

CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Policy Session Worksheet

Presentation Date: April 10, 2018 **Approx Start Time:** 11:00am **Approx Length:** 30 mins.

Presentation Title: Parrott Creek Ranch Fire Suppression

Department: Finance / Facilities Management

Presenters: Marc Gonzales, Finance Director

Other Invitees: Jeff Jorgensen, Facilities Manager, Dan Robertson, Facilities Construction Supervisor, Steve Bloemer, Building Construction Project Coordinator

WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

Finance/Facilities is updating the BCC regarding the status of repairs and preventive maintenance at Parrott Creek Ranch. The Facilities Management Division requests the Board's consideration regarding additional capital improvement funds in the 2017-18 fiscal year budget to modify a fire suppression system at Parrott Creek Ranch that is currently non-compliant with code and unable to prevent loss of structure/life in the event of a fire.

EXECUTIVE SUMMARY:

In 2010, Scott Edwards Architects (SEA) was hired by Parrott Creek Ranch (PCR) to perform a site assessment of the facility's general conditions with regards to compliance with current codes. In February of 2015, Facilities Management (CCFM) hired SEA to provide an updated and revised assessment for the site. CCFM created a project priority matrix based upon these assessments and recommendations.

Facilities Management was allocated \$166,000 per fiscal year for three years (through FY18/19) to work on decreasing the deferred maintenance that the buildings and grounds at Parrott Creek Ranch had fallen into. The work has steadily progressed, balancing the needs of the County and the requests of the PCR Administration. The exterior work related to the seismic engineering, siding repair and painting was planned for this summer/fall, as well as corrective work to the fire suppression system in the Shelter Care Dorm. Completion of both of these items has the potential to use all the remaining funds allocated for this project, which totaled \$500,000 for the three year period.

During the preliminary information gathering to procure estimates from contractors for the fire suppression system, discrepancies were noted on both of SEA's assessments: For the Shelter Care Dorm (smaller of the two dorms) both the 2010 and 2015 assessments noted that a fire suppression system was installed. However, it did not appear to meet code requirements. The system was permitted through Clackamas County and installed in 2009 by Wyatt Fire Protection during a renovation of the dorm by Icon Architects and CR Tile and Remodeling acting as the general. In discussions with Wyatt Fire Protection within the last few weeks, it was discovered that they were only responsible for the interior portion of the new system, with CR Tile and Remodeling completing the connection to the water supply – in this case the plumbing contractor connected the ¾" fire suppression pipe to a ½" dia. pipe fed from the on-site well.

As the entire Parrott Creek Ranch facility receives its water from this well, it is not possible to feed the current or any future fire suppression system from this source and meet code requirements. CCFM will need to remodel this system to include 1 to 3 holding tanks with pumps to meet required flow rates and other current code requirements.

The larger Residential Dorm was subjected to the same 2010 and 2015 assessments, both noting the absence of a fire suppression system in the building. Although records are inconclusive of when the system was installed (possibly as early as 2001) there can be no doubt that a system is currently installed in the building and has had a few alterations in the last few years: Moved 3 heads in October 2012 and added an additional head in April 2015. The 2001 Permit was applied for by Western States Fire Protection (WSFP), but no inspections were performed, and the permit has since expired. Other than the few permits for the modifications, there are no records for the original installation that we can find, and the last dated system inspection was performed in 2004. WSFP was contacted for more information, but they do not have records of the original installation as it predates their record retention.

Similar to the Shelter Care Dorm, the Residential Dorm system relies on the well for its water supply. CCFM will need to remodel this system to include a 2,000 to 3,500 gallon reserve water tank, replace heads and possibly other items that will not meet code.

Both Clackamas Fire and County Building Codes division were contacted regarding the two systems. Both entities are in agreement that neither system meets any current or past codes, and must be changed to protect both life and property. In discussions with Building Codes, The Shelter Dorm system will need to meet 13D suppression requirements and the Residential Dorm will need to be a 13R system.

Request for bids to modify both of these systems has been returned from Procurement's solicitation with a single bid totaling \$126,412.00. This unforeseen fire/life/safety issue cost, coupled with the remaining work to be completed, will exceed the remaining allocated project funds by approximately \$88,000. We can delay the seismic improvements with minimal impact, however, delaying the suppression system may result in higher or no estimates when re-bidding, code non-compliance or loss of structure/life.

FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget? YES NO

What is the cost? Approximately \$88,000 additional to this year's PCR budgeted funding.

What is the funding source? Capital Improvement Fund 420 or County General Fund

STRATEGIC PLAN ALIGNMENT:

How does this item align with your Department's Strategic Business Plan goals?

- Build a strong infrastructure.

How does this item align with the County's Performance Clackamas goals?

- Build public trust through good government.
- Build a strong infrastructure.

- Ensure safe, healthy and secure communities.

LEGAL/POLICY REQUIREMENTS:

N/A

PUBLIC/GOVERNMENTAL PARTICIPATION:

N/A

OPTIONS:

1. Approve the request to allocate in the current year budget the additional funds of approximately \$88,000 to modify the fire suppression system at Parrott Creek Ranch, ensuring the system is code compliant and protective from loss of structure/life.
2. Continue with the current project scope and use remaining project funds to complete seismic improvements, delaying fire suppression improvements at Parrott Creek Ranch.

RECOMMENDATION:

Staff recommends the Board approve option 1. Approve additional funds to modify and improvement fire suppression systems at Parrott Creek Ranch.

ATTACHMENTS:

1. 2016-2019 Project Priorities for Parrott Creek
2. Parrott Creek Ranch Project Expenditures and Remaining Estimates

SUBMITTED BY:

Division Director/Head Approval _____ MSG _____

Department Director/Head Approval _____

County Administrator Approval _____

For information on this issue or copies of attachments, please contact Jennifer Johnson @ 503-742-5409

2016-2019 Project Priorities for Parrott Creek - FPN 17-038 - \$166,000

Revised: 30 March, 2018

Item No.	Priority Level (Note 1)	Project Description	Facilities Management Work Order Number (Note 2)	Facilities Cost Estimate	Actual, Contracted or Cost to Date	Original (SEA) Cost Estimate											Comments
							Safety	Code	Maintenance	FM Building	FM Electrical	FM In-House	Access - Security	Contracted Out	PC Priority List	Current Status (Note 3)	
0		ADMINISTRATION BUILDING - FM 3910															
1	3	Dining/Rec/Ed flooring	08543-17		\$ 3,866.12	\$ 15,000.00		X		X			X	WIP	15MAR18 Carpet replacement started on main level		
2	3	Wall/Ceiling repair & paint	08544-17		\$ 3,405.77	\$ 12,410.00		X		X			X	WIP	13APR17 Completed work with exception of staff areas		
3	3	Repair exterior water damage	08545-17		\$ -	\$ 2,000.00		X		X			X	WNS			
4	3	Exterior painting & sealants	08546-17		\$ 36.85	\$ 5,200.00		X		X			X	WNS			
5	1	Replace cover plates & install GFI protection	07131-17		\$ 1,122.75	\$ 1,700.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
6	2	Replace split systems, add outside air (test, balance)	08573-17	\$ 20,814.00	\$ 30,301.53	\$ 6,250.00	X	X				X	X	CIP	09NOV17 Gate installation completed		
7	2	Clean & adjust kitchen exhaust fan	08980-17		\$ 15.36	\$ 250.00			X	X			X	PM			
8	2	Add kitchen makeup air	08572-17		\$ -	\$ 750.00	X	X				X		DEP	09MAR17 Pre-bid meeting for replacement		
9	3	Misc. (secure cabinets, replace tv shelf, minor regrading...)	08606-17		\$ 354.72	\$ 1,000.00		X		X		X		WIP	02NOV17 Mike Latham		
10		Added by Facilities Management															
11	1	Dining Area Exit Sign	07132-17		\$ 43.20	\$ 200.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
12	1	Lower Floor 2nd Exit	07133-17		\$ -	\$ 32,200.00	X			X		X		WC	06APR17 Not needed per CCFD Mike Boumann		
13	3	Re-grade Around NE Office Addition	08607-17		\$ -	\$ 1,500.00		X					X	WNS			
14	2	Reinforce Beam Beneath Dining Hall	08605-17		\$ -	\$ 8,600.00		X					X	WNS			
15	2	Lateral Load Upgrade?	08608-17		\$ 247.65	\$ 54,000.00	X						X	WIP	20MAR18 Eng. estimate received \$15,000.		
16	2	Positive Attachment of Basement Column Bases	08547-17		\$ 146.21	\$ 2,500.00	X						X	WC	23FEB17 Mike Latham		
17	1	Inspect & Repair Chimney Cracks	07134-17		\$ -	\$ 2,500.00	X						X	WNS			
18	1	Replace electrical panel with higher capacity panel	07135-17		\$ 3,006.57	\$ 2,000.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
19	1	Reconstruct electrical room walls for proper clearances	07136-17		\$ 590.80	\$ 3,950.00	X			X	X			WC	16FEB17 Mike Latham		
20	1	Additional Kitchen Circuits	07137-17		\$ -	\$ 1,000.00	X			X	X			WOH.	13APR17 Electricians informed these were not needed		
21	2	Replace all lighting fixtures	08602-17		\$ 5,913.38	\$ 18,000.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
22	2	Additional Support for Low Voltage Raceways	08603-17		\$ -	\$ 500.00	X			X	X			DEP	09FEB18 Ralph Williams Not needed		
23	1	Provide Additional Emergency Lighting	07138-17		\$ 600.99	\$ 6,600.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
24	1	Replace Existing Exit Signs	07139-17		\$ 664.41	\$ 2,000.00	X			X	X			WC	29AUG17 Completed Ralph Williams		
25	5	Annual Maintenance Electric Furnace	08965-17		\$ 31.24				X					PM			
26	5	Annual Maintenance Fuel-oil Furnace	08968-17		\$ 31.84				X					PM			
27	5	Annual Maintenance Condensing Unit Small	08977-17		\$ 11.69				X					PM			
28	5	Annual Maintenance Condensing Unit Large	08976-17		\$ 11.69				X					PM			
29	5	Annual Maintenance Window Shaker	08975-17		\$ 11.69				X					PM			
30	5	Oil Furnace Admin Building	06731-18		\$ 44.43				X	X	X			PM	06DEC17 Chuck Kerns		
31	5	Electric Furnace Admin Building	06733-18		\$ 52.95				X	X	X			PM	06DEC17 Chuck Kerns		
32	5	Condensing Unit	06848-18		\$ 31.67				X	X	X			PM	06DEC17 Chuck Kerns		
33	5	Condensing Unit Large	06849-18		\$ 31.13				X	X	X			PM	06DEC17 Chuck Kerns		
34	5	Condensing Unit Small	06850-18		\$ 31.67				X	X	X			PM	06DEC17 Chuck Kerns		
35	5	Service Kitchen Draft Hood	06852-18		\$ 30.51				X	X	X			PM	21DEC17 Chuck Kerns		
36		Added by Emergency/Requirement															
37	1	Repair casework at sink and replace instant hot appliance	08431-17	\$600	\$ 542.99		X	X		X				WC	23FEB17 Mike Latham		
38	3	Investigate and develop scope for water intrusion on west wall	09029-17	\$43,115	\$ -			X					X	DEP	24MAR17 Budgetary quote received		
39	1	Replace broken window	06216-17		\$ 24.57			X					X	CWC	10MAR17 River City Glass		
40	1	Replace window AC unit	01839-18		\$ 638.61			X	X					WC	02AUG17 Gabe Tafoya completed		
41	2	Clogged Toilet	07130-17		\$ 52.31			X						WC	09JAN17 Cliff Baldrige		
42	3	Investigate and repair water leak	10097-18		\$ 120.78			X			X			WIP	27FEB18 Dan Kubes investigating		
43	1	Electric Furnace in Rec Bldg	10708-18		\$ 4.09			X	X	X				PM	07MAR18 WO Created		
44	5	Oil Furnace Admin Building	10711-18		\$ 8.46			X	X	X				PM	07MAR18 WO Created		
45	5	Service Kitchen Draft Hood	10713-18		\$ 3.67			X	X	X				PM	07MAR18 WO Created		
46		Added by PCR work order request															
47	1	Water Heater pilot light in Kitchen	03008-17		\$ 1,654.54									WC	14SEP16 Frank Knudson		
48	3	Boards are loose on ramp	01036-18		\$ 3,161.66		X			X				WC	22SEP17 Replacement treads ordered		
49	3	Water Heater pilot light in Kitchen	02137-18		\$ 1,500.00		X			X				WC	11AUG17 Frank Knudsen repaired		
50	2	Plumbing issue at Admin building	03363-17		\$ 48.85									WC	24SEP16 Bruce Roberts		
51	1	Electric Furnace in Rec Bldg	04436-17		\$ 42.92									WC	13JUL16 Chuck Kerns		
52	1	Oil Furnace in Rec Bldg	04438-17		\$ 31.84									WC	13JUL16 Chuck Kerns		
53	2	Electrical issue for furnace	06130-17		\$ 235.09									WC	07DEC16 Ralph Williams		

54	2	Heat discrepancies in rec room	05111-18		\$ 92.96			X	X	X				WC	26OCT17 Chuck Kerns in progress
55	2	Water leak at p-trap in kitchen area	07020-18		\$ 329.24			X		X				WC	09DEC17 Dan Kubers investigating
56	2	Repair ceiling damage from water in HVAC vents	08175-18		\$ -			X		X				WNS	09JAN18 WO Created
57	2	Repair wall damage from kicking holes	08512-18		\$ 1,172.11			X		X				WIP	08FEB18 Mike Latham started repairs
58	2	Staff toilet in Admin blocks periodically	10849-18		\$ -			X		X				WNS	12MAR18 WO Created
59		Subtotal		\$64,529.00	\$ 60,301.51	\$ 180,110.00									
60		SCHOOL BUILDING - FM 3920													Attempt to schedule work in this building after June
61	3	Replace floor finishes	08619-17		\$ 40,062.54	\$ 9,600.00		X		X			X	WC	21DEC17 Carpet Completed
62	3	Repair & repaint wall/ceiling finishes	08548-17		\$ 2,597.37	\$ 6,086.00		X		X			X	WIP	04AUG17 Mike Latham painting
63	3	Repair exterior water damage	08620-17		\$ -	\$ 2,000.00		X		X			X	WNS	
64	3	Exterior painting & sealants	08621-17		\$ -	\$ 2,496.00		X		X			X	WNS	
65	1	Tamper resistant outlets	07140-17		\$ 1,178.62	\$ 3,000.00	X			X	X		X	WC	29AUG17 Completed Ralph Williams
66		Added by Facilities Management													
67	1	Repair 2nd Floor Elevation Change at Restroom	07144-17		\$ 403.93	\$ 500.00	X			X				WC	18AUG17 Mike Latham in progress
68	2	Lateral Load Upgrades?	08622-17		\$ -	\$ 44,252.00		X					X	WIP	20FEB18 Budgetary estimate received
69	2	Positive Attachment of Crawlspace Column Bases	08549-17		\$ 1,346.95	\$ 10,000.00		X					X	WC	21DEC17 Mike Latham - Completed
70	2	Struts at Footings	08550-17		\$ 586.06	\$ 10,850.00		X					X	WC	14DEC17 Mike Latham Attachments completed
71	1	Upgrade Emergency Lighting	07145-17		\$ 1,657.41	\$ 3,520.00	X			X	X			WC	29AUG17 Completed Ralph Williams
72	1	Relocate Fire Alarm Pull Station (Pull station is to high)	07146-17		\$ -	\$ 150.00	X			X			X	WNS	09FEB18 Ralph Williams Not needed
73	2	Replace Split System and Add Outside Air	08574-17	\$12,800.00	\$ 49.13	\$ 6,250.00		X					X	WIP	26MAR18 ITB out for estimates
74	2	Install Exhaust Fan at Janitor Closet	08575-17	\$1,106.00	\$ -	\$ 750.00		X	X				X	WOH	25MAY17 On hold
75	2	Add Condensate Pan at Water Heater	08551-17		\$ -	\$ 250.00		X			X			WC	21DEC17 Mike Latham - Completed
76	3	Scope or RotoRooter for Waste Lines	08579-17		\$ -	\$ 250.00			X				X	WNS	
77	5	Annual Maintenance Fuel Oil Furnace	08969-17		\$ 31.84				X					PM	
78	5	Annual Maintenance Condensing Unit	08978-17		\$ 11.69				X					PM	
79	5	Oil Furnace School	06729-18		\$ 39.59			X	X	X				PM	06DEC17 Chuck Kerns
80	5	Condensing Unit School	06851-18		\$ 26.84			X	X	X				PM	06DEC17 Chuck Kerns
81	5	Clean supply duct work	07415-18		\$ 115.95			X	X	X				WIP	21DEC17 Bruce Roberts - Cleaning trash at boot areas
82	5	Clean supply duct work system	07424-18		\$ 4,021.15			X	X				X	WIP	09FEB18 Contractor completing work
83	5	Oil Furnace School	10712-18		\$ 8.46			X	X	X				PM	07MAR18 WO Created
84		Added by PCR work order request													
85	3	Breaker keeps tripping	01604-18		\$ -	\$ -				X	X			WIP	31JUL17 WO Created
86	3	Demo cubicle walls	02131-18		\$ -	\$ -		X		X				WIP	11SEP17 Closed WO - Transfer time to 03378-18
87	3	Demo cubicle walls	03378-18		\$ 308.45	\$ -		X		X				WIP	18AUG17 Mike Latham Completed demo of walls
88	3	PC Lights in the school need safety covers	02803-18		\$ 437.69	\$ -		X		X				WIP	29AUG17 Ralph Williams
89	3	Repair school door latchset and closer	02852-18		\$ 452.93	\$ -		X		X	X			WIP	18OCT17 Dan Hopkins parts
90	3	Toilet constantly runs	02890-18		\$ 244.82	\$ -		X		X				WIP	31AUG17 Bruce Roberts
91	3	Urinal pipe leaking	03976-18		\$ 120.85	\$ -		X		X				WIP	29SEP17 Bruce Roberts repair
92	1	Oil Furnace in School	04439-17		\$ 31.84									WC	13JUL16 Chuck Kerns
93	1	Install temporary dehumidifier	08026-17		\$ 113.02			X						WC	24APR17 Frank Knudson
94	1	Door handle inoperable	05776-18		\$ 428.40			X				X		WIP	09NOV17 WO Created
95	1	Floor overflow drain	06032-18		\$ 272.55			X		X				WIP	18NOV17 Maint. Investigating
96	1	School furnace will not start	07821-18		\$ 166.60			X	X	X				WIP	02JAN18 Maint. Investigating
97	1	School furnace will not start	11256-18		\$ -		X	X	X	X				WIP	21MAR18 Gabe Tafoya Write bid specs for replacement
98		Subtotal		\$13,906.00	\$ 54,714.68	\$ 99,954.00									
99		RESIDENTIAL CARE DORM BUILDING - FM 3930													
100	3	Replace floor finishes (restroom to remain)	08623-17		\$ -	\$ 12,000.00		X		X			X	WIP	08DEC17 Carpet delivered
101	3	Repair & repaint wall/ceiling finishes	08552-17		\$ -	\$ 7,885.00		X		X			X	WNS	
102	3	Repair exterior water damage	08624-17		\$ -	\$ 1,500.00		X		X			X	WNS	
103	3	Exterior painting & sealants	08625-17		\$ -	\$ 2,120.00		X		X			X	WNS	
104	1	New vandal resistant interior lighting	07148-17		\$ 2,046.45	\$ 8,750.00	X			X	X		X	WIP	24AUG17 Ralph Williams Installation in progress
105	1	Upgrade emergency lighting	07149-17		\$ 1,185.34	\$ 1,500.00	X			X	X		X	WC	29AUG17 Completed Ralph Williams
106	1	Replace exit signs	07150-17		\$ 152.77	\$ 1,000.00	X			X	X		X	WC	29AUG17 Completed Ralph Williams
107	1	Tamper resistant & arc fault interrupters at outlets	07151-17		\$ 2,795.21	\$ 4,400.00	X			X	X		X	WC	29AUG17 Completed Ralph Williams
108	2	Replace diffusers	08626-17		\$ -	\$ 2,400.00		X		X	X		X	WNS	
109		Added by Facilities Management													
110	1	Electrical Panel Clearance?	07152-17		\$ -	\$ 19,400.00	X			X	X			WC	29AUG17 Not Needed Ralph Williams
111	1	Relocate Fire Alarm Pull Station	07153-17		\$ -	\$ 150.00	X			X			X	WNS	09FEB18 Ralph Williams Not needed
112	1	Install Attic Access Panel at Gable End	07154-17		\$ -	\$ 1,200.00	X			X				WC	Completed under FPN 15-037
113	1	Additional Attic Venting	07155-17		\$ -	\$ 2,400.00	X			X	X			WC	Completed under FPN 15-037
114	5	Annual Maintenance Water Heater Furnace	08966-17		\$ 28.28				X					PM	
115	5	Annual Maintenance Condensing Unit	08974-17		\$ 11.69				X					PM	
116	4	Supply 2 'Video Surveillance' signs	09333-17		\$ 42.62								X	DEP	10MAR17 email design to Jeff and Linda for approval
117	5	Hot Water Furnace Dormitory	06732-18		\$ 40.33			X	X	X				PM	06DEC17 Chuck Kerns

118	5	Condensing Unit Dormitory	06847-18		\$ 44.55				X	X							PM	06DEC17 Chuck Kerns			
119	1	Modify or replace non-compliant fire suppression system	09766-18	\$126,412.00	\$ 1,134.14			X	X								X	WIP	27MAR18 Estimates received		
120	1	Hot Water Furnace Dormitory	10709-18		\$ 4.90				X	X								PM	07MAR18 WO Created		
121		Added by PCR work order request																			
122	1	Breaker in residential dorm will not reset	01004-18		\$ 687.29						X							WC	29AUG17 Completed Ralph Williams		
123	1	Water leaking through ceiling	01087-18		\$ 195.77				X									WIP	16JUL17 Neil Davies created WO		
124	1	Multiple sinks are leaking	01088-18		\$ 237.69				X									WIP	09FEB18 Dan Kubes investigating		
125	1	Several door locks need to be repaired or replaced	01089-18		\$ 548.83				X				X					WIP	18OCT17 Dan Hopkins parts		
126	1	No water in showers	01137-18		\$ 183.59				X									WIP	17JUL17 Neil Davies created WO		
127	1	Too hot in Dorm	01429-18		\$ 204.59				X									WIP	25JUL17 Chuck Kerns investigating		
128	1	No water to Dorm building	01790-18		\$ 68.94				X									WIP	02AUG17 Bruce Roberts completed		
129	1	Breaker in residential dorm will not reset	03126-18		\$ 273.81						X	X						WIP	06SEP17 Neil Davies created WO		
130	1	Issues with heat in dorm	03646-17		\$ 124.58													WC	03OCT16 Paul Landaas		
131	1	Hot Water Furnace Dormitory	04437-17		\$ 271.56													WC	13JUL16 Chuck Kerns		
132	2	Bathroom lighting issue	06214-17		\$ 83.79													WC	15DEC16 Eugene Kovalenko		
133	2	Dorm sink inop. p-trap tail piece broken	05055-18		\$ 571.22				X			X						WNS	25OCT17 Neil Davies Created WO		
134	2	Flush on far left stall will not stop running	07508-18		\$ 58.69				X			X						WIP	09FEB18 Dan Kubes investigating		
135	2	Reset Breaker	08777-18		\$ 237.21				X		X	X						WC	24JAN18 Ralph Williams investigating		
136		Subtotal		\$126,412.00	\$ 11,233.84	\$ 64,705.00															
137		FARMHOUSE - FM 3940																			
138	3	Replace floor finishes	08553-17		\$ 2,290.87	\$ 4,480.00			X			X						X	WIP	22FEB18 Carpet installation completed	
139	3	Repair & repaint wall/ceiling finishes	08554-17		\$ 3,198.37	\$ 3,216.00			X			X						X	WIP	28SEP17 Patch and painting in kitchen	
140	3	Roof cleaning & treatment	08627-17		\$ 4,554.12	\$ 750.00			X			X						X	CWC	31OCT17 Roof work Completed	
141	3	Repair exterior water damage	08628-17		\$ -	\$ 2,000.00			X			X						X	WNS		
142	3	Exterior painting & sealants	08629-17		\$ -	\$ 1,680.00			X			X						X	WNS		
143	2	Guardrails & handrails at exterior stair	08630-17		\$ -	\$ 4,500.00			X									X	WNS		
144	1	Replace electrical outlets (tamper resistant)	07160-17		\$ 757.06	\$ 1,400.00	X					X	X					X	WC	29AUG17 Completed Ralph Williams	
145		Added by Facilities Management																			
146	5	Rework Grade at North End of the Building	08631-17		\$ -	\$ 1,500.00			X									X	WNS		
147	2	Lateral Load Upgrades?	08632-17		\$ -	\$ 21,400.00		X										X	WNS		
148	2	Reinforce Beam in Basement?	08633-17		\$ 61.86	\$ 2,700.00		X										X	WIP	08JUN17 Installed support beam and cripple wall	
149	2	Reinforce Entry Roof Structure	08634-17		\$ -	\$ 2,500.00		X										X	WNS		
150	2	Add Positive Attachments at Basement Column Ends	08635-17		\$ 215.22	\$ 12,000.00		X										X	WIP	02NOV17 Mike Latham	
151	2	Investigate/Repair Deflected Floor at Kitchen/Dining	08636-17		\$ 530.45	\$ 3,500.00		X										X	WIP	08JUN17 Installed support beam and cripple wall	
152	1	Add Electrical Outlets (Tamper Resistant)	07161-17		\$ 173.22	\$ 2,100.00	X				X	X							WIP	07SEP17 Completed Ralph Williams	
153	1	Add GFCI Outlets	07162-17		\$ 387.91	\$ 400.00	X				X	X							WC	29AUG17 Completed Ralph Williams	
154	1	Add Arc Fault Interrupters at Outlets	07163-17		\$ 39.07	\$ 2,200.00	X				X	X							WC	29AUG17 Completed Ralph Williams	
155	5	Annual Maintenance Fuel Oil Furnace	08967-17		\$ 28.14						X								PM		
156	5	Oil Furnace Farm House	06730-18		\$ 45.02				X	X		X							PM	06DEC17 Chuck Kerns	
157	5	Oil Furnace Farm House	10710-18		\$ 4.76				X	X		X							PM	07MAR18 WO Created	
158		Added by PCR work order request																			
159	2	Replace broken window	06215-17		\$ 1,416.52				X									X	WC	07APR17 River City Glass	
160	1	Oil Furnace	04440-17		\$ 51.51														WC	13JUL16 Chuck Kerns	
161	3	Repair or replace kitchen range hood vent fan	10695-17		\$ 12.31					X									WNS		
162	3	Hole in wall at foot of stairs	02672-18		\$ 107.96														WNS	23AUG17 Neil Davies created WO	
163	3	Kitchen door is not functioning properly	02717-18		\$ 30.85							X	X						WIP	18OCT17 Dan Hopkins parts	
164	3	Furnace baffle disconnected	04803-18		\$ 2,959.85				X			X							WIP	23OCT17 JCI Contract started	
165	3	Water in basement	04804-18		\$ 26.84							X							WIP	09FEB18 Dan Kubes Investigating	
166		Subtotal		\$0.00	\$ 16,891.91	\$ 66,326.00															
167		SHELTER CARE DORM BUILDING - FM 3950																			
168	3	Replace floor finishes	08555-17		\$ -	\$ 2,730.00			X									X	X	WIP	08DEC17 Carpet delivered
169	3	Repair & repaint wall/ceiling finishes	08556-17		\$ -	\$ 1,265.00			X									X	X	WNS	
170	3	Repair exterior water damage	08557-17		\$ -	\$ 2,000.00			X									X	X	WNS	
171	3	Exterior painting & sealants	08558-17		\$ -	\$ 940.00			X									X	X	WNS	
172	1	Replace heads & 1/2" pipe & connect to pump	07164-17	\$8,500.00	\$ 167.33	\$ 2,500.00	X					X		X	X			X	WIP	27MAR18 Estimates received	
173		Added by Facilities Management																			
174	2	Add Positive Attachments at Entry Posts	08559-17		\$ -	\$ 1,500.00		X										X	WIP	24AUG17 Mike Latham completed	
175	2	Replace Porch Beam and Edge Rafters	08560-17		\$ 3,787.56	\$ 1,800.00		X										X	WIP	28SEP17 Mike Latham Roofing complete	
176	1	Add Arc Fault Interrupters at Outlets	07165-17		\$ 450.13	\$ 800.00	X				X	X							WC	29AUG17 Completed Ralph Williams	
177	1	Add Lockset at Mechanical Closet Door	07166-17		\$ 130.81	\$ 250.00	X					X	X						WIP	18OCT17 Dan Hopkins parts	
178	1	Add Signage at Mechanical Closet Door	07167-17		\$ -	\$ 75.00	X					X							WNS		
179		Added by PCR work order request																			
180	3	Bathroom door hinges damaged, will not latch	01035-18		\$ 1,320.70							X	X						WIP	18OCT17 Dan Hopkins parts	
181	3	Bathroom door hinges damaged, will not latch	02707-18		\$ 37.19							X	X						WIP	18OCT17 Dan Hopkins parts	

Policy Session 10/6/15:

Lease:

JB moved to direct staff to enter into negotiations to update Parrott Creek's lease with the County to clarify roles and responsibilities and address conditions for potential conveyance of property to Parrott Creek Child and Family Services. PS 2nd MPassed 4-0

Deferred Maintenance:

MS moved to direct Finance to put forth a General Fund policy level proposal for the FY 2016-17 budget in the amount of \$500,000 (either one time or in increments over three years) dedicated to decreasing the amount of deferred maintenance at the Parrott Creek facilities. JB 2nd MP 4-0.

JL said the organization should put more money toward maintenance. He asked JJ to provide number of how much it would cost to do yearly maintenance. PS suggested having an agreement with an exit strategy.

Clackamas County Facility Management Methodology - 12/28/16:

1. Facilities Management Priorities:

- a. Priority 1 - All Safety and Fire & Life Safety (FLS) problems requiring immediate correction.
- b. Priority 2 - All code and structural problems and issues that must be addressed, inspected and corrected at the soonest possible opportunity.
- c. Priority 3 - Maintenance and cosmetic issues and problems that should be addressed as soon as possible, but is not a safety or FLS problem.
- d. Priority 4 - Grounds maintenance and corrective actions that should be addressed by Parrott Creek staff and clients as part of their normal duties.
- d. Priority 5 - Annual PMs, Administrative costs, other issues that may not have a required completion date.

2. Facilities Management Tracking:

- a. Project Number - The Clackamas County Facilities Management Project Number (FPN) is 17-038.
- b. Work Order Numbers - Facilities Management will assign an individual Work Order (WO) number for all tasks listed on this tracking sheet, all regularly scheduled Preventive Maintenance (PM) actions, and each and every WO submitted by Parrott Creek for accomplishment of work by FM staff or contractors.

3. Current Status Abbreviations:

CIP - Contracting In Progress	ESD - Estimated Start Date	RTS - Ready To Start
CWC - Contracted Work Complete	FLS - Fire and Life Safety	WC - Work Complete
DEP - Design, Engineering and Planning	NA - Not Applicable	WNS - Work NOT started
ECD - Estimated Completion Date	MOO - Materials On Order	WOH- Work On Hold
WIP - Work in Progress	PM - Annual Preventative Maintenance	

4. Facilities Management or Contractor Assigned Responsibility:

- a. FM In-House Responsibility - Maintenance and corrective actions assigned to Facilities Management (FM) staff as the primary group responsible the accomplishment of work.
- b. Contracted Out - FM is still the primary group assigned to accomplishment this work, but it will be contracted out to a qualified contractor(s) which has been selected by the County's establish bid process. All contractor work shall be accomplished, inspected and finalized under the under the coordination, oversight and control of FM staff.

5. Facilities Management Staffing:

- a. Facilities Management (FM) has evaluated the limited funding and scope of work and has agreed that we can support the requested work at Parrott Creek. FM will provide one (1) Building Maintenance Specialist (BMS) for an average of ten (10) hours per week for the hands-on performance of work, coordination of and/or contracting of identified work.
- b. Multiple FM staff members may be required to perform work at PC, but the scheduling of additional FM staff will depend on the work being performed, available staffing and maintenance/project schedule.

6. Facilities Management Staff and Contractor Funding:

- a. The funding of all FM staff work shall be taken directly from the authorized funds of \$166,000 per year.
- b. The cost for one (1) FM BMS for an average of ten (10) hours per week at the loaded rate of \$61.69 per hour will cost \$26,000 per year.
- c. The cost for all county staff labor required to support PC maintenance and project work shall be directly charged to the authorized project funding. Construction Coordinator 'Loaded Rate' of ~\$74.37 per hour
- d. The cost for all contracted project work shall be directly charged to the authorized project funding.

7. Facilities Management Preventive Maintenance, Repairs and New Work Requests:

- a. Parrott Creek (PC) has no established Preventive Maintenance (PM) program and FM has been accomplishing all requested work on an as requested basis. From the start of this new program, FM shall inspect all PC properties, evaluate, document, track and perform all required PM actions within the required periodicities by the one assigned FM BMS and/or required technicians to properly perform the PMs.
- b. The requesting of new/additional work at PC outside the scope of this document shall be initiated by an e-mail to Marc Gonzales, Jeff Jorgensen, Ralph Sanchez and Dan Robertson. Usually Dan Robertson or Ralph Sanchez shall communicate with the Building Maintenance Technician as to the acceptance or rejection of requested work into the current project scope.
- c. Ultimately, at least two (2) PC staff members will be designated as point people and receive training for the submission of work orders (WO) into the MPulse Maintenance Program (MPulse).

8. Facilities Management Funding and Scope Delta:

- a. The Parrott Creek Existing Facilities Assessment (EFA) completed February 15, 2015, identifies a total of 119 required corrective actions estimated to cost \$1,031,492 in 2015 dollars.
- b. The \$500,000 in county project funds does NOT provide sufficient funding to correct all identified deferred maintenance and corrective actions. FM will perform on-going PM and corrective maintenance, but the lack of past facilities maintenance to these facilities has resulted in buildings that are far below the baseline of minimum standards. FM will be digging these facilities out of a maintenance deficit hole for several years and insufficient preventive and corrective maintenance funding will NOT allow these facilities to be maintained at even a base level. PC staff have requested the repair of safety, fire and life safety, and electrical items, but the majority of all corrective actions requested by PC staff are cosmetic in nature and do not provide valuable repairs to some safety, structure, ADA, and building systems.

Parrot Creek Ranch Expenditures

Total Funds Available for 3 year Project	\$ 500,000.00 (\$166,000 per year)
Total Funds spent as of 03APR18	\$ 267,616.87
<hr/>	
Total remaining Project Funds	\$ 232,383.13
Total remaining funds FY17/18	\$ 64,383.13
<hr/> <hr/>	

Remaining Project Estimates

Finish Carpet

Labor	\$ 7,200.00
Materials	\$ 2,640.00
Sub total Carpet	\$ 9,840.00

Correct existing Fire Suppression Systems

Western States Estimate	\$ 126,412.00
Rebuild Pump house	\$ 3,800.00
Electrical (CCFM)	\$ 5,000.00
Sheetrock repair	\$ 1,850.00
Sub Total Sprinklers	\$ 137,062.00

Replace Oil Furnace in School

Contractor's Budgetary Estimate	\$ 12,800.00
Electrical (CCFM)	\$ 2,300.00
Concrete Pad	\$1,200
Roof Repair	\$700
Sub Total Furnace	\$ 17,000.00

Total	\$ 163,902.00
--------------	----------------------

	\$ 99,518.87 Needed from FY18/19 Funds
--	---

Total remaining Project funds	\$ 68,481.13
--------------------------------------	---------------------

Other Project Items

Lateral Load Upgrades (Seismic)

Engineering	\$ 15,000.00
Admin Building estimate	\$ 54,000.00
School estimate	\$ 44,252.00
Farm House estimate	\$ 21,400.00
Sub Total Lateral Load upgrades	\$ 134,652.00

Repair Siding and Painting

Admin Building estimate	\$ 7,200.00
School estimate	\$ 4,496.00
Residential Dorm estimate	\$ 3,620.00
Farm House estimate	\$ 3,680.00
Shelter Dorm estimate	\$ 2,940.00
Sub Total Siding and Painting	\$ 21,936.00

Total Other Projects \$ 156,588.00

Total remaining Project funds \$ 68,481.13

\$ (88,106.87) Needed to complete