time equivalent

established for an employee's pay class designation.

RFP Request for Proposal

An invitation is presented for contactors/consultants, often through a bidding process, to

submit a proposal on a specific commodity or service.

SAP Systems Applications and Products

The City of Portland's integrated computer system that has the capability to manage

financial, asset, and cost accounting, production operations and materials, personnel,

plants, and archived documents.

SEA Service Efforts and Accomplishments Report

A report issued by the Office of the City Auditor that identifies workload and performance

trends for each of the City's major service areas.

# Program Budget, Actual Life to Date Expenses and Revenues

And

**Program Projection** 

Public Safety GO Bond Fund Program budget and actual life to date expenses and revenues As per SAP

		Life to date	
		actuals through	
Requirements	<b>Current budget</b>	Feb 2012	Balance
Fire Station 21	\$7,902,500	\$191,913	\$7,710,587
Fire Apparatus	\$19,800,000	\$121,010	\$19,678,990
Emergency Coordinations Center	\$4,000,000	\$0	\$4,000,000
Public Safety Emergency Radio System	\$52,096,007	\$7,012,215	\$45,083,792
GO bond fund costs (General Fund Overhead	\$625,000	0\$	\$625,000
Fire project management	\$575,000	\$0	\$575,000
Bond issuance costs	\$560,000	\$230,443	\$329,557
Program confingency	20	0\$	\$0
TOTALS	\$85,558,507	\$7,555,581	\$78,002,926
	,		
Resources	!		
Other cash for Public Safety Emergency Rad	\$3,156,007	\$3,156,007	0\$
Public Safety Emergency Radio System repla	\$10,000,000	\$10,000,001	( <del>§</del> 2)
GO bond proceeds	\$72,400,000	\$26,662,244	\$45,737,756
Miscellaneous	\$2,500	\$2,500	0\$
Interest earnings	\$0	\$121,411	(\$121,411)
Total resources	\$85,558,507	\$39,942,163	\$45,616,344

Public Safety GO Bond Program Projection

		FY 2012 and					
Requirements	<b>Current budget</b>	prior years	Total FY 2013	Total FY 2013 Total FY 2014 Total FY 2015 Total FY 2016	Total FY 2015	Total FY 2016	Total FY 2017
Fire Station 21	\$7,902,500	\$433,375	\$1,853,778	\$4,468,280	\$1,147,067	0\$	\$0
Fire Annaratus	\$19,800,000	\$1,359,000	\$5,762,000	\$7,064,000	\$4,848,000	\$767,000	\$0
Emergency Coordinations Center	\$4,000,000	\$1,150,000	\$2,850,000	\$0	\$0	\$0	80
Public Safety Emergency Radio System	\$52,096,007	\$11,790,224	\$5,772,991	\$9,856,247	\$24,676,545	\$0	90
GO hond fund costs (General Fund Overhead)	\$625,000	80	\$26,306	\$199,563	\$199,563	\$199,568	\$0
Fire project management	\$575,000	\$127,600	\$115,000	\$115,000	\$115,000	\$102,400	\$0
Rond issuance costs	\$560,000	\$232.679	\$0	\$327,321	\$0	80	80
Program confingency	90	\$0	80	\$0	\$0	\$0	\$0
TOTALS	\$85,558,507	\$15,092,878	\$16,380,075	\$22,030,411	\$30,986,175	\$1,068,968	\$0
Checktotal (S/B \$0)							
Resources		4000000	é	Ş	<b>\$</b>	5	0\$
Public Safety Emergency Radio System replaceme	000,000,01%	000,000,01¢	9	9	•	) +	) (
Other cash for Public Safety Emergency Radio Sys	\$3,156,007	\$3,156,007	\$0	0\$	20	80	0\$
GO hond proceeds	49	\$26,662,244	\$0	\$45,737,756	0\$	\$0	\$0
Miscellanous	\$2,500	\$2,500	\$0	\$0	\$0	\$0	\$0
Interest earnings	\$0	\$157,412	\$58,433	\$102,087	\$84,400	\$4,684	\$2,035
Total resources	\$85,558,507	\$39,978,163	\$58,433	\$45,839,843	\$84,400	\$4,684	\$2,035
Beginning fund balance		0\$	\$24,885,285	\$8,563,643	\$32,373,075	\$1,471,300	\$407,016
Ending fund balance		\$24,885,285	\$8,563,643	\$32,373,075	\$1,471,300	\$407,016	\$409,051

# Fire Apparatus Replacement Project

**Quarterly Summary and Finances** 

#### Fire Apparatus Replacement Project as of April 5, 2012

Project Sta	tus	
Overal:	Green	<ul> <li>The construction of the two new fireboats has begun. The manufacturer is working with PF&amp;R on final drawings and the actual physical construction should be starting in the next few weeks.</li> <li>The pre-construction conference was held at the manufacturer (Pierce Manufacturing) for the tractor drawn squad in mid-March. The construction process had been started.</li> <li>The pre-construction conference for the new truck (Truck 3) with Pierce Manufacturing is in process the first week of April.</li> </ul>
Schedule	Green	The Fire Apparatus Replacement Project is on schedule.
Cost	Green	The Fire Apparatus Replacement Project remains within budget.
Scope	Green	The Fire Apparatus Replacement Project remains within its scope.
Quality	Green	The Fire Apparatus Replacement Project's quality remains on-track.

#### **Narrative**

#### Meetings

The third Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on January 5, 2012. At this meeting, the project team presented a summary of the project activities for the period ending October 18<sup>th</sup>. The project's schedule, cost, scope and quality were reported on-track and no significant risks were identified.

#### **Executive Summary**

The Tri-Data consultants have completed the service-delivery study and presented their findings and recommendations to the City Council on January 24, 2012. PF&R has ordered four rapid response vehicles through City Fleet.

The Heavy Rescue Squad is currently being constructed by Pierce Manufacturing.

#### Portland Fire & Rescue GO Bond Project Oversight Committee Report

Pre-construction conference with Pierce Manufacturing is occurring the first week of April for the construction of Truck 3, a tractor-drawn aerial truck.

Two new fireboats are currently being designed and constructed by Oregon Iron Works.

#### Major timelines / milestones

- The heavy rescue apparatus and tractor-drawn aerial apparatus are in the process of being constructed.
- The fireboats are currently being constructed.

<u>Project status / highlights / accomplishments</u> (same as listed under Major timelines / milestones)

#### Project risks / issues

No risks or issues anticipated at this time.

<u>Problems encountered / how they were dealt with</u> No problems have been encountered.

#### Next steps / next quarter projections

By the end of next quarter:

• Work toward specifications for new fire engines and develop an RFP for identifying potential manufacturers for construction.

Fire and Emergency Apparatus Replacement Financial status report for independent citizen committees

LTD ac
LTD actuals through Dec 2011 through Dec
LTD actuals through Dec 2011 through Dec
Current Budget  \$7,392,000 \$5,044,000 \$5,044,000 \$1,314,000 \$1,314,000 \$3,338,000 \$215,000 \$215,000 \$19,800,000 \$50,375,000 \$19,800,000 \$119,800,000 \$119,800,000

Life to date (LTD)

# Fire Station 21 Project

**Quarterly Summary and Finances** 

### Fire Station 21 Project as of April 5, 2012

Project State	us	
Overall:	Green	<ul> <li>Anticipated date for the transfer of ownership of the Madison St. dock from Portland Development Commission (PDC) to Portland Parks &amp; Recreation will occur by May 2012.</li> <li>Portland Fire &amp; Rescue (PF&amp;R) and Portland Parks &amp; Recreation (PP&amp;R) continue to work toward Memorandum of Understanding (MOU) regarding the Madison St. Dock. Both are working on alternative ideas pertaining to the dock and surrounding property to transfer.</li> <li>Reconfigured design attempts to keep the boathouse as close as possible to the station to utilize the existing gangway, reducing both cost and response time. Another cost and time saving strategy is to modify the current Campbell boathouse now located at Station 6. A second boathouse will be designed and constructed to accommodate the new boat and the current rescue boat.</li> <li>The contract with Whelton Architecture was executed on Nov 29, 2011. PF&amp;R and the OMF Facilities Project Manager have been meeting regularly with the design team regarding pre-design issues, such as programming, and identifying appropriate sustainable strategies for this project. It is anticipated that this project will be LEED certified at the Gold level.</li> <li>January 13, 2012, marks the end of the pre-design phase.</li> <li>March 15, 2012, represents 75% complete Schematic design review.</li> <li>A preliminary cost estimate will be provided by Whelton Architecture at 100% complete Schematic Design.</li> <li>Whelton Architecture is preparing the bid packages for the boathouse remodels, the additional pilings required, and for the new low-freeboard dock extension. The conditions of the previous</li> </ul>
		COE/DSL permits allow for the dock extension and additional pilings.
		<ul> <li>The in-water permitting process remains the most</li> </ul>
		complex and challenging aspect of the planning process. Because PF&R endeavors to have a

		structure in the water by this summer, the design team is identifying and discussing strategies to reduce the anticipated amount of time required for the various regulatory entities to review and provide approvals.  The Land Use Review including the Greenway Review application is expected to be submitted by mid-April and a decision received by early August.  It is anticipated that the solicitation process for the CM/GC will be completed by the end of Schematic Design. The CM/GC solicitation is in process and the Ordinance and Findings should be reviewed by Council early April in a public forum.
Schedule	Yellow	The project continues to remain tentatively on schedule. The procurement process for the architecture/engineering team took longer than anticipated, but the decision to use a CM/GC to deliver the project is expected to result in a significant
		reduction to the total project time.
Cost	Yellow	The Fire Station 21 Project remains within budget. However, until preliminary estimates for the current design proposed are received, the team cannot guarantee that the budget will not be strained.
Scope	Green	The Fire Station 21 Project remains within its scope.
Quality	Green	The Fire Station 21 Project 's quality remains on-track.

#### **Narrative**

#### Meetings

The third Fire General Obligation Bond Project Oversight Committee (POC) meeting was held on January 5, 2012. At this meeting, the project team presented a summary of the project activities for the period ending October 18<sup>th</sup>. The project's schedule, cost, scope and quality were reported on-track and no significant risks were identified.

#### **Executive Summary**

Portland Fire & Rescue (PF&R) has been meeting regularly with Portland Parks & Recreation (PP&R) to craft a new Memorandum of Understanding (MOU) regarding shared use of the Madison St. Dock. To date, PF&R and PP&R are exploring alternative options for the transfer of assets between bureaus. The design attempts to keep the boathouse as close as possible to the station in order to utilize the existing gangway. This will reduce both cost and response time. Another cost and time saving strategy is to modify the current Campbell boathouse now located at Station 6. A new boathouse to accommodate the new fireboat and the current rescue boat is being designed for construction. It is

#### Portland Fire & Rescue GO Bond Project Oversight Committee Report

anticipated that the transfer of ownership of the dock from PDC to PP&R will occur by May 2012.

The contract with Whelton Architecture was executed on Nov 29, 2011. Since then PF&R and the OMF Facilities Project Manager have been meeting regularly with the design team regarding pre-design issues, such as programming, and identifying appropriate sustainable strategies for this project. It is anticipated that this project will be LEED certified at the Gold level. January 13, 2012 marks the end of the pre-design phase. March 25<sup>th</sup> was the end of 75% schematic design.

The in-water permitting process remains the most complex and challenging aspect of the planning process. Because PF&R endeavors to have a structure in the water by this summer, the design team is identifying and discussing strategies to reduce the anticipated amount of time required for the various regulatory entities to review and provide approvals.

Finally, it is anticipated that the solicitation process for the CM/GC will be completed by the end of Schematic Design.

#### Major timelines / milestones

The contract with the architectural/engineering firm, Whelton Architecture, was executed on Nov 29, 2011.

#### Project status / highlights / accomplishments

- Progress continues on the MOU concerning issues pertaining to adjacent parking for the Station crew and PF&R's eventual ownership of the Madison St. Dock. Other options have been presented to PF&R by PP&R and are currently under review by the Fire Chief.
- January 13, 2012, will be the ending and sign-off of the pre-design phase for the project.
- March 15, 2012, 75% complete Schematic Design Review.
- We finished our eco-charette for LEED certification and the project is registered. Because we had this eco-charette, approximately \$2,000 will be returned to the Bond from Energy Trust's incentive program.
- The team met to determine the information required for the survey, both in-water and on land, and the further geotechnical investigation. That work should start up shortly. The land and in-water surveys have been completed. The draft of the geotechnical report recommends a subsurface stabilization process called compaction grouting. The decision to stabilize just the underlying required areas of the Station 21 structure has been made by the Fire Chief.

#### Portland Fire & Rescue GO Bond Project Oversight Committee Report

#### Project risks / issues

The early budget for the project was developed with only preliminary information based on early phase investigations. As information is gained through more indepth investigations relating to geotechnical conditions and other development related costs, "unknown conditions" remain a potential risk to the budget.

Furthermore, the projected costs for the Station 21 renovation developed for the GO Bond budget did not take into consideration the costs for a new boathouse and modification of the dock. Because the boathouses and dock were not funded by the Bond request, cost benefit analyses were crucial for the decision-making for such issues as the extent of bank stabilization.

The Type III Conditional Use process includes neighborhood outreach and feedback opportunities.

#### Problems encountered / how they were dealt with

The project team continues to work proactively to mitigate any known or potential risks by initiating and maintaining communications with key stakeholders.

#### Next steps / next quarter projections

Keep moving forward on innovative ideas to identify efficiencies in timelines, labor and materials.

After receipt and review of the preliminary cost estimate, true up project scope with available funds.

Fire Station 21 Financial status report for independent citizen committees MFOP000038/B70011

			I TD actuals.	Second quarter	LTD actuals	Remaining
	Account	Current budget through Dec 2011	. 1	2012)	2012)	balance
Requirements Direct costs		÷				
Construction	563300	\$4,915,000	\$0	\$	0\$	\$4,915,000
Moves	529000	\$11,000	\$0	\$0	0\$	\$11,000
Telecomm	651511	\$44,000	\$0	\$0	\$0	\$44,000
RACC art	549000	\$98,000	\$0	\$0	\$0	\$98,000
Total direct costs		\$5,068,000	0\$	0\$	0\$	\$5,068,000
indirect costs						
Professional services	521000	\$760,000	\$32,905	\$98,912	\$131,817	\$628,183
Facilities Services hours	651306	\$659,000	\$89,977	\$11,881	\$101,858	\$557,142
Permits and fees	549000	\$282,000	\$0	\$0	\$0	\$282,000
Miscellaneous	549000	\$101,000	\$580	\$6,085	\$6,665	\$94,335
Total indirect costs		\$1,802,000	\$123,462	\$116,879	\$240,340	\$1,561,660
Subtotal	·	\$6,870,000	\$123,462	\$116,879	\$240,340	\$6,629,660
Contingency	571100	\$1,030,000	80	\$0	\$0	\$1,030,000
Total		\$7,900,000	\$123,462	\$116,879	\$240,340	\$7,659,660
Resources		000 000 2\$	42 968 000	Ç	42 968 000	\$4 932 000
Blank		09	0\$°(>>)(¬+)	0 \$	\$0 \$0 \$0	\$0 \$0
Blank		\$0	\$0	0\$	0\$	\$0
Total		\$7,900,000	\$2,968,000	\$0	\$2,968,000	\$4,932,000

Page 1 of 1

# Radio Replacement Project

**Quarterly Summary and Finances** 

Please note: The following is <u>update</u> information on the project's status and performance only for the quarter from January 1 through March 31, 2012.

#### Project Status / Highlights / Accomplishments

The engineering analysis by Federal Engineering began in the last quarter of 2011. At this time, three deliverables have been accomplished and signed off by PSSRP and the Sponsors. Those deliverables are:

**Existing Inventory and Assessment** 

Stakeholder Needs Analysis

Requirements Definitions

The fourth deliverable, Feasibility and Alternatives, is in progress and is scheduled for presentation in the next quarter (April 12, 2012). This critical deliverable will set the stage for the development of a high level conceptual design which will lead to technical specifications used in the eventual Request for Proposal documents.

The project has added two additional sponsors to the Radio Replacement Project. Chief Mike Reese and Director Lisa Turley have been added as co-sponsors, joining Chief Klum and CTO Mark Greinke. We have increased the Subject Matter Expert group as well, adding a representative from the Water Bureau to include information regarding users outside of Public Safety but still requiring the radio network for communications. Mark Tanner has also been added to the project as a co-project manager with Karl Larson. The Project is also in the midst of determining the correct software and hardware that will be used for a Coverage analysis.

The RPOC has lost one member, Shea Marshman, who resigned as an independent member after joining the Multnomah County Sheriff's Department, one of the Radio Project's largest stakeholders. Our Thanks and wishes for Good Luck go with Shea as she departs. The RPOC is looking for a replacement member who can bring some of the same skills and experience.

The Project still remains within expected budget norms.

Stakeholder meetings have been on-going, with close to 90% of all stakeholders being given information on the project and its projected timeline.

#### **Major Timelines / Milestones**

All engineering tasks are on schedule.

In the table below, the "Current Report" dates are based on the 12/19/2012 schedule. Since schedule comparisons were not provided in previous reports, the "Previous Report" dates below are based on the early June 2011 schedule.

Current Rep	ort	Previous Report (June 2011)			
Milestone	End Date	End Date	Delay (-)	Explanation	
<ol> <li>Contract with Engineering Firm</li> </ol>	11/7/2011	10/7/2011	-4 weeks	Longer City contract approval process (non-emergency)	
<ol><li>Engineering Analysis &amp; Specs</li></ol>	6/19/2012	5/7/2012	-7 weeks	Contract delay plus expanded City review periods	

Public safety emergency radio system Financial status report for independent citizen committees

MFCP/\$00002 and \$000	08		r		S00008	Í	
				300002 Stabilization	Replacement		
			ľ	SCOUL GRADINALITION	110   110   110   110   110	LTD actuals	
			LTD actuals Dec			(through Feb 2012)	
Account	Description	Current budget	. 2011	January/Februa	ry Expenses	after closing	Remaining balance
Requirements					***	****	
511100	Full-time Employees	\$1,100,466	\$345,284	\$0	\$24,262	\$369,546	\$730,920
511300	Part-time Employees	\$1	\$1	\$0	\$0	- \$1	\$0
512000	Overtime	\$0	\$678	\$0	\$0	\$678	(\$678
513000	Premium Pay	\$45	\$60	\$0	\$5	\$65	(\$20
514000	Benefits	\$373,635	\$104,109	\$0	\$8,798	\$112,907	\$260,728
Total	Personnel Services	\$1,474,147	\$450,132	\$0	\$33,065	\$483,197	\$990,950
521000	Professional Services	\$9,826,282	\$2,997,285	\$561,593	\$53,853	\$3,612,731	\$6,213,551
522000	Utilities	\$0	\$0	\$0	\$0	\$0	\$0
523000	Equipment Rental	\$0	\$0	\$0	\$0	\$0	\$0
524000	Repair & Maintenance Services	\$0	\$0	\$0	\$0	\$0	\$0
529000	Miscellaneous Services	\$1,800,350	\$27,136	\$0	\$0	\$27,136	\$1,773,214
531000	Office Supplies	\$113	\$113	\$0	\$0	\$113	\$0
532000	Operating Supplies	\$2,264,311	\$2,250,594	\$0	\$0	\$2,250,594	\$13,717
532350	Computer Supplies - software	\$0	\$9,040	\$0	\$34	\$9,074	(\$9,074
532355	Computer Supplies - hardware	\$0	\$4,677	\$0	\$0	\$4,677	(\$4,677
533000	Repair & Maintenance Supplies	\$0	\$0	\$0	\$0	\$0	\$0
534000	Minor Equipment & Tools	\$19,108,152	\$81,629	\$0	\$0	\$81,629	\$19,026,523
535000	Clothing & Uniforms	\$15,105,132	\$0	\$0	\$0	\$0	\$0
	Other commodities (external)	\$50	\$93	\$0	\$0	\$93	(\$43
539000	Education	\$5,089	\$0	\$0	\$0	\$0	\$5,089
541000		\$43,812	\$26,280	\$0	\$0	\$26,280	\$17,532
542000	Travel (In-town/Out-of-town)	\$43,612 \$0	\$0	\$0	\$0	\$0	\$0
544000	Space Rental	\$0 \$0	\$0	\$0	\$0	\$0	\$0
548000	Operating Lease	\$10,249	\$10,249	\$0	\$0	\$10,249	\$0
549000 Total	Miscellaneous External Materials & Services	\$33,058,408	\$5,407,096	\$561,593	\$53,887	\$6,022,576	\$27,035,832
				**	60	-0	\$0
651100	Fleet Services	\$0	\$0	\$0	\$0	\$0	\$0
651200	Printing & Distribution	\$176	\$176	\$0	\$0	\$176	\$0 \$0
651300	Facilities Services	\$0	\$0	\$0	\$0	\$0 \$0	\$0 \$0
651400	EBS Services	\$0	\$0	\$0	\$0	1	
651500	Technology Services	\$1,018,304	\$503,437	\$0	\$2,829	\$506,266	\$512,038
651600	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
652000	Bureau to Bureau Interagencies	\$0	\$0	\$0	\$0	\$0	\$0
Total	Internal Materials & Services	\$1,018,480	\$503,613	\$0	\$2,829	\$506,442	\$512,038
563000 / 599630	Capital Equipment	\$12,357,547	\$0	\$0	\$0	\$0	\$12,357,547
Total	Capital Outlay	\$12,357,547	\$0	\$0	\$0	\$0	\$12,357,547
551000	Debt Retirement	\$0	\$0	\$0	\$0	\$0	\$0
555000	Debt Interest	\$0	\$0	\$0	\$0	\$0	\$0
557000	Debt Issuance	\$0	\$0	\$0	\$0	\$0	\$0
571100	General Operating Contingency	\$4,187,425	\$0	\$0	\$0	\$0	\$4,187,425
573000	Equipment Cash Transfers	\$0	so	\$0	\$0	\$0	\$0
650010 / 589961		\$0	so	\$0	\$0	\$0	\$0
	Other Cash Transfers	\$0	\$0	\$0	\$0	\$0	. \$0
Total	Other	\$4,187,425	\$0	. \$0	\$0	\$0	\$4,187,425
Grand Total	-	\$52,096,007	\$6,360,841	\$561,593	\$89,781	\$7,012,215	\$45,083,792
Giand Total	-	40210001001	7-,,011	+,			
Resources		****	80 045 445 1	**	. 655 400	\$4,000,249	\$34,939,751
GO bonds		\$38,940,000	\$3,945,110	\$0 #EG1 503	\$55,139		\$34,939,751 \$10,144,041
Project cash	,	\$13,156,007	\$2,415,731	\$561,593	\$34,642	\$3,011,966	\$10,144,041
Total	_	\$52,096,007	\$5,360,841	\$561,593	\$89,781	\$7,012,215	\$45,U03,792

# **Emergency Coordination Center Project**

**Quarterly Summary and Finances** 

### **Emergency Coordination Center Quarterly Report**

Project sum	nary for t	he period ending March 31, 2012
Overall:	G	Procurement Services rejected the initial lowest responsive bidder, Triplett Wellman, and awarded the contract to the second lowest responsive bidder, Emerick Construction. Triplett Wellman filed a protest which created a delay to the final contract award. The protest has now been resolved and City Council approved the construction contract with Emerick Construction on March 21, 2012.
Schedule:	A Notice to Proceed will be issued on April 2, 2012 with an anticipated completion date of October 1, 2013.	
Cost:  The construction contract with Emerick Construction is approximately \$650,000 below the construction cost estim \$11 million.		approximately \$650,000 below the construction cost estimate of
Scope:	G	Project remains within scope.
Quality:	G	Quality on-track per requirements stated in the drawings and specifications.

Quarterly Project Summary	Prior Rating	Current Rating	Change	Problems Encountered / How They Were Dealt With
A construction contract has been fully executed with Emerick Construction for \$10,350,000. A Notice to Proceed has been issued for transmittal to Emerick at the Preconstruction meeting scheduled on April 2, 2012.		SCHOOL STATE OF		Procurement Services rejected the initial lowest responsive bidder, Triplett Wellman (TW), due to non-compliance with the City's Good Faith Efforts (GFE) program on 12/12/11. TW filed a protest on 2/1/12. A Notice of Intent to Award to the second lowest bidder, Emerick Construction was issued on February 14, 2012. A verification of contract award letter was sent to TW on 3/16/12. The construction contract was approved by City Council on 3/21/12.

#### **Emergency Coordination Center Quarterly Report**

#### **PROJECT NARRATIVE**

The ECC serves as a multiagency coordination entity that supports the on-scene response to an emergency. It is the centralized location that:

- Coordinates, collects, monitors and distributes damage information and assess impacts.
- Develops overall strategies and policies in support of emergency response and recovery efforts.
- Coordinates the allocation and management of scarce resources based on incident priorities.
- Documents all communications, decisions, activities, and the deployment and tracking of resources.
- Coordinates emergency public information with and among governmental agencies, private sector, community based organizations (CBO)/non-governmental organizations (NGO) and initiates alert and warnings and provide public messaging to the media and general public including issuance of protective action recommendations.

The ECC will co-locate the Portland Office of Emergency Management, Portland Water Bureau Emergency Management and Water Bureau Security.

#### A. Project Oversight Committee (POC) meetings

April 4, 2012 July 11, 2012 October 3, 2012 January 2, 2013

#### B. Major timelines / milestones

- 1. Permit application submitted mid-June 2011.
- 2. 100% complete contract documents completed August 1, 2011.
- 3. The bid phase was complete and bids were opened in December 2011, with all bids under the construction cost estimate.
- 4. A construction contract with Emerick Construction was executed on 3/21/12 and a Notice to Proceed issued at the pre-construction conference on 4/2/12 with a project completion date of 10/1/13.

#### C. Project risks / issues

1. An infrastructure project by the Water Bureau near the intersection of Powell Boulevard and I-205 – the Kelly Butte Storage Improvement Project, which will replace the existing water tank with a new buried 25 MG reservoir, – is also scheduled for construction in 2012. The increased volume of truck traffic entering and leaving the Water Bureau project site could negatively impact traffic circulation along SE Powell Blvd. A contingency plan for parking and building access may need to be developed in case a real world emergency event requires an ECC activation during the construction phase.

ECC Financial status report for independent citizen committees MFOP/B00001

Asset/project line item	Account	L] Current budget	LTD actuals thru Dec 2011	Third quarter (Jan - Feb 2012)	LTD actuals (through Feb 2012)	Remaining balance
Land	56XXXX	\$1,500,000	0\$	\$0	\$0	\$1,500,000
Building	4.					
Hard costs Construction Services	563300	\$10,350,000	20	0\$	0\$	\$10,350,000
Furniture fixtures and equipment	534000	\$402,833	0\$	0\$	\$0	\$402,833
Moves	529000	\$50,000	\$0	\$0	\$0	\$50,000
ComNet / IT	651511	\$1,547,617	\$0	\$0	\$0	\$1,547,617
Other	529000	\$330,000	0\$	0\$	0\$	\$330,000
Percent for Art Total for hard costs	000000	\$12,900,783	Q Q	0.8	0\$	\$12,900,783
<u>Soft Costs:</u> Professional services:	521000	\$1,514,874	\$1,004,833	(\$9,734)	\$995,099	\$519,775
City staff time Project Management	651306	\$713.172	\$236,463	\$17.676	\$254,139	\$459,033
Maintenance technician	651307	\$10,000	\$0	\$	0\$	\$10,000
BTS Design phase cost	651511	\$62,816	\$62,816	\$	\$62,816	0\$
WB design and constrcution phase cost	652529	\$150,000	\$0	\$0	\$0	\$150,000
Subtotal City staff time		\$935,988	\$299,279	\$17,676	\$316,954	\$619,034
Permits, fees, misc and overhead Permits & fees	549000	\$357,091	680,88\$	\$0	\$88,089	\$269,002
Misc	549000	\$40,000	\$37,058	\$2,221	\$39,279	\$721
General Fund Overhead	601020	\$145,650	\$62,564	\$0	\$62,564	\$83,086
Subtotal permits, fees, misc and overhead		\$542,741	\$187,711	\$2,221	\$189,932	\$352,809
Total for building	571100	\$15,894,386 <2 AKA 157	\$1,491,822 en	\$10,163	\$1,501,985	\$14,392,401 \$2,454,157
Commigency Total for project		\$19,848,543	\$1,491,822	\$10,163	\$1,501,985	\$18,346,558
Checktotal				\$0	0\$	
Resources Facilities						
IA's with customers (originally intended for debt service)	rvice)					
FY 2009		\$350,000	\$350,000	\$0	\$350,000	\$0
FY 2010		\$350,000	\$350,000	05	\$350,000	0\$
FY 2011		\$350,000	\$350,000	0\$ \$	\$350,000	0\$ •
FY 2012  To be a color finite do be a company of but Encilled as	( · · ·	0\$	9	0\$	0\$	0\$
Debt sales (with debt service covered by Facilities in s) Approved in FY 2010 and 2011	Γ <b>L</b>	\$5,530,213	0\$	\$5,530,213	\$5,530,213	0\$
Fund balance		\$73,000	\$73,000	0\$	\$73,000	\$0
Total		\$6,653,213	\$1,123,000	\$5,530,213	\$6,653,213	\$0
Cash from BTS for share of tower		\$65,000	\$0	80	90	\$65,000
GO bonds		\$4,000,000	\$4,000,000	0\$	\$4,000,000	0\$
Water		\$9,130,330	20 000	20	50	\$9,130,330
Total		\$19,848,543	\$5,123,000	\$5,530,213	\$10,653,213	\$9,195,330
Cash balance		0\$	\$3,631,178	\$5,520,050	\$9,151,228	