



**Eugene City Council**

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# EUGENE CITY COUNCIL AGENDA

April 27, 2016

12:00 PM CITY COUNCIL WORK SESSION

Harris Hall

125 East 8<sup>th</sup> Avenue

Eugene, Oregon 97401

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Meeting of April 27, 2016;  
Her Honor Mayor Kitty Piercy Presiding

**Councilors**

George Brown, President

Pat Farr, Vice President

Mike Clark

George Poling

Chris Pryor

Claire Syrett

Betty Taylor

Alan Zelenka

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**CITY COUNCIL WORK SESSION**

**Harris Hall**

**12:00 p.m. A. WORK SESSION:  
City Hall Update**

*\*time approximate*

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El Consejo de la Ciudad de Eugene aprecia su interés en estos asuntos de la agenda. El sitio de la reunión tiene acceso para sillas de ruedas. Hay accesorios disponibles para personas con afecciones del oído, o se les puede proveer un interprete avisando con 48 horas de anticipación. También se provee el servicio de interpretes en idioma español avisando con 48 horas de anticipación. Para reservar estos servicios llame a la recepcionista al 541-682-5010. Todas las reuniones del consejo estan gravados en vivo en Metro Television, canal 21 de Comcast y despues en la semana se pasan de nuevo.

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# EUGENE CITY COUNCIL

## AGENDA ITEM SUMMARY




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### Work Session: City Hall Update

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Meeting Date: April 27, 2016  
 Department: Central Services  
[www.eugene-or.gov](http://www.eugene-or.gov)

Agenda Item Number: A  
 Staff Contact: Mike Penwell/Kristie Hammitt  
 Contact Telephone Number: 541-682-5547

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#### **ISSUE STATEMENT**

The purpose of this work session is for the council to discuss and make decisions related to the new Eugene City Hall as presented at its April 11 work session.

#### **BACKGROUND**

At the April 11, 2016, work session, the council was presented with a design and cost update for City Hall that reflected the project values adopted by the council (Stewardship, Identity, Participation, Simplicity, and Eugene @ 200). The design team presentation on April 11 reflected the process and evolution of the integrated building design and options for achieving project values that resulted in a cost increase over the previously approved budget. During this work session, the council will be presented options related to seismic standard, energy goals, council offices, the civic quality of the building, and funding options in order to make decisions about cost savings and the final scope of the project.

Questions raised by councilors on April 11 are either answered in an attached document or will be addressed during the work session presentation. Additional detail about funding options will be provided to the council prior to the work session.

#### **RELATED CITY POLICIES**

The City Hall planning process relates to the council goals of an effective, accountable municipal government, a safe community, and sustainable community growth and change.

#### **QUESTIONS FOR COUNCIL**

The questions below outline council choices related to project elements that will provide staff direction for the final design. The April 27 presentation to the council will include design trade-offs and cost information for each of the following building elements.

1. Does council want the new City Hall to be a LEED Gold certified building?
2. Does council want the new City Hall to have a seismic rating of 1.5?
3. Does council want dedicated offices included in the current phase of the project?
4. Does council want the building to have the level of civic quality included in the presented

design?

In addition, the council will be asked to approve staff work to move forward with a funding plan that reflects decisions made by the council as a result of this work session.

**SUGGESTED MOTION**

Specific motions are not suggested at this time. Council answers to the questions outlined in the options above will determine necessary motions.

**ATTACHMENTS**

- A. Answers to Council Questions from April 11, 2016, Work Session
- B. Summary of Council Action History Related to City Hall: 2001 – Present
- C. Design Rendering

**FOR MORE INFORMATION**

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Telephone: 541-682-5547  
Staff E-Mail: michael.j.penwell@ci.eugene.or.us

## ATTACHMENT A

### Answers to Council Questions from April 11 Work Session

#### **What efforts are being made to include minority and women-owned businesses in the City Hall project?**

McKenzie Commercial, the City Hall Construction Manager/General Contractor in charge of hiring all construction subcontractors for the project, is using the following efforts to enhance outreach:

- Make direct contact with minority and women-owned subcontractors to inform them of opportunities associated with the project.
- Break work into smaller Bid Packages to maximize the opportunity for smaller businesses to participate
- Advertise Bid Packages in targeted MWESB/DBE publications.
- Encourage and aid Disadvantaged Business Enterprises (“DBEs”) and Emerging Small Businesses (“ESBs”) participation to champion equal opportunity.
- Sub-contractor job fair for DBE and WBESB (to be held by CMGC once Invitation to Bids are released).

There have already been multiple contracts awarded to disadvantaged and women-owned businesses on the City Hall project:

- The primary demolition subcontractor, Staton Companies, is a Disadvantaged Business Enterprise. Their contract for their portion of the work was \$685,000.
- The subcontractor for the interior demolition and abatement phase of demolition at City Hall, Pacific Northwest Environmental, is an Oregon-based Service Disabled Veteran Owned Small Business. Their contract for their portion of the work was \$550,000.
- DCW Cost Management, the consultant hired to research and compare costs of other recently built city halls is a Women-owned Business Enterprise. The value of their contract was \$2,000.

#### **Provide more information about the Risk Fund, including: where does the money comes from, how much is in the fund now, can this be used for other elements of City Hall and what are the tradeoffs if we use this money for City Hall.**

Because the City is self-insured, the Risk Fund receives revenue through rates charged to all City funds. Department charges are set to cover the costs of the program, which are based on projections of claims, insurance premiums, and administrative costs.

The proposed funding option for seismic upgrades to City Hall would come from Balance Available in the Risk Fund’s operating budget. The current Available Balance in the Risk Fund is \$3.6 million, which exceeds the City’s two month operating reserve standard due to positive claims experience in the past two years. Although there can be a high level of volatility from

year to year, we recently received the preliminary actuarial report for FY16 workers' compensation and liability claims reserves and the actuary is predicting another year of positive claims experience. The actuarial projection is used to determine the appropriate level of funding and reserves for risk claims. The Balance Available in the Risk Fund's operating budget will still exceed the standard by \$1.6 million if \$1 million is allocated for seismic upgrades to City Hall.

The Risk Fund has a separate reserve dedicated for the payment of the City's self-insured workers' compensation and liability claims. The reserve level is determined by our actuary and is currently \$9.65 million. The proposed transfer from the Risk Fund's Balance Available would not impact these "claims payable" reserves, which are held outside of the operating budget.

There are two tradeoffs for using this one-time funding source for seismic upgrades to City Hall. First, department charges could potentially be lower in a future year if there were more dollars than needed in the Risk Fund, which would provide slightly lower costs to all City funds on a one-time basis. Second, in the event of a major catastrophic event, the Risk Fund would have to cover a portion of the cost of rebuilding City Hall and other City facilities, after taking into account any settlements from property insurance policies and FEMA reimbursements.

It should also be mentioned that if the decision is made to not move forward with the proposed seismic upgrades to the building, the Risk Funds would not be available to fund other parts of the project. Those funds are restricted to risk-related costs, as explained above.

### **How is a history element being included in the project?**

Elements will be integrated in the public areas of the building that help tell the story and history of Eugene. The intention is to create an aspect of our City Hall that is an attractive, interesting, fun destination for families, children, and visitors as well as area residents. It will inspire pride, be educational and engaging. It will highlight local history and may include cultural elements and other aspects of local personality.

Development of this component is still in the early phases. The elements can be incorporated into any of the public areas of the building. There are specific areas available in the ground floor public lobby and perhaps on the main stairway. Elements may also be woven into other areas such as the 3<sup>rd</sup> floor lobby area and the work session room.

There is a significant opportunity to connect these elements in the building with the public art and the public plaza. The artists recently selected in the percent for art program have expressed strong interest in collaborating to connect these pieces, and conversations on that are beginning.

An engagement process will begin soon to gather stakeholder input into the design of this important component of City Hall. This will include City Councilors, local history experts, and a limited but demographically diverse cross section of the community in order to develop a shared vision and support. This history storytelling component is one potential area for fundraising.

### **Provide an update on security features for the building.**

City Hall will contain a number of security features that have been developed with advice from the Eugene Police Department. Access controlled entry points, secured office areas and multiple exit locations are a few of the safety features being addressed. Staff will brief interested councilors on more specific elements of the security design individually, if requested.

### **How would City Hall be used in the aftermath of a disaster?**

Myrnie Daut, the City's Risk Manager, presented information to Council in September 2015 about earthquake preparedness. One of the key points that she made is that providing community resilience after an earthquake should be a priority for public sector entities, in accordance with the Oregon Resilience Plan recommendations. Implementing those recommendations requires a long-term vision and commitment to actively work on strategies that will help the community recover after a disaster. Upgrading the seismic rating of the new City Hall would be in line with those recommendations.

If a significant disaster were to occur and City buildings were severely damaged or destroyed, City Hall could provide a place for the Mayor and Council to fulfil their duties under the emergency plan, including assisting the public with recovery during and after the disaster. The Eugene-Springfield Multi-Jurisdictional Emergency Operations Plan includes a description of the Council's role in emergencies:

#### **3.2.1 Mayor and City Council**

The ultimate responsibility for policy, budget, and political direction for each City government is borne by the respective City Councils. During emergencies, this responsibility includes encouraging public involvement and assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the City Councils will provide an elected liaison with the community and other jurisdictions.

General responsibilities of the Mayors and City Councils are as follows:

- Convene the City Council for emergency session(s). *(Mayor)*
- Assist in communication and coordination efforts with elected officials of other governmental entities. *(Mayor)*
- Ensure the line of succession. *(Mayor and City Council)*
- Be available to address the community, and act as a conduit, within their respective wards or at evacuation centers. *(Mayor and City Council)*
- Review emergency expenditures and ensure adequate appropriation of finance resources to meet emergency expenses. *(Mayor and City Council)*
- Coordinate emergency public information with City Manager's Office staff and Public Information Officer (PIO). *(Mayor and City Council)*

- Meet, as needed, to provide policy direction and enact ordinances that reduce the impact to residents. Examples may include flood plain ordinances, land use and development codes, and anti-price-gouging ordinances. *(Mayor and City Council)*

In addition, a functioning City Hall could be a place where the recovery effort could be led following the initial emergency response effort. In addition, other City services could be temporarily relocated to City Hall if displaced as a result of the event. A functioning City Hall would allow critical services to continue at some level without having to first secure and outfit a new site at a time when there may not be many other options for relocating those services. Other City buildings that meet the current essential seismic standards are Police Headquarters, all Fire Stations (including Sheldon Emergency Operations Center and the 911 Center).

Several cities on the west coast have invested in seismic upgrades of their City Halls, including Los Angeles, Pasadena, San Francisco and Salt Lake City, to help ensure that their City Halls can better withstand earthquakes. An example of seismic work performed for Santa Clarita City Hall is attached.

**Provide information about the state of the City Hall site if dams in area were to fail.**

The risk of dam failure in the event of an earthquake of significant magnitude is exceedingly low. The dams upstream of Eugene were built to the design standards of their day, using the best available information of the time, to withstand significant earthquakes or other seismic events specific to their locations.

The historical performance of dams in seismic events has been exceptionally good:

- Generally, concrete dams have performed very well, sustaining only minor damage.
- Earthen embankment dams of the design used upstream of Eugene typically perform very well in seismic events.

The US Army Corps of Engineers (USACE) is responsible for the monitoring and maintenance of the dams upstream of Eugene and Springfield. The USACE has a rigorous seismic, safety and risk assessment program.

- The Portland District Army Corps of Engineers conducts quarterly inspections, annual inspections, and 5 year periodic inspections by a multi-discipline team of USACE engineers and operations staff. All dams upstream of Eugene have had a seismic inspection within the last four years.

Another resource is the City of Eugene Emergency Management Program Earthquake webpage with background information on earthquakes and FAQs: <http://www.eugene-or.gov/1163/Earthquake>



**Then...**

The Northridge Earthquake on January 17, 1994 left Santa Clarita City Hall unusable causing "Tent City Hall" to be set up in the adjacent parking lot. The quake was the second costliest disaster in U.S. history, after Hurricane Katrina, killing 57 people, injuring thousands more, damaging 112,000 structures and leaving more than \$20 billion in property losses. More than 20,000 people were displaced from their homes.



Computer generated study model



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**Now...**

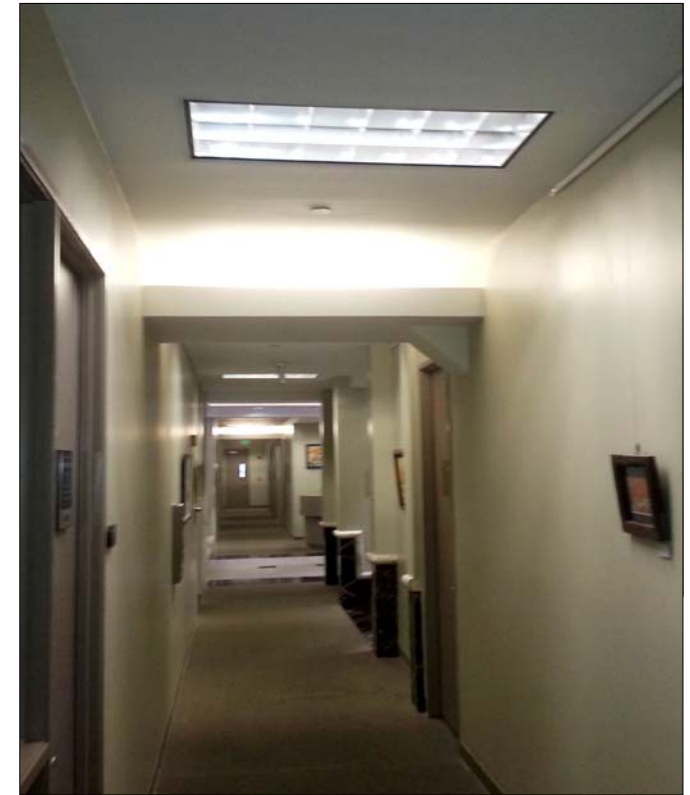
The recently completed seismic retrofit was constructed in phases during the months of May through August of 2014. The work had its usual difficulties that comes with any renovation, but encountered no time delays, primarily due to the extensive logistical planning efforts between the design team and the City staff. Various options were developed and studied for construction phasing scenarios, affected staff relocations to "swing" spaces and ways to minimize any disruption to the daily operations of the City.

The construction itself, as well as much of the collaboration between the contractor, City, Special Inspectors and the architects/engineers, took place during off-hours (6pm to 3am) and weekends to maintain continuous City operations during the work week. Noise consideration for the residential neighbors to the south of the site also needed to be taken into consideration.





A typical damper shown above weighs about 600 lbs and is about 4' long with a 10" diameter. The damper is attached to a steel pipe with 3" thick steel plates.



### Fluid Viscous Dampers

**Miyamoto International**, the selected structural engineers for the project, reviewed the current construction of the Santa Clarita City Hall Building and the special concentrically braced frame retrofit design by another firm. This review included creating a three-dimensional computer model of the City Hall and applying approximated seismic ground motion time histories to better understand its behavior during a large earthquake. This study revealed that the building would be an excellent candidate for the use of fluid viscous dampers. Dampers dissipate seismic energy by the compression of an inert fluid inside of an enclosed steel chamber converting seismic energy into heat which is safely dissipated into the atmosphere. By utilizing this method, the dampers reduced the forces, accelerations and drifts to the point that no new construction was necessary on the third floor, reducing construction time, costs and staff relocations significantly.

### Design Integration ( First Floor Corridor at right)

**Bastien and Associates, Inc.**, the selected architectural firm, provided designs to incorporate the braces into the work spaces as seamlessly as possible. The main corridor of the first floor is the main entrance point from the parking lot to the Building Department and elevators of the other floors. With the new interior steel angled braces now penetrating the space, a new soffit with covered up-lighting was created which ties in with other covered up-lighting in other areas of the building.





### City Council Chambers

Work in the City Council Chambers was completed during the August summer recess, thereby causing no interruptions to the important functions of this room. The braces here were fabricated utilizing "integrated" dampers to provide a smooth, clean appearance.







### Second Floor Offices

New damped braces were placed along portions of the exterior wall, protruding into existing offices and work spaces. The large bolted connection plates between the dampers and tube steel braces were covered and integrated with new built-in cabinetry, which included additional shelving space for the staff. Each location in the building had its unique challenges, and was addressed in a way that met the use of each individual space.

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## Santa Clarita City Hall retrofitting complete

Seismic upgrade wraps up days after Napa quake

0 Comments

Posted: September 1, 2014 2:00 a.m.

Updated: September 1, 2014 2:00 a.m.



By Luke Money  
Signal Staff Writer

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City of Santa Clarita Senior Engineer Mike Hennawy discusses the fluid viscous damper system that works as a shock absorber fitted to one of eight two story structural steel braces that have been added to support Santa Clarita Hall building in Valencia as part of an earthquake retrofit project. Signal photo by Dan Watson.

Work wrapped up last week on a project to better prepare Santa Clarita City Hall to withstand an earthquake.

The project officially finished just days after a powerful earthquake hit Napa, knocking facades off structures in the city's downtown area and crippling some public buildings.

The seismic retrofit just completed at City Hall is designed to make sure the building can be operational and able to be occupied shortly after an earthquake, according to Mike Hennawy, a senior engineer with the city of Santa Clarita.

This is especially important because City hall is home to the city's emergency operations center, Hennawy said. "It's basically a center that you operate and you have everybody reporting to after a disaster," he said.

The city has firsthand experience when it comes to major seismic events, having dealt with the aftermath of the 1994 Northridge earthquake.

Hennawy compared them to shock absorbers in a car.

Work for the project took place after business hours, Hennawy said.

"We wanted to minimize impact on the staff and the operation of the city", he said. "And we wanted to make sure that everybody could come in and out of the building."

Part of the funding for the seismic retrofit project came from a grant from the Federal Emergency Management Agency, Hennawy said.

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# Summary of Council Action History Related to City Hall: 2001 – Present

Updated - April 2016

This summary represents most, though perhaps not all, significant Council actions and discussions regarding City Hall beginning in 2001. It also includes some selected significant public involvement opportunities and Council committees. Other Council discussion preceding 2001 is not included.

In Current City Hall Process section, Council actions and directions are highlighted in **bold**.

 Downtown Office Space Plan	 Civic Facilities Visioning	 City Hall Master Plan	 Police Building Planning	 City Hall Subcomm, CHAC & Transition	 Current City Hall Process
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Date	Who	Topic	Action/summary
April 11, 2001	Council	Development of long-range plan for replacing downtown office space, including potential short-term and long-term actions	Directed staff to research ways to procure City buildings and report back to council before the planning begins for next new City building.
April 25, 2001	Council	Several potential short-term actions to create a safer, more efficient environment for staff located in City Hall	Directed City Manager to: (i) develop needs, requirements for relocating some police functions; (ii) develop a long-term plan for future of property in Roosevelt Yards including possible redevelopment; (iii) dedicate proceeds from sale of four surplus properties to the Facility Replacement Reserve; and (iv) recommend appropriate downtown site for Fire Station #1, report back prior to purchase.
May 16, 2001	Council	Financial strategy and implementation plan for replacing City Hall and other downtown City office space with new buildings	Direction included: consideration of possible joint development with other agencies; consolidation; locations along 8 <sup>th</sup> Avenue from Oak Street to the river; and, potential for use of some warehouse and historic structures east of Mill.
2001-2002	Council	Council Goals included an action priority to “Develop a strategy and implementation plan for City downtown office and public safety facilities”	A work item for the action priority was to adopt a policy framework for long range plans to guide decisions on reinvestment in existing City buildings downtown.
July 5, 2001	Council	A policy for the maintenance and preservation of City Hall and the Public Works Building	The policy reduced the level of reinvestment to provide for an expected 8 to 10 years of continued use.

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<b>Date</b>	<b>Who</b>	<b>Topic</b>	<b>Action/summary</b>
September 19, 2001	Council	Near-term and long-term facility projects in Downtown Space Plan	Directed that: (i) relocation of Special Ops and EPD personnel in basement of City Hall, and relocation of Fire Station #1 were first priority projects; (ii) Construction of new Police building and City Hall were next projects; design for Police building to begin in FY05, and design of replacement of City Hall to begin in FY08.
September 19, 2001	Council	Downtown Space Plan including internal and external funding sources to implement the eventual replacement of City Hall with new buildings	Council approved that projected funding gap addressed with a combination of the dedication of additional General Fund resources and General Obligation Bonds.
November 26, 2001	Council	Internal funding mechanisms for downtown facilities	One proposed internal mechanism was the payment of market-based "rent" by services that would be located in new downtown buildings. The "market rent" concept was incorporated as an on-going City practice beginning in the FY03 Budget.
February 25, 2002	Council	Fire Station #1 (Downtown Fire Station)	Resolution approved to fund construction of new Downtown Fire Station through General Obligation Bonds, with City resources funding non-bond eligible capital costs.
May 22, 2002	Council	Roosevelt Police Facility	Approved: (i) location of the Roosevelt Police Facility; (ii) financing plan over two fiscal years using City resources from Facility Reserve; (iii) use of Construction Manager/General Contractor (CM/GC) construction management. Council adopted funding for Roosevelt facility in FY02 SB #3 and FY03 SB #1.
October 29, 2003	Council	Downtown Space Plan, specifically the need for new Police services building	Council directed staff to bring recommendations on preliminary planning, cost and financing of a new Police Services building. Several councilors asked for more information on how a new Police building would fit with future plans to replace City Hall, and for development of a general "civic center" concept.



<b>Date</b>	<b>Who</b>	<b>Topic</b>	<b>Action/summary</b>
November 17, 2003	Budget Committee	Multi-Year Financial Plan	This plan identified capital and operating needs for entire organization over six-year period. The police building listed as a high priority need in the MYFP, and replacement of City Hall was included as future project.
November 19, 2003	Council	Sequencing of financial measures to be presented to the voters	Staff materials indicated that a bond measure for a police building would be the next potential item to be presented to voters in November 2004. Council discussed the materials, but did not provide any direction.
February 25, 2004	Public	Civic Center Design Charrette	Sponsored by AIA with participation of Mayor's Civic Facilities Visioning Committee and public.
April 28, 2004	Public	Work session on Mayor's Civic Facilities Visioning Committee	Reviewed financing plan options, borrowing methods and construction methods that could be applied to a new police facility.
June 16, 2004	Council	Work session on Mayor's Civic Facilities Visioning Committee	Directed a public hearing is held on proposed policy principles to guide future Civic Center development.
July 8, 2004	Public	Public information session	
July 12, 2004	Public	Public hearing	
July 14, 2004	Council	Civic Facilities Visioning Committee Report	Adopted a revised set of Civic Center policy principles. Determined that a City Hall and Police Building would be located on City-owned property on 8 <sup>th</sup> Avenue.
July 21, 2004	Council	Potential bond measure for November 2004 ballot	The council directed the City Manager to develop a resolution to place a measure on the ballot based on an option that would combine near-term space needs with modest Civic Center amenities.
July 26, 2004	Council	Bond measure for November 2004 ballot	Council placed \$6.79 million bond measure 20-88 on the November 2004 ballot to fund social service agency space, police expansion space, improvements to Park Blocks, and improvements to 8th Ave. "Civic Street."
November 2, 2004	Public	Election	Voters rejected ballot measure 20-88, 60% to 40%.

Date	Who	Topic	Action/summary
November 22, 2004	Council	Next steps on downtown space planning	<p>Approved transfer of \$15.4 million into Facility Replacement Reserve and agreed, in concept, to move forward with a master planning and public participation process to inform future decisions related to City Hall and/or Public Safety Building.</p> <p>Council approved actions to accomplish transfers in SB#1 on December 8, 2004.</p>
May 25, 2005	Council	City Hall/Police Building Action Plan (subsequently renamed the City Hall Complex Action Plan)	Approved the plan which identified major policy issues to be addressed, overall description of project phasing, nature of work to be accomplished, resource needs and proposed project outcomes associated with the City Hall Complex Master Plan.
September 12, 2005	Public	Public hearing on master planning process related to City Hall and associated City facilities	
October 19, 2005	Council	City Hall Complex policy issues	Consultant team led by Thomas Hacker Architects facilitated council workshop to identify and provide direction on policy issues. Based on pre-workshop interviews with the mayor and council, and discussion during workshop, nine project values, eight key issues and five sub- issues emerged.

Date	Who	Topic	Action/summary
November 23, 2005	Council	City Hall Values and Issues	<p>Adopted project values as a basis for decision making:</p> <ol style="list-style-type: none"> <li>1. Exercise fiscal responsibility</li> <li>2. Produce government efficiency</li> <li>3. Be user-friendly</li> <li>4. Embody environmental stewardship</li> <li>5. Enhance downtown</li> <li>6. Inspire civic pride</li> <li>7. Maximize use of City Hall public spaces by the public and access to government and its representatives</li> <li>8. Strive for simplicity</li> <li>9. Plan for the future</li> </ol> <p>(cont.)</p>
November 23, 2005 (cont.)	Council	City Hall Values and Issues	<p>Position statements on four issues also adopted:</p> <ol style="list-style-type: none"> <li>1. Incorporate meaningful sustainable design goals.</li> <li>2. Utilize a long-term planning horizon of 25 years.</li> <li>3. Consolidate City services to the greatest practical extent.</li> <li>4. Develop the project in consideration of the Downtown Plan while not limiting location choices to 8<sup>th</sup> Avenue.</li> </ol>
December 14, 2005	Council	City Hall Complex Action Plan	<p>Directed City Manager to proceed with phase 2—the Development Plan Phase—of City Hall Complex Action Plan for \$1,135,000. This phase included technical work and public input required to generate an overall development plan for City Hall Complex. Phase also to resolve remaining policy issues from phase 1 and result in a concept plan for City Hall Complex.</p>

<b>Date</b>	<b>Who</b>	<b>Topic</b>	<b>Action/summary</b>
March 8, 2006	Council	Development Plan Phase of City Hall Complex Action Plan	Consultant team began City Hall Complex Action Plan with facilitated council workshop to discuss preliminary space needs assumptions, facility implications of police service delivery options, proposed site evaluation criteria, and emerging issues from citizen interviews, and to provide input and direction for first Community Forum.
March 23, 2006	Public	First Community Forum	
April 26, 2006	Council	Police consolidation options	Adopted three different Police consolidation options for use in ongoing planning efforts related to the City Hall Complex: Option B that consolidates all Police functions with the rest of City Hall on a single site; Option C that consolidates all Police functions except patrol with the rest of City Hall and provides for a separate patrol facility nearby; and Option D that consolidates all Police functions except patrol with the rest of City Hall and provides for a separate patrol facility in a more remote location outside the downtown area.
May 10, 2006	Council	City Hall Master Plan Council Workshop	Consultant team introduced City Hall Space Requirements Program, presented Renovate, Hybrid, and New options for City Hall, and previewed second Community Forum.
May 25, 2006	Public	Second Community Forum	
July 19, 2006	Council	City Hall Master Plan Council Workshop	Adopted new construction as preferred option for future planning and design of the City Hall Complex rather than renovating existing city hall building or a hybrid of renovation and new construction. This action reflected majority support at Community Forum for construction of a new City Hall.
August 9, 2006	Council	City Hall Master Plan Council Workshop	Consultant team facilitated workshop to refine evaluation criteria for potential sites for new City Hall Complex and apply the criteria to specific sites, and to receive direction from council on the third Community Forum.

Date	Who	Topic	Action/summary
August 24, 2006	Public	Third Community Forum	
September 20, 2006	Council	City Hall Master Plan Council Workshop	Number of site options was narrowed down to two to be carried forward in developing concept designs for a new City Hall. The two sites selected were the existing City Hall site and the Butterfly Lot/Rock N Rodeo sites. This action reflected a majority of support for these two sites at the Community Forum, while also acknowledging that a third preferred site—the former Sears site—might be viable if development plans there do not move forward.
October 18, 2006	Council	City Hall Master Plan Council Workshop	Consultant team introduced principles of architectural design and urban planning that will guide the concept design options for City Hall, discuss factors that will influence decisions about police consolidation and site, and obtain input on fourth and final community forum.
November 20, 2006	Council	City Hall Master Plan Council work session	Council voted to proceed with planning for a new city hall with police patrol in a separate facility.
December 11, 2006	Council	City Hall Master Plan Council work session	Council selected Butterfly Lot/Rock N Rodeo site for use in schematic design and other planning for a new City Hall. This marked completion of Phase 2, Development Plan Phase, of City Hall Complex Master Plan.  Both of these council actions reflected the majority opinion from the Community Forum.
February 14, 2007	Council	City Hall Master Plan Council work session	Council requested consultant team to perform statistical public opinion research to inform future work. The research was to understand what elements of a new city hall mattered most to voters and test initial level of voter support.

<b>Date</b>	<b>Who</b>	<b>Topic</b>	<b>Action/summary</b>
June 20, 2007	Council	City Hall Master Plan Council work session	<p>Project team introduced public opinion research, consolidation options, and a conceptual scope of work for remainder of Implementation Plan Phase.</p> <p>Council requested additional information on costs of police patrol facility, escalated relocation and leasing costs, comparison costs for leasing and purchasing space in the Federal Building, potential City Hall sites other than existing City Hall and Rock N' Rodeo/ Butterfly sites, deed restrictions related to Butterfly Lot site, and costs for remaining Implementation Plan Phase scope of work.</p>
July 20, 2007	Council	City Hall Master Planning	Decided to continue master planning efforts for a new City Hall.
September 26, 2007	Council	City Hall Master Planning Workshop – Police Facility	Project team introduced Police Patrol Facility site selection analysis, City Hall design progress showing concept options with and without patrol functions, and cost models for police patrol facilities on generic sites downtown, out of downtown, and at a new City Hall. Council requested additional information on site ownership, availability, and owners' willingness to sell.
October 17, 2007	Council	City Hall Master Plan Council work session – Police Patrol Facility	Council voted to proceed with development of a Police Patrol Facility concept design for site near Garfield Street and W. 2nd Ave. The council also voted to continue to explore acquisition of two other sites.
November 28, 2007	Council	City Hall Master Plan Council work session	Council voted to proceed with planning for a City Hall/Police Patrol Facility based tentatively on a 2010 ballot measure.
December 12, 2007	Council	City Hall Master Planning Workshop	Council reviewed multiple options on City Hall concept designs and provided feedback that shaped development of a single concept design. The council also reviewed Police Patrol Facility plans and costs and requested more refined cost analysis.

Date	Who	Topic	Action/summary
February 11, 2009	Council	Developing plan for seismic upgrades and municipal court  Analysis of downtown sites and cost estimates for Police facility  EWEB building inquiry	Council passed a motion to: (i) develop a conceptual plan and cost estimate for making seismic upgrades to city hall to meet life/safety standard and for expanding municipal court’s space to meet court’s needs; (ii) use appropriated but unspent city hall complex master plan funds to complete analysis of potential downtown sites owned by the city and recommend to council the most suitable site for a Police Facility; (iii) develop a cost estimate for a phased Police Facility with the first phase consisting of space for the patrol function designed for future expansion to include the entire police department; and (iv) investigate willingness of EWEB to eventually sell its admin building to City for use as city hall, and if there is willingness, bring back to council a preliminary analysis of pros and cons of using that building for city hall.
April 22, 2009	Council	Police Facility at Country Club Road	Directed City Manager to report back by May 11 on what would be required to secure purchase option for the property at 300 Country Club Road concurrent with ongoing council discussions regarding property’s potential use as an EPD headquarters facility.
May 11, 2009	Council	Community input on City Hall and Country Club Road	Council voted to seek community input on options for City Hall and police facilities and bring results to council prior to August 13. Council also directed City Manager to proceed with appraisal and other due diligence for acquisition of 300 Country Club Road property.
June 23, 2009	Public	Police Siting and City Hall Planning	Open house at Atrium building.
June 25, 2009	Public	Police Siting and City Hall Planning	Open house at Sheldon Community Center.

Date	Who	Topic	Action/summary
July 29, 2009	Council	Police Facility on Country Club Road, City Hall moves, and City Hall options and process	Authorized City Manager to negotiate and sign purchase and sale agreement for acquisition 300 Country Club Road for use as a Police Facility and request on a Supplemental Budget an appropriation of up to \$16 million from the Facility Reserve for costs related to acquisition, design, construction, furnishing, and move-in. Council also directed City Manager to return with: (i) implementation plan options—including detailed financing plan—for moving the remaining non-police services out of City Hall and creating a new downtown Eugene Police Department substation; and (ii) options and a public input process for the future use of the existing City Hall site.
September 8, 2010	Council	Three options for City Hall	Directed City Manager to return with concept plans and proposed financial strategies for City Hall that include options for both current City Hall site and EWEB site.
March 16, 2011	Council	City Hall transition plan and phasing	Directed City Manager to: (i) develop and implement a transition plan for moving all remaining City services out of City Hall by June 30, 2012; (ii) develop a phased approach to building a new city hall at the current site using existing resources; and (iii) return with a funding plan for the project.
June 22, 2011	Council	City Hall transition plan and work plan	Staff provided an update on planning including progress on transition plan for moving remaining City services out of City Hall and a proposed work plan for reaching final decisions on a plan to develop a new or rebuilt City Hall on the current site with existing resources. Council discussed and provided feedback to staff on creation of a City Hall Advisory Committee of professionals and citizens to advise staff on options. Potential funding sources for City Hall were discussed. Mayor and council offered general feedback. Following this discussion, the City Manager created a City Hall Advisory Committee (CHAC).



<b>Date</b>	<b>Who</b>	<b>Topic</b>	<b>Action/summary</b>
Fall 2011, four meetings	City Hall Advisory Committee	Explore rebuild and build new options	The City Hall Advisory Committee (CHAC), composed of community members, design and development professionals, met four times to explore build new and rebuild options. The AIA Urban Context Study was used as a base resource.
December 12, 2011	Council	City Hall project funding, FY12 Supplemental Budget 1	General Fund interfund transfer to General Capital Projects Fund for City Hall \$500,000.
July 9, 2012	Council	Updates on moves out of City Hall Presentations on two architect panels exploring new construction and rebuild strategies	Staff provided an update plans for the mayor, council, and City Manager's Office to move from City Hall to Lane County Public Services Building. The update also included presentations by the two architects hired through CHAC process to explore new construction and rebuild strategies for City Hall. The mayor and council offered general feedback but did not provide specific direction.
September 19, 2012	Council Sub- committee on City Hall	Discussion of current project status and subcommittee timeline	No action.
October 17, 2012	Council Sub- committee on City Hall	Review subcommittee charge and site/approach options spreadsheet; begin values-based discussion	No action.
October 22, 2012	Council	City Council Work Session with update on Council Subcommittee work on City Hall	Update from staff and Subcommittee members on progress to date. Council provided feedback to staff and the Subcommittee on what information would be most helpful to the full council in assisting their decision-making process around City Hall options.
October 25, 2012	Council Sub- committee on City Hall	Discuss site/approach options spreadsheet; continue values-based discussion	No action.
November 8, 2012	Council Sub- committee on City Hall	Discuss project funding, office space consolidation issues and site choice exercise	Determined general conclusions of work to be reported to City Council on November 14, 2012

Date	Who	Topic	Action/summary
November 14, 2012	Council	Update on Council Subcommittee on City Hall	The Subcommittee's conclusions included: (i) a funding target of \$15 million for the project; (ii) consolidation priorities that include mayor, council, and CMO first followed by Central Services Admin. and Finance if funding allows; (iii) both City Hall options and the EWEB option can accommodate full consolidation over time as funding allows; and (iv) consideration of the EWEB option should rely on the information supplied in their offer to the City. The mayor and council accepted the Subcommittee's conclusions and offered general feedback but did not provide specific direction.
November 19, 2012	Council Subcommittee on City Hall	Review of work to date; discuss Council process going forward	Conclusion of Subcommittee work.
November 21, 2012	Council	Three City Hall options	Council received a graphic presentation summarizing the three City Hall options to be considered at the next council work session: (i) demolish the existing City Hall and build new on the current site; (ii) rebuild the existing City Hall; and (iii) lease up to 58,000 sq. ft. in the EWEB Headquarters. The mayor and council asked clarifying questions and offered general feedback but did not provide specific direction.
December 4, 2012	Council	City Council Workshop on options and values	
December 7 & 10, 2012	Public	Two Public Open Houses on options	Approx. 40 people attended the two open houses. Majority expressed preference for current City Hall site.
December 10, 2012	Public	City Council Public Forum on options	
December 10, 2012	Council	City Hall project funding FY13 Supplemental Budget 1	\$1,000,000 interfund transfer to the Facility Replacement Fund.

Date	Who	Topic	Action/summary
December 12, 2012	Council	Narrowing City Hall options, City Hall budget	Directed City Manager to complete analysis for rebuild and build new options for City Hall on the current City Hall site. This action effectively removed EWEB option from further consideration. Council was reminded during staff presentation that the working budget for City Hall options has been and continues to be \$15 million of which approximately \$10 million has been identified and set aside for this purpose.
January 23, 2013	Council	City Hall direction on current site	<b>Unanimously directed City Manager to develop a City Hall design on the current site with the goal of retaining the council chamber, existing parking (to the extent possible) and public art as well as any other components that make sense from an operational or design standpoint.</b> Council acknowledged that staff would be requesting an appropriation of \$750,000 on a subsequent Supplemental Budget to complete the analysis and initial design work necessary to understand how best to utilize some of the existing building elements and structure while facilitating new construction on the site. The remainder of the estimated \$15 million project cost would be requested on a Supplemental Budget after council approval of a complete funding plan.
May 28, 2013	Budget Committee	Facility Funding – City Hall and Facility Reserve	
June 24, 2013	Council	City Hall initial design funding	<b>Authorized \$750,000 of funding for the initial design work from the Facility Reserve on the supplemental budget.</b>

Date	Who	Topic	Action/summary
October 9, 2013	Council	City Hall Project Team Introduction and Process Overview	Representatives of Eugene-based Rowell Brokaw Architects, selected as design team lead, The Miller Hull Partnership in Seattle, design team assistance, and Eugene-based McKenzie Commercial Contractors (CM/GC) were present. Project team members provided an overview of the research, analysis, and concept design process for the City Hall Rebuild project and a summary of critical issues to be addressed.
December 9, 2013	Council	City Hall project funding	<b>Authorized \$1.8 million to be deposited into Facility Reserve from three sources:</b> \$500,000 was reallocated from the General Capital Transfer, \$1 million came from marginal beginning working capital, and \$300,000 was from the receipt of the remaining sale proceeds from 858 Pearl Street. Total funding set aside for the project through December 2013 is \$10.55 million.
February 10, 2014	Council	City Hall Rebuild – Build new recommendation, Council Chamber, and funding plan	Design team presented the results of their research, analysis, and design exploration work for the City Hall Rebuild project culminating in a project team recommendation to proceed with a build new design concept that could maintain the option of reusing existing council chamber. Design team explained challenges and limitations inherent in reusing the existing council chamber and suggested it would likely be less expensive to build a new council chamber than trying to rebuild the existing council chamber to meet current functional and code requirements. Funding plan for project was also presented.
February 15 & 16, 2014	Public	Asian Celebration booth displays on City Hall concept design	Staff talked with members of the public about proposed concept. Generally favorable feedback.

Date	Who	Topic	Action/summary
February 24 & 25, 2014	Public	Two public open houses on basic City Hall concepts with RBA	Team presented concepts for first phase of project – on the existing City Hall site – to feature a smaller, community-focused building with Council Chamber, meeting rooms, support spaces, office space for Mayor, Council, and City Manager’s Office; a plaza, open space and parking areas. Also, the framework for the rest of site in the future, including future phases of City Hall and/or additional redevelopment with other uses.
June 9, 2014	Council	<b>City Hall project funding, FY14 Supplemental Budget 2</b>	\$14.25 million is from: \$2 million in Telecom Registration and Licensing Fund, \$9.81 million in Facility Reserve in the Facilities Services Fund, and \$2.44 million in future revenue allocations. Future revenue allocations are anticipated to come from a portion of the capital budget and unanticipated carry-over balances in the General Fund in future years. <b>Together with \$750,000 already appropriated on SB#2 in June 2013, the total project budget is \$15 million.</b>
July 14, 2014	Council	<b>Final Concept Design presentation</b>	Design team presented final concept design and site framework for the City Hall Rebuild project that consisted of an all new multi-story Phase One City Hall building set on a half-block site with a public plaza. Provided context of a larger development framework for the entire site over time. Development framework was designed to provide flexibility and adaptability, adequate expansion space for a consolidated City Hall on the west half of the block in a future phase. The framework also allows response to other potential development opportunities as they arise on the east half of the block—including additional expansion space for other City functions and/or potential partnerships with other public entities that would maintain the civic nature of the block.  <b>Mayor and council offered general feedback. Mayor asked if council agreed to move forward with concept design as presented and there were head nods, no verbal objections.</b>

Date	Who	Topic	Action/summary
September 22, 2014	Council	Technical and cost issues associated with build new vs. remodel options	Design Team and staff presented technical and cost information on various options studied for City Hall site and building options, and why all new construction was the recommended option. Council asked for additional cost information comparing the build new and remodel options.
September 24, 2014	Council	<b>Construction cost comparison between build new and remodel options</b>	City Manager and Design Team presented information comparing Turner cost estimate for remodeling existing City Hall and Design Team cost estimate for all new construction. <b>Council directed City Manager to proceed with new construction on the existing City Hall site.</b>
October 27, 2014	Council	<b>Fourth floor shelled space, on-site parking, and re-use potential for existing council chamber</b>	<b>Council directed City Manager to add fourth floor shelled space with identified funding for \$2.85 million and to demolish the existing council chamber. The council voted to not add below-grade parking to project for \$1.4 million.</b>
December 8, 2014	Council	<b>Supplemental Budget</b>	<b>Council approved a supplemental budget to complete the funding plan for the \$17.85 million project.</b> Additional funds appropriated included Public Works fund, MCI settlement, residual in the Facility Reserve Fund, a portion of the General Capital Transfer, proceeds from sale of the parking lot to the Shedd, General Fund marginal beginning working capital, and interest on City Hall Fund balances. These additional funds replaced the future revenue allocations approved on the June 2014 supplemental budget.

Date	Who	Topic	Action/summary
July 13, 2015	Council	Final Schematic Design presentation	<p>Design team presented the final schematic design for City Hall consisting of a four-story, 30,000 SF Phase One building facing a public plaza along 8<sup>th</sup> Ave. A surface parking lot to the north serves as a land-banking strategy for a Phase Two building while providing on-site parking in the meantime. Site framework maintains options for potential development opportunities on the east half of the block, including the possibility of building a County Courthouse on this half of the site as part of a possible partnership and property exchange with Lane County.</p> <p>Design team presented images of an inviting and accessible City Hall featuring glass, lighting, and refurbished red cedar salvaged from the old city hall. The design is intended to maximize space and light, and be a model of energy efficiency. The open design and clear organization of the first floor highlights the activity within and showcases the purpose of the building as Eugene’s “civic heart” connecting City government to the community it serves. Overall, the project is designed to maximize the character and civic quality of City Hall while being flexible and adaptable to respond to the City’s changing needs over time.</p> <p><b>Mayor and council offered general feedback; there were no objections expressed to moving forward with schematic design as presented.</b></p>







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Item A.

