



MONROE CITY COUNCIL

Agenda Bill No. 19-019

SUBJECT:	Monroe Municipal Campus Plan - Final Phase Project Charter
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/12/2019	Public Works	Jakeh Roberts	Jakeh Roberts	Consent Agenda #8

Discussion: 01/28/2019, 02/12/2019

Attachments: 1. Project Charter

REQUESTED ACTION: Move to adopt the Project Charter Document - City of Monroe Municipal Campus - Final Phase Evaluation and expressly authorize further minor revisions to the extent deemed necessary and appropriate.

POLICY CONSIDERATIONS

RCW 35A.11.020 states that the legislative body of each code city shall have powers that may be exercised in regard to the acquisition, sale, ownership, improvement, maintenance, protection, restoration, or to any other improvement or use of real or personal property.

DESCRIPTION/BACKGROUND

In 2008 the City Council approved funding for the completion of the Monroe Municipal Campus Plan in order to facilitate strategically meeting the needs of our growing community and to clarify the vision and conceptual framework for the seven acre municipal campus.

On January 28, 2019, the City Council reviewed the attached project charter document and discussed what the project will include, clarified the project scope, and reviewed the proposed project outcomes/deliverables. No recommendations for changes to the charter were provided at that meeting.

Upon final approval, the project charter scope will serve to guide the City Council P4 Committee, outside consultants, and staff toward completion of this portion of the plan.

FISCAL IMPACTS

See Attachment 1.

TIME CONSTRAINTS

Completion of this portion of the project is desired by June of 2019 so that it can be incorporated in the 2020 budget cycle.

ALTERNATIVES

1. Do not approve the project charter and provide direction to Mayor and City Staff. This alternative indicates the City Council has additional questions or concerns regarding the proposed charter that need to be addressed prior to approval.
2. Amend the charter as proposed. Provide direction to Mayor and City Staff. The City Council may want to amend the charter prior to approval at the February 12, 2019, Council Meeting.



PROJECT CHARTER - City of Monroe Municipal Campus - Final Phase Evaluation

Background:

In 2008 the City Council approved funding for the completion of the Monroe Municipal Campus Plan in order to facilitate strategically meeting the needs of our growing community, and to clarify the future vision and conceptual framework for the seven acre municipal campus.

Of the seven capital facility projects identified in the plan, six have been funded by the City Council and are now completed. The final recommended step in the plan is to construct a new municipal services building to house all City departments. However, in the years since the plan was drafted:

- The Monroe municipal court was created
- The cost of new construction has risen sharply as compared to the cost of repurposing – at present new construction is expected to range 2-3 times greater than the cost of repurposing
- New requirements associated with environmental protection have become more complex and restrictive
- The ineffective and inefficient interior layout of city hall and the police buildings has developed into a customer contact and service delivery issue. The needs of court patrons, various permit and land use applicants, utility customers, those involved with code enforcement situations, and passport applicants isn't able to be efficiently and professionally managed in the current layout
- The police building has become frequently used for joint agency operational SWAT responses and larger scale officer training programs
- The daily need for private police officer changing space has increased significantly
- The ineffective and inefficient parking layout serving city hall and the police buildings has become an issue as the court continues to grow, and as the city increases staff levels

In response to these changed conditions, Council approved the expenditure of \$72,000 in 2019 to hire an architectural firm to re-evaluate the feasibility of new construction and assess the option of repurposing the existing buildings.

Project Scope Part A – Outside Consultant Tasks & Deliverables:

Architectural consulting firm to complete a facility assessment consisting of the listed deliverables:

Task Description	Deliverable
Evaluate conceptual feasibility of new construction of one combined municipal services building	Description of opportunity & cost with conceptual layout plan
Determine near term maintenance needs of existing buildings	Description of deficiencies & cost of corrections
Define near term opportunities to create efficiencies in existing buildings	Description of deficiencies & cost of improvements
Evaluate repurposing existing municipal campus buildings based upon a 50 year service life expectancy	Conceptual layout plan & probable cost of construction estimate

Project Scope Part B – Monroe City Council Committee Tasks & Deliverables:

Transportation/Planning, Public Works, Parks & Recreation, and Public Safety (P4) Committee Will complete an assessment of the following options and provide the listed deliverables:

Task Description	Lessons Learned from Prior Informal Consideration	Deliverable
Evaluate construction of shared facilities with: Monroe School District Everett Community College United States Postal Service	Funding sources and cycles and capital plans are misaligned Economy of scale is not gained as shared spaces were generally considered to be infeasible; multiple users results in a larger facility Working in shared spaces with multiple priorities and multiple sources of leadership is logistically challenging Operational inefficiencies occur in joint use facilities. Additional staffing to manage building logistics & user interests is needed	Metric based recommendation to enter into an interlocal agreement, or not to pursue this option further
Evaluate acquisition of land and/or moving into an existing building	Purchasing a suitable size and type facility and remodeling to suit the city and police has been generally found to be more costly than remaining at the existing location	Metric based recommendation to acquire land and/or move into an existing facility, or not to pursue this option further

Budget/Cost:

Project Scope Part A:

The approved expenditure amount for this project in 2019 is \$72,000 to be used for consulting services. It is expected that approximately 140-160 staff hours will be needed to complete the work in part A.

Project Scope Part B:

It is estimated that two or three P4 committee meetings will need to be dedicated to this topic. Staff time commitments will depend on the needs of the committee. Preliminary estimate for time commitment is in the 40-80 hour range.

Project Financial Picture:

A rough order level estimate of the possible financial impacts can be found on the next page.

Revenue Sources/Annual Payment Estimate & Average Property Tax Impact					2019 City of Monroe Assessed Value: \$2,601,278,766			
Estimated Project Cost	Options for Funding Source		Annual Payment on 40 yr. Term	Debt Service for voter approved bond	Yearly voted impact on	Yearly voted impact on	Yearly voted impact on	Yearly voted impact on
	Bonds - REET I	Voter Approved Bonds			\$250,000 home	\$350,000 home	\$500,000 home	\$650,000 home
\$ 10,000,000	\$ 4,250,000	\$ 5,750,000	\$ 600,000	\$ 350,000	\$ 33.64	\$ 47.09	\$ 67.27	\$ 87.46
\$ 12,500,000	\$ 4,250,000	\$ 8,250,000	\$ 750,000	\$ 500,000	\$ 48.05	\$ 67.27	\$ 96.11	\$ 124.94
\$ 15,000,000	\$ 4,250,000	\$ 10,750,000	\$ 900,000	\$ 650,000	\$ 62.47	\$ 87.46	\$ 124.94	\$ 162.42
\$ 17,500,000	\$ 4,250,000	\$ 13,250,000	\$ 1,050,000	\$ 800,000	\$ 76.89	\$ 107.64	\$ 153.77	\$ 199.90
\$ 20,000,000	\$ 4,250,000	\$ 15,750,000	\$ 1,200,000	\$ 950,000	\$ 91.30	\$ 127.82	\$ 182.60	\$ 237.38
\$ 22,500,000	\$ 4,250,000	\$ 18,250,000	\$ 1,350,000	\$ 1,100,000	\$ 105.72	\$ 148.00	\$ 211.43	\$ 274.86
\$ 25,000,000	\$ 4,250,000	\$ 20,750,000	\$ 1,500,000	\$ 1,250,000	\$ 120.13	\$ 168.19	\$ 240.27	\$ 312.35
\$ 35,000,000	\$ 4,250,000	\$ 30,750,000	\$ 2,100,000	\$ 1,850,000	\$ 177.80	\$ 248.92	\$ 355.59	\$ 462.27
\$ 40,000,000	\$ 4,250,000	\$ 35,750,000	\$ 2,400,000	\$ 2,150,000	\$ 206.63	\$ 289.28	\$ 413.26	\$ 537.24

Revenue Sources/Annual Payment Estimate & Average Property Tax Impact					2019 City of Monroe Assessed Value: \$2,601,278,766			
Estimated Project Cost	Options for Funding Source		Annual Payment on 40 yr. Term	Debt Service for voter approved bond	Monthly voted impact on	Monthly voted impact on	Monthly voted impact on	Monthly voted impact on
	Bonds - REET I	Voter Approved Bonds			\$250,000 home	\$350,000 home	\$500,000 home	\$650,000 home
\$ 10,000,000	\$ 4,250,000	\$ 5,750,000	\$ 600,000	\$ 350,000	\$ 2.80	\$ 3.92	\$ 5.61	\$ 7.29
\$ 12,500,000	\$ 4,250,000	\$ 8,250,000	\$ 750,000	\$ 500,000	\$ 4.00	\$ 5.61	\$ 8.01	\$ 10.41
\$ 15,000,000	\$ 4,250,000	\$ 10,750,000	\$ 900,000	\$ 650,000	\$ 5.21	\$ 7.29	\$ 10.41	\$ 13.54
\$ 17,500,000	\$ 4,250,000	\$ 13,250,000	\$ 1,050,000	\$ 800,000	\$ 6.41	\$ 8.97	\$ 12.81	\$ 16.66
\$ 20,000,000	\$ 4,250,000	\$ 15,750,000	\$ 1,200,000	\$ 950,000	\$ 7.61	\$ 10.65	\$ 15.22	\$ 19.78
\$ 22,500,000	\$ 4,250,000	\$ 18,250,000	\$ 1,350,000	\$ 1,100,000	\$ 8.81	\$ 12.33	\$ 17.62	\$ 22.91
\$ 25,000,000	\$ 4,250,000	\$ 20,750,000	\$ 1,500,000	\$ 1,250,000	\$ 10.01	\$ 14.02	\$ 20.02	\$ 26.03
\$ 35,000,000	\$ 4,250,000	\$ 30,750,000	\$ 2,100,000	\$ 1,850,000	\$ 14.82	\$ 20.74	\$ 29.63	\$ 38.52
\$ 40,000,000	\$ 4,250,000	\$ 35,750,000	\$ 2,400,000	\$ 2,150,000	\$ 17.22	\$ 24.11	\$ 34.44	\$ 44.77

NOTE: Each year, the voted tax impact would decrease as the assessed value of the City as a whole increases.

Milestones:

Project scope part A

Task:	Target Date of Completion:
City Council charter review and comment	Complete
City Council charter approval by motion	2/12/19
Request for qualifications and proposals process begins	2/14/19
Staff level review of draft assessment documents	4/30/19
Finalized assessment documents delivered to City	5/31/19
City Council to review assessment for funding consideration	6/11/19

Project scope part B

Task:	Target Date of Completion:
P4 Committee meeting – Define Preferred Alternatives & Finalize Metrics	2/26/19
P4 Committee meeting – Project Progress Review	3/19/19
P4 Committee meeting – Finalize Recommendation for Mayor & Council	4/23/19
Mayor & Council to review Committee Recommendation	6/11/19