



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> May 15, 2023		<b>Subject: Resolution No. 3057</b> Authorizing City Manager to execute Professional Services Agreement with FFA Architecture and Interiors, Inc. for development of the Community Service Block Master Plan (CIP #8158).  <b>Staff Member:</b> Delora Kerber, Public Works Director  <b>Department:</b> Public Works	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> N/A	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): 2022 Facility Master Plan Resolution No. 3001	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

City of Wilsonville Resolution approving the public bid process, and awarding a professional service agreement to FFA Architecture and Interiors, Inc. in the amount of \$247,935 for the development of the Community Service Block Master Plan (CIP #8158).

**EXECUTIVE SUMMARY:**

In November 2022 via Resolution No. 3001, the City of Wilsonville adopted the 2022 Facility Master Plan (FMP) which future needs related to space and programming for the various City Departments.

The 2022 FMP evaluation process resulted in recommending improvements to Police Department accommodations as one of the top three priority projects. The 2015 City Facility Master Plan previously identified the Police Department, as a high needs project.

To accommodate the expansion of the Community Center services, the 2022 FMP recommended using the Art Tech and Kiva buildings, however, since development of the FMP it has been determined due to the age, and condition of the Kiva building it should be demolished.

Additionally, the 2022 FMP introduced the concept of redeveloping the Community Service Block (CSB) area defined as the 5.3 acres of land on the northeast corner of the intersection of Wilsonville Road and Town Center Loop East which includes the Public Works/Police building, Community Center, Kiva and Art Tech buildings to address the needs of the Police Department and Community Center. See Exhibit 1 for aerial view of the CSB area.

The CSB concept would consider alternatives presented in the Town Center Master Plan, allow for better road access and parking for the various facilities. Other considerations in the development of this concept are the proximity of the Community Center and Creekside Woods Senior Apartments and the visibility/ oversight of Murase Plaza from buildings on this site.

To better define the needs of the Police Department and Parks and Recreation Administration/Community Service Department the City is hiring an architectural team to perform a needs assessment to understand each department's space, functional and operation needs and develop a gap analysis on how best to use the CSB area and buildings in the near term and into the future.

This information will be used to create a Community Service Block (CSB) Master Plan, which will develop options for site utilization using the building alternatives determined through the gap analysis including phasing plans for each.

Three concept designs options with cost estimates for buildings on the CSB site will be produced using the preferred master plan/phasing plan. A preferred design option will be selected and final concept design drawings with cost estimate will be developed.

**EXPECTED RESULTS:**

The CSB Master Plan will create a strategy to address the current and future needs of the community of Wilsonville, Police Department and Parks and Recreation Department.

**TIMELINE:**

Development of the documents for this project will take approximately nine months to complete.

**CURRENT YEAR BUDGET IMPACTS:**

Funding for this project are included in FY22/23 and there are no impacts to the current year budget.

**COMMUNITY INVOLVEMENT PROCESS:**

Community engagement will occur during the development of the CSB Master Plan.

**POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:**

Information derived from the CSB Master Plan will guide the City in determining the best course of action to address immediate needs, as well as how to accommodate department growth over the next 20 to 30 years plus.

**ALTERNATIVES:**

Reject the contract with FFA Architecture and Interiors, Inc. for the development of Community Service Block Master Plan.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Aerial view of Community Service Block area
2. Resolution No. 3057
  - A. Professional Services Agreement for Community Service Block Master Plan (CIP #8158)