

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF AMENDING THE CAPITAL ) RESOLUTION NO. 08-3912  
BUDGET FOR FISCAL YEARS 2007-08 THROUGH ) Introduced by  
2011-12 ADDING THE STAFFORD FIELD STATION ) David Bragdon, Council President  
EXPANSION PROJECT )

WHEREAS, Metro recognizes the need to prepare a long-range plan estimating the timing, scale and cost of its major capital projects & equipment purchases;

WHEREAS, Metro departments have inventoried existing major capital assets, prepared status reports on current capital projects and assessed future capital needs;

WHEREAS, Metro's Council President has directed the preparation of a Capital Budget for fiscal years 2007-08 through 2011-12 that projects Metro's major capital spending needs over the next five years, assesses the impact of capital projects on the forecasted financial condition of Metro funds, and assesses the impact on operating costs;

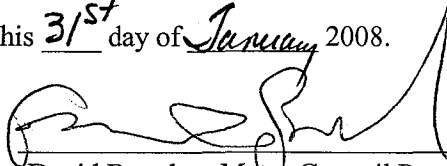
WHEREAS, the Metro Council has reviewed the FY 2007-08 through FY 2011-12 Capital Budget; and

WHEREAS, the Metro Council has conducted a public hearing on the FY 2007-08 through FY 2011-12 Capital Budget and authorized the FY 2007-08 through FY 2011 Capital Budget;

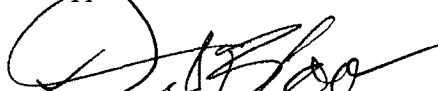
WHEREAS, the Capital Budget priorities have altered and the following changes are necessary; therefore:

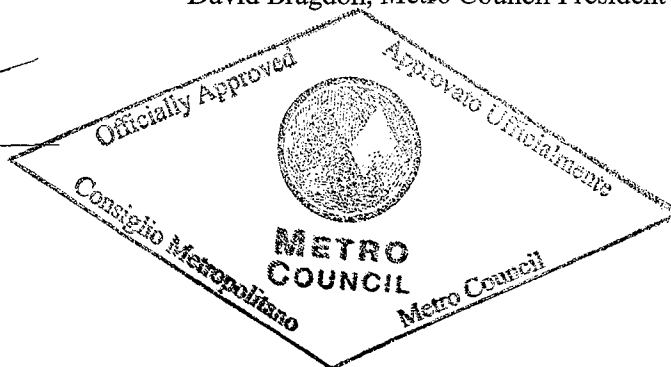
BE IT RESOLVED that the Metro Council hereby authorizes that the Stafford Field Station Expansion Project be added to the FY 2007-08 through FY 2011-12 Capital Budget.

ADOPTED by the Metro Council this 31<sup>st</sup> day of January 2008.

  
David Bragdon, Metro Council President

Approved as to Form:

  
Daniel B. Cooper, Metro Attorney



## **STAFF REPORT**

### **IN CONSIDERATION OF RESOLUTION NO.08-3912, AMENDING THE FY 2007-08 CAPITAL IMPROVEMENT PLAN AND APPROVING THE ADDITION OF THE STAFFORD FIELD STATION EXPANSION PROJECT**

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Date: January 16, 2008

Prepared by: Jeff Tucker and  
Jim Morgan

## **BACKGROUND**

In implementing the 1995 natural areas bond measure, approximately 18 acres of land were acquired in West Linn to provide public access to the Tualatin River. Pre-existing site improvements on the property include a manufactured home and two storage barns. Located near the intersection of Stafford and Borland Roads and I-205, this location is easily accessible from anywhere in the region. Currently, limited public access to the river is provided by scheduled events but the property has not been formally developed for public access.

For more than 5 years, the site has served as a staging area for field operations serving Metro natural areas. The site is used for storing vehicles, heavy equipment, and tools. Office space was originally built to support two Rangers responsible for managing natural areas. Since then, more natural areas have been acquired and more staff and resources allocated to managing the increase in the portfolio. Over the last two years, a native plant center with one staff member has been established that attracts a growing number of volunteers more than any other Metro park or natural area site. Additional two Rangers were assigned to assist in managing increased acres of natural areas that are now sharing the office facility with Solid Waste & Recycling staff at St. Johns Landfill.

Increasing the office space at Stafford Field Station will increase capacity to effectively accommodate the anticipated expanding land management demand by the following:

- Allow consolidation of natural area management staff for better coordination of staff time and equipment.
- Provide adequate workspace for existing staff.
- Improve working conditions by separating staff operations from volunteer work area.
- Accommodate the anticipated expansion of volunteer and environmental education programs.

By taking advantage of existing utilities at the site, an increase in office space can be most effectively accomplished with the purchase of a manufactured office that is pre-approved for occupancy. Using existing government purchasing contracts, a manufactured office that will fully accommodate needs for the foreseeable future (5+ years) can be purchased, permitted, delivered, and setup for approximately \$70,000. This facility is most flexible in that it can be moved to another location or sold in the event it did not meet long-term needs.

Funding for this would come from the currently approved CIP project at Howell Territorial Park. That project, currently approved for \$165,000 includes the replacement and installation of interpretive signs, the renewal of the two restrooms, and the renewal and upgrade of the kitchen facilities. The kitchen facility improvements at Howell are not vital improvements, and the new modular building at Stafford is a higher priority project. The signs and restroom renewal projects can be completed for \$95,000, with the remaining \$70,000 transferred to the Stafford Field Station project.

Approval of this new Capital Improvement Project would authorize the sale of the existing modular structure and authorize the Chief Operating Officer to enter into a purchase agreement for the new modular structure.

#### **ANALYSIS/INFORMATION**

- 1. Known Opposition:** None known.
- 2. Legal Antecedents:** Resolution No. 07-3795, For the Purpose of Adopting the Capital Budget for Fiscal Years 2007-08 Through 2011-12, established the current Capital Improvement Plan.
- 3. Anticipated Effects:** Approval of this new Capital Improvement Project would create a new CIP project, authorize the sale of the existing modular structure, and authorize the Chief Operating Officer to enter into a purchase agreement for a new modular structure.
- 4. Budget Impacts:** This resolution has no budget impact.

#### **RECOMMENDED ACTION**

The Chief Operating Officer recommends approval of Resolution 08-3912

**Capital Project Request - Project Detail**

**Project Title:** 
**Fund:**

**Project Status:** 
**Funding Status:** 
**FY First Authorized:** 
**Department:**

**Project Number:** 
**Active:** 
**Dept. Priority:** 
**Facility:** 
**Division:**

**Source Of Estimat:** 
**Source:** 
**Start Date:** 
**Date:** 
**Cost Type:**

**Type of Project:** 
**Request Type:** 
**Completion Date:** 
**Prepared By:**

Project Estimates	Actual	Budget/Est	Prior							
Capital Cost:	Expend	2006-2007	Years	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	Total	
Design and Engineering	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500	
Construction	\$0	\$0	\$0	\$67,500	\$0	\$0	\$0	\$0	\$67,500	
<b>Total:</b>	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000	

**Funding Source:**

Fund Balance	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
<b>Total:</b>	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000

**Annual Operating Budget Impact**

**Project Description / Justification:** \_\_\_\_\_
 **Estimated Useful Life (yrs):** 
**First Full Fiscal Year of Operation:**

This project would replace the existing pre-manufactured office building at the Stafford Field Station (Boarland) with a new pre-manufactured office. The new building would increase the available office space, accommodating the anticipated expanding land management demand.

## Capital Project Request - Project Detail

<b>Project Title:</b>	Howell Territorial Park Restroom & Kitchen Upgrade			<b>Fund:</b>	General Fund Renewal and Replacement Fund		
<b>Project Status:</b>	Incomplete	<b>Funding Status:</b>	Funded	<b>FY First Authorized:</b>	2007-08	<b>Department:</b>	Regional Parks and Greenspaces
<b>Project Number</b>	TEMP296	<b>Active:</b>	<input checked="" type="checkbox"/>	<b>Dept. Priority:</b>	5	<b>Facility:</b>	Regional Parks
		<b>Division:</b>	Parks & Visitor Services				
<b>Source Of Estimat</b>	Preliminary	<b>Source:</b>		<b>Start Date:</b>	7/07	<b>Date:</b>	12/7/2006
		<b>Cost Type:</b>	Facilities				
<b>Type of Project:</b>	Expansion	<b>Request Type</b>	Initial	<b>Completion Date:</b>	6/08	<b>Prepared By:</b>	Jeff Tucker

Project Estimates	Actual	Budget/Est	Prior						
Capital Cost:	Expend	2006-2007	Years	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	Total
Construction	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$70,000
Equipment/Furnishings	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
<b>Total:</b>	\$0	\$0	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000

## Funding Source:

Excise Tax Renewal & Replacement	\$0	\$0	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000
<b>Total:</b>	\$0	\$0	\$0	\$95,000	\$0	\$0	\$0	\$0	\$95,000

## Annual Operating Budget Impact

<b>Annual Revenues</b>				\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
<b>Annual Expenditures</b>									
Materials and Services				\$0	\$500	\$500	\$500	\$500	\$2,000
Subtotal, Expenditures:				\$0	\$500	\$500	\$500	\$500	\$2,000
<b>Net Operating Contribution (Cost):</b>				\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000

<b>Project Description / Justification:</b>	<b>Estimated Useful Life (yrs):</b>	20	<b>First Full Fiscal Year of Operation:</b>	2008-09
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The barn at Howell Territorial Park has housed Oregon Historical Society materials until Summer 2006. OHS removed all of its materials, and Metro now has full use of the barn. This project would upgrade the barn for community and other revenue generating events. To effectively accommodate expanded activities in the barn, restrooms must be upgraded to ADA standards. To support partnership use of the barn and an expanded event market, minimal upgrades to the barn to accommodate food preparation is needed, including equipment, stainless steel prep tables, refrigeration and partition wall upgrades. Updates and upgrades to all park interpretive and wayfinding signage, which are already designed, would also be fabricated and installed.