



MEMORANDUM

To: Kurt Triplett, City Manager
From: Tracey Dunlap, Director of Finance and Administration
Date: September 24, 2012
Subject: PUBLIC SAFETY BUILDING BUDGET IMPACTS SUMMARY

The City’s new Public Safety Facility located in Totem Lake is expected to be completed and occupied on June 1, 2014. While 2014 will be a transition year, a careful assessment of the on-going costs of operation was needed to ensure that the costs would fit within the current budget. The attached issue papers provide a detailed description of the cost of operations:

- Attachment A – Costs of jail operations under 55-bed and 85-bed jail scenarios compared with the budget for the existing jail, and
- Attachment B – Internal Service budget impacts for Facilities, Fleet, and Information Technology.

The table below summarizes the one-time and ongoing costs associated with the Public Safety Building in the 2013-2014 budget, based on the service packages submitted by the departments. These costs are offset in their entirety by savings in contract jail costs.

Summary of One-Time and Ongoing Costs in 2013-2014

Public Safety Building-Related Service Packages	2013		2014	
	Ongoing	One-Time	Ongoing	One-Time
Police	148,134	46,005	477,815	115,148
Facilities	-	26,000	660,663	32,920
Information Technology	25,274	-	26,075	-
Total Costs	173,408	72,005	1,164,553	148,068
Funding: Savings in Contract Jail Costs	173,408	72,005	1,164,553	148,068
Net	-	-	-	-

Since the building will not be complete until mid-2014, a *proforma* estimate of the on-going costs of the operation of the Public Safety Building for a full year is provided in the table on the following page. The cost reflects a 55-bed jail facility and the internal support costs for up to 85 beds (since the difference in that cost between 55 and 85 beds is only about \$25,000). This analysis assumes that costs of Police and Court operations will continue at the current level, with the exception of savings from the lease of the current Municipal Court facility (starting in 2015). The net savings in contract jail costs, as well as the reduction in Court facility costs and other operating reductions, is expected to be sufficient to fund the operations and maintenance costs of the new facility and begin making sinking fund contributions toward the future major maintenance of the building. In 2014, Facilities will undertake an in-depth analysis of the sinking fund needs to determine the contribution necessary to meet the long-term needs.

Proforma Estimate of Ongoing Costs of the Public Safety Building in 2015

Item	Amount
2014 Jail Budget	3,914,488
Less: Estimated Cost of 55-Bed Jail	(2,825,341)
Subtotal	1,089,147
Plus: Facilities Costs Included Above	137,160
Available for Other Costs	1,226,307
Other Costs:	
Facilities	(1,110,524)
Information Technology	(26,901)
Subtotal	88,882
Plus: Cost Offsets	
Reduction in Court Facility Costs	164,821
Reduction in Police Fleet Costs	31,000
Available for Public Safety Building Sinking Fund	284,703

Attachment A also presents the incremental costs and revenue potential of building out the jail facility to 85 beds. The operational cost impact to Corrections of the additional 30 beds is \$417,277, including the addition of 3 FTEs. The current plan is to include the build out of the additional 30 beds as an add alternate in the facility bid documents. Depending on the capital cost of this alternative, staff might return to Council for direction on whether to pursue the 85-bed option further.



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MEMORANDUM

To: Kurt Triplett, City Manager

From: Eric Olsen, Chief of Police
Michael Ursino, Captain
Hiedi Popochock, Police Senior Financial Analyst

Date: September 20, 2012

Subject: KIRKLAND JAIL COST ANALYSIS

PURPOSE

The purpose of this memo is to provide the City Council with the results of the 55 bed jail facility and the 85 bed jail facility cost analysis completed by the Kirkland Police Department.

BACKGROUND

At their March 6, 2012 council meeting, the City Council received an update on the Public Safety Building regarding several elements including the cost/benefit of increasing the size of the jail by 30 beds and contracting them out. The Kirkland Police Department completed a jail facility cost analysis in order to provide additional information to assist the City Council in selecting the appropriate facility capacity for the new Kirkland Jail. The jail cost analysis will discuss the 55 bed and the 85 bed facility options including the associated operating costs.

The new Public Safety Building inclusive of the Court, Police Department, and Jail allows for significant efficiencies and safety improvements. The Corrections staff spends a considerable amount of time transporting prisoners to the Court. This required task is not only a cost to the City of Kirkland, it also creates security concerns. The ability to move an inmate to a video screen or down the hall to a secure room next to the Court allows the inmate to have access to the legal system in a safe and secure manner. The ability to limit the movement improves safety for the court personnel, the public and for the inmate. Building the correct size facility with the correct number of staff and utilizing alternative programs, allows the City to have more control over actual jail costs. A properly run correctional unit will allow for quality control of not only the facility but also provide programs that can improve the lives of inmates and potentially reduce recidivism. Another key element in building and running an efficient facility is reducing the amount of time officers spend booking and transporting prisoners.

COST ANALYSIS

The jail cost analysis included the costs associated with operating the current 14 bed jail including transport and contracts with other jails, costs to operate a 55 bed jail and the additional costs that are needed to construct and operate an 85 bed jail. The jail cost analysis is outlined in the following sections:

- 1. Operating Cost Comparisons** – This section illustrates the current costs of the Kirkland 14 bed jail facility, the forecasted operating costs for a 55 bed jail facility and the additional funding needed to construct and operate an 85 bed jail facility.
- 2. Revenue Source** – This section will identify agencies that are interested in renting Kirkland Jail bed space and an estimated daily rate the bed space could rent for if the 85 bed jail facility is constructed.
- 3. Cost Recovery** – This section will illustrate the revenue generated from alternative sentencing which increases bed availability for contract agencies. It will also identify the costs associated with the construction and operation of an 85 bed jail facility that could be recovered over a specific period of time.

Operating Cost Comparisons

14 Bed and 55 Bed Jail Facility Cost Comparison

Cost Categories	14 Bed Jail Facility	55 Bed Jail Facility	Budget Variance
2014 Budget	\$3,914,488	\$3,914,488	\$0
Salaries, Wages & Benefits	\$1,658,567	\$1,928,013	\$269,446
Overtime	\$28,907	\$34,688	\$5,781
Uniforms & Cleaning	\$14,190	\$16,694	\$2,504
Fleet Costs	\$91,976	\$91,976	\$0
Facility Costs	\$26,670	\$137,160	\$110,490
I.T. Costs	\$132,309	\$155,658	\$23,349
Medical Costs	\$66,320	\$100,000	\$33,680
Prisoner Board-Out Costs	\$1,850,729	\$185,073*	(\$1,665,656)
Other Costs	\$44,820	\$176,079	\$131,259
Annual Costs	\$3,914,488	\$2,825,341	(\$1,089,147)
Budget Remaining	\$0	\$1,089,147	

*Twenty percent of board-out costs were estimated from 50 percent of the 2012 budget (\$925,364). For additional information on the 14 bed and 55 bed cost comparison, see the full memo packet of the July 5, 2011 Study Session, Public Safety Building Update.

55 Bed and 85 Bed Jail Facility Cost Comparison

Cost Categories	55 Bed Jail Facility	85 Bed Jail Facility	Budget Variance
2014 Budget	\$3,914,488	\$3,914,488	\$0
Salaries, Wages & Benefits	\$1,928,013	\$2,197,459	\$269,446
Overtime	\$34,688	\$40,470	\$5,782
Uniforms & Cleaning	\$16,694	\$19,198	\$2,504
Fleet Costs	\$91,976	\$91,976	\$0
Facility Costs	\$137,160	\$157,315	\$20,155
I.T. Costs	\$155,658	\$179,006	\$23,348
Medical Costs*	\$100,000	\$100,000	\$0
Prisoner Board-Out Costs**	\$185,073	\$185,073	\$0
Other Costs	\$176,079	\$272,121	\$96,042
Annual Costs	\$2,825,341	\$3,242,618	\$417,277
Budget Remaining	\$1,089,147	\$671,870	

*Medical costs are contracted and can be customized to the needs of the jail. Two different contract services were explored ranging from a full-time contract at \$190,000 per year to an on-call status contract at about \$50,000 per year. The \$100,000 medical budget is an estimated cost for medical treatment.

**Twenty percent of board-out costs were estimated from 50 percent of the 2012 budget (\$925,364).

The operating cost comparison includes the below categories which are further detailed on the following pages:

- Salaries, Wages & Benefits
 - Overtime costs
 - Uniforms & Cleaning costs
 - Fleet costs
 - Facility costs
 - Information Technology costs
 - Medical costs
 - Prisoner Board-out costs
 - All Other costs
- **Salaries and Wages** were based on the 2012 salary rates. **Benefits** were based on the 2014 estimated rates provided by the City of Kirkland Finance Department. Salaries, wages and benefits for the additional FTEs were calculated by the number of Correction Officers for a 55 bed jail facility (3 addt'l FTEs - \$269,446) and an 85 bed jail facility (6 addt'l FTEs - \$538,892). The salaries for the additional Correction Officers were calculated by using the mid-range of the 2012 salary schedule. The annual medical savings plan contribution (\$900) for the Corrections Lieutenant is also included in this figure.
 - **Overtime costs** were based on the 2014 budget for 15 overtime eligible employees (\$28,907). The Corrections Division has one Corrections Lieutenant and one Corrections Sergeant who are not eligible for overtime.
 - **Uniforms and Cleaning costs** were based on the 2012 budget for 17 full-time equivalents (FTEs) (\$14,190). The 2012 budget was divided by 17 FTEs then multiplied by 20 FTEs for a 55 bed jail facility. The same formula was applied for the 23 FTEs for an 85 bed jail facility.

- **Fleet costs** were based on the 2014 estimated internal fleet budget for three vehicles (\$91,976) provided by the City of Kirkland Fleet Division. The Corrections Division currently has three transport vehicles that are used daily. One vehicle can be eliminated after the relocation of the Kirkland Jail to the new Public Safety Building. An ongoing savings of \$30,552 can be realized in 2015 due to the reduction of the maintenance and replacement costs of the third vehicle.
- **Facility costs** were calculated at the rate of \$7.62 per square foot, per year, as outlined in the International Facilities Association Benchmarks V, page 53 – Total Annual Facility Cost. The facility costs were included in the 2014 budget for each facility capacity option (this cost is normally budgeted in a different division in the police department). This is a day-to-day operations cost estimate for a Corrections facility provided by the City of Kirkland Facilities Division. The facility cost includes maintenance and repair services. The current 14 bed jail facility has approximately 3,500 sq. ft., the 55 bed jail facility will have approximately 18,000 sq. ft. and the 85 bed jail facility will have approximately 20,645 sq. ft.
- **Information Technology (I.T.) costs** were based on the 2014 estimated internal I.T. rental budget (\$132,309 – rate model dated 8/3/12) provided by the City of Kirkland Information Technology Department. The 2014 I.T. rental rate was multiplied by 20 FTEs for a 55 bed jail facility. The same formula was applied for the 23 FTEs for an 85 bed jail facility.
- **Medical costs** were calculated by estimating the contracted costs for professional medical care and adding the 2014 budget of \$66,320, totaling \$100,000. The most effective way to manage medical costs is to contract out the services. The medical services contract will reflect the needs of the department. By utilizing cost estimates from two comparable facilities and two different levels of medical service, the cost can range from \$50,000 (for on-call only) to \$190,000 (full-time nurse) annually. The three year average medical cost for the Kirkland Jail is \$20,000 per year. Assuming a level of service somewhere between the two examples noted above, and that additional costs will be accrued in a full service facility, we estimate the cost of a contract to be \$100,000. This should provide some regularly-scheduled nursing hours plus on-call as needed.
- **Prisoner Board-Out costs** were based on the 2011 inmate housing actual costs and the 2012 inmate housing budget. For both jail bed facility options, the police department assumed that 20 percent of the Average Daily Population (ADP) would be boarded at an outside agency jail facility due to special needs such as specialized medical treatment.
- **Other costs** include food, clothing, bedding, jail laundry, operating supplies and office supplies. The inmate operating supply budget was estimated using the 2012 operating supply budget for a 14 bed jail (\$43,140). The estimated cost is \$9 per day, per inmate. The office supply budget was estimated using the 2012 office supply budget for a 14 bed jail (\$1,680).

Additional FTEs

The Public Safety Building is slated to be completed in June 2014. In order to prepare for the expanded jail facility, the police department will need additional FTE Correction Officers. The additional positions will enable the Corrections Division to provide adequate jail security and 24/7 shift coverage. The police department anticipates testing for the additional FTEs no earlier than June of 2013 and no later than January of 2014. Locating qualified applicants can be time consuming. Simply stating that the process will begin in June of 2013 does not mean all positions will be in place by July of 2014. The hiring process for the additional positions may take a year or longer to complete.

Jail Facility Size	Full-Time Equivalent (FTE)	Difference from 17 FTEs
14 Beds	17 FTEs	0 FTEs
55 Beds	20 FTEs	+3 FTEs
85 Beds	23 FTEs	+6 FTEs

*FTEs are based on efficiencies created and will be re-evaluated at 100% jail capacity.

Additional 30 Bed Jail Construction Costs

At the February 21, 2012, Study Session, City Council received an update on the Public Safety Building (PSB). The PSB architects provided the estimated construction costs to expand the Kirkland Jail from a 55 bed facility to an 85 bed facility in order to accommodate the projected Average Daily Population (ADP) in 2014 which is estimated to be between 50 and 60 inmates. (Source June 28, 2011- Jail Capacity Needs). In the past year, the Corrections Division has managed the ADP by utilizing alternate incarceration methods. These programs have been successful in maintaining the ADP between 45 and 50.

The table below illustrates the actual and projected ADP with annexation, less an allowance for populations that have alternate sentencing and populations with special needs.

Year	Estimated ADP (2011 estimate)	Revised ADP
2011-12	54	49
2014	58	53
2016	64	58
2018	68	62
2020	75	68

The table below illustrates the **construction cost breakdown** of the additional 30 beds provided by the PSB architects.

50% SD Estimate for Additional 30 Beds	
50% Schematic Design 2/2/12	Cost
Opinion of Probable Construction Costs	\$223,000
Sales Tax at 9.5%	\$21,185
Escalation	\$9,433
Construction Contingency	\$12,867
Subtotal - Construction with additions	\$266,485
Planning, Design & Engineering*	\$47,967
Fixtures, Furnishing & Equipment	\$6,000
Art (1% of Project Costs)	\$3,205
Subtotal - Recommended Project Costs	\$323,657
Total Project Construction Costs:	\$323,657

*Planning, Design and Engineering included within base project in order to develop bid alternates. Marginal cost of construction is estimated at \$275,690.

The additional 30 bed construction costs and operating costs are significant however; costs could be offset by revenue generated by bed rentals to other law enforcement agencies.

Revenue Source

The 85 bed jail facility option allows the police department to offer bed rentals to other law enforcement agencies on an "as needed" basis. The police department solicited feedback from local agencies regarding their interest in bed rentals. The majority of law enforcement agencies expressed interest based on the following three factors:

1. Cost - Agencies agreed that renting bed space at a competitive rate was appealing. The current bed space contracts in Western Washington are priced from \$60.00 to \$135.00 per day with no booking fees. In order to be competitive, an acceptable daily rate would be between \$80.00 and \$100.00.
2. Flexibility - Agencies preferred to rent beds on an "as needed" basis. Agencies only pay for the bed rentals that are occupied by their prisoners.
3. Convenience - Agencies stated that transporting subjects to Kirkland and being able to have the officer return to duty quickly is an incentive on wanting to rent local bed space.

The table below illustrates law enforcement agencies that have expressed interest in bed rentals.

Agency	Estimated	Current ADP
Bellevue PD	15	27
Woodinville PD	2	2.4
Mercer Island PD	2	2
Medina PD*	1	1
Clyde Hill PD*	1	1
Total:	21	33.4

*Agency that currently rents bed space at the Kirkland Jail and will continue after the jail expansion.

Based on the estimated ADP and conversations with the administrations of the above listed agencies, it is conceivable that the police department could rent 15 beds a day, on average, for approximately 5 years, depending on how well the ADP is managed. The local bed rental rate ranges from \$60.00 (Enumclaw Jail) to \$135.00 (SCORE). For estimation purposes, a cost recovery fee of \$80.00 per day was used.

2012 Inmate Housing Daily Rates		
Facility	Rate	Booking Fee
Chelan County Jail	\$70	\$0
Enumclaw Jail	\$60	\$0
Issaquah Jail	\$90	\$0
King County Jail	\$120	\$380
Okanogan County Jail	\$52	\$0
Snohomish County Jail	\$64	\$0
South Correctional Entity	\$135	\$0
Yakima Jail	\$100	\$0

Summary of Estimated Bed Rental Revenue

15 beds @ \$80.00 = \$1,200 per day
 $\$1,200 \times 365 \text{ days} = \$438,000$ minus \$20,000 of current bed rental revenue
\$418,000 of new revenue generated annually
5 years x \$418,000 = \$2,090,000

Cost Recovery

The Kirkland Police Department has rented bed space (\$80 per day) to local agencies for several years. The police department currently has bed rental contracts with Clyde Hill, Medina, Yarrow Point and Hunts Point. The table below illustrates the costs recovered from the contract agencies.

Year	Amount Recovered
2009	\$31,500
2010	\$26,609*
2011	\$19,920*
Average:	\$26,010

*The decrease in revenue correlates with the decrease in beds to rent and the change in business practices by contract agencies.

The police department has utilized the Work Release (WR) and Electronic Home Detention (EHD) programs as an alternative to incarceration. When implemented, the goal was to recover costs of operating and managing the programs, recognizing that not all participants would be able to pay the fees. However, it was also acknowledged that the costs of WR and EHD were significantly less than the cost of incarceration. The minimum daily cost of incarceration is significant (\$64) versus the average daily cost of EHD (\$7). In 2011, the costs recovered

declined due to expensive EHD devices that were utilized for longer periods of time and the collection rate of the EHD fees. The current process to collect delinquent fees is for an officer to make phone contact with the offender in an attempt to collect. The Corrections Division is currently working on strategies to increase the collection of EHD fees in the coming years. However, there are only two options:

1. Incarceration instead of WR or EHD – This actually will cost the City more. Incarceration can be utilized if the offender does not pay the fees however, the cost of incarceration, at a minimum of \$64.00 a day, is counter-productive to the purpose of the EHD program.
2. Collection Agency – Currently policy is not to pursue collections due to the fact that many involved are indigent and unable to pay the fees.

The below chart summarizes the EHD revenues/expenditures:

Year	EHD/WR Revenue	Direct EHD Expenses	Difference (Revenue - Expenditures)	Cost Recovery Rate
2010	\$102,855	\$39,382	\$63,473	261%
2011	\$117,369	\$69,946	\$47,423	168%
2012 estimate	\$159,862	\$93,820	\$66,042	170%
3-Year Total/Average Recovery Rate:	\$380,086	\$203,148	\$176,938	187%

Conclusion

Facility Type	Construction Costs	One-Time Personnel Costs	Ongoing Operating Costs	Potential Annual Revenue
14 Beds	N/A	N/A	\$3,914,488	\$20,000 (2012 est.)
55 Beds	N/A	\$46,005	\$2,803,083	\$20,000 (2012 est.)
85 Beds	\$323,657	\$92,010	\$3,214,547	\$418,000 (incl. current contract bed rentals)

In the past year, the police department has optimized the use of alternate incarceration programs and has managed the jail effectively resulting in a more stabilized ADP. However; the ADP will continue to increase over time. This is based on factors not under our control including any subtle changes to the law, new demographics, local and statewide focus on public safety issues and changes in the judicial process. If an adequate number of beds are not supplied for the increasing ADP for the Kirkland Jail, the transportation costs and outside agency boarding costs will increase. The addition of more bed space now rather than later is advantageous on a few levels:

- The cost to build out today will be cheaper than five years from now;
- The city would be able to maintain control of the outside boarding costs, programs, and have adequate room to accommodate an increasing ADP;
- The extra bed space would create an opportunity to generate bed rental revenue, until at which time we will need the space, offsetting most, if not all, of the operating costs;

- The opportunity to rent space over a five year period should be sustainable, thus allowing the city to recover the build-out costs incurred today.

A 55 bed jail facility in mid-2014 is projected to be filled to capacity based on the estimated ADP. This facility option limits the ability to expand the jail for growth in the future. An 85 bed jail option costs more to build and operate however; it does provide an opportunity to recover cost now and in the future.

The following chart summarizes the marginal cost/benefit of the new jail versus the current jail.

Cost Categories	14 Bed Jail Facility	55 Bed Jail Facility	85 Bed Jail Facility
2014 Budget	\$3,914,488	\$3,914,488	\$3,914,488
Salaries, Wages & Benefits	\$1,658,567	\$1,928,013	\$2,197,459
Overtime	\$28,907	\$34,688	\$40,470
Uniforms & Cleaning	\$14,190	\$16,694	\$19,198
Fleet Costs	\$91,976	\$91,976	\$91,976
Facility Costs	\$26,670	\$137,160	\$157,315
I.T. Costs	\$132,309	\$155,658	\$179,006
Medical Costs	\$66,320	\$100,000	\$100,000
Prisoner Board-Out Costs	\$1,850,729	\$185,073	\$185,073
Other Costs	\$44,820	\$176,079	\$272,121
Net Annual Costs	\$3,914,488	\$2,825,341	\$3,242,618
Annual Revenue	(\$20,000)	(\$20,000)	(\$418,000)
Net Annual Savings	(\$20,000)	\$1,109,147	\$1,089,870

The current budget for contracted beds will more than cover the annual operating costs for a 55 bed jail. The annual net savings will also pay for the operating costs of the entire Public Safety Building. The cost to operate an 85 bed jail would require \$417,277 more annually. It appears likely that contracting out beds in an 85 bed facility would recover those costs over a five year period. The Council could also choose to find one-time money to complete the 85 beds but not contract them out, saving the operating costs in the near term.



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MEMORANDUM

To: Kurt Triplett, City Manager

From: Ray Steiger, P.E., Director of Public Works
 Brenda Cooper, Chief Information Officer
 Donna Burris, Internal Services Division Manager
 Donna Gaw, Network and Operations Division Manager

Date: September 19, 2012

Subject: PUBLIC SAFETY BUILDING INTERNAL SERVICES BUDGET IMPACTS
 (FACILITIES/IT)

The purpose of this memo is to provide information regarding Public Works Internal Services Operations and Maintenance and Information Technology network equipment needs for the Public Safety Building. It is divided into three sections:

- Facilities – This section focuses on operations and maintenance costs excluding debt service.
- Fleet – This section describes changes in operations to provide better customer service to the Public Safety Building at lower cost.
- IT Network Equipment – This section describes the network equipment and ongoing maintenance needs.

Public Works Internal Services Operations and Maintenance

Facilities Services

Design Development is underway for Public Safety Building to house Police, Corrections, and Municipal Court. The size, complexity, and the specialized components that will be a part of this building create a more challenging space to operate and maintain.

The high ceilings and the sensitivity of the server room cooling requirements present some challenges for heating and cooling the building. Increased utility needs will be required due to the larger space and 24/7 operations in two-thirds of the facility. Although, the systems have not been specified, we currently have planned a higher level of security with approximately 100 Internet Protocol cameras, specialized equipment for the evidence lab, and equipment for the tactical firing range.

Following is an explanation of the assumptions used in estimating the operations and maintenance costs for the Public Safety Building.

The building is approximately 103,000 square feet (sf) with occupancy planned for June 1, 2014. According to the International Facility Management Association (IFMA) Benchmarks V

Research Report #30 Annual Facility Costs, the average cost for a municipal facility is about \$10.38/sf and \$7.62/sf for corrections (excluding sinking fund charges, debt service, and personnel). The estimated annual operating cost is approximately \$989,000 calculated as follows:

- 73,949 sf x \$10.38/sf = \$767,591 for the Police (excluding tactical range, vehicle maintenance bay and vehicle storage) and Municipal Court;
- 29,051 sf x \$7.62/sf = \$221,369 for Corrections - 85 bed, tactical range, vehicle maintenance and vehicle storage
- Total O&M = \$988,960; Prorate for 7 months based on June 1, 2014 occupancy = \$576,893

The proposed \$10.38/sf includes the following categories for Police and Municipal Court (excludes tactical range, vehicle maintenance bay, and vehicle storage):

1. Operating Supplies, such as United States and Washington State flags, Heating, Ventilation, and Air Conditioning (HVAC) filters, lamps, keys, janitorial supplies, etc.
2. Supplies needed for repairs
3. Professional Services, including many of the contracted services, for example janitorial services, confidence testing of sprinkler and fire alarm systems, alarm monitoring
4. Communication expenses such as phone lines for security and fire alarm monitoring
5. Property and Liability Insurance
6. Utility Services, including electricity, natural gas, water, sewer, surface water management fee, and solid waste
7. Repairs and Maintenance expenses

The Corrections, Tactical Range, Vehicle Maintenance Bay, and Vehicle Storage areas are estimated at \$7.62 per square foot; due to the secure/industrial nature of these spaces this amount assumes a lower maintenance requirement by facilities and excludes janitorial service and supplies (except for garbage pick-up from a central location).

For comparison purposes, the 2012 base budget cost per square foot for City Hall (70,000 sf), the City Hall Annex (6,000 sf), and 505 Market (6000 sf), is \$9.60/sf. However, this cost includes personnel and facilities administration charges whereas the proposed \$10.38/sf & \$7.62/sf, respectively, for the Public Safety Building do not include personnel charges. Both sf costs exclude grounds maintenance needs.

The addition of one (1) Facilities Tech I is requested that will have more expertise in maintaining the new facility and associated technological requirements to be hired in April, 2014. In 2009, the IFMA benchmark for facilities maintenance was one (1) technician per 49,000 sf. Currently, Facilities Services maintains 235,969 sf with four (4) technicians (Facilities Services Lead, Facilities Services Tech II, and two (2) Facilities Services Tech III), which is an average of 58,992 sf per technician. Hiring in April, 2014 will allow the new technician to become familiar with City staff, policy and procedures, and be part of the commissioning process (when the systems are tested and calibrated to ensure they are operating properly prior to occupancy) of the new building.

- Facilities Services Tech I: \$89,988 Total Salary & Benefits for 2014, which equates to an additional \$0.87/sf). Prorated for 9 months with April 1, 2014 hire date - \$73,630.
- For maintenance of landscaping, we recommend the addition of 0.25 FTE for a Groundsperson (.20 general fund and .05 surface water funds) = \$15,992 Total Salary &

Benefits for 2014, which equates to an additional \$0.16/sf). Prorated for 6 months with June 1, 2014 start - \$11,940.

Fleet Management

The current fleet shop is located at the Maintenance Center adjacent to all 93 Public Works and 58 Parks vehicles and major equipment. The fleet shop has benefited from this joint location with these departments as there is essentially no time or labor expense required for the "shuttling" of vehicles to or from remote locations by the fleet staff or field crews. Field breakdowns are rare, and so most repair and maintenance activities can be scheduled or performed with crews merely delivering the vehicle to the shop at the end of their shift or during the day, identifying the specifics of the issue, and then shifting to another vehicle.

Of the four major departmental fleet users, only Police vehicles are completely shuttled by fleet staff or police officers between their remote location (City Hall) and the fleet shop. The two sites are one mile apart, and the shuttling of police vehicles averaged six round trips per day during 2011. The current fleet shop has six vehicle bays and is at its maximum capacity. The addition of the scheduled annexation vehicles and fleet staff constitutes the need for two additional vehicle bays, and it would bring the total number of bays to eight. By including a vehicle service bay in the PSB, there is both the opportunity to reduce the required expansion of the maintenance center fleet shop, and at the same time, greatly reduce the loss of productive time by both fleet staff and police officers by eliminating the need to shuttle vehicles between the two facilities.

It is proposed that the PSB service bay be staffed by one Emergency Vehicle Technician (EVT) who has been primarily assigned to police vehicles. This EVT would split time between the PSB and the Maintenance Center fleet shop as the workload dictates. Their schedule would be aligned with the police shift changes such that officers could detail the needed repairs or convey specific issues with the vehicle; the input provided by the officers is imperative. Correcting any issues that arise and timely maintenance is vital to the safety and efficiency of the department. During anticipated inclement weather, fleet staff would also be available to install chains.

In order to minimize duplication of expensive equipment, limited repairs and preventative maintenance will be performed at the PSB service bay. It is anticipated that the bay would be equipped with one above-ground lift (estimated cost of \$5,000), a tire changer/wheel balancer (\$4,500), and a storage area for police specific tires, parts, and lubricants. A minimal parts inventory would be needed due to the availability same day delivery by local dealers and suppliers. It is estimated that 60 - 80% of the historical police vehicle repairs and maintenance can be performed at the PSB bay. The remaining 20 - 40% will continue to be outsourced or performed at the Maintenance Center where larger capacity equipment will remain.

Construction of the maintenance bay is currently included in the Public Safety Building capital project and the related Fleet staffing was previously approved as part of the 2011-2012 budget.

Information Technology – Network Equipment and Staffing

In order to provide information technology services to the Public Safety Building, the following one-time costs and on-going costs have been identified.

One-Time Costs:

The one-time cost of \$272,000 is covered by the Public Safety Building capital project Furniture, Fixtures and Equipment budget. This one-time cost covers net new network switching equipment for connecting computers, phones, wireless access points, security cameras, etc. to the city's network (some existing equipment will be re-purposed), patch cables to connect all of these items to the network switching equipment, racks to house the network switching equipment and structured cabling terminations, and the fiber connection back to the network at City Hall. The one-time cost is broken out into items for which there is specific information and items that need to be in the building but are up to the architect to provide specific information and pricing for along with additional information on necessary equipment with unknown costs. These numbers are estimates.

	Estimated Cost
Network Switches	95,000
Wireless Access Points	9,000
Patch cables	19,000
Racks	80,000
Fiber connection back to City Hall	44,000
10% Contingency	24,700

Costs for which more information is needed from the architect to develop estimates

Structured cabling for 460 ports*	Cost Unknown
Uninterrupted Power Supply for entire building	Cost Unknown
HVAC equipment	Cost Unknown
Alarms (special alarms for locations with network equipment)	Cost Unknown

**Special note for structured cabling. Staff recommends installing two network ports in each regular workspace so that there is one port for the phone and one for the computer. This will allow a faster connection for the computer. Some shared areas of the building may use wireless or one port. Final details are still being worked out.*

On-Going Costs:

The on-going cost of \$25,400 is in the Information Technology Department's service package for costs associated with the Public Safety Building capital project. This on-going cost is for a 0.2 FTE Service Desk Analyst and maintenance/support of the network equipment identified in the above. The 0.2 FTE Service Desk Analyst will accommodate the additional onsite support time (including travel) at the new building. This additional 0.2 FTE position will supplement the current 0.8 temporary Service Desk Analyst position we have that is attached to the Northshore Fire Department contract.

.2 Service Desk Analyst	18,300
Maintenance/support for network equipment	7,100



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