ASHLAND CITY COUNCIL
STUDY SESSION AGENDA
Monday, March 20, 2023
Council Chambers, 1175 E Main Street

View on Channel 9 or Channels 180 and 181 (Charter Communications) or live stream via rvtv.sou.edu select RVTV Prime. HELD HYBRID (In-Person or Zoom Meeting Access). For written public testimony, email public-testimony@ashland.or.us using the subject line: Ashland City Council Public Testimony. For public oral testimony, fill out a Speaker Request Form at ashland.or.us/speakerrequest and return to the City Recorder at melissa.huhtala@ashland.or.us

5:30 p.m. Study Session

1. Public Input (Up to 15 minutes)
2. City Councilors Swearing-In (Positions #2 & #3)
3. Transportation Advisory Committee Annual Report
4. 2023-2025 Biennium Budget CIP
5. City Facilities Optimization Plan
6. Adjournment of Study Session

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

Council Study Session

March 20, 2023

Agenda Item	Capital Improvement Plan 2023-2025 Focus and 2023-2029 Overview	
From	Scott Fleury – PE	Public Works Director
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☒	

SUMMARY

Before the Council is a presentation of the 2/6-Year Capital Improvements Program (CIP) for years 2023-2029. The CIP is based upon each enterprise fund's master plans, facility plans, and operational requirements of the departments or divisions. The focus of this staff report is on the two-year project period that will be part of the 2023-2025 Biennium Budget process with a request for appropriations as outlined for fiscal years 2024 and 2025.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:

Essential Services

- Electric
- Sewer
- Streets
- Water
- Stormwater
- Parks Maintenance

Value Services

Emergency Preparedness
Address Climate Change
Multi-modal Transportation
All-Age Friendly Community
Water Conservation

CEAP Goals:

Address Climate Change by helping to reduce Ashland's greenhouse gas emissions and to prepare the city's communities, systems, and resources to be more resilient to climate change impacts.

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

BACKGROUND AND ADDITIONAL INFORMATION

The CIP is a living and evolving document that is built upon a foundation of master planning. The CIP requires biennial updates based on updated master plans, changes in need or prioritization, changes in funding mechanisms and changes to goals or policy directions.

The City distinguishes capital projects from general maintenance items. Capital projects are typically for new construction, expansion, major renovations, replacements, or projects that substantially increase the life of an asset. Many projects are multi-year, beginning with planning, design then construction. Some have multiple funding sources including grants and debt service instruments that are paid back through user fees from each specific enterprise fund.

Master plans or similar planning documents ensure the corresponding utilities and enterprise funds can accommodate growth and keep infrastructure systems fully operational and meet regulatory requirements. Master plans enable a long-term plan to be developed and strengthen the intent to present the most responsible infrastructure improvement costs. Master plans assess the existing systems, establish level of service goals, review future demand, develop a plan for capital improvements, operations, and ultimately propose a financial plan with associated rate structure and other financial guidance to enable adherence to the plan. Typically, master plans are reviewed and updated every 7-10 years depending upon the system changes and should be evaluated at every two-year budget cycle to verify priorities and make necessary changes. Updates on this frequency ensure inclusion of Council goals, new ordinances, changes in the procedures and development of our community, as well as technology advances.

During the last CIP development for the 2021-2023 Budget, staff added columns to the CIP spreadsheet document to provide additional information regarding project need. These columns include:

1. Regulatory - infrastructure is due to be upgraded or replaced to ensure regulatory compliance
2. Capacity - infrastructure is deficient in projected capacity needs and upgrades needed to provide for capacity requirements
3. Deficiency - infrastructure is deficient in some manner and corelates with meeting capacity requirements or just a lack of infrastructure in place (example-sidewalk gaps)
4. Life Cycle - infrastructure is at the end of its useful life and due for replacement

Each project within the two (2) year CIP will have an individualized project narrative and budget breakdown developed. This will be incorporated into the full CIP Book brought forward for formal adoption at a future Council Business Meeting. The CIP book will also contain the six (6) year look ahead and the long term, twenty (20) year project list. This format is similar to what was presented and adopted by the Council previously (2022-2040 CIP Book). The final adopted CIP and book will be posted on the website and the CIP dashboard will also be updated to reference the new CIP. (CIP Storybook).

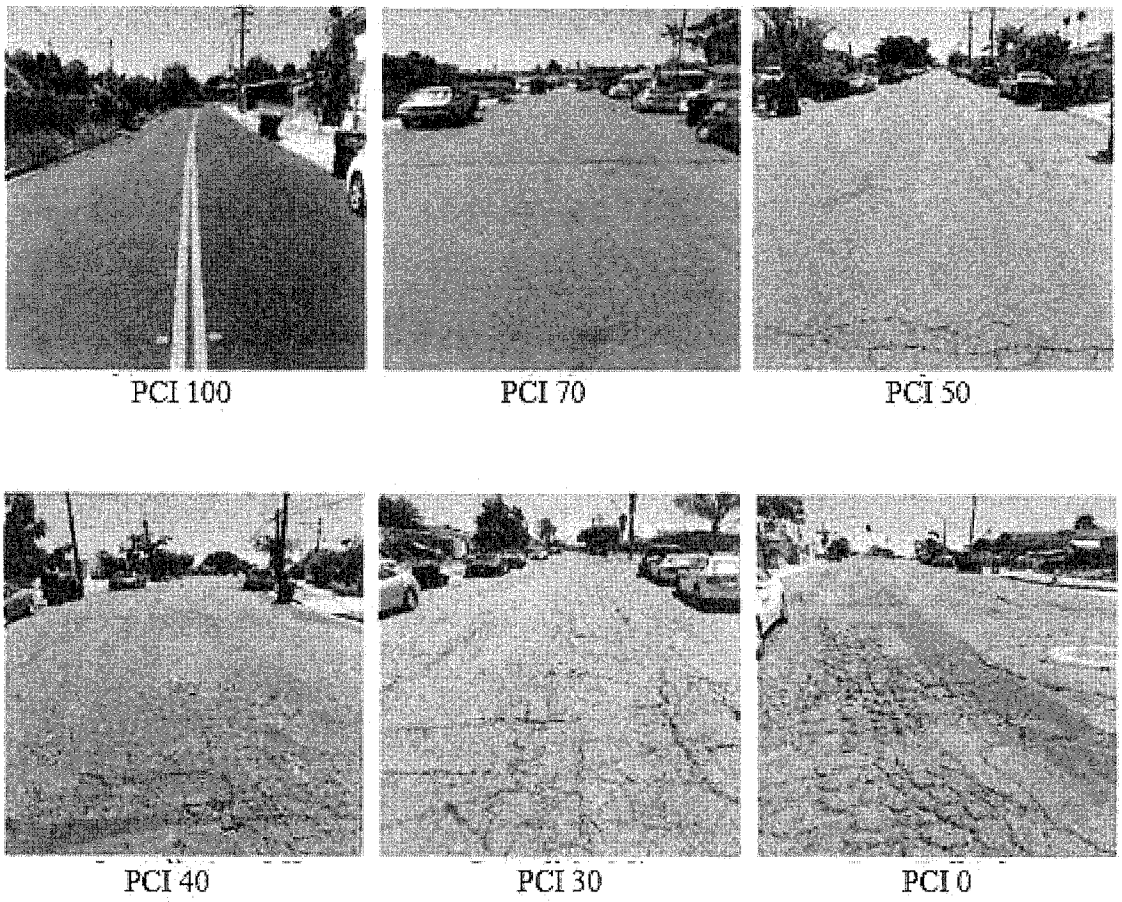
Transportation Network:

The focus of the Transportation CIP are roadway rehabilitation projects and improving the Pavement Condition Index (PCI) rating. The City has a goal of maintaining all roadways at a 70 PCI rating or better. Reference figure 1 below for a visual representation of PCI's. In addition, there is a focus on the roadway

rehabilitation projects to include buffered or protected bike lane facilities to promote an improved multimodal transportation network meeting the current Transportation System Plan Goals. The Ashland Street rehabilitation project slated for construction in 2023 has upgraded the design to include a protected bike lane. The design engineers will also be looking at this option for the Mountain Avenue project and for the future Oak Street Rehabilitation project. During the design process for the major rehabilitation projects traffic calming and pedestrian safety improvements will be prioritized for inclusion as well as potential bike facility improvements.

Staff expects to begin the Transportation System Plan Update in 2024 and this will help develop and drive future project priorities for the community. Per the code, the City's Transportation Committee has reviewed the Transportation Network CIP and recommended Council approve as presented.

Figure 1: Pavement Condition Index



Roadway:

1. Hardesty Site Development & Equipment Storage **(In progress)**
    a. Relocate metal building from B Street Yard to Hardesty Property
    b. Construct new metal equipment storage building on Hardesty Property
2. Chip Seal

   a. Chip seal dirt roadways within the City to reduce particulate matter
3. Clay Street
   a. Construct new roadway along middle Clay Street (sidewalk, curb/gutter, pavement, etc.)

Reconstructions*:

1. Ashland Street Reconstruction **(In progress)**
   a. Roadway reconstruction, ADA improvements, crossing improvements, traffic calming and bike facility improvements
2. North Mountain Avenue Reconstruction **(In progress)**
   a. Roadway reconstruction, ADA improvements, crossing improvements, traffic calming and bike facility improvements
3. Oak Street Reconstruction
   a. Roadway reconstruction, ADA improvements, crossing improvements, traffic calming and bike facility improvements

**Note: The roadway reconstruction projects are supported by the allocation of Franchise Fees within the budget. This allocation is meant to cover debt service requirements for each rehabilitation project scheduled.*

Sidewalk/Pedestrian:

1. Beaver Slide
   a. Remove vehicular access and create bicycle and pedestrian pathway to the Water Street connection
   b. Coordinate with the Oregon Department of Transportation with signalization project at East Main Street and Water Street

Bicycle:

1. B Street Bicycle Boulevard
   a. Create a bicycle boulevard system along B Street with signage and striping improvements with potential speed limit reductions
2. Eighth Street Bicycle Boulevard
   a. Create a bicycle boulevard system along Eighth Street with signage and striping improvements with potential speed limit reductions

Wastewater System:

The focus of wastewater CIP projects are to meet DEQ NPDES regulatory requirements while performing major life cycle replacement upgrades. Also as outlined in the Wastewater Collection System Master Plan, staff expects to continue with inflow/infiltration (I/I) source analysis in order to develop projects that reduce I/I.

Wastewater Treatment Projects:

1. Water Quality Trading **(In progress)** (*Regulatory*)
   a. Riparian Restoration to meet NDPES Thermal Load Limits

2. UV System Upgrades **(In progress)** (*Regulatory, Capacity, Life Cycle*)
    a. Life Cycle replacement of the current UV system that also increases capacity
3. Membrane Replacement (*Regulatory, Capacity, Life Cycle*)
    a. Life Cycle replacement of two membrane trains
4. Headworks Improvements (*Regulatory, Deficiency, Life Cycle*)
    a. Upgrades to the treatment plant headworks
5. Harmonics/Telemetry (*Regulatory, Deficiency*)
    a. Electrical improvements to reduce harmonics
6. Secondary Clarifier (*Regulatory, Capacity, Deficiency, Life Cycle*)
    a. Upgrades to clarifier to increase capacity and improve clarification process

Wastewater Collections Projects:

1. Hardesty Site Development & Equipment Storage **(In progress)**
    a. Relocate metal building from B Street Yard to Hardesty Property
    b. Construct new metal equipment storage building on Hardesty Property
2. In house pipeline replacements (*Regulatory, Capacity, Deficiency, Life Cycle*)
    a. Life cycle and capacity pipe replacements done by City forces
3. Trenchless Linings (*Regulatory, Deficiency, Life Cycle*)
    a. Cured in place lining for collection system lines not easily accessible for standard replacements
4. Inflow and Infiltration Reduction Program (*Regulatory, Capacity, Deficiency*)
    a. Investigate and develop small maintenance projects to reduce I/I
5. Bear Creek Interceptor (*Regulatory, Capacity, Deficiency*)
    a. Upsize existing interceptor line to accommodate growth

Water System:

The focus of the water CIP projects are to support major maintenance and life cycle replacement of distribution system lines, TAP system improvements, safety improvements to Hosler Dam and development of the new 7.0 MGD Water Treatment Plant. The projects are meant to reduce risk and increase resiliency for the City's water system.

Water Supply:

1. Dam Safety Improvements **(In progress)** (*Regulatory, Deficiency*)
    a. Raising the left and right hand side parapet wall to convey the potential maximum flood along with other maintenance improvements to Hosler Dam
2. East and West Fork Transmission Line Rehabilitation **(In progress)** (*Deficiency, Life Cycle*)
    a. Replacement of approximately 1800' of steel transmission line connecting the east and west forks of Ashland Creek to the raw water line
3. 7.0 MGD Water Treatment Plant **(In progress)** (*Capacity, Deficiency, Life Cycle*)
    a. Construction and construction administration of a new 7.0 MGD water treatment plant facility

Water – Pump Station

1. TAP Booster Pump Station Generator **(In progress)** (*Capacity, Deficiency*)

a. Install a backup power generator

Water – Pipeline Improvements

1. Annual Pipeline Replacement (*Regulatory, Capacity, Deficiency, Life Cycle*)
    a. Replacement of aging or maintenance heavy distribution mainlines by City forces
2. Distribution Pipe Projects (*Regulatory, Capacity, Deficiency, Life Cycle*)
    a. Replacement of aging or maintenance have distribution mainlines by contracted forces

Water – Operations and Maintenance

1. Telemetry Upgrades (*Deficiency, Life Cycle*)
    a. Improvements to communications between the water treatment plant and distribution system reservoirs and pump stations

TAP – Supply Improvements

1. Non-peak/emergency Supply Connection from Ashland to Talent & Phoenix
    a. Provide a pressure regulated bypass connection around the City's TAP booster pump station to provide water during non-peak and emergency periods to Talent and Phoenix.

TAP – Booster Pump Station Improvements (BPS)

1. Regional BPS Short Term Expansion **(In progress)** (*Capacity, Deficiency*)
    a. Increase pumping capacity of the regional booster station for the TAP group
2. Regional BPS Programming Updates **(In progress)** (*Deficiency*)
    a. Improve telemetry between the regional BPS and the TAP group
3. Talent BPS Generator **(In progress)** (*Capacity*)
    a. Install a backup power generator for the Talent BPS
4. Talent BPS Expansion **(In progress)** (*Capacity, Deficiency*)
    a. Increase pumping capacity of the Talent BPS to meet future demand needs including the City of Ashland's demands
5. Talent BPS Seismic Upgrades **(In progress)**
    a. Structural upgrades to BPS to meet seismic loading conditions

TAP - Pipeline Improvements

1. 24" Pipeline Seismic Upgrades (*Deficiency*)
    a. Seismic upgrades to a 24" transmission line supply TAP group

Storm Drainage System:

The focus of storm CIP projects are to reduce flooding and improve capacity within the system. The storm drain system is regulated by DEQ under the City's issued MS4 permit.

1. Hardesty Site Development & Equipment Storage **(In progress)**
    a. Relocate metal building from B Street Yard to Hardesty Property
    b. Construct new metal equipment storage building on Hardesty Property

2. Stormwater Trenchless Pipe Lining
    a. Cured in place lining for collection system lines not easily accessible for standard replacements
3. North Mountain Avenue Drainage Improvements **(In progress)**
    a. Improvements to the conveyance and detention of storm water on N. Mountain Avenue in conjunction with the roadway rehabilitation project
4. Siskiyou Boulevard
    a. Improvements to reduce flooding at the intersection of Siskiyou Boulevard and University Way
5. East Main Street
    a. Improvements to reduce flooding at the intersection of East Main Street and Emerick Street

Airport:

The focus of airport CIP projects are grant funded pavement rehabilitation improvements and an apron expansion to support future hangar development.

1. Taxiway Rehabilitation **(In progress)** (*Deficiency, Life Cycle*)
    a. Construction phase for rehabilitation of the Airport Taxiway
2. North Apron Expansion (*Deficiency*)
    a. Design and Environmental review to expand existing apron for future hangar construction

Facilities:

The focus of the facilities CIP projects is performing major building rehabilitations and maintenance along with starting the Facility Optimization and Master Plan process.

1. City Facility Upgrades and Maintenance (*Regulatory, Deficiency, Life Cycle*)
    a. Maintenance projects associated with City facilities including HVAC replacements, roof replacements, major maintenance improvements
2. City Facilities Optimization Plan & Program (*Regulatory, Deficiency, Life Cycle*)
    a. Develop an updated City Facilities Plan and associated prioritized improvement structure. Incorporate formal assessments into City's asset management database
3. Briscoe School Improvements (*Deficiency, Life Cycle*)
    a. Roofing, flooring, asbestos removal and HVAC improvements to Briscoe School in support of Oregon Childhood Development Coalition program
4. Community Center and Pioneer Hall Rehabilitation (*Regulatory, Deficiency, Life Cycle*)
    a. Structural and ADA Improvements to each facility

STUDIES:

In addition to major capital investment as mentioned above, studies assist in developing programmatic needs moving forward and there are several studies in the six-year outlook that have been identified. Studies include:

1. **Water Conservation and Management Plan (In-progress)**: The Oregon Health Authority requirement for updating the existing Water Conservation and Management Plan. The update to this plan will also include a refreshed look at climate modeling and its effect on the City's water supply options.

2. **Transportation System Plan Update:** The TSP update was planned for the current biennium but due to changes in the Transportation Planning Rule and available funding through the Oregon Department of Transportation, the study was postponed to the2023-2025 Biennium.
3. **Citywide Facility and Optimization Plan:** The Facility Plan will update space needs and programming for staff facilities with a focus on optimizing the organizational structure to satisfy customer service and public meeting requirements will also providing flexibility for staffing operational changes based on the potential for increased telecommuting by staff. The plan will recommend projects to be implemented in the City Facility Optimization Program.
4. **FERC Part 12 Comprehensive Assessment (CA) (In-progress):** The CA is a Code of Federal regulations requirements for owners and operators of hydroelectric projects licensed under the Federal Energy Regulatory Commission.
5. **Wastewater Treatment Plant Flow Augmentation – NPDES Permit (In-progress):** The feasibility study will analyze the effect and impacts of potential cold-water release from Reeder Reservoir in fall in order to meet thermal load limits within the Department of Environmental Quality – National Pollution Discharge Elimination System Permit.

FISCAL IMPACTS

Each Department and associated fund must account for the costs of improvements and major maintenance items. Funding for projects comes from a variety of sources, including user fees/rates, grants, gas taxes and system development charges (SDC). Large scale capital and maintenance projects often require a debt instrument to cover total cost and the debt is paid using fees and rates over the loan period. Loan periods can range anywhere from five (5) to thirty-five (35) years. Loans can be traditional bank borrowing, or bonds issued by the City.

Cost estimates developed in the CIP document generally start with a planning level opinion of cost developed during the master plan process. These costs are always established with a base year and not inflated to coincide with a prioritized project year. These initial opinions of cost can have a wide range of error associated with them. These opinions of costs are refined through the preliminary and final engineering stages of project development. Staff does try to add a general inflationary index increase to the planning level opinions of cost during development of the biennial CIP document and updates costs of projects currently in a design phase appropriately.

Table 1: Cost Estimating Class Levels

	Primary Characteristic	*Secondary Characteristic*		
ESTIMATE CLASS	**MATURITY LEVEL OF PROJECT DEFINITION DELIVERABLES** Expressed as % of complete definition	**END USAGE** Typical purpose of estimate	**METHODOLOGY** Typical estimating method	**EXPECTED ACCURACY RANGE** Typical variation in low and high ranges at an 80% confidence interval
Class 5	0% to 2%	Functional area, or concept screening	SF or m^2 factoring, parametric models, judgment, or analogy	L: -20% to -30% H: +30% to +50%
Class 4	1% to 15%	or Schematic design or concept study	Parametric models, assembly driven models	L: -10% to -20% H: +20% to +30%
Class 3	10% to 40%	Design development, budget authorization, feasibility	Semi-detailed unit costs with assembly level line items	L: -5% to -15% H: +10% to +20%
Class 2	30% to 75%	Control or bid/tender, semi-detailed	Detailed unit cost with forced detailed take-off	L: -5% to -10% H: +5% to +15%
Class 1	65% to 100%	Check estimate or pre bid/tender, change order	Detailed unit cost with detailed take-off	L: -3% to -5% H: +3% to +10%

Generally, each individual project listed in the CIP document will require numerous independent Council actions including, approval of grants and debt service instruments, approval of feasibility studies, preliminary engineering, final engineering and finally construction contracts. At each level of approval by Council generally cost estimates are refined as part of the project development process and additional information/justification is provided.

For the enterprise funds that utilize user fees/rates to support operations, maintenance and capital projects, staff coordinates with a financial advisor to develop or update rate studies. The rate study accounts for personal and material costs, existing debt payments, financial policy requirements and expected capital needs for the two (2) and six (6) year periods associated with the CIP. The rates recommended by the study provide the ability to cover all projected costs within each fund, specifically for the two-year budgeted period. Once the CIP document is approved, staff will coordinate with a consultant financial advisor to update previous rate studies for the water and wastewater systems and bring that information back to Council for consideration.

As part of the rate analysis, specifically for water rates, staff will be looking at changing the commodity charge structure. This will include "loading" rate increases into the higher commodity charge tiers and less of the rate into the base/meter portion of the structure. Staff has also been working on review of the existing senior utility discount program offered by the City and will have recommendations for improvement at a future meeting when the rates are discussed.

In addition, at the October 4, 2022, business Meeting the Council discussed a methodology to develop a platform for quantifying "affordability" when making rate-based policy decisions. The discussion involved development of a baseline percentage of commonly accepted budgeting of 6-10% for monthly utility bills (water, storm, wastewater, streets, AFN and gas). A basic level analysis of this affordability analysis has been

done associated with previous rate studies (water and wastewater) and staff will work to develop a comprehensive look at total utility costs for the rate presentation and discussion.

Table 2: Water Rate Affordability from 2019 Rate Analysis

Impact of Rates on Household Affordability

Item	Monthly
Ashland Median Household Income [1]	$4,210
CURRENT Water Bill 3/4" using 1,000 cu. ft.	$59.36
Water Bill as % of Ashland MHI	**1.41%**
2019-20 Water Bill 3/4" using 1,000 cu. Ft.	$61.73
Water Bill as % of Ashland MHI	**1.47%**
Water Rates @ 2.0% of MHI [2]	$84.20

Source: US Census.

[1] 2017 5-year American Community Survey estimate.

[2] Per EPA guidelines a typical water bill greater than 2% is high and a typical water bill greater than 2.5% is burdensome.

DISCUSSION QUESTIONS

Does the Council have any questions regarding the CIP project list and associated priorities for the two-year period?

SUGGESTED NEXT STEPS

Next steps include finalizing the draft two (2) year narrative document and associated two (2), six (6) and twenty (20) year spreadsheet breakdowns. The adoption of the CIP for the 2/6/20 year periods will be brought forward to Council at a future Business Meeting. The two-year adopted CIP will be part of the budget input for the 2023-2025 Biennium budget process with a request for appropriations.

REFERENCES & ATTACHMENTS

Attachment #1: Capital Improvement Plan Spreadsheets – Two (2) year project list

Attachment #2: Capital Improvement Plan Spreadsheets - Six (6) year project list

Links:

Transportation System Plan (TSP) – 2013 (link)

Transit Feasibility Completed March 2019

Comprehensive Water Master Plan – 2020 (link)

Water Management and Conservation Plan – 2013 (link) updated by staff March 2019

TAP Master Plan 2020 – (link)

Comprehensive Sanitary Sewer Master Plan – 2012 (link)

Wastewater Treatment Plant Facilities Assessment– 2018 (link)

Wastewater Collection System Master Plan – 2022 (Link)

Storm Water and Drainage Master Plan – 2020 (Link)

Airport Master Plan & Layout Plan (ALP) – 2020 (link)

Facilities – 2008 Master Plan (link)

Electric Department 10 Year Planning Study (link)

Capital Improvements Plan
2024-2029 Construction Years

Project Totals
FY24-FY25

Project Description	PCI	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	Project Totals	Street SDC	Other (grants)	Fees & Rates (debt)
Roadway						FY24	FY25	Project Totals	Street SDC	Other (grants)	Fees & Rates (debt)
Hardesty Site Development & Equipment Storage						$ 780,440	$ -	$ 780,440	$ -		$ 780,440
City Wide Chip Seal Project				X		$ -	$ 255,000	$ 255,000	$ -	$ 255,000	$ -
Clay Street - Faith Avenue to Siskiyou Boulevard (STBG/CMAQ)		X	X	X		$ 579,754	$ 1,000,000	$ 1,579,754	$ -	$ 6,981,195	$ 209,022
					Subtotal Roadway	**$ 1,360,194**	**$ 1,255,000**	**$ 2,615,194**	**$ -**	**$ 7,236,195**	**$ 989,462**
Street Overlays/Reconstructions	**PCI**					**FY24**	**FY25**	**Project Totals**	**Street SDC**	**Other (grants)**	**Fees & Rates (debt)**
Ashland St - Siskiyou Blvd to Faith St	55.42	X		X	X	$ 2,500,000	$ -	$ 2,500,000	$ -	$ -	$ 2,500,000
N Mountain Ave - I-5 Overpass to E Main St	59.36	X		X	X	$ 5,000,000	$ 5,500,000	$ 10,500,000	$ -	$ -	$ 10,500,000
Oak St - City Limits to E Main St	23.83	X		X	X	$ -	$ 1,000,000	$ 1,000,000	$ -	$ -	$ 1,000,000
					Subtotal Street Improvements/Overlays	**$ 7,500,000**	**$ 6,500,000**	**$ 14,000,000**	**$ -**	**$ -**	**$ 14,000,000**
Sidewalk/Pedestrian						**FY24**	**FY25**	**Project Totals**	**Street SDC**	**Other (grants)**	**Fees & Rates (debt)**
Beaver Slide - Water Street to Lithia Way		X	X	X		$ -	$ 285,000	$ 285,000	$ 276,792	$ -	$ 8,208
					Subtotal Sidewalk/Pedestrian	**$ -**	**$ 285,000**	**$ 285,000**	**$ 276,792**	**$ -**	**$ 8,208**
Bicycle						**FY24**	**FY25**	**Project Totals**	**Street SDC**	**Other (grants)**	**Fees & Rates (debt)**
B Street Bicycle Boulevard - From Oak Street to N Mountain Avenue			X	X		$ 50,000	$ 75,000	$ 125,000	$ 42,375	$ 12,500	$ 70,125
8th Street Bicycle Boulevard - A Street to E Main Street			X	X		$ -	$ 35,000	$ 35,000	$ 11,865	$ 3,500	$ 19,635
					Subtotal Bicycle	**$ 50,000**	**$ 110,000**	**$ 160,000**	**$ 54,240**	**$ 16,000**	**$ 89,760**
TRANSPORTATION						**$ 8,910,194**	**$ 8,150,000**	**$ 17,060,194**	**$ 331,032**	**$ 7,252,195**	**$ 15,087,430**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Water - Supply Improvements							
Dam Safety Improvements	X		X		$ 3,312,804	$ 3,312,804	$
East & West Fork Transmission Line Rehabilitation			X	X	$ 2,300,000	$ -	$
7.0 MGD Water Treatment Plant			X	X	$ 4,306,922	$ 41,148,100	$
7.0 MGD Water Treatment Plant Construction Adminstration		X	X	X	$ 512,357	$ 4,895,027	$
Subtotal Water - Supply Improvements					**$ 9,919,726**	**$ 44,460,904**	**$**
Water - Pump Station Improvements					FY24	FY25	
TAP BPS Backup Power		X	X		$ 417,000	$ -	$
Subtotal Water - Pump Station Improvements					**$ 417,000**	**$ -**	**$**
Water - Pipe Improvements					FY24	FY25	
Annual Pipe Replacement	X	X	X	X	$ 300,000	$ 300,000	$
Distribution Pipe Projects	X	X	X	X	$ 467,000	$ 507,000	$
Subtotal Water - Pipe Improvements					**$ 767,000**	**$ 807,000**	**$**
Water - Operations & Maintenance					FY24	FY25	
Telemetry Upgrades				X	$ 80,000	$ -	$
Subtotal Water - Operations & Maintenance					**$ 80,000**	**$ -**	**$**
WATER					**$ 11,183,726**	**$ 45,267,904**	**$**
TAP - Supply Improvements					FY24	FY25	
Non-Peak/Emergency Supply Connection from Ashland to Talent/Phoenix					$ 236,000	$ -	$
Subtotal TAP - Supply Improvements					**$ 236,000**	**$ -**	**$**
TAP - Booster Pump Station Improvements					FY24	FY25	
Regional BPS Short-Term Expansion		X	X		$ 211,000	$ -	$
Regional BPS Programming Updates			X		$ -	$ 101,000	$
Talent BPS Generator Upgrade (Option 1)					$ -	$ 445,000	$
Talent BPS Expansion for Talent and Ashland (Option 1)					$ -	$ 138,000	$
Talent BPS Seismic Upgrades					$ -	$ 100,000	$
Subtotal TAP - Booster Pump Station Improvements					**$ 211,000**	**$ 784,000**	**$**
TAP - Pipe Improvements					FY24	FY25	
24-inch Pipe Seismic Upgrades (Highway 99 Phoenix)			X		$ -	$ 1,623,000	$
Subtotal TAP - Pipe Improvements					**$ -**	**$ 1,623,000**	**$**
WATER/TAP					**$ 447,000**	**$ 2,407,000**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Wastewater Treatment Plant							
Shading (Capital Cost + first 6 years of O&M)	X				$ 493,000	$ 273,000	$
UV System Upgrades	X				$ 650,000	$ -	$
Membrane Replacement (two trains)	X			X	$ 1,200,000	$ -	$
WWTP Process Improvements (Headworks)	X		X	X	$ 1,000,000	$ 3,250,000	$
WWTP Process Improvements (Harmonics/Telemetry)	X		X		$ 150,000	$ 150,000	$
Secondary Clarifier 2 Improvements	X	X	X	X	$ -	$ 397,500	$
Subtotal Wastewater Treatment Plant					**$ 3,493,000**	**$ 4,070,500**	**$**
Wastewater Collection System					FY24	FY25	
Hardesty Site Development & Equipment Storage					$ 780,440	$ -	$
Wastewater Miscellaneous In-House Replacement	X	X	X	X	$ -	$ 125,000	$
Wastewater Miscellaneous Trenchless Pipe Lining	X		X	X	$ -	$ 500,000	$
Pinpoint I/I Sources in Various Basins		X			$ 163,000	$ -	$
Annual I/I Reduction and Collection System Replacement Project Allowance		X			$ -	$ 100,000	$
Upsize Bear Creek Intercceptor from Wightman Street to Tolman Creek Road	X	X		X	$ 400,000	$ 400,000	$
Subtotal Wastewater Collection System					**$ 1,343,440**	**$ 1,125,000**	**$**
WASTEWATER					**$ 4,836,440**	**$ 5,195,500**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Storm Drain							
Hardesty Site Development & Equipment Storage					$ 390,220	$ -	$
Stormwater Miscellaneous Trenchless Pipe Lining			X	X	$ -	$ 150,000	$
N Mountain Avenue @ Railroad Tracks		X	X		$ 220,000	$ -	$
Siskiyou Boulevard @ University Way		X	X		$ 150,000	$ -	$
E Main Street @ Emerick Street		X	X		$ -	$ 270,000	$
STORM DRAIN					**$ 760,220**	**$ 420,000**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Facilities							
City Facility Upgrades & Maintenance	X	X	X	X	$ 280,000	$ 280,000	$
City Facility Optimization Program					$ 250,000	$ 250,000	$
Briscoe School Improvements			X	X	$ 1,300,000	$ -	$
Community Center & Pioneer Hall Rehabilitation					$ 1,953,074	$ -	$
Deffered Maintenance of Major Facilities	X	X	X	X	$ 250,000	$ 250,000	$
FACILITIES					**$ 4,033,074**	**$ 780,000**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Airport							
Entitlement Grant - Airport Improvments - Taxiway Rehabilitation (Construction)			X	X	$ 1,200,000	$ -	$
North Apron Reconstruction & Expansion: Ph 1 - Environmental & Design		X		X	$ 333,000	$ -	$
North Apron Reconstruction & Expansion: Ph 2 - Construction		X		X	$ -	$ 3,242,000	$
AIRPORT					**$ 1,533,000**	**$ 3,242,000**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	
Electric							
Wildfire Mitigation					$ 50,000	$ 50,000	$
Substation Upgrades					$ 850,000	$ 100,000	$
Underground Expansion					$ 75,000	$ 100,000	$
Circuit Automation					$ -	$ 100,000	$
Underground Cable Replacement					$ 50,000	$ 100,000	$
ELECTRIC					**$ 1,025,000**	**$ 450,000**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle		FY24	FY25	
Parks & Recreation								
Dept Payments (Calle, Briscoe, Garfield)						$ 187,687	$ 187,047	$
Real Estate Acquisition						$ 234,878	$ 150,000	$
Repair Butler Perozzi Fountain						$ 650,000	$ -	$
Japanese Garden						$ 50,000	$ 50,000	$
Ashland Creek Basketball Court						$ -	$ 100,000	$
E. Main Park Development						$ 1,266,100	$ -	$
E. Main Park Pump Track						$ 75,000	$ -	$
Daniel Meyer Pool - Rebuild						$ 2,000,000	$ 8,200,000	$
Kestrel Park Pedestrian Bridge						$ 700,000	$ -	$
Building Maintenance (sinking/depriciation facilitites fund)						$ 150,000	$ 150,000	$
Secondary Irrigation Improvements						$ 50,000	$ 50,000	$
Parking Lot/Road/Sidewalk Concrete Repairs						$ 150,000	$ 150,000	$
Oak Knoll Golf Course Improvements						$ 550,000	$ -	$
Lithia Park Improvements						$ 150,000	$ 150,000	$
Capital Outlay						$ 175,000	$ 175,000	$
General Maintenance (sinking/depreciation fund)						$ 422,545	$ 422,545	$
ICC Irrigation Control						$ 100,000	$ 100,000	$
PARKS & RECREATION						**$ 6,911,210**	**$ 9,884,592**	**$**

Capital Improvements Plan
2024-2029 Construction Years

Project Description		Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	FY26	FY27	FY28
Roadway										
Hardesty Site Development & Equipment Storage				X		$ 780,440	$ -	$ -	$ -	$ -
City Wide Chip Seal Project				X		$ -	$ 255,000	$ -	$ -	$ -
Clay Street - Faith Avenue to Siskiyou Boulevard (STBG/CMAQ)		X	X	X		$ 579,754	$ 1,000,000	$ 1,125,000	$ -	$ -
					Subtotal Roadway	**$ 1,360,194**	**$ 1,255,000**	**$ 1,125,000**	**$ -**	**$ -**
Street Overlays/Reconstructions	**PCI**					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Ashland St - Siskiyou Blvd to Faith St	58.76	X		X	X	$ 2,500,000	$ -	$ -	$ -	$ -
N Mountain Ave - I-5 Overpass to E Main St	58.54	X		X	X	$ 5,000,000	$ 5,500,000	$ -	$ -	$ -
Oak St - City Limits to E Main St	36.09	X		X	X	$ -	$ 1,000,000	$ 7,000,000	$ -	$ -
Siskiyou Blvd - E Main St to Walker Ave	37.87	X		X	X	$ -	$ -	$ 1,000,000	$ 5,000,000	$ 5,000,000
Park St - Siskiyou Blvd to Crestview Dr	33.09	X		X	X	$ -	$ -	$ -	$ -	$ 500,000
W Nevada St - Vansant St to Oak St	42.69	X		X	X	$ -	$ -	$ -	$ -	$ 500,000
					X	**$ 7,500,000**	**$ 6,500,000**	**$ 8,000,000**	**$ 5,000,000**	**$ 6,000,000**
Sidewalk/Pedestrian						**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Beaver Slide - Water Street to Lithia Way		X	X	X		$ -	$ 285,000	$ -	$ -	$ -
Walker Avenue - Oregon Street to Woodland Drive		X	X	X		$ -	$ -	$ 300,000	$ -	$ -
Ashland Street - Liberty Street to S Mountain Avenue		X	X	X		$ -	$ -	$ -	$ 400,000	$ -
Clay St - Siskiyou Boulevard to Mohawk Street		X	X	X		$ -	$ -	$ -	$ -	$ 425,000
Lincoln Street - E Main Street to Iowa Street		X	X	X		$ -	$ -	$ -	$ -	$ -
					Subtotal Sidewalk/Pedestrian	**$ -**	**$ 285,000**	**$ 300,000**	**$ 400,000**	**$ 425,000**
Bicycle						**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
B Street Bicycle Boulevard - From Oak Street to N Mountain Avenue			X	X		$ 50,000	$ 75,000	$ -	$ -	$ -
8th Street Bicycle Boulevard - A Street to E Main Street			X	X		$ -	$ 35,000	$ -	$ -	$ -
Water Street Bicycle Boulevard - From Hersey Street to N Main Street			X	X		$ -	$ -	$ 50,000	$ -	$ -
Lithia Way Bicycle Boulevard – From Oak Street to Helman Street			X	X		$ -	$ -	$ 80,000	$ 80,000	$ -
Walker Avenue Bicycle Boulevard - From Siskiyou Boulevard to Peachey Road			X	X		$ -	$ -	$ -	$ -	$ 65,000
Ashland St - Morton St to University Way			X	X		$ -	$ -	$ -	$ -	$ 50,000
Oregon/Clark Street Bicycle Boulevard - Indiana Street to Harmony Lane			X	X		$ -	$ -	$ -	$ -	$ -
					Subtotal Bicycle	**$ 50,000**	**$ 110,000**	**$ 130,000**	**$ 80,000**	**$ 115,000**
TRANSPORTATION / LID						**$ 8,910,194**	**$ 8,150,000**	**$ 9,555,000**	**$ 5,480,000**	**$ 6,540,000**
Wastewater Treatment Plant						**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Shading (Capital Cost + first 6 years of O&M)		X				$ 493,000	$ 273,000	$ 118,000	$ 45,000	$ 45,000
UV System Upgrades		X	X		X	$ 650,000	$ -	$ -	$ -	$ -
Membrane Replacement (two trains)		X	X		X	$ 1,200,000	$ -	$ -	$ -	$ -
WWTP Process Improvements (Headworks)		X		X	X	$ 1,000,000	$ 3,250,000	$ -	$ -	$ -
WWTP Process Improvements (Harmonics/Telemetry)		X		X		$ 150,000	$ 150,000	$ -	$ -	$ -
Secondary Clarifier 2 Improvements		X	X	X	X	$ -	$ 397,500	$ 397,500	$ -	$ -
Centrifuge Replacement		X			X	$ -	$ -	$ -	$ -	$ 100,000
					Subtotal Wastewater Treatment Plant	**$ 3,493,000**	**$ 4,070,500**	**$ 515,500**	**$ 45,000**	**$ 145,000**
Wastewater Collection System						**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Hardesty Site Development & Equipment Storage						$ 780,440	$ -	$ -	$ -	$ -
Wastewater Miscellaneous In-House Replacement		X	X	X	X	$ -	$ 125,000	$ 125,000	$ 125,000	$ 125,000
Wastewater Miscellaneous Trenchless Pipe Lining		X		X	X	$ -	$ 500,000	$ -	$ -	$ -
Pinpoint I/I Sources in Various Basins		X		X		$ 163,000	$ -	$ 163,000	$ -	$ -
Annual I/I Reduction and Collection System Replacement Project Allowance		X		X		$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Upsize Bear Creek Interceptor from Wightman Street to Tolman Creek Road		X	X	X	X	$ 400,000	$ 400,000	$ 400,000	$ 400,000	$ -
Upsize Capacity of Ashland Creek Lift Station		X	X	X	X	$ -	$ -	$ -	$ -	$ 550,000
					Subtotal Wastewater Collection System	**$ 1,343,440**	**$ 1,125,000**	**$ 788,000**	**$ 625,000**	**$ 775,000**
WASTEWATER						**$ 4,836,440**	**$ 5,195,500**	**$ 1,303,500**	**$ 670,000**	**$ 920,000**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	FY26	FY27	FY28
Water - Supply Improvements									
Dam Safety Improvements	X		X		$ 3,312,804	$ 3,312,804	$ -	$ -	$ -
East & West Fork Transmission Line Rehabilitation			X	X	$ 2,300,000	$ -	$ -	$ -	$ -
7.0 MGD Water Treatment Plant		X	X	X	$ 3,794,565	$ 36,253,073	$ 12,143,169	$ -	$ -
7.0 MGD Water Treatment Plant Construction Adminstratior					$ 512,357	$ 4,895,027	$ 1,639,617		
Reeder Reservoir Sediment Removal	X	X			$ -	$ -	$ 160,000	$ -	$ -
Subtotal Water - Supply Improvements					**$ 9,919,726**	**$ 44,460,904**	**$ 13,942,786**	**$ -**	**$ -**
Water - Pump Station Improvements					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
TAP BPS Backup Power		X	X		$ 417,000	$ -	$ -	$ -	$ -
Hillview BPS Replacement			X	X	$ -	$ -	$ 375,000	$ 1,125,000	$ -
Subtotal Water - Pump Station Improvements					**$ 417,000**	**$ -**	**$ 375,000**	**$ 1,125,000**	**$ -**
Water - Pipe Improvements					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Annual Pipe Replacement	X	X	X	X	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
Distribution Pipe Projects	X	X	X	X	$ 467,000	$ 507,000	$ 1,418,000	$ 311,000	$ 1,386,000
Transmission Pipe Projects	X	X	X	X			$ -	$ -	$ -
Subtotal Water - Pipe Improvements					**$ 767,000**	**$ 807,000**	**$ 1,718,000**	**$ 611,000**	**$ 1,686,000**
Water - Operations & Maintenance					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Telemetry Upgrades				X	$ 80,000	$ -	$ -	$ -	$ -
Tolman Creek Road PRV Station		X			$ -	$ -	$ -	$ 75,000	$ -
Subtotal Water - Operations & Maintenance					**$ 80,000**	**$ -**	**$ -**	**$ 75,000**	**$ -**
WATER					**$ 11,183,726**	**$ 45,267,904**	**$ 16,035,786**	**$ 1,811,000**	**$ 1,686,000**
TAP - Supply Improvements					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Non-Peak/Emergency Supply Connection from Ashland to Talent/Phoenix					$ 236,000	$ -	$ -	$ -	$ -
N Phoenix Road Pipe Improvements		X			$ -	$ -	$ -	$ -	$ 925,897
N Phoenix Road Master Meter Connection		X			$ -	$ -	$ -	$ -	$ 111,593
Subtotal TAP - Supply Improvements					**$ 236,000**	**$ -**	**$ -**	**$ -**	**$ 1,037,490**
TAP - Booster Pump Station Improvements					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
Regional BPS Short-Term Expansion		X	X		$ 211,000	$ -	$ -	$ -	$ -
Regional BPS Programming Updates			X		$ -	$ 101,000	$ -	$ -	$ -
Talent BPS Generator Upgrade (Option 1)		X			$ -	$ 445,000	$ -	$ -	$ -
Talent BPS Expansion for Talent and Ashland (Option 1)		X			$ -	$ 138,000	$ -	$ -	$ -
Talent BPS Seismic Upgrades			X		$ -	$ 100,000	$ -	$ -	$ -
Subtotal TAP - Booster Pump Station Improvements					**$ 211,000**	**$ 784,000**	**$ -**	**$ -**	**$ -**
TAP - Pipe Improvements					**FY24**	**FY25**	**FY26**	**FY27**	**FY28**
24-inch Pipe Seismic Upgrades (Highway 99 Phoenix)		X	X		$ -	$ 1,623,000	$ -	$ -	$ -
Talent to Ashland Pipe Improvements (Option 1)		X			$ -	$ -	$ -	$ -	$ -
Subtotal TAP - Pipe Improvements					**$ -**	**$ 1,623,000**	**$ -**	**$ -**	**$ -**
WATER/TAP					**$ 447,000**	**$ 2,407,000**	**$ -**	**$ -**	**$ 1,037,490**

Capital Improvements Plan
2024-2029 Construction Years

Project Description	Regulatory	Capacity	Deficiency	Life Cycle	FY24	FY25	FY26	FY27	FY28
Storm Drain					FY24	FY25	FY26	FY27	FY28
Hardesty Site Development & Equipment Storage					$ 390,220	$ -	$ -	$ -	$ -
Stormwater Miscellaneous Trenchless Pipe Lining	X		X	X	$ -	$ 150,000	$ -	$ -	$ -
N Mountain Avenue @ Railroad Tracks	X	X	X		$ 220,000	$ -	$ -	$ -	$ -
Siskiyou Boulevard @ University Way	X	X	X		$ 150,000	$ -	$ -	$ -	$ -
E Main Street @ Emerick Street	X	X	X		$ -	$ 270,000	$ -	$ -	$ -
Dewey Street @ E Main St	X	X	X		$ -	$ -	$ 280,000	$ -	$ -
Gresham Street @ Beach Avenue	X	X	X		$ -	$ -	$ -	$ 450,000	$ -
Morton Street - Pennsylvania Street to Iowa Street	X	X	X		$ -	$ -	$ -	$ -	$ 250,000
STORM DRAIN					**$ 760,220**	**$ 420,000**	**$ 280,000**	**$ 450,000**	**$ 250,000**
Airport					FY24	FY25	FY26	FY27	FY28
Entitlement Grant - Airport Improvments - Taxiway Rehabilitation (Construction)			X	X	$ 1,200,000	$ -	$ -	$ -	$ -
Pavement Maintenance Program				X	$ -	$ -	$ 20,000	$ -	$ -
North Apron Reconstruction & Expansion: Ph 1 - Environmental & Design		X		X	$ 333,000	$ -	$ -	$ -	$ -
North Apron Reconstruction & Expansion: Ph 2 - Construction		X		X	$ -	$ 3,242,000	$ -	$ -	$ -
Airport Pavement Reconstruction & Rehabilitation: Ph 1 - Environmental & Design				X	$ -	$ -	$ 176,667	$ -	$ -
Airport Pavement Reconstruction & Rehabilitation: Ph 2 - Construction				X	$ -	$ -	$ 873,333	$ -	$ -
OFA Obstruction Removal (Tree Trimming)	X				$ -	$ -	$ -	$ -	$ 200,000
Fuel Facility Relocation: Ph 1 - Environmental & Predesign			X	X	$ -	$ -	$ -	$ -	$ 300,000
Fuel Facility Relocation: Ph 2 - Design			X	X	$ -	$ -	$ -	$ -	$ -
AIRPORT					**$ 1,533,000**	**$ 3,242,000**	**$ 1,070,000**	**$ -**	**$ 500,000**
Facilities					FY24	FY25	FY26	FY27	FY28
City Facility Upgrades & Maintenance	X	X	X	X	$ 280,000	$ 280,000	$ 280,000	$ 280,000	$ 280,000
City Facility Optimization Program	X	X	X	X	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ -
Briscoe School Improvements			X	X	$ 1,300,000	$ -	$ -	$ -	$ -
Community Center & Pioneer Hall Rehabilitation	X		X		$ 1,953,074	$ -	$ -	$ -	$ -
Deffered Maintenance of Major Facilities	X	X	X	X	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
FACILITIES					**$ 4,033,074**	**$ 780,000**	**$ 780,000**	**$ 780,000**	**$ 530,000**
Electric					FY24	FY25	FY26	FY27	FY28
Wildfire Mitigation					$ 50,000	$ 50,000	$ 50,000	$ 25,000	$ 25,000
Substation Upgrades					$ 850,000	$ 100,000	$ 100,000	$ -	$ -
Underground Expansion					$ 75,000	$ 100,000	$ 100,000	$ 100,000	$ 50,000
Circuit Automation					$ -	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Underground Cable Replacement					$ 50,000	$ 100,000	$ 200,000	$ 250,000	$ 250,000
ELECTRIC					**$ 1,025,000**	**$ 450,000**	**$ 550,000**	**$ 475,000**	**$ 425,000**
Parks & Recreation					FY24	FY25	FY26	FY27	FY28
Dept Payments (Calle, Briscoe, Garfield)					$ 187,687	$ 187,047	$ -	$ -	$ -
Real Estate Acquisition					$ 234,878	$ 150,000	$ -	$ -	$ -
Repair Butler Perozzi Fountain					$ 650,000	$ -	$ -	$ -	$ -
Japanese Garden					$ 50,000	$ 50,000	$ -	$ -	$ -
Ashland Creek Basketball Court					$ -	$ 100,000	$ -	$ -	$ -
E. Main Park Development					$ 1,266,100	$ -	$ -	$ -	$ -
E. Main Park Pump Track					$ 75,000	$ -	$ -	$ -	$ -
Daniel Meyer Pool - Rebuild					$ 2,000,000	$ 8,200,000	$ -	$ -	$ -
Kestrel Park Pedestrian Bridge					$ 700,000	$ -	$ -	$ -	$ -
Building Maintenance (sinking/depriciation facilitites fund)					$ 150,000	$ 150,000	$ -	$ -	$ -
Secondary Irrigation Improvements					$ 50,000	$ 50,000	$ -	$ -	$ -
Parking Lot/Road/Sidewalk Concrete Repairs					$ 150,000	$ 150,000	$ -	$ -	$ -
Oak Knoll Golf Course Improvements					$ 550,000	$ -	$ -	$ -	$ -
Lithia Park Improvements					$ 150,000	$ 150,000	$ -	$ -	$ -
Capital Outlay					$ 175,000	$ 175,000	$ -	$ -	$ -
General Maintenance (sinking/depreciation fund)					$ 422,545	$ 422,545	$ -	$ -	$ -
ICC Irrigation Control					$ 100,000	$ 100,000	$ -	$ -	$ -
PARKS & RECREATION					**$ 6,911,210**	**$ 9,884,592**	**$ -**	**$ -**	**$ -**
TOTAL CIP OVER TIME					**$ 39,639,864**	**$ 75,796,996**	**$ 29,574,286**	**$ 9,666,000**	**$ 11,888,490**
					FY24	FY25	FY26	FY27	FY28

Council Study Session

March 20, 2023

Agenda Item	City Facility Assessment and Capital Optimization Plan	
From	Scott Fleury PE	Public Works Director
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☒ Request for Direction ☐ Presentation ☒	

SUMMARY

Before the Council is an assessment of some City Facilities and overview of the asset management program. The City Manager requested staff begin performing high level assessments of occupied facilities in order to provide the Council with an understanding of the current facility issues and deferred/unfunded maintenance requirements. The assessment focuses on staff occupied buildings within the City's overall inventory.

The assessment was performed by existing staff (Facility, Planning/Building/Fire) and does not represent a code level structural/seismic/ADA evaluation. A more formal assessment should and will be done as part of a Facility Master Planning process as was outlined in the 2021-2023 Biennium Budget.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:

- N/A

CEAP Goals: Buildings + Energy

- Climate and Energy Action Plan sections related to buildings and energy

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

BACKGROUND AND ADDITIONAL INFORMATION

The Facilities Division supports 132,473 square footage of building space from 29 buildings within the City's inventory. The focus for the Facilities Division is to provide adequate maintenance and evaluation for long-term safety and improvement needs for all City Facilities. Facilities maintenance and improvement functions are regulated by the Oregon Building Code and Ashland Planning Code.

The last Citywide Facility Master Plan was completed in 2008 (attachment #1). Since that time numerous changes have occurred in existing City facilities, including staff relocations, changes of use, building degradation from deferred/unfunded maintenance.

City staff performed a high-level facility assessment of occupied City Facilities and graded each facility with an overall condition score (A-F). The overall condition score takes into account the assessment criteria and any previous analysis performed and historic information retained by facilities staff. Major maintenance items for City facilities generally involve maintenance/replacement of HVAC systems, roofs and MEP systems. Minor

maintenance items for City facilities generally involve maintenance/replacement of interior/exterior painting, flooring, windows, doors, fixtures, lighting and office furniture.

Staff have developed an internal goal of keeping all occupied and publicly used facilities at a **C+ with corresponding necessary/regular maintenance**.

The assessment was focused on the components defined below. This assessment has been performed with the understanding that specific professional services will be required to provide a more formal analysis of structural systems relating to building loads (live and seismic), mechanical, electrical, plumbing systems (MEP) and Americans with Disabilities (ADA) requirements. Future formal analysis will be part of a Facility Master Planning process (see below).

The buildings were review against the following:

1. Exterior Systems (Security, Lighting, Roofing, Finishes, Paving, ADA)
2. Interior Systems (Heating, Ventilation, Air-conditioning, Mechanical, Electrical, Plumbing Systems, Finishes, Furniture)

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

Asset Management System:

The City utilizes an asset management system to log and track asset information. This system can be customized for data sets associated with infrastructure (pipes, lift stations, pumps, generators, signage, striping, vehicles, etc.). There is also a facility module that can also be used for buildings/facilities with assets information associated with all building systems (mechanical, electrical, plumbing, HVAC, roofing, paint, windows, etc.). All of these components can be defined as an asset class in the database and tracked throughout their life. In addition to tracking the asset, the software can develop maintenance schedules for recuring maintenance tasks, gauge facility and asset performance and assist in proactively planning for upgrades and repairs. This allows the City to track its individual assets and project life cycle replacement time frames and develop associated replacement and maintenance costs for budgeted purposes.

Starting the building assessments has generated data sets for the facilities analyzed to date that have/will be incorporated into the asset management system. The Facility Optimization and Master Plan process will also be utilized to develop itemized conditional assessments of facility components and that information will be tracked as well.

Building Code and Zoning Requirements:

All new non-residential structures and additions in any zone require Site Design Review approval. Government offices, emergency services buildings, and public and quasi-public utility and service buildings require Site Design Review in the city's commercial zones (**C-1, C-1-D, E-1 and M-1**) and require Conditional Use Permit approval in addition to Site Design Review in single family residential zones (**R-1, R-1-3.5, RR and WR**). Government offices, emergency services and public and quasi-public utility and service buildings are not permitted in multi-family residential zones (**R-2 and R-3**). Public service yards, such as the Public Works yard, are allowed with Site Design Review in the E-1 and M-1 zones, and with Site Design Review and Conditional Use Permit approval in the R-1 and R-1-3.5 zones. Public service yards are not allowed in R-2, R-3, RR, WR and C-1 zones. Under current codes, cemeteries are only allowed through Site Design Review and Conditional Use Permit approval in the RR zones and are not permitted elsewhere.

Building Assessments (completed):

The individual assessments and associated information are all part of the attachment section. The below facilities gradings do not include Parks and Recreation facilities at this point. Parks and Recreation has initiated efforts to assess and grade each of their facilities and will incorporate their findings when completed into the Asset Management System.

Acronyms: HVAC – Heating, Ventilation, Air-conditioning

MEP – Mechanical, Electrical, Plumbing Systems

ADA – Americans with Disabilities

AFN – Ashland Fiber Network

Community Development – Condition Score B

The Community Development Building houses the Planning, Building, PW Support, Conservation and GIS Divisions. The building was renovated after the City purchased it in 1998 and is in fairly good repair. The building has no known structural issues and functions as a general office with conference rooms open for public access during business operational hours. The HVAC system is reaching the end of its useful life and is one of the major components that will need to be replaced within the coming years.

City Hall – Conditions Score F

City Hall houses the Administrative, HR and Legal functions for the City currently. City Hall has had multiple structural analysis performed on the facility and been part of numerous rehabilitation and replacement studies done over the past few decades. There are known seismic structural deficiencies and the general interior, exterior features and fixtures are well past their useful life (HVAC, MEP, ADA).

Community Center – Condition Score F

The Community Center is a community use facility the Parks Department managed and rented out for community events. The building has had structural analysis and code related evaluations performed over the years and is currently part of a rehabilitation design process in progress. There are known structural and ADA deficiencies.

Pioneer Hall – Condition Score D

Pioneer Hall is a community use facility that is currently utilized on a rental basis and managed by the Parks Department. The building has had structural analysis and code related evaluations performed over the years and is currently part of a rehabilitation design process. There are known structural and ADA deficiencies and some MEP systems are past their useful life.

Service Center (ID #58) – Condition Score B-

The service center (#58) is the primary location of the City's general operations (AFN, Electric, Water, Streets, Purchasing). There are no known structural deficiencies of the building, but the HVAC system for AFN is in-adequate and in the process of being upgraded. The fuel island will also soon need to be replaced.

Street/Fleet/Facilities (ID# 73) – Condition Score C

Building #73 houses employees in the Street, Fleet and Facilities Divisions. The structure has no known structural deficiencies, but the facility will require major maintenance over the coming years (shop floor rehabilitation, hoist replacement, oil tank replacement, compressor replacement).

Grove (ID# 34) – Condition Score B+

The Grove (#34) houses Parks and Recreation staff along with recreation programs. The building had some major maintenance completed within it over the past 5-7 years including updated office space, electrical and installation of a backup generator. There are no known structural or major maintenance related issues for the facility. The parking lot (asphalt) for the Grove/Civic Center is in need of replacement.

Electric Storage (ID# 69) – Condition Score A-

The electric storage building has no known structural or major maintenance related deficiencies. This building primarily provides for storage of electrical system equipment. No employees are housed in this facility.

Civic Center – Council Chambers (ID# 63) – Condition Score D

The Council Chambers is utilized as a public meeting facility and for Courts related actions. Public meetings include City Council, Planning Commission and Parks Commission meetings. The facility is unreinforced masonry construction and is in need of major maintenance, specifically for the roof, MEP and HVAC systems.

Ashland Police Department (ID# 64) – Condition Score B

The Police Department houses all Police staff and went through a major renovation about a decade ago. It is in generally good repair.

Fire Station #1 (ID# 67) – Condition Score A-

Fire Station #1 houses operational and administrative staff for the Fire Department. Fire Station #1 is a newer City facility that is well maintained and does not have any known significant structural or major maintenance related issues.

Fire Station #2 (ID# 68) – Condition Score B+

Fire Station #2 houses operational and administrative staff for the Fire Department Fire Station #2 is a newer City facility that is well maintained and does not have any known significant structural or major maintenance related issues.

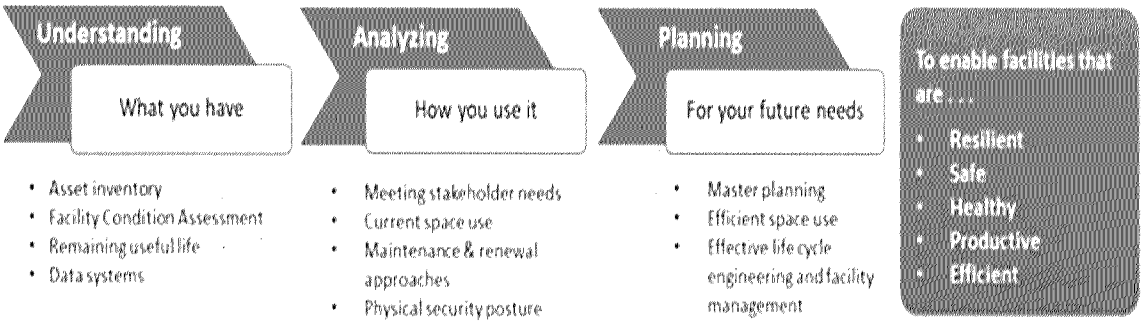
Mountain View Cemetery (ID# 24) – Condition Score C+

Mountain View Cemetery is where Cemetery Division staff are housed. The facility is in generally good repair.

Facility Optimization Program and Master Plan

As part of the 2021-2023 Biennium Budget Process staff requested appropriations to begin a Facility Optimization and Master Planning Process along with improving the function of city facilities. Staff has drafted a Qualifications Based Selection document to be utilized in obtaining specialized consultant services that can perform facility assessments, recommend space needs updates and programming. The document is attached (#2).

Facility Optimization Program (CIP Narrative):
Facility Optimization Project(s) are meant to improve current city building functionality from both a basic operational standpoint, but also provide better public meeting space and improved customer service interactions. Project improvements would be designated from performing an updated Facility Planning, Space Needs and Optimization Plan. The plan will look at City operation functionality within each public building and recommend structural changes that could include changing and combining divisions, and improving public meeting spaces and customer service locations that might lead to the ability to divest in some City owned buildings.



FISCAL IMPACTS
In the 2017-208 Biennium Budget $1.7 million in ending fund balance monies within the Facility Fund was transferred out to be utilized as payment for PERS increases. This money was paid by all facility users as a facility use fee to be utilized for building maintenance and improvement. With this significant reduction in available funding the Facilities Division has been focused on a system wide triage approach of "keeping things operating" and not investing in significant capital maintenance or improvements for City Facilities. Many City facilities even at the time of the funding reduction were falling behind from a maintenance standpoint due to a lack of necessary staffing support. The goal of the optimization program would be to provide for targeted improvement to City facilities and development of a sinking fund for the replacement of major equipment and facility system needs for the long term.

BN 2017-2019 and BN 2019-2021 Budgets:

Public Employees Retirement System (PERS): The state (and nationwide) issues surrounding public employee pension liabilities created a massive challenge to legislatures and those pursuing a legislatively sound solution that would stand up to almost certain court challenges. Specifically affecting the City of Ashland, the blended BN 2017-2019 PERS rate was 20.4%, an increase of $2.2 million from the 2015-17 budget. Of the $2.2 million, $1.76

million was due to rate increases on state-wide existing benefit liability. The remaining (and much smaller) portion of the increase of $450,000 was attributable to the City's then current employee-based benefits.

The BN 2019-21 budget balanced the Central Service Fund with a $1.7 million transfer from the Facilities Fund ending fund balance from BN 2017-19. The use of this or similar one-time revenue source transfers has not continued since the BN 2019-21 Budget. Finally, the Central Service Fund ending balance has not been replenished resulting in the ongoing deferred maintenance issue currently facing the city.

2023-2025 Biennium Budget:

The true fiscal impact for all facility needs is yet to be determined and is dependent on prioritizations of building improvement breadth and depth. The preliminary and continued formal facility assessments as part of a planning study will assist in development of estimated project costs and priorities. As part of the City Facilities Capital Improvement Plan, staff will be working to identify funding to appropriate for deferred and unfunded facility maintenance activities with the expectation to build this fund component up over time to actively improve specific facilities and provide for ongoing maintenance.

DISCUSSION QUESTIONS

Does the Council have any questions regarding the Facility Assessment Process, or recommenced Master Planning process?

Does the Council have any questions regarding asset management?

SUGGESTED NEXT STEPS

Next steps include finalizing the Facility Master Plan and Optimization document and soliciting for consultant services. Continuation of assessments of each building information profile in the asset management software system for each facility and its major components.

REFERENCES & ATTACHMENTS

Attachment #1: 2008 Facility Plan
Attachment #2: 2023 Facility and Optimization Master Plan – Qualifications Based Selection
Attachment #3: City Building Assessment Reports

- City Hall
- Community Development
- Community Center
- Pioneer Hall
- Service Center
- Electric Storage
- Street/Fleet/Facilities
- Grove
- Civic Center/Courts
- Police Department
- Fire Station #1
- Fire Station #2
- Mountain View Cemetery

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

30 JUNE 2008

ORW
OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

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City of Ashland Facilities Master Plan Committee Report

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TAB 1

Ogden Roemer Witterson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

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City of Ashland Facilities Master Plan and Updated Space Needs Analysis

Part 1 - Introduction

Background

During the 2007-2008 fiscal year budget process, the Ashland City Council directed that major facility improvements be put on hold, pending the development of an updated Facilities Master Plan and Space Needs Analysis. ORW Architecture of Medford was selected to assist the city in this process, working in conjunction with the Community Facilities Master Plan Committee.

In 1993, the City convened an Ad Hoc Space Needs Committee to address concerns over the locations of city facilities, overcrowding of staff at various sites, the desire to maintain a viable presence in the downtown area, and to make recommendations on future space needs for the City. The Space Needs Analysis was updated in 1999, and many of the recommendations have since been addressed through new or renovated facilities.

The city faces similar issues today, and many of the prior recommendations are still valid. Additionally, there are new concerns related to an expanding employee base, their functions at various facilities, and the ability to combine and/or share spaces. Most of all, this Facilities Master Plan must look at overall needs with a long-term vision, in order to develop a Master Plan that will serve the city well into the future.

Intent and Purpose

The intent of the new Facilities Master Plan is to guide the city in the effective use of its properties, and to provide a strategic vision for the development of current and proposed properties.

The stated purpose of the Facilities Master Plan is multi-fold:

1. Update the Space Needs Analysis conducted in 1993 and updated in 1999, including:
    a. An evaluation of current locations and their proximity to other departments and City functions, future staffing, and growth expectations for the next 10 to 20 years.
    b. An exploration of various options to meet these needs, in conjunction with city staff and the Community Facilities Master Plan Committee.
2. Evaluate the physical location of all City facilities with regard to their current and potential best use, including under-utilized and undeveloped properties in the City's portfolio of real estate assets.
3. Evaluate duplication of services, identify pros & cons of combined uses, and make recommendations for or against combining these uses.
4. Conduct Open Houses / Community Meetings to solicit community input and to discuss the proposals and their impact on the community.

Additionally, ORW Architecture emphasized the critical importance creating a Master Plan that would be implemented, rather than just "gathering dust" on a shelf. ORW also noted that the Master Planning process should be driven by the Community Facilities Master Plan Committee. The role of the consultant was to facilitate of the process, document the existing conditions, gather information from the stakeholders and user groups, and develop options for further exploration by the committee.

Acknowledgement of Community Facilities Master Plan Committee

ORW Architecture acknowledges the key role played by the following members of the Community Facilities Master Plan Committee, and extends its appreciation for their commitment and dedication to the Facilities Master Planning process:

City Staff:
- Ann Seltzer (project manager)
- Mike Broomfield
- Joe Franell
- Mike Morrison, Jr.
- Jim Olson
- Lee Tunenburg
- Keith Woodley

Citizens-at-Large:
- John Fields
- George Kramer
- Don Mackin
- Dale Shostrom
- Carol Voison

City Council:
- Alice Hardesty

Thanks to the input, enthusiasm, dialogue, and creativity of these committee members, this Facilities Master Plan will serve the City of Ashland for years to come.

TAB 2

Ogden Roemer Wilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

Executive Summary

The process of creating an Updated Facilities Master Plan for the City of Ashland yielded valuable information about the ways in which existing city facilities are outdated, undersized, or otherwise ill-suited for their current and future use. In particular, most city departments expressed a need for additional storage of all types, additional meeting space, and improved proximity to other city departments and functional groups with which they interact on a regular basis.

This Master Plan provides for three variations in its implementation, to address the current fiscal realities facing the city. The following options will provide the city with a wide range of possibilities, based on fiscal realities, long-term Council goals, and real estate variables.

The three options are described in detail later in this report, and can be summarized as follows:

Option 1- Reuse and or redevelopment:
This option involves the relocation of various city functions, allowing for phased implementation. However, with multiple small projects and inflation factored in, this piecemeal approach actually costs more in the long run.

Option 2 - Limited expansion / remodel and new development:
This option relies upon redevelopment of the Civic Center property, in conjunction with renovation of other properties.

Option 3 - Exploration of entirely new structures:
This option involves the total replacement of several existing facilities with new buildings that are designed to meet current and future needs. The existing buildings will be re-purposed to accommodate other uses for which they are better suited.

These options run the gamut from conservative to aggressive. Option 1 is the most conservative approach, and provides only interim solutions to the city's overall facilities needs without significant capital expenditures. Option 3, on the other hand, is the most aggressive approach, and provides a more long-term solution with the associated significant capital improvement costs. Option 2 combines elements of the other two options, and is included as a compromise solution that addresses long-term facilities needs with more modest capital expenditures.

The members of the Facilities Master Plan Committee that created this report consciously decided not to recommend any of these options, but rather to present all three options as viable alternatives. The committee felt that the final selection of an option should rest with the City Council, so that an option can be selected within the larger framework of budgetary realities, public support, and council goals. It is important to note that the committee finds merit in all three of these options, but defers to the city council's judgment and guidance in both the selection and implementation of an option.

As part of its original charge from the city, OgdenRoemerWilkerson Architecture is pleased to make a recommendation that supports our professional opinion of the option that best suits the city's needs. Our recommendation also reflects ORW Architecture's commitment not only to the Master Planning *process*, but also to the successful *implementation* of the Facilities Master Plan.

This recommendation is based on an objective evaluation of the three options from a cost / benefit standpoint, and does not take into account the limiting factors of popular opinion, political climate, or current financial constraints. Rather, this recommendation provides a starting for further consideration by the City Council.

Consultant's recommendation

OgdenRoemerWilkerson Architecture encourages the Ashland City Council to consider option #2. The placeholder in the Capital Improvement Project Budget designated for the construction of a new storage building would provide sufficient funds to address many of the immediate needs of the downtown departments, which in turn would create the swing space needed to vacate the spaces while construction is underway. This money will be invested in improving existing facilities, and the needed storage will now be provided on site. The Grove will be remodeled to house Finance and its athletic space converted to a large group presentation and meeting space.

The departments now located at the Civic Center ultimately will be housed in facilities more suitable for their technical functions. The proposed new development at the Civic Center can be achieved in two phases, allowing the Police Department to remain operational while half of the addition is constructed. After the first phase is completed, the Police department will be able to move into the new space while the second phase is constructed.

The Civic Center site included in Option #2 provides more flexibility for development compared to a downtown site. Also, this site will not reduce the availability of parking spaces in the downtown core. The Council Chamber and Courts function can be relocated temporarily to the Grove's new meeting facilities while renovation of City Hall is underway. All other departments will be unaffected during the course of construction.

Upon completion of the new Civic Center Building, the employees of the Electric Department and Information Technologies can vacate the warehouse, thus opening up additional space for the Yard's storage needs.

Although this plan does not create the optimum space requirements of the Yard, it does create substantially more storage space there. This central location maintains more efficient travel throughout the city and reduces staff time by consolidating all the city's Yards onto one site. This solution also eliminates the need for extremely costly land acquisition and the site development costs associated with the relocation of the yard.

The floor plan and site plan developed previously for Fire Station # 2 represent a valid solution. We recommend that the building design and materials be simplified as a way to reduce costs, yet maintain durability. This design should relate to the neighborhood context rather than the more costly civic vernacular of the city's downtown buildings.

TAB 3

Ogden Roemer Wilkerson
ORW
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

Description of Master Planning Process:

In developing the Updated Space Need Analysis and Facilities Master Plan, ORW Architecture and the Community Facilities Master Plan Committee utilized the following process:

1. Analysis and documentation of existing facilities, (many facilities drafted up from plans provided by the city, not actually as-built measured)
2. Interviews with department heads to development needs and define existing constraints. Questionnaires distributed to all staff. Information gathered and returned to department heads for confirmation of information.
3. Programs developed and reviewed with department heads
4. Conceptual plans generated to verify spaces will fit into designated spaces, these plans not intended to suggest the actual layout of what might be designed, rather verify the program elements can fit into the designated buildings. Plans distributed to dept heads for confirmation of layout.
5. Committee roles and input
    a. Facility and Property tours
6. Community input
    a. Open houses May 12, 13, 15th.
7. Council review and approval

TAB 4

Ogden Riener Wilderson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

EXISTING CONDITIONS

ORW
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Architecture AIA
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CITY OF ASHLAND
FACILITIES MASTER PLAN

Space Needs Analysis - Existing conditions (each department)

During the process of interviewing city staff and department heads, a number of comments were voiced on a recurring basis. These concerns and priorities from each of the departments are summarized below:

1. Administration
   a. Difficult for the public to find and access
   b. Limited to constraints of building
   c. Not enough conference / meeting space
   d. No room for flexible stations
   e. Must remain downtown

2. Administration/Council
   a. Larger area for public in Council Chambers required. Often exceeds occupant load.

3. Admin/Legal
   a. Security and separation needed at "reception"
   b. Constantly directing public to other departments
   c. Visual screening needed for confidential subject matter on monitors
   d. Better office layout/access and privacy required

4. City Recorder
   a. Additional work space needed for public
   b. Additional records and storage needed, compliance with state regulations mandates this.
   c. Must remain downtown, easily accessed by public

5. Electric
   a. A sizeable square footage of the electric department's area has been re-allocated to Information Technologies. Work stations have been lost due to this reduction in area.
   b. Clear sense of entry and reception needed for public. This would also serve as a security control.
   c. Increased "yard" area needed for material and vehicle storage.

6. Finance
   a. Conference/Meeting space needed
   b. This department could relocate out of the downtown area.

7. Finance Courts
   a. Security separation required
   b. Additional office/work space needed

8. Fire
   a. Fire station #2 is the departments highest priority
   b. Previous space needs analysis factored into this study at this time. Should this program be re-evaluated due to public concern?
   c. Location on or very nearby existing location critical to maintain response times.

9. Information Technologies
   a. Strong need for additional work stations and size to accommodate technical work more efficiently.
   b. To relocated Head end would be extremely cost prohibitive, it should remain in current location.
   c. Strong potential for future growth of this department.
   d. Security/ public reception and control desired.
   e. Department is currently fragmented within the existing facility due to space available
   f. Additional conference/meeting space needed.

10. Maintenance
   a. Additional space needed for sign shop and welding area
   b. Additional space needed for vehicle parking
   c. Better security needed for access to the yard

11. Parks
   a. Park facilities for the most part are in good shape and function well
   b. Additional space for a new outside classroom and work stations needed in the North Mountain Park Nature Center
   c. Replacement bathrooms needed for Sherwood Park (Adj. to fire station #2)
   d. Need for Brides Room / Green Room in the community center
   e. Distributed maintenance shops throughout the community work well, the Lithia park maintenance facility could be relocated as long as it remained within this general section of town.

12. Planning & Building – Community Development
   a. For the most part, because of a relatively new building, designed for them, this department's facility works well.
   b. Need for re-organization of workspace locations to reduce department fragmentation
   c. Desire to remain in the downtown location
   d. The conference rooms are constantly being used by outside departments and committees and are often not available for Com Dev use.

13. Police
   a. This department has substantially outgrown the current facility. Additional space for detectives and sergeants needed. Currently 5 or 6 people occupy areas designated for two work stations.
   b. Briefing and Training areas do not meet the functional needs.
   c. Confidentiality screening needs to be provided at record's stations.
   d. Additional interview rooms and better public circulation to these rooms are needed.
   e. Additional storage areas are needed for both evidence and general.

14. Public Works
   a. The Community Development building works well for the department. However, a few work stations have been lost to adjacent planning/building department needs this area is still needed.
   b. The waste water treatment plant has no specific needs at this time.
   c. There are no needs for the water department at the yard at this time
   d. The yard should be relocated to a larger lot (10+ acres ideal). This lot can be located anywhere in town, preferably away from residential neighborhood. The site should be free from any weather or flooding challenges.

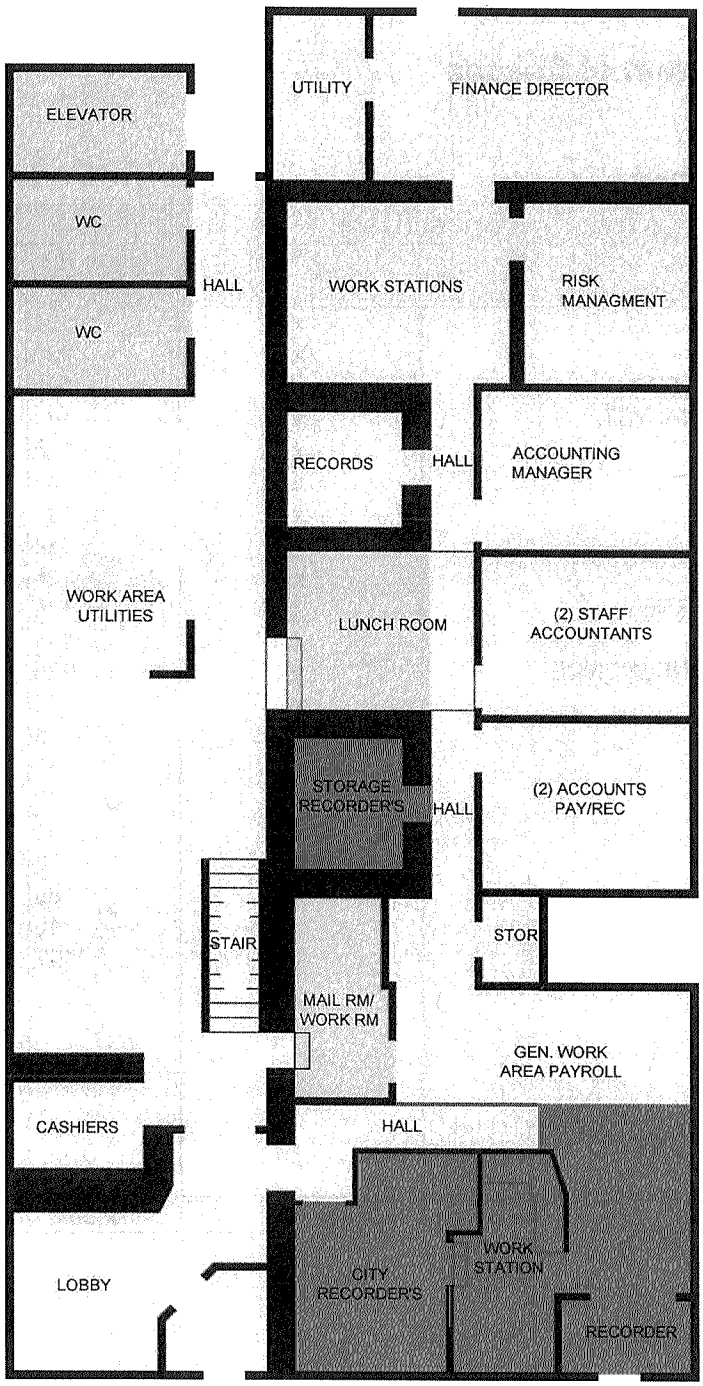
City of Ashland Program of Spaces

Building 1 City Hall

First Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	CITY RECORDER'S	x	155	
100	LOBBY	x	229	
102	WORK STATION	x	100	
103	GEN. WORK AREA PAYROLL	x	369	
104	MAILROOM/WORK ROOM	x	87	
105	WORK AREA UTILITIES	x	898	
106	STORAGE-RECORDER'S	x	150	
107	STORAGE	x	24	
108	(2) ACCOUNTS PAY/REC.	x	167	
109	(2) STAFF ACCOUNTANTS	x	159	
110	LUNCH ROOM	x	151	
111	RECORDS		134	
112	ACCOUNTING MANAGER	x	160	
113	RISK MNGMT	x	149	
114	WORK STATIONS	x	194	
115	RESTROOM	x	84	
116	RESTROOM	x	84	
117	ELEVATOR	x	84	
118	UTILITY	x	75	
119	FINANCE DIRECTOR	x	253	
120	HALL	x	72	
121	HALL	x	74	
122	HALL	x	39	
124	STAIR	x	48	
125	HALL	x	87	
	Finance			
	City Recorder			499
	Total Building Area		**4,026**	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED 461 SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 3,060 SF
- RECORDER 511 SF
- ADMIN
- CITY ATTORNEY
- CIRCULATION 196 SF

CITY HALL - 1ST FLOOR (20 EAST MAIN STREET) TOTAL SF: 4,228 SF EXISTING CONDITIONS

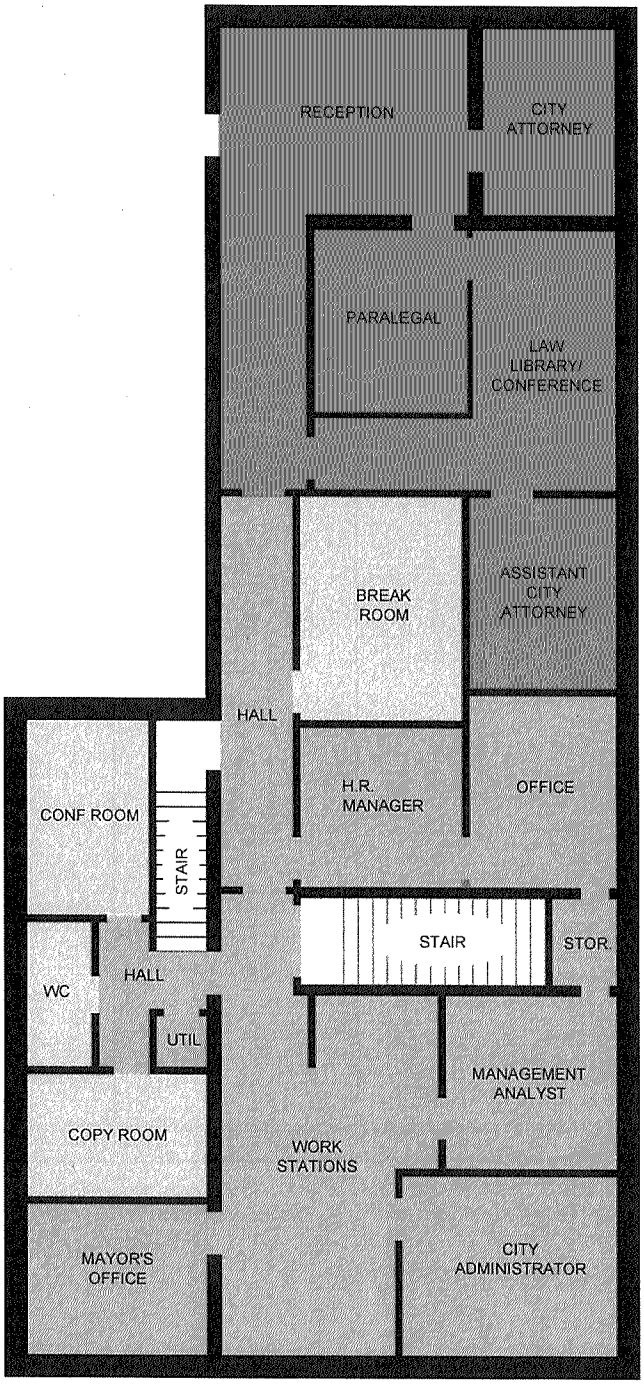
City of Ashland Program of Spaces

Building 1 City Hall

Second Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
200	MAYOR'S OFFICE	x	131	
201	WORK STATIONS	x	336	
202	CITY ADMINISTRATOR		188	
203	MANAGEMENT ANALYST	x	144	
204	COPY ROOM	x	106	
205	RESTROOM	x	45	
206	OFFICE	x	114	
207	H.R. MANAGER	x	124	
208	H.R. MANAGER	x	136	
209	ASST. CITY ATTORNEY	x	136	
210	BREAK ROOM	x	174	
211	LAW LIBRARY/CONFERENCE	x	235	
212	CITY ATTORNEY	x	120	
213	RECEPTION	x	338	
214	PARALEGAL	x	135	
215	STAIR	x	42	
216	STAIR	x	102	
217	HALL	x	51	
218	HALL	x	189	
219	UTILITY	x	13	
220	STORAGE	x	127	
	Total Building Area		**2,986**	



LEGEND

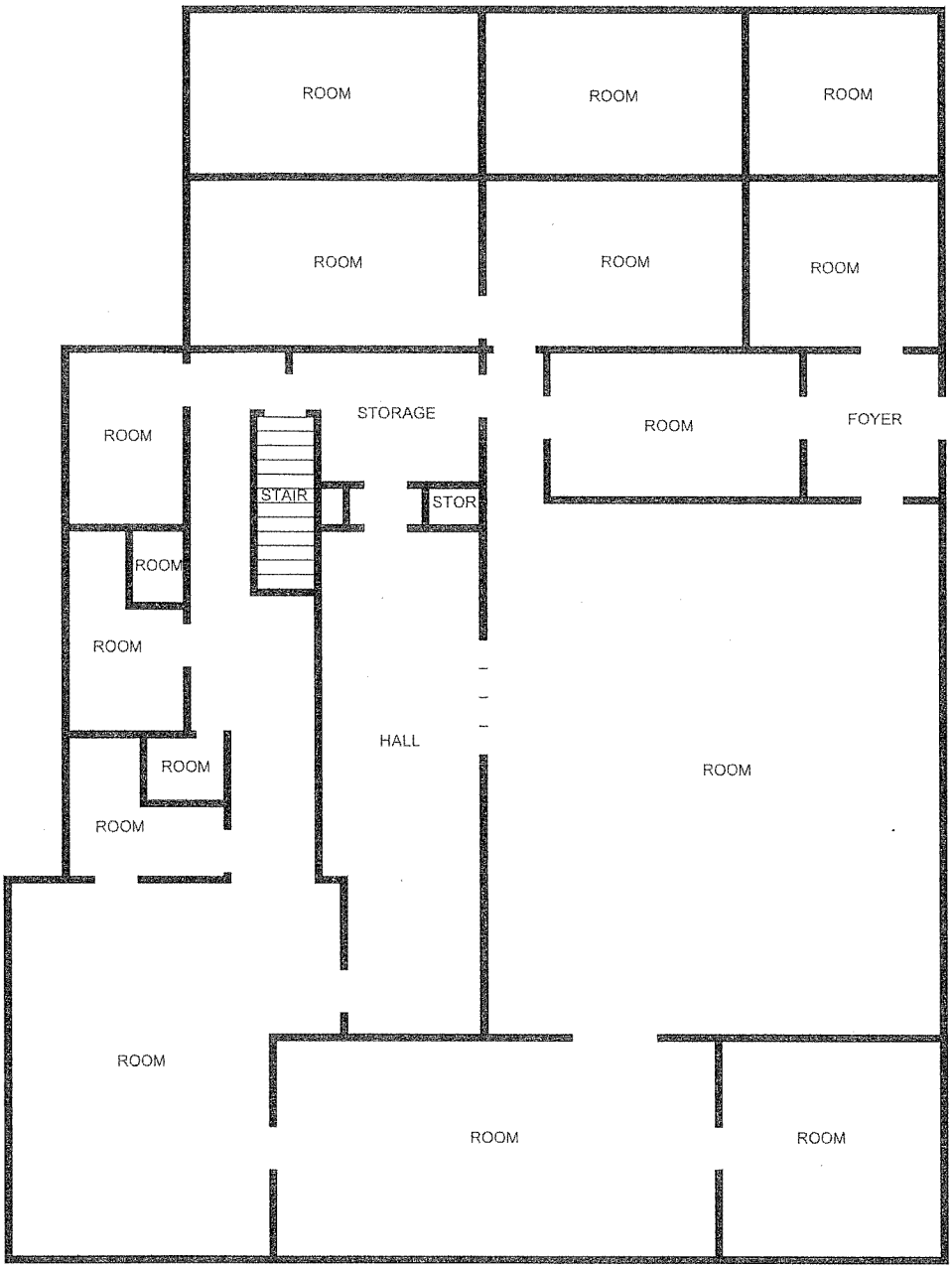
- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED 440 SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN 1,429 SF
- CITY ATTORNEY 1,021 SF
- CIRCULATION 234 SF

CITY HALL - 2ND FLOOR
TOTAL 3,124 SF
EXISTING CONDITIONS

City of Ashland Program of Spaces
Building 2 Community Center

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
121	FOYER	x	93	
120	ROOM	x	175	
119	ROOM	x	1217	
118	ROOM	x	230	
117	ROOM	x	460	
116	STORAGE	x	9	
115	STORAGE	x	4	
114	STAIR	x	48	
113	HALL	x	717	
112	ROOM	x	521	
111	ROOM	x	76	
110	ROOM	x	23	
109	ROOM	x	89	
108	ROOM	x	18	
107	ROOM	x	96	
106	ROOM	x	153	
105	ROOM	x	207	
104	ROOM	x	233	
103	ROOM	x	148	
102	ROOM	x	148	
101	ROOM	x	226	
	Total Building Area		**4,891**	

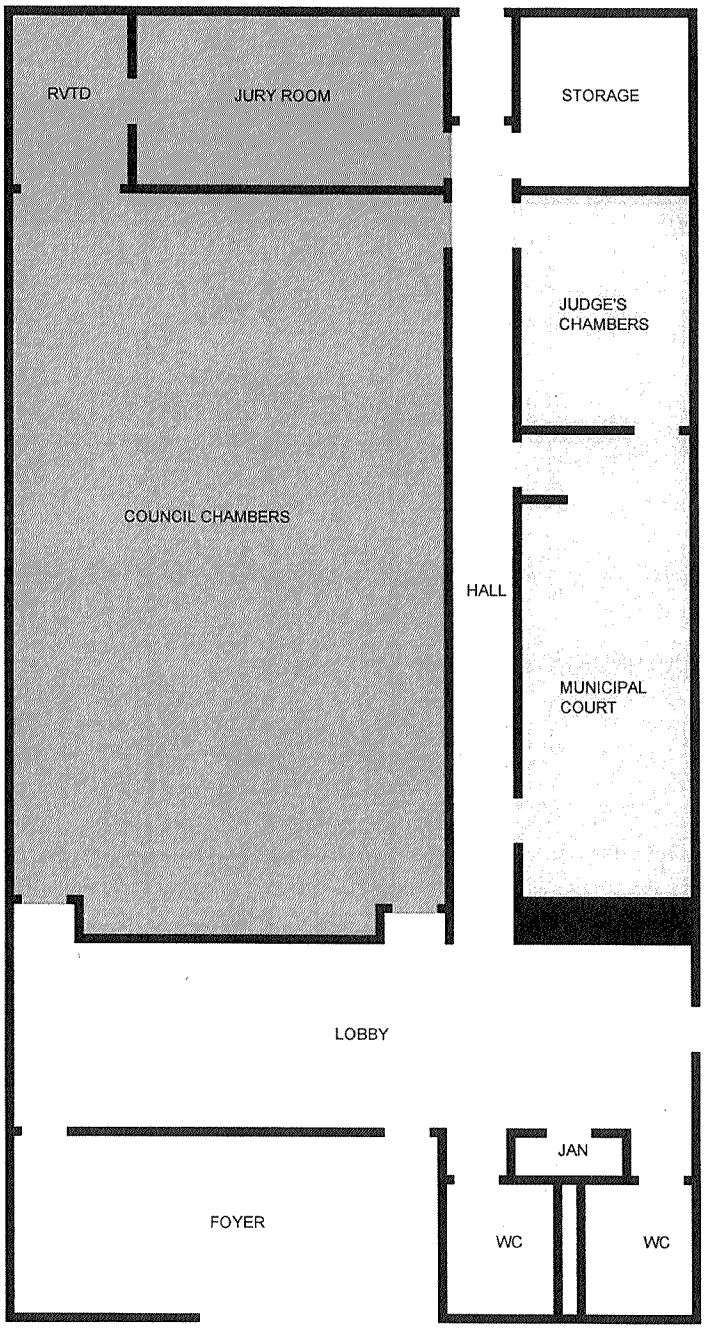


ASHLAND COMMUNITY CENTER

City of Ashland Program of Spaces
Building 3 Council Chambers

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
100	FOYER	x	316	
101	HALL	x	240	
102	RESTROOM	x	60	
103	RESTROOM	x	60	
104	JANITOR	x	18	
105	MUNICIPAL COURT	x	362	
106	JUDGE'S CHAMBERS	x	165	
107	STORAGE	x	121	
110	JURY ROOM	x	220	
111	RVTV	x	83	
112	COUNCIL CHAMBERS	x	1324	
113	LOBBY	x	570	
		x		
		x		
		x		
		x		
		x		
		x		
		x		
		x		
		x		
	Total Building Area		**3,539**	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION

ASHLAND CITY COUNCIL CHAMBERS (1175 EAST MAIN STREET) EXISTING CONDITIONS

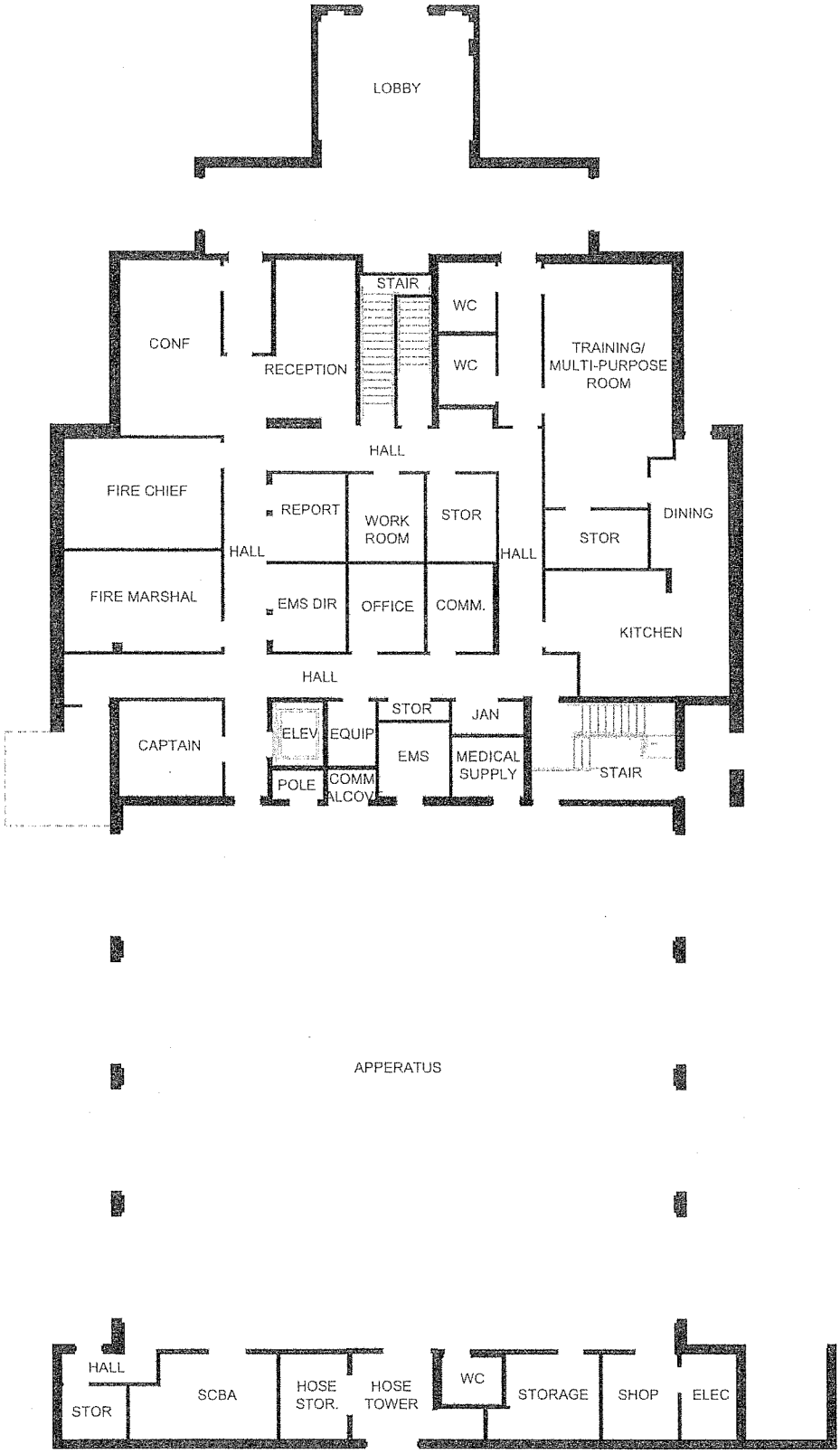
City of Ashland Program of Spaces

Building 4 Fire Station #1

First Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
106	FIRE MARSHAL	x	216	
107	CAPTIAN	x	135	
108	REPORT	x	89	
109	EMS DIR.	x	89	
109A	OFFICE	x	91	
110	HALL	x	152	
111	STAIR	x	148	
112	WORKROOM	x	91	
113	HALL	x	284	
114	STORAGE	x	83	
115	COMM.	x	79	
116	HALL	x	134	
117	MEN	x	54	
118	WOMAN	x	54	
119	TRAINING/MULTI-PURPOSE ROOM	x	414	
120	STORAGE	x	82	
121	DINING	x	133	
122	KITCHEN	x	301	
123	EQUIPMENT	x	42	
124	STORAGE	x	18	
125	JANITOR	x	31.73	
126	STAIR	x	194	
127	APPERATUS	x	4164	
128	MEDICAL SUPPLY	x	58	
129	EMS	x	72	
130	COMM. ALCOVE	x	23	
131	POLE	x	20	
132	HALL	x	40	
133	STORAGE	x	47	
134	SCBA	x	160	
136	HOSE TOWER	x	119	
137	TOILET	x	40	
138	HOSE STORAGE	x	117	
138	STORAGE	x	117	
139	SHOP	x	89	
140	ELECTRICAL	x	66	
141	ELEV.	x	44	
	Total Building Area		**8,091**	



FIRE STATION #1 - 1ST FLOOR
(455 SISKIYOU BOULEVARD)

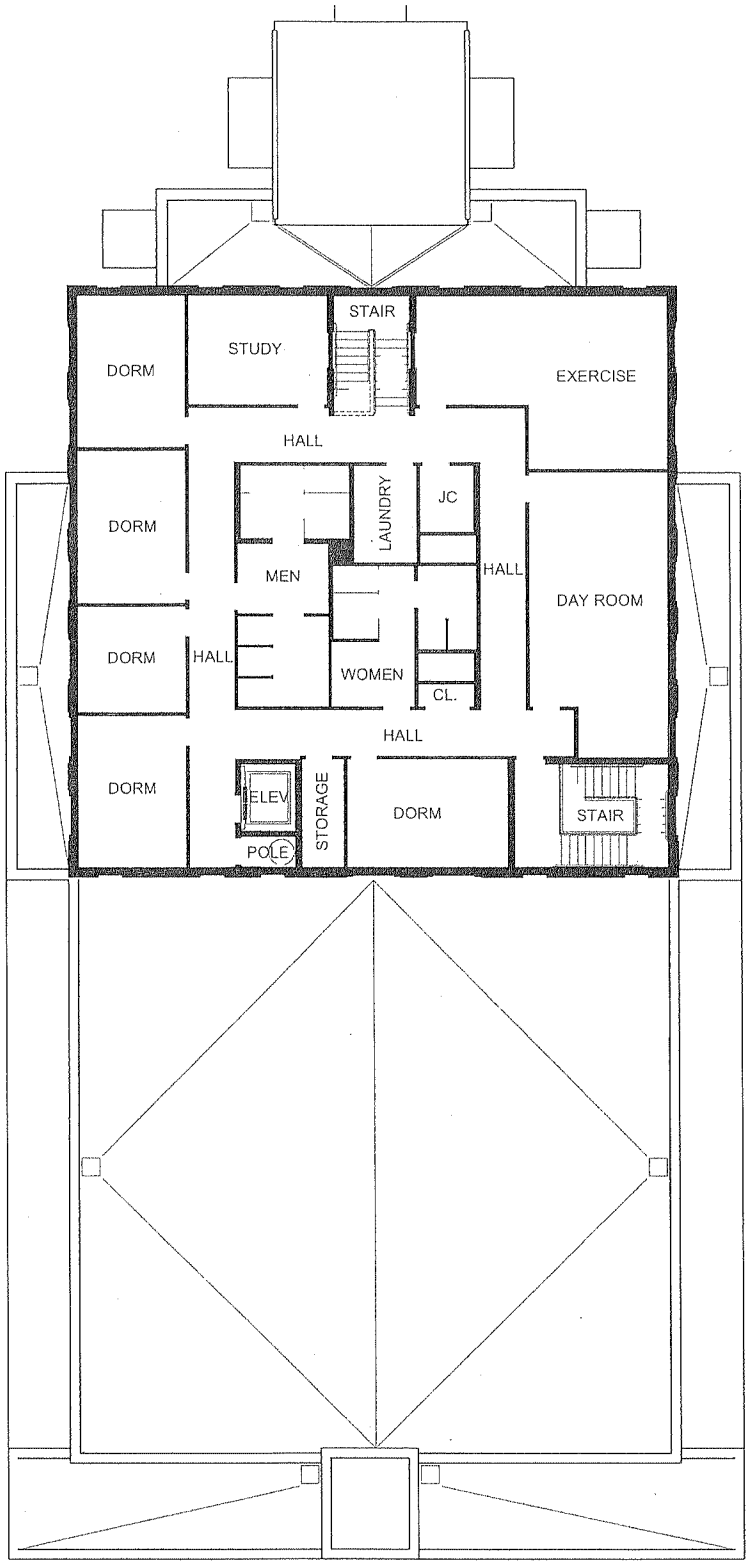
City of Ashland Program of Spaces

Building 4 Fire Station #1

Second Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
201	HALL	x	186	
202	EXERCISE	x	447	
203	STUDY	x	188	
204	J.C.	x	44	
205	LAUNDRY	x	75	
206	HALL	x	227	
207	DORM	x	202	
208	DORM	x	203	
209	DORM	x	141	
210	DORM	x	202	
211	MEN'S	x	284	
212	MEN'S	x		
213	MEN'S	x		
214	POLE	x	20	
215	HALL	x	198	
216	STORAGE	x	56	
217	DORM	x	214	
218	WOMEN'S	x	207	
219	WOMEN'S	x		
220	WOMEN'S	x		
221	CLOSET	x	16	
222	HALL	x	168	
223	DAY ROOM	x	458	
	Total Building Area		**3,536**	

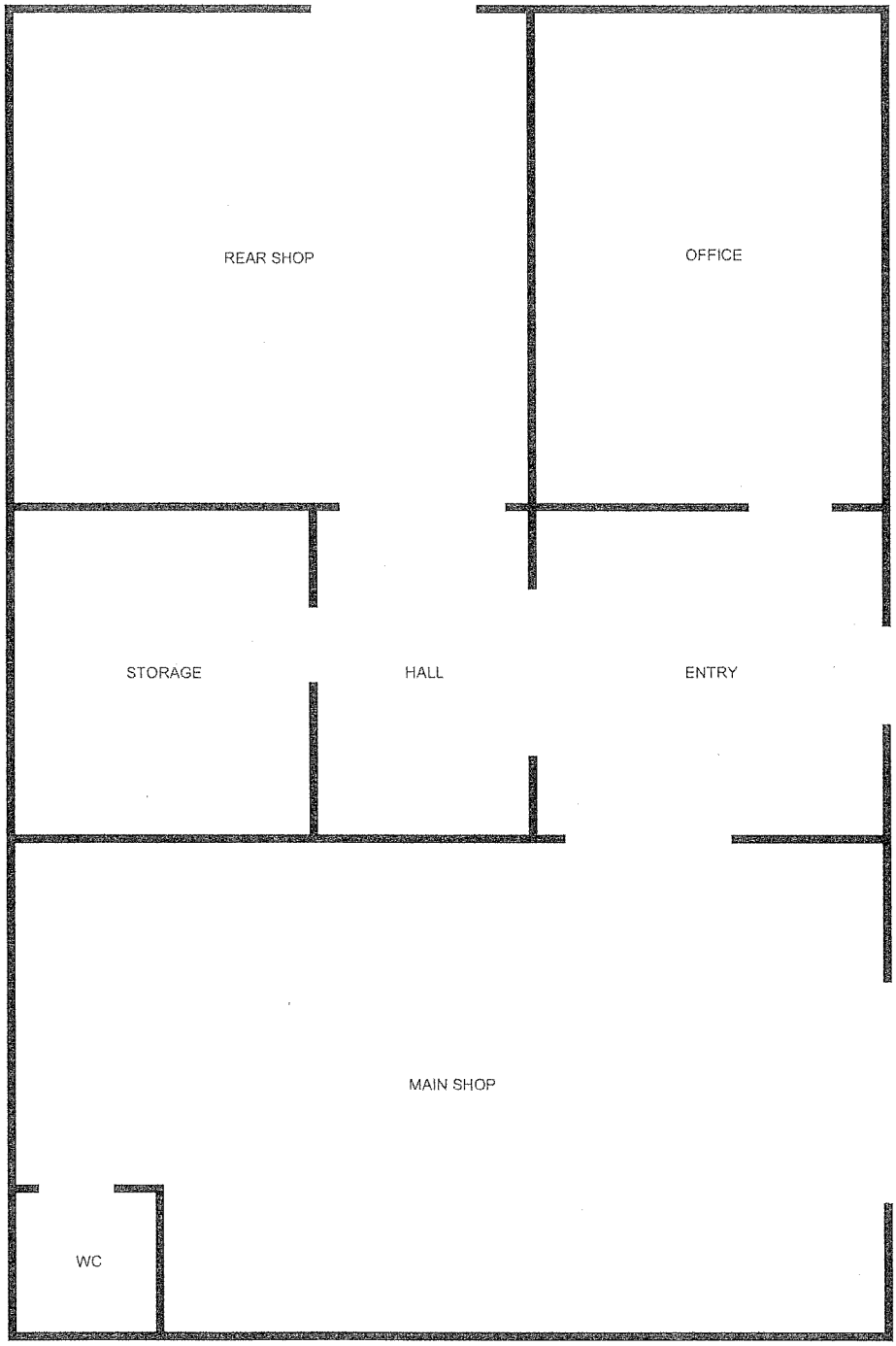


FIRE STATION #1 - 2ND FLOOR
(455 SISKIYOU BOULEVARD)

City of Ashland Program of Spaces
Building 5 Mountain View Cemetery

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	OFFICE	x	231	
102	ENTRY	x	154	
103	MAIN SHOP	x	545	
104	RESTROOM	x	28	
105	STORAGE	x	132	
106	HALLWAY	x	96	
107	REAR SHOP	x	342	
	Total Building Area		**1,528**	



MOUNTAIN VIEW CEMETERY
(440 NORMAL AVENUE)

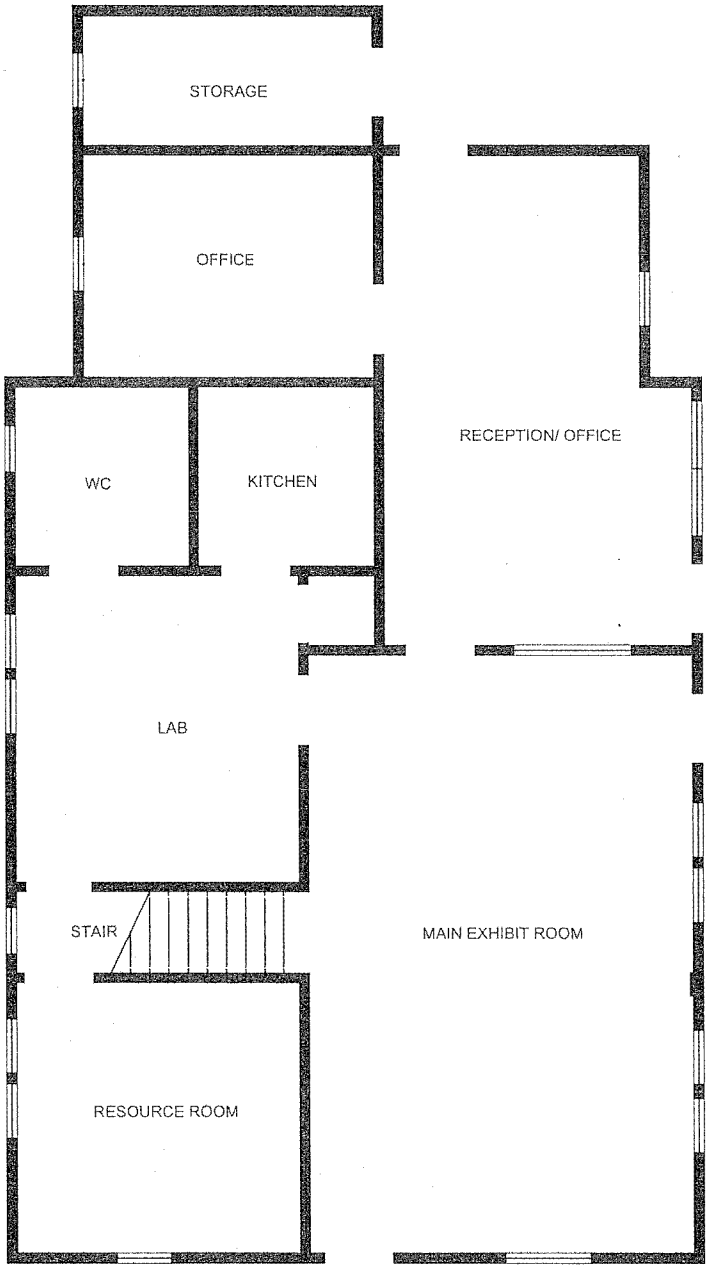
City of Ashland Program of Spaces

Building 6 N. Mountain Park Nature Center

First Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	RECEPTION/OFFICE	x	695	
102	MAIN EXHIBIT ROOM	x	882	
103	RESOURCE ROOM	x	515	
104	STAIR	x	172	
105	LAB	x	559	
106	RESTROOM	x	174	
107	KITCHEN	x	169	
108	OFFICE	x	352	
109	STORAGE	x	211	
	Total Building Area		**3,729**	



N. MOUNTAIN PARK
NATURE CENTER (FIRST FLOOR)

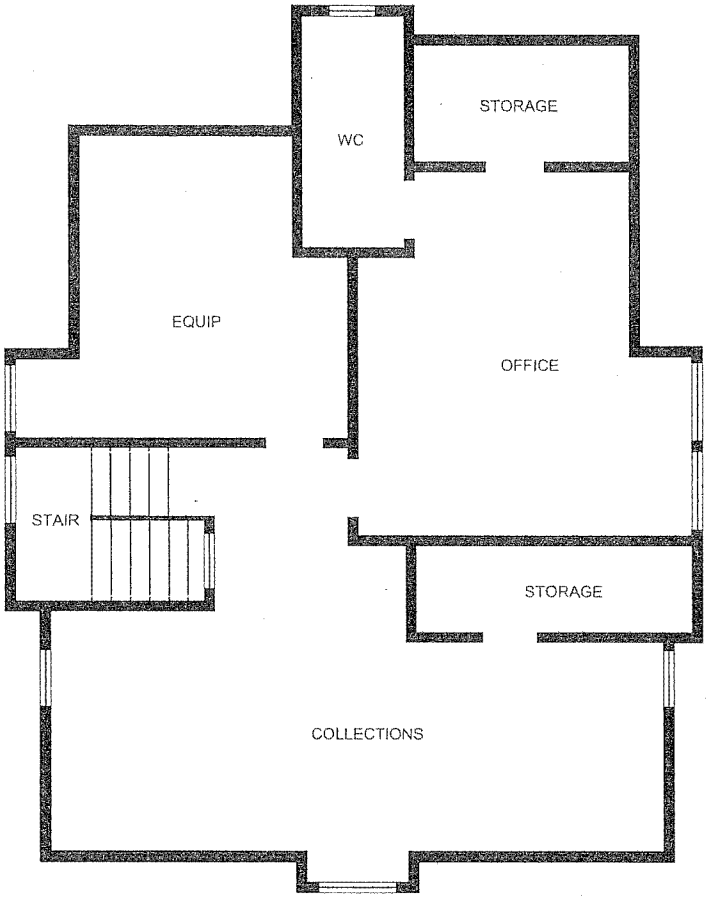
City of Ashland Program of Spaces

Building 6 N. Mountain Park Nature Center

Second Floor

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
201	STAIR	x	189	
202	EQUIPMENT	X	436	
203	RESTROOM	x	141	
204	STORAGE	x	128	
205	OFFICE	x	558	
206	STORAGE	x	173	
207	COLLECTIONS	x	918	
	Total Building Area		**2,543**	

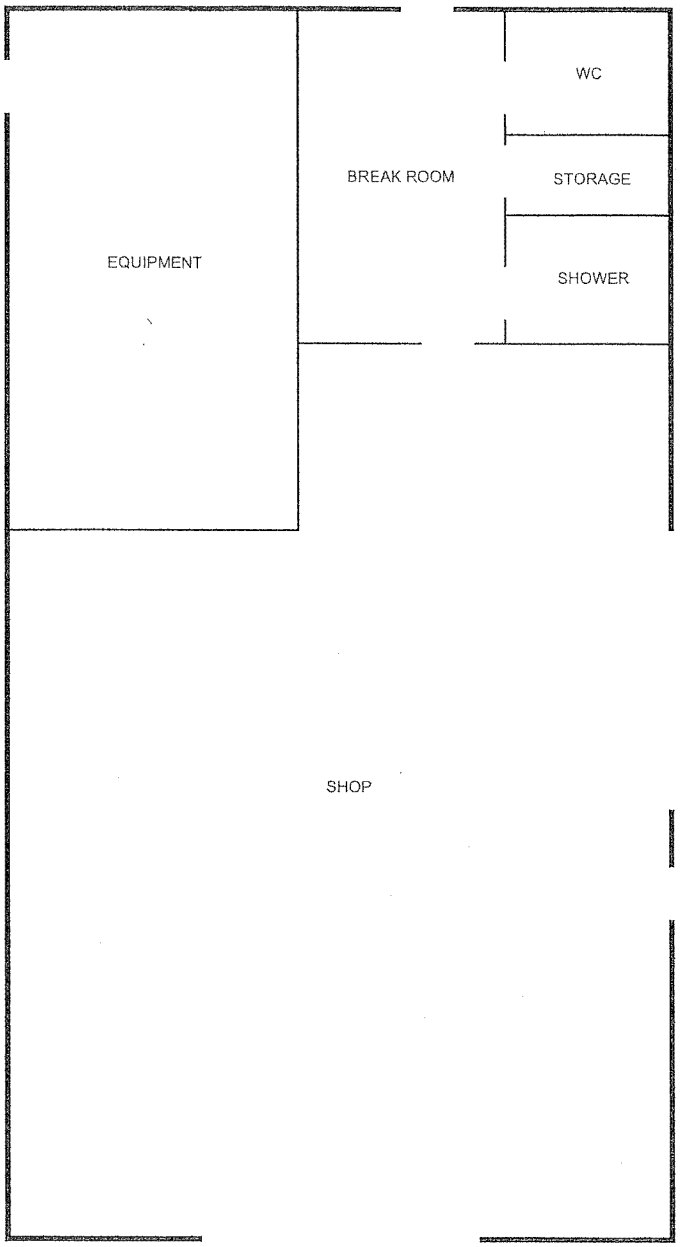


NORTH MOUNTAIN PARK
NATURE CENTER (SECOND FLOOR)

City of Ashland Program of Spaces
Building 6 N. Mountain Park Shop

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	SHOP	x	1800	
102	BREAK ROOM	x	230	
103	SHOWER	x	71	
104	STORAGE	x	44	
105	RESTROOM	x	69	
106	EQUIPMENT	X	504	
	Total Building Area		**2,718**	



NORTH MOUNTAIN PARK SHOP BUILDING
(450 N. MOUNTAIN AVE.)

City of Ashland Program of Spaces
Building 7 Oak Knoll Maintenance Shop

EXISTING BUILDING AREAS

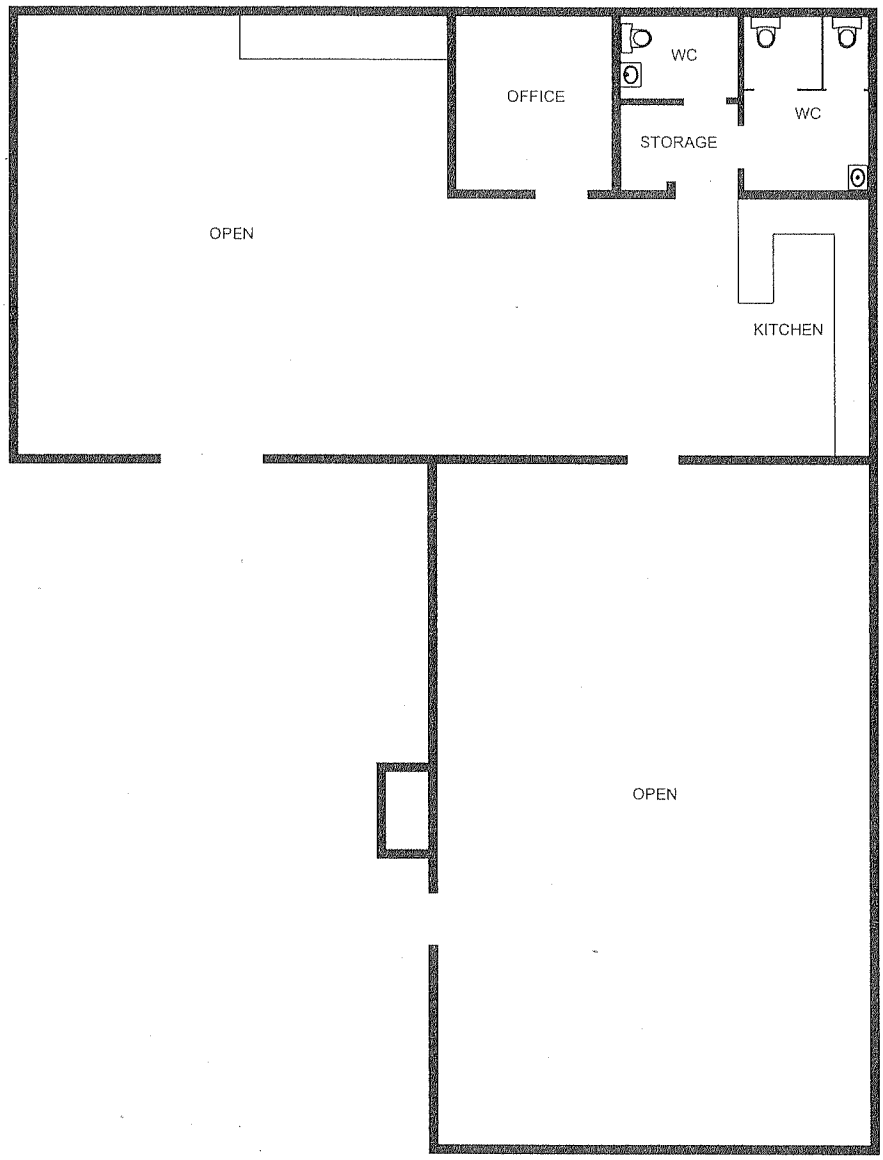
Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	HALL	x	155	
102	OFFICE	x	35	
103	BREAK ROOM	x	449	
104	LOCKER ROOM	x	248	
105	HALL	x	255	
106	OFFICE	x	259	
107	OFFICE	x	259	
108	HALL	x	177	
109	SHOWER	x	79	
110	RESTROOM	x	79	
111	RESTROOM	x	79	
112	GRINDING ROOM	x	306	
113	PARTS ROOM	x	296	
114	WELDING SHOP	x	475	
115	SHOP	x	2203	
116	WASH RACK	x	702	
117	WASHER ROOM	x	228	
118	MEN	x	43	
119	WOMEN	x	43	
120	TOOLS	x	43	
121	WOOD SHOP	x	518	
122	EQUIPMENT STORAGE	x	1581	
123	BAY	x	3963	
	Total Building Area		**12,475**	

OAK KNOLL GOLF COURSE MAINTENANCE SHOP
(3060 HIGHWAY 66)

City of Ashland Program of Spaces
Building 8 Pioneer Hall

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
100	OPEN		980	
101	KITCHEN		112	
102	OPEN		881	
103	OFFICE		90	
104	STORAGE		31	
105	RESTROOM		32	
106	RESTROOM		72	
	Total Building Area		**2,198**	

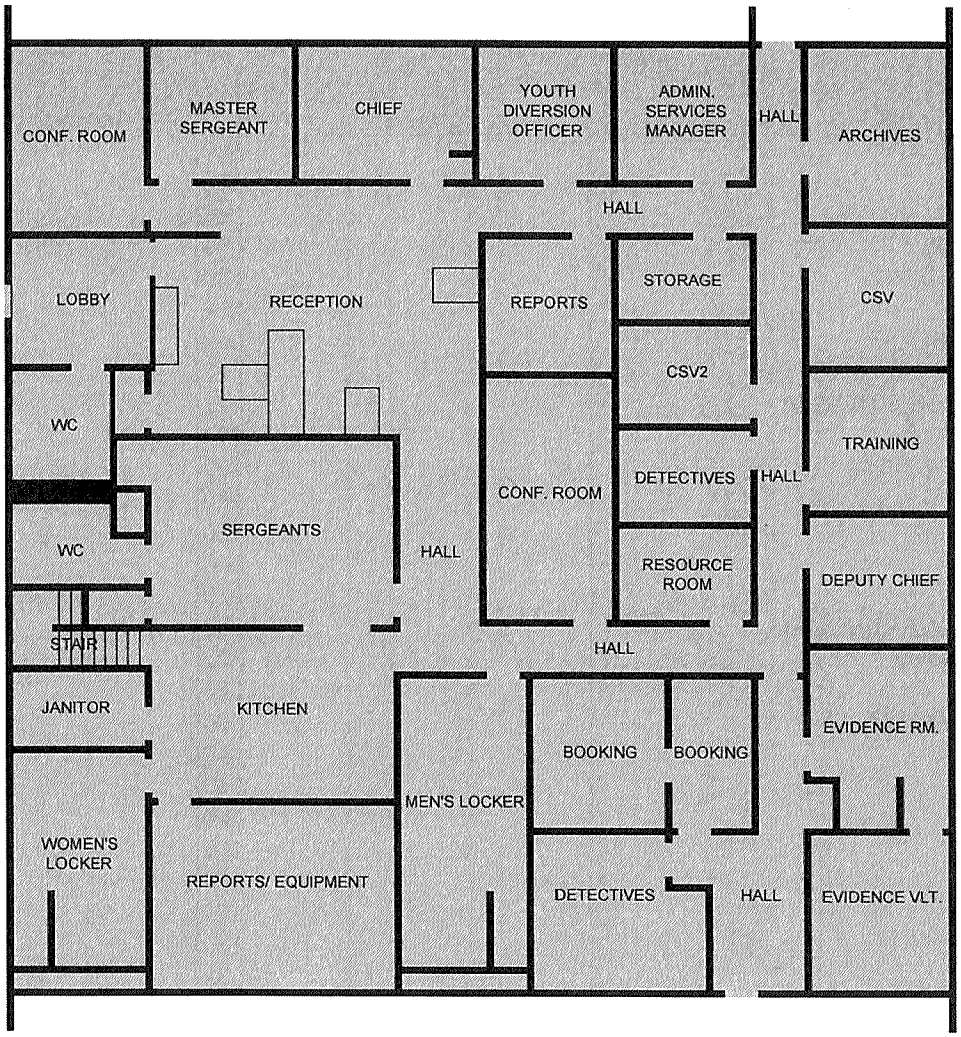


PIONEER HALL
(73 WINBURN WAY)

City of Ashland Program of Spaces
Building 9 Police Station

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
100	LOBBY	x	132	
103	RESTROOM	x	81	
104	RESTROOM	x	72	
105	STAIR?	x	69	
106	JANITOR	x	75	
108	WOMEN'S LKR. RM.	x	300	
109	REPORTS/EQUIPTMENT	x	336	
110	KITCHEN	x	305	
111	HALL	x	96	
112	SERGEANTS	x	348	
113	MEN'S LKR. RM.	x	113	
116	HALL	x	187	
117	BOOKING	x	91	
118	BOOKING	x	150	
120	DETECTIVES	x	186	
121	EVIDENCE VLT.	x	162	
122	TRAINING	x	144	
123	EVIDENCE RM.	x	173	
124	DEPUTY CHIEF	x	132	
125	HALL	x	152	
126	RESOURCE RM.	x	92	
127	DETECTIVES	x	92	
128	CSV2	x	98	
129	CSV	x	144	
130	ARCHIVES	x	180	
132	YTH. DIVERSION OFCR.	x	132	
133	STORAGE	x	81	
134	ADM. SERVICES MGR.	x	134	
135	HALL	x	160	
136	CHIEF	x	174	
137	MSTR. SGT.	x	141	
138	CONFERENCE RM.	x	184	
139	RECEPTION	x	606	
140	HALL	x	144	
141	CONFERENCE RM.	x	230	
142	REPORTS	x	127	
	Total Building Area		**6,023**	



LEGEND

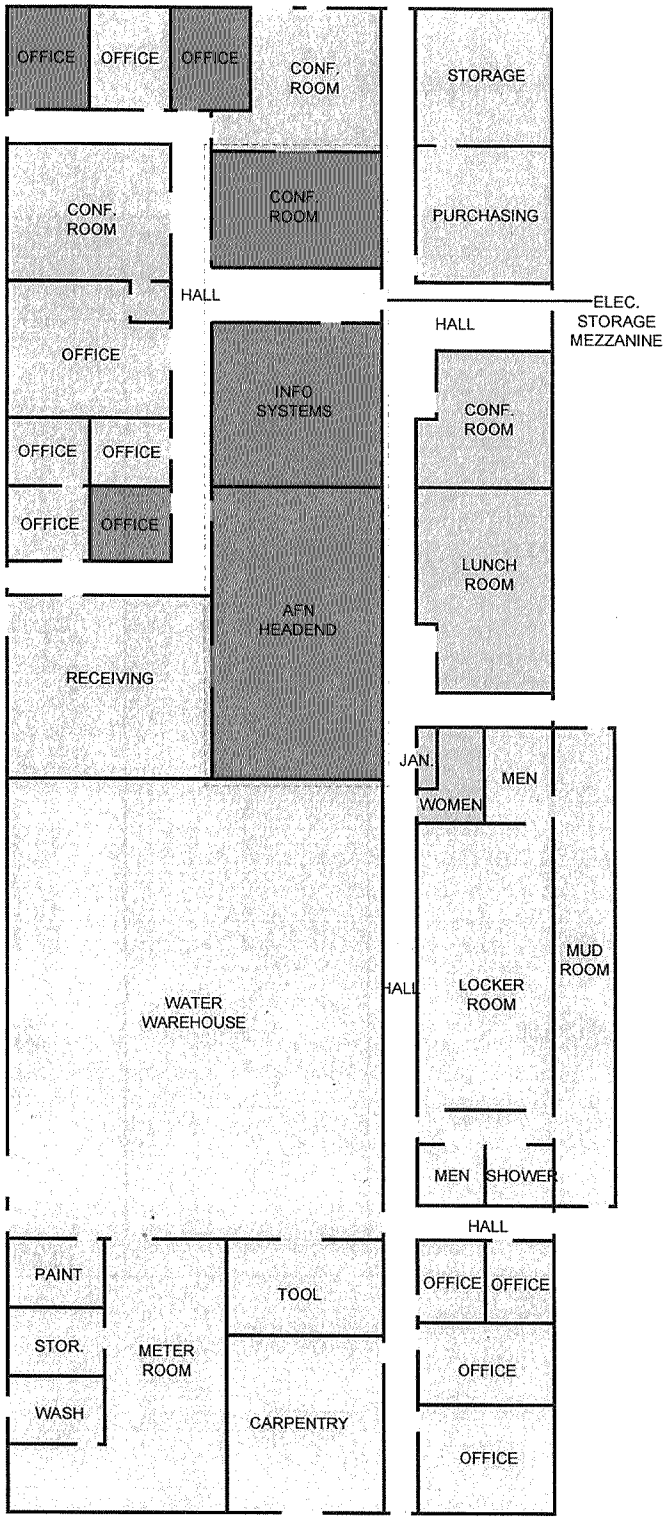
- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION
- POLICE

ASHLAND POLICE STATION (1155 EAST MAIN STREET) EXISTING CONDITIONS

City of Ashland Program of Spaces
Building 10 Service Center Warehouse

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	CONF. ROOM	x	480	
103	OFFICE	x	180	
104	OFFICE	x	180	
105	STORAGE	x	400	
106	PURCHASING	x	400	
107	HALL	x	1560	
108	LUNCH ROOM	x	940	
109	JANITOR	x	27	
110	WOMEN RESTROOM	x	113	
113	MUD ROOM	x	630	
114	LOCKER ROOM	x	1260	
118	OFFICE	x	120	
119	OFFICE	x	120	
120	OFFICE	x	240	
121	OFFICE	x	320	
122	WATER WAREHOUSE	x	3702	
124	CARPENTRY	x	598	
125	TOOL	x	322	
126	METER ROOM	x	860	
127	WASH	x	140	
128	STOR.	x	140	
129	PAINT	x	140	
130	OFFICE	x	132	
131	OFFICE	x	480	
132	OFFICE	x	120	
133	OFFICE	x	132	
134	OFFICE	x	132	
136	RECEIVING	x	800	
137	AFN HEADEND	x	1067	
138	INFO. SYSTEMS	x	601	
139	CONF. ROOM	x	424	
140	CONF. ROOM	x	439	
141	OFFICE	x	176	
	Total Building Area		**17,375**	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION

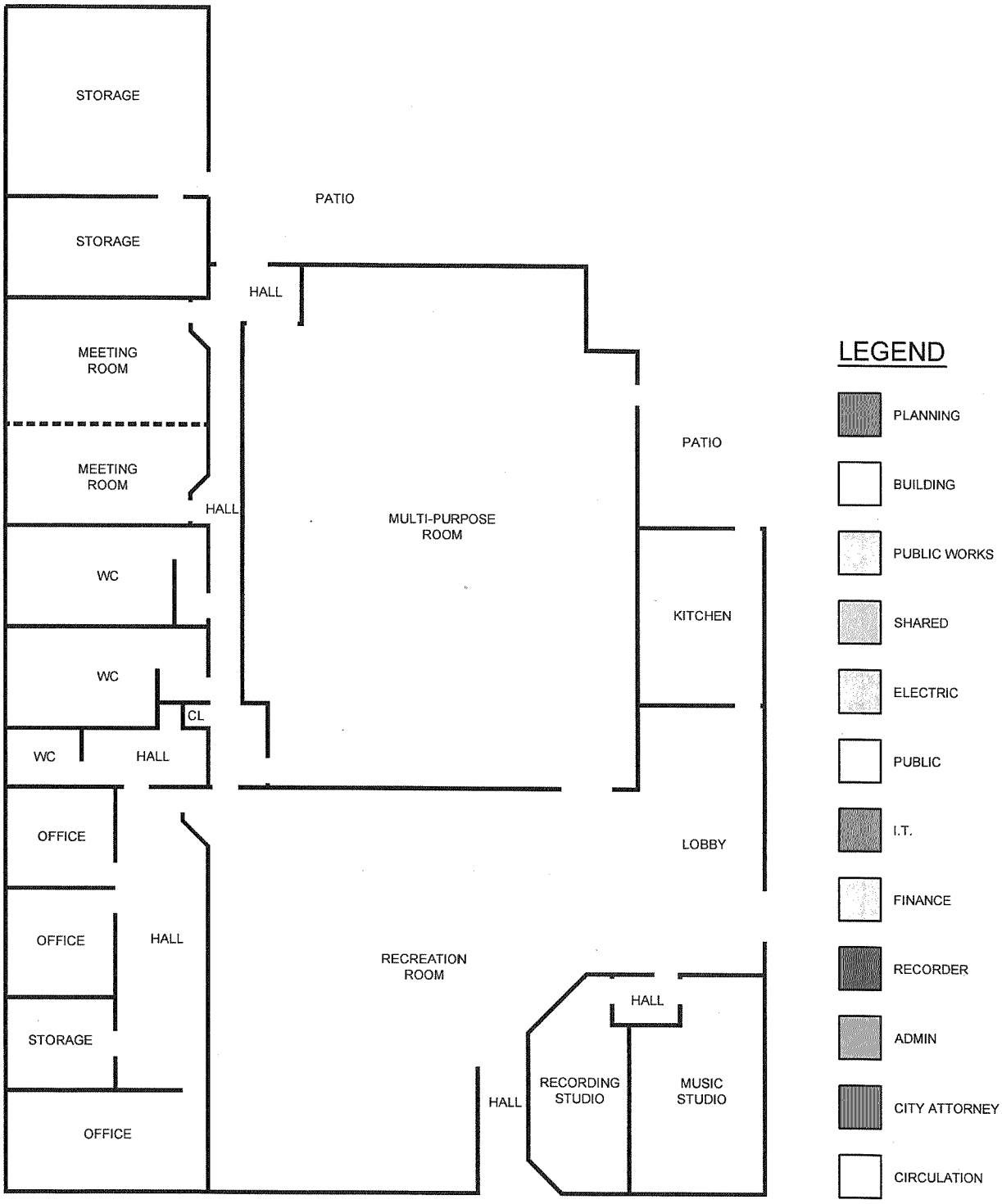
SERVICE CENTER - WAREHOUSE (90 N. MOUNTAIN AVENUE) EXISTING CONDITIONS

OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

City of Ashland Program of Spaces
Building 11 The Grove

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	LOBBY	x	480	
102	HALL	x	48	
103	MUSIC STUDIO	x	380	
104	RECORDING STUDIO	x	268	
105	HALL	x	54	
106	RECREATION ROOM	x	2061	
107	HALL	x	379	
108	OFFICE	x	288	
109	STORAGE	x	143	
110	OFFICE	x	169	
111	OFFICE	x	156	
112	HC RESTROOM	x	63	
113	HALL	x	114	
114	HALL	x	277	
115	RESTROOM	x	270	
116	RESTROOM	x	288	
117	MEETING ROOM	x	289	
118	MEETING ROOM	x	350	
119	STORAGE	x	288	
120	STORAGE	x	540	
121	PATIO	x		
122	HALL	x	71	
123	MULTI-PURPOSE ROOM	x	2775	
124	PATIO	x		
125	KITCHEN	x	315	
126	CLOSET	x	9	
	Total Building Area		**10,075**	



THE GROVE
(1195 EAST MAIN STREET)
EXISTING CONDITIONS

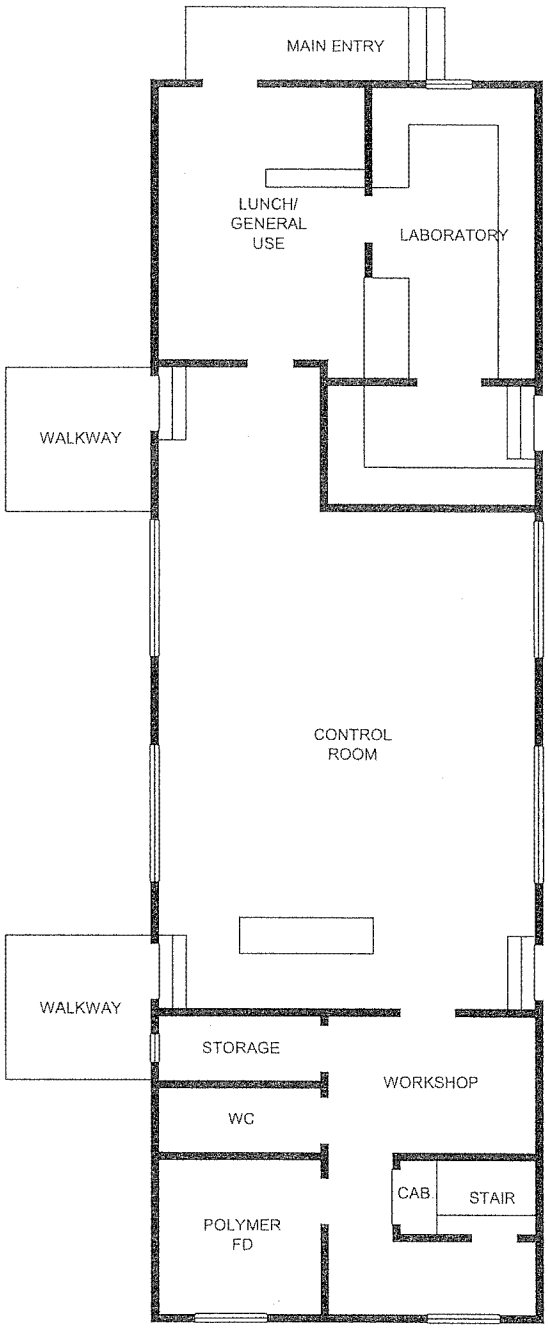
OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

City of Ashland Program of Spaces

Building 12 Waste Water Treatment Operations

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	POLYMER FD.	x	83	
102	STORAGE	x	36	
103	W.C.	x	36	
104	WORKSHOP	x	201	
105	CABT.	x	10	
106	STAIR	x	23	
107	CONTROL ROOM	x	669	
108	LUNCH/GENERAL USE	x	181	
109	LABORATORY	x	244	
	Total Building Area		**1,483**	

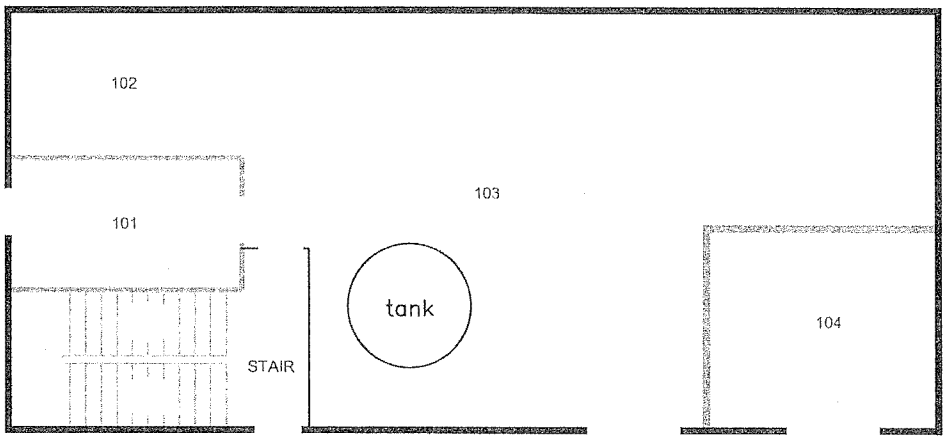


WASTE WATER TREATMENT
PLANT OPERATIONS BUILDING
(1195 OAK STREET)

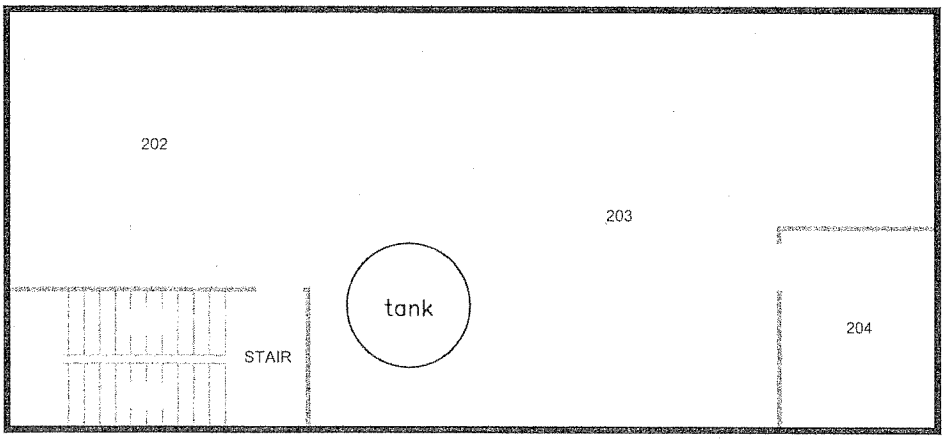
City of Ashland Program of Spaces
Building 13 Water Filter Plant, Chemical Building

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101		x	128	
102		x	142	
103		x	970	
104		x	195	
105	STAIR	x	186	
201	STAIR	x	186	
202		x	174	
203		x	965	
204		x	133	
	Total Building Area		**3,079**	



LOWER FLOOR



UPPER FLOOR

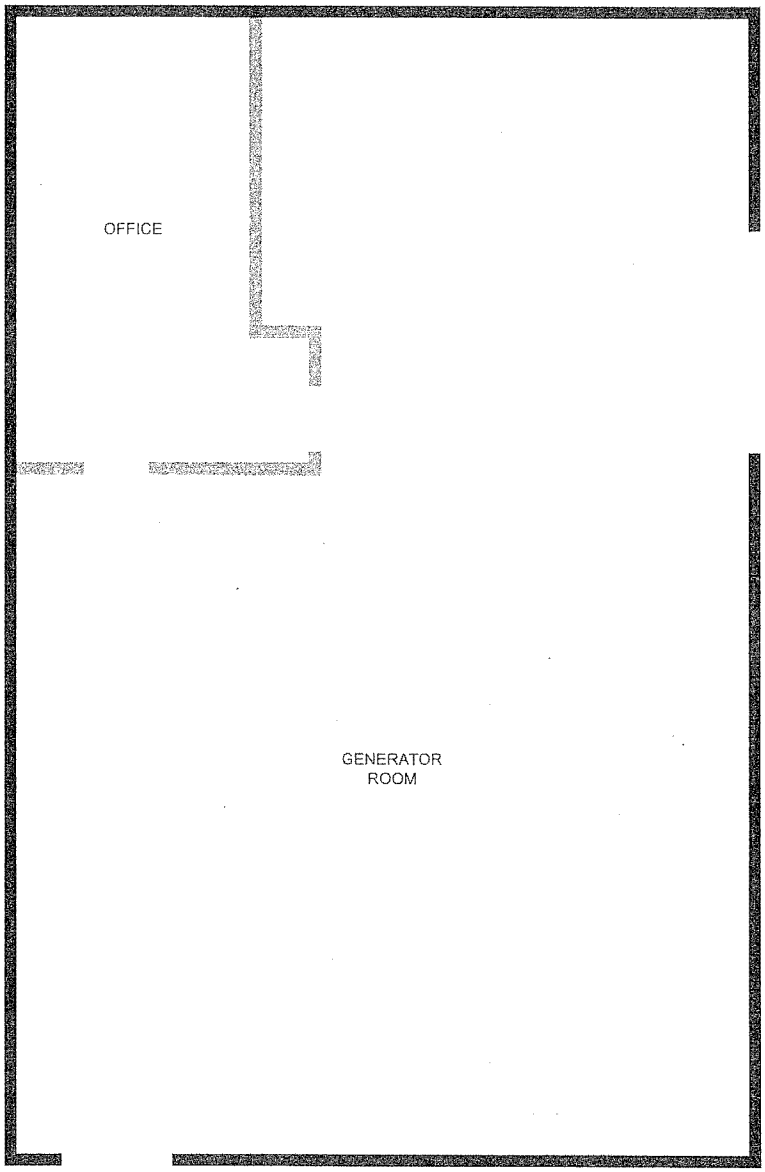
WATER FILTER PLANT CHEMICAL BUILDING

City of Ashland Program of Spaces

Building 14 Water Filter Plant, Generator Building

EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	GENERATOR ROOM	x	1441	
102	OFFICE	x	225	
	Total Building Area		**1,666**	



WATER FILTER PLANT,
GENERATOR BUILDING

City of Ashland Program of Spaces
Building 15 Water Treatment, Operations

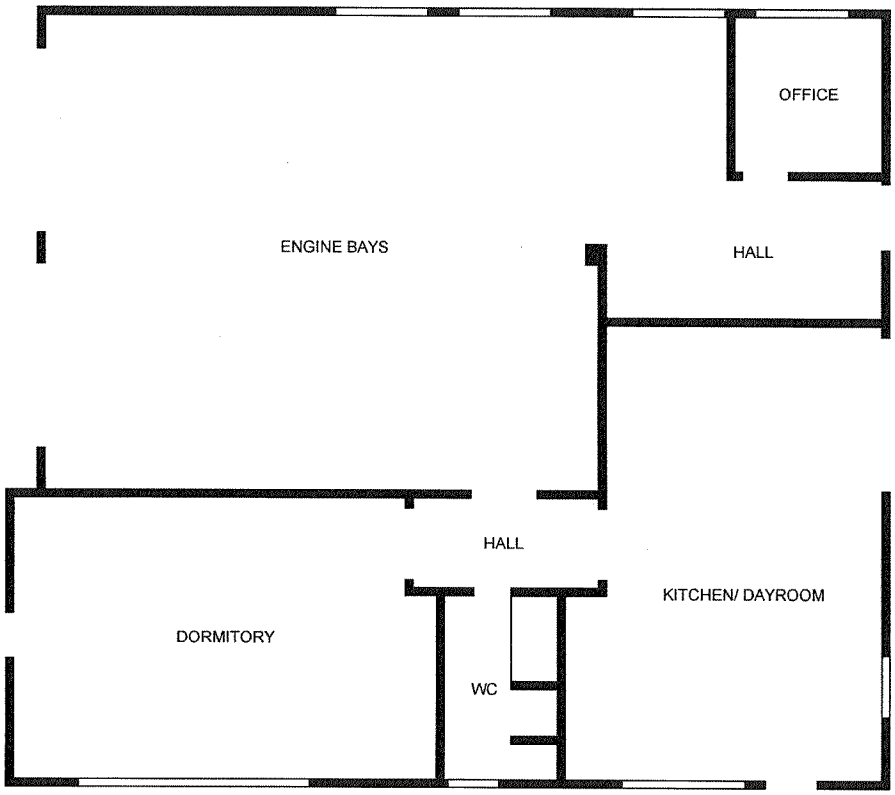
EXISTING BUILDING AREAS

Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	POLYMER FEED	x	83	
102	ST.	x	36	
103	W.C.	x	36	
104	WORKSHOP	x	201	
105	CABT.	x	10	
106	STAIR	x	23	
107	CONTROL ROOM	x	669	
108	LUNCH/GENERAL USE	x	181	
109	LABORATORY	x	244	
	Total Building Area		**1,483**	

City of Ashland Program of Spaces
Building 16 Fire Station #2

EXISTING BUILDING AREAS

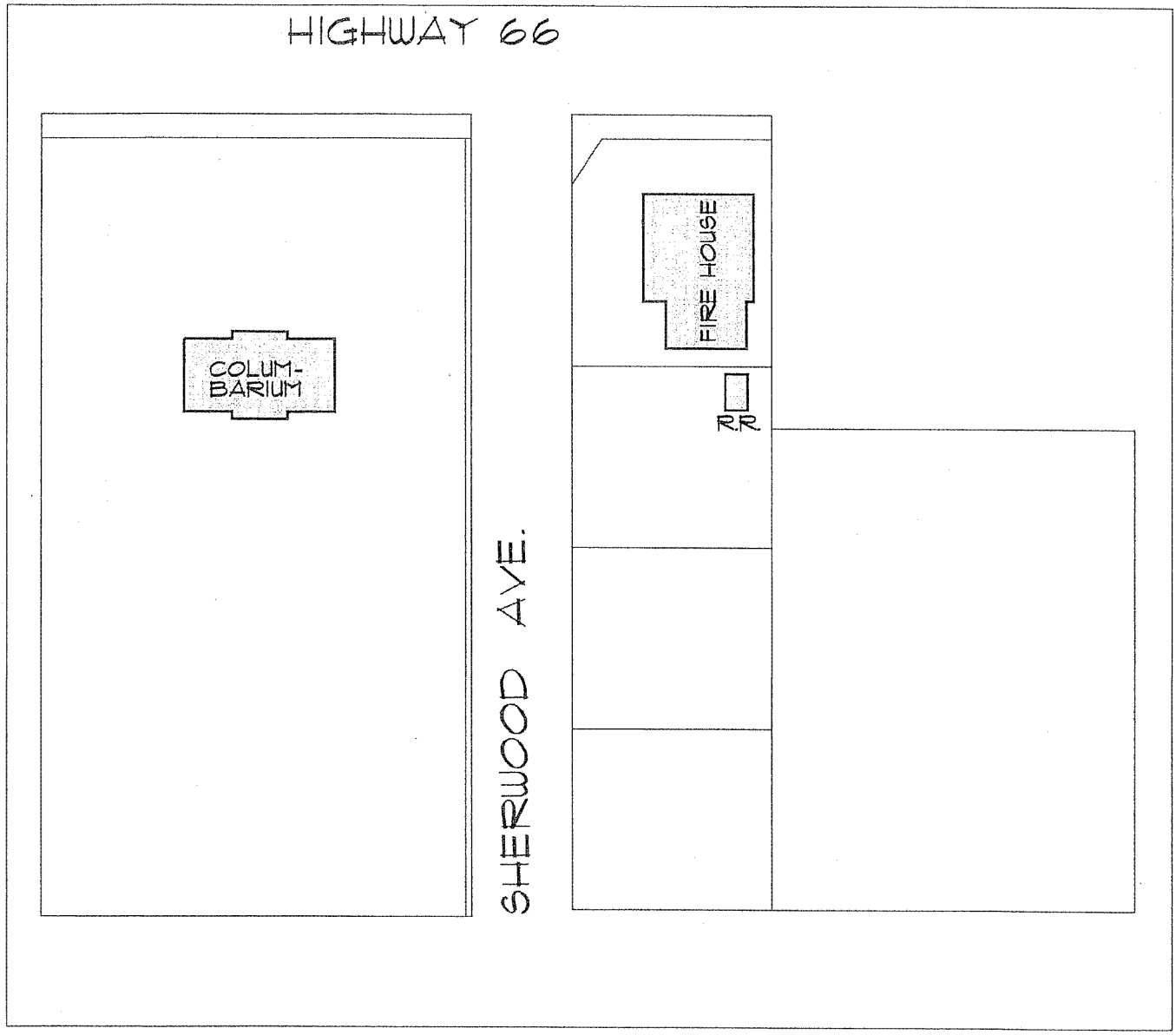
Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
101	ENGINE BAYS	x	1200	
102	OFFICE	x	102	
103	-	x	161	
104	KITCHEN/DAYROOM	x	560	
105	-	x	70	
106	RESTROOM	x	106	
107	DORMITORY	x	490	
	Total Building Area		**2,689**	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION
- FIRE

FIRE STATION #2 (1860 ASHLAND STREET) EXISTING CONDITIONS

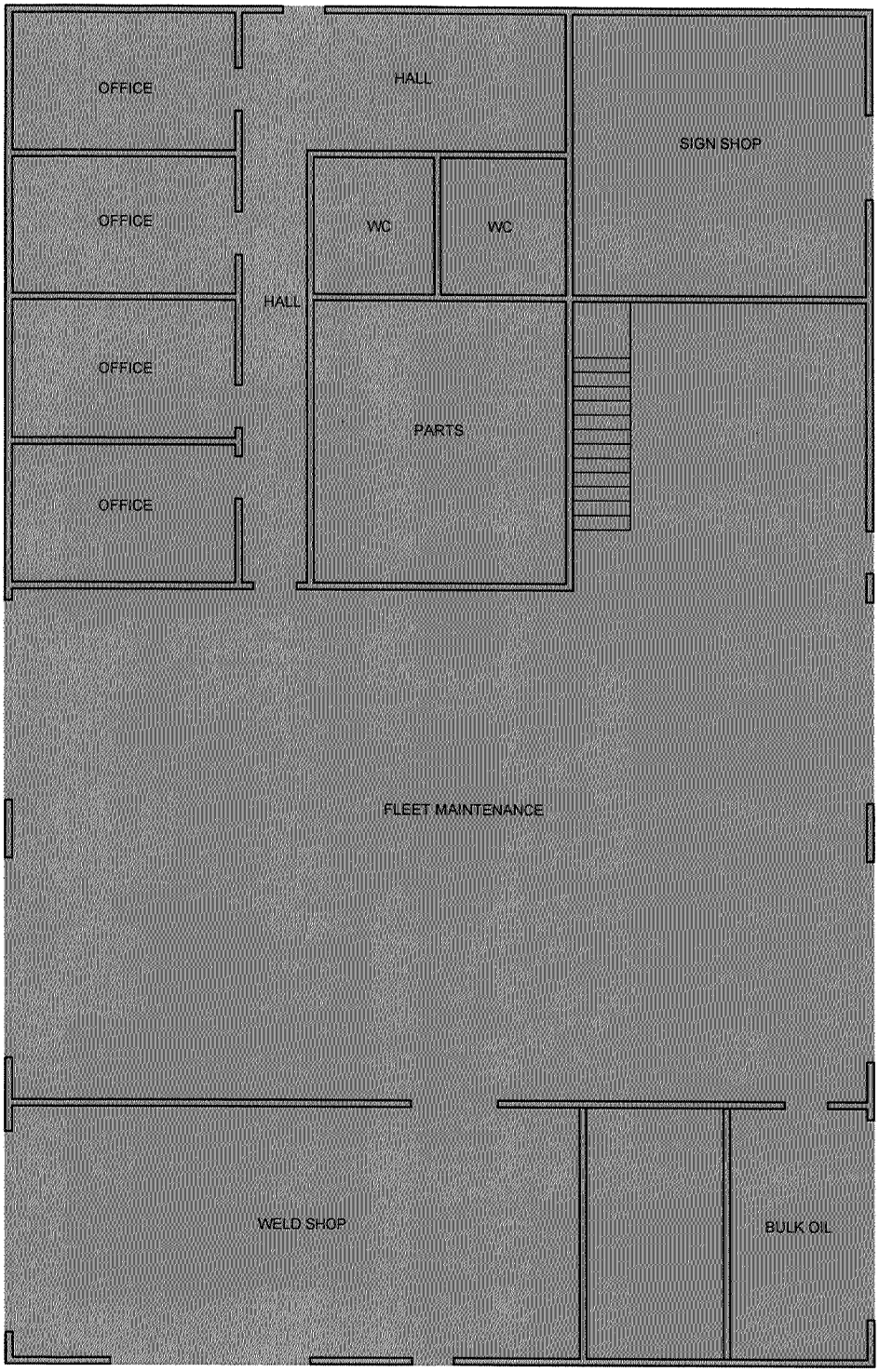


FIRE HOUSE LAND DEVELOPMENT
EXISTING CONDITIONS

City of Ashland Program of Spaces
Building 17 Service Center Maintenance Shop

EXISTING BUILDING AREAS

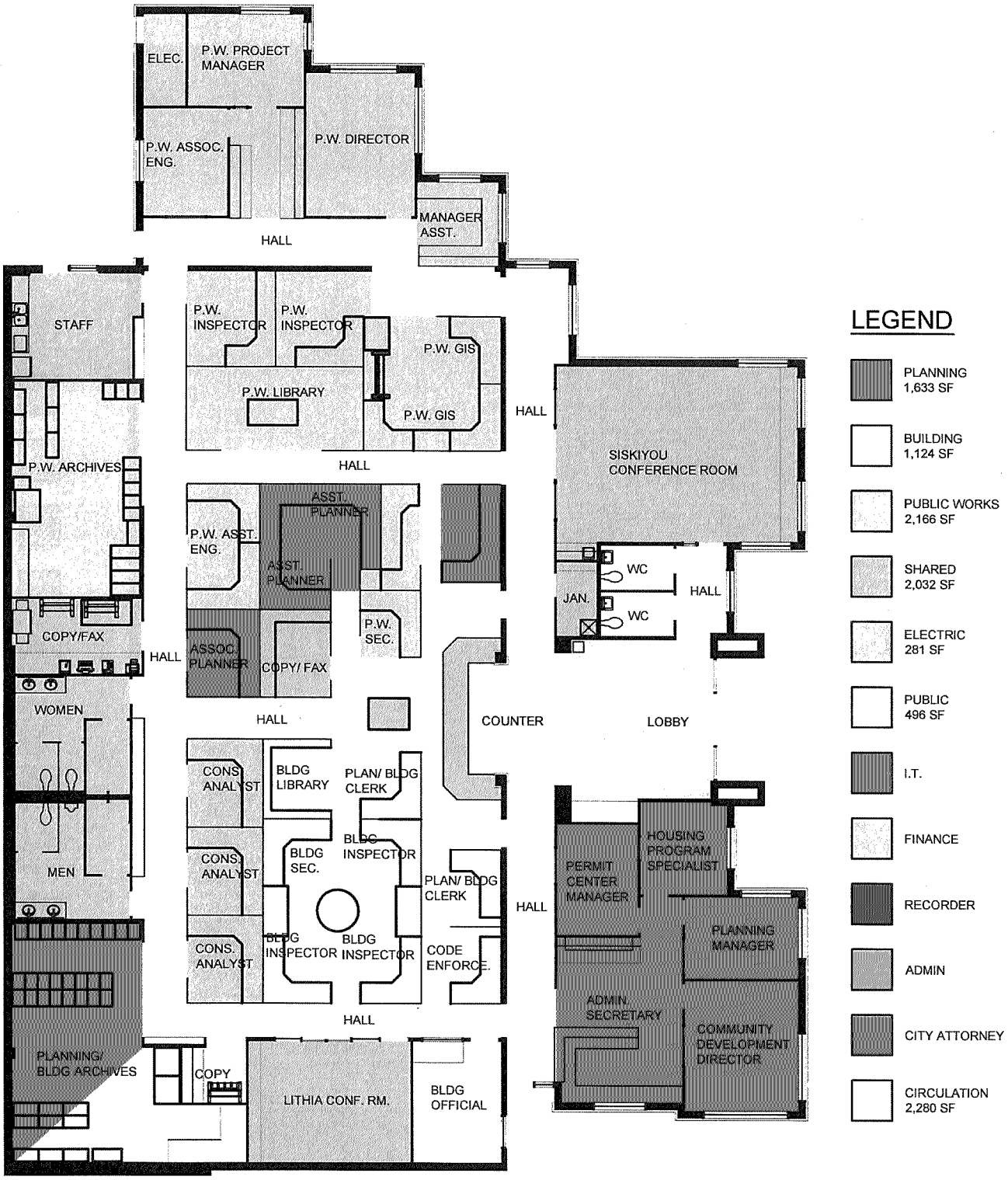
Space Data				
Room No.	Program Space	Existing Size	Existing Area	Remarks
141	SIGN SHOP	x	420	
142	HALL	x	230	
143	RESTROOM	x	90	
144	RESTROOM	x	90	
145	OFFICE	x	160	
146	OFFICE	x	160	
147	OFFICE	x	160	
148	OFFICE	x	160	
150	PARTS	x	360	
151	FLEET MAINTENANCE	x	2580	
153	BULK OIL	x	180	
154	STORAGE	x	180	
155	WELD SHOP	x	720	
	Total Building Area		**5,490**	



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION
- MAINTENANCE

SERVICE CENTER MAINTENANCE SHOP (90 N. MOUNTAIN AVE.) EXISTING CONDITIONS



COMMUNITY DEVELOPMENT AND PUBLIC WORKS ADMINISTRATION (51 WINBURN WAY)
TOTAL 10,012 SF
EXISTING CONDITIONS

OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

TAB 5

Ogden Rheiner Willerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

OPTION 1

REUSE AND REORGANIZATION OF CITY OWNED PROPERTIES

ORW
OgdenRoemerWitterson
Architecture AIA
COLLABORATIVE APPROACH · HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN

New program of spaces (5 year, 10 year and 20 year projections)

The Program of Spaces for each department takes future growth into consideration, with 5, 10, and 20 year projections shown for each department.

It is important to note that these Conceptual plans and diagrams do not represent architectural design solutions, which will be developed after more comprehensive programming workshops with each department. Rather, these drawings represent a Pre-Design activity that simply demonstrates the viability of each of the options, by showing through graphic representations that the required Program of Spaces will fit within the space allotted.

Immediate/critical needs:

1. Fire station #2 Public restroom Sherwood Park.
2. Police department expansion.
3. Security issues City Hall & all departments.
4. Relocate Finance to the Grove to allow remodels of City Hall. Remodel Grove for conference space.
5. Space vacated by Finance at City Hall provides additional meeting space for remaining departments.

Five Year Plan

1. Property acquisition for new Yard. Consider liquidation of Imperatrice properties
2. Expansion of Civic Center for IT & Council.
3. Elevator installation at City Hall
4. Classroom space North Mountain Park
5. Remodel

Ten Year Plan

1. New building downtown.
2. New buildings – Yard development.

Twenty Year Plan

Administration / Legal

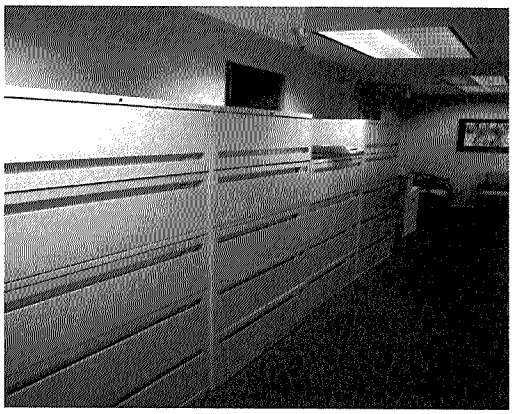
Public Access

The existing City Hall building is currently served by 5 entrances. The public is directed to various departments by exterior signage. Each staff person adjacent to an entrance also serves as a receptionist and often directs visitors to the correct area within the building.

The ADA accessibility standards are met by an exterior elevator behind the building also serving Shakespeare.

Lack of Security

The entrance at the Utility counter is the only entrance that has some form of visitor control. Currently the public has free access through-out the building. The handicapped access to the upper level is located at the existing City Attorney assistants work station.

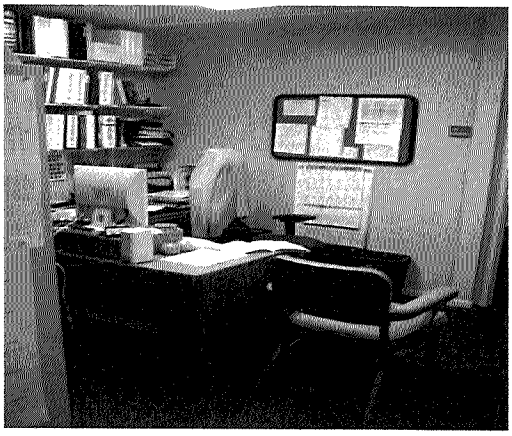


Lack of Meeting Space

City hall has only two areas that can be used for conferences, a small room able to accommodate 6 people and the law library. Offices are located off of the law library, meetings are disrupted and confidentiality is breached as staff access these offices.

Poor office configurations

The existing city hall is comprised of two adjacent buildings. This structural challenge limits the flexibility of office layouts. The access for several offices is through another office or work station.



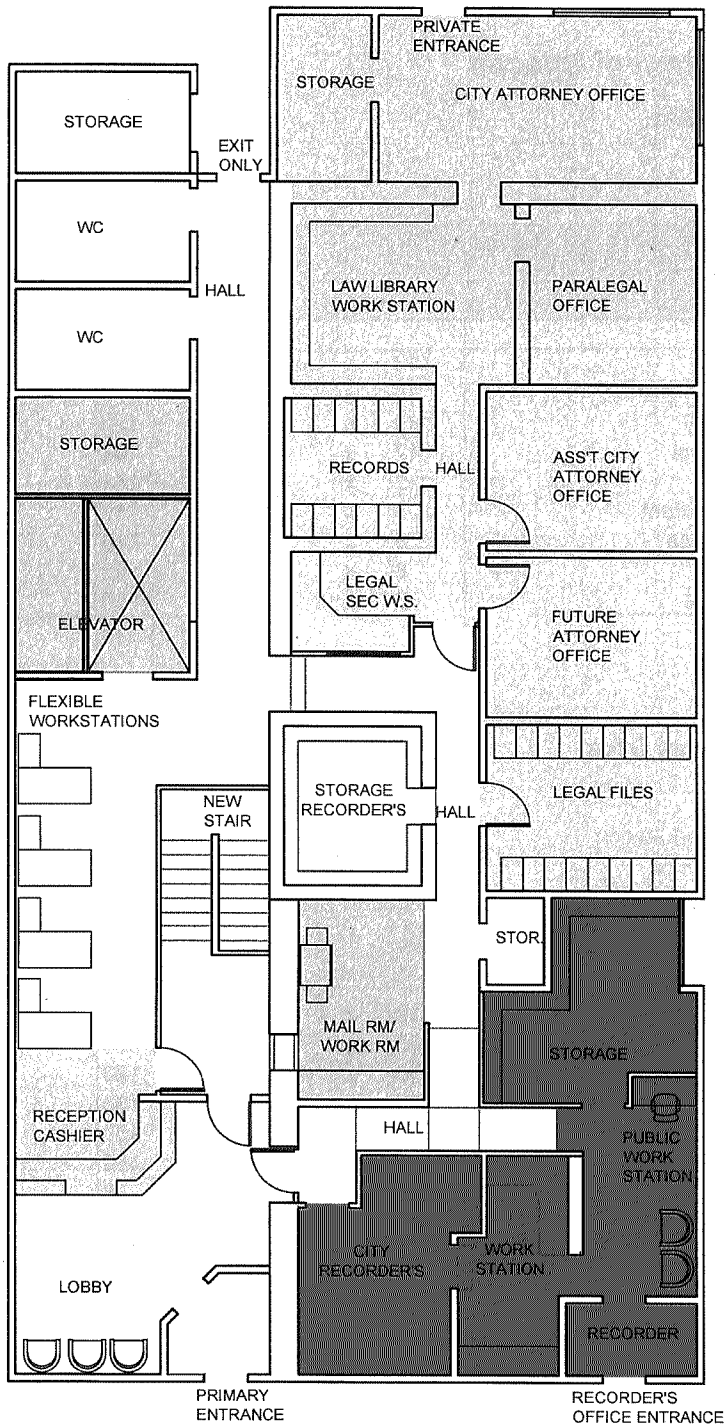
City of Ashland Program of Spaces

ADMINISTRATION & LEGAL

Option 1

PROGRAM AREAS

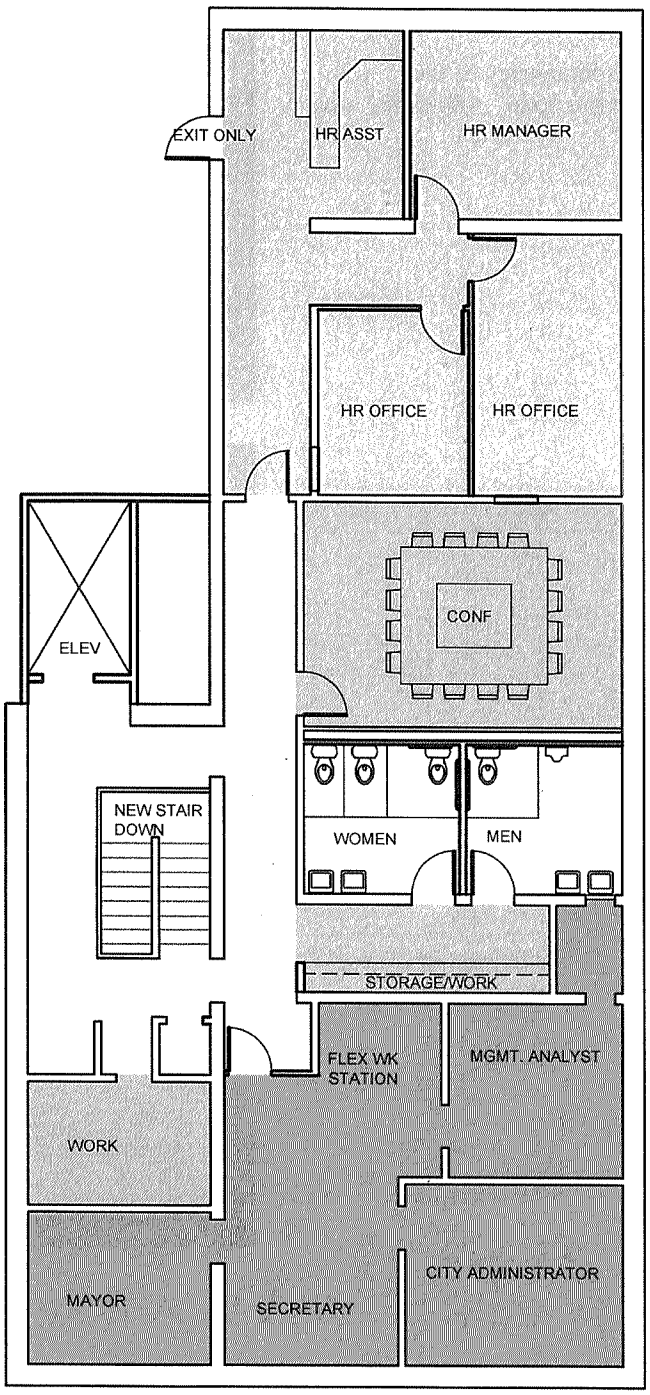
Space Data									
Qty		Program Space		Proposed Size			Proposed Area	Existing Area	Area Difference
		Administration							
1		Mayor's Office		12	x	18	216	156	60
1		City Administrator		15	x	18	270	188	82
1		Executive Secretary		10	x	12	120	150	-30
1		Management Analyst		12	x	12	144	144	0
1		HR Director		12	x	12	144	136	8
1		Administrative Assistant		8	x	10	80	120	-40
2		Flexible Workstations		8	x	10	160	0	160
1		Storage		8	x	12	96	0	96
1		Personnel Assistant		8	x	10	80	124	-44
		sub-total					**1,310**	**1,018**	**292**
		Legal							
1		City Attorney Office		12	x	18	216	120	96
1		Assistant City Attorney Office		12	x	12	144	136	8
1		Paralegal Office		12	x	12	144	135	9
1		Future Atty Office		12	x	12	144	0	144
1		Legal Secretary Workstation		10	x	12	120	120	0
1		Law Library		12	x	15	180	235	-55
1		File Storage area		4	x	20	80	45	35
		sub-total					**1,028**	**791**	**237**
		Shared Spaces							
1		Conference Room (seat 6-8)		10	x	12	120	114	6
1		Conference Room (seat 50-100)		25	x	40	1,000	0	1,000
1		Storage Areas		10	x	12	120	0	120
1		Breakroom		12	x	15	180	174	6
1		Women's restroom		10	x	15	150	45	105
1		Men's restroom		10	x	15	150	0	150
1		Custodial		6	x	8	48	13	35
1		Work/copy/storage room		10	x	15	150	106	44
		sub-total					**1,918**	**452**	**1,466**
		Circulation	22%				**936**	**497**	**439**
		Elevator							
		Total Department Areas					**5,192**	**2,758**	**2,434**



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 110 SF
- RECORDER 624 SF
- ADMIN
- HR
- CITY ATTORNEY 1,490 SF
- CIRCULATION

CITY HALL - 1ST FLOOR (20 EAST MAIN STREET) PROPOSED



LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 110 SF
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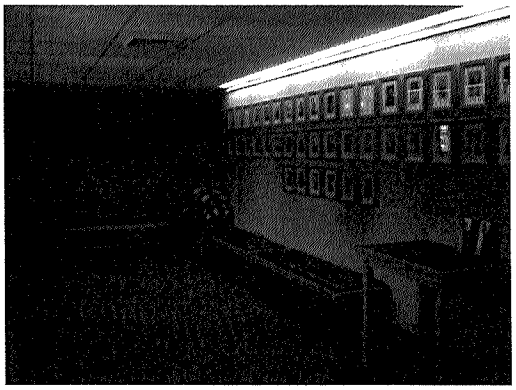
- CITY ATTORNEY 1,490 SF
- CIRCULATION

CITY HALL - 2ND FLOOR (20 EAST MAIN STREET) PROPOSED

Administration / Council

Public Access
Often during public meetings, the occupancy of the chambers exceeds the limit of the fire code. Additional area for the public is needed.



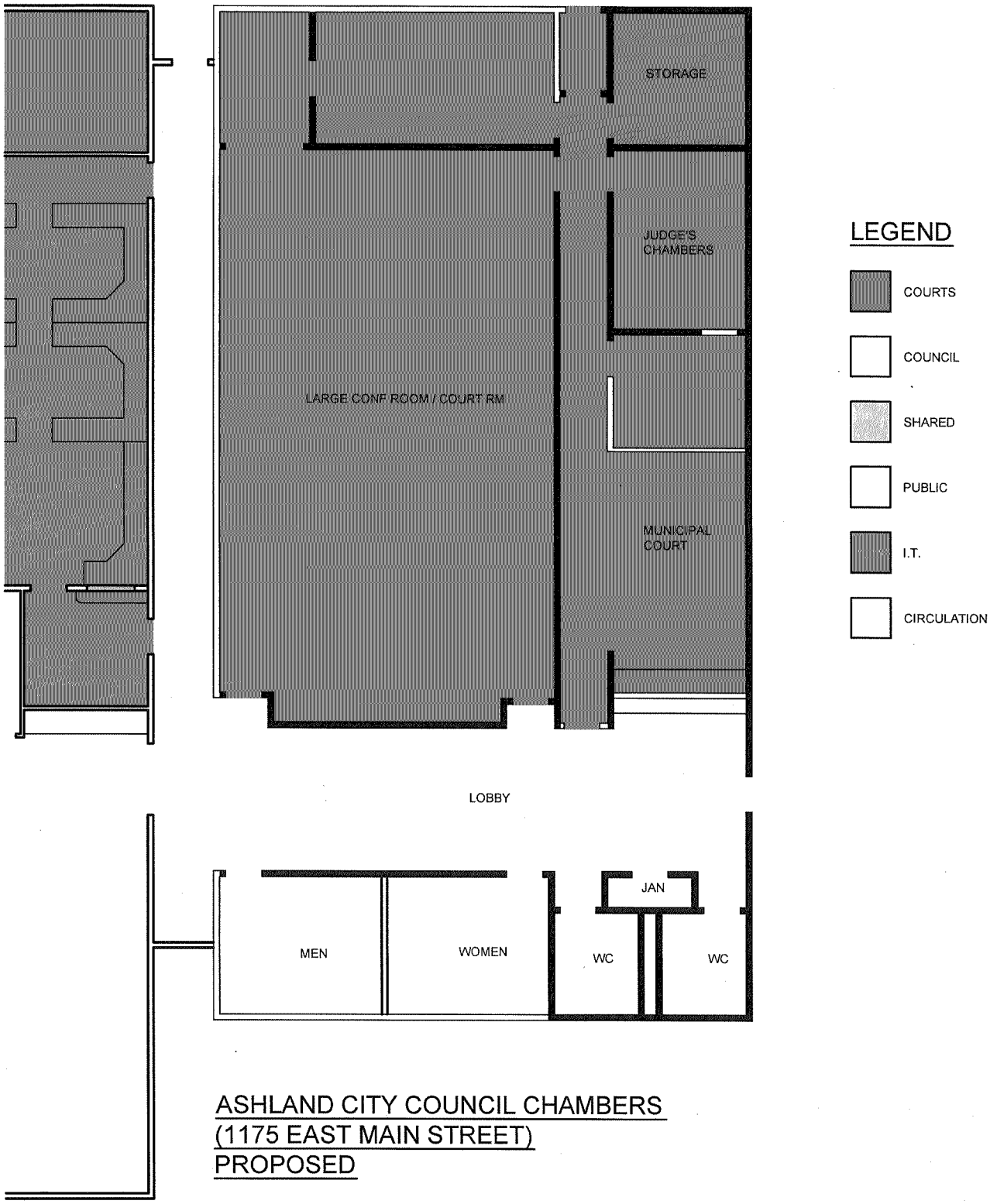
City of Ashland Program of Spaces

ADMINISTRATION - COUNCIL

PROGRAM AREAS

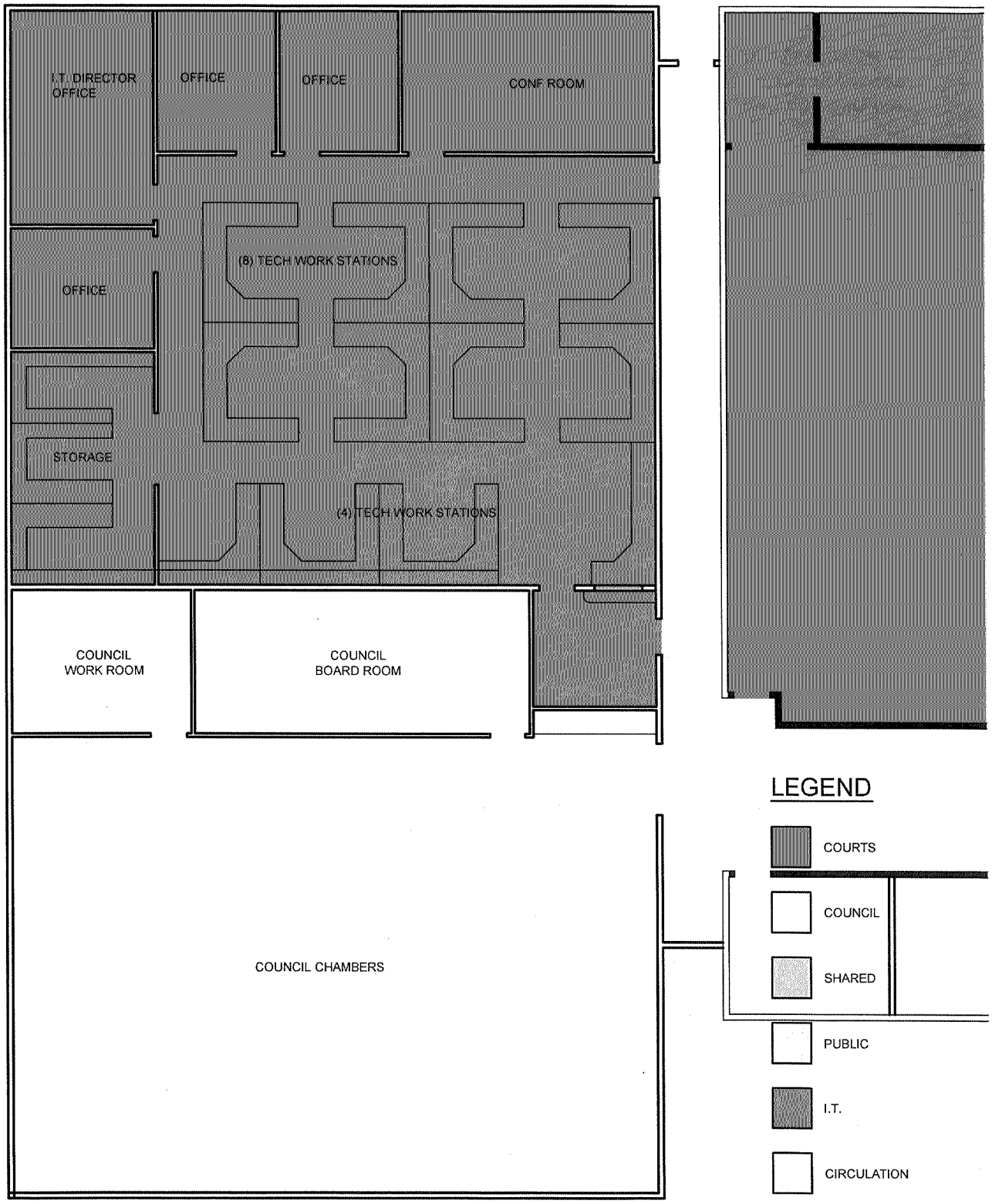
Space Data								
Qty		Program Space		Proposed Size			Proposed Area	Existing Area	Area Difference
		Council Chambers							
1		Council Chambers		35	x	55	1925	1,324	601
1		Council Conference Rm		12	x	20	240	220	20
1		Control Room		10	x	15	150	83	67
		sub-total					**2315**	**1,627**	**688**
		Shared Spaces							
1		Public Lobby		20	x	30	600	570	30
1		Women's restroom		10	x	15	150	45	105
1		Men's restroom		10	x	15	150	0	150
1		Mechanical		10		15	150	100	50
1		Custodial		6	x	8	48	13	35
1		Work/copy/storage room		10	x	15	150	106	44
		sub-total					**1248**	**834**	**414**
		Remodel ex council chambers						1324	
		Circulation	22%				**784**	**541**	**242**
		Total Department Areas					**4,347**	**3,002**	**1,344**

* Currently shared with other departments



ASHLAND CITY COUNCIL CHAMBERS
(1175 EAST MAIN STREET)
PROPOSED

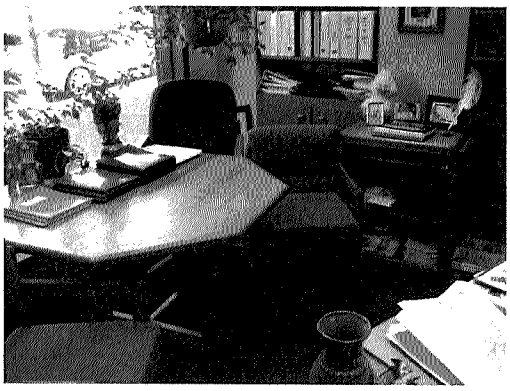
OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN



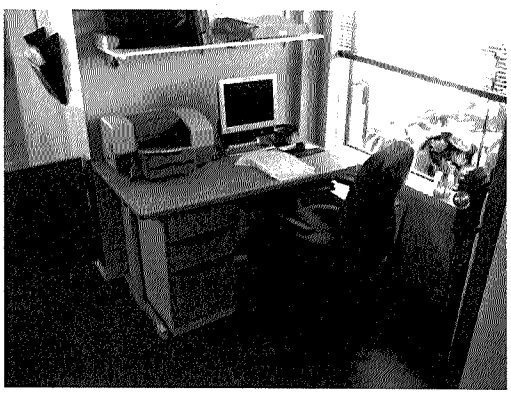
INFORMATION TECHNOLOGY
(1175 EAST MAIN STREET)
PROPOSED

City Recorder

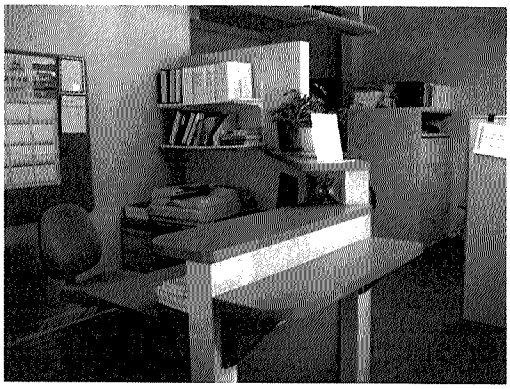
A small conference table is crowded into the existing city recorder's office. No space is available to accommodate a meeting with more than 3 or 4 people.



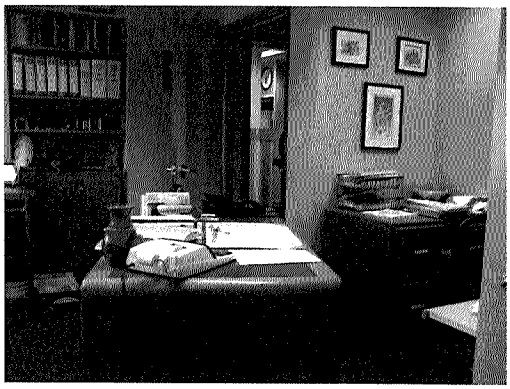
Existing public access to records is limited to a small work station.



It is critical public access to the City Recorder is maintained. Continued presence on the Plaza is a high priority. Like other city hall departments, the city recorder's office is challenged by the many entrances of city hall and the change of levels within the building.



Additional on site record storage is critical for the documents that must be stored indefinitely. Currently off-site storage is being leased.



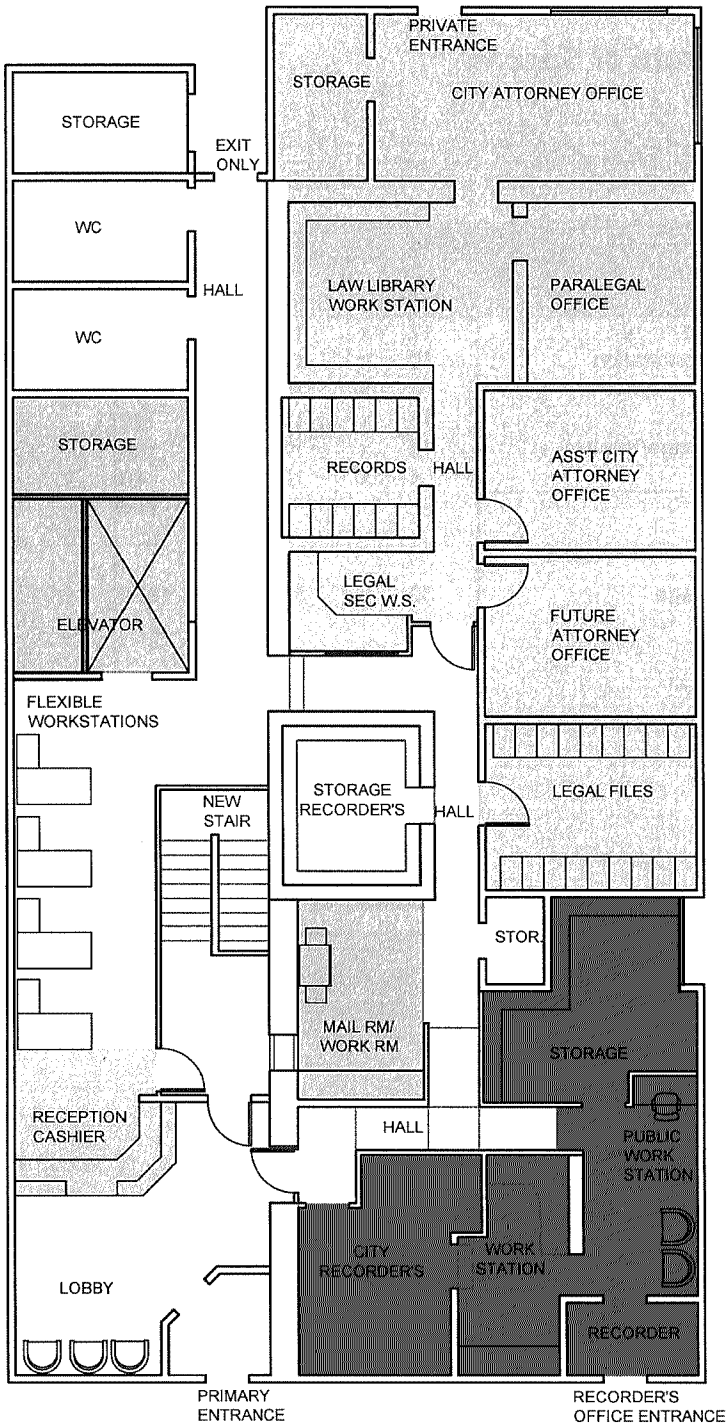
City of Ashland Program of Spaces

CITY RECORDER

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		City Recorder Office	12	x	18	216	155	61
1		Admin Assistant Workstation	10	x	12	120	100	20
1		Public Work Station	8	x	10	80	20	60
1		Public Lobby	10	x	10	100	80	20
1		Secure Record Storage/Vault	12	x	15	180	150	30
1		General Storage	4	x	12	48	0	48
		sub-total				**744**	**505**	**239**
1		Offsite Record Storage	30	x	35	**1050**	**700**	**350**
		Shared Spaces						
1		Restroom	6	x	8	48		
1		Lunch/Break Room	10	x	10	100		
1		Work/Copy Room	10	x	12	120		
1		Conference Room	12	x	15	180		
		Circulation 20%				149	25	
		Total Building Area				**893**	**530**	**589**

* Currently shared with other departments



LEGEND

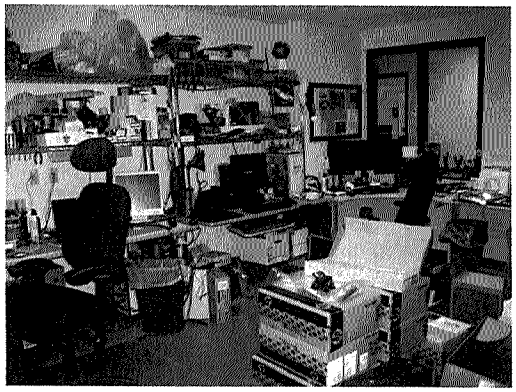
- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED SF
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 110 SF
- RECORDER 624 SF
- ADMIN
- HR
- CITY ATTORNEY 1,490 SF
- CIRCULATION

CITY HALL - 1ST FLOOR (20 EAST MAIN STREET) PROPOSED

Electric

Public Access
The Warehouse building at the yard has several entrances, none with a public lobby or control point. The building is served by a single corridor (shown to the right). The public has free access to the building without clear direction. Theft has been a problem in the past.

The information technologies department has been inserted within the electric department. The growth of I.T. has been at the expense of electric department work spaces. This has also caused the work spaces for both departments to become fragmented and disconnected. Many spaces are not working to the optimum efficiency due to lack of storage and technical work space beyond typical desk functions.



Poor Office Conditions

Several workstations have been forced to relocate to the upstairs mezzanine within the warehouse. This is an unconditioned area thus getting extremely hot in the summer time and cold in the winter time.

City of Ashland Program of Spaces

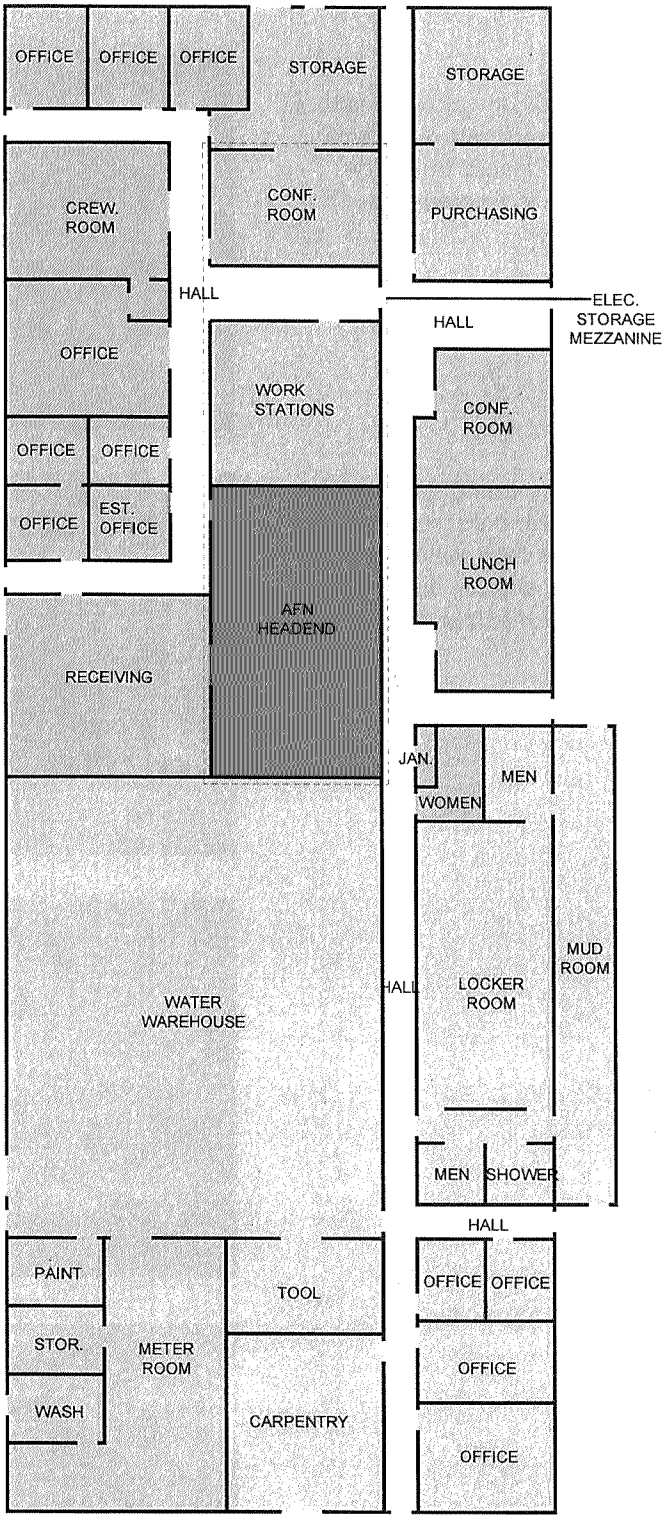
ELECTRIC DEPARTMENT

Assume (I.T. moves)

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		Electric Director Office	12	x	18	216	480	-264
1		Administrative Secretary Office	10	x	12	120	132	-12
1		Warehouse Storekeeper Office	10	x	12	120	120	0
1		Electric Operations Super. Office	12	x	15	180	180	0
1		Estimator's Office	10	x	15	150	30	120
4		Transient Workstations**	5	x	6	120	40	80
	3	Lead Working Line Installer**		x		0		0
	1	Tree Trimmer**		x		0		0
	2	Line Truck Operator**		x		0		0
	1	Electric Meter Reader**		x		0		0
	1	Connect/Disconnect**		x		0		0
3		Line Installer Work Stations	8	x	10	240	0	240
1		Meter Relay Technician Work Station	10	x	12	120	80	40
1		Electrician Office	10	x	12	120	132	-12
1		Crew Room (seat 25)	15	x	25	375	480	-105
1		SCADA Control Room	10	x	20	200	0	200
1		Loading Area	30	x	30	900	800	100
1		Warehouse Storage	30	x	75	2250	2,292	-42
		Sub-total				**5111**	**4,766**	**192**
		Shared Space						
1		Conference Room (seat 10)	10	x	15	150	0	150
1		Conference Room (seat 25)	15	x	25	375	370	5
1		Break/Lunch Room (seat 25)	15	x	25	375	570	-195
1		Conservation - Public Counter	6	x	12	72	0	72
1		Public Toilet	6	x	8	48	0	48
1		Employee Toilet Men	12	x	12	144	144	0
1		Employee Toilet Women	12	x	12	144	144	0
		Sub-total				**1308**	**1,228**	**80**
		Community Development bldg.						
4		*Conservation Analyst*	*8*	*x*	*10*	*320*	*281*	*39*
		Yard						
		Vehicles (covered)						
		Vehicles (uncovered)						
		Outdoor Storage					18,760	
		Overall Lot size						
		Circulation 22%				1,412		
		Total Building Area				**7,831**	**6,275**	**311**

* Currently shared with other departments



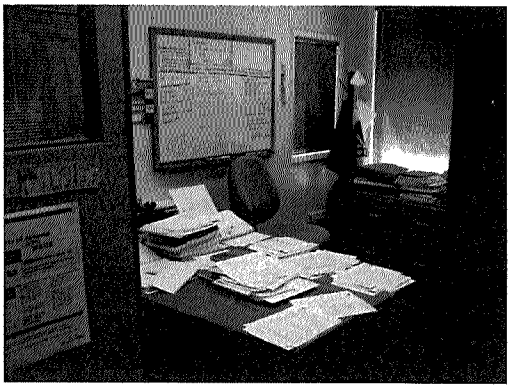
LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION

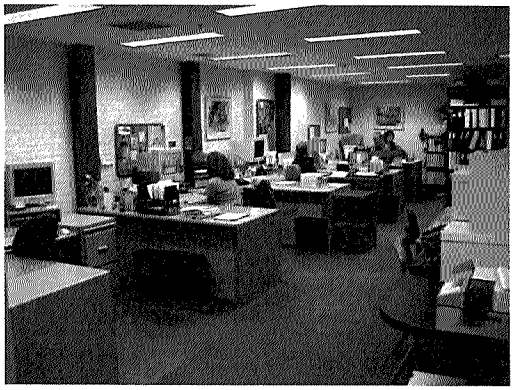
SERVICE CENTER - WAREHOUSE (90 N. MOUNTAIN AVENUE) PROPOSED

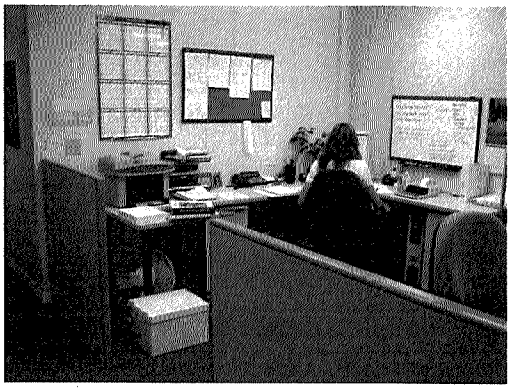
Finance

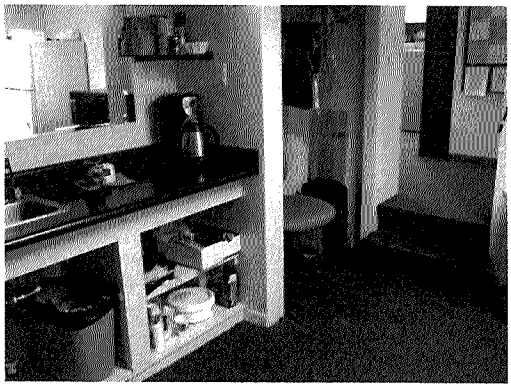
Location
Of all the departments currently located downtown, Finance is the only one interested or willing to relocate outside of the downtown core. The vacation of Finance from City Hall would free up the space required to accommodate the needs of the remaining departments.



Relocation to the Civic Center property would still provide easy public access and better parking for both the public and the employees. The plan would allow for a public cashier to remain at the city hall location. In addition, this location would provide a closer relationship with purchasing and the courts.







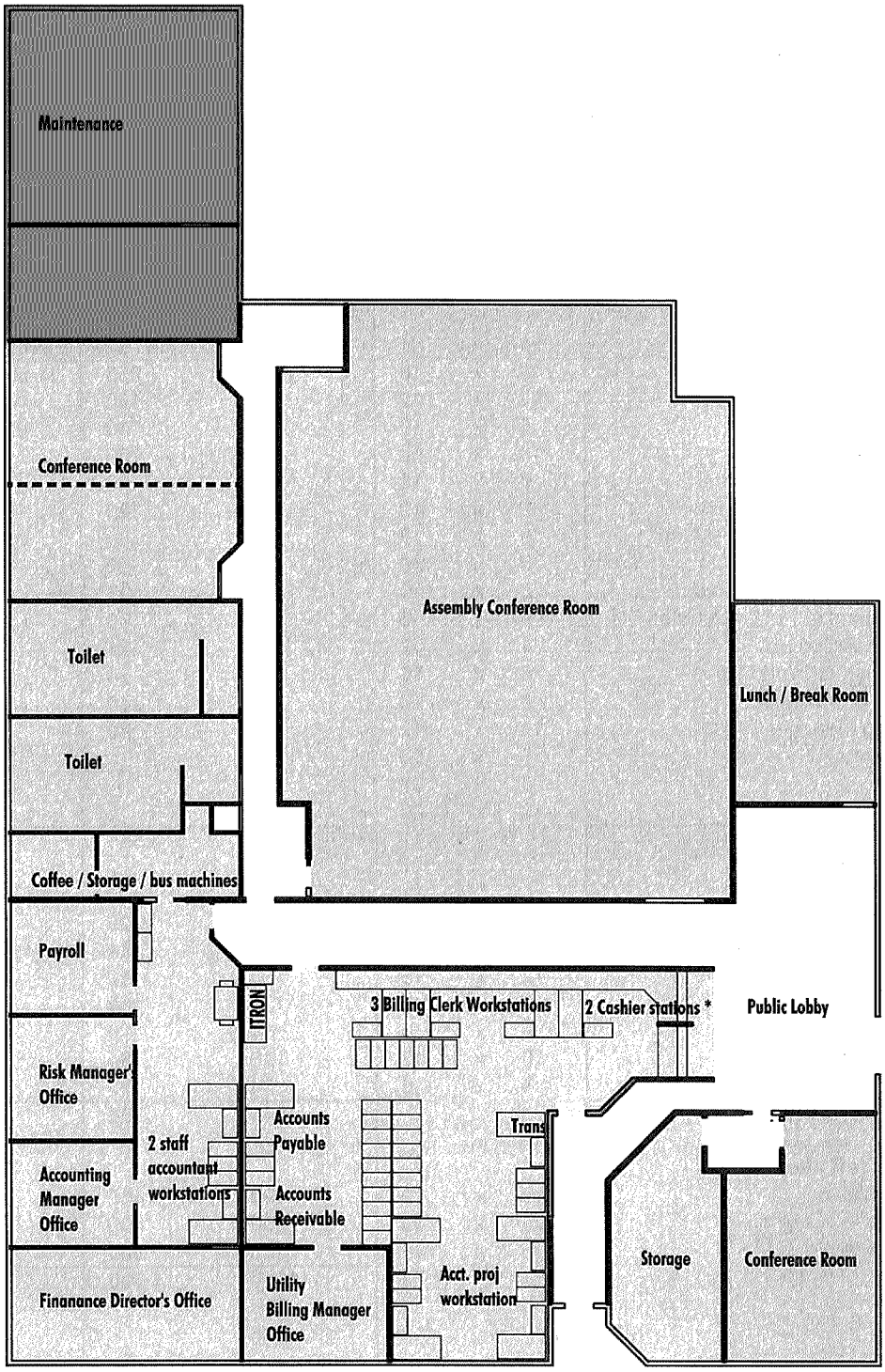
City of Ashland Program of Spaces

FINANCE

Assume relocation to the Grove

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		Finance Director Office	12	x	18	216	253	-37
1		Accounting Manager Office	12	x	12	144	160	-16
1		Admin Projects Sec.	8	x	10	80	160	-80
1		Risk Manager's Office	10	x	12	120	150	-30
2		Staff Acountant Workstations	8	x	10	160	80	80
1		Accounts Payable Workstation	8	x	10	80	80	0
1		Accounts Receivable Workstation	8	x	10	80	80	0
1		Payroll Workstation	8	x	10	80	80	0
1		Accounting Projects Workstation	8	x	10	80	97	-17
3		Cashier Stations at Public Counter	5	x	6	90	80	10
1		ITRON Workstation	4	x	7	28	24	4
1		Transient Cashier Workstation	8	x	10	80	24	56
3		Billing Clerk Workstation	8	x	10	240	240	0
1		Utility / Billing Manager Office	12	x	12	144	80	64
2		Files Supplies	8	x	10	160		160
1		Files Area	3	x	31	93		93
1		Conference Room	12	x	20	240	0	240
		Sub-total				**2115**	**1,588**	**527**
		Shared Space						
1		Public Lobby	12	x	15	180	229	-49
1		Lunch / Break Room	12	x	12	144	151	-7
1		Work / Business Machines	12	x	15	180	87	93
2		Employee's Toilet	8	x	8	128	168	-40
1		Public Toilet	8	x	8	64	0	64
1		Mechanical	10	x	12	120	84	36
1		Janitor	4	x	6	24	75	-51
		Sub-total				**840**	**794**	**46**
		Purchasing (off site)						
1		Purchasing Office	10	x	12	120	400	-280
1		Bulk Storage	20	x	30	600	400	200
1		Receiving Area	15	x	20	300	800	-500
		Sub-total				**1020**	**1,600**	**-580**
		circulation 22%				875	0	0
		Total Building Area				**4,850**	**3,982**	**-7**



*1 Cashier work station remains downtown

LEGEND

- PLANNING
- BUILDING
- PUBLIC WORKS
- SHARED
- ELECTRIC
- PUBLIC
- I.T.
- FINANCE 3,129 sf
- RECORDER
- ADMIN
- CITY ATTORNEY
- CIRCULATION
- MAINTENANCE

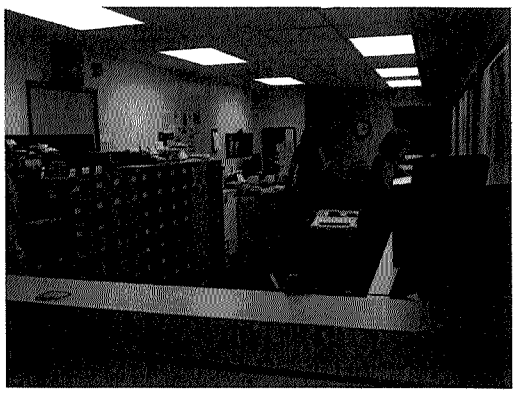
FINANCE (1195 EAST MAIN STREET) PROPOSED

OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

Finance / Courts

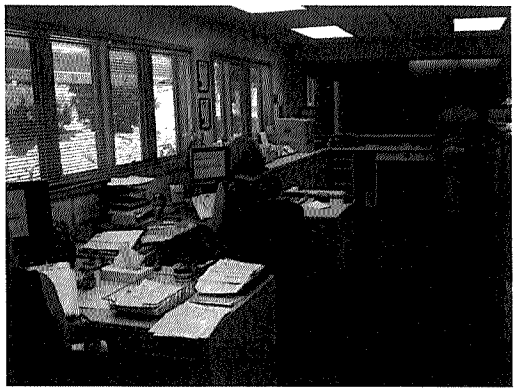
Public Access

The public counter is not designed to comply with ADA access regulations.



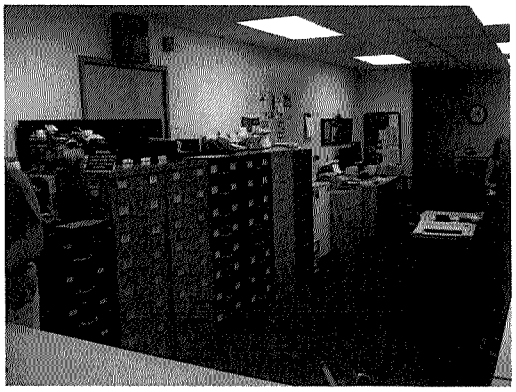
Lack of Security

The public counter does not provide a secure separation between the court staff work area and the public lobby.



Lack of Space

Working conditions are crowded by required records storage. Capacity for record storage has been exceeded.



Poor office configurations

Currently the department manager shares an office with the judge.

City of Ashland Program of Spaces

FINANCE - COURTS

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
		Courts						
1		Judge Office	12	x	15	180	165	15
1		Court Supervisor Office	10	x	12	120	24	96
3		Court Clerks Workstations	8	x	10	240	250	-10
1		Bailiff	0	x	0	0	0	0
1		Jury/Conf room	12	x	20	240	220	20
1		Storage Room	10	x	12	120	120	0
1		File Storage	8	x	15	120	120	0
		sub-total				**1020**	**899**	**121**
		Shared Spaces						
1		Public Lobby	10	x	20	200	see council	
1		Women's restroom	10	x	15	150	see council	150
1		Men's restroom	10	x	15	150	see council	150
1		Mechanical	10	x	12	120	see council	120
1		Janitor	4	x	6	24	see council	24
		Sub-total				**644**	**0**	**444**
		Circulation 22%				**366**	**198**	**124**
		Total Building Area				**2,030**	**1,097**	**689**

Fire Station # 2

Public Access
The public enters directly into the living area of the fire station. This single space currently serves as the kitchen, dining, day room and exercise area.
The location of the station within the city is perfect for the response times required. However the existing parcel of land has challenges for a larger facility.

Inadequate Vehicle Storage

Emergency vehicles are generally housed indoors to protect essential components from weather deterioration, vandalism, theft and to maintain temperatures. The existing station can only accommodate 2 of the 7 vehicles located at this facility inside.

Lack of Space

The existing fire station is approximately 2,600 square feet. Program requirements for the facility necessitate over 10,000 square feet. Many of the required functions can not currently be accommodated.

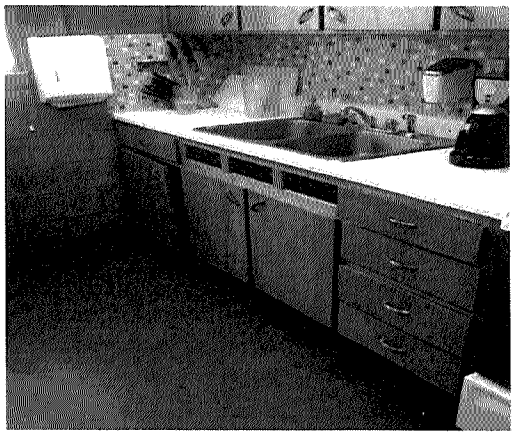
The dorm room and bathing facilities are currently being shared by both male and female firefighters due to lack of space.

Poor working conditions

Although the existing building has been maintained well, it has exceeded its' life expectancy. The masonry building is not seismically reinforced or insulated.

Interior elements such as casework and plumbing fixtures are deteriorating rapidly.

There is not an adequate separation between the apparatus bay and living areas. Vehicle exhaust constantly enters the living areas.



City of Ashland Program of Spaces
FIRE & RESCUE DEPARTMENT

Optimum Space: 12,000 sf (2 story bldg)

PROGRAM AREAS

Space Data							
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		Fire Chief		x		0		0
1		Admin Secretary		x		0		0
1		Forest Resource Specialist		x		0		0
1		Division Chief-Fire & Life Safety		x		0		0
1		Division Chief-Fire Operations		x		0		0
1		Division Chief-Emergency Med Svc		x		0		0
1		Fire Inspector		x		0		0
1		CERT Program Coordinator		x		0		0
1		Captain A Shift		x		0		0
1		Captain B Shift		x		0		0
1		Captain C Shift		x		0		0
2		Engineers A Shift		x		0		0
2		Engineers B Shift		x		0		0
2		Engineers C Shift		x		0		0
6		Firefighter/Paramedics A Shift		x		0		0
6		Firefighter/Paramedics B Shift		x		0		0
6		Firefighter/Paramedics C Shift		x		0		0
		sub-total				**0**	**0**	**0**
		Fire Station #2						
1		Waiting Area (150 sf)	10	x	15	**150**		**150**
		FIRE APPARATUS & SUPPORT:						
8		Apparatus Bay	16	x	35	4480	1,173	3,307
1		Hose Storage	10	x	12	120	30	90
1		Shop	10	x	10	100	0	100
1		Oxygen Cascade & Ice Machine	10	x	10	100	0	100
1		Communications Room	10	x	10	100	0	100
1		EMS / Decontamination Room	10	x	10	100	0	100
1		Medical Supply	10	x	15	150	20	130
1		Electrical Room (MDP, Sub-panels)	8	x	12	96	0	96
1		Supply Room	10	x	12	120	50	70
1		Turnout Washer / Dryer Room	10	x	10	100	120	-20
1		Outdoor Storage	5	x	10	50	50	0
		sub-total				**5666**	**1,443**	**4,073**
		SUPPORT SPACES:						
1		Janitor's Closet	8	x	5	40	0	40
1		Toilet Rooms	9	x	10	90	0	90
		Circulation 25%				2866	70	2796
		sub-total				**2996**	**70**	**2926**

City of Ashland Program of Spaces
FIRE & RESCUE DEPARTMENT

Optimum Space: 12,000 sf (2 story bldg)

		FIRE ADMINISTRATION / LIVING					
1		Crew Room	15 x 20	300	290	10
5		Dormitories, Double	12 x 17	1020	490	530
1		Fitness Room	15 x 16	240	0	240
1		Men's Toilet Shower	27 x 10	270	106	164
1		Women's Toilet Shower	10 x 12	120	0	120
1		House Laundry	10 x 10	100	0	100
1		Station Office	10 x 12	120	50	70
1		CERT Office	12 x 14	168	0	168
1		Report Writing Office	12 x 14	168	0	168
1		Work	8 x 10	80	0	80
1		Kitchen	10 x 15	150	120	30
1		Dining Room	10 x 15	150	120	30
1		Training / Meeting Room	15 x 30	450	0	450
1		Storage	8 x 10	80	0	80
1		Entry	10 x 10	100	0	100
2		Public Restroom	8 x 6	96	0	96
1		Elevator Equipment	8 x 8	64	0	64
		sub-total		**3676**	**1,176**	**2,500**
		SUPPORT SPACES:				
1		Janitor's Closet	6 x 10	60	0	60
1		Outdoor Covered Patio	16 x 20	320		320
		(Include Patio cover in costs at 50%)				0
		sub-total		**380**	**0**	**380**
		Total Building Area		**12,868**	**2,689**	**10,029**

NO FLOOR PLAN IS BEING DEVELOPED FOR PROPOSED FIRE STATION #2

(plan previously developed for bond issue proves feasibility on site)

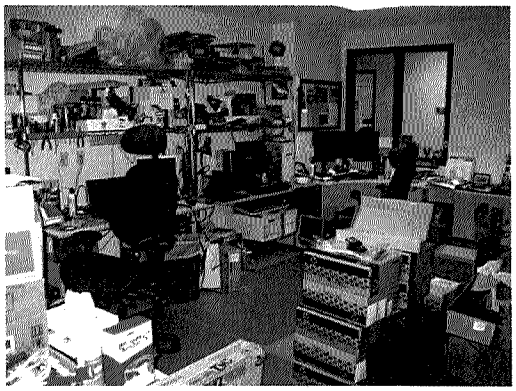
Information Technologies

Public Access/ Security

The Warehouse building at the yard has several entrances, none with a public lobby or control point. The building is served by a single corridor (shown to the right). The public has free access to the building without clear direction. Theft has been a problem in the past.

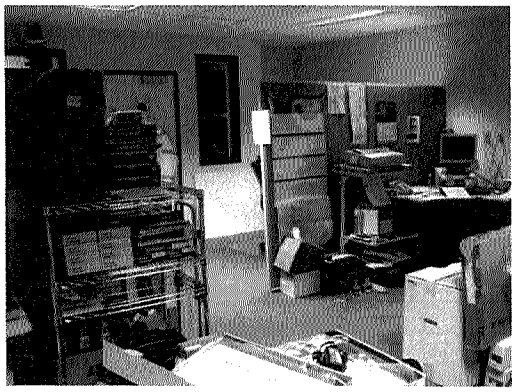
Department Fragmentation

The information technologies department has been inserted within the electric department. The growth of I.T. has been at the expense of electric department work spaces. This has also caused the work spaces for both departments to become fragmented and disconnected. Many spaces are not working to the optimum efficiency due to lack of storage and technical work space beyond typical desk functions.



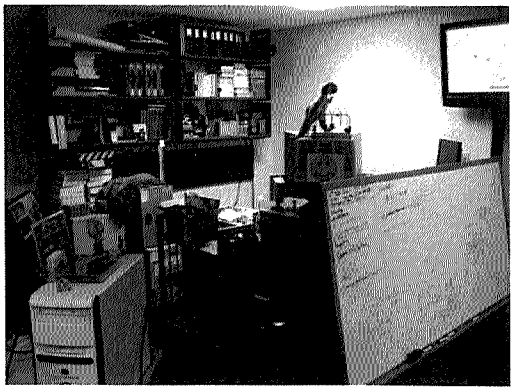
Lack of Meeting Space

There is currently one meeting/conference room within the facility. Scheduling this space is often a challenge.



Head End constraint

The main server for AFN is located within the warehouse building. This facility would be extremely expensive to relocate. It is possible for the department to move away from this location but should remain close by.

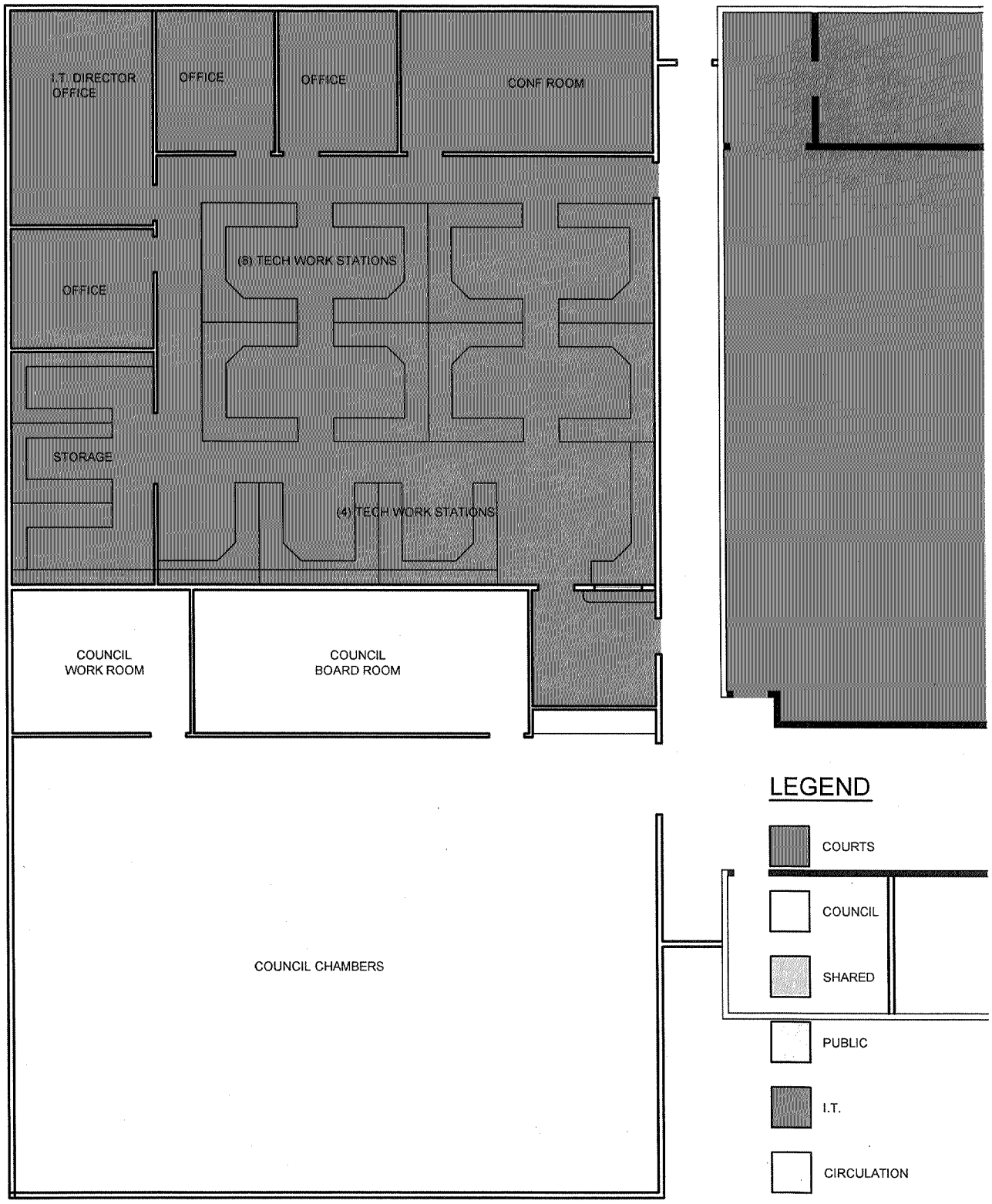


City of Ashland Program of Spaces
INFORMATION TECHNOLOGY

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		I.T. Director Office	12	x	18	216	134	82
2		Administrative Secretary WS	10	x	12	240	132	108
1		Telecommunications Engineer Office	10	x	12	120		120
1		Operations Manager Office	10	x	12	120		120
2		Network Administrator WS	8	x	10	160		160
1		Account Representative WS	8	x	10	80		80
2		Database Administrator WS	10	x	12	240		240
3		Telecommunications Technician WS	10	x	15	450		450
1		Telecommunications/ Comp Tech WS	10	x	15	150		150
1		User Support Manager Office	10	x	12	120		120
2		Computer Technician WS	10	x	15	300		300
1		Conference Room	12		15	180		180
1		Head-end/Server Room (700 sf)	30	x	35	1050	1,067	-17
		Sub-total				**3426**	**1,333**	**2,093**
		Shared Spaces						
		Utility/Restrooms/shared						
1		Waiting Area (Admin Secretary)	15	x	20	300	0	300
1		Conference Room (seat 30)*	15	x	30	450	370	80
1		Storage Area (200 sf)*	15	x	15	225	600	-375
1		Warehouse (1200 sf)*	27	x	45	1215	600	615
1		Loading Dock*	15	x	20	300	800	-500
		Sub-total				**2490**	**2,370**	**120**
		Circulation 22%				1,302	815	487
		Total Building Area				**7,218**	**4,518**	**2,700**

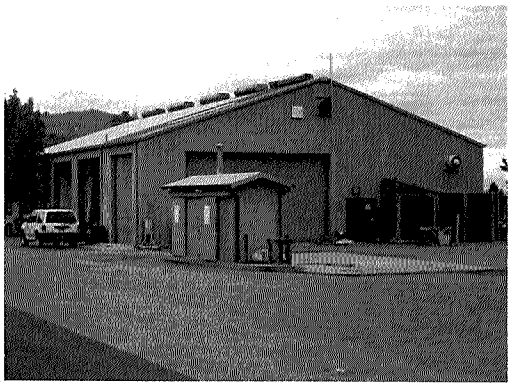
* Currently shared with other departments



INFORMATION TECHNOLOGY
(1175 EAST MAIN STREET)
PROPOSED

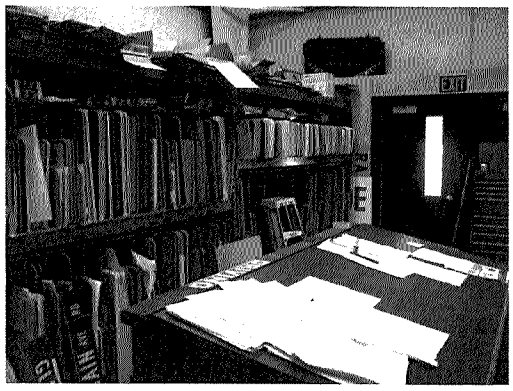
Maintenance

The existing yard is currently challenged by limited storage space. Yards are fragmented and located throughout the city. Limited covered parking is available for the city vehicles. Many of these vehicles need to be parked under cover to help protect the equipment from over exposure to the weather.



The welding shop is challenged by limited space. About 50% more area is required for this department to function efficiently.

The sign shop is also challenged with space needs. Again about 50% more space is needed for this department to function efficiently.



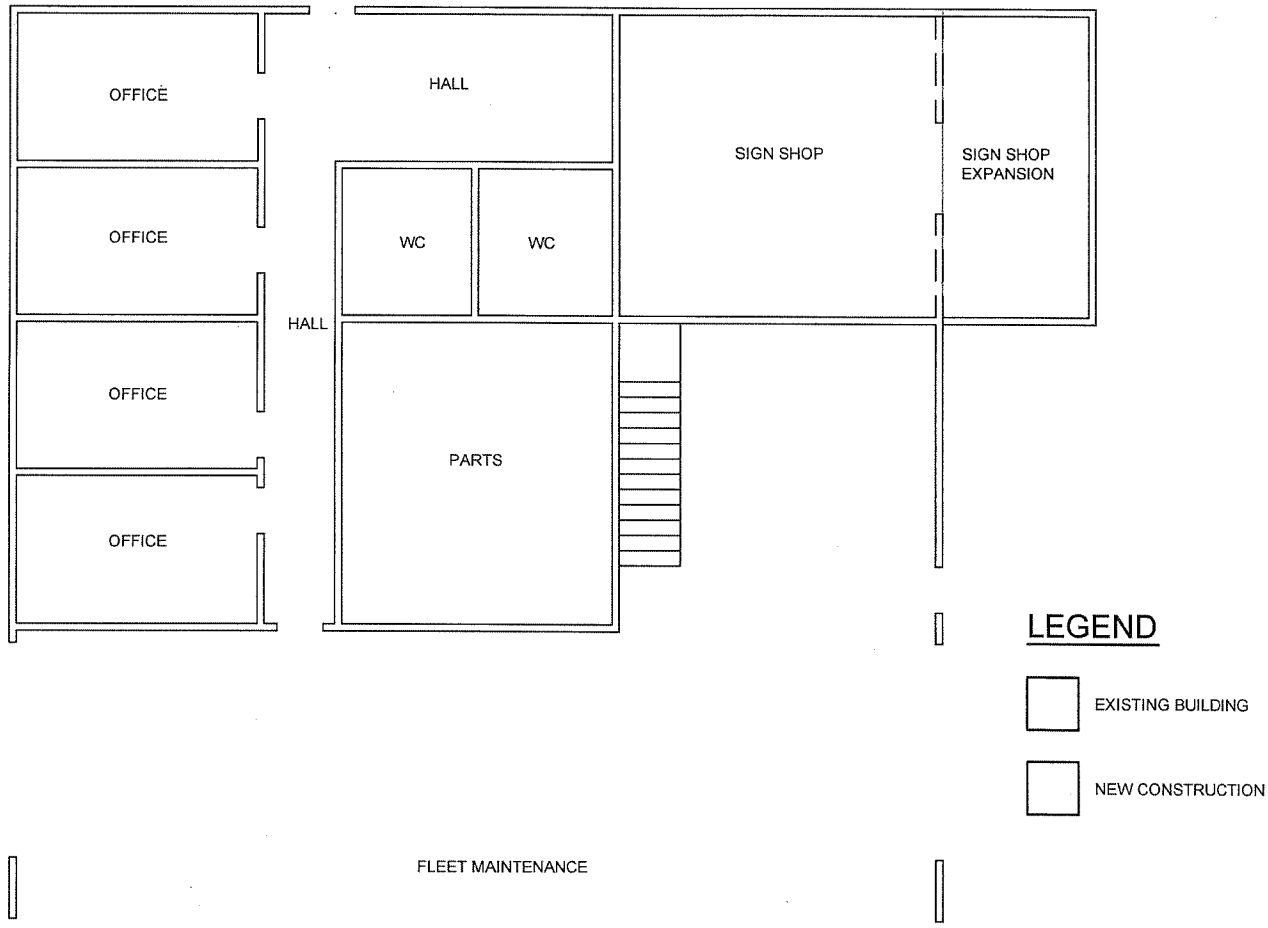
Residential construction has developed around the yard properties. The activities of the yards now cause disruption for these neighbors.

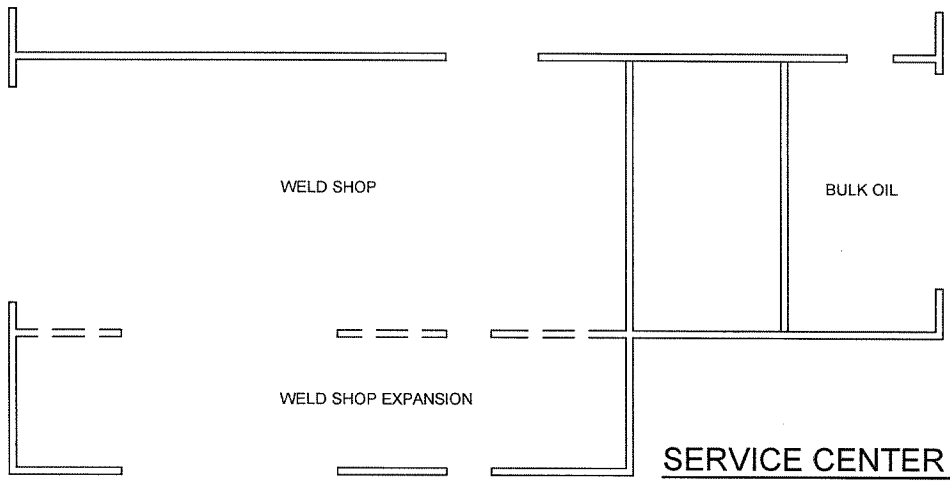
City of Ashland Program of Spaces
Maintenance

PROGRAM AREAS

Space Data									
Qty		Program Space		Proposed Size			Proposed Area	Existing Area	Area Difference
1		Office		10	x	16	160	160	0
1		Office		10	x	16	160	160	0
1		Office		10	x	16	160	160	0
1		Office		10	x	16	160	160	0
1		Lobby		10	x	23	230	230	0
1		Sign Shop		20	x	31	620	420	200
1		Parts		20	x	18	360	360	0
1		Fleet Maintenance Bays		36	x	60	2160	2,160	0
1		Fleet Maintenance Shop		20	x	21	420	420	0
1		Weld Shop		40	x	27	1080	720	360
1		Storage		10	x	18	180	180	0
1		Men's Toilet		10	x	9	90	90	0
1		Unisex Toilet		10	x	9	90	90	0
1		Bulk Oil Storage		10	x	18	180	180	0
		Subtotal:					**6050**	**5,490**	**560**
		Parking and site storage area to be calculated separately							
		Circulation	10%				1,210	150	1,060
		Total Building Area					**7,260**	**5,640**	**1,620**

* Currently shared with other departments





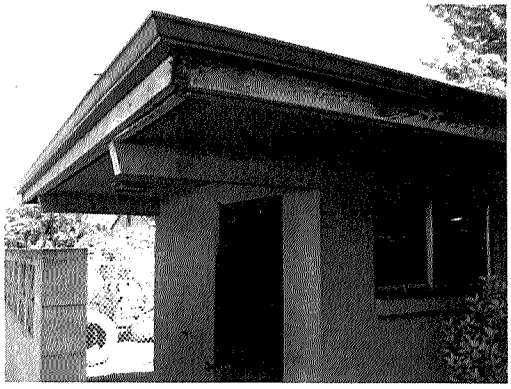
SERVICE CENTER MAINTENANCE SHOP
(90 N. MOUNTAIN AVE.)
PROPOSED

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

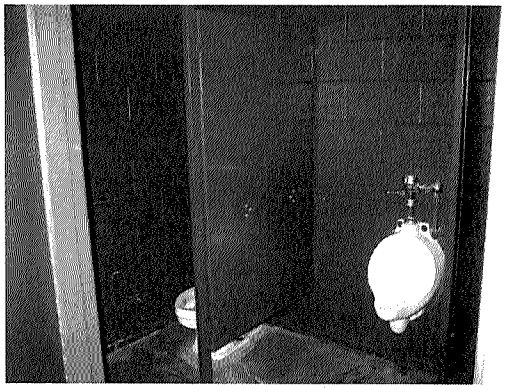
Parks

Sherwood Park

The public restrooms have exceeded their expected lifespan and are a continual maintenance challenge.



These restrooms need to be replaced and updated to meet current accessibility codes.



North Mountain Park

The success of the programs at North Mountain park have created the need for additional staff or volunteer workspaces. An additional 5 workstations are needed at the nature center.

Programs are requiring additional classroom space.

The community center on Winburn Way is often used for weddings. There is currently is no space for the brides to get ready. A bride room is needed.

City of Ashland Program of Spaces
PARKS & RECREATION

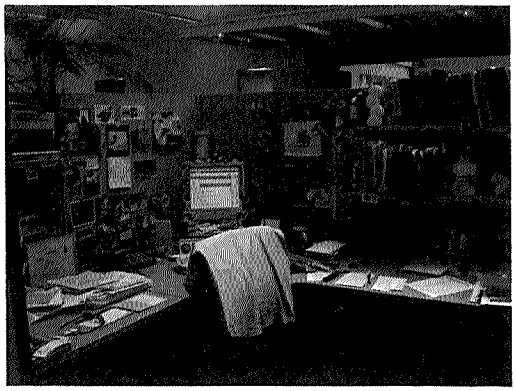
PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
		No Changes Requested in Park offices						
1		Parks & Recreation Director		x		0		0
1		Department Secretary		x		0		0
1		Receptionist		x		0		0
1		Parks Superintendant		x		0		0
1		Lead Custodian		x		0		0
2		Custodian		x		0		0
1		Greens Superintendant		x		0		0
18		Park Technicians		x		0		0
12		Parks Worker		x		0		0
1		Recreation Superintendant		x		0		0
2		Recreation Coordinator		x		0		0
4		Recreation Worker		x		0		0
1		Recreation Facilities Manager		x		0		0
2		Enviro. Education Coordinator		x		0		0
1		Receptionist		x		0		0
2		Senior Program		x		0		0
		Subtotal				**0**	**0**	**0**
1		Conference Room (25 people)		x		0		0
		Storage Areas		x		0		0
1		Break/Lunch Room (15 people)		x		0		0
15		Workstations		x		0		0
1		Waiting Area		x		0		0
1		Public Counter		x		0		0
1		Public Window		x		0		0
1		Interview Area		x		0		0
		Subtotal				**0**	**0**	**0**
		North Mtn Park Nature Center						
		Main Exhibit room		x		429	429	0
		Reception Lobby		x		258	258	0
		Reception Workstation		x		0	0	0
		Resource Room		x		143	143	0
		Lab		x		161	161	0
		Kitchen		x		59	59	0
		Restroom		x		58	58	0
1		Office	25	x	25	**625**	**120**	**505**
		Storage		x		70	70	0
		Subtotal				**1803**	**1298**	**505**
1		Outside Classroom	30	x	40	**1200**	**0**	**1,200**
2		Sherwood Park Restrooms	10	x	12	240		
1		Bridal Room/Community Center	10	x	15	150		
		Total Building Area				**3,003**	**1,298**	**1,705**

Community Development Building

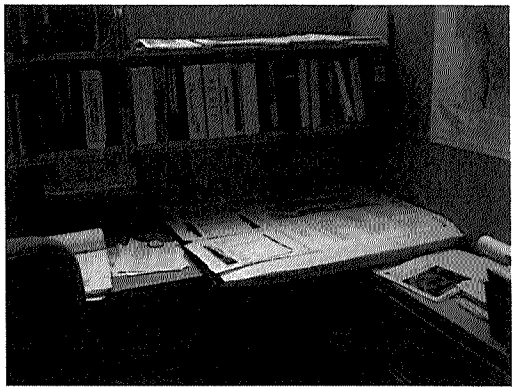
For the most part, the recently constructed community development building is functioning well. Recent security doors have been added to restrict public access from the lobby area into the internal department areas.

This building contains two conference rooms which are constantly being used by either the public or other departments.

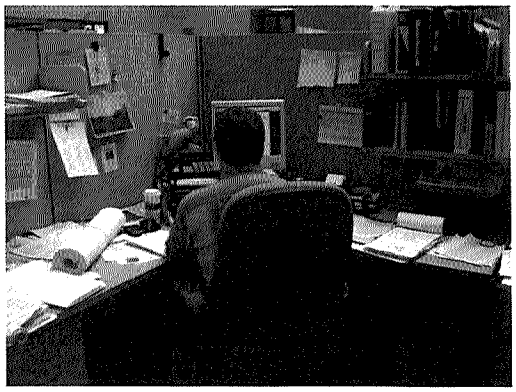


Work station size

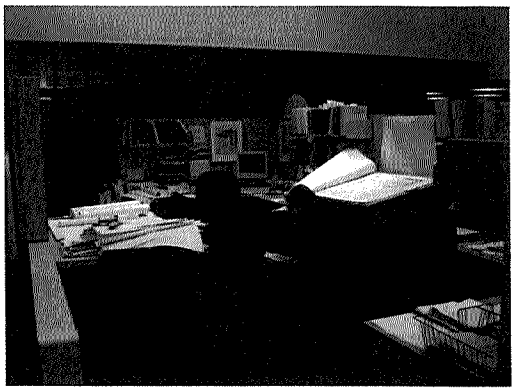
The planning work stations do not provide adequate work space to accommodate construction documents.



Several workstations throughout the facility are not contiguous with the department they are associated. Some minor reconfiguration could resolve this challenge.



Work stations are not configured to accommodate oversized sets of plans during the review process.

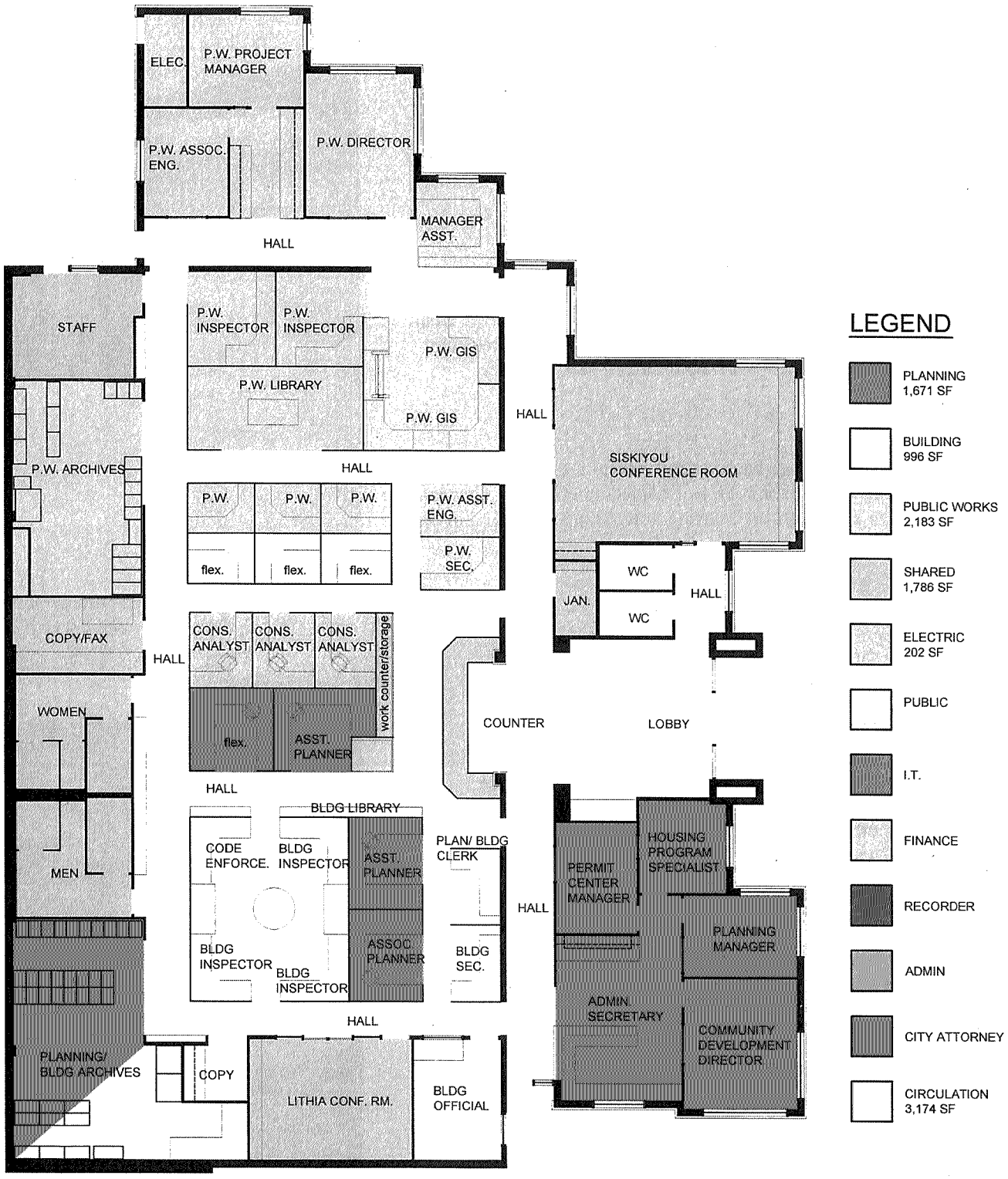


City of Ashland Program of Spaces
PLANNING & BUILDING

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
		Planning						
1		Com Dev Director Office	13.5	x	16	209	209	0
1		Executive Secretary Workstation	9	x	15	135	135	0
1		Senior Planner Office	9.75	x	14	132	132	0
1		Housing Program Specialist Office	10.5	x	11	110	110	0
1		Permit Center Man Office	9.5	x	13	124	124	0
1		Associate Planner Workstation	9	x	12	108	89	19
2		Assistant Planner Workstations	9	x	12	216	198	18
1		Flex work station	6.5	x	12	76	76	
1		Planning Archive		x		365	340	
1		Work/Storage area	10.5	x	15	158	158	0
		sub-total				**1633**	**1,570**	**37**
		Building Department						
1		Building Official Office	10.5	x	15	152	152	0
3		Building Inspector Workstations	9.5	x	11	314	314	0
1		Code Enf Specialist workstation	5	x	8	40	40	0
1		Flexible Workstation	6	x	9	54	54	0
1		Building Secretary Workstation	9.5	x	11	105	105	0
2		Account Clerk I Workstations	7	x	8	112	112	0
1		Building Archive		x		280	280	
1		Building Library	7.75	x	9.0	70	70	0
		sub-total				**1126**	**1,126**	**0**
		Shared Spaces*						
1		Public Lobby	17	x	26	442	442	0
2		Public Toilets (M/W)	5	x	8	80	80	0
1		Public Counter	5.5	x	15	83	83	0
1		Conference Room # 1	21	x	28.0	588	588	0
1		Conference Room # 2	14	x	17	238	238	0
1		Break Room	12	x	13	156	156	0
1		Employee Men's Restroom	12	x	13	156	156	0
1		Employee Women's Restroom	12	x	12	144	144	0
1		Copy/Work room	9	x	12	108	108	0
1		Janitor	5	x	8	38	38	0
		sub-total				**2032**	**2,032**	**0**
		Circulation/Utility 35%				1,677	2,280	0
		Total Building Area				**6,467**	**7,008**	**37**

* Currently shared with other departments



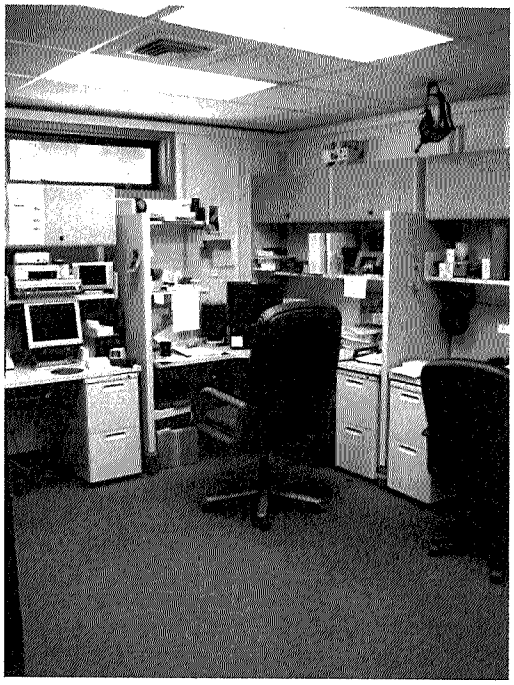
COMMUNITY DEVELOPMENT AND PUBLIC WORKS ADMINISTRATION (51 WINBURN WAY)
TOTAL 10,012 SF
PROPOSED

OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

Police

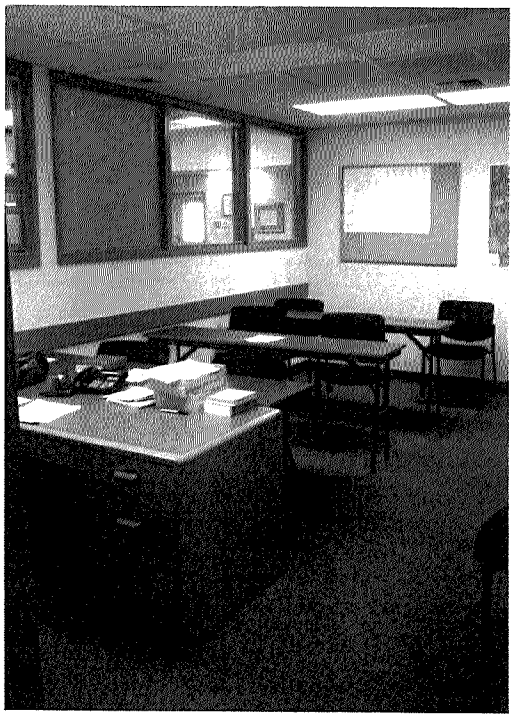
Public Circulation
The existing lobby is adjacent to the general work area. Computer monitors with sensitive information are visible to the public area. The public must travel past these monitors for interviews or fingerprinting services.

Poor office conditions
Currently work stations for the Detectives, Sergeants, Volunteers and report writing are being squeezed into small offices due to lack of space. Photo to the right shows the detectives office, 5 work stations in a 12 x 12 space.



Evidence Storage has already reached the maximum capacity. Evidence must be retained indefinitely. Currently storage containers are housing non sensitive material in the parking lot.

Lack of Meeting Space
The existing briefing room cannot accommodate the 30+ persons often needed and does not provide room for required training. It is difficult to schedule and costly to retain other spaces within the community on a regular basis. Often a space is needed for training that should be able to accommodate 50 to 100 people.

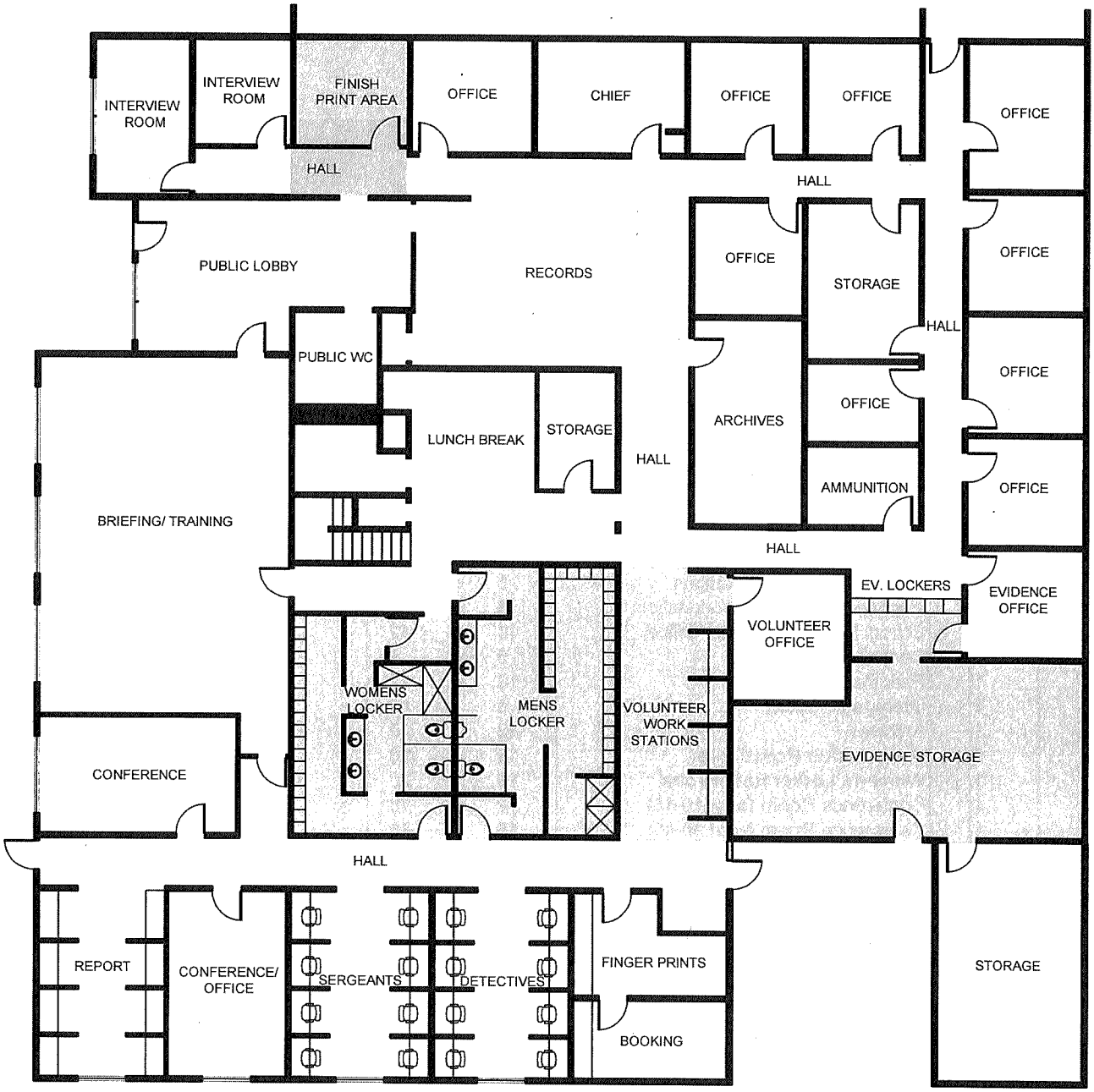


Temporary custody
The existing facilities are inadequate to retain and process persons in temporary custody.

City of Ashland Program of Spaces
POLICE DEPARTMENT

PROGRAM AREAS

Space Data								
Qty		Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference
1		Police Chief Office	12	x	18	216	174	42
1		Deputy Chief Office	12	x	12	144	132	12
1		Lieutenant Office	12	x	12	144	141	3
1		Administrative Assistant Office	10	x	12	120	134	-14
1		Records Supervisor Office	10	x	10	100		100
4		Records Clerk Workstations	10	x	10	400	500	-100
1		Evidence Technician Office	10	x	12	120	173	-53
1		Property/Evidence Room (400 sf)	15	x	27	405	162	243
1		Background Investigator Workstation	10	x	12	120	144	-24
1		DEA Workstation	0	x	0	0	0	0
1		Volunteer Coordinator workstation	8	x	12	96	98	-2
3		Volunteer Desks	5	x	6	90	0	90
5		Sergeants Workstations	8	x	10	400	348	52
5		Detectives Workstations	8	x	10	400	186	214
5		Patrol Officers Workstations	8	x	10	400	336	64
1		Investigations Clerk Workstation	8	x	10	80		80
1		School Resource Officer Office	10	x	12	120	132	-12
1		Central Area Patrol	5	x	6	30		30
1		Park Patrol	10	x	12	120		120
1		Interogation room	8		10	80		80
1		Archives	12	x	20	240	180	60
1		Men's Locker Room/Toilet	15	x	20	300	272	28
1		Women's Locker Room/Toilet	15	x	20	300	210	90
1		Conference Room (seat 10-15)	12	x	18	216	184	32
1		Conference Room (seat 30-40)	15	x	40	600	0	600
1		Fingerprint Area	8	x	10	80	20	60
1		Break / Lunch Room	15	x	20	300	305	-5
1		Storage Area (200 sf)	10	x	20	200	81	119
1		Briefing/Training Area (30-40 people)	15	x	40	600	230	370
1		Employee Restroom	8	x	10	80	72	8
1		Breathilizer	8	x	10	80	91	-11
1		Booking	10	x	12	120	150	-30
1		Waiting Area	12	x	15	180	132	48
1		Public Counter / Window	4	x	6	24	60	-36
2		Interview Areas	9	x	10	180	120	60
1		Public Toilets	8	x	6	48	81	-33
1		Custodial	7	x	10	70	75	-5
		Subtotal				**7203**	**4923**	**2280**
		Actual Circulation (per plan)				250		
		Circulation 22%				1,585	1,083	502
		Total Building Area				**8,788**	**6,006**	**2,782**



ASHLAND POLICE STATION (1155 EAST MAIN STREET) PROPOSED

LEGEND

HEAVY REMODEL

NEW CONSTRUCTION

OgdenRoemerWilkerson Architecture AIA
COLLABORATIVE APPROACH · HONEST DESIGN

City of Ashland Program of Spaces
PUBLIC WORKS
(Community Development)
PROGRAM AREAS

Space Data								
Qty		Program Space		Proposed Size			Proposed Area	Existing Area	Area Difference
		Community Development							
1		Public Works Director' Office		13	x	17	221	221	0
2		Manager Assistant Workstation		10	x	10	200	200	0
1		Project Manager Office		11		14	149	149	0
1		Assoc Engineer Office		10		13	130	130	0
5		Engineering, Inspection, Traffic Safety Surveying		9	x	7	315	315	0
2		Public Works Operations		7	x	7	98	98	0
3		GIS Division Workstations		8	x	8	192	192	0
4		Storm Drain Section		6	x	7	168	168	0
2		Building		6	x	7	84	84	0
1		Archives		15.5	x	26	399	399	0
1		Library		10	x	21	210	210	0
		Subtotal					**2166**	**2,166**	**0**
		Shared spaces (see com dev)							
		Circulation 20%	22%				476		
		Total Building Area					**2,642**	**2,166**	**0**

* Currently shared with other departments

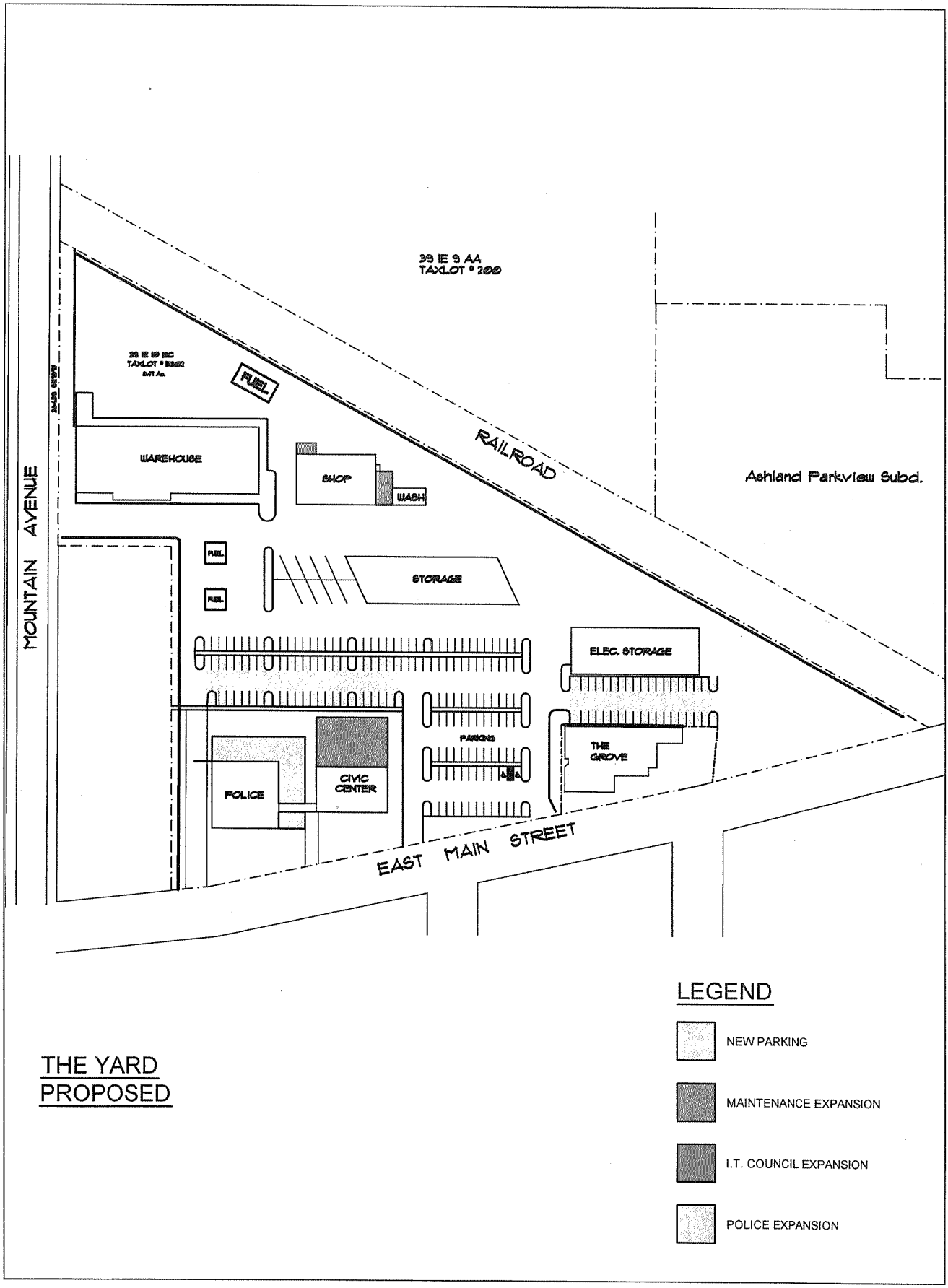
City of Ashland Program of Spaces
PUBLIC WORKS

Other Sites

PROGRAM AREAS

Space Data						
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference
		Waste Water Treatment				
4		Water Treatment Plant	x	0		0
12		Water Distribution Division	x	0		0
5		Wastewater Collection, Pump Station	x	0		0
1		Wastewater Treatment & Reuse	x	0		0
5		Wastewater Treatment	x	0		0
				0	0	0
		Warehouse				
1		Fleet & Building Maint Supervisor	x	0		0
3		Shop / Fleet	x	0		0
8		Street Operations Division	x	0		0
3		Administrative Staff (Locater/Warehousing)	x	0		0
				0	0	0
2		Cemetery	x	0		0
		Shared spaces (see com dev)				
		Circulation 20% 20%				
		Total Building Area		**0**	**0**	**0**

* Currently shared with other departments



THE YARD
PROPOSED

FIRE STATION #2

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

FIRE STATION #2

The redevelopment of this property is the single most critical part of the Master Plan, due to the critical needs faced by the Fire Department at this station, and the size and condition of the current facility.

The existing building is over 40 years old, and has exceeded its useful life due to its condition and quality of construction. The structure is built of non-reinforced CMU, which is already showing signs of cracks and deterioration. Due to its construction, this building most likely would not withstand a seismic event. Current building codes require fire stations and other 'essential facilities' to be built to a higher standard, so that their critical functions can continue after an earthquake. Also, the building is not insulated, resulting in high utility bills and uncomfortable living conditions for the firefighters, who work 24-hour shifts.

At approximately 2600 square feet, the existing facility utterly lacks the space required for its current and future programmatic elements. This lack of space has resulted in severe compromises in the building's functionality, including shared dormitory spaces for men and women. Additionally, there is not an adequate separation between the apparatus bay and the living quarters, and dangerous exhaust fumes permeate the living quarters.

The single most critical need is the lack of space in the apparatus bay. The current apparatus bay houses two rigs, but seven vehicles are housed on site. The remaining five pieces of apparatus are stored outside or under temporary covers. This exposure to the elements, especially the damaging effects of ultraviolet rays, diminishes the life span of the equipment and results in more frequent replacement of parts like rubber hoses. Additionally, the ambulances must be kept in a secure and conditioned environment, to prevent vandalism and theft of drugs, and to maintain the medications that are stored onboard.

The anticipated size of a replacement facility for Fire Station #2 is approximately 10,000 square feet. The Facilities Master Plan Committee felt that phasing of this project would not be a effective method to control the project cost. Even if only a portion of the project is built, the overall space needs would not change. Rather, phasing of the project would only increase the overall project cost, due to the smaller size of the projects and the normal escalation of construction costs.

The Facilities Master Plan Committee investigated alternate sites for Fire Station #2, but it quickly became clear that no other suitable sites were available or would likely become available.

The committee felt that the use of eminent domain to acquire property was not a prudent choice. Therefore, the committee recommends the development of a new fire station on the same site. Same project as proposed in the bond, but with reduced costs by creating a simpler design and construction type, not a 'sister' station to FS 1.

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Fire Department # 2 (existing property)

April 15, 2008

1. **Site Work:**		
Off-site improvements	$ 160,000	
General site work	$ 252,018	
Existing building Demolition	$ 24,570	
2. **Building Cost:**		
10250 S.F. @ $265/S.F.	$ 2,716,250	
Based on ORW's Grants Pass Stations		
3 **Construction Contingency Allowance (8%)**	$ 217,300	
Construction Cost Subtotal		$3,370,138
4. **Misc Equipment and Furnishings**	$ 40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	$ 337,014	
b. Landscape architect	$ 10,000	
c. Civil engineer	$ 15,000	
d. Special Consultant	$ -	
e. Interior designer	$ 8,000	
f. Acoustical Engineer	$ -	
g. Surveyor	$ 8,000	
h. Geotechnical engineer	$ 4,000	
i. Cost estimator	$ 8,000	
j. Materials testing	$ 6,000	
k. Contract Documents printing	$ 6,000	
l. Approval agency fees allowance (5% const cost)	$ 135,813	
m. Reimbursable expenses	$ 6,000	
n. Property Aquisition* (x Street)	$ -	
o. Department Relocation Costs	not included	
Miscellaneous Costs Subtotal		583,826
Total Estimated Project Budget		$3,953,964

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)

THE YARD

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

DETAILED NARRATIVE - MAINTENANCE YARD

Currently, the city's maintenance yards are located on numerous small sites throughout the city. This fragmentation makes it difficult for the Public Works, Electric, IT, and Maintenance Departments to function efficiently, and results in wasted staff time and fuel consumption, in addition to the under-utilization of the facilities themselves. Consolidation of these facilities is a key component of the Facilities Master Plan.

The main yard at East Main & Mountain Avenue is too small to house all the vehicles that need to be kept under cover, for maintenance and protection of the assets. It also is not big enough to store all the utility piping, meters, parts, and other supplies that need to be kept on hand. A lack of security at this site results in the theft and vandalism of the materials and equipment stored here.

The main yard is centrally located, which has proven disruptive to the neighborhood that has developed around this site in recent years, and the activities there generate numerous complaints about traffic, noise, dust, and other 'nuisances.' Since this issue cannot be resolved completely, the Facilities Master Plan Committee considered alternate locations for the yard. A traffic counter deployed at this site showed an average of 300 vehicle trips to the yard per day. Therefore, a very remote location for this function also would result in wasted staff time and fuel consumption

The existing buildings at the main yard are pre-engineered structures, which could be dismantled and re-assembled at a new location, perhaps with new exterior panels. Site development still required at any new location, but re-use of the current buildings' structures would save substantially on project cost and material resources.

Several properties in the central portion of the city were evaluated (see appendix). These sites were rejected due to high land acquisition costs and concerns over noise and dust that are similar to the existing site. The Gun Club, Hardesty and Imperatrice properties were deemed undesirable due to zoning impediments and their remote location. The most viable options for a new consolidated maintenance yard were those in the vicinities of Washington Street and Mistletoe Road (see appendix).

City of Ashland Facility Master Plan
Trial Cost Estimate
The Yard Relocation (Washington Street)

June 5, 2008

1. **Site Work:**		
Off-site improvements	$ 300,000	
General site work	$ 2,178,000	
2. **Building Cost:**		
40,000 S.F. @ $125/S.F.	$ 5,000,000	
3 **Construction Contingency Allowance (5%)**	$ 373,900	
Construction Cost Subtotal		$ 7,851,900
4. **Misc Equipment and Furnishings**	$ 62,751	
5. **Miscellaneous Costs:**		
a. Architect/engineers (8%)	$ 628,152	
b. Landscape architect	$ 25,000	
c. Civil engineer	$ 75,000	
d. Special Consultant	$ -	
e. Interior designer	$ 8,000	
f. Acoustical Engineer	$ -	
g. Surveyor	$ 12,500	
h. Geotechnical engineer	$ 11,500	
i. Cost estimator	$ 6,000	
j. Materials testing	$ 8,000	
k. Contract Documents printing	$ 6,000	
l. Approval agency fees allowance (5% const cost)	$ 400,000	
m. Reimbursable expenses	$ 6,000	
n. Property Aquisition*	$ 3,000,000	
o. Moving Costs	not included	
Miscellaneous Costs Subtotal	$ 4,248,903	4,248,903
Total Estimated Project Budget		$ 12,100,803

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)

AFFORDABLE HOUSING

ORW
OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH · HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

DETAILED NARRATIVE - AFFORDABLE HOUSING DEVELOPMENT

Throughout the process of updating the Facilities Master Plan, the committee expressed a keen interest in in incorporating opportunities for affordable housing into the Master Plan. The most appropriate sites are highlighted in yellow in the appendix. Specific properties include the B Street yard (2 acre parcel), which could accommodate 50-60 housing units. But the value of this property is listed at $2.9 million, and its sale might be necessary for the acquisition of new property for a consolidated maintenance yard. Similar concerns exist at the city's other yards, which might be sold if and when a consolidated yard is created.

The Facilities Master Plan Committee recommends that, if a new municipal building is built in downtown Ashland to house those functions that must remain in the city core, then the building volume should be maximized. The departments that must remain downtown require only 9000 square feet, so the surplus space could be used either for other city departments, or for the development of affordable housing.

City of Ashland Facilities Master Plan
Affordable Housing Opportunities

B-Street Yard					25% increase	10% increase	10% increase	est. property
	Lot number	Acres	Zoning	Base density	affordable	open space	energy	value
	Lot 1900	1.68	R-3					
	Lot 2700	0.18	R-3					
	Lot 2500	0.22	R-3					
	Lot 2600	0.13	R-3					
	Lot 2100	0.18	R-3					
	Total Parcel size	2.39	R-3	48	12	4.8	7.2	2,950,00.00

units under 500 sq = .75 units

Liberty Property								
	Lot 200	0.99	R-.5	2	0	0		$ 425,000.00

City of Ashland														
Department Analysis		City Hall	Civic Center	Community Dev	Warehouse	Shop	The Grove	Fire # 2	North Mtn Park	Bldg 9	Offsite storage	Total req	Total ex	New area
DEPARTMENT SPACES														
Administration & Legal		2,338									0	2,338	1,809	529
Admin/Council			2,315									2,315	1,627	688
City Recorder		744									1,050	1,794	1,205	589
Electric				320	7,831							8,151	4,766	3,385
Finance		2115			1020							3,135	2,722	413
Finance - Courts			1,020									1,020	899	121
Fire								13,555				13,555	3,442	10,113
Information Technologies					7,218							7,218	4,518	2,700
Maintenance						7,260						7,260	5,640	1,620
Parks									1,705			1,705	-	1,705
Planning & Building				2,759								2,759	2,696	62
Police			7,203									7,203	6,006	1,197
Public Works (com dev)				2,166								2,166	2,166	0
Public Works Other Sites														
SUBTOTAL		5,197	10,538	5,244	16,069	7,260	0	13,555	1,705	0	1,050	**60,617**	**37,496**	**23,122**
SHARED SPACES, shared btwn														
Administration & Legal		1918												
Admin/Council			1,248											
City Recorder		lincluded above												
Electric					2060									
Finance		included above												
Finance - Courts			included above											
Fire														
Information Technologies					included above									
Maintenance														
Parks											-			
Planning & Building				2032										
Police			none											
Public Works (com dev)				included above										
Public Works Other Sites					included above									
SUBTOTAL		1918	1248	2032	2060	0	0	0	0	0	0			
CIRCULATION	22%	1565	2593	2280	3988		0	2982	375	0	231			
Total area		**8,680**	**14,379**	**9,556**	**22,117**	**7,260**	**-**	**16,536**	**2,080**	**-**	**1,281**			
actual building area		7,012	11,104	**10,012**	17,375	5,640	10,075	2,689						

TAB 6

Ogden Roemer Willerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

OPTION 1

REUSE AND REORGANIZATION OF CITY OWNED PROPERTIES

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

Master Plan Options

The three options are:

Option 1- Reuse and / or Re-development:

This option is based on the premise of re-using existing City facilities and properties. No new property acquisition is factored into this option.

Currently most departments are "landlocked" either by physical building constraints or other departments. Although departments are not expecting staff growth, additional square footage is needed for space efficiency, security, meeting area, public separation and control.

It is very clear most of the departments currently located downtown should remain downtown. In order to accommodate reorganization of these departments, some space needs to be made available in order for the remaining departments to be modified. The Finance Department can be relocated outside of the downtown core and remain efficient in its operations.

The Yard

Currently the Public Works and Maintenance yard is located on several properties throughout the City. This fragmentation causes inefficiencies and extra vehicle travel. If the Yard is to be relocated on existing City property, there is only one possible solution; the Gun Club. This property, however, does not lend itself for this function. It is located too far outside the City and the zoning would need to be modified.

Fire Station #2

The existing property is well located for the recommended response time. However, it is too small to house the station practically. The previous design solution developed and proposed demonstrates there is a viable solution but with some impact to both the adjacent park and neighbors.

The potential costs for this option range from $9-12 million.

Pro's

- No additional property acquisition costs.
- Department remodels and expansions can be phased over the course of several years with incremental budget allocations.

Con's

- Does not address the Yard's growth / efficiency needs responsibly.
- Inflation costs for piece meal construction sequencing actually cost more in the long run.
- Finance moves away from the downtown core.

OPTION 2

COMBINATION OF EXISTING REMODEL AND NEW CONSTRUCTION

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

Option 2 - Limited expansion / remodel and new development:

This option also relies upon Finance moving to the Civic Center property.

The Grove would be remodeled to house Finance. The existing Gymnasium would be converted into necessary meeting space, the existing maintenance shop and music room would be converted into storage for finance so that the new storage building would not need to be constructed. The CIP has $1.4 million dollars scheduled for the construction of the new storage building. This budget allocation could be shifted towards a substantial part of the necessary improvements for many of the departments needs defined in Option One. See cost chart this section.

Remodels to City Hall would basically be the same as in Option One.

A new Civic Center would be constructed on the existing site. This would create new space for the Police Department, Information technologies, Courts, Council, Electric Department and Finance. This would allow the existing warehouse to be converted into a true storage warehouse, thus making room for additional site storage. If a full two story build out would provide additional space for other city functions or affordable housing. This portion of this option could range between $7 and $14 million dollars.

Although this is not an ideal solution for the yard, it does increase the space available to them without the cost of additional property aquistion.

Fire Station # 2 would be addressed the same as in Option One.

The potential cost for this option ranges between $8.5 million and $14million depending on what is selected for the Yard and Fire Station # 2.

Pros

- Budgeted money for new storage building can be allocated towards immediate City Hall Improvements
- Provides a new building for Civic Center, better work environment for Warehouse staff
- Eliminates the need for substantial property acquisition costs for the Yard.
- Opportunity to create a better civic presence more in line with current city design guidelines.

Cons

- Does not resolve the yards need for consolidated facility
- Does not resolve neighborhood conflicts with the yard
- Does not eliminate impact to Sherwood Park and neighbors at Fire Station #2

City of Ashland Facilities Master Plan

Combination Remodel and New Construction

Option # 2

	Space Data			
	Program Space		**Remodel Construction Cost**	**New/Addition Construction Costs**
	Relocate Finance to Grove		$ 86,458	
	Remodel Admin / City Hall		$ 275,116	
	Relocate Legal to first floor C.H.		see above	
	Remodel City Recorder		$ 7,904	
	Reconfigure furnishing Com Dev		$ 30,810	
	Expand Nature Center			$ 146,250
	New Classroom Nature Center			$ 280,800
	Remodel Community Center		$ 35,100	
	New Toilets Sherwood Park			$ 56,160
	Fire Station # 2			$ 4,290,977
	subtotal		**$ 435,389**	**$ 4,774,187**
	New Civic Center			**$ 7,210,209**
	Police Department			
	Electric Department			
	Information Technologies			
	Finance			
	Courts			
	Council Chambers			
	Project cost		**$ 435,389**	**$ 11,984,396**

Option 2 total cost **$ 12,419,785**

Inflation (10%) per year

Park's Budget

Immediate to 5 years

5 years to 10 years

City of Ashland Facilities Master Plan

Combination Remodel and New Construction

Option # 2 (5 year inflation cost increase)

Space Data			
Program Space		Remodel Construction Cost	New/Addition Construction Costs
Relocate Finance to Grove		$ 86,458	
Remodel Admin / City Hall		$ 275,116	
Relocate Legal to first floor C.H.		see above	
Remodel City Recorder		$ 7,904	
Reconfigure furnishing Com Dev		$ 30,810	
Expand Nature Center			$ 146,250
New Classroom Nature Center			$ 280,800
Remodel Community Center		$ 35,100	
New Toilets Sherwood Park			$ 56,160
Fire Station # 2			$ 4,290,977
subtotal		**$ 435,389**	**$ 4,774,187**
New Civic Center			**$ 10,556,467**
Police Department			
Electric Department			
Information Technologies			
Finance			
Courts			
Council Chambers			
Project cost		**$ 435,389**	**$ 15,330,654**

Option 2 total cost	**$ 15,766,043**
Inflation (10%) per year	
Park's Budget	
Immediate to 5 years	
5 years to 10 years	

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Civic Center New Building (One Story)

June 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
Paving and a.c. repair	93,000	
Demoliton of (existing building 11,104 sf)	88,832	
2. **Building Cost:**		
23,127 S.F. @ $240/S.F.	5,550,480	
3 **Construction Contingency Allowance (8%)**	444,038	
Construction Cost Subtotal		$6,208,350
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	620,835	
b. Landscape architect	5,000	
c. Civil engineer	18,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	4,000	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	6,000	
l. Approval agency fees allowance (5% const cost)	277,524	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		1,001,859
Total Estimated Project Budget		$7,210,209

Not including:

Inflation until construction start (start time is unknown at this point in time)

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Civic Center New Building (Two Story)

June 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
Paving and a.c. repair	93,000	
Existing building demolition (11,104 sf)	88,832	
2. **Building Cost:**		
46,254 S.F. @ $240/S.F.	11,100,960	
3 **Construction Contingency Allowance (8%)**	888,077	
Construction Cost Subtotal		$12,202,869
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	1,220,287	
b. Landscape architect	5,000	
c. Civil engineer	18,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	4,000	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	6,000	
l. Approval agency fees allowance (5% const cost)	555,048	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		1,878,835
Total Estimated Project Budget		$14,081,704

Not including:

Inflation until construction start (start time is unknown at this point in time)

OPTION 3

NEW BUILDING DOWNTOWN

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN

Option 3 - Exploration of entirely new structures:

As mentioned in Option 1, most departments currently located downtown desire to remain downtown. The Police Department could be located downtown, however, the limited space available for parking would make it impractical to house the many police vehicles. Information Technologies is constrained by the existing location of the AFN head end at the Yard. A close adjacency to this is required. It is more practical for the Electrical, Public Work warehouse crew and Maintenance staff to remain with the Yard location. There is no recommendation in this option for the departments within the Community Development building to be relocated.

Several existing city-owned properties are being considered for this purpose: the Hargadine Parking structure, the Lithia Way parking lot at Pioneer, the Community Development building and Calle Guanajuato.

The Wells Fargo property has also been analyzed for its potential use as a city development.

The following departments are to be considered as primary tenants of this new building: City Administration, City Attorney, Finance, City Recorder, Human Resources, and Police sub-station. These departments would require about 9,000 square feet to work efficiently.

Several of the options show higher square footage. The consensus of the committee encouraged any new building downtown should be built to maximum density to allow either more departments to relocate there or to create additional lease or housing space. Should enough additional square footage be created, the occupants of the Community Development building could co-locate allowing the Community Development building to be sold to offset construction costs.

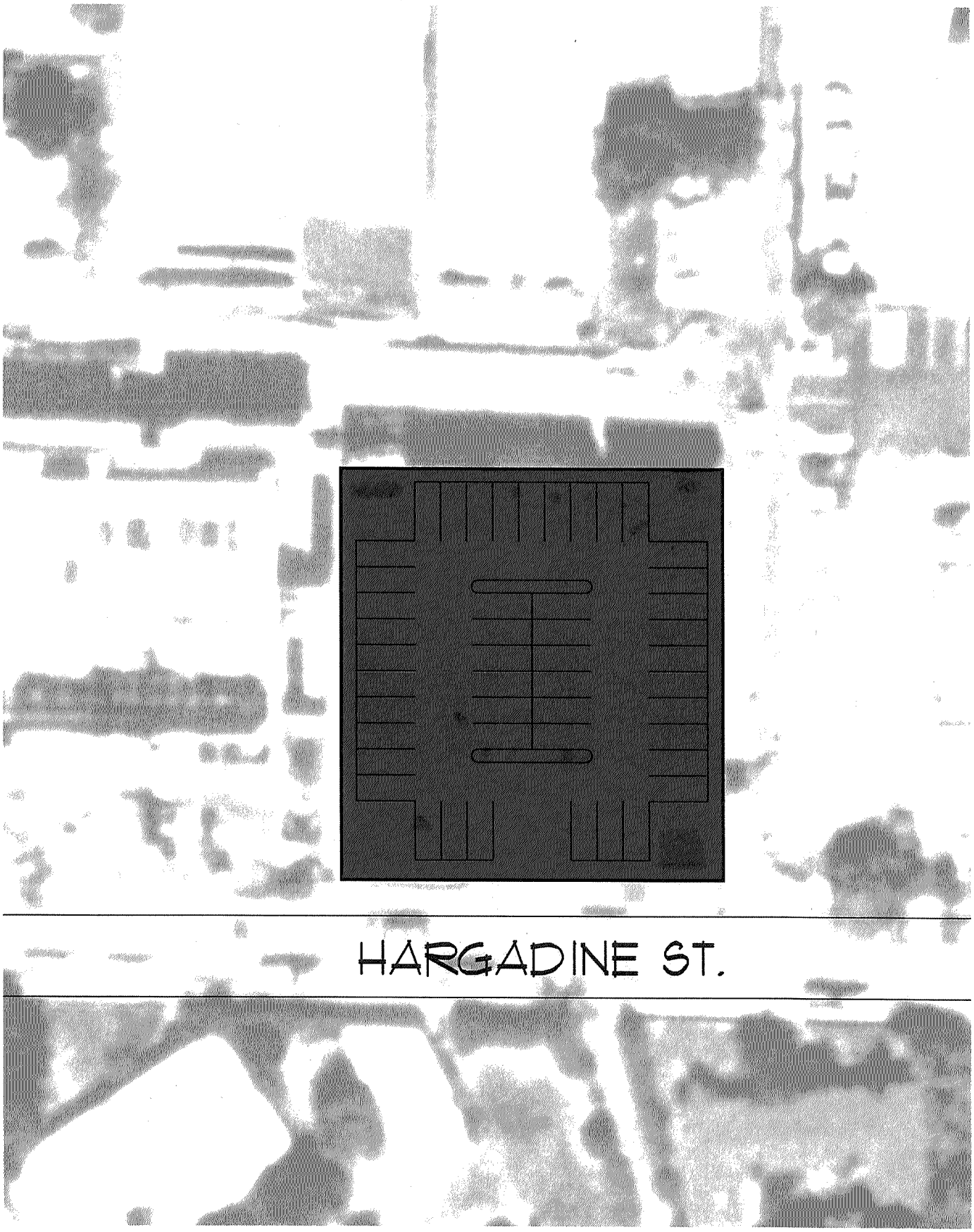
The potential costs of this option range from $4.5-14 million.

Pro's

- New building – eliminate expense of bringing current older building up to code.
- More practical layouts – public procession through spaces.
- Faster resolution of department challenges.
- Potentially creates vacant building for sale or reuse.

Con's

- More costly all at once.
- Possible loss of some parking spaces downtown.



OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

SHAKESPEARE PARKING LOT
SINGLE STORY: 14,784 S.F.
TWO STORY: 29,568 S.F.
PARKING REDUCTION: 47SPACES

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Hargadine Parking Lot (half lot - single story)

April 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
2. **Building Cost:**		
6,700 S.F. @ $240/S.F.	1,608,000	
3 **Construction Contingency Allowance (8%)**	128,640	
Construction Cost Subtotal		$1,768,640
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	176,864	
b. Landscape architect	1,500	
c. Civil engineer	15,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	0	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	5,000	
l. Approval agency fees allowance (5% const cost)	80,400	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		349,264
Total Estimated Project Budget		$2,117,904

Not including:

Inflation until construction start (start time is unknown at this point in time)

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Hargadine Parking Lot (full lot - single story)

April 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
2. **Building Cost:**		
14,742 S.F. @ $240/S.F.	3,538,080	
3 **Construction Contingency Allowance (8%)**	283,046	
Construction Cost Subtotal		$3,853,126
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	385,313	
b. Landscape architect	1,500	
c. Civil engineer	15,000	
d. Special Consultant	0	
e. Interior designer	16,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	0	
i. Cost estimator	12,000	
j. Materials testing	6,000	
k. Contract Documents printing	8,000	
l. Approval agency fees allowance (5% const cost)	176,904	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		669,217
Total Estimated Project Budget		$4,522,343

Not including:

Inflation until construction start (start time is unknown at this point in time)

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

PIONEER/LITHIA PARKING LOT
SINGLE STORY: 7,336 S.F.
TWO STORY: 14,672 S.F.
PARKING REDUCTION: 26 SPACES

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT
APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Pioneer/Lithia Parking Lot (partial lot - single story)

April 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
Paving and a.c. repair	65,000	
2. **Building Cost:**		
7,336 S.F. @ $240/S.F.	1,760,640	
3 **Construction Contingency Allowance (8%)**	140,851	
Construction Cost Subtotal		$1,998,491
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	199,849	
b. Landscape architect	5,000	
c. Civil engineer	18,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	4,000	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	6,000	
l. Approval agency fees allowance (5% const cost)	88,032	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		391,381
Total Estimated Project Budget		$2,389,872

Not including:

Inflation until construction start (start time is unknown at this point in time)

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Pioneer/Lithia Parking Lot (partial lot - two story)

April 15, 2008

1. **Site Work:**		
Off-site improvements	$32,000	
Paving and a.c. repair	65,000	
2. **Building Cost:**		
14,672 S.F. @ $240/S.F.	3,521,280	
3 **Construction Contingency Allowance (8%)**	281,702	
Construction Cost Subtotal		$3,899,982
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	389,998	
b. Landscape architect	3,000	
c. Civil engineer	15,000	
d. Special Consultant	0	
e. Interior designer	16,000	
f. Acoustical Engineer	0	
g. Surveyor	2,500	
h. Geotechnical engineer	4,000	
i. Cost estimator	12,000	
j. Materials testing	6,000	
k. Contract Documents printing	8,000	
l. Approval agency fees allowance (5% const cost)	176,064	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		678,562
Total Estimated Project Budget		$4,578,545

Not including:

Inflation until construction start (start time is unknown at this point in time)

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

GRANITE STREET
NEW 2ND STORY: 9,200 S.F.
PARKING REDUCTION: 0 SPACES

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Second Story Community Development

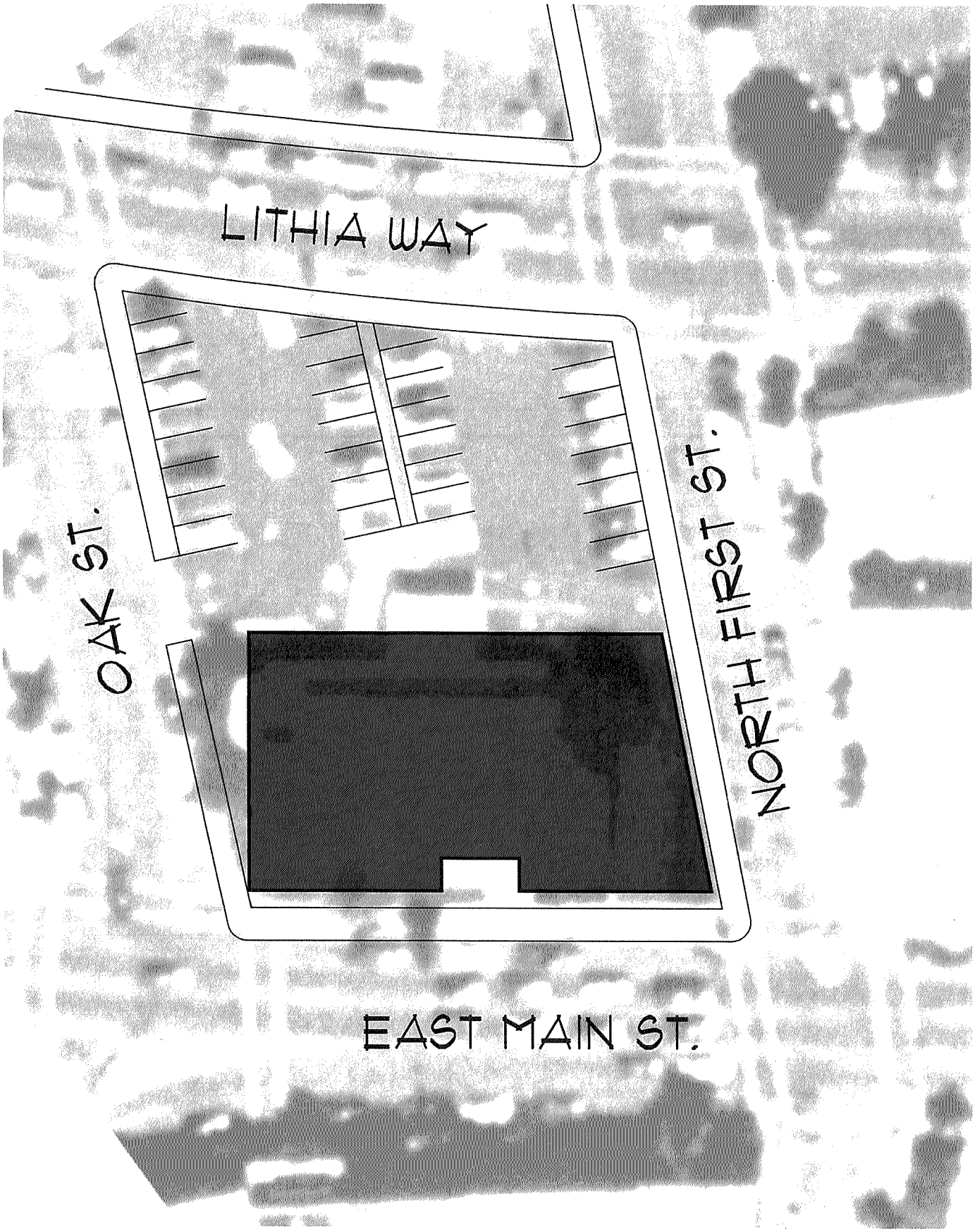
April 15, 2008

1. **Site Work:**			
Off-site improvements	$	42,000	
General site work	$	450,000	
2. **Building Cost:**			
10000 S.F. @ $240/S.F.	$	4,800,000	
3 **Construction Contingency Allowance (8%)**	$	384,000	
Construction Cost Subtotal			$5,676,000
4. **Misc Equipment and Furnishings**	$	40,000	
5. **Miscellaneous Costs:**			
a. Architect/engineers (10%)	$	567,600	
b. Landscape architect	$	10,000	
c. Civil engineer	$	15,000	
d. Special Consultant	$	-	
e. Interior designer	$	16,000	
f. Acoustical Engineer	$	-	
g. Surveyor	$	8,000	
h. Geotechnical engineer	$	4,000	
i. Cost estimator	$	14,000	
j. Materials testing	$	6,000	
k. Contract Documents printing	$	6,000	
l. Approval agency fees allowance (5% const cost)	$	240,000	
m. Reimbursable expenses	$	6,000	
n. Property Aquisition* (Granite Street Residence)	$	1,500,000	
o. Department Relocation Costs		not included	
Miscellaneous Costs Subtotal			2,432,600
Total Estimated Project Budget			$8,108,600

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)



OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

WELLS FARGO SITE
SINGLE STORY: 10,385 S.F.
TWO STORY: 20,770 S.F.
PARKING REDUCTION: 0 SPACES

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT
APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Wells Fargo Property (partial lot - single story)

April 15, 2008

1. **Site Work:**			
Off-site improvements	$	42,000	
General site work	$	225,000	
2. **Building Cost:**			
10,000 S.F. @ $240/S.F.	$	2,400,000	
3 **Construction Contingency Allowance (8%)**	$	192,000	
Construction Cost Subtotal			$2,859,000
4. **Misc Equipment and Furnishings**	$	40,000	
5. **Miscellaneous Costs:**			
a. Architect/engineers (10%)	$	285,900	
b. Landscape architect	$	10,000	
c. Civil engineer	$	15,000	
d. Special Consultant	$	-	
e. Interior designer	$	8,000	
f. Acoustical Engineer	$	-	
g. Surveyor	$	8,000	
h. Geotechnical engineer	$	4,000	
i. Cost estimator	$	10,000	
j. Materials testing	$	6,000	
k. Contract Documents printing	$	6,000	
l. Approval agency fees allowance (5% const cost)	$	120,000	
m. Reimbursable expenses	$	6,000	
n. Property Aquisition*	$	4,000,000	
o. Moving Costs		not included	
Miscellaneous Costs Subtotal			4,518,900
Total Estimated Project Budget			$7,377,900

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Wells Fargo Property (partial lot - two story)

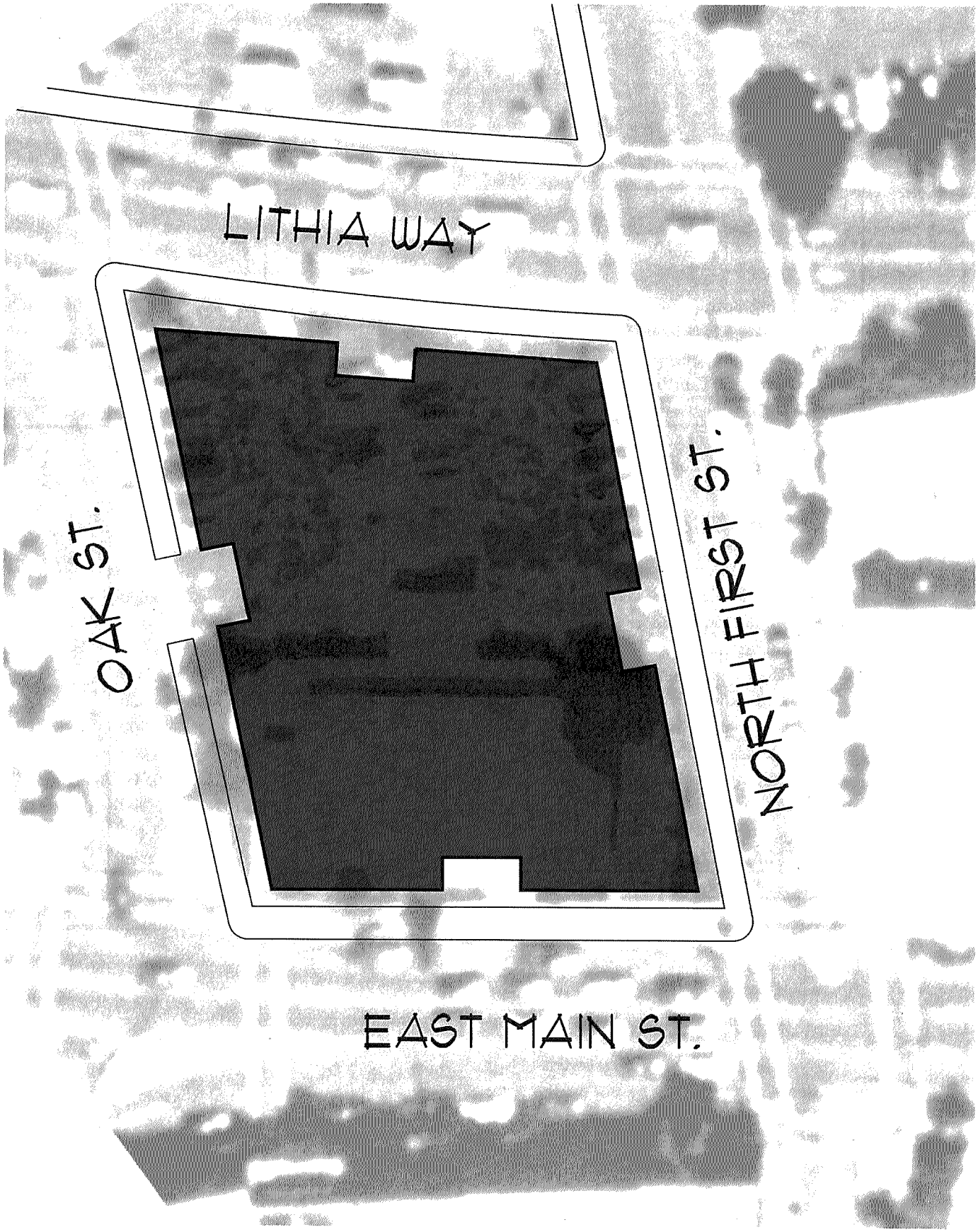
April 15, 2008

1. **Site Work:**			
Off-site improvements	$	42,000	
General site work	$	225,000	
2. **Building Cost:**			
20000 S.F. @ $240/S.F.	$	4,800,000	
3 **Construction Contingency Allowance (8%)**	$	384,000	
Construction Cost Subtotal			$5,451,000
4. **Misc Equipment and Furnishings**	$	40,000	
5. **Miscellaneous Costs:**			
a. Architect/engineers (10%)	$	545,100	
b. Landscape architect	$	10,000	
c. Civil engineer	$	15,000	
d. Special Consultant	$	-	
e. Interior designer	$	16,000	
f. Acoustical Engineer	$	-	
g. Surveyor	$	8,000	
h. Geotechnical engineer	$	4,000	
i. Cost estimator	$	14,000	
j. Materials testing	$	6,000	
k. Contract Documents printing	$	6,000	
l. Approval agency fees allowance (5% const cost)	$	240,000	
m. Reimbursable expenses	$	6,000	
n. Property Aquisition*	$	4,000,000	
o. Moving Costs		not included	
Miscellaneous Costs Subtotal			4,910,100
Total Estimated Project Budget			$10,361,100

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)



OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

WELLS FARGO SITE
SINGLE STORY: 21,000 S.F.
TWO STORY: 42,000 S.F.
THREE STORY: 63,000 S.F.
UNDERGROUND PARKING: 21,000 S.F.

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT
APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate - DRAFT
Wells Fargo Property (total lot coverage -three story)

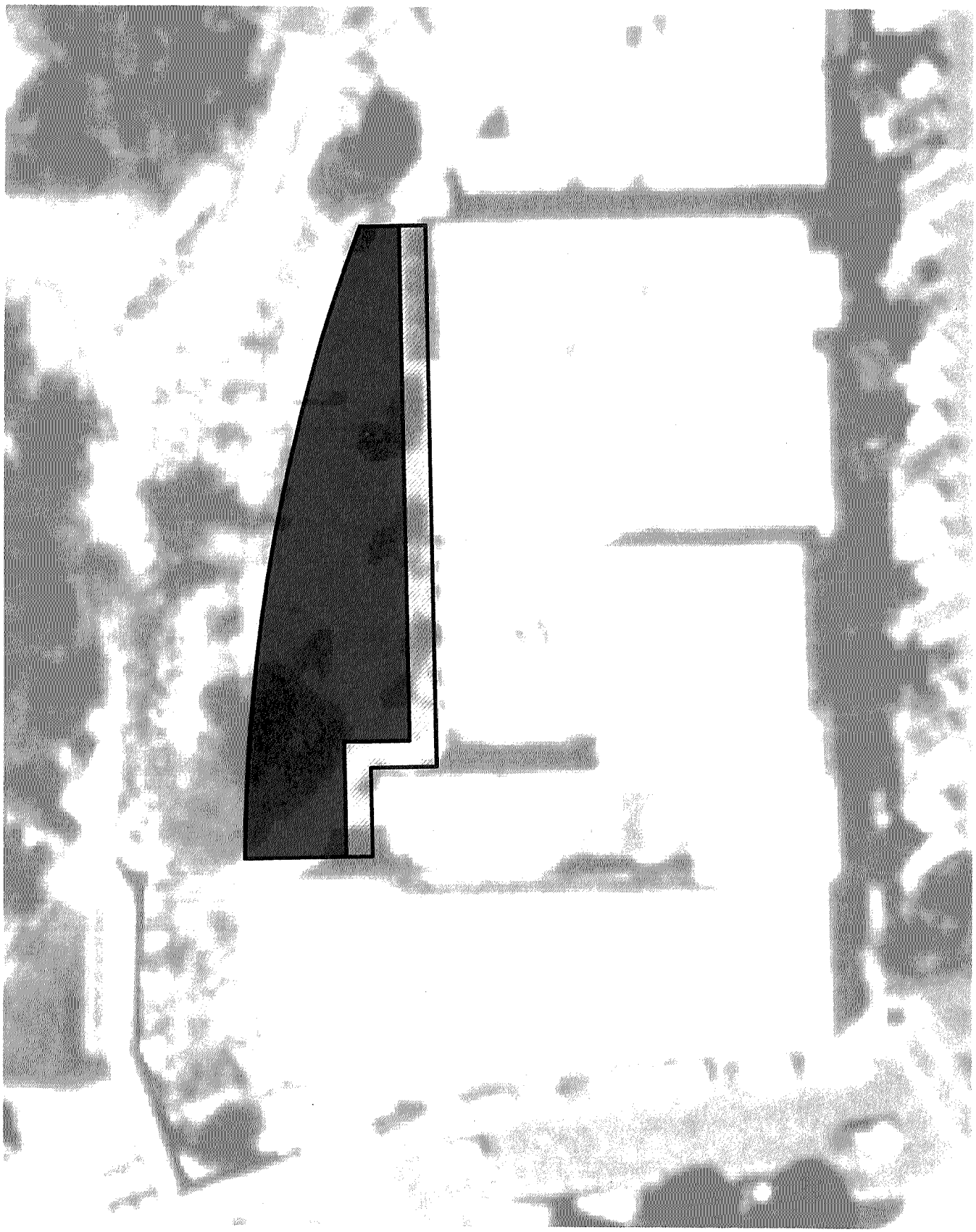
June 15, 2008

1. **Site Work:**			
Off-site improvements	$	42,000	
Underground Parking (21,000 sq ft) 60 spaces	$	1,200,000	
2. **Building Cost:**			
63000 S.F. @ $240/S.F.	$	15,120,000	
3 **Construction Contingency Allowance (8%)**	$	1,209,600	
Construction Cost Subtotal			$17,571,600
4. **Misc Equipment and Furnishings**	$	40,000	
5. **Miscellaneous Costs:**			
a. Architect/engineers (10%)	$	1,757,160	
b. Landscape architect	$	10,000	
c. Civil engineer	$	15,000	
d. Special Consultant	$	-	
e. Interior designer	$	16,000	
f. Acoustical Engineer	$	-	
g. Surveyor	$	8,000	
h. Geotechnical engineer	$	4,000	
i. Cost estimator	$	14,000	
j. Materials testing	$	6,000	
k. Contract Documents printing	$	6,000	
l. Approval agency fees allowance (5% const cost)	$	756,000	
m. Reimbursable expenses	$	6,000	
n. Property Aquisition*	$	4,000,000	
o. Moving Costs		not included	
Miscellaneous Costs Subtotal			6,638,160
Total Estimated Project Budget			$24,209,760

Not including:

* Allowance only, this is not an appraised value

Inflation until construction start (start time is unknown at this point in time)



OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CALLE GUANAJUATO
NEW 2 STORY: 13,000 S.F.
NEW PED. WALK: 1,700 S.F.

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT
APPROX. PROPERTY LOCATION

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Calle Guanajuato (Single Story)

June 16, 2008

1. **Site Work:**		
Off-site improvements	$67,000	
Sitework	635,000	
2. **Building Cost:**		
6,500 S.F. @ $260/S.F.	1,690,000	
walk / Elevator	212,500	
3 **Construction Contingency Allowance (8%)**	135,200	
Construction Cost Subtotal		$2,739,700
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	273,970	
b. Landscape architect	12,450	
c. Civil engineer	53,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	12,700	
h. Geotechnical engineer	8,700	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	6,000	
l. Approval agency fees allowance (5% const cost)	84,500	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		519,320
Total Estimated Project Budget		$3,259,020

Not including:

Inflation until construction start (start time is unknown at this point in time)

City of Ashland Facility Master Plan
Trial Cost Estimate -DRAFT
Calle Guanajuato (two Story)

June 16, 2008

1. **Site Work:**		
Off-site improvements	$67,000	
Sitework	635,000	
2. **Building Cost:**		
13,000 S.F. @ $260/S.F.	3,380,000	
walk	212,500	
3 **Construction Contingency Allowance (8%)**	270,400	
Construction Cost Subtotal		$4,564,900
4. **Misc Equipment and Furnishings**	40,000	
5. **Miscellaneous Costs:**		
a. Architect/engineers (10%)	456,490	
b. Landscape architect	12,450	
c. Civil engineer	53,000	
d. Special Consultant	0	
e. Interior designer	8,000	
f. Acoustical Engineer	0	
g. Surveyor	12,700	
h. Geotechnical engineer	8,700	
i. Cost estimator	8,000	
j. Materials testing	6,000	
k. Contract Documents printing	6,000	
l. Approval agency fees allowance (5% const cost)	169,000	
m. Reimbursable expenses	6,000	
n. Moving Costs	not included	
Miscellaneous Costs Subtotal		786,340
Total Estimated Project Budget		$5,351,240

Not including:

Inflation until construction start (start time is unknown at this point in time)

TAB 7

Ogden Roemer Wilkerson
ORW
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

City of Ashland Program of Spaces
ADMINISTRATION & LEGAL
Option 1
PROGRAM AREAS

125 5/7/2008

Space Data								Cost Data					
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
	Administration											
1	Mayor's Office	12 x 18	216	156	60		3,240	$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ -
1	City Administrator	15 x 18	270	188	82		4,050	$ 11,610	$ 14,850	$ 27,000	$ 52,650	$ -
1	Executive Secretary	10 x 12	120	150	-30		1,800	$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	Management Analyst	12 x 12	144	144	0		2,160	$ 6,192	$ 7,920	$ 14,400	$ 28,080	
1	HR Director	12 x 12	144	136	8		2,160	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 6,192
1	Administrative Assistant	8 x 10	80	120	-40		1,200	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 4,400
2	Flexible Workstations	8 x 10	160	0	160		2,400	$ 6,880	$ 8,800	$ 16,000	$ 31,200	$ 2,400
1	Storage	8 x 12	96	0	96		1,440	$ 4,128	$ 5,280	$ 9,600	$ 18,720	$ 9,600
1	Personnel Assistant	8 x 10	80	124	-44		1,200	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 3,440
	sub-total		**1,310**	**1,018**	**292**							**$ 26,032**
	Legal											
1	City Attorney Office	12 x 18	216	120	96		3,240	$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ 3,240
1	Assistant City Attorney Office	12 x 12	144	136	8		2,160	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 2,160
1	Paralegal Office	12 x 12	144	135	9		2,160	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 2,160
1	Future Atty Office	12 x 12	144	0	144		2,160	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 2,160
1	Legal Secretary Workstation	10 x 12	120	120	0		1,800	$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 6,600
1	Law Library	12 x 15	180	235	-55		2,700	$ 7,740	$ 9,900	$ 18,000	$ 35,100	$ 2,700
1	File Storage area	4 x 20	80	45	35		1,200	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 1,200
	sub-total		**1,028**	**791**	**237**							**$ 20,220**
	Shared Spaces											
1	Conference Room (seat 6-8)	10 x 12	120	114	6		1,800	$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 5,160
1	Conference Room (seat 50-100)	25 x 40	1,000	0	1,000		15,000	$ 43,000	$ 55,000	$ 100,000	$ 195,000	$ 15,000
1	Storage Areas	10 x 12	120	0	120		1,800	$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	Breakroom	12 x 15	180	174	6		2,700	$ 7,740	$ 9,900	$ 18,000	$ 35,100	$ 7,740
1	Women's restroom	10 x 15	150	45	105		2,250	$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 6,450
1	Men's restroom	10 x 15	150	0	150		2,250	$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 6,450
1	Custodial	6 x 8	48	13	35		720	$ 2,064	$ 2,640	$ 4,800	$ 9,360	$ 2,064
1	Work/copy/storage room	10 x 15	150	106	44		2,250	$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 2,250
	sub-total		**1,918**	**452**	**1,466**							**$ 45,114**
	Circulation 22%		**936**	**497**	**439**		14,045	$ 40,262	$ 51,498	$ 93,632	$ 182,582	**$ 40,262**
	Elevator											**$ 80,000**
	Total Department Areas		**5,192**	**2,758**	**2,434**		**$ 77,885**	**$ 223,270**	**$ 285,578**	**$ 519,232**	**$ 1,012,502**	**$ 211,628**

City of Ashland Program of Spaces
ADMINISTRATION - COUNCIL

PROGRAM AREAS

5/7/2008

Space Data									Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
	Council Chambers											
1	Council Chambers	35 x 55	1925	1,324	601			$ 82,775	$ 105,875	$ 192,500	$ 375,375	$ 375,375
1	Council Conference Rm	12 x 20	240	220	20			$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 46,800
1	Control Room	10 x 15	150	83	67			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 29,250
	sub-total		**2315**	**1,627**	**688**							
	Shared Spaces											
1	Public Lobby	20 x 30	600	570	30			$ 25,800	$ 33,000	$ 60,000	$ 117,000	$ 33,000
1	Women's restroom	10 x 15	150	45	105			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 29,250
1	Men's restroom	10 x 15	150	0	150			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 29,250
1	Mechanical	10 15	150	100	50			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 6,450
1	Custodial	6 x 8	48	13	35			$ 2,064	$ 2,640	$ 4,800	$ 9,360	$ 2,064
1	Work/copy/storage room	10 x 15	150	106	44			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 6,450
	sub-total		**1248**	**834**	**414**							
	Remodel ex council chambers			1324			$ 19,860					$ 19,860
	Circulation 22%		**784**	**541**	**242**						$ 152,853	$ 152,853
	Total Department Areas		**4,347**	**3,002**	**1,344**			**$ 153,209**	**$ 195,965**	**$ 356,300**	**$ 847,638**	**$ 730,602**

* Currently shared with other departments

City of Ashland Program of Spaces
CITY RECORDER

PROGRAM AREAS

5/7/2008

Space Data									Cost Data				
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1		City Recorder Office	12 x 18	216	155	61	0		$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ -
1		Admin Assistant Workstation	10 x 12	120	100	20	0		$ 5,160	$ 6,600	$ 12,000	$ 23,400	0
1		Public Work Station	8 x 10	80	20	60	0		$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 3,440
1		Public Lobby	10 x 10	100	80	20	0		$ 4,300	$ 5,500	$ 10,000	$ 19,500	0
1		Secure Record Storage/Vault	12 x 15	180	150	30	0		$ 7,740	$ 9,900	$ 18,000	$ 35,100	
1		General Storage	4 x 12	48	0	48	0		$ 2,064	$ 2,640	$ 4,800	$ 9,360	$ 2,640
		sub-total		**744**	**505**	**239**							
1		Offsite Record Storage	30 x 35	**1050**	**700**	**350**							
		Shared Spaces											
1		Restroom	6 x 8	48					$ 2,064	$ 2,640	$ 4,800	$ 9,360	
1		Lunch/Break Room	10 x 10	100					$ 4,300	$ 5,500	$ 10,000	$ 19,500	
1		Work/Copy Room	10 x 12	120					$ 5,160	$ 6,600	$ 12,000	$ 23,400	
1		Conference Room	12 x 15	180					$ 7,740	$ 9,900	$ 18,000	$ 35,100	
		Circulation 20%		149	25				$ 18,600	$ 4,375	$ -	$ -	
		Total Building Area		**893**	**530**	**589**			**$ 69,856**	**$ 69,935**	**$ 119,200**	**$ 232,440**	**$ 6,080**

* Currently shared with other departments

City of Ashland Program of Spaces
ELECTRIC DEPARTMENT
Assume (I.T. moves)
PROGRAM AREAS

5/7/2008

Space Data										Cost Data				
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1		Electric Director Office	12 x 18	216	480	-264			$ 9,288	$ 11,880	$ 21,600	$ 27,000	$ -
1		Administrative Secretary Office	10 x 12	120	132	-12			$ 5,160	$ 6,600	$ 12,000	$ 15,000	
1		Warehouse Storekeeper Office	10 x 12	120	120	0			$ 5,160	$ 6,600	$ 12,000	$ 15,000	
1		Electric Operations Super. Office	12 x 15	180	180	0			$ 7,740	$ 9,900	$ 18,000	$ 22,500	
1		Estimator's Office	10 x 15	150	30	120			$ 6,450	$ 8,250	$ 15,000	$ 18,750	
4		Transient Workstations**	5 x 6	120	40	80			$ 5,160	$ 6,600	$ 12,000	$ 15,000	
	3	Lead Working Line Installer**	x	0		0			$ -	$ -	$ -	$ -	
	1	Tree Trimmer**	x	0		0			$ -	$ -	$ -	$ -	
	2	Line Truck Operator**	x	0		0			$ -	$ -	$ -	$ -	
	1	Electric Meter Reader**	x	0		0			$ -	$ -	$ -	$ -	
	1	Connect/Disconnect**	x	0		0			$ -	$ -	$ -	$ -	
3		Line Installer Work Stations	8 x 10	240	0	240			$ 10,320	$ 13,200	$ 24,000	$ 30,000	
1		Meter Relay Technician Work Station	10 x 12	120	80	40			$ 5,160	$ 6,600	$ 12,000	$ 15,000	
1		Electrician Office	10 x 12	120	132	-12			$ 5,160	$ 6,600	$ 12,000	$ 15,000	
1		Crew Room (seat 25)	15 x 25	375	480	-105			$ 16,125	$ 20,625	$ 37,500	$ 46,875	$ 16,125
1		SCADA Control Room	10 x 20	200	0	200			$ 8,600	$ 11,000	$ 20,000	$ 25,000	
1		Loading Area	30 x 30	900	800	100			$ 38,700	$ 49,500	$ 90,000	$ 112,500	
1		Warehouse Storage	30 x 75	2250	2,292	-42			$ 96,750	$ 123,750	$ 225,000	$ 281,250	
		Sub-total		**5111**	**4,766**	**192**							
		Shared Space											
1		Conference Room (seat 10)	10 x 15	150	0	150			$ 6,450	$ 8,250	$ 15,000	$ 18,750	
1		Conference Room (seat 25)	15 x 25	375	370	5			$ 16,125	$ 20,625	$ 37,500	$ 46,875	
1		Break/Lunch Room (seat 25)	15 x 25	375	570	-195			$ 16,125	$ 20,625	$ 37,500	$ 46,875	
1		Conservation - Public Counter	6 x 12	72	0	72			$ 3,096	$ 3,960	$ 7,200	$ 9,000	
1		Public Toilet	6 x 8	48	0	48			$ 2,064	$ 2,640	$ 4,800	$ 6,000	
1		Employee Toilet Men	12 x 12	144	144	0			$ 6,192	$ 7,920	$ 14,400	$ 18,000	
1		Employee Toilet Women	12 x 12	144	144	0			$ 6,192	$ 7,920	$ 14,400	$ 18,000	
		Sub-total		**1308**	**1,228**	**80**							
		Community Development bldg.											
4		*Conservation Analyst*	*8 x 10*	*320*	*281*	*39*		*4,800*	$ 13,760	$ 17,600	$ 32,000	$ 40,000	4,800
		Yard											
		Vehicles (covered)											
		Vehicles (uncovered)											
		Outdoor Storage			18,760								
		Overall Lot size											
		Circulation 22%		1,412				0	$ 60,724	$ 77,670	$ 141,218	$ 176,523	
		Total Building Area		**7,831**	**6,275**	**311**			**$ 350,501**	**$ 448,315**	**$ 815,118**	**$ 1,018,898**	**$ 20,925**

* Currently shared with other departments

City of Ashland Program of Spaces
FINANCE

Assume relocation to the Grove

PROGRAM AREAS

5/7/2008

Space Data									Cost Data					
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1		Finance Director Office	12 x 18	216	253	-37		$ 3,240.00	$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ 3,240.00
1		Accounting Manager Office	12 x 12	144	160	-16		$ 2,160.00	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 2,160.00
1		Admin Projects Sec.	8 x 10	80	160	-80		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 1,200.00
1		Risk Manager's Office	10 x 12	120	150	-30		$ 1,800.00	$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 1,800.00
2		Staff Acountant Workstations	8 x 10	160	80	80		$ 2,400.00	$ 6,880	$ 8,800	$ 16,000	$ 31,200	$ 2,400.00
1		Accounts Payable Workstation	8 x 10	80	80	0		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 4,400.00
1		Accounts Receivable Workstation	8 x 10	80	80	0		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 1,200.00
1		Payroll Workstation	8 x 10	80	80	0		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 1,200.00
1		Accounting Projects Workstation	8 x 10	80	97	-17		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 3,440.00
3		Cashier Stations at Public Counter	5 x 6	90	80	10		$ 1,350.00	$ 3,870	$ 4,950	$ 9,000	$ 17,550	$ 4,950.00
1		ITRON Workstation	4 x 7	28	24	4		$ 420.00	$ 1,204	$ 1,540	$ 2,800	$ 5,460	$ 1,204.00
1		Transient Cashier Workstation	8 x 10	80	24	56		$ 1,200.00	$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 3,440.00
3		Billing Clerk Workstation	8 x 10	240	240	0		$ 3,600.00	$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 13,200.00
1		Utility / Billing Manager Office	12 x 12	144	80	64		$ 2,160.00	$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ 2,160.00
2		Files Supplies	8 x 10	160		160		$ 2,400.00	$ 6,880	$ 8,800	$ 16,000	$ 31,200	$ 2,400.00
1		Files Area	3 x 31	93		93		$ 1,395.00	$ 3,999	$ 5,115	$ 9,300	$ 18,135	$ 1,395.00
1		Conference Room	12 x 20	240	0	240		$ 3,600.00	$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 3,600.00
		Sub-total		**2115**	**1,588**	**527**							**$ 53,389**
		Shared Space											
1		Public Lobby	12 x 15	180	229	-49		$ 2,700.00	$ 7,740	$ 9,900	$ 18,000	$ 35,100	
1		Lunch / Break Room	12 x 12	144	151	-7		$ 2,160.00	$ 6,192	$ 7,920	$ 14,400	$ 28,080	
1		Work / Business Machines	12 x 15	180	87	93		$ 2,700.00	$ 7,740	$ 9,900	$ 18,000	$ 35,100	
2		Employee's Toilet	8 x 8	128	168	-40		$ 1,920.00	$ 5,504	$ 7,040	$ 12,800	$ 24,960	
1		Public Toilet	8 x 8	64	0	64		$ 960.00	$ 2,752	$ 3,520	$ 6,400	$ 12,480	
1		Mechanical	10 x 12	120	84	36		$ 1,800.00	$ 5,160	$ 6,600	$ 12,000	$ 23,400	
1		Janitor	4 x 6	24	75	-51		$ 360.00	$ 1,032	$ 1,320	$ 2,400	$ 4,680	
		Sub-total		**840**	**794**	**46**							$ -
		Purchasing (off site)											
1		Purchasing Office	10 x 12	120	400	-280		$ 1,800.00	$ 5,160	$ 6,600	$ 12,000	$ 23,400	
1		Bulk Storage	20 x 30	600	400	200		$ 9,000.00	$ 25,800	$ 33,000	$ 60,000	$ 117,000	
1		Receiving Area	15 x 20	300	800	-500		$ 4,500.00	$ 12,900	$ 16,500	$ 30,000	$ 58,500	
		Sub-total		**1020**	**1,600**	**-580**							$ -
		circulation 22%		875	0	0		##########	$ 37,604	$ 48,098	$ 87,450	$ 170,528	$ 13,117.50
		Total Building Area		**4,850**	**3,982**	**-7**			**$ 208,529**	**$ 266,723**	**$ 484,950**	**$ 945,653**	**$ 66,507**

City of Ashland Program of Spaces
FINANCE - COURTS

PROGRAM AREAS

5/7/2008

Space Data									Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
	Courts											
1	Judge Office	12 x 15	180	165	15			$ 7,740	$ 9,900	$ 18,000	$ 35,100	
1	Court Supervisor Office	10 x 12	120	24	96			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 5,160.00
3	Court Clerks Workstations	8 x 10	240	250	-10			$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 10,320.00
1	Bailiff	0 x 0	0	0	0			$ -	$ -	$ -	$ -	
1	Jury/Conf room	12 x 20	240	220	20			$ 10,320	$ 13,200	$ 24,000	$ 46,800	
1	Storage Room	10 x 12	120	120	0			$ 5,160	$ 6,600	$ 12,000	$ 23,400	
1	File Storage	8 x 15	120	120	0			$ 5,160	$ 6,600	$ 12,000	$ 23,400	
	sub-total		**1020**	**899**	**121**							**$ 15,480**
	Shared Spaces											
1	Public Lobby	10 x 20	200	see council				$ 8,600	$ 11,000	$ 20,000	$ 39,000	
1	Women's restroom	10 x 15	150	see council	150			$ 6,450	$ 8,250	$ 15,000	$ 29,250	
1	Men's restroom	10 x 15	150	see council	150			$ 6,450	$ 8,250	$ 15,000	$ 29,250	
1	Mechanical	10 x 12	120	see council	120			$ 5,160	$ 6,600	$ 12,000	$ 23,400	
1	Janitor	4 x 6	24	see council	24			$ 1,032	$ 1,320	$ 2,400	$ 4,680	
	Sub-total		**644**	**0**	**444**							**$ -**
	Circulation 22%		**366**	**198**	**124**		**$ 5,491.20**					**$ 5,491.20**
	Total Building Area		**2,030**	**1,097**	**689**			**$ 71,552**	**$ 91,520**	**$ 166,400**	**$ 324,480**	**$ 20,971**

City of Ashland Program of Spaces
FIRE & RESCUE DEPARTMENT

Optimum Space: 12,000 sf (2 story bldg)

PROGRAM AREAS 5/7/2008

Space Data							Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1	Fire Chief	x	0		0				$ -	$ -
1	Admin Secretary	x	0		0				$ -	
1	Forest Resource Specialist	x	0		0				$ -	
1	Division Chief-Fire & Life Safety	x	0		0				$ -	
1	Division Chief-Fire Operations	x	0		0				$ -	
1	Division Chief-Emergency Med Svc	x	0		0				$ -	
1	Fire Inspector	x	0		0				$ -	
1	CERT Program Coordinator	x	0		0				$ -	
1	Captain A Shift	x	0		0				$ -	
1	Captain B Shift	x	0		0				$ -	
1	Captain C Shift	x	0		0				$ -	
2	Engineers A Shift	x	0		0				$ -	
2	Engineers B Shift	x	0		0				$ -	
2	Engineers C Shift	x	0		0				$ -	
6	Firefighter/Paramedics A Shift	x	0		0				$ -	
6	Firefighter/Paramedics B Shift	x	0		0				$ -	
6	Firefighter/Paramedics C Shift	x	0		0				$ -	
	sub-total		0	0	0					
	Fire Station #2									
1	Waiting Area (150 sf)	10 x 15	150		150				$ 39,750	
	FIRE APPARATUS & SUPPORT:									
8	Apparatus Bay	16 x 35	4480	1,173	3,307				$ 1,187,200	
1	Hose Storage	10 x 12	120	30	90				$ 31,800	
1	Shop	10 x 10	100	0	100				$ 26,500	
1	Oxygen Cascade & Ice Machine	10 x 10	100	0	100				$ 26,500	
1	Communications Room	10 x 10	100	0	100				$ 26,500	
1	EMS / Decontamination Room	10 x 10	100	0	100				$ 26,500	
1	Medical Supply	10 x 15	150	20	130				$ 39,750	
1	Electrical Room (MDP, Sub-panels)	8 x 12	96	0	96				$ 25,440	
1	Supply Room	10 x 12	120	50	70				$ 31,800	
1	Turnout Washer / Dryer Room	10 x 10	100	120	-20				$ 26,500	
1	Outdoor Storage	5 x 10	50	50	0				$ 13,250	
	sub-total		5666	1,443	4,073					
	SUPPORT SPACES:									
1	Janitor's Closet	8 x 5	40	0	40				$ 10,600	
1	Toilet Rooms	9 x 10	90	0	90				$ 23,850	
									$ -	
	Circulation 25%		2865.5	70	2,796				$ 759,358	
	sub-total		2995.5	70	2925.5					
	FIRE ADMINISTRATION / LIVING									
1	Crew Room	15 x 20	300	290	10				$ 79,500	
5	Dormitories, Double	12 x 17	1020	490	530				$ 270,300	
1	Fitness Room	15 x 16	240	0	240				$ 63,600	
1	Men's Toilet Shower	27 x 10	270	106	164				$ 71,550	
1	Women's Toilet Shower	10 x 12	120	0	120				$ 31,800	
1	House Laundry	10 x 10	100	0	100				$ 26,500	
1	Station Office	10 x 12	120	50	70				$ 31,800	
1	CERT Office	12 x 14	168	0	168				$ 44,520	
1	Report Writing Office	12 x 14	168	0	168				$ 44,520	
1	Work	8 x 10	80	0	80				$ 21,200	
1	Kitchen	10 x 15	150	120	30				$ 39,750	
1	Dining Room	10 x 15	150	120	30				$ 39,750	
1	Training / Meeting Room	15 x 30	450	0	450				$ 119,250	
1	Storage	8 x 10	80	0	80				$ 21,200	
1	Entry	10 x 10	100	0	100				$ 26,500	
2	Public Restroom	8 x 6	96	0	96				$ 25,440	
1	Elevator Equipment	8 x 8	64	0	64				$ 16,960	
	sub-total		3676	1,176	2,500					
	SUPPORT SPACES:									
1	Janitor's Closet	6 x 10	60	0	60				$ 15,900	
1	Outdoor Covered Patio	16 x 20	320		320				$ 84,800	
	(Include Patio cover in costs at 50%)				0				$ -	
	sub-total		380	0	380					
	Total Building Area		12,868	2,689	10,029	$ -	$ -	$ -	$ 3,370,138	$ -

City of Ashland Program of Spaces
INFORMATION TECHNOLOGY

PROGRAM AREAS 5/7/08

Space Data									Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1	I.T. Director Office	12 x 18	216	134	82			$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ 42,120
2	Administrative Secretary WS	10 x 12	240	132	108			$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 46,800
1	Telecommunications Engineer Office	10 x 12	120		120			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 23,400
1	Operations Manager Office	10 x 12	120		120			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 23,400
2	Network Administrator WS	8 x 10	160		160			$ 6,880	$ 8,800	$ 16,000	$ 31,200	$ 31,200
1	Account Representative WS	8 x 10	80		80			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 15,600
2	Database Administrator WS	10 x 12	240		240			$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 46,800
3	Telecommunications Technician WS	10 x 15	450		450			$ 19,350	$ 24,750	$ 45,000	$ 87,750	$ 87,750
1	Telecommunications/ Comp Tech WS	10 x 15	150		150			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 29,250
1	User Support Manager Office	10 x 12	120		120			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 23,400
2	Computer Technician WS	10 x 15	300		300			$ 12,900	$ 16,500	$ 30,000	$ 58,500	$ 58,500
1	Conference Room	12 15	180		180			$ 7,740	$ 9,900	$ 18,000	$ 35,100	$ 35,100
1	Head-end/Server Room (700 sf)	30 x 35	1050	1,067	-17			$ 45,150	$ 57,750	$ 105,000	$ 204,750	$ 204,750
	Sub-total		**3426**	**1,333**	**2,093**							
	Shared Spaces											
	Utility/Restrooms/shared											
1	Waiting Area (Admin Secretary)	15 x 20	300	0	300			$ 12,900	$ 16,500	$ 30,000	$ 58,500	
1	Conference Room (seat 30)*	15 x 30	450	370	80			$ 19,350	$ 24,750	$ 45,000	$ 87,750	
1	Storage Area (200 sf)*	15 x 15	225	600	-375			$ 9,675	$ 12,375	$ 22,500	$ 43,875	
1	Warehouse (1200 sf)*	27 x 45	1215	600	615			$ 52,245	$ 66,825	$ 121,500	$ 236,925	
1	Loading Dock*	15 x 20	300	800	-500			$ 12,900	$ 16,500	$ 30,000	$ 58,500	
	Sub-total		**2490**	**2,370**	**120**							
	Circulation 22%		1,302	815	487							
	Total Building Area		**7,218**	**4,518**	**2,700**			**$ 254,388**	**$ 325,380**	**$ 591,600**	**$ 1,153,620**	**$ 668,070**

* Currently shared with other departments

City of Ashland Program of Spaces
Maintenance

PROGRAM AREAS

5/7/2008

Space Data									Cost Data				
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1		Office	10 x 16	160	160	0			$ 6,880	$ 8,800	$ 16,000	$ 42,400	
1		Office	10 x 16	160	160	0			$ 6,880	$ 8,800	$ 16,000	$ 42,400	
1		Office	10 x 16	160	160	0			$ 6,880	$ 8,800	$ 16,000	$ 42,400	
1		Office	10 x 16	160	160	0			$ 6,880	$ 8,800	$ 16,000	$ 42,400	
1		Lobby	10 x 23	230	230	0			$ 9,890	$ 12,650	$ 23,000	$ 60,950	
1		Sign Shop	20 x 31	620	420	200			$ 26,660	$ 34,100	$ 62,000	$ 164,300	$ 164,300
1		Parts	20 x 18	360	360	0			$ 15,480	$ 19,800	$ 36,000	$ 95,400	
1		Fleet Maintenance Bays	36 x 60	2160	2,160	0			$ 92,880	$ 118,800	$ 216,000	$ 572,400	
1		Fleet Maintenance Shop	20 x 21	420	420	0			$ 18,060	$ 23,100	$ 42,000	$ 111,300	
1		Weld Shop	40 x 27	1080	720	360			$ 46,440	$ 59,400	$ 108,000	$ 286,200	$ 286,200
1		Storage	10 x 18	180	180	0			$ 7,740	$ 9,900	$ 18,000	$ 47,700	
1		Men's Toilet	10 x 9	90	90	0			$ 3,870	$ 4,950	$ 9,000	$ 23,850	
1		Unisex Toilet	10 x 9	90	90	0			$ 3,870	$ 4,950	$ 9,000	$ 23,850	
1		Bulk Oil Storage	10 x 18	180	180	0			$ 7,740	$ 9,900	$ 18,000	$ 47,700	
		Subtotal:		**6050**	**5,490**	**560**							
		Parking and site storage area to be calculated separately											
		Circulation 10%		1,210	150	1,060							
		Total Building Area		**7,260**	**5,640**	**1,620**			**$ 260,150**	**$ 332,750**	**$ 605,000**	**$ 1,603,250**	**$ 450,500**

* Currently shared with other departments

City of Ashland Program of Spaces
PARKS & RECREATION

PROGRAM AREAS

5/7/2008

Space Data							Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
	No Changes Requested in Park offices									
1	Parks & Recreation Director	x	0		0	$ -	$ -	$ -	$ -	
1	Department Secretary	x	0		0	$ -	$ -	$ -	$ -	
1	Receptionist	x	0		0	$ -	$ -	$ -	$ -	
1	Parks Superintendant	x	0		0	$ -	$ -	$ -	$ -	
1	Lead Custodian	x	0		0	$ -	$ -	$ -	$ -	
2	Custodian	x	0		0	$ -	$ -	$ -	$ -	
1	Greens Superintendant	x	0		0	$ -	$ -	$ -	$ -	
18	Park Technicians	x	0		0	$ -	$ -	$ -	$ -	
12	Parks Worker	x	0		0	$ -	$ -	$ -	$ -	
1	Recreation Superintendant	x	0		0	$ -	$ -	$ -	$ -	
2	Recreation Coordinator	x	0		0	$ -	$ -	$ -	$ -	
4	Recreation Worker	x	0		0	$ -	$ -	$ -	$ -	
1	Recreation Facilities Manager	x	0		0	$ -	$ -	$ -	$ -	
2	Enviro. Education Coordinator	x	0		0	$ -	$ -	$ -	$ -	
1	Receptionist	x	0		0	$ -	$ -	$ -	$ -	
2	Senior Program	x	0		0	$ -	$ -	$ -	$ -	
	Subtotal		**0**	**0**	**0**					
1	Conference Room (25 people)	x	0		0	$ -	$ -	$ -	$ -	
	Storage Areas	x	0		0	$ -	$ -	$ -	$ -	
1	Break/Lunch Room (15 people)	x	0		0	$ -	$ -	$ -	$ -	
15	Workstations	x	0		0	$ -	$ -	$ -	$ -	
1	Waiting Area	x	0		0	$ -	$ -	$ -	$ -	
1	Public Counter	x	0		0	$ -	$ -	$ -	$ -	
1	Public Window	x	0		0	$ -	$ -	$ -	$ -	
1	Interview Area	x	0		0	$ -	$ -	$ -	$ -	
	Subtotal		**0**	**0**	**0**					
	North Mtn Park Nature Center									
	Main Exhibit room	x	429	429	0	$ 18,447	$ 23,595	$ 42,900	$ 83,655	
	Reception Lobby	x	258	258	0	$ 11,094	$ 14,190	$ 25,800	$ 50,310	
	Reception Workstation	x	0	0	0	$ -	$ -	$ -	$ -	
	Resource Room	x	143	143	0	$ 6,149	$ 7,865	$ 14,300	$ 27,885	
	Lab	x	161	161	0	$ 6,923	$ 8,855	$ 16,100	$ 31,395	
	Kitchen	x	59	59	0	$ 2,537	$ 3,245	$ 5,900	$ 11,505	
	Restroom	x	58	58	0	$ 2,494	$ 3,190	$ 5,800	$ 11,310	
1	Office	25 x 25	**625**	**120**	**505**	$ 26,875	$ 34,375	$ 62,500	$ 121,875	$ 121,875
	Storage	x	70	70	0	$ 3,010	$ 3,850	$ 7,000	$ 13,650	
	Subtotal		**1803**	**1298**	**505**					
1	Outside Classroom	30 x 40	**1200**	**0**	**1,200**	$ 51,600	$ 66,000	$ 120,000	$ 234,000	$ 234,000
2	Sherwood Park Restrooms	10 x 12	240			$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 46,800
1	Bridal Room/Community Center	10 x 15	150			$ 6,450	$ 8,250	$ 15,000	$ 29,250	$ 29,250
	Total Building Area		**3,003**	**1,298**	**1,705**	**$ 145,899**	**$ 186,615**	**$ 339,300**	**$ 661,635**	**$ 431,925**

City of Ashland Program of Spaces
PLANNING & BUILDING

PROGRAM AREAS

5/7/2008

Space Data									Cost Data					
Qty	Program Space	Proposed Size			Proposed Area	Existing Area	Area Difference	No Work	Furnishings Reconfig	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
	Planning													
1	Com Dev Director Office	13.5	x	16	209	209	0			$ 8,998	$ 11,509	$ 20,925	$ 55,451	
1	Executive Secretary Workstation	9	x	15	135	135	0			$ 5,805	$ 7,425	$ 13,500	$ 35,775	
1	Senior Planner Office	9.75	x	14	132	132	0			$ 5,660	$ 7,239	$ 13,163	$ 34,881	
1	Housing Program Specialist Office	10.5	x	11	110	110	0			$ 4,741	$ 6,064	$ 11,025	$ 29,216	
1	Permit Center Man Office	9.5	x	13	124	124	0			$ 5,311	$ 6,793	$ 12,350	$ 32,728	
1	Associate Planner Workstation	9	x	12	108	89	19		2,700	$ 4,644	$ 5,940	$ 10,800	$ 28,620	2,700
2	Assistant Planner Workstations	9	x	12	216	198	18		5,400	$ 9,288	$ 11,880	$ 21,600	$ 57,240	5,400
1	Flex work station	6.5	x	12	76	76				$ 3,284	$ 4,201	$ 7,638	$ 20,239	
1	Planning Archive		x		365	340				$ 15,695	$ 20,075	$ 36,500	$ 96,725	
1	Work/Storage area	10.5	x	15	158	158	0			$ 6,773	$ 8,663	$ 15,750	$ 41,738	
	sub-total				**1633**	**1,570**	**37**							
	Building Department													
1	Building Official Office	10.5	x	15	152	152	0			$ 6,547	$ 8,374	$ 15,225	$ 40,346	
3	Building Inspector Workstations	9.5	x	11	314	314	0		7,838	$ 13,481	$ 17,243	$ 31,350	$ 83,078	7,838
1	Code Enf Specialist workstation	5	x	8	40	40	0		1,000	$ 1,720	$ 2,200	$ 4,000	$ 10,600	1,000
1	Flexible Workstation	6	x	9	54	54	0		1,350	$ 2,322	$ 2,970	$ 5,400	$ 14,310	1,350
1	Building Secretary Workstation	9.5	x	11	105	105	0		2,613	$ 4,494	$ 5,748	$ 10,450	$ 27,693	2,613
2	Account Clerk I Workstations	7	x	8	112	112	0		2,800	$ 4,816	$ 6,160	$ 11,200	$ 29,680	2,800
1	Building Archive		x		280	280				$ 12,040	$ 15,400	$ 28,000	$ 74,200	
1	Building Library	7.75	x	9.0	70	70	0			$ 2,999	$ 3,836	$ 6,975	$ 18,484	
	sub-total				**1126**	**1,126**	**0**							
	Shared Spaces*													
1	Public Lobby	17	x	26	442	442	0			$ 19,006	$ 24,310	$ 44,200	$ 117,130	
2	Public Toilets (M/W)	5	x	8	80	80	0			$ 3,440	$ 4,400	$ 8,000	$ 21,200	
1	Public Counter	5.5	x	15	83	83	0			$ 3,548	$ 4,538	$ 8,250	$ 21,863	
1	Conference Room # 1	21	x	#####	588	588	0			$ 25,284	$ 32,340	$ 58,800	$ 155,820	
1	Conference Room # 2	14	x	17	238	238	0			$ 10,234	$ 13,090	$ 23,800	$ 63,070	
1	Break Room	12	x	13	156	156	0			$ 6,708	$ 8,580	$ 15,600	$ 41,340	
1	Employee Men's Restroom	12	x	13	156	156	0			$ 6,708	$ 8,580	$ 15,600	$ 41,340	
1	Employee Women's Restroom	12	x	12	144	144	0			$ 6,192	$ 7,920	$ 14,400	$ 38,160	
1	Copy/Work room	9	x	12	108	108	0			$ 4,644	$ 5,940	$ 10,800	$ 28,620	
1	Janitor	5	x	8	38	38	0			$ 1,613	$ 2,063	$ 3,750	$ 9,938	
	sub-total				**2032**	**2,032**	**0**							
	Circulation/Utility 35%				1,677	2,280	0							
	Total Building Area				**6,467**	**7,008**	**37**			**$ 205,992**	**$ 263,478**	**$ 479,050**	**$ 1,269,483**	**$ 23,700**

* Currently shared with other departments

City of Ashland Program of Spaces
POLICE DEPARTMENT

PROGRAM AREAS 5/7/2008

Space Data									Cost Data				
Qty	Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Finishes	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
1	Police Chief Office	12 x 18	216	174	42			$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ -
1	Deputy Chief Office	12 x 12	144	132	12			$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ -
1	Lieutenant Office	12 x 12	144	141	3			$ 6,192	$ 7,920	$ 14,400	$ 28,080	$ -
1	Administrative Assistant Office	10 x 12	120	134	-14			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	Records Supervisor Office	10 x 10	100		100			$ 4,300	$ 5,500	$ 10,000	$ 19,500	$ -
4	Records Clerk Workstations	10 x 10	400	500	-100			$ 17,200	$ 22,000	$ 40,000	$ 78,000	$ 17,200.00
1	Evidence Technician Office	10 x 12	120	173	-53			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 5,160.00
1	Property/Evidence Room (400 sf)	15 x 27	405	162	243			$ 17,415	$ 22,275	$ 40,500	$ 78,975	$ 40,500.00
1	Background Investigator Workstation	10 x 12	120	144	-24			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	DEA Workstation	0 x 0	0	0	0			$ -	$ -	$ -	$ -	$ -
1	Volunteer Coordinator workstation	8 x 12	96	98	-2			$ 4,128	$ 5,280	$ 9,600	$ 18,720	$ 9,600.00
3	Volunteer Desks	5 x 6	90	0	90			$ 3,870	$ 4,950	$ 9,000	$ 17,550	$ 4,950.00
5	Sergeants Workstations	8 x 10	400	348	52			$ 17,200	$ 22,000	$ 40,000	$ 78,000	$ 78,000.00
5	Detectives Workstations	8 x 10	400	186	214			$ 17,200	$ 22,000	$ 40,000	$ 78,000	$ 78,000.00
5	Patrol Officers Workstations	8 x 10	400	336	64			$ 17,200	$ 22,000	$ 40,000	$ 78,000	$ 78,000.00
1	Investigations Clerk Workstation	8 x 10	80		80			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 15,600.00
1	School Resource Officer Office	10 x 12	120	132	-12			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	Central Area Patrol	5 x 6	30		30			$ 1,290	$ 1,650	$ 3,000	$ 5,850	$ -
1	Park Patrol	10 x 12	120		120			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ -
1	Interogation room	8 10	80		80			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 15,600.00
1	Archives	12 x 20	240	180	60		255	$ 10,320	$ 13,200	$ 24,000	$ 46,800	$ 255.00
1	Men's Locker Room/Toilet	15 x 20	300	272	28			$ 12,900	$ 16,500	$ 30,000	$ 58,500	$ 30,000.00
1	Women's Locker Room/Toilet	15 x 20	300	210	90			$ 12,900	$ 16,500	$ 30,000	$ 58,500	$ 30,000.00
1	Conference Room (seat 10-15)	12 x 18	216	184	32			$ 9,288	$ 11,880	$ 21,600	$ 42,120	$ 42,120.00
1	Conference Room (seat 30-40)	15 x 40	600	0	600			$ 25,800	$ 33,000	$ 60,000	$ 117,000	$ 117,000.00
1	Fingerprint Area	8 x 10	80	20	60			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 3,440.00
1	Break / Lunch Room	15 x 20	300	305	-5			$ 12,900	$ 16,500	$ 30,000	$ 58,500	$ 12,900.00
1	Storage Area (200 sf)	10 x 20	200	81	119			$ 8,600	$ 11,000	$ 20,000	$ 39,000	$ 39,000.00
1	Briefing/Training Area (30-40 people)	15 x 40	600	230	370			$ 25,800	$ 33,000	$ 60,000	$ 117,000	$ 117,000.00
1	Employee Restroom	8 x 10	80	72	8			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ -
1	Breathilizer	8 x 10	80	91	-11			$ 3,440	$ 4,400	$ 8,000	$ 15,600	$ 15,600.00
1	Booking	10 x 12	120	150	-30			$ 5,160	$ 6,600	$ 12,000	$ 23,400	$ 23,400.00
1	Waiting Area	12 x 15	180	132	48			$ 7,740	$ 9,900	$ 18,000	$ 35,100	$ 35,100.00
1	Public Counter / Window	4 x 6	24	60	-36			$ 1,032	$ 1,320	$ 2,400	$ 4,680	$ 4,680.00
2	Interview Areas	9 x 10	180	120	60			$ 7,740	$ 9,900	$ 18,000	$ 35,100	$ 7,740.00
1	Public Toilets	8 x 6	48	81	-33			$ 2,064	$ 2,640	$ 4,800	$ 9,360	$ -
1	Custodial	7 x 10	70	75	-5			$ 3,010	$ 3,850	$ 7,000	$ 13,650	$ -
	Subtotal		**7203**	**4923**	**2280**							
	Actual Circulation (per plan)		250								$ 48,750	$ 48,750
	Circulation 22%		1,585	1,083	502			$ 68,140	$ 87,156	$ 158,466	$ 309,009	
	Total Building Area		**8,788**	**6,006**	**2,782**			**$ 377,869**	**$ 483,321**	**$ 878,766**	**$ 1,762,344**	**$ 869,595**

City of Ashland Program of Spaces

PUBLIC WORKS

(Community Development)

PROGRAM AREAS

5/7/2008

Space Data									Cost Data					
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
		Community Development										
1		Public Works Director' Office	13 x 17	221	221	0		$ 9,503	$ 12,155	$ 22,100	$ 43,095	
2		Manager Assistant Workstation	10 x 10	200	200	0		$ 8,600	$ 11,000	$ 20,000	$ 39,000	
1		Project Manager Office	11 14	149	149	0		$ 6,386	$ 8,168	$ 14,850	$ 28,958	
1		Assoc Engineer Office	10 13	130	130	0		$ 5,590	$ 7,150	$ 13,000	$ 25,350	
5		Engineering, Inspection, Traffic Safety Surveying	9 x 7	315	315	0		$ 13,545	$ 17,325	$ 31,500	$ 61,425	
2		Public Works Operations	7 x 7	98	98	0		$ 4,214	$ 5,390	$ 9,800	$ 19,110	
3		GIS Division Workstations	8 x 8	192	192	0		$ 8,256	$ 10,560	$ 19,200	$ 37,440	
4		Storm Drain Section	6 x 7	168	168	0		$ 7,224	$ 9,240	$ 16,800	$ 32,760	
2		Building	6 x 7	84	84	0		$ 3,612	$ 4,620	$ 8,400	$ 16,380	
1		Archives	15.5 x 26	399	399	0		$ 17,162	$ 21,952	$ 39,913	$ 77,829	
1		Library	10 x 21	210	210	0		$ 9,030	$ 11,550	$ 21,000	$ 40,950	
		Subtotal		**2166**	**2,166**	**0**						
		Shared spaces (see com dev)										
		Circulation 20% 22%		476								
		Total Building Area		**2,642**	**2,166**	**0**		**$ 93,122**	**$ 119,109**	**$ 216,563**	**$ 422,297**	**$ -**

* Currently shared with other departments

City of Ashland Program of Spaces
PUBLIC WORKS
Other Sites
PROGRAM AREAS

5/7/2008

Space Data							Cost Data					
Qty		Program Space	Proposed Size	Proposed Area	Existing Area	Area Difference	No Work	Light Remodel	Moderate Remodel	Heavy Remodel	New Construction	Recommended Total Cost
		Waste Water Treatment										
4		Water Treatment Plant	x	0		0		$ -	$ -	$ -	$ -	
12		Water Distribution Division	x	0		0		$ -	$ -	$ -	$ -	
5		Wastewater Collection, Pump Station	x	0		0		$ -	$ -	$ -	$ -	
1		Wastewater Treatment & Reuse	x	0		0		$ -	$ -	$ -	$ -	
5		Wastewater Treatment	x	0		0		$ -	$ -	$ -	$ -	
				0	0	0						
		Warehouse										
1		Fleet & Building Maint Supervisor	x	0		0		$ -	$ -	$ -	$ -	
3		Shop / Fleet	x	0		0		$ -	$ -	$ -	$ -	
8		Street Operations Division	x	0		0		$ -	$ -	$ -	$ -	
3		Administrative Staff (Locater/Warehousing)	x	0		0		$ -	$ -	$ -	$ -	
				0	0	0						
2		Cemetery	x	0		0		$ -	$ -	$ -	$ -	
		Shared spaces (see com dev)										
		Circulation 20% 20%										
		Total Building Area		0	0	0		$ -	$ -	$ -	$ -	$ -

* Currently shared with other departments

City of Ashland Master Plan

Cost by Departments/buildings

City of Ashland													
Department analysis		City Hall	Civic Center	Community Dev	Warehouse	Shop	The Grove	Fire # 2	Parks	Sub-Total	Soft Costs	Inflation	Total Cost
DEPARTMENT SPACES													
Administration & Legal		$ 211,628								$ 211,628	$ 42,326	$ 21,163	$ 275,116
Admin/Council			$ 730,602							$ 730,602	$ 146,120	$ 73,060	$ 949,782
City Recorder		$ 6,080								$ 6,080	$ 1,216	$ 608	$ 7,904
Electric					$ 20,925					$ 20,925	$ 4,185	$ 2,093	$ 27,203
Finance							$ 66,507			$ 66,507	$ 13,301	$ 6,651	$ 86,458
Finance - Courts			$ 20,971							$ 20,971	$ 4,194	$ 2,097	$ 27,263
Fire								$ 3,370,138		$ 3,370,138	$ 583,826	$ 337,014	$ 4,290,977
Information Technologies			$ 668,070							$ 668,070	$ 133,614	$ 66,807	$ 868,491
Maintenance						$ 450,500				$ 450,500	$ 90,100	$ 45,050	$ 585,650
Parks									$ 431,925	$ 431,925	$ 86,385	$ 43,193	$ 561,503
Planning & Building				$ 23,700						$ 23,700	$ 4,740	$ 2,370	$ 30,810
Police		$ 500	$ 869,595							$ 870,095	$ 174,019	$ 87,010	$ 1,131,124
Public Works (com dev)				$ -						$ -	$ -	$ -	$ -
Public Works Other Sites				$ -						$ -	$ -	$ -	$ -
SUBTOTAL		$ 218,208	$ 2,289,238	$ 23,700	$ 20,925	$ 450,500	$ 66,507	$ 3,370,138	$ 431,925	$ 6,871,140	$ 1,284,026	$ 687,114	$ 8,842,280
Property Acquisition					$ 2,700,000			$ 1,500,000					
Project soft costs	20%	$ 43,642	$ 457,848	$ 4,740	$ 4,185	$ 90,100	$ 13,301	$ 842,534	$ 86,385				
Inflation	10%	$ 21,821	$ 228,924	$ 2,370	$ 2,093	$ 45,050	$ 6,651	$ 337,014	$ 43,193				
Total cost		$ 283,670	$ 2,976,009	$ 30,810	$ 2,727,203	$ 585,650	$ 86,458	$ 6,049,686	$ 561,503				$ 13,300,988

Parks Department Budget

City of Ashland Facility Master Plan
Inflation Matrix by Department
Assumed Inflation Factor/Year 10%

23-Jun-08

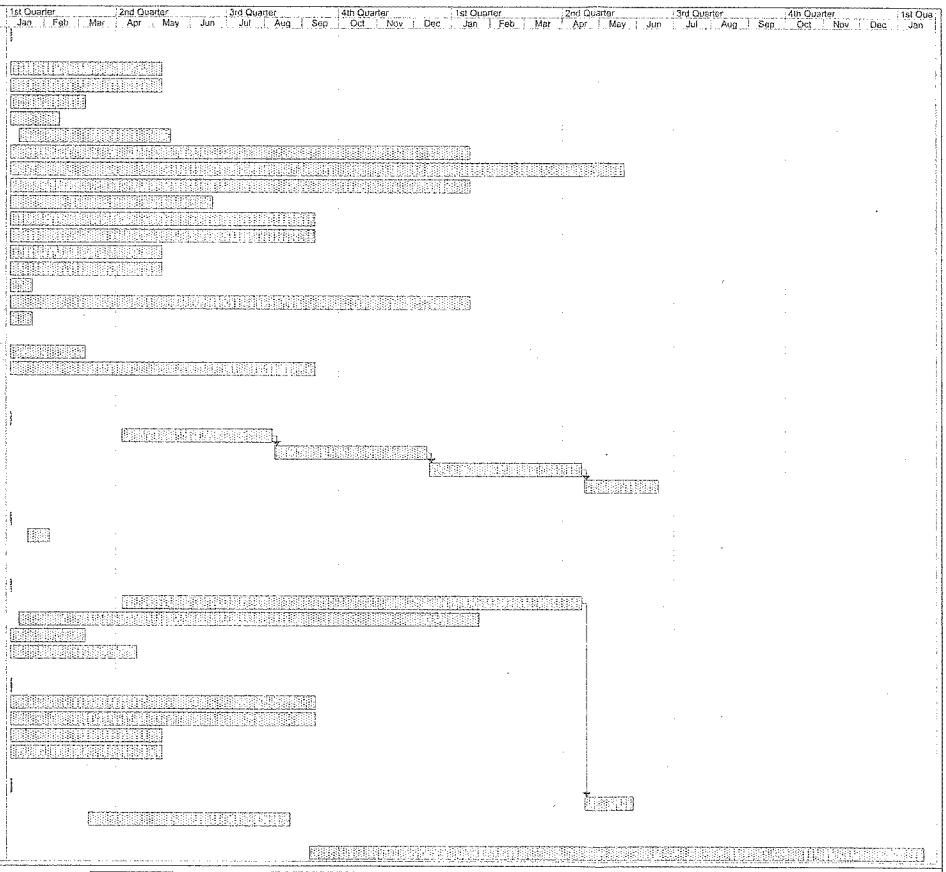
1-May-08	2008	2,009	2010	2011	2012	2013	2014
City Hall		$ 283,020	$ 311,322	$ 342,454	$ 376,700	$ 414,370	$ 455,807
Civic Center		$ 2,976,009	$ 3,273,610	$ 3,600,971	$ 3,961,068	$ 4,357,175	$ 4,792,892
Community Development		$ 30,810	$ 33,891	$ 37,280	$ 41,008	$ 45,109	$ 49,620
Warehouse		$ 27,203	$ 29,923	$ 32,916	$ 36,207	$ 39,828	$ 43,811
Shop		$ 519,350	$ 571,285	$ 628,414	$ 691,255	$ 760,380	$ 836,418
The Grove		$ 86,438	$ 95,082	$ 104,590	$ 115,049	$ 126,554	$ 139,209
Fire Station # 2		$ 4,290,977	$ 4,720,075	$ 5,192,082	$ 5,711,290	$ 6,282,419	$ 6,910,661
Parks		$ 561,503	$ 617,653	$ 679,419	$ 747,360	$ 822,097	$ 904,306
			$ -	$ -	$ -	$ -	$ -
			$ -	$ -	$ -	$ -	$ -
Administration & Legal		$ 275,116	$ 302,628	$ 332,890	$ 366,179	$ 402,797	$ 443,077
Administration Council		$ 949,782	$ 1,044,760	$ 1,149,236	$ 1,264,160	$ 1,390,576	$ 1,529,633
City Recorder		$ 7,904	$ 8,694	$ 9,564	$ 10,520	$ 11,572	$ 12,729
Electric		$ 27,203	$ 29,923	$ 32,916	$ 36,207	$ 39,828	$ 43,811
Finance		$ 86,485	$ 95,134	$ 104,647	$ 115,112	$ 126,623	$ 139,285
Fire Station # 2		$ 4,290,977	$ 4,720,075	$ 5,192,082	$ 5,711,290	$ 6,282,419	$ 6,910,661
Information Technologies		$ 868,491	$ 955,340	$ 1,050,874	$ 1,155,962	$ 1,271,558	$ 1,398,713
Maintenance		$ 585,650	$ 644,215	$ 708,637	$ 779,500	$ 857,450	$ 943,195
Parks		$ 561,503	$ 617,653	$ 679,419	$ 747,360	$ 822,097	$ 904,306
Planning and Building		$ 30,810	$ 33,891	$ 37,280	$ 41,008	$ 45,109	$ 49,620
Police		$ 1,131,124	$ 1,244,236	$ 1,368,660	$ 1,505,526	$ 1,656,079	$ 1,821,687
Public Works (Com Dev)		$ -	$ -	$ -	$ -	$ -	$ -
Public Works (other)		$ -	$ -	$ -	$ -	$ -	$ -
New Civic Center		$ 7,210,209	$ 7,931,230	$ 8,724,353	$ 9,596,788	$ 10,556,467	$ 11,612,114
The Yard		$ 5,212,591	$ 5,733,850	$ 6,307,235	$ 6,937,959	$ 7,631,754	$ 8,394,930
			$ -	$ -	$ -	$ -	$ -
		$ -					
Totals		$ 21,237,845	$ 23,361,630	$ 25,697,792	$ 28,267,572	$ 31,094,329	$ 34,203,762

TAB 8

Ogden Roemer Wilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

ID	Task Name	Duration	Start	Finish	Predecessors
1	**Construction Sequence Schedule**	1 day?	Mon 1/5/09	Mon 1/5/09	
2					
3	Administration	90 days	Mon 1/5/09	Fri 5/8/09	
4	legal	90 days	Mon 1/5/09	Fri 5/8/09	
5	City Recorder	45 days	Mon 1/5/09	Fri 3/6/09	
6	Electric	30 days	Mon 1/5/09	Fri 2/13/09	
7	Finance	90 days	Mon 1/12/09	Fri 5/15/09	
8	Finance/Courts/Council	270 days	Mon 1/5/09	Fri 1/15/10	
9	Firestation # 2	360 days	Mon 1/5/09	Fri 5/21/10	
10	Information Technologies	270 days	Mon 1/5/09	Fri 1/15/10	
11	Maintenance	120 days	Mon 1/5/09	Fri 6/19/09	
12	Parks - North Mountain Classroom	180 days	Mon 1/5/09	Fri 9/11/09	
13	Parks - Nature Center	180 days	Mon 1/5/09	Fri 9/11/09	
14	Parks - Sherwood Park Restrooms	90 days	Mon 1/5/09	Fri 5/8/09	
15	Parks - Community Center	90 days	Mon 1/5/09	Fri 5/8/09	
16	Planning & Building	14 days	Mon 1/5/09	Thu 1/22/09	
17	Police	270 days	Mon 1/5/09	Fri 1/15/10	
18	Public Works	14 days	Mon 1/5/09	Thu 1/22/09	
19					
20	the Grove multi-purpose	45 days	Mon 1/5/09	Fri 3/6/09	
21	Civic Center remodel	180 days	Mon 1/5/09	Fri 9/11/09	
22					
23					
24	**City Hall**	1 day?	Mon 1/5/09	Mon 1/5/09	
25	Finance	90 days	Mon 4/6/09	Fri 8/7/09	
26	legal	90 days	Mon 8/10/09	Fri 12/11/09	25
27	Administration	90 days	Mon 12/14/09	Fri 4/16/10	26
28	City Recorder	45 days	Mon 4/19/10	Fri 6/18/10	27
29					
30	**Community Development**	1 day?	Mon 1/5/09	Mon 1/5/09	
31	Planning/Building/Public Works	14 days	Mon 1/19/09	Thu 2/5/09	
32					
33					
34	**Civic Center**	1 day?	Mon 1/5/09	Mon 1/5/09	
35	Information Technologies	270 days	Mon 4/6/09	Fri 4/16/10	
36	Police	270 days	Mon 1/12/09	Fri 1/22/10	
37	The Grove Remodel	45 days	Mon 1/5/09	Fri 3/6/09	
38	Courts remodel	75 days	Mon 1/5/09	Fri 4/17/09	
39					
40	**Parks**	1 day?	Mon 1/5/09	Mon 1/5/09	
41	Nature Center Addition	180 days	Mon 1/5/09	Fri 9/11/09	
42	North Mountain Classroom	180 days	Mon 1/5/09	Fri 9/11/09	
43	Sherwood Park Restrooms	90 days	Mon 1/5/09	Fri 5/8/09	
44	Community Center	90 days	Mon 1/5/09	Fri 5/8/09	
45					
46	**The Yard**	1 day?	Mon 1/5/09	Mon 1/5/09	
47	Electric	30 days	Mon 4/19/10	Fri 5/28/10	35
48	Maintenance expansion	120 days	Mon 3/9/09	Fri 8/21/09	
49					
50	**Fire Station #2**	360 days	Mon 9/7/09	Fri 1/21/11	



Project: 0752_Schedule
Date: Fri 6/13/08

Task | Split | Progress | Milestone | Summary | Project Summary | External Tasks | External Milestone | Deadline

APPENDIX

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CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

SAMPLE QUESTIONNAIRE

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COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN

FACILITY STUDY QUESTIONNAIRE

Please attach additional information as needed if space provided is not enough.

DEPARTMENT: Administrative Services/Finance Department DEPARTMENT HEAD: Lee Tuneberg

TELEPHONE NO.: 552-2003 EXT.

PLEASE LIST 4 OR 5 OF YOUR PRIMARY CONCERNS:

1. Security – adequately controlled ingress/egress to allow public access without jeopardizing employee safety and city resources. Issues include public restrooms, "strangers" wandering the building and dealing with angry people..

2. Operational efficiency – sufficient space to afford a positive work environment where there is appropriate space to do what needs to be done, a comfortable environment (light, heat, cooling, privacy and openness when appropriate) and adequate tools to do the work. Space for ergonomic furniture, files and meetings are needed. Open work environment is appropriate in several areas but adequate office/meeting space is needed to provide sufficient confidentiality.

3. Access to our internal and external customers to provide the services they expect---issues include employee (personal), staff (business) and public parking, entry for residential, business and handicapped customers

4.

5.

PLEASE LIST ALL SUB-DEPARTMENTS ASSOCIATED WITHIN YOUR DEPARTMENT:

1. Finance Admin/Risk Management/Parking Enforcement (City Hall)
2. Accounting/Parks Accounting (City Hall)
3. Customer Service-Utility Billing-Itron/Business licenses/Sales taxes(City Hall)
4. Purchasing/Inventory (90 N Mountain)
5. Municipal Court (transitioning to Administration Department) (Civic Center/Council Chambers)

WHICH OTHER DEPARTMENTS NEED TO BE ADJACENT OR RELATIVELY CLOSE TO YOUR DEPARTMENT?

1. It would be best if all divisions were together for cross support/back up
2. Administration relies on Finance
3. City Recorder relies on Finance

WHERE, IN TOWN, SHOULD YOUR DEPARTMENT BE LOCATED FOR THE OPTIMUM EFFICIENCY?

Civic Center area

DEPARTMENT STAFF:

OF EXISTING STAFF MEMBERS: 19.9 FTE (16.25 without Courts' 3.65 FTE)

OF ANTICIPATED STAFF IN 5 YEARS: 18 IN 10 YEARS: 18

SPECIAL DEPARTMENT NEEDS: without Courts

SUPPORT FACILITIES	QUANTITY	SIZE
CONFERENCE ROOMS (City Hall)	one	12x20
STORAGE AREAS (UB, Accounting, Admin)	three	10x12
BREAK / LUNCH ROOM/conference room?	one	12x12
LOADING AREA (Purchasing)	one	12x12
Offsite – records retention	one	BIG

OTHER:

Courts needs Judge Office, Supervisor space, clerk space, file space, Jury room, lunch room.

PUBLIC FACILITIES:	Admin	Acctng	Purchasing	Utilities	Court
WAITING AREA:			1	1	1
PUBLIC COUNTER:				1	1
PUBLIC WINDOW:				2 - 3	2
INTERVIEW AREA:	1				
WORK STATIONS:	4	7	1	6	4
PUBLIC TOILETS:			1	1	1

Presumes that Admin/Accounting shares Utilities restrooms, waiting area and public counter.

SPECIAL PROVISIONS:

Utility Group needs sufficient storage for billing supplies and direct access to Mail Room for sorting mail, processing batch payments, copying, faxing, etc.

OTHER:

MISCELLANEOUS INFORMATION:

DO YOU EXPECT YOUR DEPARTMENT TO UNDERGO ANY MAJOR CHANGES WITHIN THE NEXT 10 YEARS THAT MAY HAVE AN INPACT ON YOUR SPACE NEEDS? (i.e. CONSOLIDATIONS, COMPUTER SYSTEM CHANGES, ETC.)

None expected at this time.

ARE THERE ANY ALTERNATE FUNDING SOURCES (OTHER THAN CITY FUNDS) AVAILABLE FOR CONSTRUCTION IMPROVEMENTS? IF SO, PLEASE EXPLAIN:

No

ANTICIPATED SQUARE FOOTAGE OF OPTIMUM FACILITY:

All together? No idea but no less than we currently have.

WHAT FEATURES DOESN'T YOUR DEPARTMENT CURRENTLY HAVE THAT WOULD MAKE IT RUN MORE EFFECTIVELY?

Offices with doors on it where appropriate. Open area in accounting for "free" exchange of information (fewer walls). Meeting/training/lunch room. Security to stop strangers from walking through from any one of the 6 entry ways. Better security at front counters and better alarms to summon police or other staff.

Front UB counter needs to be more ergonomic and efficient…three windows rather than two.

DOES THIS DEPARTMENT REQUIRE FREQUENT TRAVEL IN TOWN?

IF SO, PLEASE EXPLAIN WHAT LOCATION IN TOWN, IF ANY, WOULD HELP MINIMIZE THIS.

For most of us NO. Purchasing must travel to Finance multiple times each day for picking up or dropping off requisitions, contracts, purchase orders, supplies and other documents. Purchasing also goes to other city and parks buildings. Purchasing has an assigned city vehicle.

Infrequently I have to do the bank run for the City Recorder. Routinely in the Spring, a few times in the Fall and monthly I (we) must transport information and documents to the Civic Center for the various meetings. Sometimes we transport documents to the Parks office. We have no staff car or city vehicle parking so any transport requires getting personal vehicles "out of hock."

OTHER COMMENTS:

SEE ATTACHED

PLEASE FILL OUT THE FOLLOWING SPACE REQUIREMENTS FOR EACH TYPE OF STAFF POSITION IN YOUR DEPARTMENT. PLEASE MAKE ADDITIONAL COPIES IF NEEDED. PROVIDE SEPARATE SHEET FOR EACH STAFF POSITION.

STAFF POSITION:

NUMBER OF STAFF WITH THIS TITLE:

TYPE OF OFFICE OR WORKSTATION (ENCLOSED VS. OPEN LANDSCAPE TYPE) AND NUMBER OF WORK STATIONS:

FURNISHINGS REQUIRED:

SPECIAL NEEDS:

ARE THERE ANY OTHER STAFF POSITIONS THAT NEED TO BE LOCATED ADJACENT OR NEAR THIS PERSON? IF SO, WHO?

IS THERE FREQUENT CROSS TOWN TRAVEL FOR THIS STAFF POSITION? IF SO, WHAT LOCATION MIGHT MINIMIZE THIS DISTANCE?

FACILITY STUDY QUESTIONNAIRE

Please attach additional information as needed if space provided is not enough.

PLEASE FILL OUT THE FOLLOWING SPACE REQUIREMENTS FOR EACH TYPE OF STAFF POSITION IN YOUR DEPARTMENT. PLEASE MAKE ADDITIONAL COPIES IF NEEDED. PROVIDE SEPARATE SHEET FOR EACH STAFF POSITION.

STAFF POSITION: Accounting Project Person

NUMBER OF STAFF WITH THIS TITLE: 1

TYPE OF OFFICE OR WORKSTATION (ENCLOSED VS. OPEN LANDSCAPE TYPE) AND NUMBER OF WORK STATIONS:

Quiet area to do accounting work but not necessarily an office, one workstation

FURNISHINGS REQUIRED:

Files, bookcases,

SPECIAL NEEDS:

No

ARE THERE ANY OTHER STAFF POSITIONS THAT NEED TO BE LOCATED ADJACENT OR NEAR THIS PERSON? IF SO, WHO?

Close to all Accounting Division Manager

IS THERE FREQUENT CROSS TOWN TRAVEL FOR THIS STAFF POSITION? IF SO, WHAT LOCATION MIGHT MINIMIZE THIS DISTANCE?

No.

CONFERENCE REPORTS

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CITY OF ASHLAND
FACILITIES MASTER PLAN

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan Update
LOCATION:	Ashland, Oregon
REPORT NO.	001
JOB NO.	0752
DATE:	November 26, 2007

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, David Wilkerson, Ken Ogden

I. PURPOSE OF MEETING: Kick-Off Meeting

II. PROJECT STRUCTURE:

A. Paula is on board for another three months, Ann Seltzer will co-lead the project, and will take over after Paula's departure. The attendees present represent all the staff members on the ad hoc committee.

B. Mike will provide access to facilities, as well as previous documentation.

C. Committee will meet monthly.

D. Project likely will extend until June, not March as originally forecast.

E. Last plan was done in 1999, needs updating. Certain projects are on hold (council chambers, police station, et). Strong desire for MASTER PLAN to avoid "piecemeal" approach to repairs, work.

F. In 2005, space needs analysis was done for Council Chambers.

G. Goal / end product: overall plan to guide city for 20 years.

H. THINK OUTSIDE THE BOX!!! But not outside the UGB.

I. Consider adding Juli DiChiro to larger committee. Other possibilities include Jim Teece and Bruce Moats.

J. Look at space utilization from the standpoint of <u>conservation</u> as well as efficiency.

K. Ann requested that ORW build in time to get any information that is required of Department Heads, so that they can add it into their workload. Staff members from this group do not need to be present.

L. One of the goals of the Master Plan Update is to provide the substantiation of any needed changes

M. Key elements for council support: Smaller, greener, trade-offs for housing. How to address growth space so that it does not seem excessive? ("intern" spaces), or a luxury (tie in to staff retention, "workforce retention").

N. Ann has the ability to get survey data from the city website (answers to particular questions).

O. Ken suggested that the Council be included in the process, either in small groups or individually. David suggested using the study sessions to accomplish this. Ann agreed that this would be a great way to get council support, check perceptions, and verify information received from all user groups – even council. Lee and Paula agreed that both meeting venues are an important way to interface with the council. Ann will schedule these meetings.

III. MISC PLANNING THOUGHTS:

A. 90 North Mountain Shops are probably in the wrong place, could be better used as location for low-income housing. Additional new land would be required.

B. Fire Station 2 is well located, but is it the best location?

C. Is Parks included in the Master Plan? Possible to consolidate / co-locate all heavy equipment from various departments (parks, streets, etc).

D. Use of Grove for other purposes has been resolved with regard to CDBG funds.

E. What about use of schools? Possible co-location of yards?? Look for redundancy . . . even consider co-location w/ ODOT. Look for possible partnerships with other agencies: Jackson Co, USFS, ODOT, ACH, OSF . . . .

F. Benefit to co-locating Public Safety functions (fire and police).

G. Security is a concern at City Hall. In 1999, PRESENCE of City Hall downtown is very important!! Must keep City Attorney, City Administrator, and Mayor all together. Finance Director could move.

H. City Hall space is leased, not owned. Moving out of City Hall entirely is probably not an option.

I. City looked at Wells Fargo bank space previously.

J. Community input will likely include complaints about noise issues at B Street yards, Gun Club,

K. Dick Wonderscheid is looking at solar panel utilization at 90 N. Mountain. These panels can be moved. AFN head-in can be moved at a cost.

L. Certain facilities CANNOT be moved: cemeteries, city hall, hospital, FS1, library. Identify these "sacred" locations . . . . to show to public that this group is looking for the most efficiency.

M. Consider getting rid of fueling depot

N. Shortage of records storage, in poor condition. Also short on equipment storage (valuable stuff) that needs to be protected.

O. In order to garner funding for future improvements. Getting the Plan adopted is critical.

P. Mike to gather existing data on facilities (CAD dwgs of exit plans; staff roster by title). ORW to send Programming Worksheet to Mike for review, prior to distribution to dept heads.

IV. NEXT STEPS:

A. Next Construction Meeting: **Thursday, January 17 at 3:30 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday, beginning in February.

B. At this meeting, ORW will have done all existing conditions analysis and background work

C. Open Houses:

1. First meeting, after SECOND ad hoc meeting: look at options
2. Second meeting, end of March: optimal configuration
3. Third meeting: "we heard you", how it's resolved.

D. ORW to revise schedule and add to contract. Schedule will be issued as Microsoft Project file as well. Schedule to include tentative dates for Open Houses (tentative **Thur**, 4pm to 6pm) with Ad Hoc committee meeting just beforehand, to give them a ROLE in the Open House process.

E. Council study session needs be scheduled for early April, before budget process intensifies.

Route to:	❑ Ogden	❑ Wilkerson	❑ Brown

ccemail

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan Update
LOCATION:	Ashland, Oregon
REPORT NO.	002
JOB NO.	0752
DATE:	January 17, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Lee Tunenberg, Mike Morris, Joe Franell, Ann Seltzer, Keith Woodley, Paula Brown, Ken Ogden, Alice Hardesty, Keith Woodley, Carol Voisin, Mike Broomfield, George Kramer, Dale Shostrom, Don Macklin, Dawn Lamb

I. PURPOSE OF MEETING: Progress Meeting

II. BACKGROUND / OVERVIEW:

A. The project team members introduced themselves, and Paula reviewed the group's charge and direction. Future meetings will be held on second or third Thursdays at 2:00 pm.

B. David noted that conference reports will be sent to Paula and Ann, for distribution to committee members. The group's progress also will be posted on the city's website.

C. Ken reviewed ORW's progress to date, since the project Kick-Off meeting. Ken described ORW's approach to interviewing department heads, in order to determine their current and future facility needs. The scope of the Master Plan update also includes the investigation of vacant properties, as well as the possible acquisition of new property. Ken noted that sometimes, the existing space is adequate, it only needs to be better utilized.

D. ORW has finished inputting the drawings of all of the city's facilities, and has measured all the existing spaces. ORW is now ready to begin interviewing the various city department heads, to determine their facility requirements.

III. GENERAL DISCUSSION:

A. Ann asked about the usefulness of past studies and reports. Ken noted that those reports will be used as a springboard for ORW's work. David noted that previous studies – if limited in scope – might have had different outcomes and recommendations.

B. Alice asked about vacant lands and areas, with regard to storage facilities and open space. Ken noted that the development of open spaces will be reviewed. Alice noted that the air space over the parking areas also should be included.

C. Mike asked that the finished Master Plan report should be included in the city's accessibility plan, to ensure conformance with the federal governments' requirements for barrier removal.

D. Paula noted that, although interviews will be conducted with all department heads, the members of this committee should also feel free to provide input on space utilization.

E. Ken reviewed ORW's "Space Program Questionnaire" in detail. Paula will provide electronic copies to committee members for their reference. The questionnaire asks about each department's (current and future) staff needs, required adjacencies, location requirements, space and storage requirements, and other amenities.

F. Ken noted that the Space Program Questionnaires need to be completed by the department heads and returned PRIOR to the next meeting, hopefully no later than January 25.

G. Paula noted that the larger commissions and council also should be interviewed. Ken suggested that this could happen in a "miscellaneous" meeting.

H. Ken asked all the department heads to "take off their blinders" in responding to the questionnaire, in order to record their 'wish list' items. Ken noted that not all of these requests will become a reality, but the request needs to be made nonetheless.

I. Don asked about how public spaces (e.g the Grove) will be handled. Ken and David explained that, even though these spaces might be 'associated' with a particular group, the Master Plan process will define all the user groups for these spaces.

J. Alice asked about possible overlaps with other agencies, including the school district, Parks, ODOT, SOU, and Jackson County. Ken noted that these inter-agency relationships can have a great symbiotic impact on the outcome of Master Plan.

K. George asked about item 3H in the last conference report, regarding the disposition of City Hall. George noted that this issue was reviewed in 1999. It appears that, if the mayor and city recorder are not located there, then the land will revert to the Helman family.

L. George asked about how input would be selected on the vacant land. Ken noted that the size and zoning will be key elements in determining the best use, or perhaps considered for sale or other use (e.g. parks). George then asked specifically about the large property on the other side of the freeway (outside the UGB). Alice noted that David Chapman should be a part of this discussion.

M. Joe noted that geographic features which could affect access (e.g. Ashland Creek) also should be considered.

N. Alice asked about whether certain issues would be 'out of bounds' (e.g. something requiring a variance or new real estate purchase). David and Ken noted that these items will be approached cautiously, but will be included if that is the committee's direction and recommendation.

O. Carol asked about the public process. Paula noted that the '99 Master Plan received a high degree of public input. David noted that open houses will be scheduled at certain project milestones. Ken and Paula suggested that these meetings be held at various locations around town, so that citizens can get a 'feel' for all the buildings.

P. George and Joe noted that travel distances should also be addressed, to ensure that departments are well located for the locations that they must travel to. David noted that this will be added to the questionnaire. Don asked that parking (staff and visitor) also be included in the questionnaire.

IV. NEXT STEPS:

A. Next Meeting: **Thursday, February 14 at 2:00 pm**, at Siskiyou Conference Room. Subsequent meetings will be on the second Thursday of each month.

B. ORW will prepare a Project Schedule for review at the February meeting.

Route to:	☐ Paula Brown	☐ Dawn Lamb	☐ Ann Seltzer

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	003
JOB NO.	0752
DATE:	January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Tuneberg, Ogden

I. PURPOSE OF MEETING: Finance Department, space needs

II. GENERAL DISCUSSION

A. Departments related to Finance:
   1. Courts: Civic Center
   2. Purchasing: Warehouse
   3. Utilities: City Hall
   4. Payroll: City Hall
   5. Accounts: City Hall

B. General needs
   1. Security and control of public access to department, existing building has too many points of entry. *Security and control of public access are certainly very important. I think I should also emphasize that providing public service and access to this service for residential and commercial customers, young and old, capable and disadvantaged, remain as high priorities. (rev. 2/20/08 Tuneberg)*
   2. Conference space needed
   3. Additional storage space needed. Records are currently sent offsite to the cemetery
   4. Privacy for payroll, currently shared space with city recorder.
   5. Courts
      a. Security needed often deal with irate customers.
      b. Closer to main finance department would be desirable
   6. Public and employee parking is a challenge downtown
   7. Purchasing
      a. Area needed for bulk storage, orders occur more often due to lack of storage space
      b. Location preferable at warehouse

C. Department Growth
   1. Employee growth anticipated to be 1 to 1.5 over the course of 10 years.

D. Misc.
   1. Tuneberg gave Ogden a copy of 2008 budget

E. Program of spaces:
   1. Finance Directors Office
      a. Needs privacy, work station and small conf table

2. Risk Manager's Office
3. Accounting Manager's Office *should include a small conference table to work with visitors and staff (rev. 2/20/08 Tuneberg)*
4. General Work area
   a. (2) staff accountant work stations
   b. Accounts payable work station
   c. Payroll work station
   d. Accounting projects work station
5. Conference Room 12 x 20
6. Lunch/Break room 12 x 12
7. Office work room *I'm thinking this is the mail/copier room where significant processing occurs. If not, I am not sure what this is. If so, then we need to address this work room as accommodating 2-4 people at a time as we utilize the various activities that go over here: copying, mail delivery, sorting and distribution, faxing, printing, binding, etc. (rev. 2/20/08 Tuneburg)*
8. Storage
9. Utilities area *Staff wanted to emphasize the need for a secure area for cash drawers when stored, but I think we should also recognize security for those handling cash, and the cash at the front counter (rev. 2/20/08 Tuneberg)*
   a. Public lobby
   b. (3) cashier work stations at public counter
      1) One transient work station desk for cashiers
   c. ITRON work station
   d. (3) billing clerk workstations
   e. Utility billing manager office
      1) Small conf table
   f. Storage room and file space
10. Purchasing *at 90 N Mountain and for drop off/pick up at City Hall there is the need for parking the city-owned vehicle. (rev. 2/20/08 Tuneberg)*
    a. Workstation
    b. Bulk storage area
    c. Shipping / receiving area 12 x 12
11. Courts *is transitioning from Admin Services to Administration but the need for the Court Room and Jury Room need to be included (rev 2/20/08 Tuneberg)*
    a. Judge Office
    b. Court Supervisor Office
    c. (3) Court clerk workstations
    d. Public counter with security screen
    e. Court bailiff, no workstation
    f. Offsite records
12. Toilets
    a. Public
    b. employees

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	004
JOB NO.	0752
DATE:	January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Tina, Appicello, Seltzer, Bennet (partial), Ogden

I. PURPOSE OF MEETING: Administration department needs

II. GENERAL DISCUSSION

A. City Attorney

1. Security is a major concern. Method of controlling public access is needed. Currently the handicap entrance enters right into the city attorney area. Attorney staff often ends up directing the public to other departments. A counter or half height wall would define a separation between public and private area. Security and separation for files also needed. A security alarm/notification button at reception desk needed.
2. Growth
   a. There is a potential for one additional attorney within the next 5 years and one more additional within 10 years.
3. Adjacencies
   a. Needs to be close to Administration, City Recorder and Mayor
   b. More involvement is occurring with Com Dev.
   c. Existing set up and location works well.
4. Work stations that use LEDS need to be able to secured and visually screened to maintain confidentiality.
5. The configuration of the space requires access through the law library and some offices which compromises confidentiality and productivity. The size of the library may be reduced due to information now available on line. The library space is used often for conferences. A separate conf room is needed. Direct access from city attorney's office would be desirable.
6. Misc. Discussion
   a. Existing City Hall building must house Mayor and City Recorder to meet the requirements by the donating party. This will be verified.
   b. Public sentiment has previously shown City Hall needs to remain downtown.

B. Administration

1. Public access is difficult to this space. There is not a single clear entrance for the building.
2. Adjacencies
   a. Close to finance is critical during budget time
   b. Mayor
   c. City Recorder

3. A large training room or flexible space is needed. Should be able to accommodate 100 people.
4. The existing configuration of HR is not conducive to confidentiality or productivity. This layout needs to be modified. HR is frequented often by city employees.

C. Program of spaces

1. **City Attorney**
   a. City Attorney Office
   b. Assistance City Attorney Office
   c. Paralegal Office
   d. Attorney office
   e. Legal secretary work station
   f. Law library/conference room
   g. Public waiting area
   h. File storage room
   i. Shared access to toilet and break room facilities acceptable.
2. **Administration**
   a. Mayor's Office
   b. City Administrator's Office
   c. Executive Secretary work station
   d. Management Analyst's Office
   e. Human Resource Manager's Office
   f. HR office
   g. HR Support work station
   h. Public waiting area
   i. Conference room (6 to 8 people)
   j. Work/copy/print room
   k. Storage/files
   l. Shared break and toilet facilities acceptable

Route to:	❑ Ogden	❑ Wilkerson	❑ File

Document3
ccfax

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	005
JOB NO.	0752
DATE:	January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Franell, Ogden, Richard

I. PURPOSE OF MEETING: Information technologies department needs

II. GENERAL DISCUSSION

A. I.T. has been co-located within the Electrical Department and has been "an expand to fit" scenario. The existing layout has caused challenges and has forced the department to become fragmented. This expansion has also challenged and taken away space from the electric department.
B. The AFN Head in is located within this structure and would be extremely expensive to re-locate.
C. There is no security in the existing building and no ability for visitors to find their way. A centralized reception desk is needed.
D. A conference room has been carved out of the existing lunch room. It is used several times per day, acoustical separation is not good. A conference room that can accommodate 20 persons is needed.
E. Access to a shop close by is needed.
F. Employee and guest parking is a challenge.
G. I.T. clerical support is shared with Electrical.
H. Staffing
   1. 16 existing staff members
   2. Growth anticipated to be up to 20 in five years,

III. PROGRAM OF SPACES

A. I.T. Director's office
B. Support/secretary work station
C. AFN Customer Service Specialist
D. (3) User support technician offices
   1. (x) work stations
E. Help desk Manager
   1. (x) open workstations
F. (2) Network Administrator's offices
G. (2) Developer / DBA work stations
H. Computer Services Manager Office
   1. (2) work stations in office
I. AFN Operations Manager

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	006
JOB NO.	0752
DATE:	January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Holderness, Gail, X, Ogden

I. PURPOSE OF MEETING: Police Department facility needs

II. GENERAL DISCUSSION

A. Priority needs

1. Interview area for 4-6 people, adjacent to lobby
2. Visual privacy/confidentiality for records area monitors
3. Larger lobby with area for chairs
4. Fingerprint room adjacent to lobby
5. All offices need small closets, uniforms etc.
6. Offices needs sound insulation
7. Larger conference room needed (often go to Grove for staff meetings)
8. Currently there is no training facility. Space needed for 30 – 40 people. Used for area command meetings. Would be used about 40 – 50 times per year. Must have presentation capabilities and storage.
9. Operational planning conference room needed.
10. Larger property evidence room needed. Must keep some items forever. Provide separate ventilation for this room. Approximately twice as much space needed.
11. Offsite storage being used 8 x 10
12. Investigations area too small
13. Privacy needed for sex crimes officer.
14. Lead detective office needed
15. Workout room/fitness equipment needed
16. Larger locker rooms needed
17. Provide ATM machine in public lobby. Comfort/safety for public
18. Briefing room used several times per day. 10 persons/ 20 max. needs to be screened from general work area due to sensitive materials on display. Must have technology capabilities. Mailboxes for officers located here.
19. Report writing area (10) stations (offices should be located adjacent to this area)
20. Supplies area
    a. Uniforms, equipment, ammunition vault
21. Volunteer work stations (how many?)
22. Archives adjacent to records

23. Adequate heating and cooling
24. Back up generator required
25. 20 public visits per day. Up to 30 or 40 finger prints can be done when that program is available.

B. Location
1. Downtown preference
2. Willing to co-locate with fire department, could share some facilities.
3. A separate contact station will be provided downtown.

C. Police fleet
1. 8 marked cars, 4 unmarked cars, 1 motorcycle, 3 alt vehicles, 17 personal vehicles (doubles at shift overlap)

D. Misc. Discussion
1. There are some "drug" monies available for facility improvements $200k - $300k.

III. PROGRAM OF SPACES

A. Public lobby/waiting area
1. Public toilets

B. Records/general work area
1. (4) work stations

C. Records Clerk Office

D. Chief's Office

E. (3) Administration Offices
1. 3 visitors chairs

F. (5) Patrol officers workstations (17 officers)

G. (5) Patrol supervisors work stations

H. (4) Investigation Officer offices

I. (5) Sergeants workstations

J. (1) Property/Evidence Office

K. Property evidence room, 400 sf.

L. (2) Volunteer offices

M. (3) Volunteer work stations

N. Fingerprinting room

O. (3) Interview room

P. Conference room (10 – 15 people)

Q. Conference room (30 – 40 people)

R. Lunch break room

S. Training room 30 – 40 people

T. Misc storage 200 sq ft

U. Men's Locker room / toilets

V. Women's Locker room / toilets

W. Booking area / booking holding

X. Sex Crimes Officer office

Y. Archives

Z. Utility/Mech

AA.

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	007
JOB NO.	0752
DATE:	January 29, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Wanderscheid, Scott, Mary, Ogden

I. PURPOSE OF MEETING: Electric Department facility needs

II. GENERAL DISCUSSION

A. Priority needs
   1. Additional covered storage
   2. Conference room
   3. Additional office needed for estimator, currently working in crew room. Not conducive for meetings. Heavy public access.
   4. I.T. has displaced many electric department work stations. Two workstations are located in the unconditioned mezzanine area of the warehouse.
   5. Centralized public reception area
   6. Security

B. Adjacencies
   1. Com Dev, Public Works
   2. Conservation employees are located in the Com Dev building.

C. Misc. Discussion
   1. The Hardesty property at the bottom of Oak Street has been considered as a possible location for the yard. Wanderscheid has a concern about the potential for this property to flood which would prevent access in an emergency.
   2. Electric department generates approximately 5-10 public trips per day.
   3. Additional material yards are currently located on Nevada St and B st. Much time is wasted locating and rounding up materials, one centralized location would be more efficient.
   4. Parking for employees, city vehicles and the public is always an issue.
   5. Public access to the yard needs to be controlled.

D. Department Growth
   1. (1) electrician and (1) conservation over the next 5 years
   2. 1 or 2 more between 5 and 10 years.

III. PROGRAM OF SPACES

A. Electrical Department Director's Office
B. Electric/IT Administrative Secretary
C. Operator Superintendent Office
D. Estimators Office

E. Electrician Office
F. Warehouse storekeeper Office
G. Conference Room (25 people)
H. Break room (25 people)
I. Crew room (25 people)
J. SCADA control room 10 x 20
K. Public counter/lobby
L. Public/Employee toilets
M. (3) line installers*
N. (2) line truck operators*
O. (1) tree trimmer*
P. (1) electric meter reader*
Q. (1) Connect/Disconnect*
    1. *Space for mail and email access (transient shared desks)
R. (2) Lead Working Line Installer work stations
S. (1) GIS specialist work station
T. (1) Meter Relay Tech work station
U. (3) Conservation Analyst work stations (Community Development)
V. Warehouse
W. Loading area
X. Outside Covered Storage
Y. Yard Storage

Route to:	❑ Ogden	❑ Wilkerson	❑ File

Document5
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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	008
JOB NO.	0752
DATE:	January 30, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Christensen, April, Ogden

I. PURPOSE OF MEETING: City Recorder's facility needs

II. GENERAL DISCUSSION

A. City recorder is the only elected department head. Direct and open public access is important. Although security needs to be considered. A panic button would be adequate to address any security concerns.
B. Location on the plaza is important.
C. Investigation of history on building indicated that it needed to remain a "Town Hall" or City Hall....there is no requirement indicated for the Mayor or City Recorder to occupy the building. This information has been provided to City Administrator.
D. The current City Hall building lacks clear entrance. A separate entrance to the Recorder's office is desired.
E. Passport services offered 1 day per week.
F. Finance traffic disruptive.
G. A work station for citizen research is needed.
H. More general and secure storage areas are needed. Currently an offsite storage unit is being rented as well as space at the cemetery. Existing vault is adequate, space at cemetery and rented units are not in compliance with state regulations.
I. Adjacent to finance desirable, all checks are signed by City Recorder. Storage facility is considered in current capital improvements plan.
J. Larger public waiting area is desired.
K. Parking is a problem for staff. Public parking is adequate.

III. PROGRAM OF SPACES

A. Public lobby
   1. Research work station
B. City Recorder Assistant work station
   1. Larger public counter
   2. More storage casework
C. City Recorder's office
D. Secure Storage
E. General Storage
F. Shared toilet/break room acceptable

Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	009
JOB NO.	0752
DATE:	January 30, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Woodley, Ogden

I. PURPOSE OF MEETING: Fire department facility needs

II. GENERAL DISCUSSION

A. Woodley gave Ogden the program of spaces prepared by Peck Smiley for the recent Fire Station #2 proposal.
B. Response times and coverage locations were discussed. Fire station #2 is in an ideal location.
C. Discussion of the potential for adjacent property acquisition was discussed. Properties included Ross Johnson, The old Handyman site, a property across the street owned in part by Leo Zupan.
D. The impact on the park and potential street closure was discussed. Woodley discussed the need for a training tower that could house the replacement park rest rooms.
E. Ogden later toured the fire station # 2 with Woodley. The existing facility is challenged by age, size and function. There are problems with the ventilation of the apparatus bays.
F. Ogden will review program of spaces provided. See attached program.
G. Fire station #1 is serving the department well.

Route to:	❑ Ogden	❑ Wilkerson	❑ File

Document8
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Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	010
JOB NO.	0752
DATE:	February 4, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Molnar, Ogden

I. PURPOSE OF MEETING: Community Development Facility needs

II. GENERAL DISCUSSION

A. Priority Needs

1. Fragmentation of department is a concern. Several planners are located away from the core group. Several work stations are challenged with acoustical distractions.
2. Conference space is always a challenge. Several other departments are using facilities. Additional space is needed.
3. The small copy work stations seem to be underutilized. These areas could potentially be used for something else.
4. Some options for staff/work station relocation were discussed.
5. Molnar stated optimum location would be to remain downtown. A good sense of the pulse of the community can be obtained downtown.
6. For the most part Com Dev does not have many challenges with their facililty.

Route to:	❑ Ogden	❑ Wilkerson	❑ File

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	011
JOB NO.	0752
DATE:	February 4, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Olsen, Ogden

I. PURPOSE OF MEETING: Public Works Facilities Needs

II. GENERAL DISCUSSION

A. Priority Needs
   1. Consolidated storage yards: 10-15 acres
   2.

B. Misc. Discussion
   1. Public works has yards throughout the community. These have been located away from neighborhoods, but as the community grows, residential units are now disturbed by the use of the yards. Any new yards need to be located away from neighborhoods.
   2. Hardesty property is located outside the city limit. Would be a good location for public works yard. Also concerned about potential flooding. Good location next to water treatment plant and away from neighbors.

Route to:	❑ Ogden	❑ Wilkerson	❑ File

Document11
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Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	012
JOB NO.	0752
DATE:	February 4, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Robertson, Geiss, Ogden

I. PURPOSE OF MEETING: Parks Department Facility needs

II. GENERAL DISCUSSION

A. Priority needs
   1. The North Mountain Nature Center has outgrown is space. The programs have been increasing and have been maintaining a steady growth. There is a need for an additional outside classroom. There is a need for offices/workstations for 5 full time employees and several volunteers. Earth day overwhelmed this facility and had to be relocated to ScienceWorks.
   2. The maintenance shops are located well. Lithia, N, Mountain and Hunter Park. The facility at the Golf course is tight on storage and short on parking. The Lithia park maintenance facility could be moved to another part of town as long as it is in the same "service bubble".
   3. The community center needs an office space and a bride's room.
   4. New restrooms needed at Sherwood Park.

B. Misc. Discussion
   1. For the most part the parks department is in good condition.
   2. A competitive swimming natatorium would be a benefit to the entire rogue valley. Could this be located near ScienceWorks?

Route to:	❑ Ogden	❑ Wilkerson	❑ File

Document10
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Conference Report

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CLIENT:	City of Ashland
PROJECT:	Facilities Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	013
JOB NO.	0752
DATE:	March 6, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Ken Ogden, Dawn Lamb, Alice Hardesty, John Fields, Dale Shostrom, George Kramer, Carol Voisin, Keith Woodley, Ann Seltzer, Lee Tuneberg, Joe Franell, Mike Morrison Jr., Mike Broomefield

I. PURPOSE OF MEETING: Progress Update; Department locations input

II. GENERAL DISCUSSION

A. The Grove
   1. Consider changing to a Community Conference Center with meeting rooms.

B. City Hall offices
   1. Decided that city presence should not be eliminated from the downtown location.

C. Finance Department
   1. Willing to move to different location.
   2. Could provide a bill payment drop-off at Community Development counter.
   3. Move may help alleviate parking problems, however, could also adversely affect merchant business.

D. Community Development Building
   1. Question was asked about adding a second floor to existing building.
   2. Second floor would raise negative feedback from neighboring residents as it would obstruct their view of Lithia Park.

E. The Yard
   1. Think about moving elsewhere in town, possibly outside the UGB or another industrial appropriate area.
   2. Consider the Gun Club as potential site location.
   3. Need to keep new location away from areas of residential growth due to noise of the facility.

F. Miscellaneous
   1. Ken stated it would be beneficial to consider acquiring new property for the Fire Department and the yard.
   2. Is Railroad District an option for Storage Area and some Departments?
   3. Consider Water Street parking lot – what is the flood risk?
   5. Briscoe location decided as being too far out.

Route to:	❑ Ogden	❑ Dawn Lamb	❑ File

Document10
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Conference Report

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CLIENT:	City of Ashland
PROJECT:	Ashland Master Planning
LOCATION:	Siskiyou Room, 51 Winburn Way
REPORT NO.	032708-14
JOB NO.	0752
DATE:	March 27, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

ATTENDEES: Ogden, Zook, Seltzer, Broomfield, Navickas, Hardesty, Shostrom, Appicello(partial), Mackin, Morrison, Olsen, Voisin, Woodley.

I. PURPOSE OF MEETING: Project Status Review Meeting

- Needs List review
- Available space update

II. AGENDA:

A. DEPARTMENT RELOCATION AND MODIFICATIONS UPDATE

1. Ogden reiterated these responses are potential solutions for the "wish lists" provided by department heads. As mentioned to each department head at the time of programming the ultimate wish list might not be provided due to budgetary and other constraints. Overall city needs need to be taken into consideration along with how each department will need to interface with others. Priorities will be determined by the committee and endorsed prior to final recommendation by ORW.
2. Ogden explained these are just draft studies to determine if the overall square footage will fit into the designated spaces. Floor plans have been prepared to confirm the layout will fit. These are not intended to be final solutions. Ultimate final solutions will need further discussion with department heads. Seltzer suggested all future printed material will be marked "draft".
3. Ann will distribute packets to department heads to gauge if the current direction is meeting the needs of those departments. (i.e. Joe Franell responded with needs for a public counter)
4. Feedback and communication is necessary to move toward a plan that accommodates the needs of all departments during this early programming phase.
5. This preliminary approach is an attempt to work within the existing space without the need for extensive demolition. As we move forward, more aggressive solutions can be investigated. These solutions also translate to higher construction costs.
6. Departments with the most new program needs are being addressed first. Parks, Com Dev and fire station #2 are still to be provided.

B. MASTER PLAN DISCUSSION POINTS

1. The Grove remodel can potentially accommodate Finance and provide "shared space" as a response to the desire for additional conference/meeting space for each department, i.e. gym conversion.
2. Discussion of 2,600 sf expansion of council chambers with additional level as an option. Ogden explained support spaces for television is included in this square footage.
3. As illustrated in the current scheme, the courts could abandon the hallway to make room for office and IT.
4. Sign and welding needs approximately 50% more space and the current allotment is amenable to Maintenance.
5. Concerns raised over space for recreation programs in the Grove – possible relocation to school facilities.

6. Consider opportunities to expand at yard property for new construction needs.

C. AVAILABLE PROPERTY
1. Approximately 10 acres needed for "yard" (Public works, electrical and maintenance).
   a. Important is the need for a single source site for "yard" to facilitate efficient "search and acquisition of materials/items".
2. Appropriate location should be outside of residential areas, i.e. industrial?.
3. Potential locations: Ashland Gun club, ODOT property, Hardesty?
   a. ¾ of gun club property currently used by club. The remainder is utilized by Public works – complaints about traffic at site are regular and the terrain does not lend itself to equipment storage (total lot is 23.5 acres). Dale illustrated that this is also an historic site as a source of Lithia Springs.
   b. Hardesty property could have potential flood dangers
   c. ODOT not interested in sharing property with city.
   d. Ogden presented other options located at both the north and south ends of town, these properties have a significant acquisition cost of approximately $1,500,000.00 to $2,000,000.00 and up.
4. A tour of potential sites including fire station and city building properties will be arranged.

D. FIRE DEPARTMENT STATION #2
1. Fire Station #2 needs a community solution.
2. Current station is 2866 sf .12,000 sf has been recommended by previous consultants for new facility.
   a. Recommend separating description into "Vehicle garage SF" and "Station needs SF".
3. Consider the benefits and constraints of both a new site and expansion on current site.
   a. A space needs survey was performed in '94 & '04.
   b. A vacant property survey was done in '06.
   c. Water line under Sherwood and access to property through neighborhood a challenge.
   d. Response time is an issue -4 minutes for ambulance is an ordinance. 5 minutes for fire is unofficial standard.
4. Consider a middle ground between "wish list" and fiscally conservative.
5. The location of this fire house does not warrant the same aesthetic standards as the downtown station and savings might be realized with this in mind.
6. The Ross site would meet the needs but temporary corridors and transition would be an issue.
7. Emergency vehicles are required to be secured (ambulance drugs, etc.) – 7 Vehicles total.
8. Possibilities for Sherwood site are limited but a potential SOU property swap could be an option.

E. COMMUNITY DISCUSSION
1. Tentatively scheduled for late April.
2. Consider the information desired from community input. Community involvement should be actionable and substantive.
3. Consider the community space needs - i.e. public building, meeting space, public restrooms, rental space?
4. Emphasize a public understanding that the MP is addressing community needs while continuing a responsible stewardship of community funds.
5. Specific Fire Station discussion addressing the needs and feasibility to gain public support. Include images of existing spaces to illustrate the needs for health and safety.

F. GENERAL DISCUSSION
1. Eric expressed interest in relocation of the asphalt yard and the possibility for community discussion – possibly Croman sites for yard?
2. Consider moving Council Chambers and Police downtown.
3. Investigate the potential for locating facilities at current parking lot sites.
4. Investigate the possibility of breaking off some of the yard components to outlying site(s) such as telephone pole, aggregate and soil storage.
5. Investigate the potential for a multi-level yard.

G. NEXT MEETING

1. Tentatively mid –late April.
2. "Option II" illustrating a more aggressive plan including a new City Hall building and consolidation of some program elements.

☐ Ogden	☐ Roemer	☐ Wilkerson	☐ File

Conference Report

OgdenRoemerWilkerson
Architecture AIA
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CLIENT:	City of Ashland
PROJECT:	Facility Master Plan
LOCATION:	Ashland, Oregon
REPORT NO.	15
JOB NO.	0752
DATE:	April 17, 2008

UNLESS WRITTEN OBJECTION IS RECEIVED WITHIN SEVEN DAYS, WE ASSUME THE STATEMENTS CONTAINED HEREIN ARE ACCEPTED

PRESENT: Frannel, Woodley, Chapman, Kramer, Seltzer, Olsen, Shostrom, Dale ?, Ogden, Voisen, Hardesty, Broomfield

I. PURPOSE OF MEETING: Facility master plan update and property tour

II. GENERAL DISCUSSION

A. Ogden updated department layouts. Having received feedback from Administration, IT and Com Dev these plans were distributed. One additional layout for Admin will be forthcoming with Legal upstairs and HR downstairs.
   1. Exterior elevator at existing city hall cannot be eliminated, it is shared by Shakespeare.
   2. Security and Public Entry is much improved with these layouts.
   3. Ogden provided an example cost spread sheet. This format is currently being established, cost will be refined as the refined cost data is received.

B. Ogden presented possible options for new facilities downtown. Conceptual diagrams and potential cost estimates for each option were provided. Ogden explained cost are based on industry standards, more refined estimates are in the process of being developed. These estimate sheets will be updated as costs are developed, the handout provided are primarily to show format at this time.
   1. Option One – Hargadine Parking Lot
      a. Single story building, ½ of upper tier
      b. Single story building occupying entire upper level of parking lot
   2. Option Two – Lithia Way / Pioneer Street Parking Lot
      a. Single story building
      b. Two story building
   3. Option Three – Wells Fargo Property
   4. Option Four – Second Story of Com Dev Building

C. Comments on Downtown options
   1. All options should consider maximum build out of sites. A single story building should not be considered for the downtown core.
   2. Parking loss will be a concern. Options to provide additional spaces downtown need to be considered.
   3. It is unlikely the second story Com Dev option will be viable. Property acquisition is unrealistic. Neighbor views need to be considered.

4. If the Wells Fargo option is to be developed further, the entire site should be developed, so that buildings face both Lithia Way and Main Street. The property acquisition allowance shown is probably too low, should be more in the $4,000,000.00 range. The historical Oregon Hotel once occupied the site Kramer will forward images to the committee. A rebuild of that image would be significant.

D. Fire Station # 2

1. Ogden said he had reviewed the program of spaces of the proposed facility provided by Woodley. He said the space allocations are not out of reason for the functions they need to accommodate. Cost can potentially be reduced by simplifying the design and materials, yet maintaining durability. The design for a building in the vicinity of fire station # 2 does not necessarily need to mimic the design of the fire station downtown.
2. Ogden reviewed the costs and configurations of the stations being constructed in Grants Pass.
3. The largest allocation of square footage for station #2 is for the apparatus bays. 6 vehicles and one trailer need to be housed inside.

E. Public open houses

1. Seltzer discussed the revised format for the open houses. There will be three venues, City Hall, Civic Center and Fire Station #2. The dates for these meetings are May 12, 13 and 15.
2. The main objective is to define what the publics needs and challenges are with the city facilities and support infrastructure.

F. Misc. Discussion

1. The chamber should be utilized to solicit the opinions and needs of downtown merchants.
2. There may be property available for the yard at the airport.
3. Ogden was asked if a future parking projection/needs analysis would be included in this report. Ogden stated he did not have the tools or resources available to make that analysis.
4. Hardesty asked if Ogden had reviewed the availability of the SOS plumbing property on Water Street. Ogden said, " he hadn't, but would review".

G. Property tours

1. Washington Street Properties
2. Gun Club
3. Ashland Street Property
4. North interchange properties
5. Eagle Mill Road Property
6. Emperatrice Property
7. Mountain Ave Property

H. Next meeting Scheduled for May 1st, 2:00 pm at the Com Dev Bldg.

Route to:	☐ Ogden	☐ Roemer	☐ File

Document2
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STANDARD OFFICE LAYOUTS

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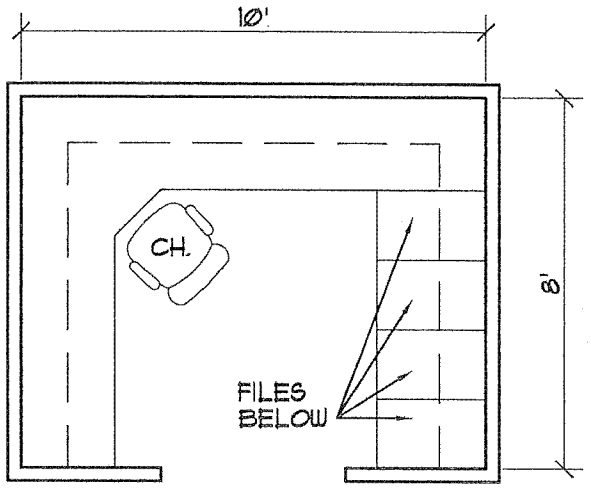
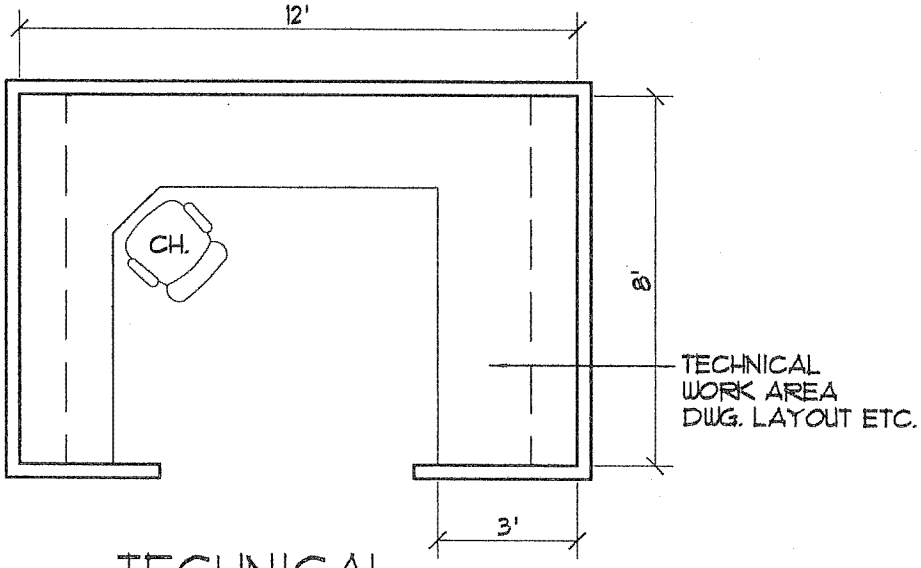
CITY OF ASHLAND
FACILITIES MASTER PLAN



STANDARD
WORK STATION



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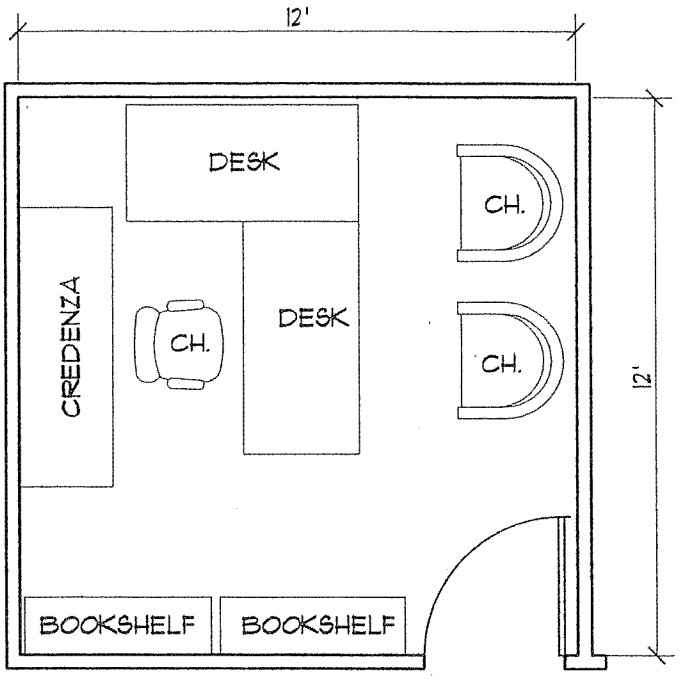
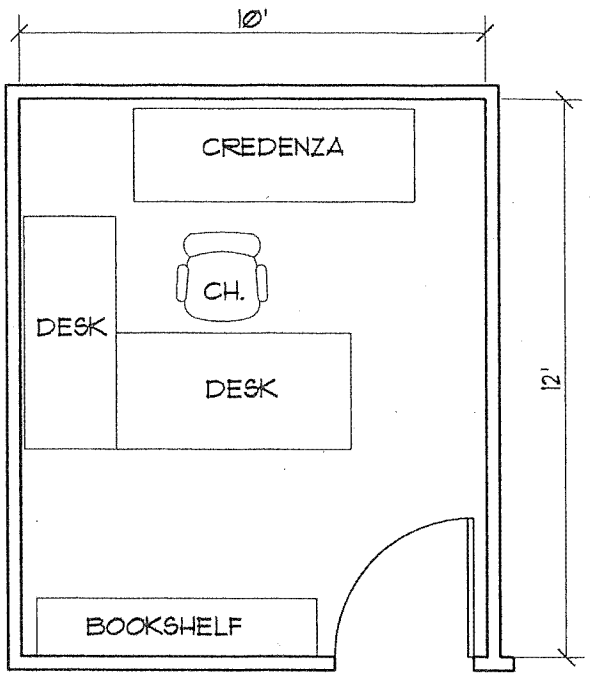
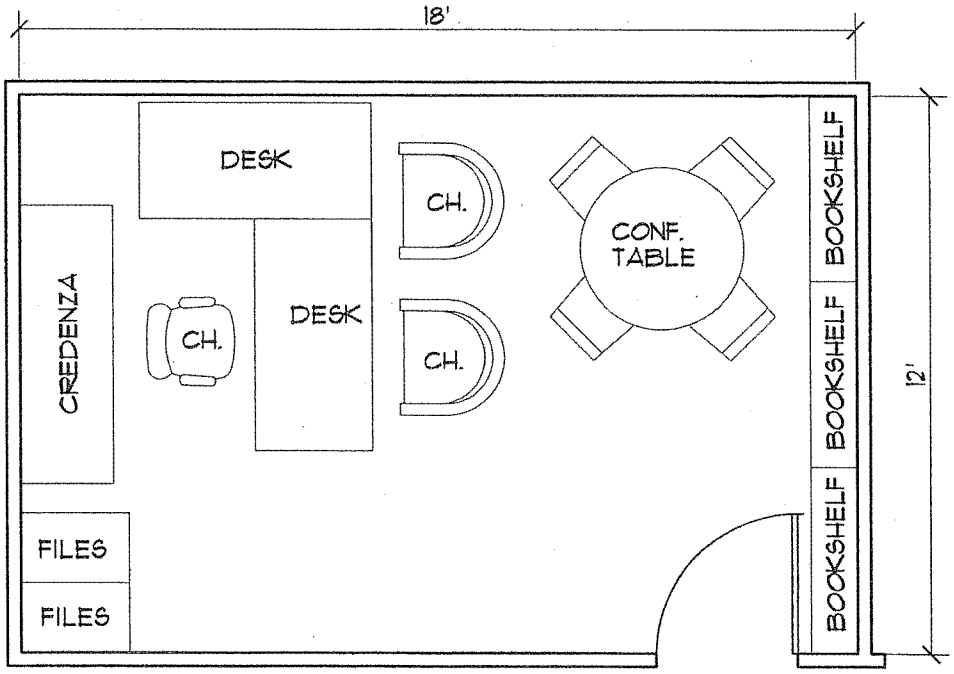


STANDARD OFFICE



SUPPORT OFFICE



DIRECTOR'S OFFICE

CITY OWNED PROPERTY INVENTORY WITH ZONING

Ogden Roemer Wilkerson
Architecture AIA
COLLABORATIVE APPROACH · HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
1	Cemetery	Ashland Cemetery	391E09AC12600	750 E MAIN ST	3.94	R-2
2	Cemetery	Mountain View Cemetery	391E10DD100	440 Normal Av	11.49	R-2
3	Cemetery	Pioneer (Hargadine) Cemetery- not owned by City	391E05BD600	370 Sheridan	1.48	R-1-7.5
4	Cemetery	South Mausoleum	391E15AA6300	550 NORMAL AVE	0.03	R-1-5
4	Cemetery	South Mausoleum	391E15AA6400		1.86	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD104	E Nevada St	0.11	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD306		0.06	R-1-5
10	City Yard	E Nevada Yard (electric)	391E04BD400		0.31	R-1-5
11	City Yard	B Street Corporation Yard	391E09AA1900	1097 B ST/1099 B ST	1.67	R-1-5 / R-3
11	City Yard	B Street Corporation Yard	391E09AA2100		0.18	R-3
11	City Yard	B Street Corporation Yard	391E09AA2500		0.22	R-3
11	City Yard	B Street Corporation Yard	391E09AA2600		0.13	R-3
11	City Yard	B Street Corporation Yard	391E09AA2700		0.16	R-3
12	City Yard	Glenview Yard	391E161300	Glenview Dr	4.09	R-1-7.5 / WR / WR-20
13	City Yard	Granite St Yard	391E17600	Granite St	89.76	WR-20
20	Facility	Ashland Community Hospital	391E05DB2100	278 MAPLE ST	6.35	HC
20	Facility	Ashland Community Hospital	391E05DB2400	560 CATALINA DR	0.50	HC
21	Facility	ComDev/PW Building	391E09BC2100	51 WINBURN WAY	0.45	R-1-7.5
22	Facility	Pioneer Hall/Winburn Wy Community Center	391E09BC2500	73 Winburn Wy/ 69 Winburn Wy	0.35	R-1-7.5
23	Facility	Main City Yard, Civic Center, the Grove	391E10BC5302	90 N Mountain/1175 E Main	8.10	E-1
24	Facility	Ashland Public Library	391E09BD6700	410 SISKIYOU BLVD	0.77	R-2
25	Facility	Fire Station #1	391E09AC15000	495 SISKIYOU BLVD	0.15	C-1
25	Facility	Fire Station #1	391E09AC15200	457 SISKIYOU BLVD	0.31	C-1
25	Facility	Fire Station #1	391E09AC15300	455 SISKIYOU BLVD	0.23	C-1
26	Facility	Ashland Municipal Airport	391E11300		17.64	E-1
26	Facility	Ashland Municipal Airport	391E12301	403 DEAD INDIAN MEMORIAL RD	47.24	E-1
26	Facility	Ashland Municipal Airport	391E12307		2.59	E-1
26	Facility	Ashland Municipal Airport	391E12308		4.16	E-1
26	Facility	Airport/Sky Research parcel	391E12309	445 DEAD INDIAN MEMORIAL RD	8.16	E-1
26	Facility	Ashland Municipal Airport	391E12310		11.43	E-1
26	Facility	Ashland Municipal Airport	391E13B2001		2.74	E-1
27	Facility/Reservoir	Alsing Reservoir	391E231802	1511 Tolman Creek Rd	6.62	RR-10
28	Facility/Reservoir	Fallon Reservoir	391E08DB201	201 Hitt Rd	5.06	WR
29	Facility/Reservoir	Crowson Reservoir	391E16BA1204		0.09	RR-.5
29	Facility/Reservoir	Crowson Reservoir	391E16BA1500	696 Terrace St	5.66	RR-.5
30	Open Space	Imperatrice Property 2	381E27100	Butler Creek Rd	162.27	EFU
30	Open Space	Imperatrice Property 3	381E28500	Butler Creek Rd	125.10	EFU
30	Open Space	Imperatrice Property 6	381E28600	Butler Creek Rd	37.17	EFU
30	Open Space	Imperatrice Property 4	381E28700	Butler Creek Rd	80.67	EFU
30	Open Space	Imperatrice Property 7	381E32100	Butler Creek Rd	2.26	EFU
30	Open Space	Imperatrice Property 8	381E32100	Butler Creek Rd	0.33	EFU
30	Open Space	Imperatrice Property 5	381E32200	Butler Creek Rd	68.56	EFU
30	Open Space	Imperatrice Property 1	381E33200	Butler Creek Rd	414.79	EFU
31	Open Space	Strawberry Lane property	391E08BD102	Westwood St	1.06	RR-.5
31	Open Space	Strawberry Lane property	391E08BD103	Westwood St	0.51	RR-.5
31	Open Space	Strawberry Lane property	391E08BD104	Strawberry Ln	0.50	RR-.5

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
32	Open Space	Lithia Springs Gun Club	391E12400	Emigrant Creek Rd	22.06	EFU / OSR
32	Open Space	Lithia Springs Gun Club	391E12400	Emigrant Creek Rd	0.97	EFU / OSR
33	Open Space	Lithia Springs	392E07700	Emigrant Creek Rd	3.99	OSR
33	Open Space	Lithia Springs	392E07800	Emigrant Creek Rd	38.09	EFU / OSR
33	Open Space	Lithia Springs	392E07800	Emigrant Creek Rd	0.19	EFU / OSR
34	Open Space	Single Fam Lot next to golf course	391E14AD800	Twin Pines Cr	0.14	R-1-10
35	Open Space	Watershed	391E161100		114.48	FR
35	Open Space	Watershed	391E161100		42.67	FR
35	Open Space	Watershed	391E16BC200		19.39	WR-20
35	Open Space	Watershed	391E16BD300		19.91	WR-20
35	Open Space	Watershed	391E20200		4.57	FR
35	Open Space	Watershed	391E28200		44.10	FR
35	Open Space	Watershed	391E32200		162.16	FR
40	OSF	Administration	391E09BC1200	15 S Pioneer	0.08	C-1-D
40	OSF	Administration	391E09BC1400	15 S Pioneer St	0.01	C-1-D / R-1-7.5
41	OSF	the Bricks	391E09BC1400		0.12	C-1-D / R-1-7.5
41	OSF	the Bricks	391E09BC1500		0.04	C-1-D
42	OSF	Black Swan/Chamber office	391E09BC1100	110 E MAIN ST	0.28	C-1-D
43	OSF	New Theatre	391E09BC800	40 S Pioneer St	0.27	C-1-D
43	OSF	New Theatre	391E09BC901	40 S Pioneer St	0.36	C-1-D
50	Parking Lot	Water St Parking Lot	391E09BB10900	Water St, s side	0.15	C-1
50	Parking Lot	Water St Parking Lot	391E09BB200	Water St, n side	0.16	C-1
51	Parking Lot	Lithia Way Parking Lot	391E09BA10800	Lithia Wy	0.17	C-1-D
51	Parking Lot	Lithia Way Parking Lot	391E09BA11500	Lithia Wy	0.60	C-1
52	Parking Lot	Hargadine Parking (contract to City)	391E09BC300		0.23	C-1-D
52	Parking Lot	Hargadine Parking Structure	391E09BC400	175 Hargadine	0.23	C-1-D
53	Parking Lot	Parking/Darex Skating Rink	391E09100	61 Winburn Wy	0.78	R-1-7.5
54	Parking Lot	Second St Parking Lot	391E09BD6200	S Second St	0.23	C-1-D
59	Parks/OSF/Facility	City Hall/ Elizabethan Theatre/Lithia Park	391E09100	20 E MAIN ST	26.09	R-1-7.5
59	Parks/OSF/Facility	City Hall/ Elizabethan Theatre/Lithia Park	391E09BC1901		0.01	R-1-7.5
60	Parks/Facility	Wastewater Treatment Plant Property/Dog Park	391E04BB200	1195 OAK ST	23.69	R-1-7.5
61	Parks/Facility	Recycling Center/Skate Park	391E04CD1201	220/230 Water St	1.22	E-1
62	Parks/Facility	Fire Station #2/Sherwood Park	391E15AA6200	1860 ASHLAND ST	0.91	R-2
63	Parks	Oak Knoll Golf Course	391E13B2200	3060 HWY 66	71.57	R-1-10
63	Parks	Oak Knoll Golf Course	391E14AD6223		1.61	R-1-10
64	Parks	YMCA Park	391E11C1101	315 TOLMAN CR RD	6.38	C-1 / R-2
65	Parks	Clay St Park	391E14BB701	Clay St	3.38	R-1-5
66	Parks	Garden Way Park	391E15AC6300	Garden Wy and Clark Av	1.74	R-1-7.5
67	Parks	Hunter Park/Senior Center	391E10DB800	1699 HOMES AVE	9.95	R-1-5
68	Parks	Garfield Park	391E10BC2701	70 GARFIELD ST	2.96	R-1-10
69	Parks	Railroad Park	391E09AB6509	785 A ST	1.66	E-1

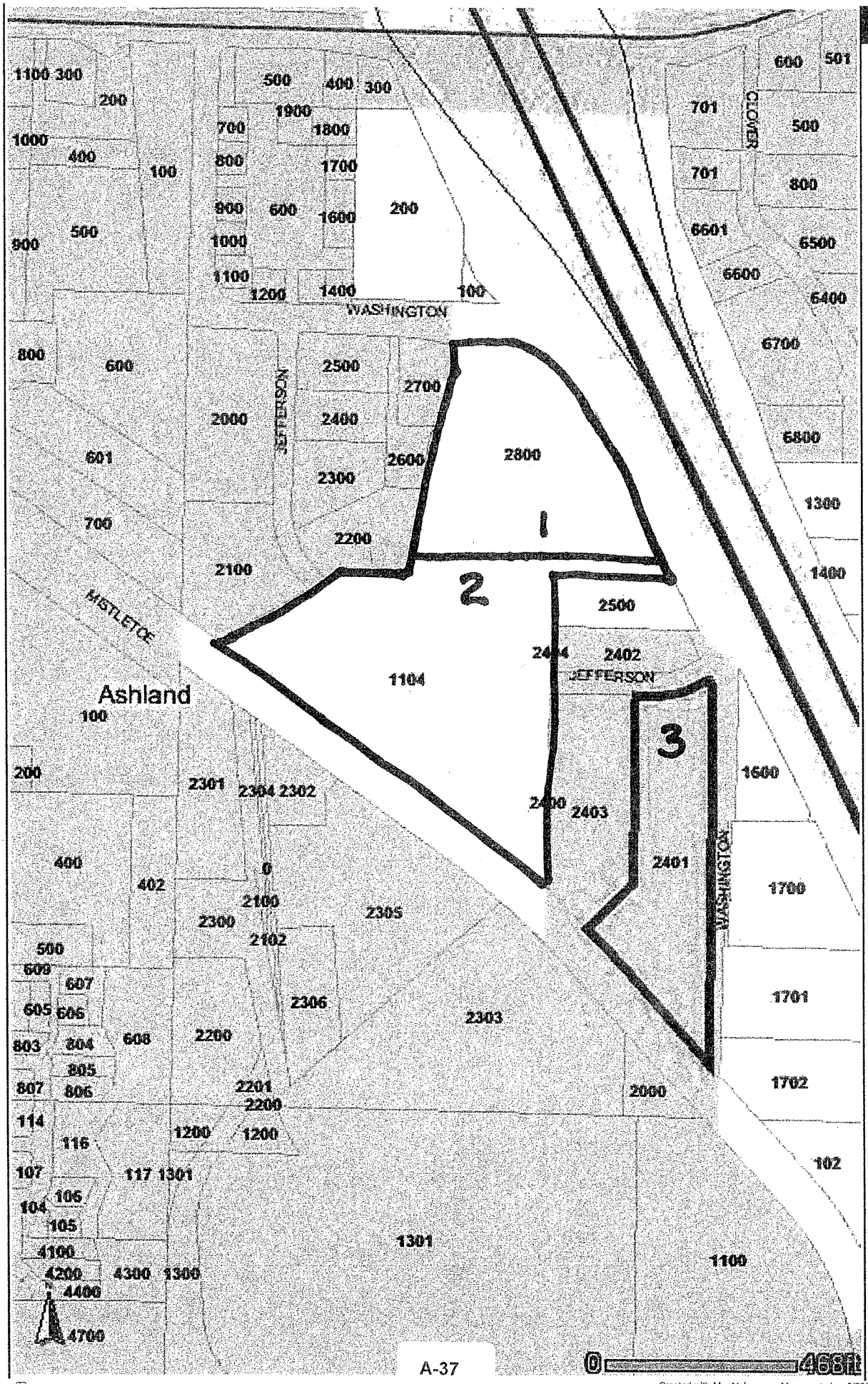
Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
70	Parks	Bear Creek Greenway	391E04BB101	Near WWTP	1.27	R-1-7.5 / RR-5
70	Parks	Bear Creek Greenway	391E04BB102		0.30	R-1-7.5 / RR-5
70	Parks	Bear Creek Greenway	391E05100		20.81	R-1-7.5
71	Parks	Dirt Jump Park	391E04BB600	end of Oxford St	0.10	R-1-7.5
72	Parks	Conservation Area, Bear Creek floodplain	391E04AC400	310 E NEVADA ST	2.33	NM
72	Parks	Conservation Area, Bear Creek floodplain	391E04AC402		2.23	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04BD1102		0.46	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04BD1904		1.96	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04CA101		1.01	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04CA2902		0.26	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04DB400		4.14	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E04DB500		6.24	NM / R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E10B1001	Evergreen Ln	0.26	R-1-5
72	Parks	Conservation Area, Bear Creek floodplain	391E10B1104	1393 Evergreen Ln	0.31	R-1-5
73	Parks	N Mountain Park	391E04DA300	Adjacent to N Mountain Av	2.99	R-1-5
73	Parks	N Mountain Park	391E04DD100		6.74	R-1-5 / EFU
73	Parks	N Mountain Park	391E04DD200	620 N MOUNTAIN AVE	0.61	R-1-5
73	Parks	N Mountain Park	391E04DD300	544 N MOUNTAIN AVE	0.77	R-1-5
73	Parks	N Mountain Park	391E04DD400		25.32	R-1-5 / EFU
73	Parks	N Mountain Park	391E04DD500		0.31	R-1-5
74	Parks	Scenic Park	391E05AC3400	N Main St	1.57	R-2
75	Parks	Undeveloped Park	391E08BD100	Westwood at Strawberry	9.60	RR-.5 / WR
76	Parks	Hald-Strawberry Park	391E05DC3001	Grandview to Stawberry above TID	0.84	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E05DC3002		0.51	RR-.5
76	Parks	Hald-Strawberry Park	391E08AB205		4.74	RR-.5
76	Parks	Hald-Strawberry Park	391E08AB400		18.89	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E08AB400		0.49	RR-.5 / R-1-10
76	Parks	Hald-Strawberry Park	391E08AC103		5.77	RR-.5
77	Parks	Piedmont Park	391E08AD4304	Piedmont St	1.44	RR-.5 / R-1-10
78	Parks	Vogel Park	391E04CA2709	E Hersey near Ashland Creek	0.40	R-1-5
78	Parks	Vogel Park	391E04CB6600		1.78	R-1-5
78	Parks	Vogel Park	391E04CB6601		0.24	R-1-5
78	Parks	Vogel Park	391E04CD3700		0.09	R-1-5
78	Parks	Vogel Park	391E04CD800	27 E HERSEY ST	4.53	R-1-5
78	Parks	Vogel Park	391E04CD806		0.15	R-1-5
79	Parks	Bluebird Park	391E09BB10001		0.01	C-1-D
79	Parks	Bluebird Park	391E09BB9600		0.13	C-1-D
80	Parks	Calle Guanajuato	391E09BB7500	Calle Guanajuato	1.16	R-1-7.5
80	Parks	Calle Guanajuato	391E09BB9100	Calle Guanajuato	0.13	R-1-7.5
81	Parks	Alice Peil Walkway	391E09BB7100		0.04	R-1-7.5
82	Parks	Siskiyou Mtn Park	391E22500		271.20	FR
83	Parks	Oredson Todd Woods	391E22300		10.19	WR
84	Parks	Lithia Park	391E09100	Granite St	6.49	R-1-7.5
84	Parks	Lithia Park	391E09100	Granite St	41.66	R-1-7.5
84	Parks	Lithia Park	391E161300	Granite St	20.83	R-1-7.5 / WR / WR20
84	Parks	Lithia Park	391E17AA700	Granite St	0.33	R-1-7.5
84	Parks	Lithia Park	391E17AA900	Granite St	1.96	R-1-7.5
85	Parks	Cottle Property	391E16BA1205		0.24	R-10-10
85	Parks	Cottle Property	391E16BA1300		4.00	R-10-10
86	Parks	Undeveloped Parkland	391E16BD211	Terrace St	2.14	WR

Map Index	Type	Common Name	MAP/TAXLOT	LOCATION	GIS acres	Zoning
87	Parks	Liberty St Park	391E16AC200	Liberty St	1.05	WR / RR-.5
88	Parks	Glenwood Park	391E16AA3700	Glenwood Dr	2.25	R-1-7.5
89	Parks	Triangle Park	391E09DA7900	Siskiyou Bl	0.34	R-2
90	Parks	Granite St Property	391E08DA1901	259 Granite St	4.17	WR
90	Parks	Granite St Property	391E08DD500	Granite St	0.56	WR / WR-20
91	Parks	Lawrence Property	391E08DC100	Granite St	35.57	WR-20
92	Parks	Burnson Property	391E08DD705	327 Granite St	12.13	WR / WR-20
94	Other	Empty Lot	391E05DA2700	430 N Main St	0.28	E-1
95	Other	Unknown	391E08AC105	top of Nutley St	0.47	RR-.5
96	Other	Unknown	391E08AC104	off of Strawberry Lane	0.17	RR-.5
97	Other	State Forestry (ODF)	391E14A2300	400 MISTLETOE RD	1.76	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2100	Mistletoe Rd	0.06	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2102	Mistletoe Rd	0.07	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2201	Mistletoe Rd	0.14	M-1
98	Other	Mistletoe Rd Right of Way	391E14A2304	Mistletoe Rd	0.09	M-1
98	Other	Mistletoe Rd Right of Way	391E14D1201	Mistletoe Rd	0.16	M-1
98	Other	Mistletoe Rd Right of Way	391E14D1300	Mistletoe Rd	2.14	M-1
98	Other	Mistletoe Rd Right of Way	391E14D2490	Mistletoe Rd	0.52	E-1 / RR-5
99	Other	unknown	391E04B1000	E Nevada St	0.04	R-1-5 / RR-5
99	Other	unknown	391E04CA3300	Helman St	0.04	R-1-5
99	Other	unknown	391E04CA3303	Helman St	0.06	R-1-5
99	Other	unknown	391E04CC300	near Van Ness Av, RR tracks	0.03	R-3
99	Other	unknown	391E05DC2803	299 Ditch Rd	0.36	RR-.5
99	Other	unknown	391E09BC201	near Hargadine Parking structure	0.06	C-1-D
99	Other	unknown	391E09CB1500	Terrace St	0.23	RR-.5 / R-1-10
99	Other	unknown	391E09DB7300	between Fairview and Sherman	0.10	R-2
99	Other	unknown	391E10D1001	E Main St	0.22	RR-5
99	Other	unknown	391E10D290	E Main St	0.47	RR-5
99	Other	unknown	391E11C1201	next to YMCA park	0.05	R-2
99	Other	unknown	391E11C3700	Upper Clay St	0.28	R-2
99	Other	unknown	391E14CB100	Siskiyou Bl	2.36	R-1-1.75
99	Other	unknown	391E16AA800	Glenwood Dr, across from park	0.01	R-1-1.75
99	Other	unknown	391E17AA1112	596 Ashland Creek Dr	0.37	RR-.5 / WR
NOT CITY OWNED						
101		Elks Parking Lot		Lithia Wy		
102		The Plaza				

PROPERTY ACQUISITION

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH · HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN



JACKSON COUNTY

INFORMATION TECHNOLOGY

Map Maker Application

Front Counter Legend

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- Gold Hill
- Jacksonville
- Medford
- Phoenix
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- Shady Cove
- Talent

JACKSON COUNTY Oregon

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Property Details

For Property Located At
Washington St

Jackson County

Owner Info:

Owner Name:	Bramscher Craig A	Tax Billing Zip+4:	9736
Tax Billing Address:	7118 Highway 66	Recording Date:	06/02/2005
Tax Billing City & State:	Ashland OR	Annual Tax:	$1,406
Tax Billing Zip:	97520	Universal Land Use:	Vacant Land (Nec)

Location Info:

Census Tract:	28.00	Old Map:	39S-1E-14
Zoning:	Rr-5		

Tax Info:

Tax ID:	0010623120	Market Value:	$290,530 $ 2,000,000.00
Tax Year:	2007	Township:	39S
Annual Tax:	$1,406	Range:	01E
Assessment Year:	2007	Section:	14
Assessed Value:	$108,810	Township Range:	391E14
Market Land Value:	$290,530	LEGAL:	39 S 1E W 14 A0 01104

Characteristics:

Lot Acres:	8.41	Lot Sq Ft:	366339.6

Last Market Sale:

Recording Date:	06/02/2005	Deed Type:	Warranty Deed
Settle Date:	05/25/2005	Owner Name:	Bramscher Craig A
Sale Price:	$1,325,000	Seller:	Healy Douglas K & Nina M
Document No:	32764		

Mortgages:

Lender:	Private Individual	First Mort Amt:	$925,000

Sales History:

Recording Date:	06/02/2005	07/14/2004	03/04/1997	12/13/1993
Sale Price:	$1,325,000	$826,000		
Buyer Name:	Bramscher Craig A	Healy Douglas K & Nina M	Young Barbara J Trustee Fbo	Mkm Investor's Ltd Ptnrship
Seller Name:	Healy Douglas K & Nina M	Young Barbara J Trust		
Document No:	32764	40228	11268	44282
Document Type:	Warranty Deed	Warranty Deed	Quit Claim Deed	Bargain & Sale Deed

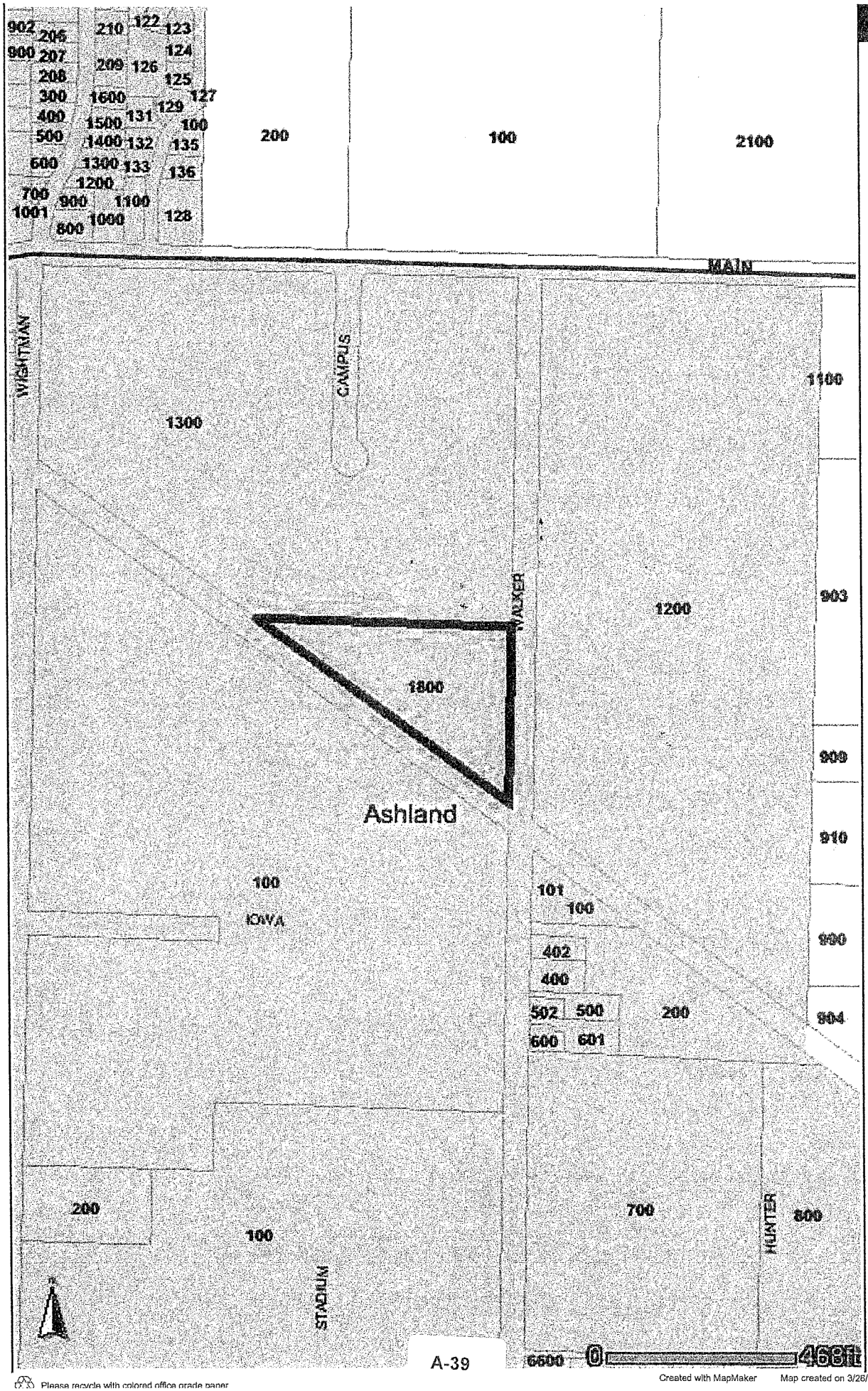
Mortgage History:

Mortgage Date:	11/16/2007	11/16/2007	02/21/2006	08/26/2005
Mortgage Amt:	$500,000	$1,500,000	$320,000	$250,000
Mortgage Lender:			Cupertino Cap	* Other Institutional Lenders
Mortgage Type:			Conventional	Conventional

Courtesy of Kerry Zook
SOMLS GPMLS

1-2

The data within this report is compiled by First American CoreLogic from public and private sources. If desired, the accuracy of the data contained herein can be independently verified by the recipient of this report with the applicable county or municipality.



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2

JACKSON COUNTY Oregon

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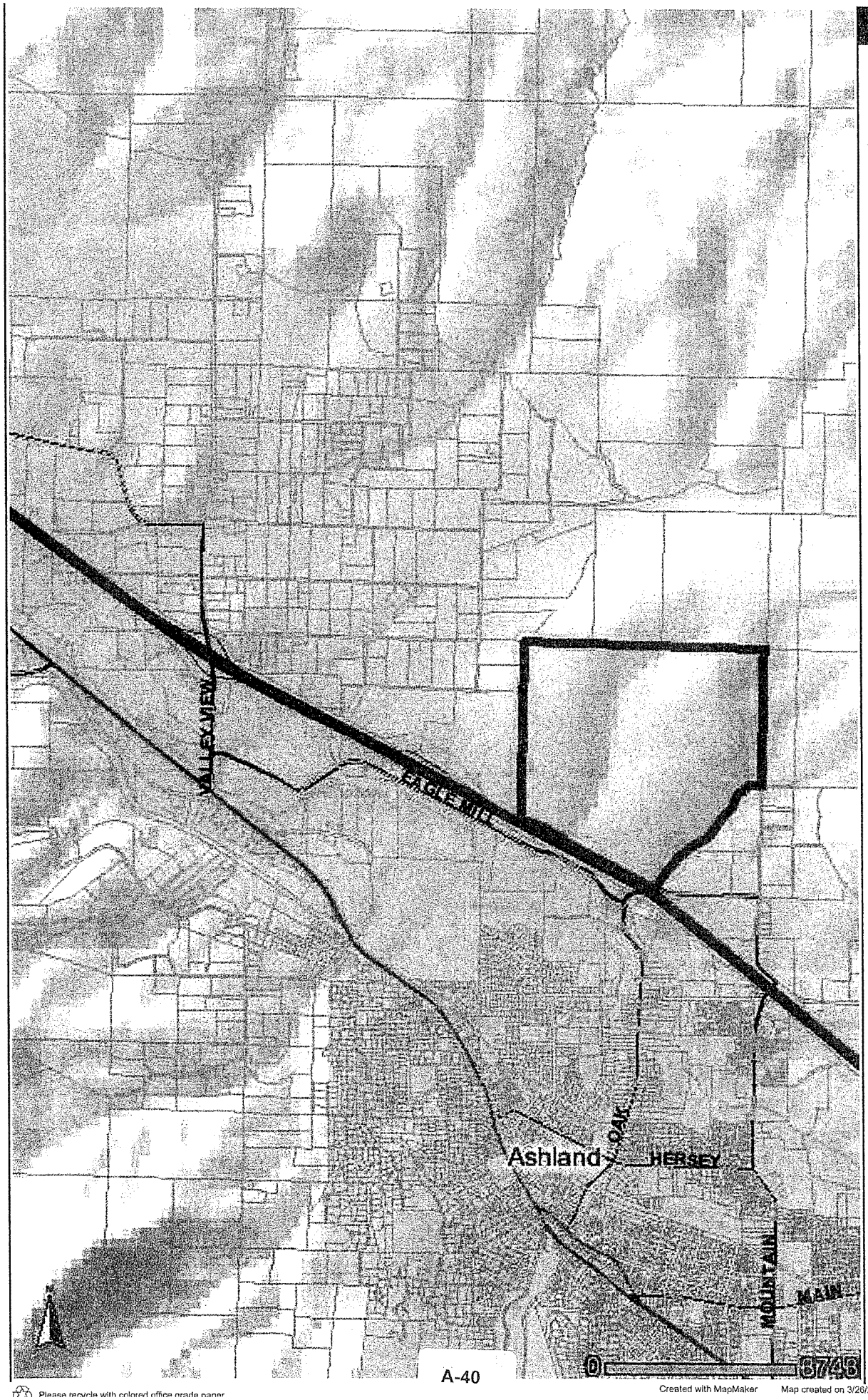

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JACKSON COUNTY
Oregon

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Navigation

Account Sequence	Map TL Sequence	Assessment Year 2007	Print Window	Close Window

Assessment Info for Account 1-012367-6 Map 381E33 Taxlot 200

Report For Assessment Purposes Only Created March 26, 2008

Account Info

Account	1-012367-6
Map Taxlot	381E33 200
Owner	ASHLAND CITY OF
⊟ Situs Address	
MOUNTAIN AVE N ASHLAND/COUNTY R	
Mailing Address	ASHLAND CITY OF CITY HALL ASHLAND OR, 97520
⊟ Associated Taxlots 2 Acct	

5-08	R	1-012360-1 381E32 200	ACTIVE
5-08	R	1-012687-6 381E32 100	ACTIVE

Appraiser	74

Tax Year 2007 Info

Tax Type	Due Date	Amount
Advalorem	11/15/07	$224.83
Tax Report		Details
Tax Code 5-08		
Tax Rate		12.9179
District Rates		Details
District Amounts		Details
Tax Rate Sheet		Details

Land Info

Tax Code	5-08
Acreage	359.98
Zoning	
EFU	
Land Class	
OD 0.00 Ac VB 28.10 Ac IVB 12.18 Ac VBI 19.40 Ac VIB 30.96 Ac IVBI 18.78 Ac VIBI 129.72 Ac VIIH 120.84 Ac	
Property Class	550
Stat Class	000
Unit ID	182554-3
Maintenance Area	2
Neighborhood	000
Study Area	21
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL

Sales Data (AS 400)

Last Sale	Sale Date	Instrument Number	Sales History
$946,000.00	4/15/1996	1996-11715 Details	Details

⊞ Value Summary Detail (For Assessment Year 2007)

⊟ Market Value Summary (For Assessment Year 2007)

Code Area	Type	Acreage	RMV	M5	MAV	AV
5-08	LAND	359.98	$ 4,111,090	$ 0	$ 0	$ 0
Value History Details		Total:	$ 4,111,090	$ 0	$ 0	$ 0

⊟ Specially Assessed Value Summary (For Assessment Year 2007)

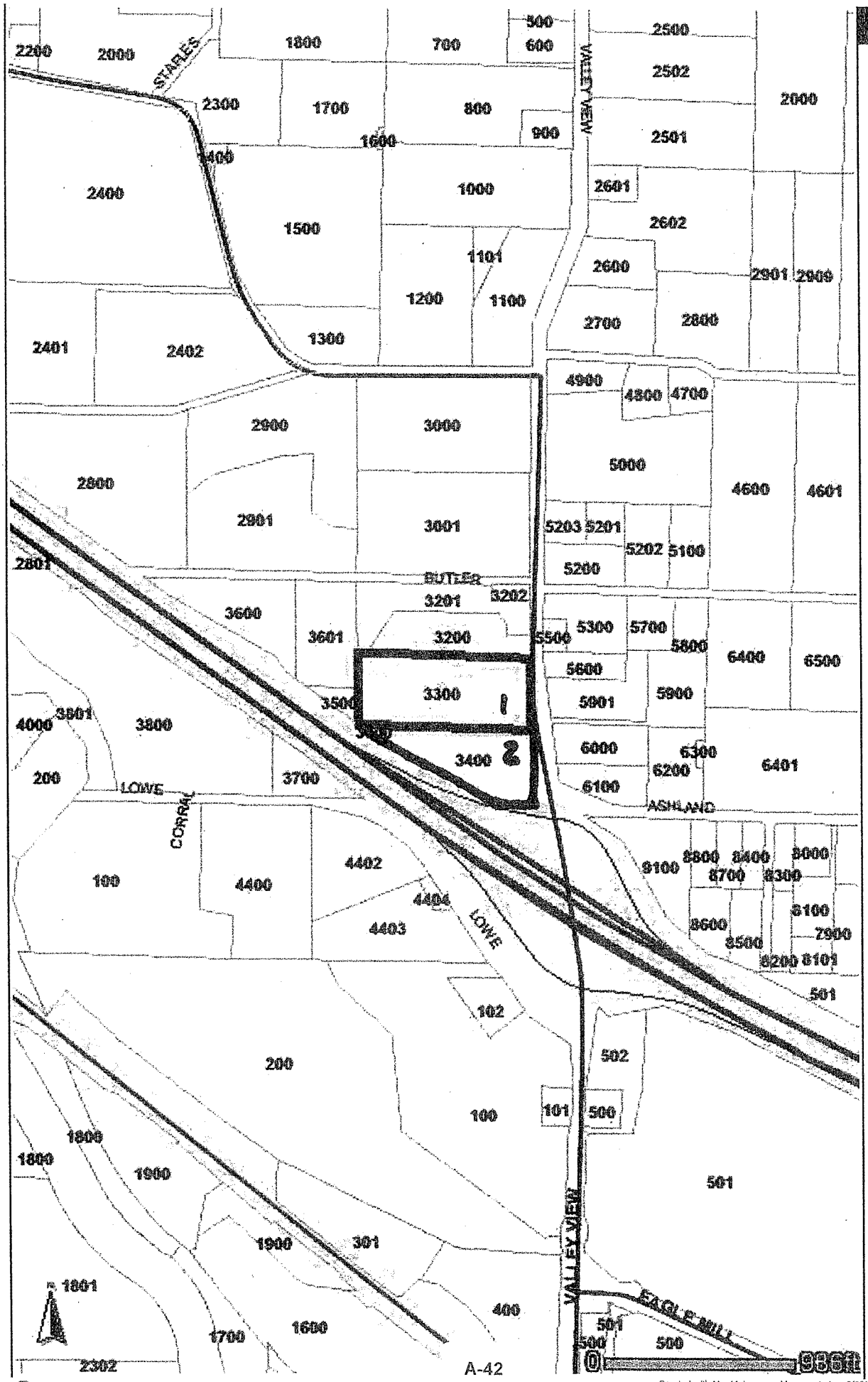
Code Area	Type	Acreage	SAV	MSAV	AV
5-08	LAND	359.98	$ 44,023	$ 20,986	$ 20,986
		Total:	$ 44,023	$ 20,986	$ 20,986

⊟ Total (Market + Specially Assessed) Value Summary (For Assessment Year 2007)

Code Area	Type	Acreage	RMV	M5	MAV	AV
5-08	LAND	359.98	$ 4,111,090	$ 44,023	$ 20,986	$ 20,986
		Total:	$ 4,111,090	$ 44,023	$ 20,986	$ 20,986

Improvements

3



JACKSON COUNTY

INFORMATION TECHNOLOGY

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ASSESSMENT & PLANNING DETAILS

Account Details | Sales | Deed Card
Overlay Report | Permit Details | Tax Report

Click to zoom map to this taxlot.

Account 1-012629-2

Map & TaxLot	381E30 3300 pdf
Tax Code	5-08
Acreage	6.80
Zoning	RR-10
Land Class	UNK 6.80 Ac
Property Class	401
Stat Class	232
Unit ID	182436-1
Maintenance Area	2
Neighborhood	000
Study Area	21
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	MINUTOLI ANDREA J TRUSTEE
	MINUTOLI KATSUKO T TRUSTEE
	MINUTOLI ANDREA J AND KATSUKO T TRUST
Situs Address	647 VALLEY VIEW RD ASHLAND/COUNTY R
Mailing Address	MINUTOLI ANDREA J TRUSTEE 25 PALOMINO CIR NOVATO CA, 94947

381E30 3300 Totals 1 Imp

Taxlot Acreage	6.80

1-012629-2 Improvements

Building # 1	1942 3170 SqFt DUPLEX CLASS 3 UPPER LEVELS

4.1

ASSESSMENT & PLANNING DETAILS

Account Details | Sales | Deed Card
Overlay Report | Permit Details | Tax Report

Click to zoom map to this taxlot.

Account 1-012630-8

Map & TaxLot	381E30 3400 pdf
Tax Code	5-08
Acreage	3.87
Zoning	RR-10
Land Class	UNK 3.87 Ac
Property Class	401
Stat Class	122
Unit ID	182437-1
Maintenance Area	2
Neighborhood	000
Study Area	21
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	MINUTOLI ANDREA J TRUSTEE
	MINUTOLI KATSUKO T TRUSTEE
	MINUTOLI ANDREA J AND KATSUKO T TRUST
Situs Address	563 VALLEY VIEW RD S ASHLAND/COUNTY R
Mailing Address	MINUTOLI ANDREA J TRUSTEE ET AL 25 PALOMINO CIR NOVATO CA, 94947

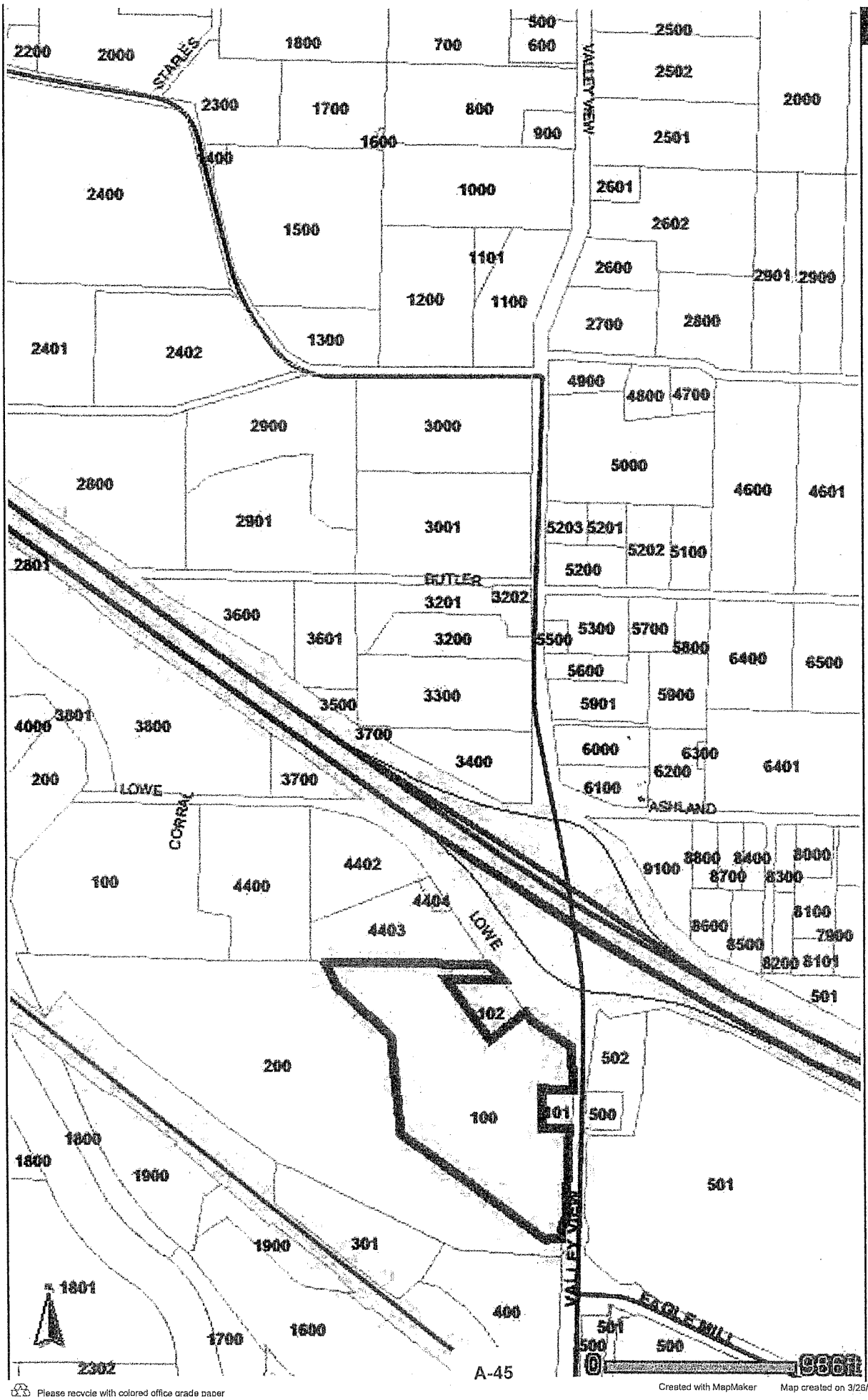
381E30 3400 Totals 1 Imp

Taxlot Acreage	3.87

1-012630-8 Improvements

Building # 1	1930 1344 SqFt Two story

4.2



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Account Details | Sales | Deed Card
Overlay Report | Permit Details | Tax Report

Click to zoom map to this taxlot.

Account 1-012643-8

Map & TaxLot	381E31 100 pdf
Tax Code	5-08
Acreage	18.40
Zoning	IC
	OSR
Land Class	UNK 18.40 Ac
Property Class	201
Stat Class	000
Unit ID	182454-2
Maintenance Area	2
Neighborhood	000
Study Area	00
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	KENNEY CHARLES J
	HINNEWINKEL DARREL G
	BREEZE R P/ANNETTE G
Situs Address	459 VALLEY VIEW RD ASHLAND/COUNTY R
Mailing Address	BREEZE R P/ANNETTE G C/O NORTH ASHLAND INTERCHANGE PROP. LLC 1175 MAIN ST 10 MEDFORD OR, 97504

Associated Taxlots 2 Acct

Tax Code 5-13	R	1-012344-9 381E31 100 PURGED
Acreage	0.00	
Tax Code 5-08	R	1-088788-2 381E31 100 A1 ACTIVE
Acreage	0.00	

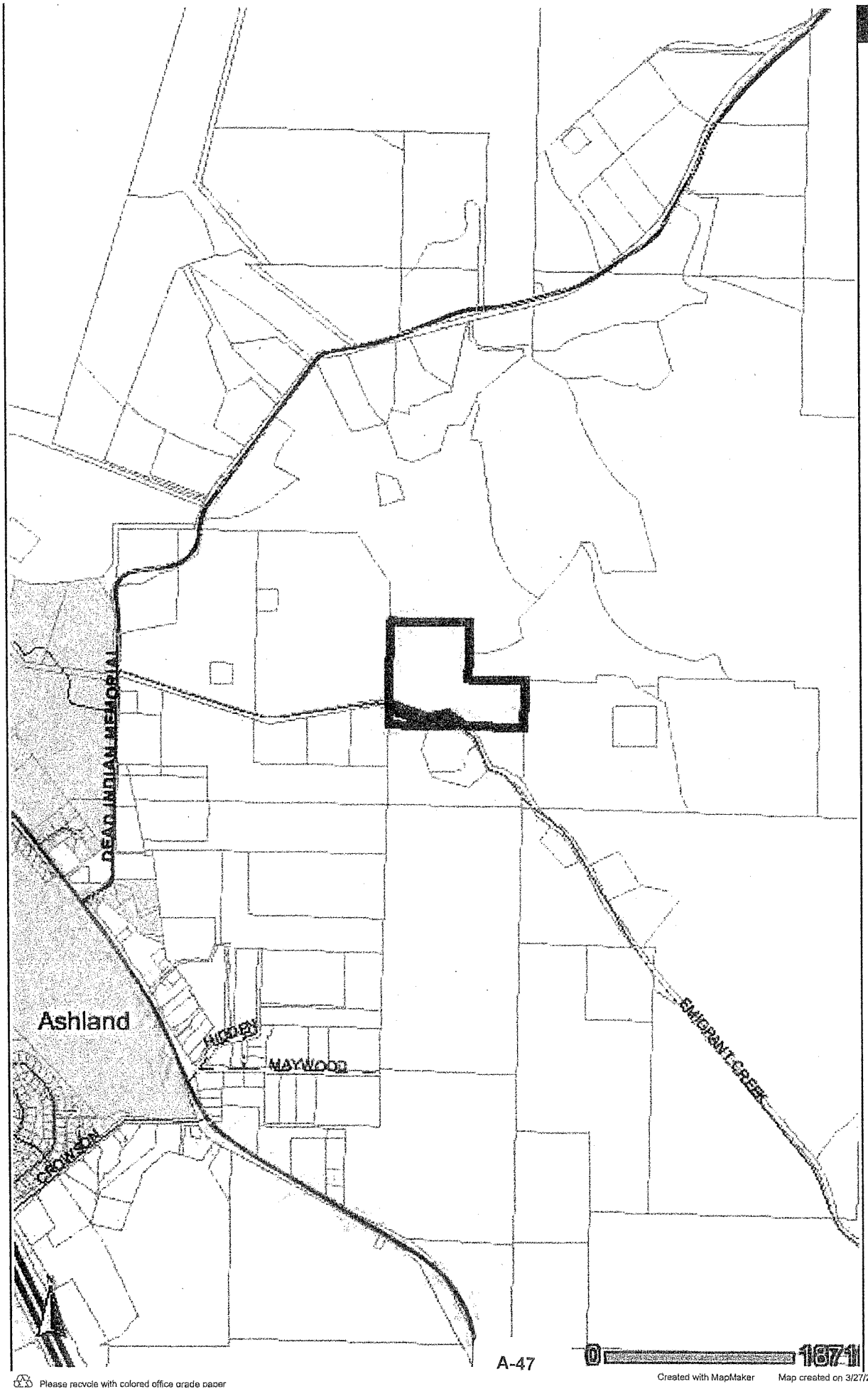
381E31 100 Totals , 1 Imp

Taxlot Acreage	18.40

1-088788-2 Improvements

Building # 1	0 SqFt Franchise Fast Food

5



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Account Details | Sales | Deed Card
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Click to zoom map to this taxlot.

Account 1-011572-0

Map & TaxLot	391E12 400 pdf
Tax Code	5-04
Acreage	23.44
Zoning	EFU
	OSR
Land Class	UNK 23.44 Ac
Property Class	401
Stat Class	300
Unit ID	200938-2
Maintenance Area	2
Neighborhood	000
Study Area	27
Account Status	ACTIVE
Tax Status	Assessable
Sub Type	NORMAL
Owner	ASHLAND CITY OF
Situs Address	555 EMIGRANT CR RD ASHLAND/COUNTY R
Mailing Address	ASHLAND CITY OF ASHLAND GUN CLUB PO BOX 953 ASHLAND OR, 97520

Associated Taxlots 1 Acct

Tax Code 5-04	R	1-012023-1 392E07 800 ACTIVE
Acreage	38.69	

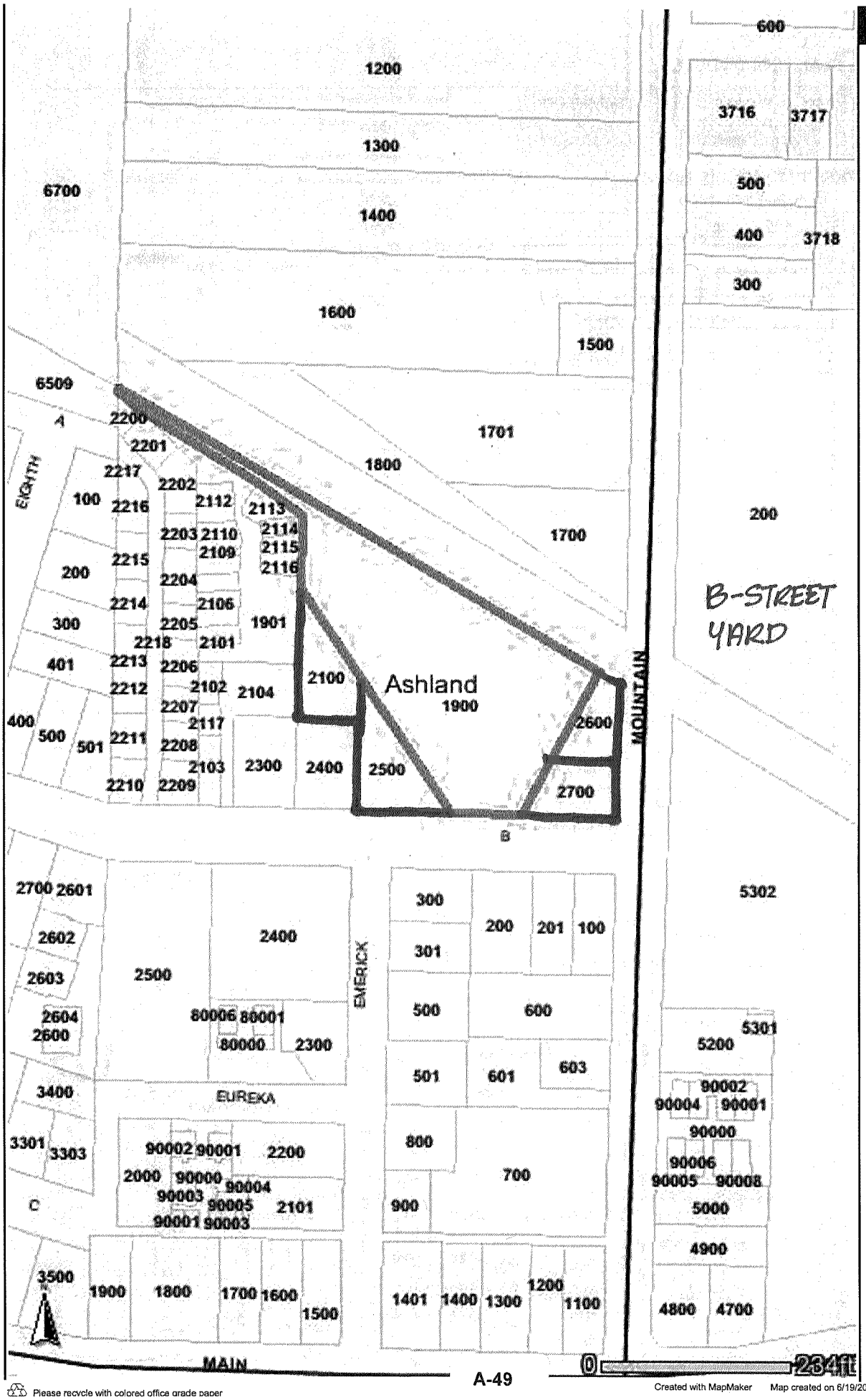
391E12 400 Totals 1 Imp

Taxlot Acreage	23.44

1-011572-0 Improvements

Building # 1	0 0 SqFt Residential Other Improvements

6



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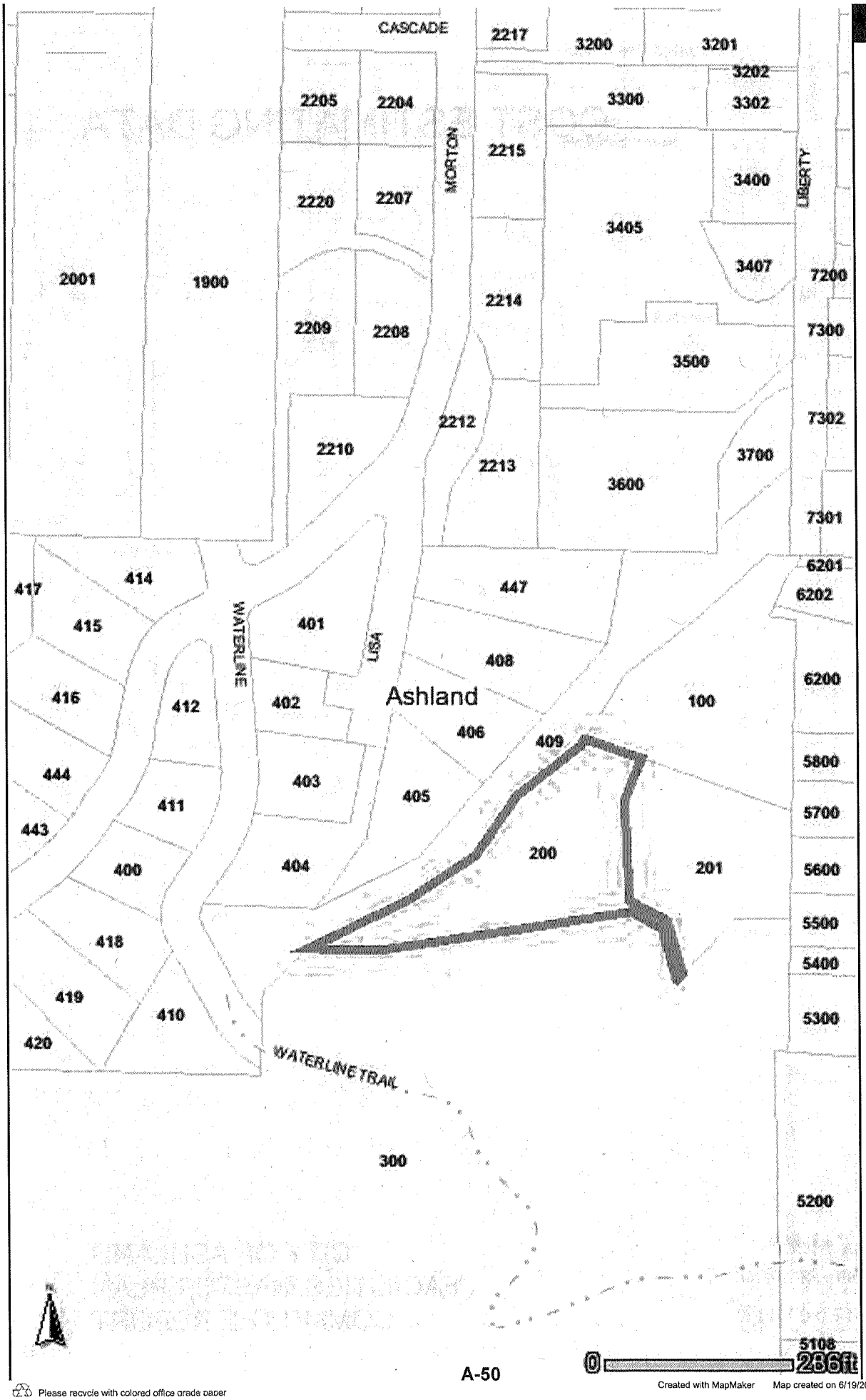

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COST ESTIMATING DATA

OgdenRoemerWilkerson
Architecture AIA
COLLABORATIVE APPROACH - HONEST DESIGN

CITY OF ASHLAND
FACILITIES MASTER PLAN
COMMITTEE REPORT

From: Ken Ogden [mailto:ken@orwarch.com]
Sent: Thursday, May 01, 2008 9:07 AM
To: jimj@archcost.com
Cc: stanp@archcost.com
Subject: Ashland Facilities Master Plan

Good Morning Jim and Stan,

I left a message with Stan this morning regarding this project. I am doing an analysis of the city wide facilities and am trying to develop rough estimates for various scopes of work that include the following. Could you please give me an estimate of your fees to provide some of this information. I know it is not really defined as to the scope, but here are the categories I am looking for:

1. Finishes (such as new carpet/paint)

   Finishes over gross areas 12.00 to 18.00 / sf

   Depending on carpet quality 26.00 to 50.00 / sy (2.89 to 5.56 / sf)
   Paint walls .55 / sf
   Paint ceilings .75/ sf
   Paint Door & frame 125.00 / leaf
   ACT Ceilings 3.25 to 4.50 / sf

2. Light remodel (demolition of existing non-bearing walls and new Tenant Improvement type walls) Minor adjustments to MEP systems.

   35.00 to 50.00 / sf

3. Medium remodel (same as above, but involving some load bearing walls)

   45.00 to 70.00 / sf

4. Heavy remodel (gutting existing, new tenant layouts, major interior type renovation, no new square footage

   75.00 to 125.00 / sf

5. Building additions/new construction conventional office type wood frame construction

   Office type – 175.00 to 200.00 / sf

6. New construction (Civic type building, brick exterior, LEED etc)

   200.00 to 250.00 / sf (depends on program, size (floor plate, footprint, etc)

7. New construction metal building warehouse, minor interior office construction

   95.00 to 140.00 / sf

8. Surface site work, (parking lots, paving, fine grading only, landscape)

   10.00 to 25.00 / sf (storm water systems ???)

I hope this is clear and not too ambiguous, if you have any questions, please feel free to contact me.

Thanks for your help.

Ken

Stan Pszczolkowski, AIA

Architectural Cost Consultants, LLC
8060 SW Pfaffle Street, Suite 110
Tigard, Oregon 97223
voice 503-718-0075
fax 503-718-0077
email stanp@archcost.com

This message may include confidential and /or privileged information and is intended only for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please contact ACC immediately by return email and/or telephone.

REQUEST FOR PROPOSALS
QUALIFICATIONS BASED SELECTION

Professional Engineering Services
for
PROJECT 2022-04
Facility Planning Optimization and Management Plan

PROJECT NO:	**2022-04**
PROJECT TYPE:	**Professional Consultant Services**
PROPOSALS DUE:	*[Comments]*
SUBMIT PROPOSALS TO:	**City of Ashland Public Works - Engineering, at 51 Winburn Way, Ashland OR 97520; or by mail to: 20 E. Main Street, Ashland, OR 97520**
CITY PROJECT MANAGER:	**Scott Fleury P.E., Public Works Director**
PROJECT DURATION:	**Phase 1: Facility Assessment** **Phase 2: Space and Programming Needs** **Phase 3: Final Plan Development & Plan adoption** **12 months total duration**

CITY OF
ASHLAND
PUBLIC WORKS ENGINEERING
20 E. MAIN STREET
ASHLAND OR 97520
541/488-5587

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DRAFT

ADVERTISEMENT
CITY OF ASHLAND PUBLIC WORKS – REQUEST FOR PROPOSALS
QUALIFICATIONS BASED SELECTION
for
PROFESSIONAL CONSULTANT SERVICES

The City of Ashland (City) is seeking Proposals for professional consultant services for Project **2022-04 Facility Planning Optimization and Management Plan**. The purpose of the project is to development of a sound, actionable, and fiscally responsible facilities plan that supports the entire City government organization by providing safe and inviting work environments that meet the varying operational needs of all City Departments.

The City's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform City governmental facility planning services including, but not limited to, conditional assessment, space and programming needs assessment, and development of a long-term facilities master plan. The facilities master plan should focus on the preservation and potential redevelopment and/or readapting and/or divestment of current facilities. The plan should establish a framework for the anticipated City facility needs for the next thirty years.

Goals of the project include, developing a firm understanding of what City services should be provided within existing facility locations, what if any facilities and there uses can be combined or divested, and development of a facility management plan that can be tied to the City's existing asset management system.

PHASE 1: Facilities Conditional Assessment

PHASE 2: Space and Programming Needs Assessment

PHASE 3: Final Plan Development and Adoption

Proposals must be physically received by *[Comments]* (main lobby clock), in the City of Ashland Public Works Engineering Office located at 51 Winburn Way, Ashland OR 97520, or by mail at 20 E. Main Street, Ashland, OR 97520. Proposers mailing Proposals should allow normal delivery time to ensure the timely receipt of their Proposals. Any Proposal received after the date and time set for receipt of Proposals will not be considered and will be returned to the proposer unopened. For further information, contact the City's Project Manager, Scott Fleury P.E., Public Works Director at 541/488-5587 or by email at scott.fleury@ashland.or.us. Consultant selection is anticipated to result in the issuance of a contract for professional engineering services in a form substantially similar to the one provided in this RFP.

Proposal documents may be downloaded from the Oregon Procurement Information Network (ORPIN). Any addenda that may be issued relating to this RFP will be available from ORPIN, and potential proposers are cautioned to continuously monitor the site for updates and addenda.

All Proposals shall be submitted as set forth in Section 7 - Instructions to Proposers. The City is not responsible for Proposals submitted in any manner, format, or to any delivery point other than as required by this RFP. Proposals shall be limited to eight (8) pages and must include the services of a Professional Engineer registered in Oregon.

Consultant selection will be based upon weighed criteria as set forth in this Solicitation Document and will include criteria including, but not limited to: similar project experiences, general experience, staffing availability, schedule and response time.

The City of Ashland reserves the right to cancel this procurement or reject any and all Proposals in accordance with ORS 279B.100.

_____

Scott Fleury, PE, Public Works Director

First date of solicitation: November 1, 2022
RFP for Project #2022-04

DRAFT

CITY OF ASHLAND
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSALS – QUALIFICATIONS BASED SELECTION

PROJECT NO. 2022-04
Facility Planning Optimization and Management Plan

SECTION 1 - PROJECT OVERVIEW

1.1 Objectives

The City of Ashland (City) is seeking Proposals from professional engineering consultants for Project **2022-04 Facility Planning Optimization and Management Plan**. The purpose of the project is to development of a sound, actionable, and fiscally responsible facilities plan that supports the entire City government organization by providing safe and inviting work environments that meet the varying operational needs of all City Departments.

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The project will include, but is not specifically limited to, the following phases:

PHASE 1: Facilities Conditional Assessment

PHASE 2: Space and Programming Needs Assessment

PHASE 3: Final Plan Development and Adoption

1.2 Background Information

This City of Ashland has a current population of 21,500 and the City has 245 full time equivalent personnel budgeted for in the 2021-2023 Biennial Budget. The City provides a full range of municipal services through various operating Departments and Divisions.

The City has approximately 90 properties; 47 City utilized and managed properties and 42 that are managed by Ashland Parks and Recreation. In addition, there are 51 slivers of rights-of-way that serve no dedicated City purpose and could be surplused and returned to adjacent property owners thereby removing the maintenance (weeds and fire prevention) responsibility from the City.

1.3 Reference Documents

All available reference documents and information shall be provided to the selected consultant firm.

SECTION 2 - SCHEDULE

The schedule of events listed below represent City's estimated schedule for this request for proposal. This schedule is SUBECT TO CHANGE and will be adjusted as required.

	EVENT	DAILY COUNT (CALENDAR DAYS)	DATE
1.	Request for Proposal Released	0	xx/xx/2022
2.	Last Date for Request for changes/Protest for Specifications/Questions	10 days prior to Proposal Closing	xx/xx/2022
3.	Last Date for City to Post Addenda	3 days prior to Proposal Closing	xx/xx/2022
4.	Closing Date (last day to submit Proposals)	~30 days after Proposal Release	xx/xx/2022
5.	Responses Evaluated	~15 days after Closing Date	xx/xx/2022
6.	Interviews Held (if necessary)	~25 days after Closing Date	xx/xx/2022
7.	Intent to Award Announced	~30 days after Closing Date	xx/xx/2022
8.	Contract Negotiations	~40 days after Closing Date	xx/xx/2022
9.	Expected Project Completion (all phases)	36 months after Contract Award	xx/xx/2022

SECTION 3 - SCOPE OF SERVICES

3.1 General Requirements

- Personnel, Materials, & Equipment: The Consultant shall provide qualified and competent personnel and shall furnish all supplies, equipment, tools and incidentals required to accomplish the work. All materials and supplies shall be of good quality and suitable for the assigned work.

- Safety Equipment: The Consultant shall provide and use all safety equipment including, and not limited to hard hats, safety vests and clothing required by State, Federal regulations and Department policies and procedures.

- Professional Responsibilities: The Consultant shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply will all applicable codes and standards.

- Project Management: The Consultant and the City staff will meet as required during project duration. The objectives of the meeting will include reviewing the scope, budget, schedule and deliverables. The Consultant will organize and manage the consultant project team and coordinate with city project manager and City staff.

- Monthly Invoices and Progress Reports: The Consultant shall prepare monthly invoices and progress reports including the following:
    - Work Completed during the month by work task as a percentage of completion.
    - Needs for Additional Information, Reviews, or Changes to the Scope of Work.
    - Scope, Schedule, and Budget Issues and Changes.

3.2 Specific Requirements

The City of Ashland (City) is seeking professional consultant services for Project **2022-04 Facility Planning Optimization and Management Plan**. The purpose of the project is to development of a sound, actionable, and fiscally responsible facilities plan that supports the entire City government organization by providing safe and inviting work environments that meet the varying operational needs of all City Departments.

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3.2.1 PHASE 1: Facilities Condition Assessment

1. Prior to the start of on-site assessments, the Consultant shall work with the City in developing assessment standards to ensure consistency and completeness of data gathered at different facilities.
2. The Consultant shall provide an assessment schedule with planned survey dates for specific facilities.
3. The assessment shall be performed by individuals trained and licensed and/or certified in construction, engineering or architecture for the specific building systems they are assessing
4. The assessment shall be conducted in accordance with established industry standards
5. The Consultant shall obtain from the City, where available, existing drawings and plans and review those drawings and plans for each facility prior to its on-site assessment. It should be noted that in some cases complete records for a particular building may not be available.
6. The Consultant shall perform a non-destructive visual inspection of each facility to identify systems-level deficiencies and life-cycle conditions
7. The Consultant shall review, document, and photograph physical condition deficiencies
8. The Consultant shall provide a facilities conditional assessment document which shall include, but shall not be limited to the following for each facility:
    I. A narrative summary of the facility and building system shall be documented in addition to the standard quantitative information
    II. Categorization of immediate, short-term, and long-term capital repair and replacement requirements with project timelines to include
    III. Assessment of current structural conditions of City owned/operated building
    IV. Assessment of each building's compliance with all applicable building codes
    V. Estimated life expectancy of the building
    VI. Identification of major repairs which require immediate undertaking (present-5 years out)
    VII. Estimate of likely cost of necessary immediate repairs
    VIII. Identification of major repairs which will likely be necessary in the foreseeable future (5, 10, 20, and 30 years out)
    IX. Estimate of likely costs of the long term repairs
    X. Assessment of current mechanical systems and components thereof
    XI. Assessment of the functioning condition of each system and the components thereof
    XII. Estimation of life expectancy of each system and/or components thereof
    XIII. Estimation of the likely cost of repairing each system and/or components thereof

3.2.2Phase 2: Space and Programming Needs Assessment

1. Develop public outreach plan
    I. Develop foundation and framework for plan
    II. Develop outreach strategies
        a. Messaging
        b. Survey's

c. Open House

III. Implement outreach strategies

IV. Evaluate and improve as required

2. The Consultant shall conduct interviews with designated City representatives to elicit individual perspectives of problems needing solutions and observations of past, current, and expected future operational and facility needs and deficiencies.
3. For each building, the Consultant shall provide building programming to:
   I. Identify the nature of work performed in or function of each workspace
   II. Identify on an inter-departmental basis and an intra- and inter- divisional basis what working relationships exist and the level of intensity of those working relationships
   III. Identify the physical proximity needs of the aforesaid interdepartmental and inter- and intra-divisional working relationships
   IV. Assess whether the proximity of work performed in one space and interrelated with work performed in another space promotes or inhibits the effectiveness and efficiency of the overall work performed in the two or more spaces
   V. Identify the number of employees using each space
   VI. Identify ancillary and accessory programming requirements, such as, but not limited to, data and communications, conference/meeting rooms, printer/copier areas, and file & storage space. Also include functional spaces, such as restrooms, mechanical spaces, vestibules, stairwells, elevators, hallways, and similar space allocations
   VII. Identify security issues and concerns and ways they can be addressed
   VIII. Assess whether the particular space is currently adequate given the nature of the work performed therein or the function thereof, to include available information technology infrastructure
   IX. Assess the locations of public safety facilities in relation to emergency service response times
   X. Assess whether the particular space will be adequate into the foreseeable future (5, 10, 20, and 30 years out) given the nature of the work performed therein or function thereof and the possible expansion of the work or the number of employees performing such work
   XI. Assess each facility's exterior features that support the facility on its site, including public and entry access, on-site storage, and vehicle accommodations
   XII. Assess parking capacity for public and staff needs including parking for bicycles
   XIII. Asses public accessibility to public meeting spaces and departmental services
4. Final phase 2 deliverable shall be program update/statement of requirement documents including, but not limited to:
   I. Assessment of departmental and division space needs and requirements
   II. Assessment as to whether current spaces are functioning in order to undertake the work of the City efficiently and effectively
   III. Identification of any efficiency and cost-effective layout alterations that may provide space for additional employees to possibly defer additional construction activity.
   IV. Forecasts for departmental growth and space needs
   V. Critical adjacencies between and within Departments
   VI. Desired support areas and amenities
   VII. Departmental security and safety needs
   VIII. Desired image of the organization and desired outward image of current and future facilities.
5. Present findings of space needs analysis to City Council at a Study Session

3.2.3 PHASE 3: Final Plan Development & Plan Adoption

1. Facilitate a process to gain consensus among City departments on a preferred master plan strategy or group of strategies

2. Using information developed in Phase 1 and Phase 2, provide a master plan which takes into consideration the City's anticipated future needs for space and the organizational use of such space, including development or use of space not currently owned, operated or used by the City, if such additional space is deemed necessary to the cost effective and efficient operation of City government.
3. Develop a short-term (1-4 years), mid-term (5-15 years) and long term (15-30 years) sequence of events establishing the necessary stages of design, construction, redevelopment, and/or remodeling activity, as the case may suggest, for the preferred strategy taking into consideration the need to maintain services and operations throughout implementation.
4. Present findings to City Council at a Study Session and Business Meeting
5. Final documents shall include, but are not limited to:
   I. Master Plan Strategies
   II. Preliminary project budgets
   III. Preliminary project schedules
   IV. Other Relevant/Diagrammatic information

SECTION 4 - EVALUATION CRITERIA

Written Proposals will be evaluated and scored and a contract may be awarded based upon the proposer's qualifications and experience as described below:

4.1 Project Approach **(20 Points Possible)**
Provide a description of your firm's approach to completing major facility master plans for municipalities. Include a summary of prior partnerships with the City if any. Include a summary of your quality control program utilized to deliver successful facility master plans.

4.2 Project Experience **(20 Points Possible)**
a. Describe how your firm is organized and how its resources will be utilized to complete the work.
b. Provide a summary of relevant facility master plan development experience.
c. Provide a concise description of at least three (3) projects in the last ten (10) years, involving similar work to those listed in the scope of work.
d. Indicate which members of the proposed project team, if any, who worked on the example projects, and their involvement. These team members should be included in the Key Persons list submitted in 4.3(b) below.
e. Submit references for three of the projects described above. Include the Owners name, organization name, contact name, contact email and phone.

4.3 Project Team Experience **(30 Points Possible)**
a. Provide a description of the proposed organizational structure to be used for the project.
b. Provide a list of the key staff proposed for this project ("Key Person(s)"). Be specific on the individuals that will play primary roles in development of the required master plan and their experience working with municipalities on facility master plan projects. Provide a concise summary of each key person(s)'s role, and a description of their relevant experience for this project.
c. Submit resumes that support each Key Person's relevant experience. *No more than five resumes should be submitted as Appendix A, and will not count against page limit.*
d. Indicate which individual will manage the project and be the primary contact. Indicate the specific experience this individual has managing project similar to the proposed dam safety improvement project.
e. State the estimated proportion of each Key Person's time that will be spent on City's project vs. total time spent on all Key Person's projects during the term of contract.

4.4 Proposer's Demonstrated Ability to Successfully Complete Similar Projects on Time and Within Budget **(30 Points Possible)**

For each of the three (3) projects listed in response to 4.2(c), provide a discussion of whether the project was completed on time and on budget or needed to be revised. Briefly explain the reason for any revisions, and what attempts were made to bring the project back on schedule and within budget.

4.5 Termination for Default (Pass or Fail)

Proposers shall indicate if they have had a contract terminated for default in the last five years. Termination for default is defined as notice to stop performance that was delivered to the Proposer due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and determined that the Proposer was in default.

NOTE: If a Proposer has had a contract terminated for default in this period, then the Proposer shall submit full details including the other party's name, address and phone number. City of Ashland will evaluate the facts and may, at its sole discretion, reject the Proposal on the grounds of past performance.

4.6 Scoring

	CATEGORY	POSSIBLE POINTS	POINTS SCORING
1.	Project Approach	20	
2.	Project Experience	20	
3.	Project Team Experience	30	
4.	Demonstrated Ability to Successfully Complete Projects on Time and Within Budget	30	
6.	Termination for Default	P/F	
	Total	100	

SECTION 5 - EVALUATION PROCESS AND CONSULTANT SELECTION

Proposals will be reviewed and evaluated by an evaluation committee of reviewers consisting of at least three City employees. The total number of points possible for written Proposals is 100, and an additional 100 points may be scored through the interview process.

5.1 Review and Acknowledgment of Defective Proposals

Due to limited resources, City generally will not completely review or analyze Proposals that on their faces fail to comply with the minimum mandatory requirements of the solicitation documents nor will City generally investigate the references or qualifications of such proposals. Therefore, City will not acknowledge whether or not an unsuccessful Proposal was complete, responsive, responsible, sufficient, or lawful in any respect. This is a public solicitation, the processes and procedures which are established and required by Oregon law and City-adopted rules. Proposers are advised to strictly follow the process, procedures, and requirements as set forth in this RFP and not anticipate or rely on any opportunity to negotiate, beyond such limitations that are identified herein.

5.2 Right of Rejection

Proposers must comply with all terms of this RFP and all applicable federal, state, and local laws, administrative rules, and regulations. The City may reject any Proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of this RFP.

Proposers may not qualify the Proposal nor restrict the rights of the City. If a Proposer does so, the City may determine the Proposal to be a non-responsive counter-offer, and the Proposal may be rejected.

Minor informalities that may be waived include those that:

- do not affect responsiveness,
- are merely a matter of form or format,
- do not change the relative standing or otherwise prejudice other offers,
- are trivial, negligible, or immaterial in nature,
- do not reflect a material change in the work, or,
- do not constitute a substantial reservation against a requirement or provision.

City reserves the right to refrain from making an award if the City determines that to be in its best interest.

A Proposal from a debarred or suspended Proposer shall be rejected.

5.3 References

The City reserves the right to investigate any and all references and the past performance information provided in the Proposal with respect to the proposer's successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on a schedule, and lawful payment of employees and workers.

The City reserves the right to check any and all sources for information on a proposer's past performance, including sources other than the references provided in the proposer's Proposal. The City may consider information available from any source, including government bodies and regulatory authorities.

5.4 Responsibility

The City reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the apparent successful Proposer's responsibility for performing the contract. Submission of a signed Proposal shall constitute approval for City to obtain any information City deems necessary to conduct evaluation. City reserves the right to request additional information or documentation from the successful Proposer prior to award of contract. Such information may include, but is not limited to, current and recent balance sheets, income statements, cash flow statements, or a performance bond from an acceptable surety. Failure to provide this information will result in rescission of City's Intent to Award.

City may postpone the award of contract after announcement of the apparent successful Proposer in order to complete its investigation and evaluation. Failure of the apparent successful Proposer to demonstrate responsibility shall render the Proposer non-responsible and shall constitute grounds for rejection of the proposal.

5.5 Clarification of Response

City reserves the right to request clarification of any item in any Proposal, or to request additional information necessary to properly evaluate a particular Proposal. All request for clarification and responses shall be in writing.

During the evaluation of Proposals, Proposers must respond to any request for clarification from the Evaluation Committee within 24 hours of request (Monday through Friday). Inability of the Evaluation Committee to reach a Proposer for clarification and/or failure of a Proposer to respond within the time stated may result in rejection of the Proposer's Proposal.

5.6 Interviews

The outcome of the Proposal evaluations *may* result in placement on an interview (short-listed) with time and date of the interview. Should City elect to hold interviews, the total additional points possible for the interview will be **100**.

City may invite up to three (3) of the highest-ranked firms (or at a natural break in scoring) to interview. The Firm's Key Persons, as identified by City shall be prepared to attend the interview within five (5) business days of notification by City, and shall be prepared to answer questions provided with the Interview Invite letter, and questions that will be provided at the time of the interview, and discuss the Firm's proposed project approach.

5.7 Finalist Selection

The firm with the highest total score as a result of written Proposal scoring and interview scoring, if conducted, will be considered the Finalist, and all other firms will be ranked according to next highest score, etc.

5.8 Ties among Proposers

If City determines after the ranking of potential firms, that two or more of them are equally qualified to be the Finalist, City may select a candidate through any process that the City believes will result in the best value for taking into account the scope, complexity and nature of the Work. The process shall instill public confidence through ethical and fair dealing, honesty and good faith on the part of City and Proposers and shall protect the integrity of the Public contracting process.

As part of the procedure for choosing the Finalist between two or more equally qualified candidates, City may elect to give a preference to a local consulting firm.

5.9 Notice of Intent to Award

After the completion of the evaluation and ranking, the City will issue a written Notice of Intent to Award, naming the Finalist, and send copies to all Proposers.

5.10 Contract Negotiation

City will begin negotiating the fees for the project, along with expanded scope of work detail, with the highest ranked Proposer and specifically, conduct direct negotiations toward obtaining written agreement on:

a) Contractor's performance obligations and schedule; and any expansion of the Scope of Work.
b) Contractor's fees, payment methodology, and a maximum amount payable to Contractor for the Work required under the Contract that is fair and reasonable to City determined solely by City, taking into account the value, scope, complexity and nature of work.
c) Any other provisions City believes to be in the City's best interest to negotiate.
d) Initial negotiations will be based upon Contract Phase 1.

City shall, either orally or in writing, formally terminate negotiations with the highest ranked Proposer if City and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. City may thereafter negotiate with the second ranked Proposer, and if necessary, with the third ranked Proposer, and so on, until negotiations result in a Contract. If negotiations with any Proposer do not result in a Contract within a reasonable amount of time, as determined solely by City, City may end the particular formal solicitation. Nothing in the rule precludes City from proceeding with a new formal solicitation for the same Work described in the RFP that failed to result in a Contract.

5.11 Protest Procedures

City shall provide to all Proposers a copy of the selection notice that City sent to the highest ranked Proposer. A Qualified Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the City. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Architectural, Engineering, or Land Surveying Services, or Related Services described in the RFP.

Eligible Proposers protesting award shall follow the procedures described herein. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers.

a) Protests must be received within seven (7) days after issuance of the notice of intent to award the Contract. City will not consider late protests.

b) All protests must be in writing, signed by the protesting party or an authorized Agent. The protest must specify the grounds for the protest to be considered by the City

c) Protests based on procedural matters will not be considered.

d) The City's Public Works Director will review the protest and will fax and mail the protesting party a written response within three (3) business days of receipt of the written protest to the fax number and address provided in the proposal. Any written response may be comprised of a determination of the protest, a notice to the protesting party of the need for additional time in which to evaluate the matter, or other notice to the protesting party.

e) If the Public Works Director's determination (response) is adverse to the protester, any further appeal of the Public Works Director's determination by the party must be submitted in writing to the City Administrator within three (3) business days of issuance of the Public Works Director's determination (response).

f) The City Administrator will review any appeal of the Public Works Director's determination and shall fax and mail, in accordance with the fax number and address provided in the proposal, the protesting party a written response within three (3) business days of receipt of written appeal.

g) If the determination of the City Administrator is adverse to the protesting party's interest, the protesting party may only appeal to the City Council by filing a written notice of appeal to the Council with the City Administrator within two (2) business days of issuance of the City Administrator's written determination.

h) The Council, in considering the protest, shall review the documentation presented to the Public Works Director and the City Administrator on the next regularly scheduled Council Meeting, but in no event shall they be required to review in less than ten (10) business days, and thereafter, base their decision on such material. The Council review will be limited to the evaluation of compliance with City's policies and procedures, requirements of the RFP and the equal and fair application of City's contracting rules. The City Council's determination shall be City's final decision.

An adversely affected or aggrieved proposer must exhaust all avenues of administrative remedies before seeking judicial review of City's Consultant selection or Notice of Intent to Award.

5.12 Resulting Contract

Upon reaching final agreement in regards to fees and a final scope of work with an awarded Proposer, the City will issue a Personal Services Agreement ('PSA"), in substantially the form as found in the Appendix of this RFP. The PSA will include the City's Standard Terms and Conditions and the final scope of work and fees.

SECTION 6 - CONTRACT

6.1 Contract Form

The consultant selected by the City will be expected to enter into a written contract in substantially the same form as attached to this RFP. The Proposal should indicate acceptance of the City's contract provisions. Suggested reasonable alternatives that do not substantially impair City's rights under the contract may be submitted as outlined under Section 5.11. Unconditional refusal to accept contract provisions will result in Proposal rejection.

Contract Duration – Anticipated total time for completion, 12 months from award.

Contract Payment – Contingent upon City's need, consultant's performance and availability of approved funding, City reserves the right to amend the contract (within the scope of the project described in this RFP) for additional tasks, project phases and compensation as necessary to complete a particular project. Proposers are advised that the award and potential dollar amount of the contract under this RFP will be contingent upon approval by the Ashland City Council acting as the Contract Review Board.

Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with contract requirements and applicable standards. The method of compensation will be determined by the City and may be based upon any one or combination of the following methods:

- Cost plus fixed-fee, up to a maximum NTE amount
- Fixed price for all services. Fixed price per deliverable. Fixed price per milestone
- Time and materials, up to a maximum NTE amount (City preferred method)
- Price per unit

Ashland Living Wage Requirements – Consultant is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying at least the living wage as established by the City of Ashland on June 30, 2022 ($17.02 per hour):

- For all hours worked under a service contract between their employer and the City if the contract exceeds $24,050.68or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or portion of business of their employer, if the employer has ten or more employees and has received financial assistance for the project or business from the City in excess of $24,050.68.
- Contractor is also required to post the notice included in the appendix predominantly in areas where it will be seen by all employees.
- In calculating the living wage for full time employees, employers may add the value of health care, retirement, 401K and IRS eligible cafeteria plans, and other benefits to the employee's wages. The City of Ashland Living Wage Statement is appended to the sample contract included in the appendix.

6.2 Business License Required

The selected consultant must have or acquire a current City of Ashland business license prior to conducting any work under the contact.

6.3 Insurance Requirements

Contactor shall at its own expense provide the following insurance:

a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 per occurrence. This is to cover damages caused by any error, omission, or negligent act related to the professional services to be provided under the contract.
c. General Liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 per occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under the contract.
d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than $1,000,000 per occurrence for each accident for bodily injury and property damage, including coverage for owned, hired or non-owned vehicles, as applicable.
e. Notice of Cancellation or Change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the contractor or its insurer(s) to the City.

Additional Insured/Certificates of Insurance. Contractor shall name The City of Ashland, Oregon, and its elected officials, officers and employees as additional insurers on any insurance policies required herein but only with respect to contractor's services to be provided under this contract. As evidence of the insurance coverage required by this contract, the contractor shall furnish acceptable insurance certificates prior to commencing work under this contact. The certificate will specify all of the parties who are additional insures. The consultant's insurance is primary and non-contributory. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The contractor shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance.

6.4 Laws and Regulations

The proposer is assumed to be familiar with all Federal, State, City or City laws or regulations, which in any manner affect those engaged or employed in the work or the materials or equipment used or which in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance thereof. If the proposer shall discover any provision in these specifications or project information, plans or contract documents which is contrary to or inconsistent with any law or regulations, they shall report it to the City of Ashland in writing.

All work performed by the contractor shall be in compliance with all Federal, State, County and local laws, regulations and ordinances. Unless otherwise specified, the contractor shall be responsible for applying for applicable permits and licenses.

SECTION 7 - INSTRUCTIONS TO PROPOSERS

7.1 General

All proposals and any resulting contracts are subject to the provision and requirements of Oregon Revised Statutes, Sections 279A and 279B. Engineering contracts are further subject to 279C and to the City of Ashland (City) Municipal Code Section 2.50.

7.2 Information of Record

This Request for Proposal (RFP) will be distributed through the Oregon Procurement Information Network (ORPIN). All updates, addendum, and related communications will be published through ORPIN. All prospective proposers are advised to continuously monitor the website for information regarding this proposal. It is the sole responsibility of the proposer to check the website on a timely basis for critical information regarding the proposal.

7.3 Proposal Preparation and Format

- Proposals shall be typewritten in 12 point font minimum.
- Except for proposer attachments, proposal form, cover letter and resumes, the Proposal shall contain no more than 8 pages.
- Proposal narrative must follow along with scoring criteria sections
- No oral, telegraphic, telephone or facsimile Proposals shall be accepted.
- The electronic submission of a Proposal will not be permitted.
- To be considered, all Proposals must be received by the City prior to the date and time set for Proposal closing.
- A total of six original (wet signatures), complete Proposals shall be submitted to the City prior to the date and time set for closing.
- One (1) digital copy of the complete Proposal shall be submitted on a CD or thumb drive.

7.4 Signature on Proposal

Proposals shall be signed in ink by an authorized representative of the Proposer. Signature on a Proposal certifies that the Proposal is made without connection with any person, firm or corporation making a proposal for the same goods and/or services and is in all respects fair and made without collusion or fraud. Signature on a Proposal also certifies that the proposer has read, fully understands and agrees with all solicitation requirements, terms and conditions. No consideration will be given to any claim resulting from proposing without fully comprehending all requirements of this Request for Proposals.

7.5 Preparation Costs

The City may cancel a solicitation, whether informal or formal, or reject all Proposals, without liability incurred by City at any time after issuing an RFP, if City believes it is in City's best interest to do so. Consultants responding to RFPs are responsible for all costs they may incur in connection with submitting Proposals and responses to RFPs, which includes, but is not limited to: preparation, submittal, travel expenses, interviews, presentations, or evaluation of any Proposal.

7.6 Conformance to Solicitation Requirements

Proposals shall conform to the requirements of this Request for Proposals. All necessary attachments (Independent Contractor Certification, etc.) shall be submitted with the Proposal and in the required format. Failure to comply with all requirements may result in Proposal rejection.

7.7 Definitions

For the purpose of this RFP:
"Agency" or **"City"** means City of Ashland.
"Business days" means calendar days, excluding Saturdays, Sundays and all City recognized holidays.
"Calendar days" or **"days"** means any day appearing on the calendar, whether a weekday, weekend day, national holiday, State holiday or other day.
"Council" means City of Ashland Council
"Department" means the City of Ashland Engineering Department.
"Manager" means the City of Ashland Project Manager.
"Proposers"- All firms submitting proposals are referred to as Proposers in this document; after negotiations, an awarded Proposer will be designated as "Consultant".

"Qualification Based Selection" or **"QBS"** (for the purposes of this RFP) means evaluations and scoring of proposals based on qualifications, experiences and project approach, without considering cost.
"RFP" means Request for Proposal.
"Scope of Work" means the general character and range of services and supplies needed to complete the work's purpose and objectives, and an overview of the performance outcomes expected by Agency.
"Services" means the services to be performed under the Contract by the Consultant.
"Statement of Work" means the specific provision in the final contract which sets forth and defines in detail (within the identified Scope of Work) the agreed-upon objectives, expectations, performance standards, services, deliverables, schedule for delivery and other obligations.

7.8 Questions and Clarifications

All inquiries, whether relating to the RFP process, administration, deadline or award, or to the intent or technical aspects of the services, must be submitted in writing to the City's Project Manager listed in the advertisement for this RFP, at 20 East Main Street, Ashland, Oregon 97520. All questions must be received not later than ten (10) calendar days prior to the date and time set for closing.

Answers to questions received by City, which are deemed by City to be substantive, will be issued as official addenda to this RFP to ensure that all proposers base their proposals on the same information. When appropriate, as determined by City in its sole discretions, revisions, substitution or clarification of the RFP or attached terms and conditions, an official addendum to this RFP will be issued. Proposer shall indicate receipt of all issued addenda by indicating the number of addendum received on the Proposal Form.

Any addendum or addenda issued by the City which may include changes, corrections, additions, interpretations or information, and issued seventy-two (72) hours or more before the scheduled closing time for submission of bids, Saturday, Sunday and legal holidays not included, shall be binding upon the proposer. The City may elect to email addendum to registered proposers but will do so as a courtesy only. All official addendums will be issued through ORPIN and it shall be the proposer's sole responsibility to acquire any and all addendum pertaining to RFP. The proposer is strongly cautioned to monitor this site on a continual basis.

7.9 Protest of Requirements

Proposers may submit a written protest of any provision, specification or contract term contained in this RFP and may request a change to any provision, specification or contract term contained in this RFP, not later than ten (10) calendar days prior to the advertised proposal closing date.

A proposer's written protest must meet the following requirements:

- A detailed statement of the legal and factual grounds for the protest.
- The reason for the protest or request for change.
- A statement of the form of relief requested or any proposed changes to the specifications or contract document.

All protests shall be mailed or otherwise delivered to the City marked as follows:

PROPOSAL PROTEST
Proposal No. **2022-04**
City of Ashland Public Works Dept.
ATTN: Scott Fleury P.E., Public Works Director
20 East Main St
Ashland, OR 97520

City Response: The City may reject without consideration a proposer's protest after the deadline established for submitting protest. The City shall provide notice to the applicable proposer if it entirely

rejects a protest. If the City agrees with the proposer's protest, in whole or in part, the City shall either issue an addendum reflecting its determination or cancel the solicitation.

Extension of Closing: If the City receives a written protest from a proposer in accordance with this rule, the City may extend closing if the City determines an extension necessary to consider the protest and to issue addenda, if any, to the solicitation of document.

Judicial review of the City's decision relating to a specification protest shall be in accordance with ORS. 279B.405.

7.10 Protest of Contract Award

Every Proposer who submits a proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of another or any Proposer who contends that the provisions of this RFP or any aspect of the procurement process has promoted favoritism in the award of the contract or has substantially diminished competition, must file a written protest to this RFP within seven (7) calendar days after the date of the notice of intent to award. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapters 279A, 279B, or 279C, the City of Ashland Municipal Code, or the City's procedures for screening and selection of persons to perform personal services.

7.11 Proposal Modification

Modifications or erasures made before proposal submission shall be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modification shall be prepared on company letterhead, shall be signed by an authorized representative, and shall state that the new document supersedes or modifies prior proposal submissions and any other prior proposal modifications. Proposal modifications shall be submitted in a sealed envelope clearly marked "Proposal Modification," identifying the RFP number and closing date and time. Proposers may not modify proposals after proposal closing date and time.

7.12 Proposal Withdrawals

Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the Engineering Services Manager prior to the date and time set for closing. Proposals may be withdrawn in person before closing time upon presentation of appropriate identification.

7.13 Proprietary Information

The City is subject to the Oregon Public Records Laws (ORS 192.311 to 192.478), which require the City to disclose all records generated or received in the transaction of City business, except as expressly exempted. The City will not disclose records submitted by a Proposer that are exempt from disclosure under the Oregon Public Records Law, subject to the following procedures and limitations.

The entire Proposal cannot be marked confidential; nor shall any pricing be marked confidential.

All pages containing the records exempt from disclosure shall be marked "confidential" and segregated in the following manner:

- It shall be clearly marked in bulk and on each page of the confidential document.
- It shall be kept separate from the other Proposal documents in a separate envelope or package
- Where the specification conflicts with other formatting and response instruction specifications, this specification shall prevail.

- Where such conflict occurs, the Proposer is instructed to respond with the following: "Refer to confidential information enclosed."

- This statement shall be inserted in the place where the requested information was to have been placed.

Proposers who desire that additional information be treated as confidential must mark those pages as "confidential." Proposers shall also cite the specific statutory basis for the exemption and give the reasons why the public interest would be served by the confidentially. Should a Proposal be submitted as described in this section, no portion of it will be held confidential unless that portion is segregated as described in the criteria above.

Notwithstanding the above procedures, the City reserves the right to disclose information that the City determines, in its sole discretion, is not exempt from disclosure or that the City is directed to disclose by the City's Attorney, the District Attorney, or a court of competent jurisdiction.

7.14 Terms and Conditions

Unless an official addendum has modified or reserved the right to negotiate any terms contained in the contract or exhibits thereto, the City will not negotiate any term or condition after the protest deadline, except the statement of work, pricing, and calendar with the selected proposer. By submitting a Proposal, the selected proposer agrees to be bound by the terms and conditions as set forth in this RFP and as such terms and conditions may have been modified or reserved by the City for negotiation. Any Proposal that is received conditioned upon City's acceptance of any other terms and conditions or rights to negotiate will be rejected.

7.15 Proposal Opening

Unless otherwise provided by law, Proposals received in response to this RFP shall be opened at the date and time set for closing at the Engineering Services Building at 51 Winburn Way, Ashland, Oregon 97520. Proposers who attend the Proposal opening shall be informed only of the names of the Proposers submitting Proposals. No other information shall be available, and no copies of the Proposals shall be made. Award decisions will NOT be made at that time.

SECTION 8 - PROPOSAL FORM

Proposals should be prepared and organized in a clear and concise manner and must include all information required by this RFP. Headers, Titles or Tabs should be used to identify required information. Responses to the Evaluation Criteria found in Section 4 shall be organized in the same order listed in that Section, preferably by re-stating the criteria and then responding below the restated criteria.

REQUIRED RESPONSE DOCUMENTS

THE FOLLOWING INFORMATION MUST BE RETURNED WITH YOUR RESPONSE:
(Place a check in front of the item indicating inclusion in your response)

- ☐ RESPONSE TO ALL EVALUATION CRITERIA listed in Section 4
- ☐ SECTION 8 – Proposal Form
- ☐ Independent Contractor Certification

MWESB INFORMATION

The City encourages contracting with minority owned, woman owned, and emerging small business (MWESB). The State of Oregon offers a certification process. Indicate below if your business is a MWESB and if so, which categories have been state certified. MWESB certified? Yes___ No____. If yes, indicate which categories below:

Minority Owned___ Woman Owned___ Emerging Small Business___ Veteran Owned___

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA TO PROPOSAL DOCUMENTS:

Proposer acknowledges receipt of Addenda and agrees to be bound by their contents.

Circle each RFP addendum received: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Check if not applicable or if no addenda were received: _____

OSBEELS / OSBGE / ORBAE No.(s)
Provide name(s), title(s), and certification number(s) for each Key Person listed under Section 6.3 (b). Attach additional sheet if necessary)

Name:_____Title:_____Certification No:_____
Name:_____Title:_____Certification No:_____
Name:_____Title:_____Certification No:_____
Name:_____Title:_____Certification No:_____
Name:_____Title:_____Certification No:_____
Name:_____Title:_____Certification No:_____

PROPOSER INFORMATION:

_____

Proposer Company Name

_____

Company Address (from which work will be performed)

_____	_____	_____
Telephone Number	Fax Number	FEDERAL ID NUMBER

Printed Name of Person Signing RFP: _____

Title: _____

Signature: _____

Email Address: _____

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APPENDIX A – **CONTRACT FORM INCLUDING EXHIBIT B, EXHIBIT C**

APPENDIX B – **FORM W-9**

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PERSONAL SERVICES AGREEMENT (greater than $35,000.00)

CITY OF ASHLAND 20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-XXXX Fax: 541/552-XXXX	CONSULTANT: CONSULTANT'S CONTACT: ADDRESS: TELEPHONE: EMAIL:

This Personal Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and XXXXXXXXX, a (domestic professional corporation - for example) ("hereinafter "Consultant"), for (description of services to be provided.).

NOW THEREFORE, in consideration of the mutual covenants contained herein, the City and Consultant hereby agree as follows:

1. **Effective Date and Duration:** This Agreement shall become effective on the date of execution on behalf of the City, as set forth below (the "Effective Date"), and unless sooner terminated as specifically provided herein, shall terminate upon the City's affirmative acceptance of Consultant's Work as complete and Consultant's acceptance of the City's final payment therefore, but not later than XXXXXXXXX.
2. **Scope of Work:** Consultant will provide (description of services to be provided) as more fully set forth in the Consultant's Proposal dated XXXXXXXXX, which is attached hereto as "Exhibit A" and incorporated herein by this reference. Consultant's services are collectively referred to herein as the "Work."
3. **Supporting Documents/Conflicting Provisions:** This Agreement and any exhibits or other supporting documents shall be construed to be mutually complementary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the exhibits or supporting documents.
4. **All Costs Borne by Consultant:** Consultant shall, at its own risk, perform the Work described above and, unless otherwise specified in this Agreement, furnish all labor, equipment, and materials required for the proper performance of such Work.
5. **Qualified Work:** Consultant has represented, and by entering into this Agreement now represents, that all personnel assigned to the Work to be performed under this Agreement are fully qualified to perform the service to which they will be assigned in a skilled and worker-like manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded.

6. **Compensation:** City shall pay Consultant the sum of **$XXXXXXXX** as full compensation for Consultant's performance of all Work under this Agreement. In no event shall Consultant's total of all compensation and reimbursement under this Agreement exceed the sum of **$XXXXXXXXXXXX** without the express, written approval from the City official whose signature appears below, or such official's successor in office. Payments shall be made within thirty (30) days of the date of receipt by the City of Consultant's invoice. Should this Agreement be terminated prior to completion of all Work, payments will be made for any phase of the Work completed and accepted as of the date of termination.

7. **Ownership of Work/Documents:** All Work, work product, or other documents produced in furtherance of this Agreement belong to the City, and any copyright, patent, trademark proprietary or any other protected intellectual property right shall vest in and is hereby assigned to the City.

8. **Statutory Requirements:** The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.

9. **Living Wage Requirements:** If the amount of this Agreement is $24,050.68 or more, Consultant is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Consultant is also required to post the notice attached hereto as "Exhibit B" predominantly in areas where it will be seen by all employees.

10. **Indemnification:** Consultant hereby agrees to defend, indemnify, save, and hold City, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Consultant (including but not limited to, Consultant's employees, agents, and others designated by Consultant to perform Work or services attendant to this Agreement). However, Consultant shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, caused solely by the negligence of City.

11. **Termination:**
    a. Mutual Consent. This Agreement may be terminated at any time by the mutual consent of both parties.
    b. City's Convenience. This Agreement may be terminated by City at any time upon not less than thirty (30) days' prior written notice delivered by certified mail or in person.
    c. For Cause. City may terminate or modify this Agreement, in whole or in part, effective upon delivery of written notice to Consultant, or at such later date as may be established by City under any of the following conditions:
        i. If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
        ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement; or

iii. If any license or certificate required by law or regulation to be held by Consultant to provide the services required by this Agreement is for any reason denied, revoked, suspended, or not renewed.

d. For Default or Breach.

i. Either City or Consultant may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and its intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, or within such other period as the party giving the notice may authorize in writing, then the Agreement may be terminated at any time thereafter by a written notice of termination by the party giving notice.

ii. Time is of the essence for Consultant's performance of each and every obligation and duty under this Agreement. City, by written notice to Consultant of default or breach, may at any time terminate the whole or any part of this Agreement if Consultant fails to provide the Work called for by this Agreement within the time specified herein or within any extension thereof.

iii. The rights and remedies of City provided in this subsection (d) are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

e. Obligation/Liability of Parties. Termination or modification of this Agreement pursuant to subsections a, b, or c above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination (regardless whether such notice is given pursuant to Subsection a, b, c, or d of this section, Consultant shall immediately cease all activities under this Agreement, unless expressly directed otherwise by City in the notice of termination. Further, upon termination, Consultant shall deliver to City all Agreement documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed. City shall pay Consultant for Work performed prior to the termination date if such Work was performed in accordance with this Agreement.

12. **Independent Contractor Status:** Consultant is an independent contractor and not an employee of the City for any purpose. Consultant shall have the complete responsibility for the performance of this Agreement. Consultant shall provide workers' compensation coverage as required in ORS Chapter 656 for all persons employed to perform Work pursuant to this Agreement. Consultant is a subject employer that will comply with ORS 656.017.

13. **Assignment:** Consultant shall not assign this Agreement or subcontract any portion of the Work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Consultant shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract of the Work shall not create any contractual relation between the assignee or subcontractor and City.

14. **Default.** The Consultant shall be in default of this Agreement if Consultant: commits any material breach or default of any covenant, warranty, certification, or obligation under the Agreement; institutes an action for relief in bankruptcy or has instituted against it an action for insolvency; makes a general assignment for the benefit of creditors; or ceases doing business on a regular basis of the type identified in its obligations under the Agreement; or attempts to assign rights in, or delegate duties under, this Agreement.

15. **Insurance.** Consultant shall, at its own expense, maintain the following insurance:

a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers

b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 (two million dollars) per occurrence. This is to cover any damages caused by error, omission or negligent acts related to the Work to be provided under this Agreement.

c. General Liability insurance with a combined single limit, or the equivalent, of not less than $2,000,000 (two million dollars) per occurrence for Bodily Injury, Death, and Property Damage.

d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than $1,000,000 (one million dollars) for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

e. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days' prior written notice from the Consultant or its insurer(s) to the City.

f. Additional Insured/Certificates of Insurance. Consultant shall name the City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on any insurance policies, excluding Professional Liability and Workers' Compensation, required herein, but only with respect to Consultant's services to be provided under this Agreement. The consultant's insurance is primary and non-contributory. As evidence of the insurance coverages required by this Agreement, the Consultant shall furnish acceptable insurance certificates prior to commencing the Work under this Agreement. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

16. Nondiscrimination: Consultant agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of any Work under this Agreement when employed by Consultant. Consultant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Consultant agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.

17. Consultant's Compliance With Tax Laws:

17.1 Consultant represents and warrants to the City that:

17.1.1 Consultant shall, throughout the term of this Agreement, including any extensions hereof, comply with:

(i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;

(ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and

(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

17.1.2 Consultant, for a period of no fewer than six (6) calendar years preceding the Effective Date of this Agreement, has faithfully complied with:

(i) All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS Chapters 316, 317, and 318;

(ii) Any tax provisions imposed by a political subdivision of the State of Oregon applicable to Consultant; and

(iii) Any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions.

18. Governing Law; Jurisdiction; Venue: This Agreement shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the City and the Consultant that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon

filed in Jackson County, Oregon. Consultant, by its signature hereon of its authorized representative, hereby consents to the *in personam* jurisdiction of said courts.

19. THIS AGREEMENT AND THE ATTACHED EXHIBITS CONSTITUTE THE ENTIRE UNDERSTANDING AND AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. CONSULTANT, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

20. **Amendments.** This Agreement may be amended only by written instrument executed by both parties with the same formalities as this Agreement.

21. **Nonappropriations Clause**. Funds Available and Authorized: City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement within the City's fiscal year budget. Consultant understands and agrees that City's payment of amounts under this Agreement attributable to Work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this Agreement without penalty or liability to City, effective upon the delivery of written notice to Consultant, with no further liability to Consultant.

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22. **Certification**. Consultant shall sign the certification attached hereto as "Exhibit C" and incorporated herein by this reference.

CITY OF ASHLAND:

By: _____
City Manager

_____
Printed Name

_____
Date

XXXXXXXXXX (CONSULTANT):

By: _____
Signature

_____
Printed Name

_____
Title

_____
Date

Purchase Order No. _____

(**W-9** is to be submitted with this signed Agreement)

APPROVED AS TO FORM:

_____
Assistant City Attorney

_____
Date

DRAFT

EXHIBIT B

CITY OF ASHLAND, OREGON

City of Ashland LIVING WAGE

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.

$17.02 per hour, effective June 30, 2022.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.

Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds **$24,050.68** or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or portion of business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland in excess of **$24,050.68**.
- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage, employers may add the value of health care, retirement, 401K and IRS eligible cafeteria plans (including childcare) benefits to the amount of wages received by the employee.
- **Note:** For temporary and part-time employees, the Living Wage does **not** apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

For additional information:

Call the Ashland City Administrator's office at 541-488-6002 or write to the City Administrator, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at www.ashland.or.us.

Notice to Employers: This notice must be posted predominantly in areas where it can be seen by all employees.

CITY OF ASHLAND

EXHIBIT C

CERTIFICATIONS/REPRESENTATIONS: Consultant, by and through its authorized representative, under penalty of perjury, certifies that (a) the number shown on the attached W-9 form is its correct taxpayer ID (or is waiting for the number to be issued to it and (b) Consultant is not subject to backup withholding because: (i) it is exempt from backup withholding, or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Consultant further represents and warrants to City that: (a) it has the power and authority to enter into this Agreement and perform the Work, (b) the Agreement, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms, (c) the work under the Agreement shall be performed in accordance with the highest professional standards, and (d) Consultant is qualified, professionally competent, and duly licensed (if applicable) to perform the Work. Consultant also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the Agreement, it is authorized to do business in the State of Oregon, and Consultant has checked four or more of the following criteria that apply to its business.

_____ (1) Consultant carries out the work or services at a location separate from a private residence or is in a specific portion of a private residence, set aside as the location of the business.

_____ (2) Commercial advertising or business cards or a trade association membership are purchased for the business.

_____ (3) Telephone listing is used for the business separate from the personal residence listing.

_____ (4) Labor or services are performed only pursuant to written contracts.

_____ (5) Labor or services are performed for two or more different persons within a period of one year.

_____ (6) Consultant assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission (professional liability) insurance or liability insurance relating to the Work or services to be provided.

_____

Consultant's signature

_____

Date

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

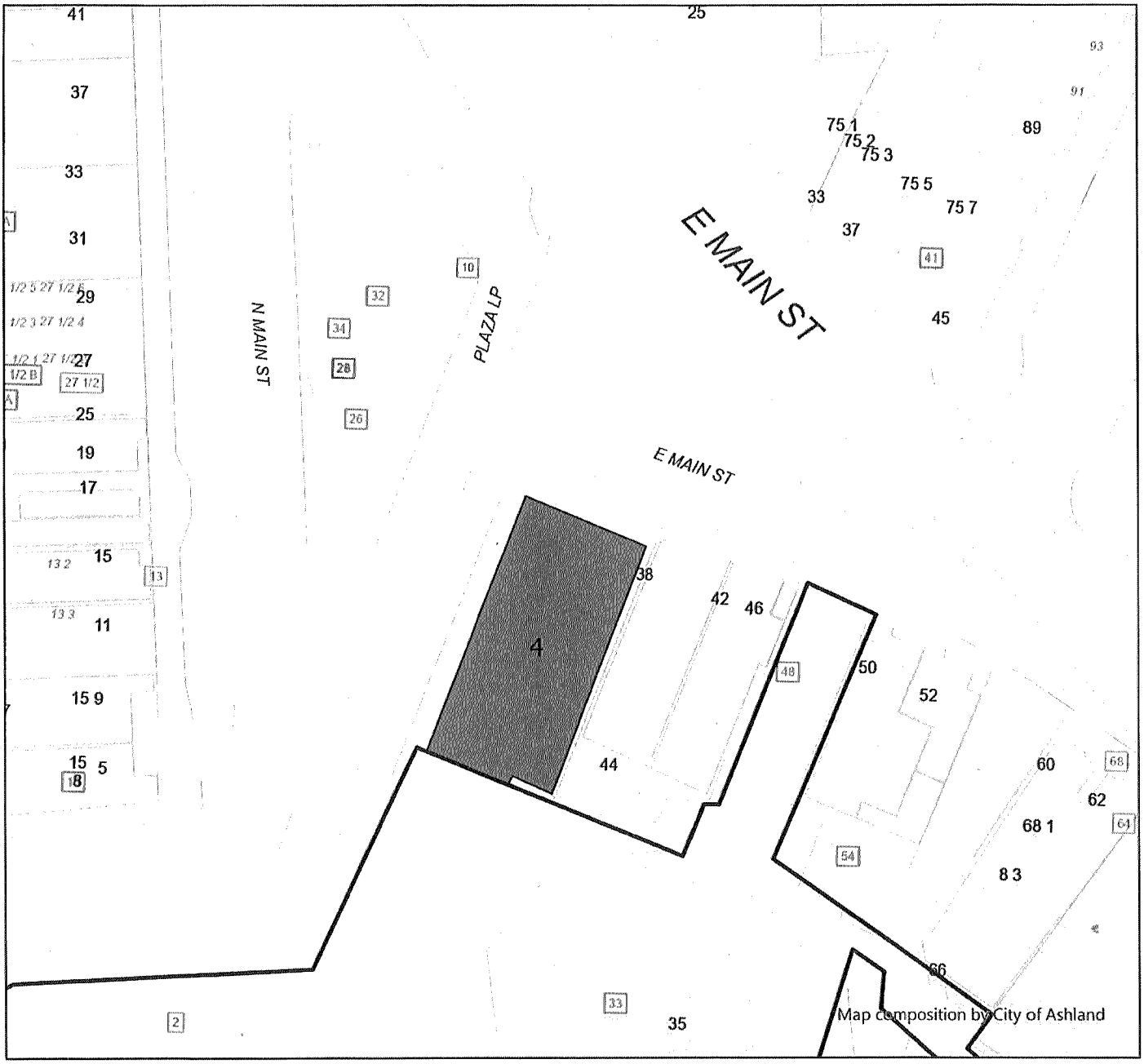
- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

City Hall

20 E Main St



4: City Administration offices, Legal Department

2/23/2023 4:11 PM

FACILITY CONDITION ASSESSMENT CHECKLIST

(F)

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

4	Facility ID
Plaza	Location
Administration	Department
20 E Main St	Address
City Hall	Description
3-7-23	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing			X				
Security Lighting/Street Lamps			X				
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)						X	
Paving / Parking Lot(s)						X	
Signage			X				
Pedestrian Access (ADA & Safety)			X				
Exterior Furniture			X				
Irrigation System			X				
Landscape / Vegetation			X				
Exterior Finish					X		
General Appearance					X		
Exterior Sealants/Caulking					X		
Exterior Windows					X		
Roofing							
Roof Condition Rating					X		
Roof Openings (access)				X			
Roof Equipment Curbing					X		
Roof Drains					X		
Gutters / Downspouts					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

4	Facility ID
Plaza	Location
Administration	Department
20 E Main St	Address
City Hall	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors		X					Exterior stairs
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

4	Facility ID
Plaza	Location
Administration	Department
20 E Main St	Address
City Hall	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes				X			
Front Counter(s)		X					
Interior Doors					X		
Carpet				X			Variable depending on location
Tile / Sealed Concrete					X		
Stairs - Tread & Nosing				X			
Stairs - Handrails					X		
Restroom Accessories				X			
Restroom Toilet Partitions			X				
Restroom Flooring			X				
Restroom Walls		X					
Janitor Closets					X		
Mechanical Systems							
HVAC Control System					X		
Roof Top Units (HVAC)					X		
HVAC Internal Communication					X		
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters				X			
Fire Supression System			X				
Elevator Operating Condition		X					
Elevator Room Equipment		X					
Mechanical System Pumps		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

4	Facility ID
Plaza	Location
Administration	Department
20 E Main St	Address
City Hall	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear				X	X	X MM	Transfer Switch
Transformers						X	
Motor Control Centers						X	
Lighting				X			
Fire Alarm System					X		Only smoke detectors
Security Cameras				X			Older cameras
Emergency Generator					X		Due for replacement
Plumbing							
Toilets / Urinals				X			
Lavatories / Sinks			X				
Water Fountains						X	
Grease Traps						X	
Supply Piping					X		
Other							
cCure Electronic Cardreaders			X				
Ballistic Security Glass						X	
Roof Top Units					X		
Systems Furniture				X			
Ceiling Tile					X		
Window Coverings				X	X	MM	

Community Development

51 Winburn Wy

2: Public Works Administration offices, Building Division, Planning Division, Conservation
*temporarily housing Accounting Division

2/27/2023 6:52 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

B

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

2	Facility ID
	Location
Public Works and Community Development	Department
51 Winburn Wy	Address
Offices	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing		X					
Security Lighting/Street Lamps				X			
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)		X					
Paving / Parking Lot(s)			X				
Signage		X					
Pedestrian Access (ADA & Safety)	X						
Exterior Furniture			X				
Irrigation System			X				
Landscape / Vegetation				X			Retaining wall - by generator
Exterior Finish		X					
General Appearance	X						
Exterior Sealants/Caulking		X					
Exterior Windows		X					
Roofing							
Roof Condition Rating	X						
Roof Openings (access)	X						
Roof Equipment Curbing	X						
Roof Drains	X						
Gutters / Downspouts	X						

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

2	Facility ID
	Location
Public Works and Community Development	Department
51 Winburn Wy	Address
Offices	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors						X	
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure				X			Recycle Center - Bathrooms
Exterior Stairs - Fire Escape					X		Alice Piel Stairs

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

2	Facility ID
	Location
c Works and Community Develop	Department
51 Winburn Wy	Address
Offices	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)		X					
Interior Doors		~~X~~		X	MM		Exterior door by Planning
Carpet					X		
Tile / Sealed Concrete		X					
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories		X					
Restroom Toilet Partitions		X					
Restroom Flooring		X					
Restroom Walls		X					
Janitor Closets		X					
Mechanical Systems							
HVAC Control System					X		Windows ME operating
Roof Top Units (HVAC)						X	
HVAC Internal Communication					X		
Chiller(s)				X			
Boiler(s)				X			
Domestic Hot Water Heaters		~~X~~	X	MM			2016
Fire Supression System			X				
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

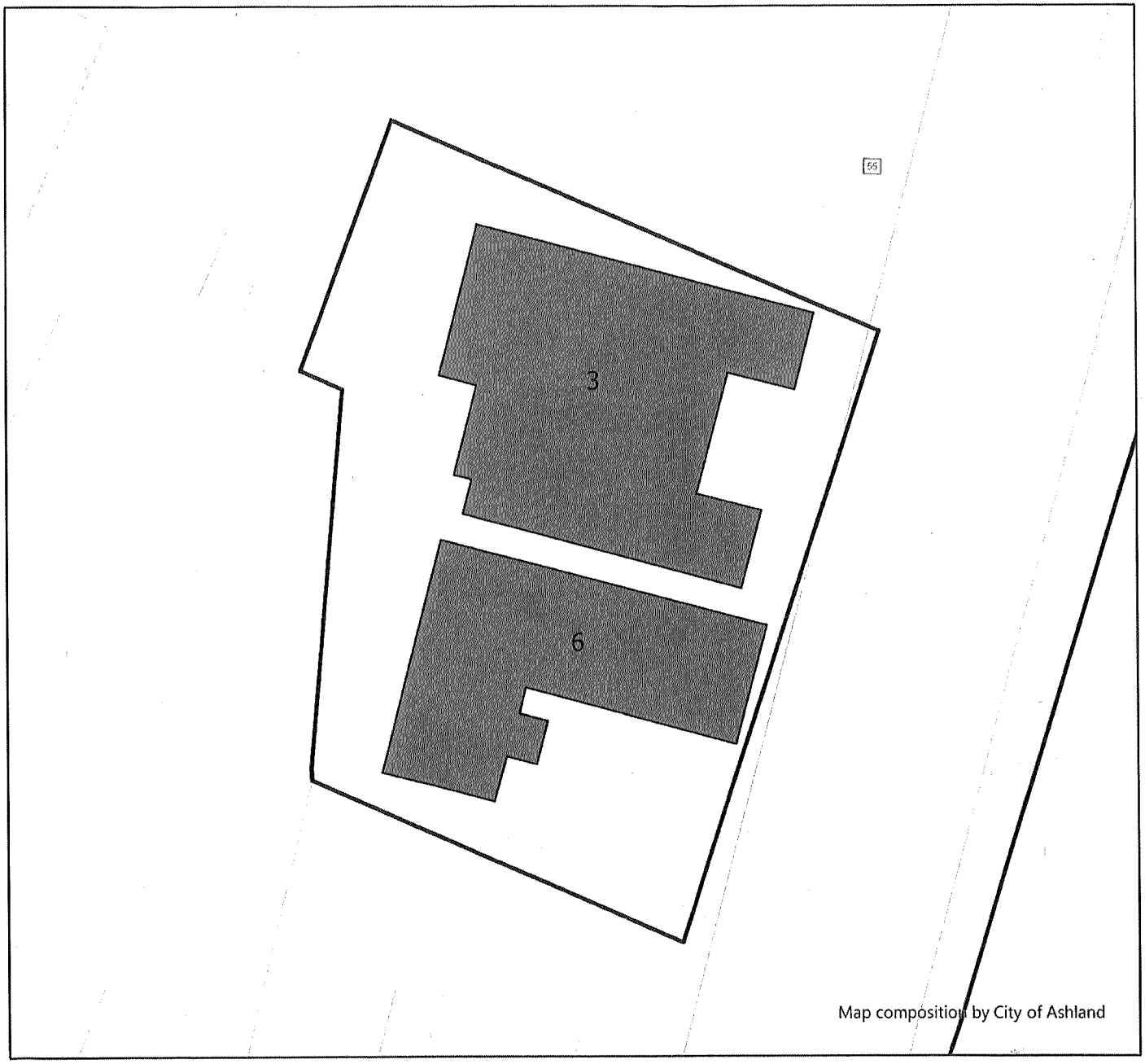
5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

2	Facility ID
	Location
c Works and Community Develop	Department
51 Winburn Wy	Address
Offices	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting				X			
Fire Alarm System	X						
Security Cameras						X	
Emergency Generator				X			
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		X					
Water Fountains				X			
Grease Traps						X	
Supply Piping	X						
Other							
cCure Electronic Cardreaders		X					
Ballistic Security Glass						X	
Roof Top Units		X				X	
Systems Furniture			X				
Ceiling Tile		X					
Window Coverings					X		Tinting due to be replaced

Community Center & Pioneer Hall

Winburn Wy



3: Community Center; Women's Civic Improvement Clubhouse
6: Pioneer Hall

2/27/2023 9:11 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

F

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

3	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Community Center	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing						X	
Security Lighting/Street Lamps				X			
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)					X		
Paving / Parking Lot(s)						X	
Signage			X				
Pedestrian Access (ADA & Safety)					X		
Exterior Furniture						X	
Irrigation System					X		
Landscape / Vegetation				X			
Exterior Finish					X		
General Appearance					X		
Exterior Sealants/Caulking					X		
Exterior Windows					X		
Roofing							
Roof Condition Rating			X				
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

3	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Community Center	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors						X	
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape					X		Dangerous - Back Door

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

3	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Community Center	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes				X			
Front Counter(s)						X	
Interior Doors					X		
Carpet					X		
Tile / Sealed Concrete						X	
Stairs - Tread & Nosing					X		
Stairs - Handrails				X			
Restroom Accessories				X			
Restroom Toilet Partitions			X				
Restroom Flooring				X			
Restroom Walls			X				
Janitor Closets				X			
Mechanical Systems							
HVAC Control System					X		
Roof Top Units (HVAC)						X	
HVAC Internal Communication					X		
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters					X		
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

3	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Community Center	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting					X		
Fire Alarm System					X		Smoke Detectors Only
Security Cameras						X	
Emergency Generator						X	
Plumbing							
Toilets / Urinals				X			
Lavatories / Sinks				X			
Water Fountains						X	
Grease Traps						X	
Supply Piping					X		
Other							
cCure Electronic Cardreaders						X	
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture						X	
Ceiling Tile						X	
Window Coverings					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

D

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

6	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Pioneer Hall	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing	X					X	Neighboring fence
Security Lighting/Street Lamps					X		
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)		X					
Paving / Parking Lot(s)						X	
Signage				X			
Pedestrian Access (ADA & Safety)				X			Restroom not compliant
Exterior Furniture			X				
Irrigation System				X			
Landscape / Vegetation			X				
Exterior Finish				X			
General Appearance			X				
Exterior Sealants/Caulking					X		
Exterior Windows				X			
Roofing							
Roof Condition Rating			X				
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

6	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Pioneer Hall	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors						X	
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

6	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Pioneer Hall	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes				X			
Front Counter(s)						X	
Interior Doors				X			
Carpet						X	
Tile / Sealed Concrete				X			
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories				X			
Restroom Toilet Partitions		X					
Restroom Flooring				X			
Restroom Walls				X			
Janitor Closets				X			
Mechanical Systems							
HVAC Control System					X		
Roof Top Units (HVAC)						X	
HVAC Internal Communication						X	
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters					X		
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

6	Facility ID
	Location
Public Works	Department
Winburn Wy	Address
Pioneer Hall	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting				X			
Fire Alarm System					X		Smoke detectors only
Security Cameras						X	
Emergency Generator						X	
Plumbing							
Toilets / Urinals			X				
Lavatories / Sinks				X			
Water Fountains						X	
Grease Traps						X	
Supply Piping					X		
Other							
cCure Electronic Cardreaders						X	
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture				X			Folding tables & Chairs
Ceiling Tile						X	
Window Coverings						X	

Service Center, APD, Chambers, Grove

90 N Mountain Av

58: Service Center; Water Distribution, PW Support, DoIT, Electric Department, Purchasing

73: Street/Shop; Street Operations, Fleet, Facilities

69: Electric Warehouse

34: The Grove; Parks Recreation Division

63: Council Chambers; Courts

64: Police Department

2/27/2023 6:36 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

C

73	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Street/Shop	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing		X					
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)		X					
Paving / Parking Lot(s)			X				
Signage		X					
Pedestrian Access (ADA & Safety)			X				
Exterior Furniture						X	
Irrigation System				X			
Landscape / Vegetation			X				
Exterior Finish				X			
General Appearance			X				
Exterior Sealants/Caulking			X				
Exterior Windows		X					
Roofing							
Roof Condition Rating				X			
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts					X		

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

73	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Street/Shop	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors			X				
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure				X			Washrack - needs upgrading
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

73	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Street/Shop	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)						X	
Interior Doors		X					
Carpet				X		X	Chuck's Office
Tile / Sealed Concrete			X				
Stairs - Tread & Nosing		X					
Stairs - Handrails		X					
Restroom Accessories			X				
Restroom Toilet Partitions		X					
Restroom Flooring				X			
Restroom Walls				X			
Janitor Closets						X	
Mechanical Systems							
HVAC Control System			X				
Roof Top Units (HVAC)						X	
HVAC Internal Communication			X				
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters	X						
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps			X				In ground hoist

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

73	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Street/Shop	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear			X				
Transformers						X	
Motor Control Centers						X	
Lighting		X					
Fire Alarm System		X					Carbon monoxide only
Security Cameras					X		
Emergency Generator						X	
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		X					
Water Fountains	X						
Grease Traps						X	
Supply Piping				X			
Other							
cCure Electronic Cardreaders						X	
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture				X			
Ceiling Tile		X					
Window Coverings				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

B-

58	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Service Center	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing				X			
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)			X				Loading dock very poor condition
Paving / Parking Lot(s)			X				
Signage		X					
Pedestrian Access (ADA & Safety)	X						
Exterior Furniture		X					
Irrigation System				X			
Landscape / Vegetation			X				
Exterior Finish		X					
General Appearance		X					
Exterior Sealants/Caulking				X			
Exterior Windows				X			
Roofing							
Roof Condition Rating	X						
Roof Openings (access)	X						
Roof Equipment Curbing	X						
Roof Drains						X	
Gutters / Downspouts				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

58	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Service Center	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors		X					
Stormwaster Inlet/Outlet Drains		X					
Fuel Islands			X				
Aboveground Storage Tanks						X	
Underground Storage Tanks	X						
Vehicle Gates		X					
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

58	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Service Center	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)			X				
Interior Doors		X					
Carpet			X				
Tile / Sealed Concrete					X		
Stairs - Tread & Nosing		X				X	
Stairs - Handrails		X				X	
Restroom Accessories			X				
Restroom Toilet Partitions		X					
Restroom Flooring					X		
Restroom Walls		X					
Janitor Closets			X				
Mechanical Systems							
HVAC Control System				X			
Roof Top Units (HVAC)		X					
HVAC Internal Communication		X					
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters					X		
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years.

58	Facility ID
Service Center	Location
Public Works	Department
90 N Mountain Av	Address
Service Center	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear		X					
Transformers		X					-Need to upgrade for E.V.
Motor Control Centers						X	
Lighting			X				
Fire Alarm System				X			Smoke detectors
Security Cameras					X		
Emergency Generator			X				
Plumbing							
Toilets / Urinals	X						
Lavatories / Sinks		X					
Water Fountains				X			
Grease Traps						X	
Supply Piping	X						
Other							
cCure Electronic Cardreaders	X						
Ballistic Security Glass						X	
Roof Top Units	X						
Systems Furniture				X			
Ceiling Tile		X					
Window Coverings				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

A-

69	Facility ID
Service Center	Location
Electric Department	Department
90 N Mountain Av	Address
Electric Warehouse	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name:

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing			X				
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)						X	
Paving / Parking Lot(s)				X			
Signage						X	
Pedestrian Access (ADA & Safety)	X						
Exterior Furniture						X	
Irrigation System				X			
Landscape / Vegetation				X			
Exterior Finish	X						
General Appearance		X					
Exterior Sealants/Caulking		X					
Exterior Windows		X					
Roofing							
Roof Condition Rating	X						
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

69	Facility ID
Service Center	Location
Electric Department	Department
90 N Mountain Av	Address
Electric Warehouse	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors	X						
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates				X			
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

69	Facility ID
Service Center	Location
Electric Department	Department
90 N Mountain Av	Address
Electric Warehouse	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes						X	
Front Counter(s)						X	
Interior Doors						X	
Carpet						X	
Tile / Sealed Concrete		X					
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories						X	
Restroom Toilet Partitions						X	
Restroom Flooring						X	
Restroom Walls						X	
Janitor Closets						X	
Mechanical Systems							
HVAC Control System						X	
Roof Top Units (HVAC)						X	
HVAC Internal Communication						X	
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters						X	
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

69	Facility ID
Service Center	Location
Electric Department	Department
90 N Mountain Av	Address
Electric Warehouse	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting		X					
Fire Alarm System						X	
Security Cameras						X	
Emergency Generator						X	
Plumbing							
Toilets / Urinals						X	
Lavatories / Sinks						X	
Water Fountains						X	
Grease Traps						X	
Supply Piping						X	
Other							
cCure Electronic Cardreaders					X		
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture						X	
Ceiling Tile						X	
Window Coverings						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

B+

34	Facility ID
The Grove	Location
Parks and Recreation	Department
1195 E Main St	Address
The Grove	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing				X			
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)			X				
Paving / Parking Lot(s)					X		
Signage		X					
Pedestrian Access (ADA & Safety)				X			
Exterior Furniture			X				
Irrigation System		X					
Landscape / Vegetation		X					
Exterior Finish				X			
General Appearance			X				
Exterior Sealants/Caulking				X			
Exterior Windows		X					
Roofing							
Roof Condition Rating				X			
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts			X				

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

34	Facility ID
The Grove	Location
Parks and Recreation	Department
1195 E Main St	Address
The Grove	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors		X					
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

34	Facility ID
The Grove	Location
Parks and Recreation	Department
1195 E Main St	Address
The Grove	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)		X					
Interior Doors		X					
Carpet			X				
Tile / Sealed Concrete		X					
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories	X						
Restroom Toilet Partitions	X						
Restroom Flooring	X						
Restroom Walls	X						
Janitor Closets		X					
Mechanical Systems							
HVAC Control System			X				
Roof Top Units (HVAC)						X	
HVAC Internal Communication			X				
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters			X				
Fire Supression System	X						
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

34	Facility ID
The Grove	Location
Parks and Recreation	Department
1195 E Main St	Address
The Grove	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear	X						
Transformers						X	
Motor Control Centers						X	
Lighting			X				
Fire Alarm System			X				
Security Cameras			X				
Emergency Generator	X						
Plumbing							
Toilets / Urinals	X						
Lavatories / Sinks	X						
Water Fountains	X						
Grease Traps						X	
Supply Piping	X						
Other							
cCure Electronic Cardreaders	X						
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture			X				
Ceiling Tile		X					
Window Coverings			X				

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

63	Facility ID
Justice Center	Location
Council Chambers	Department
1175 E Main St	Address
Council Chambers	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name:

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing		X					
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)			X		X	NA	East Main Sidewalk
Paving / Parking Lot(s)					X		
Signage				X			
Pedestrian Access (ADA & Safety)			X				
Exterior Furniture			X				
Irrigation System				X			
Landscape / Vegetation				X			
Exterior Finish					X		
General Appearance				X			
Exterior Sealants/Caulking					X		
Exterior Windows					X		
Roofing							
Roof Condition Rating					X		Roofing support failing
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains						X	
Gutters / Downspouts			X				

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

63	Facility ID
Justice Center	Location
Council Chambers	Department
1175 E Main St	Address
Council Chambers	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors						X	
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

63	Facility ID
Justice Center	Location
Council Chambers	Department
1175 E Main St	Address
Council Chambers	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)		X					
Interior Doors		X					
Carpet			X				
Tile / Sealed Concrete		X					
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories		X					
Restroom Toilet Partitions		X					
Restroom Flooring		X					
Restroom Walls		X					
Janitor Closets				X			
Mechanical Systems							
HVAC Control System			X				
Roof Top Units (HVAC)						X	
HVAC Internal Communication			X				
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters					X		
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

63	Facility ID
Justice Center	Location
Council Chambers	Department
1175 E Main St	Address
Council Chambers	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting			X				
Fire Alarm System				X			Smoke detectors only
Security Cameras						X	
Emergency Generator						X	
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		X					
Water Fountains					X		
Grease Traps						X	
Supply Piping				X			
Other							
cCure Electronic Cardreaders						X	
Ballistic Security Glass			X				
Roof Top Units						X	
Systems Furniture					X		
Ceiling Tile				X			
Window Coverings				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

B

64	Facility ID
Justice Center	Location
Ashland Police Department	Department
1175 E Main St	Address
Police Station	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing		X					
Security Lighting/Street Lamps			X				
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)					X		East Main
Paving / Parking Lot(s)			X				
Signage		X					
Pedestrian Access (ADA & Safety)			X				
Exterior Furniture		X					
Irrigation System					X		
Landscape / Vegetation				X			
Exterior Finish		X					
General Appearance		X					
Exterior Sealants/Caulking			X				
Exterior Windows		X					
Roofing							
Roof Condition Rating	X						
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains				X		X	[illegible]
Gutters / Downspouts				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

64	Facility ID
Justice Center	Location
Ashland Police Department	Department
1175 E Main St	Address
Police Station	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors						X	
Stormwaster Inlet/Outlet Drains		X				X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates		X					
Detention Ponds						X	
External Buildings and Infrastructure				X			
Exterior Stairs - Fire Escape		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

64	Facility ID
Justice Center	Location
Ashland Police Department	Department
1175 E Main St	Address
Police Station	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)		X					
Interior Doors	X						
Carpet					X		
Tile / Sealed Concrete					X		
Stairs - Tread & Nosing	X						
Stairs - Handrails	X						
Restroom Accessories		X					
Restroom Toilet Partitions	X						
Restroom Flooring		X					
Restroom Walls		X					
Janitor Closets			X				
Mechanical Systems							
HVAC Control System		X					
Roof Top Units (HVAC)						X	
HVAC Internal Communication		X					
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters					X		
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

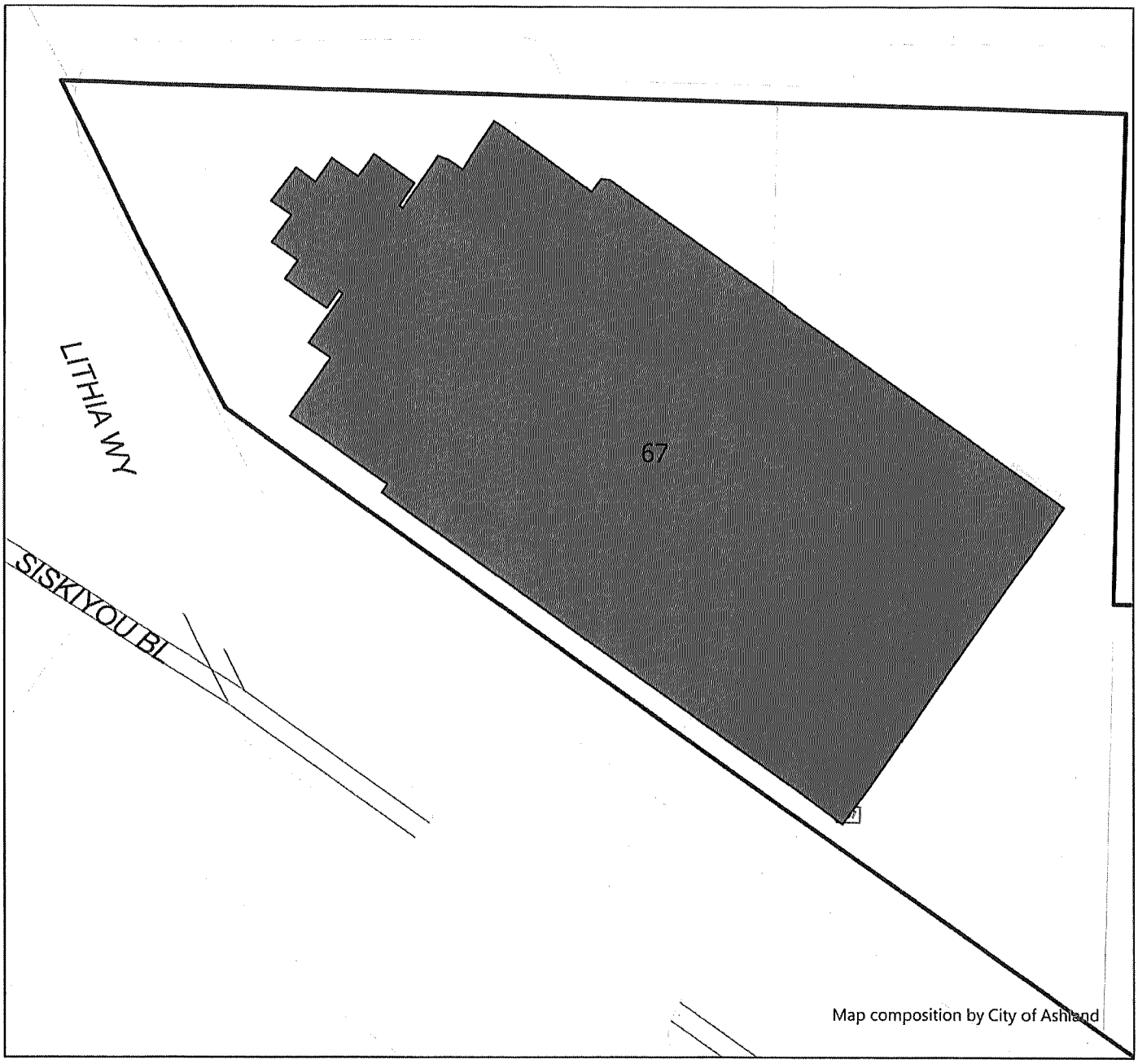
5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

64	Facility ID
Justice Center	Location
Ashland Police Department	Department
1175 E Main St	Address
Police Station	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear	X						
Transformers						X	
Motor Control Centers						X	
Lighting			X				
Fire Alarm System				X			Smoke detectors
Security Cameras				X			
Emergency Generator	X						
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		~~X~~	X				Kitchen brings the rating down
Water Fountains	X						
Grease Traps						X	
Supply Piping		X					
Other							
cCure Electronic Cardreaders			X				
Ballistic Security Glass	X						
Roof Top Units						X	
Systems Furniture		X					
Ceiling Tile	X						
Window Coverings			X				

Fire Station 1

455 Siskiyou Blvd



67: Fire and Rescue administration and personnel

2/27/2023 7:37 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

A-

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

68	Facility ID
	Location
Ashland Fire & Rescue	Department
1860 Ashland St	Address
Fire Station 2	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing	X						
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)		X					
Paving / Parking Lot(s)	X						
Signage	X						
Pedestrian Access (ADA & Safety)		X					
Exterior Furniture	X						
Irrigation System		X					
Landscape / Vegetation		X					
Exterior Finish	X						
General Appearance	X						
Exterior Sealants/Caulking	X						
Exterior Windows	X						
Roofing							
Roof Condition Rating	X						
Roof Openings (access)	X						
Roof Equipment Curbing	X						
Roof Drains	X						
Gutters / Downspouts		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

68	Facility ID
	Location
Ashland Fire & Rescue	Department
1860 Ashland St	Address
Fire Station 2	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors	X						
Stormwaster Inlet/Outlet Drains		X					
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
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68	Facility ID
	Location
Ashland Fire & Rescue	Department
1860 Ashland St	Address
Fire Station 2	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes	X						
Front Counter(s)	X						
Interior Doors	X						
Carpet		X					
Tile / Sealed Concrete	X						
Stairs - Tread & Nosing	X						
Stairs - Handrails	X						
Restroom Accessories	X						
Restroom Toilet Partitions	X						
Restroom Flooring		X					
Restroom Walls	X						
Janitor Closets	X						
Mechanical Systems							
HVAC Control System				X			
Roof Top Units (HVAC)		X					
HVAC Internal Communication				X			
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters				X			
Fire Supression System		X					
Elevator Operating Condition	X						
Elevator Room Equipment	X						
Mechanical System Pumps	X						

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
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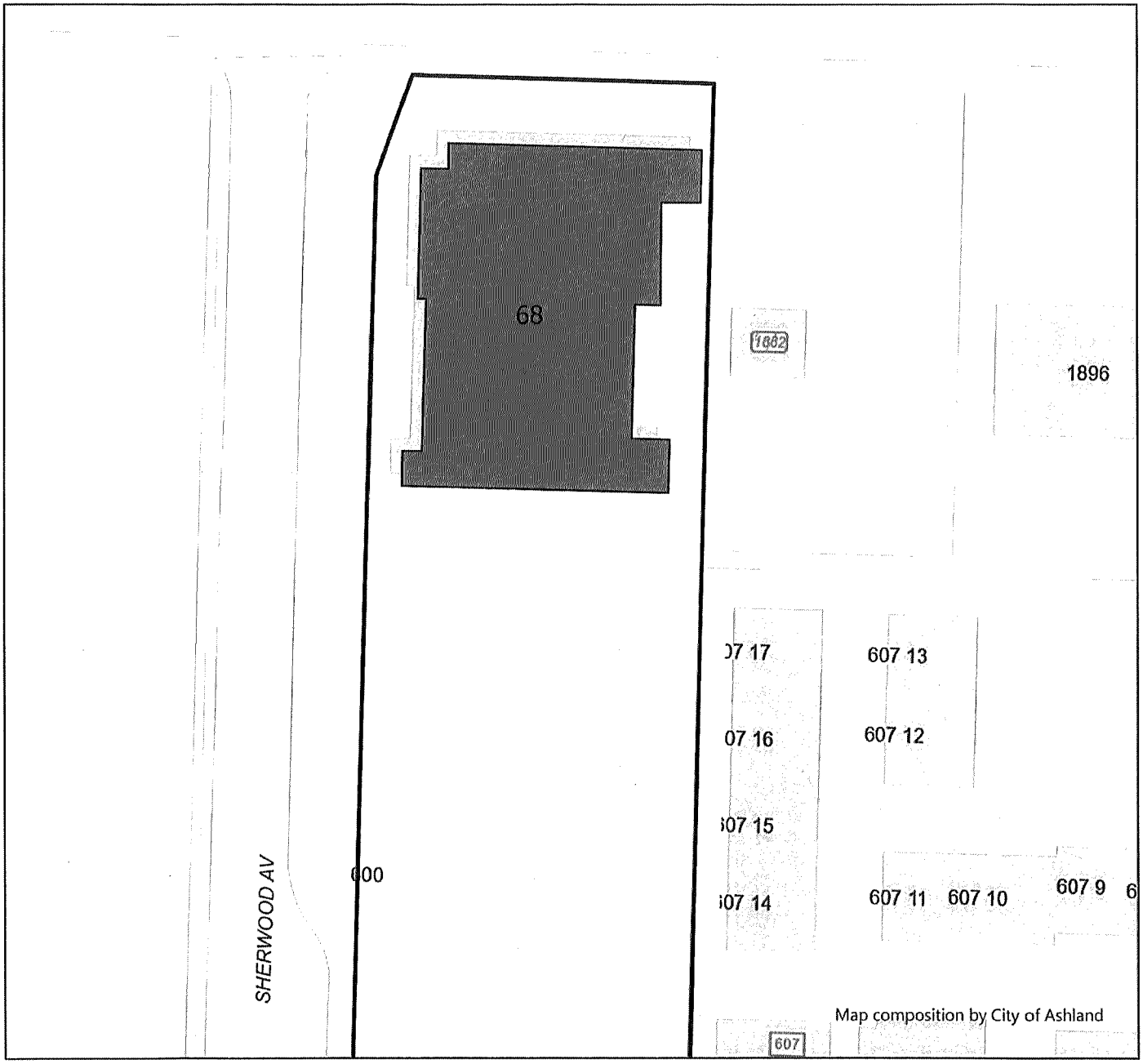
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

68	Facility ID
	Location
Ashland Fire & Rescue	Department
1860 Ashland St	Address
Fire Station 2	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear	X						
Transformers						X	
Motor Control Centers						X	
Lighting			X				
Fire Alarm System		X					
Security Cameras						X	
Emergency Generator	X						
Plumbing							
Toilets / Urinals	X						
Lavatories / Sinks	X						
Water Fountains	X						
Grease Traps						X	
Supply Piping	X						
Other							
cCure Electronic Cardreaders				X			
Ballistic Security Glass						X	
Roof Top Units	X						
Systems Furniture	X						
Ceiling Tile	X						
Window Coverings	X						

Fire Station 2

1860 Ashland St



68: Fire and Rescue personnel

2/27/2023 7:43 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
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2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

B+

67	Facility ID
	Location
Ashland Fire & Rescue	Department
455 Siskiyou Blvd	Address
Fire Station 1	Description
	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing	X						
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)					X		
Paving / Parking Lot(s)			X				
Signage		X					
Pedestrian Access (ADA & Safety)		X					
Exterior Furniture		X					
Irrigation System		X					
Landscape / Vegetation	X						
Exterior Finish		X					
General Appearance	X						
Exterior Sealants/Caulking		X					
Exterior Windows		X					
Roofing							
Roof Condition Rating		X		X			
Roof Openings (access)		X					
Roof Equipment Curbing				X			
Roof Drains				X			
Gutters / Downspouts		X					

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
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1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

67	Facility ID
	Location
Ashland Fire & Rescue	Department
455 Siskiyou Blvd	Address
Fire Station 1	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors		X					
Stormwaster Inlet/Outlet Drains		X					
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure						X	
Exterior Stairs - Fire Escape				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
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67	Facility ID
	Location
Ashland Fire & Rescue	Department
455 Siskiyou Blvd	Address
Fire Station 1	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes		X					
Front Counter(s)		X					
Interior Doors		X					
Carpet			X				
Tile / Sealed Concrete				X			
Stairs - Tread & Nosing				X			
Stairs - Handrails		X					
Restroom Accessories		X					
Restroom Toilet Partitions	X						
Restroom Flooring					X		
Restroom Walls		X					
Janitor Closets		X					
Mechanical Systems							
HVAC Control System				X			
Roof Top Units (HVAC)				X			
HVAC Internal Communication		X					
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters			X				
Fire Supression System	X						
Elevator Operating Condition	X						
Elevator Room Equipment	X						
Mechanical System Pumps	X						

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
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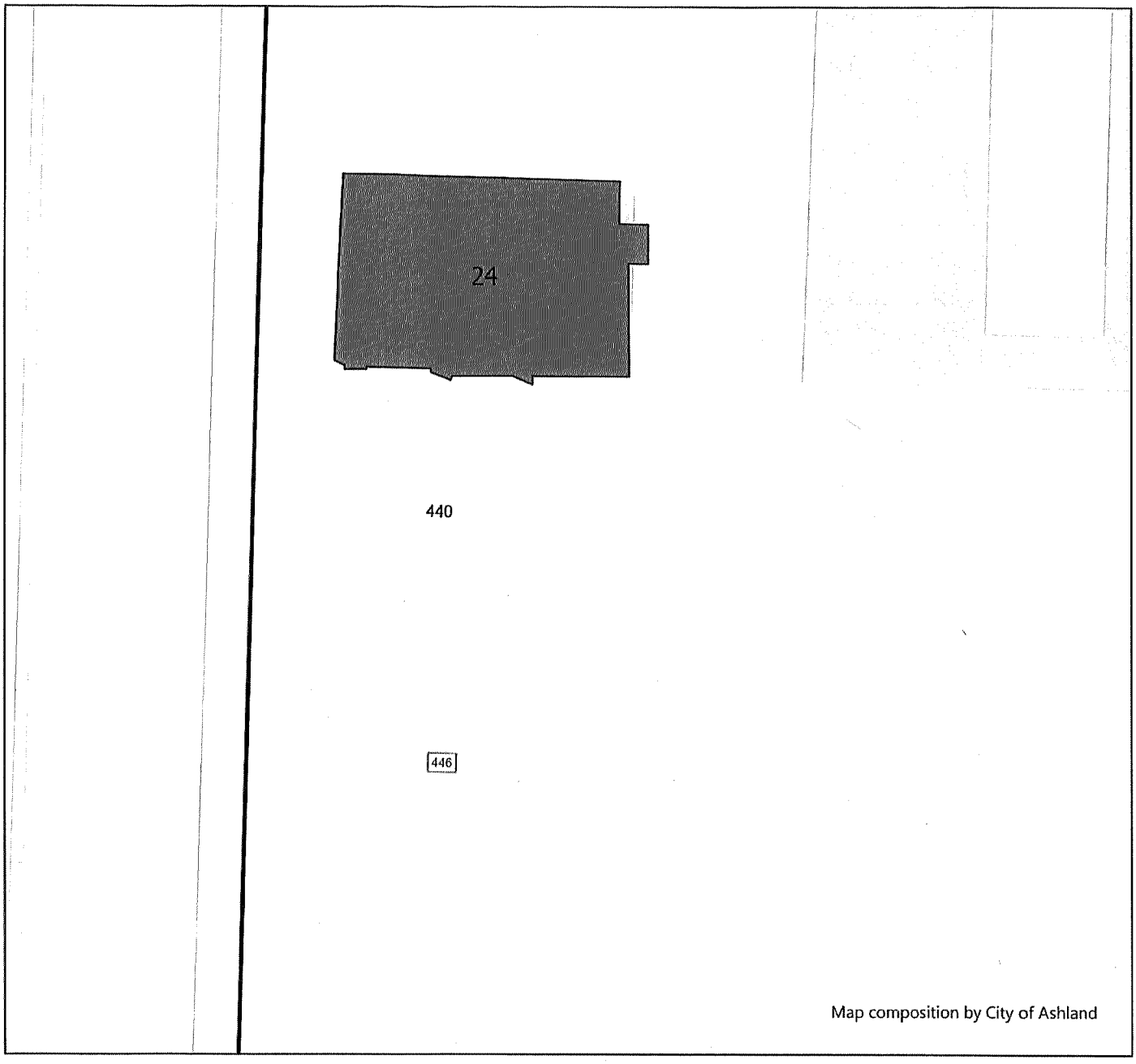
67	Facility ID
	Location
Ashland Fire & Rescue	Department
455 Siskiyou Blvd	Address
Fire Station 1	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear			X				
Transformers		X				X	N/A
Motor Control Centers						X	
Lighting		X					
Fire Alarm System	X						
Security Cameras						X	
Emergency Generator			X				
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		X					
Water Fountains		X					
Grease Traps						X	
Supply Piping		X					
Other							
cCure Electronic Cardreaders				X			
Ballistic Security Glass						X	
Roof Top Units				X			
Systems Furniture		X					
Ceiling Tile		X					
Window Coverings		X					

Mountain View Cemetery

440 Normal Av



24: Cemetery office

2/27/2023 7:46 AM

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
2	POOR	Heavy wear. At or nearing or exceeded end of expected lifecycle. Replace within 2 to 4 years
1	CRITICAL	Extremely worn and/or damaged. Replace ASAP, but no more than 2 years

CT

24	Facility ID
Mountain View Cemetery	Location
Public Works	Department
440 Normal Av	Address
Cemetery Office	Description
3-7-23	Date

Department Representative

Print Name:

City of Ashland Facilities Representative

Print Name: Michael Morrison

EXTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Perimeter Fencing		X					Chain link
Security Lighting/Street Lamps		X					
Equipment / Stormwater Fencing						X	
Sidewalks / Crosswalks (Erosion)	X						
Paving / Parking Lot(s)	X						
Signage			X				
Pedestrian Access (ADA & Safety)	X						
Exterior Furniture		X					
Irrigation System					X		
Landscape / Vegetation			X				
Exterior Finish				X			Mausoleums need to be painted
General Appearance		X					
Exterior Sealants/Caulking			X	X	MM		
Exterior Windows	X						
Roofing							
Roof Condition Rating				X			
Roof Openings (access)						X	
Roof Equipment Curbing						X	
Roof Drains				X			
Gutters / Downspouts				X			

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
4	GOOD	Good condition. No major issues or concerns. Consider replacment 6 to 8 years
3	FAIR	Normal wear and expected maintenance, but no major issues. Replace within 4 - 6 years
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24	Facility ID
Mountain View Cemetery	Location
Public Works	Department
440 Normal Av	Address
Cemetery Office	Description
	Date

Other							
Sand Traps						X	
Car Washes						X	
Overhead Bay Doors			X				
Stormwaster Inlet/Outlet Drains						X	
Fuel Islands						X	
Aboveground Storage Tanks						X	
Underground Storage Tanks						X	
Vehicle Gates						X	
Detention Ponds						X	
External Buildings and Infrastructure				X			
Exterior Stairs - Fire Escape						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
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24	Facility ID
Mountain View Cemetery	Location
Public Works	Department
440 Normal Av	Address
Cemetery Office	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Architecture							
Wall Finishes			X				
Front Counter(s)						X	
Interior Doors		X					
Carpet						X	
Tile / Sealed Concrete		X					
Stairs - Tread & Nosing						X	
Stairs - Handrails						X	
Restroom Accessories		X					
Restroom Toilet Partitions						X	
Restroom Flooring		X					
Restroom Walls		X					
Janitor Closets						X	
Mechanical Systems							
HVAC Control System		X					
Roof Top Units (HVAC)						X	
HVAC Internal Communication						X	
Chiller(s)						X	
Boiler(s)						X	
Domestic Hot Water Heaters				X	X	Yes	
Fire Supression System						X	
Elevator Operating Condition						X	
Elevator Room Equipment						X	
Mechanical System Pumps						X	

FACILITY CONDITION ASSESSMENT CHECKLIST

5	NEW	New or like-new conditions. No unexpected maint./failures. Replace 8+ years
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24	Facility ID
Mountain View Cemetery	Location
Public Works	Department
440 Normal Av	Address
Cemetery Office	Description
	Date

INTERIOR	5	4	3	2	1	N/A	Comments / Recommended Action
Electrical Systems							
Service Switchgear						X	
Transformers						X	
Motor Control Centers						X	
Lighting		X					
Fire Alarm System		X					
Security Cameras						X	
Emergency Generator						X	
Plumbing							
Toilets / Urinals		X					
Lavatories / Sinks		X					
Water Fountains						X	
Grease Traps						X	
Supply Piping		X					
Other							
cCure Electronic Cardreaders					X		Offline lock
Ballistic Security Glass						X	
Roof Top Units						X	
Systems Furniture				X			
Ceiling Tile		X					
Window Coverings				X			

OATH OF OFFICE

STATE OF OREGON)
County of Jackson)
City of Ashland,)

I, Jeff Dahle do solemnly swear or affirm that I will support the Constitution and Laws of the United States, the State of Oregon, and the Charter and Laws of the City of Ashland, and that I will faithfully perform the duties of City Councilor Position #3, for the City of Ashland, during my continuance therein.

Jeff Dahle

SUBSCRIBED and SWORN before me this 20th day of March, 2023, by Jeff Dahle elected as City Councilor position #3 for the City of Ashland.

OFFICIAL STAMP
DANA SMITH
NOTARY PUBLIC-OREGON
COMMISSION NO. 1006013
MY COMMISSION EXPIRES NOVEMBER 11, 2024

Dana Smith, Notary Public

My Commission Expires: 11.11.2024

OATH OF OFFICE

STATE OF OREGON)
County of Jackson)
City of Ashland,)

I, Dylan Bloom do solemnly swear or affirm that I will support the Constitution and Laws of the United States, the State of Oregon, and the Charter and Laws of the City of Ashland, and that I will faithfully perform the duties of City Councilor Position #2, for the City of Ashland, during my continuance therein.

Dylan Bloom

Dylan Bloom

SUBSCRIBED and SWORN before me this 20th day of March, 2023, by Dylan Bloom elected as City Councilor position #2 for the City of Ashland.

OFFICIAL STAMP
DANA SMITH
NOTARY PUBLIC-OREGON
COMMISSION NO. 1006013
MY COMMISSION EXPIRES NOVEMBER 11, 2024

Dana Smith

Dana Smith, Notary Public

My Commission Expires: 11.11.2024

Study Sessions

Speaker Request Form

THIS FORM IS A PUBLIC RECORD
ALL INFORMATION PROVIDED WILL BE MADE AVAILABLE TO THE PUBLIC

THOSE INTERESTED IN GIVING ORAL TESTIMONY AT A COUNCIL MEETING WILL NEED TO:

1) Complete this form, including the topic you want to speak on and send to the City Recorder: mailto:melissa.huhtala@ashland.or.us
2) Begin the oral testimony during the meeting by stating your name for the record.
3) Limit your comments to the amount of time given to you by the Mayor, usually 3 or 5 minutes.
4) If you present written materials, please email a copy of the materials with this form to the City Recorder for the record.
5) Speakers are solely responsible for the content of their public statement.

Meeting Date 3/20/23

Name GARY SWARK

[redacted]

Study Session

Agenda topic/item number/Topic ~~#~~ #1 related to agenda #4

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

Public Forum Gary Shaff

Streets For Everyone – 3/20/23 Council Study Session Testimony

Good evening,

My name is Gary Shaff, [redacted] and I'm here representing Streets For Everyone, a volunteer Action Team of the Ashland Climate Collaborative, a 501(c)(3) nonprofit organization.

Streets for Everyone submitted a written recommendation to the city's Administration Department on 3/10 with a request that our recommendation be included in this evening's meeting packet. It wasn't so I'm submitting that information now.

Streets for Everyone believes the draft CIP 's dedication of almost all of the city's transportation revenues to maintaining or repairing street asphalt ignores other community needs. We respectfully suggest that the Council invest instead in transportation projects that address the mobility needs of all residents - people of all ages and abilities.

The Council's priorities support this approach. Of the Council's 32 priorities only one, priority number 6, "street maintenance and repair" is reflected in the draft CIP. That is contrasted with the creation of a practical and safe bicycle transportation network which not only address "street maintenance and repair" but also 12 of the Council's other priorities including:

- Emergency Response
- Protect the Community's Character
- Community and Land Use Planning
- Create social equity and racial justice
- Downtown revitalization and beauty
- Affordable workforce housing
- Multi-modal transportation
- Implement Climate Energy Action Plan
- Diversify the local economy
- Expand employment opportunities
- Broaden options for tourism/visitors
- Attract more families to live in Ashland

Time prevents addressing the relationship between a practical and safe bicycle network and the Council's priorities but I've included this detail in my written remarks. My point here is, that the Council should be leveraging every opportunity to achieve its priorities while focusing on the community's needs and not on the asphalt condition alone.

Streets for Everyone's is recommending just four changes to the draft.

1) Include "protected bike lanes" in the description of major road projects that are currently listed in the draft CIP,
2) Include "traffic calming" in the description of minor road projects,
3) Change the category of projects entitled "bicycle boulevard" to "walk/bike streets" to better reflect the objective of these types of projects, and
4) Schedule and fund, in either fiscal year 2024 or 2025, protected bike lane improvements on A Street, Hersey, S. Mountain, and Wightman using city fees and rates.

These changes will ensure that the city has a functional bicycle transportation network that people of all ages and abilities can safely and confidently use for every day, in-town travel.

Council Priorities and Their Relationship to a Practical and Safe Bicycle Transportation System in Ashland

The relationship between the Council's priorities and a functional bicycle transportation network that people of all ages and abilities can safely and confidently use for everyday, in-town travel are detailed below.

Emergency Response: Wide bike lanes on N. Main and Siskiyou Boulevard south of Walker can be used by people driving cars in the event of an evacuation; reducing the total evacuation time by 20 minutes.

Street Maintenance: People riding bicycles have little impact on pavement condition. If a substantial number of in-town trips are made by bike it will reduce wear.

Protect the Community's Character: People on bikes are happy, friendly, and healthy—all characteristics of how Ashland sees itself.

Community and Land Use Planning: Creating a safe and convenient bike network is a requirement of Oregon's Climate Friendly and Equitable Communities Planning Rule.

Create social equity and racial justice: Bikes are social and racial equalizers. Almost everyone can ride a bike and avoid the high cost of car/truck ownership.

Downtown revitalization and beauty: People on bikes will shop locally and many people riding bikes in downtown would make it uniquely picturesque.

Affordable workforce housing: Transportation accounts for the second most costly expense of Ashland households. Residents who forgo auto ownership or own one fewer car will have a larger budget.

Multi-modal transportation: Making it safe and convenient to bicycle in town could lead to 40 percent or more of all travel within the city occurring by walking or bicycling.

Implement Climate Energy Action Plan: Reducing auto/truck use (i.e. vehicle miles of travel) is recognized in the CEAP as an essential outcome in order to meet Ashland's climate goals. Making it safe and convenient to bicycle is the surest and most cost effective way to achieve that outcome.

Diversify the local economy: A green economy is a diversified economy. Making bicycling a viable and safe way to get around will attract families, entrepreneurs, educators, and people with skills that are critical in coming decades.

Expand employment opportunities: A diversified economy (as above) will increase employment opportunities.

Broaden options for tourism/visitors: Tourists love places that are unique. With a transportation system that promotes bicycling, Ashland will be even more attractive than it is now. It will also compliment the already famous road and mountain biking attractions in the region.

Attract more families to live in Ashland: Creating a place where kids can bicycle to visit friends and family, go to the library, visit a park, grab a snack with a friend, get to school or soccer practice is a dream most parents have given up on in Ashland and every other city in the U.S. Creating an all ages and abilities bicycle network can help parents achieve one of their most important goals, to raise their children to be independent and self-reliant people.

Public Form Crary Shaff

To: Ashland City Council
From: Streets for Everyone, an Action Team of the Ashland Climate Collaborative
Date: March 10, 2023
RE: Recommendations for the 2024-2029 Transportation Capital Improvement Program

Thank you for the opportunity to share these recommendations. We'd be pleased to discuss this matter further with you. To do so, please contact us at info@ashlandclimate.org.

Executive Summary

Background: This memorandum includes recommendations regarding the draft Transportation Capital Improvement Program (CIP). These suggestions will help the City of Ashland achieve goals laid out in the current Transportation System Plan and the Climate and Energy Action Plan. They will also ensure a safe and accessible walking and biking network.

Opportunity: Ashland's City Council has an opportunity to ensure that it is practical, safe, and convenient to walk or bike from anywhere to everywhere in Ashland for people of all ages and ability. This, in turn, will cut vehicle miles of travel and carbon emissions.

Funding: Funding for the current draft CIP is structured in a way that does not guarantee that the pedestrian and bicycle network will be improved. These improvements will rely on outside funding sources such as competitive grants to administer plans included in the CIP. Relying on grant funding would produce slow and disconnected improvements to biking and walking infrastructure and miss prime opportunities to create a functionally cohesive multi-modal transportation system.

Policy Recommendations: Include protected bike lanes in the description of major road projects that are currently listed in the draft CIP. Include "traffic calming" in the description of minor road projects. In either 2024 or 2025, schedule and fund protected bike lane improvements on A Street, Hersey, S. Mountain, and Wightman using fees and rates. Identify additional revenue sources to be approved to guarantee funds for street projects to promote safety for all users.

About us: Streets for Everyone is a volunteer Action Team of the Ashland Climate Collaborative (www.AshlandClimate.org), a 501c3 organization. ACC serves as a hub for community collaboration to reduce our climate impact and build a more equitable and resilient Ashland. The vision of Streets for Everyone is that people of all ages, abilities, and means can choose to bike, walk, and roll throughout Ashland for their everyday travel needs, because it is safe, convenient, and efficient. ACC and its Action Teams are supported by local charitable contributions. Learn more at StreetsForEveryone.net.

Recommendations for the 2024-2029 Transportation Capital Improvement Program

Background

The city's current Transportation System Plan (TSP) and the Climate and Energy Action Plan have called for the reduction in vehicle miles of travel (VMT). The City Council has a great responsibility and opportunity before them to make investments in the city's future that will help to realize this outcome. Transforming the existing transportation system to make bicycling and walking practical, safe, and convenient is fundamental to reducing VMT.

We know from surveys in other metropolitan areas that approximately half of the city's residents are interested in bicycling but don't. They are afraid to share the road with autos/trucks, due to the risk of being seriously injured or killed. Improvements, described below, will add protection between people riding bikes and passing cars/trucks to eliminate that obstacle.

The 2024 - 2029 Transportation Capital Improvement Program (CIP), as currently drafted, includes dedicated funding (fees & rates) for projects that preserve or rehabilitate street surfaces (i.e pavement management). While these projects might include improvements to pedestrian and bicycle infrastructure, it is not guaranteed that they will be implemented and largely rely on federal or state grants. The competition for these funds is fierce and must be distributed among Oregon's 36 counties and 241 cities, making it unlikely for many of the city's projects to be funded. As an example, the city of Medford's TSP, updated in 2019, identified $277,719,000 of needed bicycle improvements. It is obvious that there are too many projects chasing too few dollars for the CIP's grant strategy to succeed. To substantially improve our pedestrian and bicycle network, we should edit the draft to allocate dedicated CIP funds rather than rely on uncertain future grants.

Postponing one repaving project for just one year will allow the city to complete four essential protected bike lane (PBL) projects in 2025 (on Hersey, A Street, South Mountain, and Wightman - all of which have adequate curb-to-curb distance to include a PBL without altering the curb, gutter or drainage). Those improvements plus the addition of PBLs to repaving projects already listed in the draft CIP (on North Mountain, Ashland, Oak, and Siskiyou) will create a functional bicycle network on the city's major street system. Reports from other cities suggest that these projects will greatly increase the amount of bicycle traffic, which in turn will contribute to the reduction of VMT per capita. Much more will need to be done to ensure that people of all ages and abilities can get from anywhere to everywhere in town on a bicycle. But the addition of PBLs, as detailed above, during the next two years, will represent a huge leap forward.

Opportunity

The city's decision to include PBLs on Ashland Street represents the kind of leadership and vision that is crucial to the city's future. Similar leadership is needed to ensure that it is practical, safe, and convenient to walk or bike from anywhere to everywhere in Ashland for people of all ages and abilities.

Other urban areas have demonstrated that people walking and biking can account for a high percentage of in-town travel, potentially as much as 40 percent compared to nine percent now (Personal Travel in Oregon, Table RV-5, page 112). Only by making bicycling and walking safe and practical is there any potential for a shift in mode, from auto/truck to other low-carbon modes of travel.

The Council has the opportunity to accelerate the development of an equitable bicycle network, suitable for all ages and abilities, and enhance the existing pedestrian network by making several minor changes and one significant change to the current draft CIP.

Funding

Since 2015, the CIP has been structured to allocate almost all city transportation funds to pavement management and rely upon grants and system development charges to make additional improvements to the pedestrian and bike network. This is understandable, as street life cycles are relatively short and expensive to repair. As stated previously, while pavement management projects may include multi-modal transport infrastructure, this leaves no additional funds to improve the bike/ped network on streets that aren't up for repair. By adjusting the funding, the city could meet goals 1 and 2 of the current TSP.

Goal #1: Create a "green" template for other communities in the state and nation to follow.

Goal #2: Make safety a priority for all modes of travel.

These goals, and others that will be developed with the upcoming update of the city's TSP, to make walking and bicycling practical and safe, cannot be realized without local funding. Relying upon grant funds, as the current draft CIP proposes, doesn't guarantee a functional bike/ped network and may result in isolated improvements that serve few. Ashland needs a completely functional and accessible bike network, for people of all ages and abilities. This will provide citizens with a choice in how they travel, and an opportunity to not depend on cars.

Sidewalks, access ramps, PBLs, and traffic calming features must be included, where warranted, on every city project. All revenue sources, including gas tax, system development charges, franchise fees, food and beverage taxes, and utility fee funding must be used for these types of improvements and not reserved exclusively for pavement management projects.

Oregon's constitution provides that revenue from taxes on motor vehicle use and fuel "shall be used exclusively for the construction, reconstruction, improvement, repair, maintenance, operation and use of public highways, roads, streets, and roadside rest areas in this state," without restrictions on the mode of travel (Article IX Section 3a). The city's allocation of state gas taxes, approximately $1.6 million / year, can and should be used for creating a balanced transportation system. The other sources of city revenues should also offer flexibility in their use and, if restricted, the Council should amend local codes to allow their use to address transportation safety, independent of the mode of travel.

Policy Recommendation

The use of traditional painted bike lanes or sharrows on major streets within the city does not provide the essential safety for bikers of all ages and abilities. Goals 1 & 2, above, reflect the community's desire

to fundamentally change the transportation system. PBLs are currently not included in the City's Streets Standards Handbook or the Ashland Municipal Code 18.4.6. Changing this is essential to provide the technical tools to achieve the citizen developed goals and policies. We have before us a prime opportunity to truly change the attitude and mode in which we travel.

The City Council can ensure creation of an equitable transportation system by 2030 through the following:

1) Including protected bike lanes on major road projects already included in the staff prepared draft 2024 – 2029 Transportation CIP.
2) Scheduling and adding protected bike lanes on streets under Ashland's jurisdiction that include adequate curb to curb width.
3) Applying to ODOT for Carbon Reduction Program or Congestion Mitigation and Air Quality funds to rebuild E. Main from Siskiyou to Walker, and Walker from Ashland Street to E. Main to include protected bike lanes. These streets are too narrow to add protected bike lanes without modifying the curb, gutter and drainage.
4) Exploring jurisdictional exchange to add protected bike lanes on streets that are under the jurisdiction of Jackson County or the Oregon Department of Transportation. The implications on the city's future maintenance liability must be analyzed, additional revenue sources identified, and a funding mechanism(s) put in place/approved.

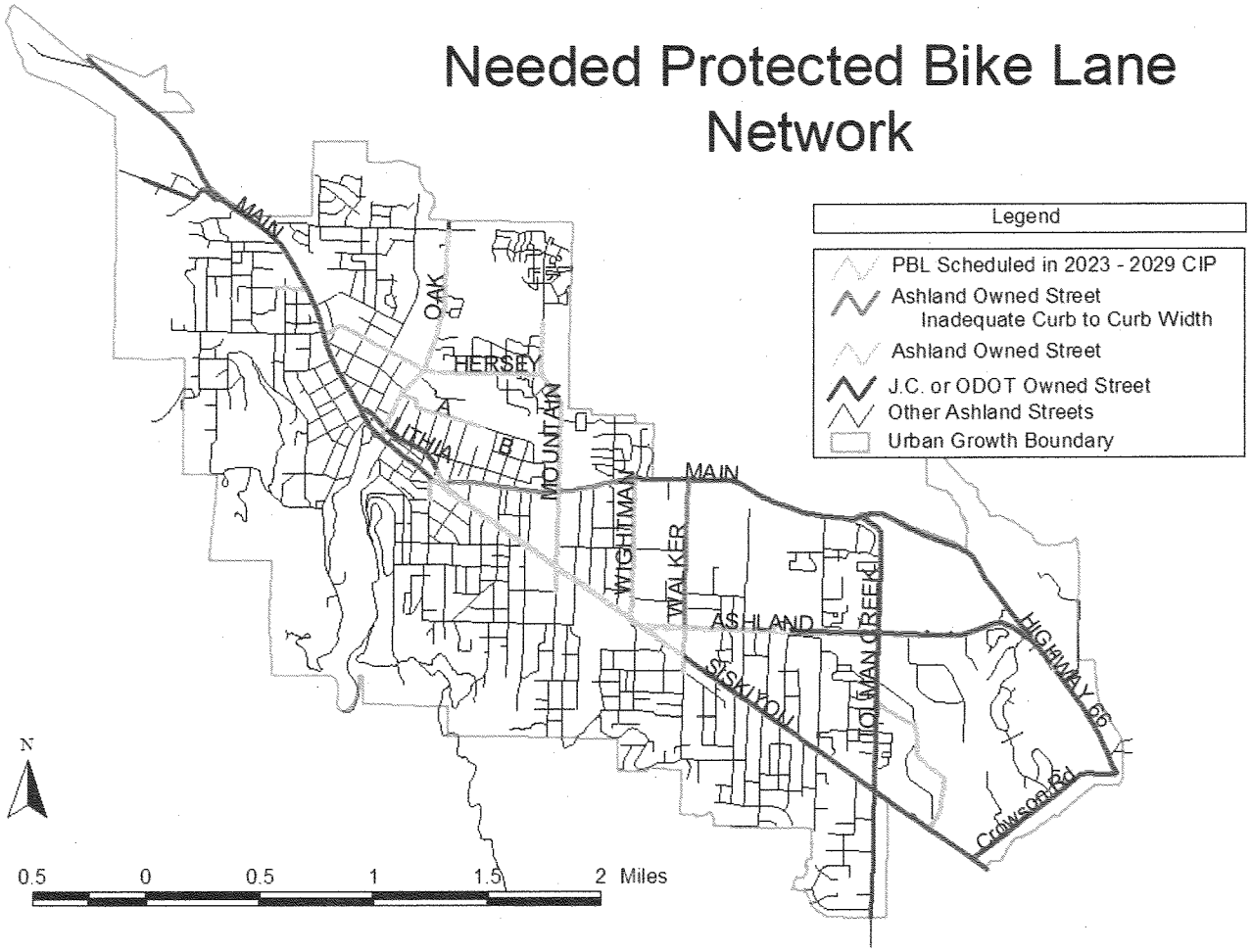
The figures that follow illustrate the breadth of the challenge. Figure 1 shows streets, by roadway jurisdiction, that warrant (due to either speed or traffic volume) protected bike lane improvements. Figure 2 identifies streets under Ashland's jurisdiction that lack adequate curb to curb width to include protected bike lanes, and those streets that are currently scheduled for improvement in the draft 2024 – 2029 CIP and which warrant protected bike lanes. Figure 3 includes our recommended changes to the draft CIP which are highlighted in yellow.

This memorandum demonstrates the opportunities available to improve the city's transportation infrastructure. Your consideration of these recommendations to the CIP is a sound investment in the future of Ashland. These changes will help to make our streets safer and more inclusive, while also reducing traffic congestion and carbon emissions. If you would like additional information or further advice, please do not hesitate to reach out to us at streets4everyone@gmail.com.

Figure 1

Needed Protected Bike Lanes Network
Legend
Ashland Owned Street
J.C. or ODOT Owned Street
Other Ashland Streets
Urban Growth Boundary
MAIN
OAK
HERSEY
ITHIA
MOUNTAIN
WIGHTMAN
WALKER
ASHLAND
SISKIYOU
HOLMAN CREEK
HIGHWAY 66
Crowson Rd
N
0.5
0
0.5
1
1.5
2 Miles

Figure 2


Needed Protected Bike Lane Network
Legend
PBL Scheduled in 2023 - 2029 CIP
Ashland Owned Street Inadequate Curb to Curb Width
Ashland Owned Street
J.C. or ODOT Owned Street
Other Ashland Streets
Urban Growth Boundary
MAIN
OAK
HERSEY
A
B
LITHIA
MOUNTAIN
WIGHTMAN
WALKER
ASHLAND
SISKIYOU
TOLMAN CREEK
HIGHWAY 66
Crowson Rd
N
0.5
0
0.5
1
1.5
2 Miles

Recommendations for the 2024-2029 Transportation Capital Improvement Program

The attached recommended transportation capital improvement program, Figure 3, includes the following changes:

1) It explicitly notes that protected bike lanes will be included on street/overlay projects on major streets (i.e. boulevards and avenues as identified in the city's functional classification map).
2) It explicitly notes that traffic calming will be included on street/overlay projects when they occur on minor streets.
3) It retitles the section "bicycle boulevards" to "walk/bike" streets to better reflect the desired function of important, low-volume residential streets.
4) It removes Lithia Way – Oak to Helman bicycle boulevard project. Lithia, like N. Main through downtown, is unsuitable for a shared-lane treatment due to the high volume of motor vehicles using the street. Sharrows do not increase safety for people riding bicycles and waste precious resources. The city needs to add protected bike lanes on major streets, rather than paint and stencils. The savings can be diverted to creating bike/walk streets on Helman and Iowa Streets.
5) It postpones the paving/reconstruction of W. Nevada Street from 2029 to 2030 in order to construct protected bike lanes on four city owned streets (see #6 below).
6) It shifts funding for W. Nevada Street, as above, to four protected bike lane projects on; a) Hersey - N. Main to N. Mountain, b) A Street - Oak to 5th, c) S. Mountain - E. Main to Henry and d) Wightman - E. Main to Siskiyou. All of these streets have sufficient curb-to-curb width to add protected bike lanes without modifying the curb, gutter or drainage

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Recommendations for the 2024-2029 Transportation Capital Improvement Program

Figure 3

Recommended Transportation Capital Improvement Plan
2024 - 2029 Construction Years

		FY23	FY24	FY25	FY26	FY27	FY28	FY29		Street SDC	Other (grants)	Fees & Rates
Roadway												
Hardesty Site Development & Equipment Storage			$80,000	$80,000					$160,000			$160,000
Micro-sweeper			$200,000						$200,000			$100,000
City wide chip seal		$145,000		$255,000					$255,000		$400,000	
Clay Street - Father Avenue to Siskiyou Boulevard (STBG/CMAQ)			$579,754	$1,000,000	$1,125,000				$2,704,754		$6,981,195	$209,022
Where is Father Ave??												
	Subtotal Roadway	$145,000	$859,754	$1,335,000	$1,125,000	$0	$0	$0	[illegible]	0	7,381,195	$469,022
Street Overlay/Reconstruction		FY23	FY24	FY25	FY26	FY27	FY28	FY29				
Ashland St - Siskiyou Blvd to Faith Ave (inc. PBL*)		$1,000,000	$2,500,000						$2,500,000			$2,500,000
N. Mountain Ave - I-5 overpass to E. Main St (inc. PBL**)		$500,000	$5,000,000	$5,500,000					$10,500,000			$10,500,000
Oak St - City Limits to E. Main St (inc. PBL*)				$1,000,000	$7,000,000				$8,000,000			$8,000,000
Siskiyou Blvd - E Main to Walker Ave (inc. PBL*)					$1,000,000	$5,000,000	$5,000,000		$11,000,000			$11,000,000
Park St. - Siskiyou Blvd to Crestview Dr (inc. traffic calming)							$500,000	$2,500,000	$3,000,000			$3,000,000
W Nevada St - Vansant St to Oak St (inc. traffic calming)								$500,000	$500,000			$500,000
* buffered bike lanes w/ conversion to PBL upon sweeper purchase	Subtotal Reconstruction	$1,500,000	$7,500,000	$6,500,000	$8,000,000	$5,000,000	$5,500,000	$3,000,000	[illegible]			$35,500,000
** PBL from E. Main to Bear Creek Bridge												
Sidewalk / Pedestrian		FY23	FY24	FY25	FY26	FY27	FY28	FY29				
Beaver Slide - Water Street to Lithia Way				$285,000					$285,000	$276,792		$8,208
Walker Ave - Oregon St to Woodland Dr					$300,000				$300,000	$75,000	$225,000	
Ashland Street - Liberty St to S. Mountain Ave						$400,000			$400,000	$100,000	$300,000	
Clay St - Siskiyou Blvd to Mohawk St							$425,000		$425,000	$106,250	$318,750	
Lincoln St - E. Main to Iowa St								$300,000	$300,000	$75,000	$225,000	
	Subtotal Pedestrian	$0	$0	$285,000	$300,000	$400,000	$425,000	$300,000	[illegible]	$633,042	$1,068,750	$8,208
Walk / Bike Streets		FY23	FY24	FY25	FY26	FY27	FY28	FY29				
B St B - Oak to N. Mountain			$50,000	$75,000					$125,000	$42,375	$12,500	$70,125
8th St. - A Street to E Main				$35,000					$35,000	$11,865	$3,500	$19,635
Water Street - Hersey St to N. Main					$50,000				$50,000	$16,950	$5,000	$28,050
Ashland St - Morton to University Way					$50,000				$50,000	$16,610	$5,000	$28,390
Oregon/Clark St - Indiana to Harmony Lane						$65,000			$65,000	$21,593	$6,500	$36,465
Walker Ave - Siskiyou Blvd to Peachey Road						$65,000			$65,000	$22,035	$6,500	$36,907
Helman St. - Nevada to N. Main							$80,000		$80,000	$27,120	$8,000	$44,880
Iowa - Central Bike Path to S. Mountain								$80,000	$80,000	$27,120	$8,000	$44,880
~~Lithia Way - Oak to Helman St~~							~~$80,000~~	~~$80,000~~	$80,000	$0		
	Subtotal Walk/Bike Streets	$0	$50,000	$110,000	$100,000	$130,000	$80,000	$160,000	[illegible]	$185,868	$55,000	$309,332
Protected Bike Lane - retrofit	Length	FY23	FY24	FY25	FY26	FY27	FY28	FY29				
Hersey - N. Main to N. Mountain	4567			$648,722					$648,722			$648,722
A Street - Oak to 5th	2127			$302,131					$302,131			$302,131
S. Mountain - E. Main to Henry	2335			$331,676					$331,676			$331,676
Wightman - E. Main to Siskiyou	2952			$419,318					$419,318			$419,318
	Subtotal Protected Bike Lane	$0	$0	$1,701,847	$0	$0	$0	$0	[illegible]			$1,701,847

* Estimated Cost Per Mile (bollard protected) $165,000
* Estimated Cost Per Mile (cement curb protected) $750,000