

FOR COUNCIL MEETING OF: May 7, 2007

AGENDA ITEM NO.: 4.3 (c)

**TO:** MAYOR AND CITY COUNCIL  
*Robert G. Wells*  
**THRU:** ROBERT G. WELLS, CITY MANAGER  
**FROM:** MIKE KNODE, FIRE CHIEF  
TIM GERLING, P.E., PUBLIC WORKS DIRECTOR *T. G. Gerling*  
**SUBJECT:** FIRE STATION PRELIMINARY DESIGN INFORMATION SHARING SCHEDULE

**ISSUE:**

Shall the City Council approve the information sharing schedule for fire station preliminary designs?

**RECOMMENDATION:**

Staff recommends that the City Council approve the information sharing schedule for fire station preliminary designs.

**BACKGROUND:**

The construction of two new fire stations and the replacement of two existing fire stations are projects included in the Fire Bond approved by voters in November 2006. On February 26, 2007 the City Council approved four sites recommended as locations for station construction. In March, the architectural/engineering services contract for fire stations was awarded to Group Mackenzie following a formal request for proposal process.

**FACTS & FINDINGS:**

To maximize the opportunity for efficiencies and economies in the design and construction phase, a single prototypical floor plan was developed during the schematic design effort. A station committee was formed to research designs that could best accommodate a single floor plan prototype, reflect the aesthetics of the neighborhoods in which the stations are located, and serve the needs of the department and community. In addition to the recommendations of the station committee, Group Mackenzie considered a variety of other factors in the drafting of preliminary designs including cost, schedule, and the constraints imposed by the approved sites—e.g., topography, access, layout, and environmental impact.

The preliminary design documents prepared by Group Mackenzie have been reviewed by staff members from Public Works and the Fire Department. Staff is requesting approval of the following fire station design information sharing schedule to update the public on design status. These meetings will provide the public with an opportunity to review and comment on the preliminary designs prepared by Group Mackenzie. Modifications to the designs are still

feasible; however, significant changes to the floor plans and elevations may alter the project schedule and impact construction costs.

Stakeholder	Proposed Date and Location	Task
Salem City Council	May 7, Council Chambers	Present information sharing schedule and request authorization to move forward with information sharing.
West Salem Neighborhood Association	May 7, West Salem Roth's	Staff to present preliminary designs.
Salem Citizens	May 9, Pringle Hall	Staff to present preliminary designs.
Salem City Council	May 29, Council Chambers	Present results of information sharing sessions. Request approval of fire station preliminary designs.

Staff recommends that the design process advance to the development of final design documents following the public information sharing sessions. City Council approval of the preliminary designs will be obtained prior to the creation of final design documents. As noted in the schedule above, staff will return to the City Council on May 29 for final approval of the preliminary designs. An informational report containing any feedback received from concerned citizens will be presented to the City Council at that time.

**OPTIONS:**

1. Adopt staff recommendation to approve the information sharing schedule for fire station preliminary designs.
2. Do not approve fire station preliminary designs information sharing schedule. Approve preliminary designs of fire stations and authorize staff to move forward with the final designs without conducting additional information sharing sessions.