

# **Independent Citizen Committee**

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

**Date:**

**November 4, 2015**

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

**November 4, 2015  
3:00PM - 5:00PM  
City Hall Rose Room**

## **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 August     |                |
| <b>3.</b> | <b>Overall Program Financial Reporting</b> | <b>3:15 PM</b> |
|           | a. Program's financial status report       |                |
| <b>4.</b> | <b>Review Project Status Reports</b>       | <b>3:35 PM</b> |
|           | a. Apparatus                               |                |
|           | b. Emergency Radio System                  |                |
| <b>5.</b> | <b>Discuss Annual Report to Council</b>    | <b>4:00 PM</b> |
| <b>6.</b> | <b>Questions/Next Steps</b>                | <b>4:25 PM</b> |
| <b>7.</b> | <b>Adjourn</b>                             | <b>5:00 PM</b> |

# Previous Meeting Notes

## Public Safety GO Bond Independent Citizen Committee

### Meeting Notes for August 5, 2015

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

**ICC members absent:** Cobi Jackson

**City staff present:** Jay Guo, Karl Larson, Ralph Smith, Jeff Baer, Doug Stickler, Connie Johnson, Marco Benetti, Ethan Cirimo

#### **Committee Business:**

- Minutes from May, 2015 meeting were discussed and approved.
- City staff presented financial spreadsheets on GO Bond Fund expenses to date.
- City staff presented updates on the two funded projects.

#### **Follow Up Items:**

City staff – None

ICC – None

#### **Next Quarterly Meeting (November 4, 2015) Agenda Items**

- Review project reports from quarter ending June 30, 2015.

**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  
 For ICC November 2015 meeting  
 With Fire apparatus advances treated as expenses

	Original budget	Current budget	Life to date actuals through September 2015	Balance
<b><u>Requirements</u></b>				
Fire Station 21	\$7,900,000	\$10,524,377	\$10,471,585	\$52,792
Fire Apparatus	\$19,800,000	\$21,987,345	\$17,819,632	\$4,167,713
Emergency Coordinations Center	\$19,848,543	\$19,631,571	\$19,631,571	\$0
Public Safety Emergency Radio System	\$52,096,007	\$50,187,134	\$34,957,839	\$15,229,295
Program Admin costs (General Fund Overhead)	\$625,000	\$626,064	\$280,373	\$345,691
Fire project management	\$575,000	\$250,000	\$0	\$250,000
Bond issuance costs	\$560,000	\$560,000	\$488,167	\$71,833
Program contingency	\$0	\$0	\$0	\$0
<b>TOTALS</b>	<b>\$101,404,550</b>	<b>\$103,766,491</b>	<b>\$83,649,167</b>	<b>\$20,117,324</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	\$70,540,309	\$70,526,966	\$13,343
GO bond proceeds (1998)	\$0	\$701,672	\$701,672	\$0
Grants	\$0	\$2,356,758	\$2,110,291	\$246,467
Property sales	\$0	\$701,755	\$701,755	\$0
Miscellaneous	\$0	\$7,426	\$21,623	(\$14,197)
Water and Facilities Services resources for ECC project	\$15,848,543	\$15,631,571	\$15,576,493	\$55,078
Interest earnings	\$0	\$670,993	\$619,534	\$51,459
<b>Total resources</b>	<b>\$101,404,550</b>	<b>\$103,766,491</b>	<b>\$103,414,341</b>	<b>\$352,150</b>

Fall BMP

PSGO Bond Fund

Assumes Radio Project needs the \$5.3M of cash they said they could give up when we prepared for 3rd debt sale

With Fire apparatus advances treated as expenses

<u>Requirements</u>	Original budget	Revised Budget	Life to date actuals through June 2015	FY 2016-17 revised budget	FY 2017-18 projected budget
Fire Station 21	\$7,900,000	\$10,524,377	\$10,476,902	\$0	\$0
Fire Apparatus	\$19,800,000	\$21,987,345	\$17,355,194	\$4,632,151	\$0
Emergency Coordinations Center	\$19,848,543	\$19,631,571	\$19,631,571	\$0	\$0
Public Safety Emergency Radio System	\$52,096,007	\$50,187,134	\$34,691,675	\$15,495,459	\$0
Program Admin costs (General Fund Overhead)	\$625,000	\$626,064	\$214,345	\$262,183	\$149,536
Fire project management	\$575,000	\$250,000	\$0	\$85,000	\$165,000
Bond issuance costs	\$560,000	\$560,000	\$471,392	\$20,000	\$68,608
Program contingency	\$0	\$0	\$0	\$358,070	\$0
<b>TOTALS</b>	<b>\$101,404,550</b>	<b>\$103,766,491</b>	<b>\$82,841,079</b>	<b>\$20,852,863</b>	<b>\$383,144</b>
<u>Resources</u>					
Other cash for Public Safety Emergency Radio Syste	\$3,156,007	\$3,156,007	\$3,156,007	\$0	\$0
Public Safety Emergency Radio System replacement	\$10,000,000	\$10,000,000	\$10,000,000	\$0	\$0
GO bond proceeds (2010)	\$72,400,000	\$70,540,309	\$70,526,966	\$0	\$0
GO bond proceeds (1998)	\$0	\$701,672	\$701,672	\$0	\$0
Grants	\$0	\$2,356,758	\$2,356,758	\$0	\$0
Property sales	\$0	\$701,755	\$701,755	\$0	\$0
Miscellaneous	\$0	\$7,426	\$19,418	\$0	\$0
Water and Facilities Services resources for ECC proj	\$15,848,543	\$15,631,571	\$15,631,571	\$0	\$0
Interest earnings	\$0	\$670,993	\$529,717	\$70,079	\$36,813
Total resources	\$101,404,550	\$103,766,491	\$103,623,863	\$70,079	\$36,813
Beginning Fund balance	\$0	\$0	\$20,782,784	\$20,782,784	\$358,070
Total resources	\$101,404,550	\$103,766,491	\$103,623,863	\$20,852,863	\$394,883
Check	\$0	\$0	\$0	(\$0)	\$11,739
Ending Fund balance	\$0	\$0	\$20,782,784	\$358,070	\$11,739

# **Fire Apparatus Replacement Project**

## **Quarterly Summary and Finances**

# Fire Apparatus Replacement Project (As of September 30, 2015)

Project Status		
Overall		<ul style="list-style-type: none"> <li>The two fireboats were delivered. Crews are training on the new boats three days a week through December.</li> <li>The quint was delivered and is expected to be in service by early November.</li> <li>The three tiller aerial trucks are complete and will be delivered by early November.</li> <li>Nine new fire pumpers were ordered and the pre-construction conference has occurred.</li> <li>The pre-construction conference for the two air/light/rehab units was completed and the units are currently under construction.</li> <li>Specifications are being developed for the two new brush units, water tender, foam unit and dive van.</li> </ul>
Schedule		The project timeline is on schedule.
Cost		The project remains within budget.
Scope		The project remains within its scope.
Quality		The project's quality remains on-track.
Key		Green: on target – Yellow: objectives threatened – Red: corrective action needed

## Executive Summary

The new quint was delivered and is currently being outfitted at the PF&R Logistics Center. The three tiller trucks are currently at the distributor in Springfield, Oregon and will be delivered in late October and early November. The pre-construction conference for the two new rehab/air/light unit occurred in August and construction is on schedule for delivery anticipated for summer 2016. The new Pierce fire engines were ordered and the preconstruction conference was conducted the third week of September. PF&R is currently awaiting final design drawings and price proposal for these apparatus. The two new fireboats were delivered and all of the boat crews are training weekly on both boats. We are working through some final equipment adjustments and alterations that are essentially warranty items, however, the warranty period, per contract, does not begin until the boats are officially in service on a daily basis. This will happen after all of the crews are fully trained in the operation and maintenance of the vessels.

## Major timelines/milestones

The new Quint truck was delivered.

- The aerial ladder trucks are complete and will be delivered in late October and November 2015.
- The pre-construction for the air/light/rehab units was completed and are under construction.
- The pre-construction for the fire engines (pumpers) was completed.

## Project risks/issues

Delays in construction of apparatus are a potential problem due to the high volume of apparatus being built by manufacturers. PF&R is working with the vendor to ensure delays are minimized. Issues identified at the factory inspections that do not meet PF&R's specifications are always a potential risk and do usually arise. These can sometimes create delays and potential additional costs depending upon whether it is an error in PF&R's specification or an error during construction.

## Problems encountered/how they were dealt with



Some mechanical issues on one of the new fireboats were identified and are currently being addressed with the manufacturer, Oregon Iron Works. This issue should be resolved by the end of October 2015. This is not affecting on-going training.

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

- Continue to monitor construction of the apparatus on order.
- Continue to work on the specifications of the water tender, brush vehicles, foam unit and dive van by evaluating apparatus needs.

### **Estimated completion in Fall 2016\***

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

	Acquisition Status	Original Unit		Revised Unit	Revised	Actual	Encumbrances	Remaining
		Price	Original					
		Estimates	Allocations	Estimates	Allocations	(thru Sep 2015)	(thru Sep 2015)	
<b>REQUIREMENTS</b>								
<b>Direct Costs</b>								
9 Engines (increased to 9 units 7/2015)	9 on order	\$672,000	\$7,392,000	\$660,000	\$5,940,000	\$4,500,000	\$0	\$1,440,000
4 Ladder Trucks	1 received / 3 on order	\$1,261,000	\$5,044,000	\$1,012,332	\$4,115,660	\$3,678,098	\$437,562	\$0
2 Quints (added 3/2014)	2 received			\$776,516	\$1,556,270	\$1,407,554	\$148,716	\$0
2 Brush Vehicles (decreased by 1 unit 7/2015)	specifications in development	\$223,000	\$669,000	\$390,000	\$780,000	\$0	\$0	\$780,000
2 Air / Light / Rehab Units	2 on order	\$657,000	\$1,314,000	\$678,805	\$1,400,000	\$1,141,852	\$0	\$258,148
1 Water Tender	specifications in development	\$628,000	\$628,000	\$665,088	\$622,699	\$0	\$0	\$622,699
1 Dive Apparatus (restored 7/2015)	specifications in development	\$215,000	\$215,000	\$250,000	\$250,000	\$0	\$0	\$250,000
1 Foam Unit (added 7/2015)	specifications in development			\$300,000	\$230,430	\$0	\$0	\$230,430
1 Heavy Rescue Squad	1 received	\$1,200,000	\$1,200,000	\$1,127,178	\$1,127,178	\$1,127,178	\$0	\$0
2 Fire Boats	2 received	\$1,669,000	\$3,338,000	\$2,680,000	\$5,743,277	\$5,743,277	\$0	\$0
4 Rapid Response Vehicles	4 received			\$55,457	\$221,831	\$221,831	\$0	\$0
<b>Total direct costs</b>			\$19,800,000		\$21,987,345	\$17,819,790	\$586,278	\$3,581,277
<b>Indirect Costs</b>								
Project Management Costs			\$575,000		\$250,000	\$0	\$0	\$250,000
<b>Total indirect costs</b>			\$575,000		\$250,000	\$0	\$0	\$250,000
<b>TOTAL REQUIREMENTS</b>			\$20,375,000		\$22,237,345	\$17,819,790	\$586,278	\$3,831,277
<b>RESOURCES</b>								
GO bonds (Original 2010)			\$20,375,000		\$20,680,878	\$16,263,323	\$586,278	\$3,831,277
Grants					\$1,556,467	\$1,556,467		\$0
<b>TOTAL RESOURCES</b>			\$20,375,000		\$22,237,345	\$17,819,790	\$586,278	\$3,831,277

# **Radio Replacement Project**

## **Quarterly Summary and Finances**

# Radio Replacement Project Oversight Committee Report (As of September 30, 2015)

## Project Status / Highlights / Accomplishments

In general, all site work is moving ahead with good progress. All Motorola equipment was installed and is ready for “power-up”. The exceptions to this are currently:

**Walters Hill** – Significant milestones occurred on this site. The permitting process was completed and the intent to award to a contractor was announced. However, the actual build process has yet to begin and the estimated completion date was moved to 1<sup>st</sup> quarter of 2016. Equipment is already installed in the older shelter at this site. The completion of the tower at this location is necessary to complete the redundant Microwave loop. This will not delay the overall completion and testing of the system.

**Mt. Scott** – The Tower at Mt. Scott, owned by TriMet but utilized by a number of communication networks, is severely overloaded. A study commissioned by the City showed the tower overloaded by approximately 30%. This site is critical to the overall radio system, and the delay in being able to install new antennae and microwave equipment has had impacts on the timing of testing the infrastructure of the radio system. Motorola has subcontracted to Mastec, and permits were released for work to begin on this remediation. It is projected that this will take approximately 6 to 8 weeks to complete, and is expected to be completed prior to the end of the year.

**Biddle Butte** – We have acquired an abandoned building at this site and a new generator is being installed for backup power. The equipment at this site will be moved to the acquired building at a later date.

### Other highlights:

Microwave upgrades and changes in equipment are continuing. All MW equipment is either on-site or awaiting installation pending the completion of sites listed above, with the exception of Mt. Scott and the second loop at Walters Hill.

Tower and Antenna work, including the removal of obsolete equipment was completed where possible.

Electrical power and air conditioning upgrades to several sites, and additional power generation is being installed at some radio sites. A re-evaluation of a few sites showed deficiencies in the amount of battery power, generator sizing, or electrical panel sizing. All of this activity is being handled in conjunction with other installation work and is on schedule.

All Portable and Mobile radios for Police and Fire (City) were deployed and are in use. Additional bureaus that are in progress are Parks, PBEM, and BOEC. Subscriber work for outside agencies has begun, with Gresham being the next large entity for the 4<sup>th</sup> quarter. Multnomah County Sheriff was completed. Additional subscriber equipment and accessories were purchased, and the larger additional orders for this equipment is essentially complete. We do expect a few other subscriber purchases in the process of completing the ancillary customers.

Console installations for all locations for the City were completed. Consoles for OHSU and Milwaukie (Lake Oswego Dispatch) are in progress. This is an important step that needs to be completed prior to the system upgrade to a new version (7.15) that is scheduled for February 2016.

BTS Staff is still cleaning up/fine tuning a number of locations. This activity is a positive result of the Mt. Scott delay.

Milestone payments through Milestone 6 were completed. Please note that Milestone 5 activities are complete and we expect an invoice on the rest of Milestone 5 (*Note: As of this writing, this invoice is in-house and is in the process of being paid*).

The Project still remains within expected budget norms. Budget reviews have indicated that the Radio project will likely result in some savings. The Radio project managers have recommended some add-on projects that are being considered by the City and will be reviewed by the RPOC and the

ICC prior to finalization. This recommendation, known as Change Order 7, is currently in review at Procurement.

Stakeholder briefings continue. Our purchase also provided “flash” upgrades for all XTS (portable) and XTL (mobile) radios at no cost, and a plan is in place to provide upgrades to internal and external users. The transition for those radios has not yet begun.

## Project Risks/Issues/Problems

**Risk:** Radio system failures can still occur prior to full system cutover. System component failure could have dramatic effect on Police/Fire to carry out their mission. This risk is considered Medium in our internal rating.

**Mitigation:** We continue to monitor the current radio environment. The system is considered “stable” at this time but catastrophic failure can occur. Site sharing and system sharing with other radio providers are options in the event this occurs.

**Risk:** Noise from interference is intermittent and on-going. This was identified throughout our region, and was noted by other radio providers (WCCCA, CRESA, C-Comm) This is considered as Medium in our internal rating.

**Mitigation:** Equipment is on hand to research this type of interference. However, intermittent interference is difficult to diagnose and determine who is at fault. The FCC is aware of this issue, and has recently asked Public Safety Radio users that have experienced interference, particularly from BDA’s or DAS, to fill out additional survey information. BTS is continuing to research and work with other agencies on this problem.

**Risk:** TriMet transition may disrupt law enforcement communications with Transit. This is considered as Low in our internal rating.

**Mitigation:** PPB and BTS communications are working on this issue and this should be resolved prior to any cutover of TriMet or our radio system.

## Major Timelines/Milestones

All engineering tasks – with the exception of MW testing - are on schedule. The schedule was adjusted to include BTS work on sites.

## Next Steps/Next Quarter Projections

During the 4rd quarter of 2015, the deployment of mobiles and portables will continue, the contracting work for Walters Hill will begin and Mt Scott tower mitigation work should commence. We are awaiting a projected timeline for completion of that work.

Other work that will continue (as examples)

- Microwave completion of install – on-going
- Battery Systems update – on-going
- FCC Licensing (nearing completion) (Note: there is some minor follow-on work that is needed for full completion of this task)
- Generator installs (Nearing completion)
- Lease revisions (Minor issues are being addressed)
- In-building coverage planning – BDA replacements in City facilities are all identified. The BDA/DAS at PDX is being discussed with PDX staff.
- Logging recorder changes (Completed in April, we are doing some additional interface work)

## Estimated completion in Summer 2016

Public safety emergency radio system								
Financial status report for independent citizen committees								
MFCP/S00002 and S00008								
Account	Description	Current budget	LTD actuals Jun 2015	S00002 Stabilization	S00008 Replacement	LTD actuals (through Sep 2015) after closing	Remaining balance*	
				Jul/Aug/Sep Expenses				
<b>Requirements</b>								
511100	Full-time Employees	\$1,233,466	\$1,043,425	\$0	\$52,432	\$1,095,857	\$137,609	
511300	Part-time Employees	\$37,602	\$651	\$0	\$0	\$651	\$36,951	
512000	Overtime	\$706	\$706	\$0	\$0	\$706	\$0	
513000	Premium Pay	\$44	\$226	\$0	\$12	\$238	(\$194)	
514000	Benefits	\$413,707	\$340,516	\$0	\$19,138	\$359,654	\$54,053	
610010	Labor Allocation	\$2,471	\$2,471	\$0	\$0	\$2,471	\$0	
<b>Total</b>	<b>Personnel Services</b>	<b>\$1,687,996</b>	<b>\$1,387,995</b>	<b>\$0</b>	<b>\$71,582</b>	<b>\$1,459,577</b>	<b>\$228,419</b>	
521000	Professional Services	\$16,825,865	\$10,119,466	\$0	\$13,915	\$10,133,381	\$6,692,484	
522000	Utilities	\$0	\$0	\$0	\$0	\$0	\$0	
523000	Equipment Rental	\$46,448	\$2,498	\$0	\$0	\$2,498	\$43,950	
524000	Repair & Maintenance Services	\$24,559	\$24,558	\$0	\$0	\$24,558	\$1	
529000	Miscellaneous Services	\$1,981,231	\$1,955,614	\$0	\$164,960	\$2,120,574	(\$139,343)	
531000	Office Supplies	\$700	\$700	\$0	\$0	\$700	\$0	
532000	Operating Supplies	\$17,848,055	\$17,848,055	\$0	\$153,571	\$18,001,626	(\$153,571)	
532350	Computer Supplies - software	\$1,350,920	\$10,918	\$0	\$0	\$10,918	\$1,340,002	
532355	Computer Supplies - hardware	\$1,476,669	\$126,669	\$0	\$44,850	\$171,519	\$1,305,150	
533000	Repair & Maintenance Supplies	\$290,036	\$36	\$0	\$0	\$36	\$290,000	
534000	Minor Equipment & Tools	\$1,232,862	\$982,861	\$0	\$4,990	\$987,851	\$245,011	
535000	Clothing & Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	
539000	Other commodities (external)	\$308	\$309	\$0	\$0	\$309	(\$1)	
541000	Education	\$5,000	\$0	\$0	\$0	\$0	\$5,000	
542000	Travel (In-town/Out-of-town)	\$41,787	\$36,786	\$0	\$0	\$36,786	\$5,001	
544000	Space Rental	\$0	\$0	\$0	\$0	\$0	\$0	
548000	Operating Lease	\$0	\$0	\$0	\$0	\$0	\$0	
549000	Miscellaneous	\$11,834	\$11,834	\$0	\$0	\$11,834	\$0	
<b>Total</b>	<b>External Materials &amp; Services</b>	<b>\$41,136,274</b>	<b>\$31,120,304</b>	<b>\$0</b>	<b>\$382,286</b>	<b>\$31,502,590</b>	<b>\$9,633,684</b>	
651100	Fleet Services	\$23,254	\$13,253	\$0	\$1,799	\$15,052	\$8,202	
651200	Printing & Distribution	\$234	\$234	\$0	\$0	\$234	\$0	
651300	Facilities Services	\$116,394	\$81,905	\$0	\$17,410	\$99,315	\$17,079	
651400	EBS Services	\$0	\$0	\$0	\$0	\$0	\$0	
651500	Technology Services	\$2,485,764	\$1,525,765	\$0	\$144,782	\$1,670,547	\$815,217	
651600	Insurance	\$0	\$0	\$0	\$0	\$0	\$0	
652000	Bureau to Bureau Interagencies	\$45,783	\$45,783	\$0	\$856	\$46,639	(\$856)	
<b>Total</b>	<b>Internal Materials &amp; Services</b>	<b>\$2,671,429</b>	<b>\$1,666,940</b>	<b>\$0</b>	<b>\$164,848</b>	<b>\$1,831,788</b>	<b>\$839,642</b>	
563000 / 599630	Capital Equipment	\$516,435	\$516,435	\$0	(\$352,551)	\$163,884	\$352,551	
<b>Total</b>	<b>Capital Outlay</b>	<b>\$516,435</b>	<b>\$516,435</b>	<b>\$0</b>	<b>(\$352,551)</b>	<b>\$163,884</b>	<b>\$352,551</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	\$4,175,000	\$0	\$0	\$0	\$0	\$4,175,000	
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>\$4,175,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,175,000</b>	
<b>Grand Total</b>		<b>\$50,187,134</b>	<b>\$34,691,674</b>	<b>\$0</b>	<b>\$266,164</b>	<b>\$34,957,838</b>	<b>\$15,229,296</b>	
<b>Resources</b>								
GO bonds		\$37,028,719	\$27,273,899	\$0	\$266,164	\$27,540,063	\$9,488,656	
Project cash		\$13,158,415	\$7,417,775	\$0	\$0	\$7,417,775	\$5,740,640	
<b>Total</b>		<b>\$50,187,134</b>	<b>\$34,691,674</b>	<b>\$0</b>	<b>\$266,164</b>	<b>\$34,957,838</b>	<b>\$15,229,296</b>	