

Council Business Meeting

October 3, 2017

Title: Recommendation from the ad hoc City Hall Advisory Committee

From: Ann Seltzer Management Analyst

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Kaylea Kathol Project Manager

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Summary:

The ad hoc City Hall Advisory Committee presents its recommendation on the replacement of City Hall.

Actions, Options, or Potential Motions:

- 1) I move approval of the recommendation of the ad hoc City hall Advisory Committee to place a GO Bond on the May 2018 election for \$1 million to complete Phase II construction of the Police Department and Emergency Operations Center (EOC) facility.
- 2) I move approval of staff's recommendation to issue an RFQ for Architectural Design Services.

Staff Recommendation:

- 1) Staff recommends approval of the Committee recommendation to place a GO Bond of \$1 million to complete Phase II construction of the Police Department and EOC facility on the May 2018 ballot. A 15-year loan at 3% interest will be \$0.0319 per \$1000 assessed value (see attachment 2).

Rationale: The Council-approved Scope of Work of the ad hoc City Hall Advisory Committee requires \$1 million to complete Phase II construction of the Police Department and EOC facility. The committee felt it would be beneficial to have the EOC bond on the May 2018 ballot.

- 2) In addition, staff recommends the following action:

Publish an RFQ for Architectural Services for replacing/rebuilding City Hall with a target budget of \$10 million to include the following:

Phase 1. Develop conceptual preliminary drawings with planning level costs for all three sites noted in the committee recommendation, (current location, Civic Center, and Briscoe School).

Phase 2. Develop final design.

Phase 3. Construction Administration

Rationale: The ad hoc Committee recommendation states that given the uncertain costs for the three location alternatives, they are unable to recommend a specific general obligation bond amount for voter approval. Securing design/build concepts for the proposed sites would provide the community and Council with visual drawings, planning level costs and functionality of the proposed building and locations. The design of the concepts would factor in the criteria developed by the ad hoc Committee.

The estimated costs for a new City Hall range from \$8.5 million to \$11.5 million. Setting a target budget of \$10 million gives the architectural firm a specific budget to work within in designing the concepts.

The deadline to submit a ballot measure title for publication of notice is February 23 and the final day to submit the ballot measure language is March 15. Given this timeline, it is unlikely that an RFQ could be issued, a contract awarded and designs concepts completed and available for review and a decision to meet the deadline for the May 2018 ballot. Therefore, the ad hoc Committee recommends placing a GO Bond for City Hall on the May 2019 ballot, allowing time to complete the phases of the RFQ noted above over the next 18 months.

The ad hoc City Hall Advisory Committee has indicated they would be willing to reconvene to review the designs and costs.

Discussion Question

Does the City Council want to commission design concepts for all three sites or just the City-owned sites?

Does the City Council wish to explore the acquisition of Briscoe School? If so, a letter of interest from the City Council to the Ashland School Board would be a starting point.

Resource Requirements:

The recently approved facilities budget includes \$100,000 for facility evaluations and studies. An estimated \$80,000 would be needed for architectural contractual services. The amount will depend on whether the Council wants design concepts for all three locations: Civic Center, Briscoe School and the current City Hall location. Staff estimates \$40,000 for a single concept plus \$20,000 for each additional site.

Policies, Plans and Goals Supported:

City Council Goal 4.4: Examine city hall replacement and other facility needs.

Background and Additional Information:

In 2015, Council directed to staff to complete a new seismic study on City Hall and to move forward with a comprehensive examination of options for replacing or rebuilding City Hall. The City contracted with Miller Engineering to complete the seismic study and with ORW Architecture to evaluate and develop options for replacing or rebuilding City Hall.

In January 2017, the Council reviewed the ORW feasibility study for the replacement of City Hall and in April of 2017 appointed an ad hoc City Hall Advisory Committee to review feasible alternatives for the replacement of City Hall and to recommend an amount for a GO Bond for a future election date and include \$1 million to complete Phase II construction of the Police Department and Emergency Operations Center facility.

As noted in the Committee's final report, the eleven-person committee met ten times over the past four months. All material related to the work was posted online as a Hot Topic on the City's website as well as all the agendas and minutes.

74% of the 2016 Citizen Survey respondents indicated support of making City Hall earthquake resilient.

Ad hoc City Hall Advisory Committee Members

Juli Di Chiro, chair and former Ashland School District Superintendent
Ed Finklea, Executive – Natural Gas
Jac Nickels, Architect
Jerry Kenefick, Tax and Finance
Rich Miller, AWAC

Cathy Shaw, Former Ashland Mayor
Roger Pearce, Attorney
Darrell Boldt, Retired Contractor
Meiwin Richards, Retired Banker
George Kramer, Historian
Barry Thalden, Architect

Attachments:

- 1) Committee report and recommendation
- 2) Minority opinion from committee member Jac Nickels
- 3) Draft minutes from final ad hoc committee meeting
- 4) GO Bond Amortization Schedule
- 5) Public input

CITY OF ASHLAND

Ad Hoc City Hall Advisory Committee Final Report and Recommendation to the City Council October 3, 2017

The ad hoc City Hall Advisory Committee is pleased to make its recommendation to the City Council.

Introduction

The existing City Hall building is a historic, unreinforced masonry building. Due to the vulnerability of that building to seismic activity, the City Council has previously considered options for City Hall, including a feasibility study done by City Staff and ORW Architecture that was presented to the Council in October 2016. In January 2017, the City Council approved formation of an ad hoc advisory committee to consider alternatives for City Hall, including additional alternatives to the ORW Study. In April 2017, the City Council approved the ad hoc committee appointments and scope (Tab A).

The central charge of the committee was to evaluate options for improving or replacing City Hall that address work space needs for City employees through 2031 (as laid out in the ORW Study) and that provide a reasonable degree of seismic safety for employees. The committee was also asked to recommend timing and amounts of any general obligation (GO) bond, or other financing, needed to implement the recommended alternative.

Summary of Recommendation

The committee did not reach a unanimous recommendation on a site. Eight of the eleven members recommend rebuilding the City Hall on its current site, expanding the structure to accommodate the future square footage needs of the City, and retaining the Community Development (ComDev) Building. Two committee members recommend building a new structure on the Civic Center site and retaining the ComDev Building. One committee member recommends consolidating all City Hall and ComDev uses at the Briscoe School site. The criteria developed and applied by the committee and the explanation for the recommendations are explained in detail below.

Costs will depend both on the Council's final decision on an alternative and on the design of the project. Accordingly, the Committee is unable to recommend a specific general obligation bond amount for voter approval. However, once the City Council makes final decisions for a new City Hall, the committee recommends placing a GO bond on the May 2018 ballot, which should

include \$1M to complete Phase II construction of the Police Department and Emergency Operations Center (EOC) facility, as directed by Council. If the timing proves infeasible for a City Hall bond issue, we recommend spring of 2019 for the City Hall bond issue but going forward in May 2018 with the \$1M bond issue for the EOC project.

Committee Process

The eleven-person committee met ten times over the past four months. We received presentations from staff on the condition of City Hall, the Community Development Building and the Civic Center. We toured City Hall, the Community Development Building, the Civic Center, the Police Station and the proposed location for the EOC at that facility. We received a presentation from the Ashland School District and toured Briscoe School. We reviewed the ORW Feasibility Study and received a presentation from ORW's Dana Crawford who explained the process utilized for the study and its space needs analysis. We reviewed a number of additional presentations and materials, including analysis of the 1888 Helman deed to the City that included the City Hall site, City Staff reports on cost estimations, the December 2015 City Hall seismic evaluation, and a committee review of the square footage costs from committee member Darrell Boldt. We had informative discussions on the identified space needs, the criteria utilized in the prior feasibility study, and additional criteria deemed important by the committee for any recommendation, including cost effectiveness, opportunities for operational flexibility, preservation of the existing civic use and downtown presence, and parking for customers and employees. We heard numerous comments from members of the public. Agendas, minutes and materials were posted online as a Hot Topic on the City's website.

Alternatives Considered

The starting point for feasible alternatives was the ORW Feasibility Study. The only alternatives carried forward were those that met the City's 2031 additional space requirements as estimated in the ORW Feasibility Study as an increase of 4,846 square feet over existing square footage available at City Hall and the Community Development building. Two new options were brought forward and considered as set forth below. The committee believes it was thorough in its research. While some other options were mentioned to us, the list in Table A below are the ones that we deemed sufficiently feasible to analyze.

Construction timeline estimates were done by City staff.

Cost estimates were provided by City staff based on the methodology used in the ORW Feasibility Study. Since there is no actual design from which to estimate, these numbers are necessarily quite general. A number of committee members, particularly those with construction experience, felt that some of the cost estimates (e.g., for seismic strengthening) were quite high. With one exception, the committee felt that the estimates were sufficiently similar in methodology that they provided a legitimate basis for comparison purposes. The exception is the Briscoe School option, which was presented later than others. The estimated cost for that option

shown below only includes seismic upgrades, and architectural, mechanical, electrical, and plumbing improvements for use as a school (less a presumed sale price for the Community Development building of \$2.5M). We did not have any estimates for the purchase price of the land and buildings, for any demolition and construction of surface parking, or for the improvements to the building that would be required for it to function for the combined uses now in City Hall and the Community Development Building.

Table A - Alternatives

	Alternative	Cost Estimate	Construction Timeline (months)
1	City Hall Expansion (2 options)		
1a	Rebuild and expand existing City Hall	\$8.5 M	11
1b	Rebuild and expand existing City hall and retain historic facades	\$9.7 M	16
2	Expand ComDev to include City Hall	\$9.5 M	16
3	New construction at Lithia Way and Pioneer parking lot (2 options)		
3a	Consolidate ComDev and City Hall at Lithia Way and Pioneer with 50 underground parking stalls	\$16.1 M	17
3b	Consolidate ComDev and City Hall at Lithia Way and Pioneer with 100 underground parking stalls	\$19.6 M	19
4	Civic Center (2 options)**		
4a	New City Hall at Civic Center and keep ComDev downtown**	\$11 M	16
4b	New City Hall at Civic Center and incorporate ComDev**	\$12.9 M	16
5	Briscoe School as new City Hall and ComDev**	\$8.1 M (est. is for structural rehab only)	16

** Options developed by City after ORW completed Feasibility Study. Costs and timelines were estimated by staff, based on construction assumptions used in the Feasibility Study.

Decision Criteria

The committee spent considerable time developing the criteria by which to evaluate the options listed above and ranking each criterion. The list of criteria with brief explanations is set out in Table B below.

Table B –Criteria

1	Option Is Cost Effective	Whether the City is spending public dollars wisely
2	Option Provides Flexibility	Whether the option would provide the City with design and operational flexibility to meet current and future needs.
3	Preserves Civic Use of Existing City Hall	The existing civic use on its key corner Downtown was seen as an important factor
4	Option is Acceptable to Voters	Whether the option would be something for which voters would be willing to tax themselves
5	Retains a Downtown Presence	The existing presence in Downtown was seen as an important factor
6	Option Addresses Parking for Employees and Customer	Whether the option would improve parking for employees and customers of City Hall.
7	Provides centralized services	Whether the option would centralize services for the convenience of the public and City staff coordination
8	Potential to increase public parking	Could the option provide for additional public parking, especially in the Downtown area
9	Preserves historic façade of the existing City Hall	The preservation of the historic façade of the existing National Register building is a factor
10	Is outside the Hosler Dam zone	Whether the option is within the FEMA inundation path of a Hosler Dam failure event
11	Built to LEED standards	Whether the option could meet Livability through Energy and Environmental Design (or other ‘green building’) standards
12	Construction time-line and impact	What would be the construction impacts to neighboring uses and to traffic

The committee determined that the six highlighted criteria were the most important for its decision-making, but it considered all the criteria. Some of the criteria deemed of lesser importance are fairly included in the six highlighted criteria. The order in Table B above reflects the number of votes each criterion received when the committee assessed the criteria. Individual members naturally place greater weight and importance to different criteria, which helps explain the non-unanimity in the committee’s recommendation. Note that the criteria often address competing goals, so some balancing of interests was required. None of the alternatives considered could meet all of the criteria deemed important.

Analysis of Alternatives

The finalist alternatives analyzed by the committee were:

- 1A Rebuild and expand the existing City Hall and retain ComDev Building
- 1B Rebuild and expand the existing City Hall, retain the historic facades, and retain ComDev Building
- 4A New City Hall at the Civic Center and retain ComDev Building
- 5 Briscoe School – consolidate both City Hall and ComDev at Briscoe

Other alternatives did not get enough support to be carried forward.

- With respect to Alternative 2 (Expand ComDev to include City Hall plus expansion for future), adding two stories to that building would be a challenge and would result in a bulky and inefficient design; that building is relatively new and functions fairly well; parking downtown would worsen (assuming some alternate use would occupy the current City Hall); and the City would still have the problem of what to do with the seismically unsafe current City Hall building.
- With respect to Alternatives 3A and 3B (Consolidate City Hall and ComDev in a new building at Lithia/Pioneer with either 50 or 100 underground parking stalls), those options did provide some parking in the Downtown area but were far more expensive than other alternatives and did not meet other important decision criteria.
- With respect to Alternative 4B (New City Hall at Civic Center including ComDev uses), that alternative was also not cost effective, and the committee felt that abandoning the ComDev Building was unwise because it is a relatively new building that functions fairly well currently.

Alternatives 1A and 1B – Rebuild and Expand on Existing Site

Eight of the eleven committee members recommend rebuilding and expanding City Hall on the existing site and keeping the ComDev Building. These are close to the same alternative – the only difference being that 1B is estimated to cost more but would preserve the historic façade. Some members thought preserving the façade was important and that the estimated extra costs of that work (\$1.2M) was overstated. Others felt that the difference in cost was more important, a new building would be faster to rebuild (less construction impacts to Downtown), and other mitigation for impacts to historic resources is possible.

- This alternative is the most cost effective of the four finalists.
- New space, whether in a new building or in the shell of the existing structure, could be designed to be flexible, without all the internal walls and grade changes in the existing structure.

- Alternatives 1A and 1B are the only alternatives that preserve the existing civic use on the existing location. It was felt that the City Hall on that key corner of Downtown was a signature part of Ashland.
- For that same reason, many committee members thought this alternative could be more readily acceptable to voters. This would not only provide additional space for City functions, it would also preserve something that is unique and historic about Ashland.
- The alternative would better retain a Downtown presence than other alternatives.
- The alternative would not provide additional parking for employees and customers. Some members pointed out that parking Downtown is a far larger problem than just City employees and just one building, however, and there are other ways to address parking problems as shown in the City's recent Downtown Strategic Parking Management Plan. As one member stated, it is difficult to build your way out of parking issues – rather, you need an overall management strategy. The two other alternatives (4A and 5) could provide on-site parking for users of the building itself, but may not have much impact on Downtown parking, depending on what replacement use went into the vacated City Hall building.
- This alternative would retain reasonably centralized services, because the two City administrative buildings would still be only one block apart.
- Other Issues. Construction Impacts Downtown - the City Hall building requires seismic upgrades for safety reasons, so some construction impacts will occur under any alternative selected, but the more extensive construction contemplated under Alternatives 1A and 1B would have greater construction impacts to Downtown. Rehousing Staff – current uses in City Hall would have to be relocated during construction; that impact might be avoided under other alternatives. Historic Consultation – any major renovations or demolition of the existing structure will require consultation with the State Historic Preservation Officer under state law.

Alternative 4A – New City Hall at Civic Center / Retain ComDev Downtown

Two of the eleven committee members recommend Alternative 4A, which would keep the ComDev Building in Downtown and build a new structure at the Civic Center.

- This alternative would be less cost effective (\$11M) than the alternatives discussed above – Alternative 1A (\$8.5M) and Alternative 1B (\$9.7M).
- The alternative would provide good flexibility in design of the new building.
- The alternative does not preserve the use of the existing City Hall on its prominent place in Downtown. But retaining the ComDev Building would retain a Downtown presence for those City uses appropriate for a Downtown location.
- The 4A alternative can address parking for employees and customers. The proponents of this alternative explained that functions accessed less frequently by the public, such as administrative functions and perhaps the Mayor's office, could be relocated to the ComDev building, and functions accessed more frequently (and which need more

parking) could be in the new building at the Civic Center. Depending on what alternate use went into the vacated City Hall building, there may be a different impact on Downtown parking from the current City Hall use.

- Proponents of this alternative have a different opinion of what would be acceptable to voters and what would make a saleable bond issue than the majority of the committee members.
- The alternative would not provide centralized services. The advocates for this alternative point out that putting the most-accessed services at the Civic Center could mitigate that drawback.
- Proponents of this alternative point out that construction impacts would be less for a new structure at the Civic Center. Others point out that whatever uses go into the old City Hall Building, there will likely be some construction needed to upgrade that building, although likely less than enlarging it for City Hall uses.

Alternative 5 – Briscoe School / Relocate all City uses from City Hall and ComDev to Briscoe

One committee member recommends Alternative 5, which would centralize all the functions currently in the ComDev Building and the City Hall Building to the Briscoe School site. Some offset in costs would be available by selling the ComDev Building. This committee member points out the unique opportunity afforded by the School District wanting to divest itself of the Briscoe site, which is a large property near Downtown.

- The cost effectiveness of this alternative is not known with certainty. The Briscoe building has not been updated for some time. Based on an Ashland School District study of how much it would cost to upgrade the facility for use as a school, City Staff has estimated that the cost of that retrofit would be \$10.6M, which would be reduced to about \$8.1M if the City sold the ComDev Building for \$2.5M. There are a number of unknown costs for this alternative, including the cost of purchasing the land and building from the School District (Jackson County shows a current assessed value of the land and buildings of approximately \$3.16M, which is likely well below fair market value; the land itself is currently assessed at only \$240K). Other unknown costs for this alternative include the cost of internal improvements to the building to make it usable for City purposes, the cost of demolishing a wing of the building to provide for additional on-site parking, and the cost of constructing on-site parking. Several committee members commented that it would be the most costly alternative and it would take a great deal of work to retrofit for City Hall and ComDev uses.
- Briscoe is a large building on a very large site (3.74 acres). Without a specific development proposal it is not clear how easily the existing building can be developed into flexible work space for City uses.
- The proponent of the Briscoe site points out that the site is quite close to Downtown.
- Because it is a large site, a plan for the Briscoe site could provide some additional surface parking for customers and employees. Whether there would be any positive effect on

Downtown parking would depend on what types of replacement uses occupied the vacated City Hall Building and ComDev Building.

- The Briscoe alternative would not preserve the civic use of the existing City Hall site.
- It is unclear if this alternative, which includes vacating the relatively new ComDev Building, would be acceptable to voters. The committee heard from a number of neighbors who would like the City to buy the site. A portion of the site currently provides one of the few green open spaces in the neighborhood.
- Briscoe is the only alternative that is outside of the Hosler Dam failure event flood zone. Both the existing City Hall and the ComDev Building are in that flood zone.

General Obligation Bonds

Given the cost uncertainties of the various alternatives, and the very general nature of the cost estimates to date, the committee was unable to recommend a specific, proposed bond amount at this time. Once a specific proposal is selected and more detailed estimating is obtained, the financing can be better estimated.

The committee recommends that the best date for the bond issue would be the May 2018 election. If that date proves too soon to be feasible for the City Hall bond issue, the best date would be the spring of 2019. The committee recommends putting the EOC bond issue (\$1M) on the May 2018 ballot, even if time is too short to get a City Hall ballot ready by that date.

General Comments

The following comments reflect important parts of the committee's discussion. As noted below, not all committee members would endorse every comment.

- The committee recognizes that existing City facilities are cramped, with little meeting space, but encourages the Council to carefully consider during the building design phase how flexible work spaces and greater use of technology can limit the need for additional building square footage.
- Even though not recommending it for a unified City Hall site, several members of the committee thought that the Briscoe School property was an exciting opportunity for the City to locate more open space and/or housing on this important site near Downtown.
- Some committee members feel strongly that the amount of space identified in the ORW Feasibility Study to meet the City's 2031 space needs was excessive. That study called for an increase from the current square footage of 19,506 square feet to 24,352 square feet in 2031. These members encourage the City to consider that, given advances in technology, more employees will be working remotely and will need less space in building offices in the future.

- Several committee members commented that, for any alternative that proposed changing the use of the existing City Hall Building from a “Town Hall” use or “Plaza” use, it will be important for the City Attorney to resolve the reversionary interest in the original deed for that property before the new use is implemented. That deed conveyed most of the existing Plaza as well the City Hall site itself.
- Some members recommend that the City take a hard look at space utilization during final design to ensure that existing space and any new construction is used in the most cost effective and efficient manner. Ten of the eleven members did not recommend an alternative that would consolidate all City functions in one location, and a number of members felt that centralization concerns could be addressed by planning that would ensure that departments that need to work together are placed in close proximity.
- Members of the committee were concerned about the total amount of bonded debt that the City would have with a new GO Bond issue. To mitigate this, they felt that the City should consider retiring any existing debt that could be paid off more quickly than the current schedule. For instance, the bond that covers Fire Station 1 could be considered for this strategy.
- There are a large number of older buildings near existing City Hall. If there were a large seismic event, access to the current City Hall might be impaired, even City Hall itself was rebuilt and remained functional.
- The committee was asked to include \$1M in the bond offering for Phase 2 of the Ashland Police Department. We understand that this money would be used primarily to construct a new Emergency Operations Center. Some members felt that it might be more acceptable to voters if the wording in the ballot statement focused on the Emergency Operations Center rather than on the Police Department.

The committee appreciates the opportunity to provide our recommendations to the City Council on this important issue. At the discretion of the City Council, the committee offers to continue to be involved in the City Hall process, which could include review of project designs and recommendations regarding GO bonds.

Respectfully Submitted:

Juli DiChiro, Chairperson
Ad Hoc City Hall Advisory Committee

City Hall Advisory Committee Scope of Work
Approved by Ashland City Council April 4, 2017

Memo

DATE: March 7, 2017
TO: Mayor and Council
FROM: John Karns, interim city administrator
RE: City Hall Advisory Committee

Scope of Work

The City Hall Advisory Committee will work with City staff, consultants, architects, and stakeholders to create finding and develop recommendations to present to Council on several projects and concepts relating to City Hall. Central to this charge will be identifying options that address work space needs for City employees through 2031 and providing a reasonable degree to seismic safety for employees. In addition, funding options must include \$1 million to complete Phase II construction of the Police Department and Emergency Operations Center facility. Specific issues within the committee's purview included but are not limited to:

Facility Evaluation

- Evaluate the options for improving/replacing City Hall including those cited by the ORW architecture firm report and additional sites provided by staff.
- Evaluate whether any of the options for City Hall could also address a portion of the vehicle parking needs for the downtown area.
- Prioritize recommended improvements.

Funding Strategies/Options

- Determine whether the City should seek voter approval of a General Election Bond (or a series of bonds) to fund recommended improvements;
- Recommend the amount that should be on the levy;
- If it determined a General Obligation Bond should be placed on the ballot, which election date is recommended coordinating with other public agency bond plans;
- If a General Election Bond is not recommended identify optional funding sources.

Conclusions

- Provide to the Council the committee's rationale on making a final decision/recommendation.

The committee will be asked to make a recommendation to the City Council no later than September 1, 2017. The recommendation shall include preferred options(s), cost estimate, bonding strategy, and the approximate cost per home at the prevailing rates.



Ad hoc City Hall Advisory Committee

Minority opinion submitted via email to committee Chair Juli Di Chiro and Vice Chair Roger Pearce by Jac Nickels, committee member.

September 11, 2017

Juli & Roger,

I would like to further explain my decision for selecting Briscoe as my first choice and Civic Center as my second choice.

Let me first elaborate why I think the existing City Hall is a bad choice. One of the main reasons is that there is no parking! Even though some folks believe we won't be using cars in 10 years, the reality is we will be using more cars than we are today with the increase of the population. I for one, visit the Community Development building on a regular bases and parking is always a struggle and the problem multiplies from early May till late October. Another big reason I'm against this site is the ramifications of a seismic event. Even though the new City Hall (whether existing or torn down and built new) will be designed or retrofitted to meet the standards for an Essential Building-Category IV, can you imagine what the "plaza" will look like when several of the non-reinforced buildings fall to the ground? I've worked on many buildings downtown and I'm very familiar with their construction. How will the City employees be able to function when they won't be able to get to work. To look at an even more horrific scenario, what if Reeder Reservoir failed and all the City employees are stuck inside a building that survived but are crippled because of all the debris from the flood piled up on the "plaza" If you remember, one of our criteria was to keep the new City Hall out of the path of Reeder Reservoir, but somehow that was eliminated from our list. Another reason for not choosing that site was the difficulty of construction. Although this a temporary problem it will most definitely affect the vitality of our City for a couple of years. I do agree it would be nice to keep a "city" presence downtown but the negatives of this site far out weight the benefits of located the new City Hall on this site. This is not a good choice!

The reason I choose Briscoe as my first choice is that it would avoid all the negative aspects of the existing City Hall site. It is very accessible and there is plenty of room for parking, the building is large enough to accommodate the City's needs, the proximity to downtown is close enough for the employees to walk to lunch and it has great visibility being the first major building you see coming into town from the North plus it's also a historic building. Another of the major advantages to this site is that it would retain the existing playground for the Briscoe neighborhood which would likely disappear if the School District sold the property to a private developer.

The Civic Center of East Main Street was my second choice because it too would avoid all the negative aspects of the existing City Hall site. It would have plenty of parking and easy access. The cost of construction would be less as you are starting with a clean slate. The only disadvantage I can see is that you would lose the "downtown"

presence. Although, with this site and Briscoe site, the mayor and his support staff could be located in another building downtown, whether it's in the existing City Hall building or in the existing Community Development building, if the Community feels that this presence is a necessity.

In summary, either the Briscoe site or the Civic Center site would be best but not the existing City Hall site. There are way too many problems with that site to justify it.

Thanks,

Jac

Jac Nickels
Principle Architect



518 Washington Street, Suite 4
Ashland, OR 97520

CITY OF ASHLAND

Draft Minutes
ad hoc City Hall Advisory Committee
September 13, 2017
Com Dev, 51 Winburn Way 1:30 p.m

ATTENDANCE

Committee Members: Boldt, Di Chiro, Finklea, Kenefick, Kramer, Miller, Nickels, Pearce, Shaw, Thalden

Staff: Fleury, Kathol, Morrison, Seltzer

Absent: Richards

CALL TO ORDER: Di Chiro called the meeting to order.

Changes to the Minutes of the August 30 Committee Meeting were as follows:

- Page 4 – Shaw made the following changes:
 - “Shaw said the best timing for an issue-based election is a mid-term primary election because you have a difference in the profile of who votes versus who votes on a presidential cycle. She said the best chance for passing a bond is in a mid-term primary because you have the lowest voter turnout in part because non-affiliated voters (NAVS) cannot participate in a partisan race, and mid-term primary voters are the most engaged, so you are dealing with a different kind of an audience. “
- Page 4 – Shaw cut the sentence: “Shaw said that in a presidential primary you have 10% more Jackson County voters participating than you typically do.”
- Page 4 – Shaw changed: “.....because you can dramatically impact the turnout.”
- Page 4 – Di Chiro changed: “Di Chiro did not think we could agree on only one option.”
- Page 4 - Kramer changed “Kathol had arrived at \$8.1 M for Briscoe and that entailed selling ComDev....”
- Page 5 – Kramer changed”but 1b retained the façade, which accounted for the \$1.2 M difference.”
- Page 6 – Shaw changed ‘He’ to “She” on Richard’s statement
- Page 7 – Finklea changed his statements to: “Build a new City Hall on the same site but it is incumbent on the Council to make that choice after more financial analysis.” “He thought that Briscoe should stay with the City if possible. His first choice is to stay with the existing site and his second choice is going to the Civic Center.”
- Page 8 – Shaw changed – “Di Chiro and Pearce will work with....”

APPROVAL OF MINUTES:

MOTION by Boldt, second by Pearce to approve the Minutes of the August 30, 2017 ad hoc City Hall Advisory Committee meeting as amended. Carried unanimously.

REVIEW AND DISCUSSION OF DRAFT RECOMMENDATION:

Di Chiro thanked Pearce for his work and assistance on the draft of the Final Report and Recommendation to the City Council. Di Chiro said that she reviewed all of the committee Minutes, reviewed Pearce's first draft, she and Pearce made changes and sent their draft to City staff for review. The committee members were then sent the third draft. Di Chiro said the General Comments section were based on recurring themes from the meeting Minutes. Committee members thanked Di Chiro and Pearce for their work on the Final Report Draft. Members of the public that were present thanked the committee for their work. Di Chiro then asked that committee members give their input on the draft, in particular, were the relevant issues captured? Was anything missed?

Committee input was as follows:

- Kenefick recommended changing on Page 1 the sentence beginning the fifth paragraph to read: "The costs will depend both on the Council's final decision on an alternative and on the design of the project."
- Kramer recommended changing at the top of Page 2: "....."which should include \$1M to implement the Phase II Police Station project as directed by Council."
- Shaw recommended changing on Page 5: "...."and the committee felt that abandoning the ComDev Building was unwise because it is a relatively new building that functions fairly well currently."
- Shaw recommended changing on Page 5, first bullet under Other alternatives: ".... "that building is relatively new and functions fairly well currently." Shaw said the voters did not approve the ComDev building, so that sentence was cut.
- Kramer recommended changing on Page 5: "...."These are close to the same alternative – the only difference being that 1B would be estimated to cost more but would preserve the historic facade."
- Kramer corrected on Page 6: "Some members pointed out that parking Downtown is a far larger problem than just City employees...."
- Kramer asked that somewhere in the comments section it be noted that Briscoe and the Civic Center were outside of the Hosler Dam concern and were not adjacent to other buildings in the event of an earthquake.

- Kramer recommended on Page 8 adding another bullet point with the sentence beginning: “The committee recognizes that existing City facilities are cramped....” Kramer and Boldt wanted it noted that space needs are driven by the staffing increases.
- Kenefick wanted it noted that the committee had been asked by Council to include the \$1M in the Bond primarily to construct the Police Phase II. He thought it may be more acceptable to voters if the wording focused more on the EOC instead of the Police Department.

The next step will be to make corrections and send out the revised Final Report to the committee members.

MOTION by Boldt, second by Shaw to approve as amended the Final Report and Recommendation to the City Council. Carried unanimously.

Seltzer said that the Final Report and Recommendation will be presented to the City Council by Di Chiro on October 3, 2017. Seltzer said some of Morrison’s presentation from the May 24 meeting would be included for the benefit of the Council. Staff cover sheets will include specific recommendations from City staff. Seltzer said there would be a RFQ for an architect to design concepts with cost estimates for all three sites. She also said two points to be considered were:

1. The committee is agreeable to reviewing the design concepts once developed;
2. We will not be able to make a May 2018 ballot. The deadline to title and notice is by February 23, 2018 and the final language deadline is March 13, 2018.

Seltzer said that an RFQ would take a while to draft and would likely have to go back to the Council for approval. We would be asking one firm to develop a concept for three sites, which is unlikely to be done for inclusion on the May 2018 ballot. Shaw asked if three firms could be hired – one for each site. Seltzer said that was cost prohibitive. One firm could cost \$40,000 for the first site concept design, and \$20,000 for each additional site concept design. She added that we could direct an architectural firm with a target budget of \$10M and then scale that down, but that we have to give the architectural firm parameters. In addition, we need to know if the Council is interested in purchasing Briscoe. Why pay for a concept design if Briscoe is not feasible or not available?

It would be great if the time-line allowed the committee to get design concepts and have them approved, but that cannot be done by the May 2018 ballot deadlines. It could be March or April by the time the designs were being reviewed for approval. Di Chiro said that the Council would have the prerogative to only cost out one or two of the site options. If the City was interested in Briscoe, they could pursue that. The School

District has their bond in the November election. Kramer said he would be willing to help draft bond language.

Seltzer said that usually an Ad Hoc committee is disbanded once they give their Final Report. However, the City Hall Ad Hoc committee has generally agreed to reconvene when given design concepts. The committee members did not feel they could put the cost estimates together. Kramer said the committee could advise the Council on a reasonable bond amount – ‘here are the three options and each design cost is \$____.’ Nickels disagreed. Kenefick said on the Fire Station bond, the committee knew what was acceptable to the voters and they did not retool the numbers.

Seltzer said the committee has the benefit of meeting with the architect and giving input to dial down cost estimates. The committee could work with the architect and on the designs. Kramer said that if the City goes to a GL bond, it needs to be crafted so it meets with voter approval. Nickels said the committee was not qualified to come up with a cost estimate for a design they have not seen. Di Chiro thought the Council had more work to do – City staff cannot advocate for it, but the Council can. Thalden said that we would see what the architect proposes and then someone has to oversee it – like a Design Committee. The Council could decide to appoint a new committee, but if they want the current Ad Hoc committee to continue with their work, then the Ad Hoc committee is willing to. Seltzer said she would explore if a dollar amount was required to be included in the Title and Notice language.

Seltzer said that in theory, rather than going out for an RFQ, the City could do a direct award to ORW, who completed all of the initial work. That could save three months on the timeline. The City can do a special procurement and say to the Council that it would be more cost effective to give the direct award to ORW. Fleury said that if you make a site selection, you would have to do a formal selection process. Seltzer said there was budget left in the ORW scope to continue the work.

If we miss the May 2018 election, the next opportunity is a special election the next year. Otherwise, we are competing with the School Board election. If we miss the May 2018 election, we would have to wait until 2019 and costs would go up. Seltzer said that if the Council wants to vote that the current City Hall location is best, then the committee recommendation could be to follow forward with design and costs, but she felt it was awkward asking the Council to pick one of the three site options. Pearce said the Council was free to select one site. Kenefick said we are worrying about missing the May 2018 timeline, but what was the hurry? Shaw said the EOC bond could go on the May 2018 ballot and not be combined with the City Hall bond. The committee members liked that idea.

MOTION by Kenefick, second by Kramer that the Ad Hoc committee recommends that the Council put the EOC bond on the May 2018 ballot. Motion passed, with Di Chiro a nay.

Di Chiro said her vote was a nay because she felt the recommendation was outside the scope of the committee's charge. The committee generally felt it would be to everyone's benefit to get the EOC bond on the May 2018 ballot and have it stand on its own.

Seltzer said that forfeiture funds were used to complete Phase 1 of the Ashland Police Station to get it where it needed to be Phase 2 is to build the EOC and there are not forfeiture funds for this project. Boldt wondered if tagging the EOC Phase with the City Hall recommendation had an advantage, and Seltzer did not think there was a specific reason to couple them together. Shaw said they become competing clauses within themselves.

Seltzer wanted to revisit doing a direct award for the design concept. Fleury said we could do a direct award. We have some money left in the budget but would have to have a conversation with ORW first. He did not know ORW's work load and that could drive the cost up. Even if we give ORW a set time line and they come back with their prices, Council will have to decide if the schedule can be met or not.

Kramer, Kenefick and Nickels said they would rather wait a year to put the City Hall on the ballot and get it right. Thalden thought the direct award was a good approach. Fleury said that to save time, the City could do a full solicitation and scope the project in phases, and based on the outcome of the first phase, you can continue to negotiate the next phases. Each phase is independent and can be brought to the Council. Nickels added that if a firm is not performing, the contract can be amended at any time. Shaw thought that would give the committee a chance to revisit the numbers as we go along. Kramer felt that the EOC independent bond idea should be included in the committee's final recommendation to the Council. We are better served to get it right than do it too quickly.

MOTION by Shaw, second by Thalden to amend the recommendation to reflect that EOC be placed on the May 2018 ballot independently and if it is not feasible, that it be placed on the ballot in the Spring of 2019. Carried unanimously.

MOTION by Kramer, second by Shaw to include in the committee recommendation the offer of the Ad Hoc committee to participate in the process going forward. Carried unanimously.

Seltzer said she felt staff received significant direction from the committee. Di Chiro said next steps would be to:

- Review the September 13 Draft Minutes
- Pearce and Di Chiro will update the Final Report and Recommendation
- City staff is discussing and deciding if they will make a recommendation to make a direct award to ORW
- Send out the drafts of the Final Report and the September 13 Meeting Minutes for input from committee members.

Since this was the final committee meeting, the Minutes will remain Draft Minutes, as the committee cannot vote electronically.

Seltzer thanked all of the committee members for their time and thoughtful discussions. Di Chiro adjourned the meeting at 2:55 p.m.

Respectfully submitted,

Shelly D. Hensarling

Emergency Operation Center (EOC) \$1 Million Emergency Operations Center

Loan Amortization Schedule Assumptions:

15 Years

3% Tax Exempt Municipal Bond Rate

Loan Amortization Schedule

Enter values	
Loan amount	\$ 1,000,000.00
Annual interest rate	3.00 %
Loan period in years	15
Number of payments per year	1
Start date of loan	12/1/2018
Optional extra payments	

Loan summary	
Scheduled payment	\$ 83,766.58
Scheduled number of payments	15
Actual number of payments	15
Total early payments	\$ -
Total interest	\$ 256,498.71

Lender name:

Pmt. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	12/1/2019	\$ 1,000,000.00	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 53,766.58	\$ 30,000.00	\$ 946,233.42	\$ 30,000.00
2	12/1/2020	\$ 946,233.42	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 55,379.58	\$ 28,387.00	\$ 890,853.84	\$ 58,387.00
3	12/1/2021	\$ 890,853.84	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 57,040.97	\$ 26,725.62	\$ 833,812.88	\$ 85,112.62
4	12/1/2022	\$ 833,812.88	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 58,752.19	\$ 25,014.39	\$ 775,060.68	\$ 110,127.00
5	12/1/2023	\$ 775,060.68	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 60,514.76	\$ 23,251.82	\$ 714,545.92	\$ 133,378.82
6	12/1/2024	\$ 714,545.92	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 62,330.20	\$ 21,436.38	\$ 652,215.72	\$ 154,815.20
7	12/1/2025	\$ 652,215.72	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 64,200.11	\$ 19,566.47	\$ 588,015.61	\$ 174,381.67
8	12/1/2026	\$ 588,015.61	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 66,126.11	\$ 17,640.47	\$ 521,889.50	\$ 192,022.14
9	12/1/2027	\$ 521,889.50	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 68,109.90	\$ 15,656.68	\$ 453,779.60	\$ 207,678.83
10	12/1/2028	\$ 453,779.60	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 70,153.19	\$ 13,613.39	\$ 383,626.41	\$ 221,292.22
11	12/1/2029	\$ 383,626.41	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 72,257.79	\$ 11,508.79	\$ 311,368.62	\$ 232,801.01
12	12/1/2030	\$ 311,368.62	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 74,425.52	\$ 9,341.06	\$ 236,943.10	\$ 242,142.07
13	12/1/2031	\$ 236,943.10	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 76,658.29	\$ 7,108.29	\$ 160,284.81	\$ 249,250.36
14	12/1/2032	\$ 160,284.81	\$ 83,766.58	\$ -	\$ 83,766.58	\$ 78,958.04	\$ 4,808.54	\$ 81,326.78	\$ 254,058.90
15	12/1/2033	\$ 81,326.78	\$ 83,766.58	\$ -	\$ 81,326.78	\$ 78,886.97	\$ 2,439.80	\$ -	\$ 256,498.71

Impact on Assessed Valuations

		Rate per \$1,000 AV	House Value 200,000	250,000	300,000	400,000	500,000	600,000	700,000	800,000
Police Station Phase II	1,000,000	0.0319	6.39	7.98	9.58	12.77	15.96	19.16	22.35	25.54

Email send to the ad hoc City Hall Advisory Committee

Email from Rick Vezie

August 8, 2017

From: Rick Vezie [<mailto:rvezie@gmail.com>]

Sent: Tuesday, August 08, 2017 7:19 AM

To: Ann Seltzer

Subject: City Hall

Ann, please forward this email to all members of the City Hall Advisory Committee.

Thanks

All members of the ad hoc City Hall Advisory Committee,

Hopefully we have not reached the point where we are willing to trade off the gifts of our heritage for the tyranny of convenience.

I attended the 8/2/17 committee meeting and have the following observations and comments –

The point was made that in conversations with citizens regarding the location of City Hall, most or maybe all didn't care if it was moved from the downtown. I confess that in the early nineties I would have agreed, especially if it would have saved money and provided more parking.

I never gave our City Hall's location any serious thought until numerous letters to the editor started appearing in the Daily Tidings discussing the issue. After all, what possible difference could it make? That was back in the early-mid 90's.

I eventually came to understand that both the location and prominence our City Hall are extremely important to the economic vitality and well-being of our town. One magazine article highlighting Ashland several years ago said something to the effect "... where the town itself is the main attraction."

Beyond our other attributes, Ashland has three main things going for it – the festival, the university and the fact that we are Mayberry. We lose any one of those three and it will cost us dearly. We are to some degree, like a museum of small town America. We preserve our history, we preserve our traditions and hopefully – we will preserve our heritage.

Are our restaurants and boutiques better than those of other towns? Well maybe, but that's not what brings people here. People visit our town because of the combination of unique components, which provide them with lasting memories of a wonderful small town. The current

Email send to the ad hoc City Hall Advisory Committee

location of our City Hall – pointing from its prominent corner toward the plaza and housing the functioning leadership of our town’s government is a vital component of this combination. And if our city government represents us, the building housing our leadership should represent us.

Perhaps we can even enhance that representation a bit in the near future.

In the end it really is location, location and location. That’s probably why most of us live here in the first place.

There are of course – other options. One needs to look no further than Main Street Medford to see a rather desolate alternative. They do however - have “plenty of parking.”

Rick Vezie

Member of the former City Ad Hoc Space Needs Study Committee

446 Walker Avenue

Ashland, Oregon 97520

Email from Larry Cooper

August 7, 2017

From: Larry Cooper [<mailto:lcooperashland@gmail.com>]

Sent: Monday, August 7, 2017 7:20 PM

To: jerryken@charter.net

Subject: City Hall committee stuff

Hi Jerry,

We spoke after your committee meeting about 3 weeks ago and I said that I would research the remodel plans of the old City Hall from the early 1990's. I had remembered that the city did some sort of seismic upgrade then, but it turned out all they did was a small bit of structural work on the floors, but nothing to hold up the walls in the event of the "big one". Looking at the structural drawings of that building gave me a sinking feeling that it would be a waste of money to do much there. It's amazing that the City got away with having staff work in that building which is a potential death trap in a major earthquake. The adjacent Shakespeare/ Pizza building was structurally reinforced back in the 90's as well as several other downtown buildings.

Email send to the ad hoc City Hall Advisory Committee

Ashland could potentially build a steel I-beam cage on the first floor of the City building that would make it safe for workers on that floor. That would probably cost well under \$1 million. If I owned the City, I would do that and then build a new 3 story office building at the East Main Campus to accommodate the rest of City space needs and create a quality work space for the least cost. Just typing those words makes me realize that Council would almost never consider such a modest proposal. I'm also of the opinion that the Briscoe School building is of no value to the City. My kids attended there, and it was always a crappy space but with nice big windows. I think the School District and the Parks Department need to partner on a solution to make the Briscoe open space be a permanent park and leave the building to others; perhaps a non-profit that could raise the money for necessary repairs. Thanks for your service on the committee. Let me know if you want to talk about any of this. I'm around Ashland through mid September.

Larry Cooper 541 210-1458

Email from Sharon Javna

August 3, 2017

Hello Ad Hoc City Hall Committee,

Thank you for your service on the Committee. It's a tough job, and an important one.

I'd like to follow up with you on my comments at the last meeting, with questions:

Are you interested in preserving the Briscoe building? Located in the Skidmore Academy Historic District, the oldest residential area in Ashland, Briscoe School is on the National Register of Historic Places in Jackson County.

It seems clear that City Hall in the current building should be preserved, and should continue to be used for civic functions. For one, it's an iconic building, and for another, we need to maintain the City's title.

But could we keep City Hall as is, with seismic upgrades, possibly used for the Chamber, and move all other public functions to Briscoe?

Has the Committee studied what could fit in Briscoe? Could it house the Muni Court (doubling as Council Chambers,) Parks and Rec, and all staff currently working in the Com Dev building?

Have cost savings been examined if the Police used the whole Civic Center building (obviating

Email send to the ad hoc City Hall Advisory Committee

the need for an expansion of the police department), the sale/lease of the Com Dev building, the sale/lease of the Grove, the sale/lease of the present Chamber building, and leasing the upper floor of City Hall as offices (providing for possible future expansion for new City staff)?

Has anyone studied whether funds are available from government, foundation grants and individual donations to preserve Briscoe in order to bring down the costs to the voters?

Parking is a huge issue.

Does it make sense to build off-street parking structures at \$20,000-\$40,000 when the need for parking is great in the short term, but will markedly decrease in the next 5, 10, 15 years due to better public transit, more bikes and electric bikes, increased concern with our carbon footprint, and more staff working remotely?

Would it be possible to get around the Parking Code by creating an exception for municipal buildings?

Melissa's parking plan is one option, but maybe we don't need to change the Briscoe field at all. The City could claim the 25+ angled spaces on Laurel as staff and visitor parking, claim the spaces on the Briscoe side of Manzanita, and possibly build new (\$5,000 to \$7,000) angled off-street parking on the Briscoe side of High Street? As Mellissa has shown, there is ample additional street parking very close to Briscoe.

Has anyone talked to the Methodist Church about using its parking lot for a few evenings per month for large public meetings?

Shouldn't the parking issue be considered in light of new City priorities, including the approved Climate Energy Action Plan and Parking Plan? Has the Committee examined the CEAP and Parking Plans? Do you find it ironic that the City Hall Committee meetings are held away from downtown (practically at Briscoe!) because there is no parking downtown?

Are benefits to Staff one of the criteria? Would staff rather move to the Civic Center, which is isolated and far from downtown, with few amenities nearby? Or would they prefer Briscoe,

Email send to the ad hoc City Hall Advisory Committee

which has its own park, is two blocks from downtown and is easily walkable to cafes, restaurants, the current City Hall, and Lithia Park?

Would the merchants support more traffic and less parking downtown? Would voters support expensive new construction and parking lots when instead they could preserve two beautiful, historic buildings?

A lot of questions. But I think they all deserve answers from the Committee.

Thank you for your consideration,

Sharon

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Email from Larry Cooper

July 24, 2017

To the Ad hoc City Hall Committee:

Dear Committee Members:

Thank you for the opportunity to share this. I am very concerned that the study that future city staff space needs is based on is flawed when it comes to projecting future space needs for city staff based on staff population. The model that was used to project "workstation" space needs, etc, was apparently based on what most of us in the room have experienced in our work places: one desk/cubicle per worker plus some additional "floating" workstations for serving customers. This model is becoming obsolete as I write this. In more cutting edge work places today, workers are not tied to specific office spaces. They have their office with them on a phone, tablet or very lightweight and portable laptop. They often or sometimes always work from wherever in the world they currently reside. The central corporate or government office is primarily a virtual space that is cloud based and includes all the data, emails, apps, etc that workers need to complete their tasks and communicate with co-workers and customers. Weekly staff meetings

Email send to the ad hoc City Hall Advisory Committee

happen on line with full video conferencing amenities so that workers do not have to travel and work spaces do not need large conference rooms in order for collaboration to occur. This is all happening right now. It is a trend that will, in the next 5-10 years, become the norm in corporate, professional, and yes, small government organizations. Ashland has been a bit slow to adopt telecommuting and definitely slow to embrace this future, but it is coming and will be here before any new building is completed. The point of all this is to point out that the study for future work space is dictating the need for more space than is unfolding in current reality: fewer workers work onsite and they don't drive cars to work as often mass transit or not! Please ask staff about these discrepancies between the study and what is clearly indicated by present work trends as they move into the near future. Ashland needs a City Hall and staff facilities that fit future changes. I'm old enough to remember when the City funded and built a sewage treatment plant based on a similarly flawed analysis that sent the City on the path of building a plant designed for "present" conditions that turned into an opposite future. We ended up with an overbuilt, expensive solution that smelled bad for years and we're still feeling financial pain from. Please don't let a similar thing happen with our current space needs.

Submitted by Larry Cooper, 259 B Street, Ashland [541 210-1458](tel:5412101458)

P.S. I worked for 10 years as an information technology manager in the late 90's and 2000's and learned many lessons about how quickly change comes upon the work place.

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Email from Sharon Javna

July 22, 2017

Hi George,

Thank you for your service on the City Hall Committee. It's a tough job, and an important one.

I'd like to follow up with you on my comments at the last Committee meeting.

A few questions:

Are you interested in preserving the Briscoe building?

Email send to the ad hoc City Hall Advisory Committee

I know your first choice for City Hall is the current building, and I agree that it should continue to be used for civic functions. For one, it's an iconic building, and for another, it needs to continue to house City functions in order to maintain its title.

But could we keep City Hall as is, with seismic upgrades and City use as the Chamber and non-public City functions, and move all other public functions to Briscoe?

Has the Committee studied if Briscoe could fit all public City functions? Could it house the Muni Court and all other City staff, including Parks and Rec, and all staff currently working in the Com Dev building?

Have cost savings been examined if the Police used the whole Civic Center building (obviating the need for an expansion of the police department), the sale/lease of the Com Dev building, the sale/lease of the Grove, the lease/sale of the present Chamber building, and leasing the upper floor of City Hall (providing for possible future expansion for new City staff)?

Has anyone studied whether funds are available from government, foundation grants and individual donations to preserve Briscoe in order to bring down the costs to the voters?

Parking is a huge issue. Does it make sense to build off-street parking structures at \$20,000-\$40,000 when the need for parking is great in the short term, but will markedly decrease in the next 5, 10, 15 years due to better public transit, more bikes and electric bikes, increased concern with pollution, and more staff working remotely?

Can we get around the parking Code issue, either by modifying the Code altogether or creating an exception for municipal buildings?

Melissa's parking plan is one option, but maybe we don't need to change the Briscoe field at all, by claiming the angled spaces on Laurel as staff and visitor parking, claiming spaces on the Briscoe side of Manzanita, and possibly building new (\$5,000 to \$7,000) angled off-street

Email send to the ad hoc City Hall Advisory Committee

parking on the Briscoe side of High Street? As Mellissa has shown, there is ample additional street parking very close to Briscoe.

Has anyone talked to the Methodist Church about using its parking lot for a few evenings per month for large public meetings?

Shouldn't the parking issue be considered in light of new City priorities, including the recently-approved Climate Energy Action Plan (with an already budgeted full-time staff position) and the Parking Plan, for which we paid a huge amount of consulting fees, and which will be adopted in its present or modified form very soon? Has anyone on the Committee examined the CEAP and Parking Plans? Do you find it ironic that the City Hall Committee meetings are held away from downtown (practically at Briscoe!) because there is no parking downtown?

Are benefits to Staff one of the criteria? Would staff rather move to the Civic Center, which is isolated, far from downtown, and has no amenities nearby, such as a park or restaurants? Or would they prefer Briscoe, which has its own park, is two blocks from downtown and is easily walkable to cafes, restaurants, the current City Hall, and Lithia Park?

Would the merchants support more traffic and less parking downtown? Would voters support expensive new construction and parking lots when instead they could preserve two beautiful, historic buildings?

A lot of questions. But I think they all deserve answers from the Committee.

Thank you for your consideration,

Sharon

**Paradigm Shift
Briscoe ~ City Hall
Partnerships & Commitments**

Twelve years ago, as chair of the Lithia Arts Guild of Oregon, I finalized the contract with Ashland Schools, that allowed the ArtWing to become a reality. I wish to thank the District for their unwavering support of our program, and welcome the prospect of Briscoe becoming Ashland's new City Hall. As Guild Chair I have kept myself abreast of negotiations between the District, City, Parks, Save Our School Playgrounds (SOSP), and interested community members. Based upon these observations, I believe that a decision crafted to satisfy all participants will create a momentum, through partnership, that will realize our mutual vision.

Historic Commitments

The site of Briscoe Elementary (built in 1949) was purchased by the Community for the purpose of building a school in 1889. There remains a basalt stone block, near the school entrance, that was used by children to mount horses in their day. Although there are no historic obligations regarding the building, the surrounding property was long ago designated as part of the City's commitment to open space. The neighborhood has matured on the surety of this commitment.

In 1907 our current City Hall was donated to the City, by a prominent Ashland family, with the stipulation that it would remain a viable City facility in the years to come.

These commitments are held in trust by the institutions that represent our community, but as members of the community we share in the responsibility to maintain them.

A Changing Landscape ~ Paradigm Shift

The synchronicity of Ashland Schools divesting themselves of Briscoe, while preparing for the promulgation of a 10 year building maintenance/upgrade bond; and the City's need of a new City Hall, and concomitant funds for construction, will require a strong coalition, speaking with one voice, to insure voter approval.

The School District has acted in good faith, in its willingness to trade the Briscoe property in exchange for a waiver of building permit fees. My understanding is: the District is bound, by Federal and State law, to document and execute the engineering of their construction at a level that facilitates the job of Ashland Building Inspectors. Thus the burden of this property/fee exchange would not be onerous.

In choosing Briscoe as Ashland's new City Hall, the City gains the interior space and parking it needs, preserves the playground (see design proposal), gains an activist ally in SOSP, and sidesteps the need to move during construction. Further, both the Ashland School District and the City would be celebrated for their roles in "passing the torch" to a finish that preserves the Briscoe School Playground.

(over):>>>>

Uses for the current City Hall, after remodeling, are numerous as well as exciting:

- 1) As a new Parks Headquarters, located adjacent to the Front Lawn of Lithia Park, there would be room enough for Parks administration and staff to be located under one roof.
- 2) A portion of the building could be dedicated as a City Museum, for an educational addition to the downtown milieu.
- 3) A Town Hall Community Center could host a variety of meetings and events. 4th of July, Halloween, the Honey Bee Festival, and Taste of Ashland all come to mind.
- 4) The Chamber of Commerce might find a portion of the space to their liking.

The Design (see plan)

Parking: Parking is laid out to minimize the impact of traffic on the neighborhood. Visitors and staff would be directed to onsite or angle park, all via Laurel St.; thus preserving established traffic patterns and making full use of the stop light at North Main and Laurel. Long term staff parking, along the length of the building, would relieve potential congestion in this area. The addition of angle parking on Manzanita would simultaneously create a compelling entrance into the park, without impacting the width of the street.

Main & Historic Building Entrances: I see the Historic Entrance remaining locked, with the exception of special events.

Stairs to the Park: Sight lines for pedestrians and vehicles are much better at the corner stairway.

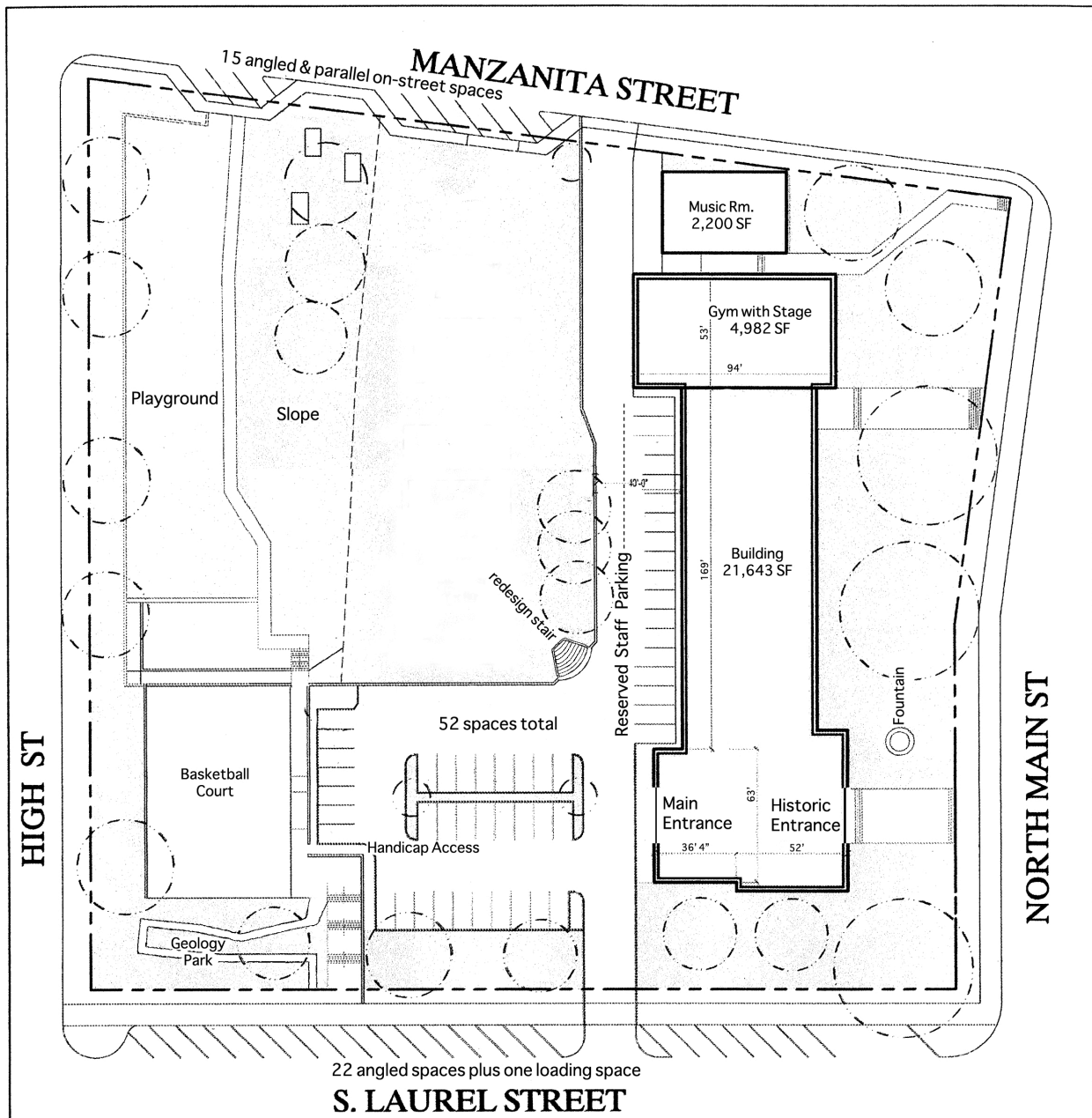
Final Thoughts

Nothing we did within the ArtWing compares with the cultural significance of First Nations Day and MidSummers Dream Art & Music Festivals.

There is freedom in open space: it belongs to no *one* and is shared by us all. Artists will always find studio space, but open space? Let us build trust, and work as partners to fulfill our commitments to parklands and promises.

Once again I would like to thank the City, Ashland Schools, and the Briscoe Neighborhood for their support of culture, the arts and particularly the ArtWing over the past 12 years. I find it wonderfully interesting that the theme of the last MidSummers Dream Art & Music Festival was "Paradigm Shift".

James Royce Young
Lithia Arts Guild of Oregon
chair



PARTNERSHIP OPTION WING OF BUILDING REMOVED
 52 SPACES ONSITE ~ 38 ON STREET
 PARK OPEN SPACE KEPT 99% INTACT


 NEAR SCALE
 AUGUST 21, 2017

Briscoe ~ City Hall

Lithia Arts Guild of Oregon

GUEST OPINION

City Hall belongs on the Plaza

By Marilyn Briggs

The ad hoc City Hall Advisory Committee had its first meeting on April 26. Between now and late September, it will explore and recommend the most suitable site, among four, for construction of a new City Hall. Meetings are open to the public. It is imperative that we citizens take part early in the process as the stakeholders ultimately using and paying for this construction.

Almost a quarter of a century ago, this same project absorbed years of heated discussion. The "Our Town" citizens' committee rallied in opposition to an administrative determination to move City Hall off its current site for more space. The successful resolution was to acquire the old Hillah Building and restructure it for the Planning and Engineering Departments. Now talk is about seismic standards as well as more space. My own concerns, like then, are City Hall's historical significance linked to its siting.

In 1884, the pioneer Helman family sold to the city, for \$1, the land that now includes City Hall and the Plaza. The deed says in perpetuity. Attorneys might find ways to dismiss that honorable intention, but that would be foolhardy because the current site is perfect for its function. That declaration is based on following quotes targeting City Hall sites from two recognized leading authorities in city planning.

Historically, according to "American City Halls" (1984), city halls have "antecedents in

12th century Europe, where the feudal order was collapsing and control of towns was passing from the royalty and the church to urban inhabitants. To exercise these new responsibilities, citizens needed a place to assemble, discuss and promulgate rules, thus the town hall emerged as a distinct building type."

The early town hall was a two-story structure "facing a plaza." The market was on the lower level until they needed more meeting, office and storage space. This expedient prototype is seen throughout the USA and around the world as a form following function. The town hall was a vital element in a streetscape that historically contains a major church and commercial structures. Locally, our glorious Lithia Park fills the secular role of the church. Today "one-stop shopping" describes the configuration.

The following paraphrasing and quotes are from "A Pattern Language" by Christopher Alexander (1977). These patterns are considered by city planners to be absolutely relevant to a successful cityscape.

First and foremost, "... town halls die if they are badly located ..." They must not be "... physically located out of the realm of most citizens' daily lives ..." They must be "... highly visible and accessible ... on major pedestrian intersections." The site must "... be clearly recognizable as community territory ..." with the "... possibility of access to the local government ...", that is, "... a political center of gravity ... for every person to feel at home in the place of his

local government with his ideas and complaints..." Especially note, "... the open space around the building is shaped to sustain people gathering and lingering ... with access to storefronts...", all of which describe our current Plaza and City Hall.

Similar criteria are expressed in "American City Halls," citing civic buildings as "anchors," "the cornerstone of civic identity, participation, and responsibility." They "can't be just anywhere." They should be situated in the "historic center," "downtown, in the heart and soul of the community." They "shall be aligned with the principle street on its perimeter." They must be "easily accessed ... located in the core of city center where people can pass, enter, on their way to and from daily routines," where, with high pedestrian traffic, people "naturally congregate." They must suggest "permanence," a "sense of place, and a "link with the past."

To ignore these professionally acclaimed criteria would be derelict of responsibilities. Albeit, our current City Hall, often remuddled, is ill-functioning. However, the only site among those selected for study that matches these proven prerequisites is the existing site of our City Hall.

Attend the ad hoc committee meetings as the stakeholders you are.

Dates are posted on the city website.

— Marilyn Briggs lives in Ashland.



26 ANGLED SPACES PLUS ONE LOADING SPACE
 S. LAUREL STREET

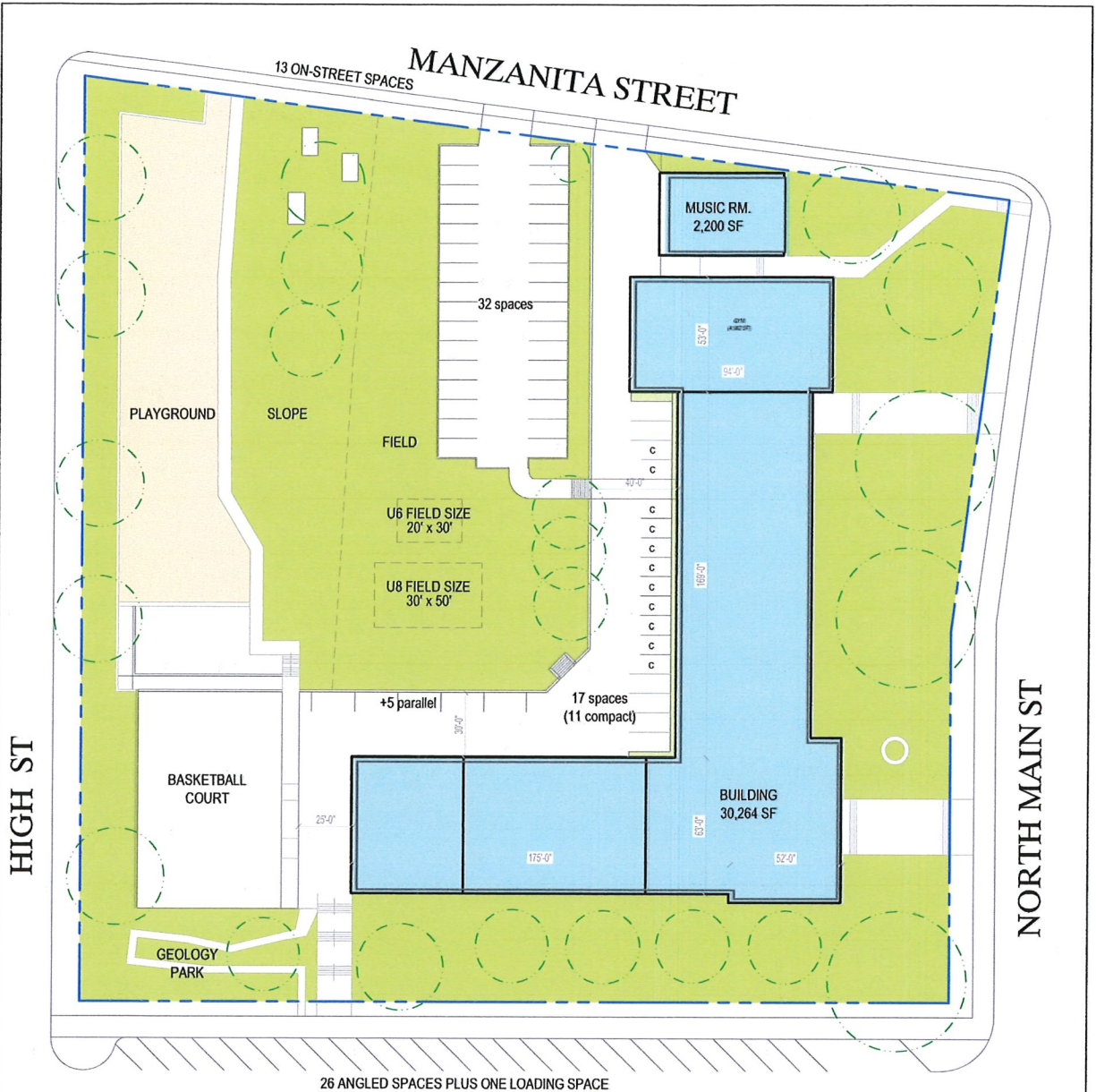
PARKING OPTION A - EXPANDED LOT ADJACENT TO BUILDING
 PLUS NEW ANGLED SPACES ON MANZANITA
 41 SPACES ONSITE - 41 ON STREET
 FIELD IS SHORTENED 36 FEET



NOT TO SCALE
 JULY 18, 2017

BRISCOE SCHOOL

ASHLAND SCHOOL DISTRICT



PARKING OPTION B - NEW PARKING LOT ON FIELD PLUS EXISTING ADJACENT
 54 SPACES ONSITE - 40 ON STREET
 OVER HALF OF FIELD IS TAKEN FOR PARKING


 NOT TO SCALE
 JULY 18, 2017

BRISCOE SCHOOL

ASHLAND SCHOOL DISTRICT



PARKING OPTION C - EXPANDED LOT ADJACENT TO BUILDING
 37 SPACES ONSITE - 40 ON STREET
 FIELD IS NARROWED BY 27 FEET ALONG HALF OF LENGTH


 NOT TO SCALE
 JULY 18, 2017

BRISCOE SCHOOL

ASHLAND SCHOOL DISTRICT



PARKING OPTION D - LOT ADJACENT TO BUILDING, PLUS NEW LOT WHERE SOUTH WING OF BUILDING IS REMOVED
 83 SPACES ONSITE - 37 ON STREET
 FIELD IS NARROWED BY 24 TO 27 FEET ALONG FULL LENGTH



NOT TO SCALE
 JULY 18, 2017

BRISCOE SCHOOL

ASHLAND SCHOOL DISTRICT