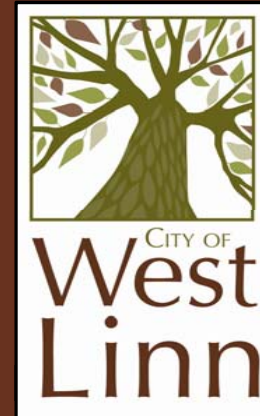


August 2012

# Police Station Project Report



## Project Management Team

*Project Manager:* Bob Galante

*City Manager:* Chris Jordan

*Assistant City Manager:* Kirsten Wyatt

*CFO:* Richard Seals

*Management Analyst:* Elissa Preston

*Police Chief:* Terry Timeus

*Police Captains:* Vic Lancaster & Ron Schwartz

*Building Official:* Dave Davies

*Planner:* Peter Spir

*Engineer:* Dennis Wright

*Engineer:* Koi Le

*Building Maintenance:* Mike Gabriel



QR Code for Direct Link  
to Police Station webpage

## Project Summary Update - August 2012

The City of West Linn is dedicated to providing citizens with accurate and transparent financial information on the New Police Station Project. This report covers the most current financial data and is in its beginning stages of development.

### AUGUST HIGHLIGHTS

In June the Police Station Steering Committee made a recommendation to City Council to award the Architectural and Engineering Services contract to Group Mackenzie. The recommendation was approved by Council at their June 11 meeting.

The City also entered an agreement (MOU) with Clackamas County Arts Alliance, who has formed a committee that will oversee the Percent for Art Program.

In July, City staff and Steering Committee members met with Group Mackenzie representatives to jump start the Police Station project. Introductions to team members were made, and the project scope and schedule was also reviewed. Also in July, an eco-charrette was held at City Hall. An Eco Charrette is an intensive design meeting, typically assembling multiple disciplines together to brainstorm ideas for achieving sustainability goals and measures of success. Members of the Sustainability Advisory Board, were there to advise Group Mackenzie on the City's Sustainability Plan and work together as a group to outline strategies, methods and resources that will achieve the established goal.

In August, Group Mackenzie initiated the registration with LEED (Leadership in Energy and Environmental Design). LEED certification is the recognized standard for measuring building sustainability.

The Project Team has grown in recent months. It now includes the [Project Manager](#), City staff, the [Steering Committee](#), a design sub-committee, members from the Sustainability Advisory Board, the Percent for Art committee, and many members of the Willamette neighborhood. Team members meet weekly with [Group Mackenzie](#). Currently, Group Mackenzie is in the concept design phase and moving quickly towards schematic design.

As always, we value this community's trust and promise to ensure fiscal integrity in all that we do. When you review this report, we welcome your questions, comments, and any suggestions. For more information, please contact Elissa Preston at [epreston@westlinnoregon.gov](mailto:epreston@westlinnoregon.gov).

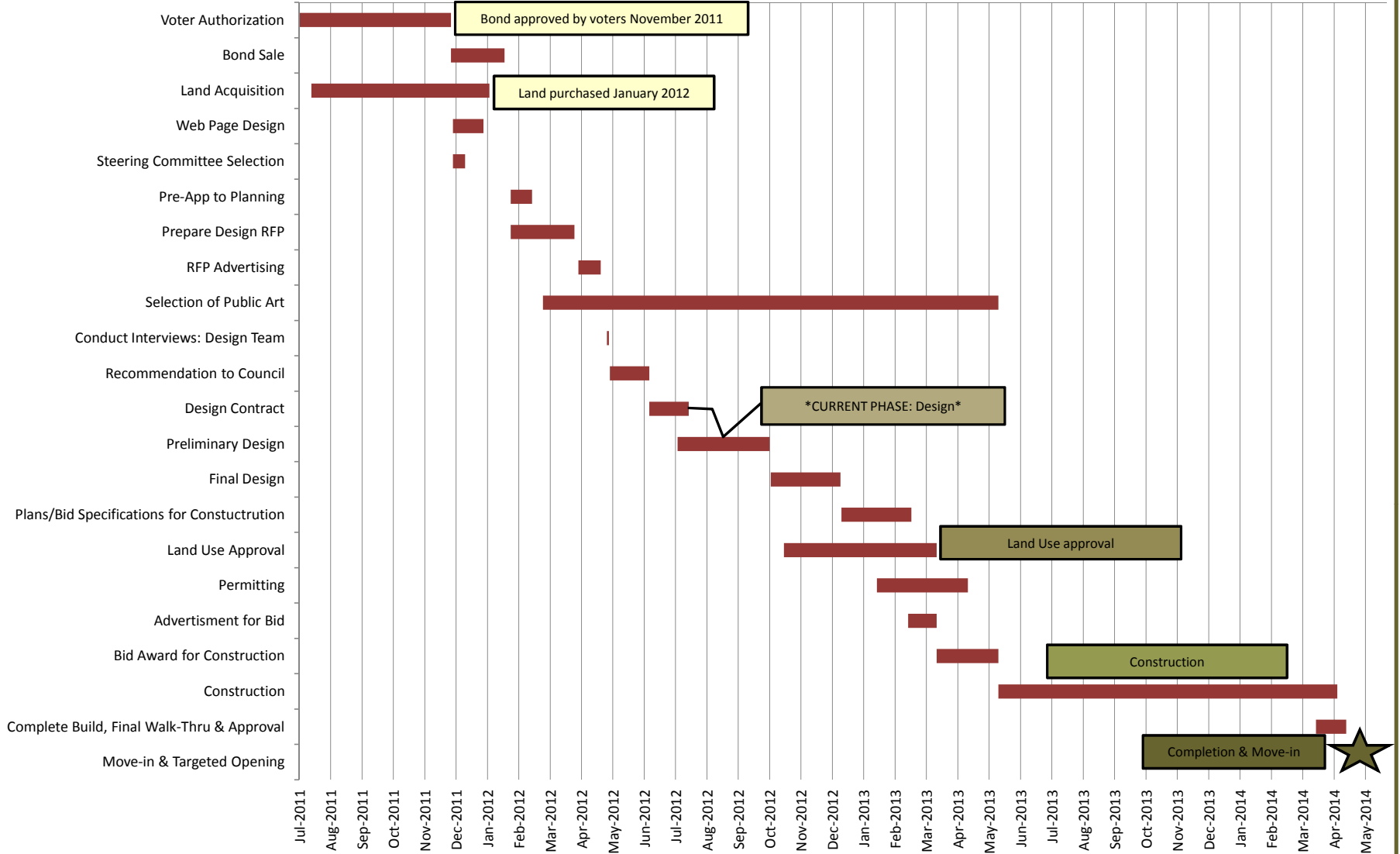
Best,

Elissa Preston, Management Analyst  
City of West Linn

## Police Station Timeline

Phase	Start date	Estimated Completion Date	Duration (days)	Actual Completion Date
Voter Authorization	7/1/2011	11/28/2011	150	11/28/2011
Bond Sale	11/28/2011	1/20/2012	53	1/12/2012
Land Acquisition	7/13/2011	1/5/2012	176	1/5/2012
Web Page Design	11/30/2011	12/30/2011	30	1/13/2012
Steering Committee Selection	11/30/2011	12/12/2011	12	12/12/2011
Pre-App to Planning	1/26/2012	2/16/2012	21	2/26/2012
Prepare Design RFP	1/26/2012	3/29/2012	63	3/29/2012
RFP Advertising	4/2/2012	4/24/2012	22	4/24/2012
Selection of Public Art (% for Art Process)	2/27/2012	5/22/2013	450	
Review Proposals: Design Team	4/30/2012	5/2/2012	2	4/25/2012
Recommendation to Council and Award	5/3/2012	6/11/2012	39	6/11/2012
Design Contract	6/11/2012	7/20/2012	39	8/23/2012
Preliminary Design	7/9/2012	10/8/2012	91	
Final Design	10/9/2012	12/17/2012	69	
Plans/Bid Specifications for Constuctrution	12/18/2012	2/25/2013	69	
Land Use Approval	10/22/2012	3/22/2013	151	
Permitting	1/22/2013	4/22/2013	90	
Advertisement for Bid	2/22/2013	3/22/2013	28	
Bid Award for Construction	3/22/2013	5/22/2013	61	
Construction	5/22/2013	4/22/2014	335	
Complete Build, Final Walk-Thru & Approval	4/1/2014	5/1/2014	30	
Move-in & Targeted Opening	5/1/2014	5/1/2014	0	

# Police Station Project Timeline



**City of West Linn**  
**Police Station Project Report**  
**Source of Funds - Bond Sale**  
*August 2012*

Description	Date	Amount	Account #
Good Faith Deposit	1/12/2012	\$ 250,000	105-0000-319.31-98
Par Amount of the Bonds	1/25/2012	8,500,000	105-0000-319.31-98
Original Issue Premium	1/25/2012	102,688	105-0000-319.31-98
Underwriter's Discount	1/25/2012	(22,700)	105-4311-423.18-12
MDAC Fee	1/25/2012	(850)	105-4311-423.18-12
Less Deposit	1/25/2012	(250,000)	105-0000-319.31-98
Bond Issuance Costs	2/10/2012	(79,000)	105-4311-423.18-12
<b>Total Source of Funds</b>		<b>\$ 8,500,138</b>	

**City of West Linn**  
**Police Station Project Report**  
**Project Estimate**  
*August 2012*

Description	Account Number	Preliminary Project Est.	Jan. 2012 Project Est.	Reduction in Project Estimate	Difference (%)	Current Actual Total
Land acquisition	105-4311-423.77-11	\$ 1,500,000	\$ 1,453,257	46,743	3.12%	\$ 1,453,257
Building design and construction	105-4311-423.77-12	5,850,000	5,850,000	-	0.00%	44,988
Professional Services	105-4311-423.77-12	700,000	700,000	-	0.00%	-
Street and utility improvements	105-4311-423.77-12	450,000	450,000	-	0.00%	-
SDC and building fees	105-4311-423.77-12	445,000	445,000	-	0.00%	-
1% for Art acquisition (liability acct)	105-0000-209.01-01	73,500	58,500	15,000	20.41%	-
0.5% for Art maintenance (liability acct)	105-0000-209.01-02	36,750	29,250	7,500	20.41%	-
<b>Total</b>		<b>\$ 9,055,250</b>	<b>\$ 8,986,007</b>	<b>\$ 69,243</b>	<b>0.76%</b>	<b>\$ 1,498,245</b>

Total Source of Funds	8,500,138	8,500,138
Difference in Estimate	555,112	485,869

**Summary of Reduction in Project Estimate**

1. On January 5, 2012 the City closed escrow on the purchase of all three lots for a total of \$1,453,257.
2. After review of the Percent for Art Program, the City determined that the 1.5% applies only to the cost of the building.

**City of West Linn**  
**Police Station Project Report**  
**Use of Funds**  
*August 2012*

Total Source of Funds	\$ 8,500,138
Use of Funds	\$ (1,515,824)
Current Balance	\$ 6,984,176

Expense Description	Date	Amount	Account Description	Account #
Land Acquisition - Escrow Deposit	7/13/2011	20,000	Land acquisition	105-4311-423.77-11
Land Acquisition - Escrow Deposit	8/19/2011	20,000	Land acquisition	105-4311-423.77-11
Land Acquisition - Escrow Deposit	11/16/2011	20,000	Land acquisition	105-4311-423.77-11
Land Acquisition - Escrow Closing	1/5/2012	579,965	Land acquisition	105-4311-423.77-11
Land Acquisition - Escrow Closing	1/5/2012	813,292	Land acquisition	105-4311-423.77-11
Pre-App to Planning	1/26/2012	1,000	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	11/30/2011	4,165	Building design and construction	105-4311-423.77-12
New Site Sign	12/31/2011	380	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	12/31/2011	5,865	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	1/31/2012	6,035	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	2/29/2012	6,205	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	3/30/2012	6,290	Building design and construction	105-4311-423.77-12
Request for Proposal Ad	4/12/2012	183	Building design and construction	105-4311-423.77-12
Request for Proposal Ad	4/17/2012	365	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	4/30/2012	4,930	Building design and construction	105-4311-423.77-12
Professional Services-Project Mgr.	5/31/2012	4,165	Building design and construction	105-4311-423.77-12
Office Equipment	6/12/2012	17,579	Equipment > \$5000 / Capital outlay	105-4311-423.72-11
Professional Services-Project Mgr.	6/30/2012	4,505	Building design and construction	105-4311-423.77-12
LEED Registration	8/9/2012	900	Building design and construction	105-4311-423.77-12
<b>Total Use of Funds</b>		\$ 1,515,824		

**City of West Linn**  
**Police Station Project Report**  
**FY12 - Actual**  
 August 2012

Line item	July	August	September	FY12 Q1	October	November	December	FY12 Q2	January	February	March	FY12 Q3	April	May	June	FY12 Q4	FY12 Total
Land Acquisition	\$ 20,000	\$ 20,000		\$ 40,000		\$ 20,000		\$ 20,000	\$ 1,393,257			\$ 1,393,257				\$ -	\$ 1,453,257
Building/Construction				-				-	1,000			1,000				-	1,000
Professional Services				-		4,165	6,245	10,410	6,035	\$ 6,205	6,290	18,530	5,478	4,165	4,505	14,148	43,088
Street and utility improvements				-				-								-	-
SDC and building fees				-				-								-	-
1% for Art acquisition				-				-								-	-
0.5% for Art maintenance				-				-								-	-
Equipment > \$5000 / Capital outlay				-				-							17,579	17,579	17,579
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<b>TOTAL</b>	\$ 20,000	\$ 20,000	\$ -	\$ 40,000	\$ -	\$ 24,165	\$ 6,245	\$ 30,410	\$ 1,400,292	\$ 6,205	\$ 6,290	\$ 1,412,787	\$ 5,478	\$ 4,165	\$ 22,084	\$ 31,727	\$ 1,514,924



