

# **Independent Citizen Committee**

## **Public Safety General Obligation (GO) Bond**

**Date:**

**May 7, 2014**

# **PUBLIC SAFETY GENERAL OBLIGATION BOND INDEPENDENT CITIZEN COMMITTEE MEETING**

**May 7, 2014  
3:00PM – 5:00PM  
Rose Room, City Hall 3rd Floor**

## **AGENDA**

- |           |  |                     |
|-----------|--|---------------------|
| <b>1.</b> | <b>Welcome</b>                             | <b>3:00 PM</b>      |
| <b>2.</b> | <b>Committee Business</b>                  | <b>3:10 PM</b>      |
|           | a. Approve Meeting Summary from February   |                     |
| <b>3.</b> | <b>Overall Program Financial Reporting</b> | <b>3:20 PM</b>      |
| <b>4.</b> | <b>Review Project Status Reports</b>       | <b>3:40-4:50 PM</b> |
|           | a. Apparatus                               |                     |
|           | b. Station 21                              |                     |
|           | c. Emergency Radio System                  |                     |
|           | d. Emergency Coordination Center           |                     |
| <b>5.</b> | <b>Questions/Next Steps</b>                | <b>4:50 PM</b>      |

# Previous Meeting Notes

## Public Safety GO Bond Independent Citizen Committee Meeting Notes for Thursday, February 13, 2014

**ICC members present:** Kirk Hall, Nicolette Johnson, Mick Seidl

**ICC members absent:** Steven Shane

**City staff present:** Chief Erin Janssens, Jay Guo, Karl Larson, Aaron Beck, Jeff Baer, Ben Berry, Jim Coker, Doug Stickler, Connie Johnson, Marco Benetti, Tim Von Seggern

### **Committee Business:**

- Minutes from November 21, 2013 meeting were discussed and approved.
- City staff presented financial spreadsheets on GO Bond Fund expenses to date.
- City staff presented a financial projection for an upcoming debt sale and discussed an approach for debt sales in future.
- City staff presented updates on the four specific projects being funded.

### **Follow Up Items:**

City staff – None

ICC – None

### **Next Quarterly Meeting (May 2014) Agenda Items**

- Review project reports from quarter ending March 2014.

### **Adjourn**

# **Program, Budget, Actual Life-to-Date Expenses and Revenues**

Public Safety GO Bond Program  
 Program budget and actual life-to-date expenses and revenues

	Original budget	Current budget	Life to date actuals through Mar 2014	Balance
<b><u>Requirements</u></b>				
Fire Station 21	\$7,900,000	\$11,924,553	\$5,972,363	\$5,952,190
Fire Apparatus	\$19,800,000	\$20,530,878	\$7,097,136	\$13,433,742
Emergency Coordinations Center	\$19,848,543	\$19,848,543	\$18,972,008	\$876,535
Public Safety Emergency Radio System	\$52,096,007	\$52,096,007	\$13,220,181	\$38,875,826
Program Admin costs (General Fund Overhead)	\$625,000	\$625,000	\$62,055	\$562,945
Fire project management	\$575,000	\$250,000	\$0	\$250,000
Bond issuance costs	\$560,000	\$560,000	\$383,573	\$176,427
Program contingency	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$101,404,550</b>	<b>\$105,834,981</b>	<b>\$45,707,316</b>	<b>\$60,127,665</b>
<b><u>Resources</u></b>				
Other cash for Public Safety Emergency Radio System	\$3,156,007	\$3,156,007	\$3,156,007	\$0
Public Safety Emergency Radio System replacement monies	\$10,000,000	\$10,000,000	\$10,000,000	\$0
GO bond proceeds (2010)	\$72,400,000	\$72,400,000	\$51,603,638	\$20,796,362
GO bond proceeds (1998)	\$0	\$1,620,000	\$1,620,000	\$0
Grants	\$0	\$2,110,000	\$2,110,291	(\$291)
Property sales	\$0	\$696,461	\$701,755	(\$5,294)
Miscellaneous	\$0	\$3,970	\$6,362	(\$2,392)
Water and Facilities Services resources for ECC project	\$15,848,543	\$15,848,543	\$14,916,930	\$931,613
Interest earnings	\$0	\$0	\$443,356	(\$443,356)
<b>Total resources</b>	<b>\$101,404,550</b>	<b>\$105,834,981</b>	<b>\$84,558,339</b>	<b>\$21,276,642</b>

Public Safety GO Bond Fund Projection  
For ICC May 7, 2014 meeting

<u>Requirements</u>	Current budget	Life to date actuals thru FY			Variance
		2012-13	Total FY 2013-14	Total FY 2014-15	
Fire Station 21	\$11,924,553	\$2,885,919	\$5,858,181	\$3,180,453	\$0
Fire Apparatus	\$20,530,878	\$6,094,481	\$4,109,181	\$4,940,000	\$5,387,216
Emergency Coordination Center	\$19,848,543	\$18,105,543	\$1,743,000	\$0	\$0
Public Safety Emergency Radio System	\$52,096,007	\$7,566,374	\$20,830,150	\$8,411,000	\$15,288,483
Administration costs	\$625,000	\$26,656	\$199,448	\$199,448	\$199,448
Fire project management	\$250,000	\$0	\$83,332	\$83,332	\$83,336
Bond issuance costs	\$560,000	\$230,999	\$329,001	\$0	\$0
Program contingency	\$0	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$105,834,981</b>	<b>\$34,909,972</b>	<b>\$33,152,293</b>	<b>\$16,814,233</b>	<b>\$20,958,483</b>
Checktotal (S/B \$0)					

<u>Resources</u>						
Other PSSRP cash for 800 MHz radio system	\$13,156,007	\$13,156,007	\$0	\$0	\$0	\$0
Property sales (Station 21)	\$696,461	\$0	\$696,461	\$0	\$0	\$0
Grants (Station 21)	\$800,000	\$800,291	\$0	\$0	\$0	(\$291)
Grants (Apparatus)	\$1,310,000	\$1,310,000	\$0	\$0	\$0	\$0
GO bond proceeds (1998)	\$1,620,000	\$1,620,000	\$0	\$0	\$0	\$0
GO bond proceeds (2010)	\$72,400,000	\$26,662,244	\$25,059,777	\$0	\$20,677,979	\$0
Water and OMF resources for ECC	\$15,848,543	\$14,139,821	\$1,708,722	\$0	\$0	\$0
Miscellaneous	\$3,970	\$6,362	\$1,080	\$0	\$0	(\$3,472)
Interest earnings	\$0	\$316,035	\$85,659	\$18,900	\$11,271	(\$431,865)
<b>Total resources</b>	<b>\$105,834,981</b>	<b>\$58,010,760</b>	<b>\$27,551,699</b>	<b>\$18,900</b>	<b>\$20,689,250</b>	<b>(\$435,628)</b>
Checktotal (S/B \$0)		\$0				

Beginning fund balance	\$0	\$23,100,788	\$17,500,194	\$704,861
Ending fund balance	\$23,100,788	\$17,500,194	\$704,861	\$435,628






- Notes
1. Debt sale #2 closed on Mar 27, 2014
  2. Debt sale #3 projected for Jul-Sep 2015
  3. Final sale in Jul-Sep 2015 could be reduced by any projected savings in projects
  4. Additional interest earnings could be used to reduce amount of sale, to fund project expenses, or pay debt service

# **Fire Apparatus Replacement Project**

Quarterly Summary and Finances

# Fire Apparatus Replacement Project

(As of March 31, 2014)

Project Status		
Overall		<ul style="list-style-type: none"> <li>Satisfactory progress continues on construction of the two fireboats.</li> <li>PF&amp;R has opted to purchase the two leased quint apparatus for continued operations. Finalizing the purchase is in process.</li> <li>Specifications for remaining new trucks and rehab/air/light units are nearly complete. Orders will be placed within the next four to six weeks after the purchase of the quint apparatus is finalized.</li> <li>The Request for Information (RFI) results have been received from three manufacturers. This information is currently being evaluated and will be used for the Request for Proposal (RFP) to order these apparatus.</li> </ul>
Schedule		The project timeline is now tentatively on schedule.
Cost		The Fire Apparatus Replacement Project remains within budget.
Scope		The Fire Apparatus Replacement Project remains within its scope.
Quality		The Fire Apparatus Replacement Project's quality remains on-track.

## Narrative

The Fire General Obligation Bond Project Oversight Committee (POC) met on January 16, 2014 to review the project staff's report of the activities for the period ending December 31, 2013. The project's cost, scope and quality were reported on-track but the initial project schedule will experience a slight delay as a result of the Quint apparatus purchases. The budget will be adjusted to include the purchase of the quints. No significant risks were identified.

**Executive Summary:** The quint pilot project is complete and the decision has been made to purchase these two apparatus. The specifications are complete, including approval to begin acquisition of the three remaining ladder trucks and two new Rehab / Air / Light units. Orders are anticipated to be placed within four to six weeks utilizing existing government contracts (TVF&R's for the rehab units and Seattle's for the trucks). Three responses to the Request for Information (RFI) have been received from manufacturers of fire engines and these responses are currently being evaluated for possible integration into new specifications of PF&R's next fire engines to be purchased with GO Bond funds.

Satisfactory progress continues on the construction of the two fireboats. The contract delivery date of the two fireboats is August 9, 2014.

**Major timelines/milestones:** Approval from the Fire Chief to move ahead with acquisition of three tiller trucks and two rehab trucks has been granted.

**Project status/highlights/accomplishments:** The purchasing procedures are being finalized for the quint apparatus. The fireboats are being outfitted with internal cabinetry and



equipment and are on schedule. Specifications for the tiller trucks are complete. Specifications for the rehab trucks are nearing completion.

**Project risks/issues:** There are slight risks for delays in the acquisition process based solely on internal timelines required for Council approvals.

**Problems encountered/how they were dealt with:** PF&R CORE Leadership Team is continuing to evaluate the type and configuration of apparatus that will best meet its service delivery needs within a reduced operational budget. Decisions pertaining to the purchase of trucks and combination rehab units have been made as above. This process is on-going as it pertains to the specifications of the additional types of apparatus continues pending results from the evaluation of the RFI for pumpers and on-going needs assessment for the other apparatus such as the brush units and water tender.

**Next steps/next quarter projections:** Finalize the ordering of approved apparatus and continue work of evaluating type and configuration of apparatus needs.

Fire & Rescue Apparatus Replacement  
Financial Status Report for Independent Citizen Committees

**NEW PROPOSED APPARATUS LIST**

	Acquisition Status	Original Unit		Revised Unit		Actual Expenditures (through Mar 2014)	Encumbrances	Remaining Balance
		Price Estimates	Original Allocations	Price Estimates (1)	Revised Allocations			
<b>REQUIREMENTS</b>								
<b>Direct Costs</b>								
8 Engines (2)		\$672,000	\$7,392,000	\$660,000	\$5,280,000	\$0		\$5,280,000
4 Ladder Trucks (2)	1 Complete	\$1,261,000	\$5,044,000	\$1,200,000	\$4,800,000	\$1,059,662		\$3,740,338
2 Quints (added 3/2014)				\$675,000	\$1,350,000	\$0		\$1,350,000
3 Brush Vehicles		\$223,000	\$669,000	\$212,000	\$636,000	\$0		\$636,000
2 Air / Light / Rehab Units		\$657,000	\$1,314,000	\$560,000	\$1,120,000	\$0		\$1,120,000
1 Water Tender		\$628,000	\$628,000	\$635,869	\$635,869	\$0		\$635,869
<del>1 Dive Apparatus (deleted 7/2013)</del>		\$215,000	\$215,000					\$0
1 Heavy Rescue Squad	Complete	\$1,200,000	\$1,200,000	\$1,127,178	\$1,127,178	\$1,127,178		\$0
2 Fire Boats	Under Construction	\$1,669,000	\$3,338,000	\$2,680,000	\$5,360,000	\$4,688,465	\$671,535	\$0
4 Rapid Response Vehicles	Complete	\$0	\$0	\$55,457	\$221,831	\$221,831		\$0
<b>Total direct costs</b>			\$19,800,000		\$20,530,878	\$7,097,136	\$671,535	\$12,762,207
<b>Indirect Costs</b>								
Project Management Costs			\$575,000		\$250,000			\$250,000
<b>Total indirect costs</b>			\$575,000		\$250,000	\$0	\$0	\$250,000
<b>TOTAL REQUIREMENTS</b>			\$20,375,000		\$20,780,878	\$7,097,136	\$671,535	\$13,012,207
<b>RESOURCES</b>								
GO bonds (Original 2010)			\$20,375,000		\$20,375,000	\$5,787,136	\$671,535	\$13,916,329
Grants (4)					\$1,310,000	\$1,310,000		\$0
Transfer to Station 21 project (5)					(\$904,122)			(\$904,122)
<b>TOTAL RESOURCES</b>			\$20,375,000		\$20,780,878	\$7,097,136	\$671,535	\$13,012,207






**Notes:**

- 1) All unit prices are best estimates at this time, except for one truck, the heavy rescue squad, two fire boats, and 4 RRVs
- 2) The Engine and Ladder Truck estimates include internal outfitting costs, ranging from \$30,000 - \$60,000 per engine, \$60,000 - \$100,000 per truck
- 3) Apparatus replacement needs modified July 2013 & March 2014: 11 Engines reduced to 8; 3 Ladder trucks increased to 3; 2 Quints added; 1 Dive apparatus removed
- 4) Federal grant awards: \$720K Ladder Truck; \$500K Heavy Rescue; \$90K Fire boat equipment

# **Fire Station 21 Project**

## Quarterly Summary and Finances

## Fire Station 21 Project for Period Ending March 31, 2014 (As of March 31, 2014)

Project Status		
Overall		<ul style="list-style-type: none"> <li>The electrical and low voltage work for the boathouse is underway and scheduled for completion by the end of April.</li> <li>Hayward Baker completed the ground stabilization work on schedule despite work delays due to inclement weather and equipment failures. Foundation and footing work is underway and should be completed by mid-April. Due to design review requirements requiring additional foundation work, a two-week delay is scheduled. Skanska plans to recover that time once the building is enclosed. Structural steel is being fabricated and installation should also begin mid-April.</li> <li>David Franklin, the artist selected for the RACC art project, has delivered the permit documents to Bureau of Developmental Services (BDS) for review as a deferred submittal. He continues to coordinate directly with Skanska regarding fabrication and installation.</li> </ul>
Schedule		The project continues to remain tentatively on schedule.
Cost		The project remains tentatively within budget.
Scope		The project remains within its scope.
Quality		The project's quality remains on-track.

### Narrative

The Fire General Obligation Bond Project Oversight Committee (POC) met on January 16, 2014 to review the project staff's report of project activities for the period ending December 31, 2013. The project's scope and quality were reported on-track and no significant risks were reported.

**Executive Summary:** Significant progress continues on the Station 21 project.

- Additional electrical work providing power to the boathouse from upland is underway.
- Installation of structural piles and grout columns for the upland station was completed.
- Foundation work (grade beams, spread footings and columns) is underway. Structural steel fabrication is underway. Long lead time items, like the emergency generator, have been ordered.
- Coordination with PGE and NW Natural Gas is ongoing.
- Connie Johnson, OMF Facilities project manager for Station 21 is back from an extended leave.
- The project remains tentatively on schedule and no significant problems have been identified thus far.

### Major timelines/milestones

- The building permit was issued February 19, 2014. The demolition permit can be closed out.
- April 2014: form and pour concrete foundations, structural steel fabrication.
- April and May 2014: erect structural steel
- May and June 2014: exterior enclosure, Mechanical Electrical Plumbing (MEP) build-out scheduled.

- Installation of RACC art at west exterior catwalk to be coordinated with the structural steel.

### **Project status/highlights/accomplishments**

- The final building permit was issued February 19, 2014.
- Completion of Boathouse electrical is underway and soon will be completed.
- David Franklin, the selected artist for the RACC-required artwork has submitted permit documents to the City.
- The project is on track for LEED Gold Certification including a pilot innovation credit for bird-friendly design.

### **Project risks/issues**

- The project contingency held by the City was \$1,116,000 at the beginning of construction. Change orders have reduced it by roughly 23% at 35% project completion. Risks associated with compaction grouting, delays due to high water and contaminated soils removal are minimal. The most significant costs have been associated with additional scope added during the City's design review, and electrical coordination issues between the upland station and boathouse.
- Although the building permit is in hand, deferred submittal review can be lengthy. These reviews still have the potential to cause delays.
- Although the project is on track for LEED Gold, we have a small point cushion.

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

- The project team continues to work proactively and collaboratively to mitigate any known or potential risks by initiating and maintaining communications with key stakeholders.
- Haywood Baker expanded the work hours to compensate for problems encountered with its drilling and grout pump equipment. This caused an additional fee request of 53.6% from the original proposal estimate from the geotechnical engineer required to provide construction oversight during this phase of work. The additional fee avoided a potential site shut down for an indefinite period of time.
- Air bubbles and oil substance were noted in water during compaction grouting on November 1. Shannon & Williams conducted tests to confirm the substance was creosote residue from removed piles. Absorbent booms were installed and monitoring is continuing. The risk of more events of this type is minimal.
- Skanska was concerned that a small number of exterior wall details would be hard to construct and may not perform well long-term. Skanska hired an envelope (waterproofing) consultant to review the details, and to make suggestions at a joint meeting with the Project Team. The Architect will issue revised details.
- Our largest change order to date not associated with the boathouse electrical supply was due to a City requirement for redesign of the entrance bridge to the station. This additional work generated a change order in the amount of \$84,700. Fortunately, this increase was off-set by a credit to the project of \$83,500 as less grout was used in the soil stabilization effort than anticipated in the GMP.

### **Next steps/next quarter projections**

- Skanska completes foundation work and structural steel erection.
- The Project Team will attend weekly construction meetings.
- Boathouse electrical service to be completed in April.
- Ordering of structural steel and continued coordination of art work on the catwalk.

**Fire Station 21**  
**Financial status report for independent citizen committees**  
**MFOP000038/B70011 and B70012**

	Original budget	Current budget	LTD actuals (through March 2014)	Remaining balance
<b>Requirements</b>				
<b>Direct costs</b>				
Construction-Station	\$4,915,000	\$6,250,078	\$2,297,971	\$3,952,107
Construction staging area lease	\$0	\$29,400	\$17,952	\$11,448
Construction-Boathouse	\$0	\$1,898,000	\$1,664,219	\$233,781
Construction-Pilings/in-water work	\$0	\$268,897	\$268,897	\$0
Temporary structure/moves	\$11,000	\$248,000	\$235,249	\$12,751
Telecomm	\$44,000	\$73,000	\$17,051	\$55,949
RACC art	\$98,000	\$157,325	\$157,350	(\$25)
<b>Total direct costs</b>	<b>\$5,068,000</b>	<b>\$8,924,700</b>	<b>\$4,658,690</b>	<b>\$4,266,011</b>
<b>Indirect costs</b>				
Professional services	\$760,000	\$1,153,500	\$778,736	\$374,764
Facilities Services hours	\$659,000	\$579,000	\$352,439	\$226,561
Permits and fees	\$282,000	\$358,000	\$149,090	\$208,910
Miscellaneous	\$101,000	\$51,000	\$33,407	\$17,593
<b>Total indirect costs</b>	<b>\$1,802,000</b>	<b>\$2,141,500</b>	<b>\$1,313,672</b>	<b>\$827,828</b>
<b>Subtotal</b>	<b>\$6,870,000</b>	<b>\$11,066,200</b>	<b>\$5,972,363</b>	<b>\$5,093,839</b>
<b>Contingency</b>	<b>\$1,030,000</b>	<b>\$858,353</b>	<b>\$0</b>	<b>\$858,353</b>
<b>Total</b>	<b>\$7,900,000</b>	<b>\$11,924,553</b>	<b>\$5,972,363</b>	<b>\$5,952,192</b>
<b>Resources</b>				
GO bonds (2010)-Original for Station21	\$7,900,000	\$7,900,000	\$7,900,000	\$0
GO bonds (2010)-Transfer #1 from Fire project management	\$0	\$198,000	\$198,000	\$0
GO bonds (2010)-Transfer #2 from Fire project management	\$0	\$127,000	\$127,000	\$0
GO bonds (2010)-Transfer #1 from Apparatus project - Dive Vans	\$0	\$215,000	\$215,000	\$0
GO bonds (2010)-Transfer #2 from Apparatus project	\$0	\$364,122	\$364,122	\$0
GO bonds (1998)	\$0	\$1,620,000	\$1,620,000	\$0
Miscellaneous	\$0	\$3,970	\$2,890	\$1,080
Grants	\$0	\$800,000	\$800,291	(\$291)
Property sales	\$0	\$696,461	\$701,755	(\$5,294)
<b>Total</b>	<b>\$7,900,000</b>	<b>\$11,924,553</b>	<b>\$11,929,058</b>	<b>(\$4,505)</b>

# **Radio Replacement Project**

Quarterly Summary and Finances

# Radio Replacement Project Oversight Committee Report (As of March 31, 2014)

## Project Status / Highlights / Accomplishments

The Radio Oversight Project Committee (RPOC) met during the 1<sup>st</sup> quarter of 2014 and adjusted the Charter for the Committee and selected a new Chair and Co-Chair for the next two years. The new Chair is Cate Simons, and the Co-Chair is Greg Wenneson, the previous Chair. We look forward to some interesting discussions with the RPOC as we conclude Detailed Design Review (DDR) near the first of May.

DDR has been progressing through the 1<sup>st</sup> quarter. Major changes on the design include the Arrowwood Site being changed from an intelligent repeater site (IR site) to as a simulcast site as part of the West simulcast loop, this will increase capacity in this area and is appropriate given the current load on that site. Significant activities in planning for all the sites continue, with BTS Communications developing separate schedules to handle any work needed at the sites that have been identified by the audit done by Motorola. Two sites have been identified as needing additional shelter work. It was determined that shelter replacement was appropriate. Pre-made used radio shelters have been identified as available and will be purchased in the 2<sup>nd</sup> quarter. This activity will be a savings to the project as opposed to building a new structure.

We have been using Federal Engineering (FE) to perform a “fact check” through reports on the DDR meetings. This has been helpful in providing feedback on various issues they experienced in other builds, alerting us to issues that need to be closely watched during implementation. An example of this would be the installation of substitute equipment not originally specified in the agreed upon equipment order. We are also negotiating with FE to provide on-going QA services and IV & V services throughout the build of the project. BTS Communications continues to work on the “in-building” coverage analysis. This portion of the City’s responsibility will be used to verify coverage at the end of the project build to ascertain whether predicted coverage by Motorola translates to empirical coverage in the field. Discussions around building coverage – particularly in light of the extensive needs at the Port of Portland’s International Airport (PDX) – are ongoing.

The Project still remains within expected budget norms. Current contract authorization is \$18.3 million, with approximately \$12 million dedicated to the infrastructure, and approximately \$6.3 million dedicated to maintenance and long-term sustainability. (See subscriber, purchase costs).

Stakeholder briefings continue to occur and provide system user agencies with information on subscriber units and our projections as to when transition of the system will occur. Stakeholders are also being advised on the peripheral issues that concern the use of Walters Hill, also known as Gresham Butte.

Progress has been made on the Gresham Butte (Walters Hill) site. Representatives from the City of Gresham, City of Portland, and consultants have been meeting to determine alternate locations, methods, heights, and possible foliage removal. The land use application was withdrawn and a new submittal will occur in late May. The application for both the original tower and the structure has been withdrawn. Documents are being revised and will be submitted to the City of Gresham Planning Department in late May.

Subscriber unit purchases moved forward in March 2014. Approximately 2,770 portables and mobiles, as well as accessories and batteries/battery chargers were ordered, along with 4,500 flash upgrades to existing radio equipment for use on the P25 digital radio system. The City has been working toward this purchase for some months, with a Request for Information (RFI) that resulted in the identification of only one vendor (Motorola) that could provide the radios and allow interoperability to still take place with outside agencies at this time. After a number of internal discussions and briefings, the current accessory contract with Motorola was used. The City leveraged several factors with Motorola, and obtained a greater discount for the purchase than initially offered, saving the City approximately \$4-5 million dollars and providing flash upgrades at no cost that can be used by any agency on the system with compatible radios. The final purchase price for this bulk purchase was \$10.5 million.



## Project Risks/Issues/Problems

The following review highlights the main risks being identified on the project that may affect schedule and/or costs.

**Risk:** The timing is important to BOEC regarding installation of consoles, to BOEC's restrictions on scheduling any activities that impact Operations personnel schedules between mid-April and mid-September. Additional impacts on the console installation are space restrictions on the Dispatch floor due to the size of computer platforms use.

**Mitigation:** We will be working with Motorola on a detailed implementation plan that will mitigate impacts to BOEC operations. BTS Communications will be developing a plan to make appropriate space in the cabinetry used to house the computers for the consoles.

**Risk:** There is potential for impact on the project schedule and cost if the selected solution requires tower and cabling space at tower sites that are currently loaded to or near capacity. Since the City does not own all the tower sites and towers that are used by the radio system, potentially some sites could be unavailable to the new system. This could result in proposed technical solutions needing to be re-designed and/or some tower sites lease agreements needing to be renegotiated. Current information indicates that there are five or more towers that are over 90% loaded.

**Mitigation:** The City is still evaluating and doing some maintenance work on radio sites. However, we have received evaluations of all the City's radios sites as well as those not owned but used by the radio project. There are some deficiencies that are in the process of being scheduled for correction; Motorola's evaluation of the towers indicates that sufficient space is available at all the radio sites to accommodate the antennae for this project, and a plan is included in the Detailed Design that includes exact locations of antenna installation. BTS Communications will have some responsibilities in removing equipment not used to make space for the antennae. BTS Communications will also be insuring that facility spaces are provided for additional equipment installation.

**Risk:** Tower construction and site work at Walters Hill: Walters Hill was purchased by the City of Portland in 2011. It was known that the building on the site needed to be replaced and the telephone pole currently supporting the antennae at the site was inadequate for any future use. The City, through a separate project managed by BTS, has submitted land use permit applications to the City of Gresham. The initial application was deemed incomplete and BTS is working to provide other requested information by Gresham Planning and Development.

**Mitigation:** Please see the previous information in this report. We expect a resolution on Walters Hill within 120 days of resubmittal to the City of Gresham.

## Major Timelines/Milestones

All engineering tasks are on schedule. As noted, we are slightly behind the original timeline due to protracted contract negotiations. We expect Detailed Design Review (DDR) to be completed during the first full week in May. A detailed schedule will be available at that time.

## Next Steps/Next Quarter Projections






During the 2nd quarter of 2014, the project will complete the DDR process, a major change order document will be reviewed and processed for approval, and infrastructure equipment will be ordered and manufacturing will commence. BTS Communications will continue to work on preparation of radio sites and the Walters Hill submittal. The in-building coverage study will be completed and information incorporated into our discussions with Motorola.




Public safety emergency radio system							
Financial status report for independent citizen committees							
MFCP/S00002 and S00008							
Account	Description	Current budget	LTD actuals Dec 2013	S00002	S00008	LTD actuals (through Mar 2014) after closing	Remaining balance*
				Stabilization	Replacement		
				Jan/Feb/Mar Expenses			
<b>Requirements</b>							
511100	Full-time Employees	\$1,100,466	\$743,698	\$0	\$47,962	\$791,660	\$308,806
511300	Part-time Employees	\$1	\$651	\$0	\$0	\$651	(\$650)
512000	Overtime	\$0	\$706	\$0	\$0	\$706	(\$706)
513000	Premium Pay	\$45	\$154	\$0	\$12	\$166	(\$121)
514000	Benefits	\$373,635	\$238,314	\$0	\$17,017	\$255,331	\$118,304
610010	Labor Allocation	\$0	\$2,471	\$0	\$0	\$2,471	(\$2,471)
<b>Total</b>	<b>Personnel Services</b>	<b>\$1,474,147</b>	<b>\$985,994</b>	<b>\$0</b>	<b>\$64,992</b>	<b>\$1,050,986</b>	<b>\$423,162</b>
521000	Professional Services	\$9,826,282	\$3,750,899	\$0	\$584,621	\$4,335,520	\$5,490,762
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	\$33,736	\$0	\$0	\$33,736	\$1,766,614
531000	Office Supplies	\$113	\$113	\$0	\$0	\$113	\$0
532000	Operating Supplies	\$2,264,311	\$2,250,594	\$0	\$4,792,748	\$7,043,342	(\$4,779,031)
532350	Computer Supplies - software	\$0	\$9,074	\$0	\$0	\$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	\$110,954	\$0	\$0	\$110,954	\$18,997,198
535000	Clothing & Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
539000	Other commodities (external)	\$50	\$309	\$0	\$0	\$309	(\$259)
541000	Education	\$5,089	\$0	\$0	\$0	\$0	\$5,089
542000	Travel (In-town/Out-of-town)	\$43,812	\$28,454	\$0	\$0	\$28,454	\$15,358
544000	Space Rental	\$0	\$0	\$0	\$0	\$0	\$0
548000	Operating Lease	\$0	\$0	\$0	\$0	\$0	\$0
549000	Miscellaneous	\$10,249	\$10,249	\$0	\$0	\$10,249	\$0
<b>Total</b>	<b>External Materials &amp; Services</b>	<b>\$33,058,408</b>	<b>\$6,199,059</b>	<b>\$0</b>	<b>\$5,377,369</b>	<b>\$11,576,428</b>	<b>\$21,481,980</b>
651100	Fleet Services	\$0	\$0	\$0	\$0	\$0	\$0
651200	Printing & Distribution	\$176	\$234	\$0	\$0	\$234	(\$58)
651300	Facilities Services	\$0	\$1,103	\$0	\$0	\$1,103	(\$1,103)
651400	EBS Services	\$0	\$0	\$0	\$0	\$0	\$0
651500	Technology Services	\$1,018,304	\$546,518	\$0	\$44,912	\$591,430	\$426,874
651600	Insurance	\$0	\$0	\$0	\$0	\$0	\$0
652000	Bureau to Bureau Interagencies	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>Internal Materials &amp; Services</b>	<b>\$1,018,480</b>	<b>\$547,855</b>	<b>\$0</b>	<b>\$44,912</b>	<b>\$592,767</b>	<b>\$425,713</b>
563000 / 599630	Capital Equipment	\$12,357,547	\$0	\$0	\$0	\$0	\$12,357,547
<b>Total</b>	<b>Capital Outlay</b>	<b>\$12,357,547</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,357,547</b>
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	\$0	\$0	\$0	\$0	\$0
650010 / 589961	General Fund Overhead	\$0	\$0	\$0	\$0	\$0	\$0
650020 / 589964	Other Cash Transfers	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>Other</b>	<b>\$4,187,425</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,187,425</b>
<b>Grand Total</b>		<b>\$52,096,007</b>	<b>\$7,732,908</b>	<b>\$0</b>	<b>\$5,487,273</b>	<b>\$13,220,181</b>	<b>\$38,875,827</b>
<b>Resources</b>							
GO bonds		\$38,940,000	\$4,957,396	\$0	\$694,775	\$5,652,170	\$33,287,830
Project cash		\$13,156,007	\$2,775,512	\$0	\$4,792,498	\$7,568,010	\$5,587,997
<b>Total</b>		<b>\$52,096,007</b>	<b>\$7,732,908</b>	<b>\$0</b>	<b>\$5,487,273</b>	<b>\$13,220,181</b>	<b>\$38,875,827</b>

# **Emergency Coordination Center Project**

## **Quarterly Summary and Finances**

# Emergency Coordination Center Project Oversight Committee Report (As of March 31, 2014)

Project summary for the period ending March 31, 2013		
<b>Overall:</b>		Construction is 100% complete and some minor final punchlist completion work is still underway. Close-out of the construction contract is pending resolution of an outstanding building mechanical issue (See section C. Project Risks/Issues). Completion of some minor furniture and technology components is still on-going.
<b>Schedule:</b>		Completion of final punchlist work is still underway and should be completed end of April 2014.
<b>Cost:</b>		Since the start of construction, change order requests under the Emerick Construction contract have been approved for \$1,903,408 (18.4%) and a credit of \$50,000 under the Bureau of Technology Services agreement. These changes are within anticipated additional costs and project contingency. The project continues to be well under budget and will be under budget at final completion and close-out.
<b>Scope:</b>		Project remains within scope.
<b>Quality:</b>		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
The project is in final completion phase and is under budget. This is expected to be the last ICC report for the ECC project.				For the two main project agreements (Emerick Construction and the Bureau of Technology Services) approximately 400 change order requests were reviewed and approved over the course of the project for \$1,853,408 (15.6% for both the Emerick and BTS contracts). These are normal and within industry standards for changes during construction.

## 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 Bureau of Emergency Management, Portland Water Bureau Emergency Management and Water Bureau Security.

### **Project Oversight Committee (POC) meetings**

July 25, 2012  
October 3, 2012  
January 9, 2013  
April 3, 2013  
July 10, 2103  
October 16, 2013  
January 8, 2014

### **Major timelines/milestones**

1. Permit application submitted mid-June 2011.
2. 100% complete contract documents completed 8/1/11.
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 on 4/2/12 with a project completion date (issuance of Certificate of Substantial Completion\*) of 10/1/13.  
\*Note: Substantial Completion occurs at the beginning of the “punchlist” phase. Construction of a new building is not considered 100% complete until issuance of the “Certificate of Final Completion” which occurs when all punchlist items are completed. Usually, building occupants can move in sometime between substantial and final completion.
5. Construction started on-site in mid-April and Phase I (new street construction) and tower footings were completed on 6/22/12. Phase II of construction (building and site improvements) commenced on this date. Phase II required the closure of the 911 Center’s main pedestrian entry point and its relocation to the north end of the building. Phase II also involved removal of the 911 Center’s south parking lot and an on-street parking program was implemented to replace the lost parking spaces during construction.
6. The telecommunications tower work was completed in mid-August.
7. The building floor slab and erection of steel structural frame were completed in late 2012.
8. Temporary occupancy obtained and PBEM move-in on the 2<sup>nd</sup> Floor occurred in late September.
9. Substantial Completion to the construction contract was achieved on October 24<sup>th</sup>.
10. A building dedication ceremony was conducted on Jan. 30, 2014.
11. A separate “post-construction” contract is underway with a shelving contractor to install seismically anchored storage solutions in 5 storage rooms throughout the building.

### **Project risks/issues**

A large mechanical unit (ASHP-1) recently incurred serious freeze damage and will require replacement of major components. The system’s ‘heat tape’, which was installed to protect the unit against freeze damage, was either never activated during start-up of the equipment or was deactivated by some unknown party. The equipment start-up documentation indicates that the start-up technician did turn the breakers “on”, but the breakers were found to be off so the heat protection was not functioning during a recent freeze.

The total cost of repairs is approximately \$60,000 and Emerick Construction is currently exploring whether the costs can be covered by their insurance. If not, the city is at risk for a portion of the repairs since the project is past Substantial Completion. It is anticipated that the city’s risk would be shared with Emerick Construction and their mechanical subcontractor as part of a negotiated settlement. Issuance of a final change order and then close out of the construction contract is delayed until this issue can be resolved.

ECC  
Financial status report for independent citizen committees

Asset/project line item	Current budget	LTD actuals (through Mar 2014)	Remaining balance
Land	\$1,376,000	\$1,375,549	\$451
Water Main/Services	\$26,096	\$26,096	\$0
<b>Building</b>			
<u>Hard costs</u>			
Construction Services	\$12,292,256	\$12,292,250	\$6
Furniture fixtures and equipment	\$620,000	\$538,326	\$81,674
Moves	\$0	\$0	\$0
ComNet / IT	\$1,517,698	\$1,492,929	\$24,769
Other	\$122,720	\$69,711	\$53,009
Percent for Art	\$220,333	\$220,000	\$333
<b>Total for hard costs</b>	<b>\$14,773,007</b>	<b>\$14,613,216</b>	<b>\$159,791</b>
<u>Soft Costs:</u>			
Professional services:	\$1,758,215	\$1,597,553	\$160,662
City staff time			
Project Management	\$713,172	\$551,585	\$161,587
Maintenance technician	\$60,000	\$37,675	\$22,325
BTS Design phase cost	\$64,066	\$64,066	\$0
WB design and construction phase cost	\$141,000	\$140,064	\$936
<b>Subtotal City staff time</b>	<b>\$978,238</b>	<b>\$793,389</b>	<b>\$184,849</b>
	<b>\$2,736,453</b>	<b>\$2,577,321</b>	
Permits, fees, misc and overhead			
Permits & fees	\$395,591	\$370,224	\$25,367
Miscellaneous	\$50,000	\$50,333	(\$333)
Overhead	\$145,650	\$145,650	\$0
<b>Subtotal permits, fees, misc and overhead</b>	<b>\$591,241</b>	<b>\$566,206</b>	<b>\$25,035</b>
<b>Total for building</b>	<b>\$18,100,701</b>	<b>\$17,570,363</b>	<b>\$530,338</b>
Contingency	\$345,746	\$0	\$345,746
<b>Total for direct</b>	<b>\$19,848,543</b>	<b>\$18,972,008</b>	<b>\$876,535</b>
<b>Checktotal</b>	<b>\$0</b>		
<b>Resources</b>			
Facilities			
IA's with customers (originally intended for debt service)			
FY 2009	\$350,000	\$350,000	\$0
FY 2010	\$350,000	\$350,000	\$0
FY 2011	\$350,000	\$350,000	\$0
FY 2012	\$0	\$0	\$0
Debt sales (with debt service covered by Facilities IA's)			
Approved in FY 2010 and 2011	\$5,530,213	\$5,530,213	\$0
Interest earnings	\$0	\$55,078	(\$55,078)
Fund balance	\$73,000	\$73,000	\$0
<b>Total</b>	<b>\$6,653,213</b>	<b>\$6,708,291</b>	<b>(\$55,078)</b>
Cash from BTS for share of tower	\$65,000	\$65,000	\$0
GO bonds	\$4,000,000	\$4,000,000	\$0
Water	\$9,130,330	\$7,772,282	\$1,358,048
<b>Total</b>	<b>\$19,848,543</b>	<b>\$18,545,573</b>	<b>\$1,302,970</b>