



CITY COUNCIL MEETING

Monday, October 02, 2023 at 6:00 PM
Sandy City Hall and via Zoom

MINUTES

WORK SESSION: 6:00 PM

1. Concept Planning for Community Campus Annex Building Renovation

The Parks and Recreation Director summarized the staff report, which was included in the agenda packet. Slides were presented by Sean Barnett with Polymath Architects; the slides are attached to these minutes.

Concern was expressed from some Council Members about the brief timeline envisioned for this planning process and the amount of public engagement. It was also expressed that the rest of the Council (those not on the subcommittee) have not been incorporated into this process so far. It was noted in response that the regular Council subcommittee process is being followed, that the timeline is simply a draft and can be amended, and that it may be to the City's advantage to move quickly. Staff are looking for Council feedback and direction on this work.

The park development work currently underway adjacent to the building in question was raised as a reason to proceed with this site planning at this time; the City may realize efficiencies by proceeding concurrently.

Concern was also expressed about possible exhaustion among the public regarding public engagement processes for this property.

Concern was also raised about the facilities report that was used as part of this planning process, and whether it adequately projected future space needs. It was noted in response that the report is an official document that provides a viable starting point for planning.

It was suggested by some Council Members that community center space should be the highest priority.

Additional discussion ensued, covering the following topics:

- Discussion of the possibility and potential process for conducting more public engagement, though much engagement has already been done; suggestion that engagement is often more successful if the public has substantial proposals to react to
- Emphasis on the importance of addressing the City's facility needs
- Suggestion to avoid a ballot measure and new property taxes
- Discussion of the history and context of planning for this site
- Concerns regarding retaining a new architecture firm
- Suggestion that the Annex Building would provide sufficient space for a community center for years to come
- Discussion of the constraints of the Annex Building with regard to gym usage

- Emphasis that this planning process will determine what options are financially viable; recognition of the City's financial limitations, and the fact that not every desire is achievable
- Suggestion that high quality City facilities can attract and retain talent
- Suggestion that new remote work options could lower the needed amount of City office space
- Comparisons to community centers in other cities; acknowledgement that Canby is much larger than Sandy
- Suggestion that a future parks and recreation special district could provide more community amenities
- Whether a private business might be interested in building a gym elsewhere on the site

Finally, the Council discussed the logistics and next steps for this planning process, including future opportunities for the full Council to provide input. It was noted that a formal bidding process would be used to award a full architecture contract.

It was emphasized that this planning process is intended to allow the City to realize as much value as possible from this existing asset, given what is feasible and what the City can afford. It will be important to clearly understand and appreciate both the City's and the community's needs, and to make decisions on prioritizing usage of available urban renewal funding.

REGULAR MEETING: 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

(none)

PUBLIC COMMENT (3-minute limit)

(none)

RESPONSE TO PREVIOUS PUBLIC COMMENTS

(none)

CONSENT AGENDA

2. City Council Minutes: September 18, 2023

MOTION: Adopt the Consent Agenda

Motion made by Councilor Hokanson, Seconded by Councilor Mayton.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

MOTION CARRIED: 7-0

NEW BUSINESS

3. Contract Award: Operations Center Expansion Design

Prior to summarizing the staff report for the expansion design, the Transit Director presented an infographic (attached to these minutes) that encapsulated the major initiatives being undertaken by her department.

General discussion ensued, covering the following topics:

- Discussion of the strategy to deploy the new vehicles, in the context of the new Clackamas Town Center route being launched
- Versatility advantages that can be realized by using the cut-a-way vehicles across different routes

Discussion related specifically to the expansion design contract covered the following topics:

- Discussion of the different funding sources to pay for the project, including grant funding and payroll taxes; context of the amount of tax revenue necessary for this project relative to total revenue
- Clarification on usage of the maintenance bay and bus wash space
- Clarification on administrative space planning, and future phase areas to the east of the current building
- Importance of planning for all departments' space needs; discussion of Public Works' contingency planning for administrative space

MOTION: Approve the evaluation committee's recommendation and authorize staff to negotiate and execute a contract with MWA Architects in an amount not to exceed \$331,534 for the architectural and engineering design of the Sandy Operations Center Expansion Project.

Motion made by Councilor Walker, Seconded by Councilor Hokanson.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

MOTION CARRIED: 7-0

4. Purchase Authorization: Three 35-foot Gillig Electric Buses

The Transit Director summarized the staff report, which was included in the agenda packet. Discussion ensued on differing maintenance needs for Gillig versus Protera vehicles, and how grant funding factors into this analysis. Discussion also related to the intended options shown on the price variance page; in particular whether it would be advisable to purchase the extra battery pack.

MOTION: Authorize staff to purchase three Gillig electric buses, as detailed in the agenda packet.

Motion made by Councilor Mayton, Seconded by Councilor Exner.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

MOTION CARRIED: 7-0

5. Purchase Authorization: Two Mid-Size Transit Vehicles

The Transit Director summarized the staff report, which was included in the agenda packet. Discussion ensued on the rationale for selecting the more expensive vehicle, due to the layout of the ADA seating and the back door. Discussion also related to procedures for evacuation of passengers in wheelchairs, and the relative ease of maintenance and repairs.

MOTION: Authorize staff to purchase two gasoline powered mid-size cut-a-way vehicles from Schetky Bus Sales, as detailed in the agenda packet.

Motion made by Councilor Exner, Seconded by Councilor Hokanson.

Voting Yea: Mayor Pulliam, Council President Smallwood, Councilor Mayton, Councilor Sheldon, Councilor Walker, Councilor Exner, Councilor Hokanson

MOTION CARRIED: 7-0

REPORT FROM THE CITY MANAGER

- Overview of the new My Sandy app, offering the public the ability to report issues, pay bills, and similar actions. The app is currently in a 'soft opening' period to gather initial feedback. Discussion ensued on requirements to log in, and the different paint colors in the photo of city hall.
- Summary of the remaining steps to be taken before 362nd / Bell opens to the public
- Homelessness task force meeting is upcoming, including discussion of a response agreement with AntFarm

COMMITTEE / COUNCIL REPORTS

Councilor Hokanson

- Appreciation for the recent volunteer recognition event
- Reaffirmation of his willingness to work constructively with all Council Members and discuss options for the Annex Building renovation project

Councilor Exner

- Need for a weight limit sign for trucks on Langensand (Public Works is actively exploring options)
- Discussion of the cost of fighting the Cedar Creek Fire and processes for Federal reimbursement; a great deal of rehabilitation work is ahead
- Upcoming art show at the Sandy Library

Councilor Walker

- Appreciation for the recent 362nd / Bell ribbon cutting event
- Discussion of possible solutions for improving congestion stemming from Cedar Ridge Middle School dropoff and pickup
- Discussion of recent meeting with Sandy Historical Museum representatives; possibilities for classifying historic buildings

- Observations regarding possibilities for a win-win at the community campus, balancing City and community needs; possibilities for a recreation special district in the future

Councilor Sheldon

- Reiteration that he did not mean to convey anger during the work session

Council President Smallwood

- Discussion of the recent community meeting for the police staffing study
- Upcoming meeting with staff and Mountain Festival personnel on a Winterfest parade
- Parks and Trails Advisory Board meeting is next week

Councilor Mayton

- Planning Commission conducted a public hearing on the Community Campus Park; discussion on hybrid meeting logistics for advisory boards
- Appreciation for the recent 362nd / Bell ribbon cutting event

Mayor Pulliam

- Appreciation for the recent volunteer recognition event
- Suggestion to offer theater programming at the Meinig Park amphitheater
- Appreciation for the recent 362nd / Bell ribbon cutting event

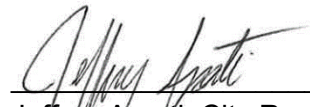
STAFF UPDATES

Monthly Reports: <https://reports.cityofsandy.com/>

ADJOURN



Stan Pulliam, Mayor



Jeffrey Aprati, City Recorder

Sandy Bunker Renovation - Feasibility Study

Proposed Project Schedule

Updated September 28th, 2023

	2023															2024									
	August				September				October				November			December				January					
	7	15	21	28	04	11	18	25	02	09	16	23	30	06	13	20	27	04	11	18	25	01	08	15	22
As Built Documentation				*	*	*																			
Site Visit				*																					
Code Analysis					*	*	*	*	*																
Meet with Planning & Zoning									*																
Concept Design					*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*				
Tour Sandy City Hall and Community Center					*																				
Review Design with Staff										*				*				*							
Review Design with CCS											*			*				*							
Review Design with Council															*										
Cost Analysis														*	*	*	*	*	*	*	*				
Summary Report																						*			
Issue Final Summary Report																									*

* Meetings and Milestones

Project Begins, Measurement Visit to Bunker Building	September 1st
Tour Sandy City Hall and Community Center	Week of September 11th
Meet with Planning & Zoning	Week of October 2nd
Design Review 1 (with Staff)	Week of October 16th
Design Review 1 (with CCS)	Week of October 23rd
Design Review 2 (with Staff)	Week of November 6th
Design Review 2 (with CCS)	Week of November 13th
Design Review 2 (with Council)	Week of November 20th
Design Meeting 3 (with Staff)	Week of December 4th
Design Meeting 3 (with CCS)	Week of December 11th
Issue Final Summary Report	Week of January 1st



SANDY COMMUNITY CENTER STUDY

OCTOBER 2018



opsis

WALKER | MACY



Soderstrom Architects

Facilities Assessment Report
City of Sandy Facilities
Sandy, Oregon



In addition to a review of each asset, a space need analysis was conducted to better understand where additional space is needed throughout the city. In this area of the project, meeting with each department director was crucial in identifying the current staffing levels, appropriate staffing levels for current needs, and future staffing levels ten years from now. The following table displays a summary of square footage for city buildings:

Department/Building	Current Space (SF)	Needed Space (SF)	10 Year Projection (SF)
City Hall	7,600	7,355	9,072
Library	11,500	17,328	21,692
Police	8,180	9,224	10,765
Community Services	8,615	12,150	15,078
Operations Center	4,065	8,057	9,684

The total current space deficit is 14,154 square feet. The 10 year projected space deficit is 26,331 square feet. What this means is that the City is in desperate need of more space to accommodate current and future staffing levels, as well as current and future programming needs. The Annex Building, including SandyNet offices, are not included in these numbers, as our consultants spent their time identifying how that building could be used for the city as a whole, not on specific SandyNet requirements.

The following tables displays a summary of the staffing (FTE) requirements for each department:

Department/Building	Current Staff (FTE)	Needed Staff (FTE)	10 Year Projection (FTE)
Development Services	7.33	8.33	11
Administration/Finance	6	8	10
Library	13	15	16
Police	19	20	23
Public Works	12	13	14
Transit	3	4	5
Community Services	5	8	10

The total current FTE deficit is 11. The 10 year projected FTE deficit is 24.33. Neither of these figures include an estimate for SandyNet staff, as the current and future staffing levels were used to determine future space needed, which was not determined in this analysis, as noted above.

With the information that staff now has, we will be able to draft a comprehensive CIP to address the current and future needs of city buildings. The CIP will be included in the next budget document, and the information that we now have will be used to address more immediate needs in the near future.

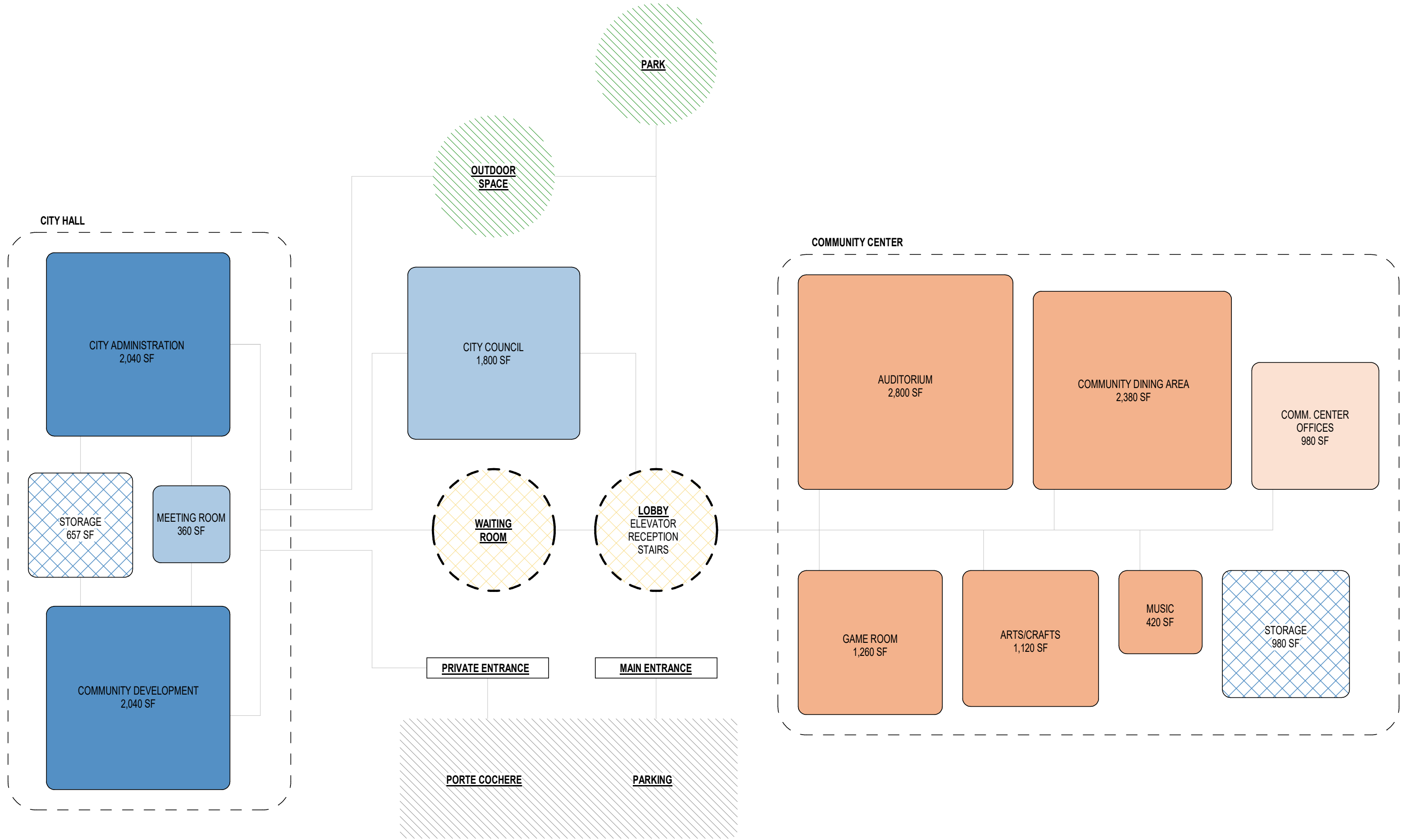
Sandy Civic Center

Program Targets

9/27/2023

City Hall		
	Current	10-yr Projection
Program Space	SF	SF + ~19%
City Administration	1,700	2,040
Meeting Room	300	356
Community Development	1,700	2,028
Storage / Staff Kitchen	1,100	1,312
Sandy Net	300	356
City Council	1,500	1,788
Circulation	1,000	1,192
Total	7,600	9,072

Community Center		
	Current	10-yr Projection
Program Space	SF	SF + ~75%
Community Dining Area	1,785	3,124
Auditorium	2,100	3,675
Game Room	945	1,655
Arts / Crafts	840	1,470
Kitchen	420	736
Offices	735	1,286
Music	320	560
Storage	735	1,286
Circulation	735	1,286
Total	8,615	15,078



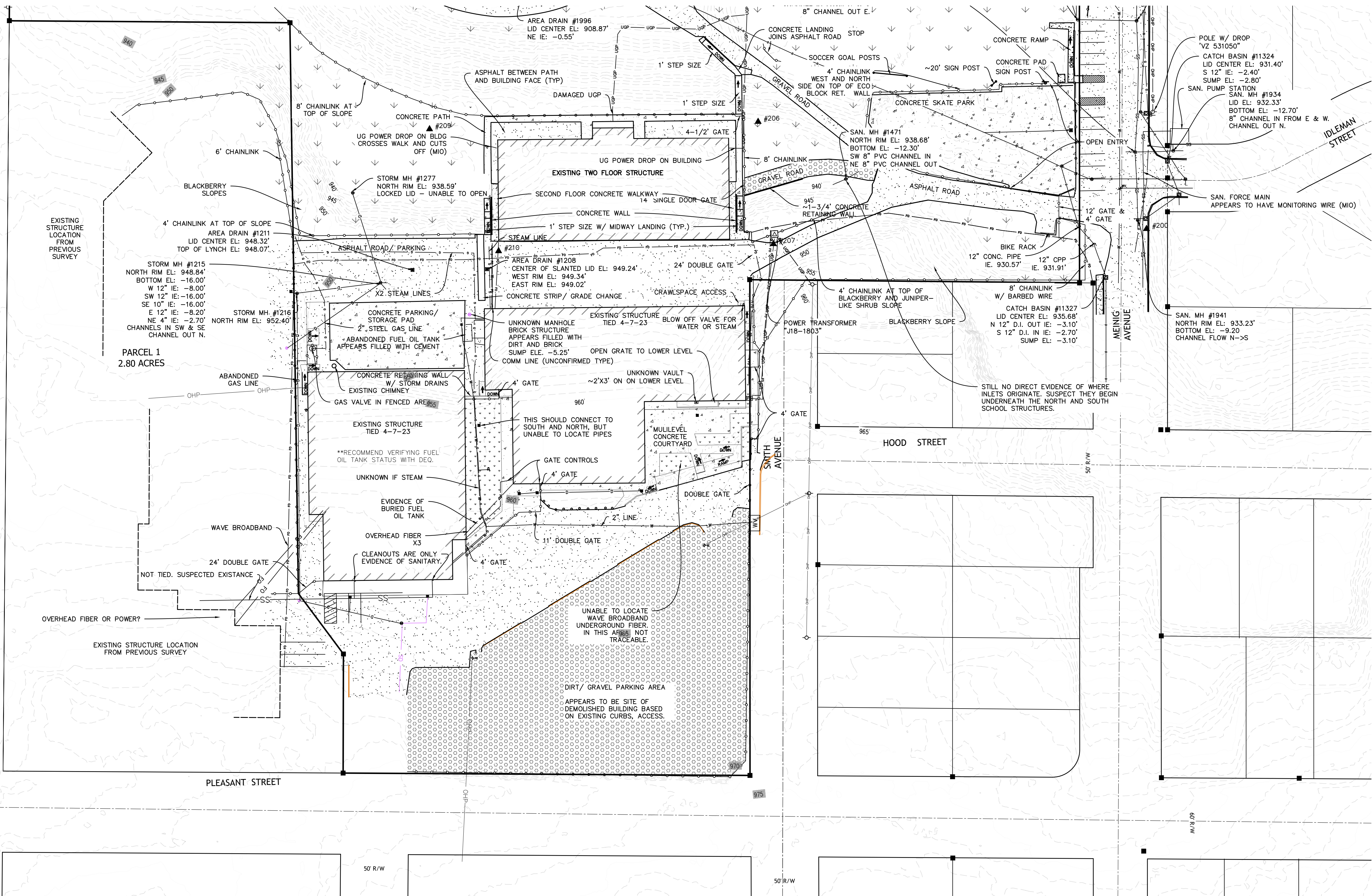
SANDY CIVIC CENTER
Programming Diagram

SURVEYOR NOTES:

- 1) THE BOUNDARY WAS PREVIOUSLY ESTABLISHED AND IS SHOWN PER PARTITION PLAT NO. 2021-066, CLACKAMAS COUNTY SURVEY RECORDS.
- 2) THE LOCATION OF EXISTING UNDERGROUND UTILITY FACILITIES SHOWN HEREON ARE BASED ON LOCATE MARKS REQUESTED FOR THIS SURVEY PER ONE CALL PUBLIC LOCATE TICKETS 22357177, 22357178, & 23084554.
- 3) PRIVATE LOCATES DONE BY MARK IT OUT, LLC.
- 4) UNDERGROUND SEWER PIPES APPEAR TO BE OLD ENOUGH THAT THEY DO NOT CONTAIN TRACER WIRE. UNDERGROUND SANITARY AND STORM UTILITY FACILITIES SHOWN HEREON ARE BASED ON THE LOGICAL RELATIONSHIP FROM ABOVE GROUND INDICATIONS OR AS SHORT STUBS TO UNDETERMINED LOCATIONS.
- 5) THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THE DELINEATION OF SUCH UNDERGROUND UTILITIES BY THE RESPECTIVE UTILITY OWNERS, NOR FOR THE EXISTENCE OF BURIED OBJECTS WHICH ARE NOT SHOWN ON THE PLAN.
- 6) AT THE TIME OF SURVEY, ALL AREA DRAINS WERE FULL OF MUD AND WATER. UNABLE TO GET ACCURATE SUMP ELEVATION. IE ELEVATIONS ARE TO TOP OF THE PRIMARY SPILLWAY.
- 7) CONTOURS SHOWN HEREON ARE FROM LIDAR.
- 8) HARD SURFACES, BUILDINGS, AND UTILITIES ARE SHOWN AS MAPPED USING GPS AND TOTAL STATION.
- 9) EXISTING FUEL OIL TANKS SHOULD HAVE THEIR STATUS VERIFIED WITH DEQ.

LEGEND:

—	EDGE OF HARD SURFACE	[Hatched Box]	BUILDING HATCH	■	MONUMENT OF RECORD	[Square with X]	IRRIGATION CONTROL VALVE (SQUARE)	(MIO)	NOTE BY MARK IT OUT, LLC (PRIVATE UTILITY LOCATOR)
- - -	BUILDING NOT TIED IN THIS SURVEY	[Dotted Box]	CONCRETE HATCH	▲	SURVEY CONTROL POINT	[Circle with X]	IRRIGATION CONTROL VALVE (ROUND)		
---	RIGHT OF WAY LINE	[Stippled Box]	ASPHALT HATCH	○	SIGN	[Square]	COMMUNICATION RISER		
---	CENTERLINE OF R/W	[Cross-hatched Box]	GRAVEL HATCH	⊗	MAILBOXES	[Circle]	POWER POLE		
---	SUBJECT PROPERTY BOUNDARY	[Patterned Box]	LAWN HATCH	⊕	STORM SEWER MANHOLE	[Circle with X]	POWER MANHOLE		
FO	FIBER OPTIC LINE	[Downward Arrow]		⊖	STORM AREA DRAIN	[Circle]	POWER TRANSFORMER		
D	STORM SEWER			⊗	STORM CATCH BASIN	[Square]	STORM DRAIN OUTLET		
SS	SANITARY SEWER			⊕	STORM DRAIN OUTLET	[Circle]	SANITARY SEWER MANHOLE		
W	WATER LINE			⊖	SANITARY SEWER MANHOLE	[Circle]	GAS VALVE		
G	GAS LINE			⊕	GAS VALVE	[Circle]	WATER VALVE		
UGP	UNDERGROUND POWER			⊖	WATER VALVE	[Circle]	WATER METER		
OHP	UNDERGROUND POWER			⊕	WATER METER	[Circle]	WATER CABINET		
○	FENCE - CHAINLINK			⊖	WATER CABINET	[Circle]			



SCALE: 1" = 40' ON 36" X 24" SHEET	
FIELD: TF, SKT	
FIELD DATES: DECEMBER 19-22, 27-28, 2022; JANUARY 3 & 6, APRIL 5-6, 2023	
DRAWN: SKT	PLOT DATE: 4/17/2023
PROJECT FILE NAME: 23006 SANDY COMMUNITY CAMPUS DEMO TOPO.DWG	

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
MAY 26, 2015
SAMANTHA KAY TANNER
90079

RENEWS 6/30/2024

45th PARALLEL GEOMATICS, LLC
408 CASCADE AVE #1863,
HOOD RIVER, OREGON 97031
SAMANTHA.TANNER@45GEOMATICS.COM

**SANDY COMMUNITY CAMPUS PARK
UTILITY/STRUCTURE SURVEY**

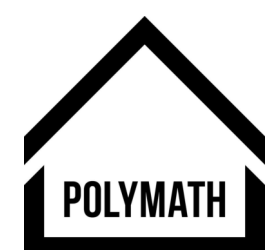
FOR THE CITY OF SANDY

LOCATED IN NE 1/4 AND NW 1/4 SECTION 13, TOWNSHIP 2
SOUTH, RANGE 4 EAST, WILLAMETTE MERIDIAN
CITY OF SANDY, CLACKAMAS COUNTY

2
2



2 Master Plan Concept 02
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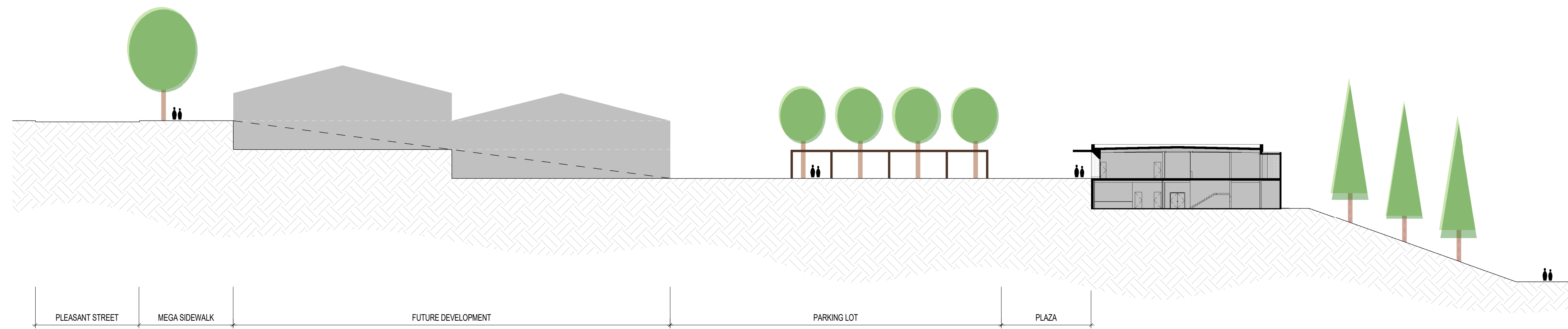
Sandy Civic Center

Master Plan

27 September 2023

1:550

This drawing formatted for 22" x 34" paper



TRANSIT PROJECTS

1 OPS CENTER EXPANSION

Design of new administrative space and maintenance bay. Includes architectural and engineering services. Deliverables: Schematic Design, Design Development, Construction Documents. Shovel Ready. SAM has included Public Works, Parks and Recreation, SandyNet/IT, Police, Finance and Administration



2 ELECTRIFICATION

Electrical upgrades to Operations Center for charging infrastructure. Partnered with PGE for planning, design, funding. PGE funds fell through so applied for and received funding through the Oregon Carbon Reduction Program. This grant award adds \$382,833 in revenue (43,817 in match total project \$426,650) and allows for options/opportunity.

3 BUSES

Bus partner Proterra filed Chapter 11. Transit pivoted to Gillig. Matches fleet, drivers and mechanics already familiar, unbeatable reputation in bus manufacturing, excellent customer service. More expensive than Proterra but reliable. Available in 20-24 months; timeline uninterrupted. Pivot is ODOT approved.



4 TOWN CENTER ROUTE

Transit is rewing up to launch a new route to Clackamas Town Center including a stop at Kaiser Sunnyside Medical facilities. Transit hopes to launch in early January - maybe on our 24th anniversary?! Would like to launch with a VIP ribbon cutting/inaugural run. Purchase of new cut-a-ways introduced tonight required for success.



5 TECHNOLOGY PROJECT

Robust project to bring efares (mobile payment), technology improvements, technology best practices to Sandy and all Clackamas County and Hood River partners. Project will be a statewide trendsetter for onboard technology.