DECISION MATRIX (Old City Hall)

CONSTRUCTION OF
COMBINED FACILITIES COMPLEX FOR
THE POLICE DEPARTMENT AND FIRE/EMS DEPARTMENT

INTERNAL FACTORS

Factor	Weight (1 to 10)	Strengths	Weaknesses
1. Age of Facility	2		
2. Structure Soundness	7		
3. Mechanical systems	2		Not in future
4. Compliance with Existing Codes	1		OSHA;NFPA
5. External Aesthetics	3	Historic	
6. Internal Aesthetics	1	Antiquated	
7. Adequate Space	6		Current force
8. Expandable	1		
9. Flexible layout to accommodate future modifications	2		
10. Design constraints restrict communication channels	9		Barriers
11. Adequate Conference/Training Space	7		
12. Adaptable to new technology	1		Barriers
13. Functional/pleasing workspace	3		Little Privacy
14. Adequate security	1		
15. Circulation separates public and police	1		
16. Adequate storage for records	3		
17. Adequate storage/security of evidence	1	Lacks Chain of Custody	
18. Free of safety hazards	1		

EXTERNAL FACTORS

Factor	Weight (1 to 10)	Strengths	Weaknesses
1. Does the building project a positive/professional image?	2	Historic	
2. Does the building allow for ease and convenience of citizens?	1		Flow
3. Can facility support the mission for the next 5/10 years?	1		Technology
4. Does the facility have historic value?	9		
5. Is the facility easily accessible to citizens and those with disabilities?	1		
5. Does the facility provide adequate parking for citizens and employees?	1		

General Comments:

Although the building has historic significance, it is best suited to remain as a City Hall. The building does not provide adequate facilities for a modern police operation due to a lack of security, privacy needed for interviews, interrogations, or counseling. It lacks physical security for the court, and the public has access to the operations area. It also lack a facility to detain individuals waiting for court, or while waiting transport to NORCOR. The building is not conducive to technological upgrades, nor expansion to accommodate additional officers or staff in the future.

CAPITAL FUNDING REQUEST

CONSTRUCTION OF
COMBINED FACILITIES COMPLEX FOR
THE POLICE DEPARTMENT AND FIRE/EMS DEPARTMENT

Project Description

I. Introduction

The City of Hood River currently operates four functions out of three buildings: City Administration, Municipal Court, Police, and Fire/EMS. At one point in time, the City staff believed that the best utilization of space was to allow the Police Department to continue to operate in the "old" City Hall building after substantial renovation occurred to the building. At the same time, the Fire Department/EMS has acquired additional equipment and storage needs due to the amount new equipment received through homeland security grants. Not only has this put a strain on the space requirements, it has put a strain on the living conditions and training conditions of the department.

After speaking with the Chiefs of Police and Fire Department about their current and future operations and completing a decision matrix for each location (Enclosure 1), we determined that a new, modern combined **Police/Fire/EMS** facility is needed. We believe that this facility is needed because it will provide more public benefits than the current facilities are providing now. We are approaching Council with a project to construct a headquarters and facilities complex for the Police and Fire Department, which will incorporate the current fire station in its design and renovate the "old" City Hall for the Municipal Court and City Administration. It is the intent of the Chiefs to construct the facility over the existing fire station and expanding the new additions in Friendship Park.

This building is more than just a building; it is an integral part of our emergency forces. A variety of functions are carried out in this complex twenty-four hours a day, seven days a week. The satisfactory performance of the varied duties and functions included in well-rounded emergency service forces (Police/Fire/EMS) programs is dependent on suitable buildings and equipment. The adequacy and condition of the buildings decisively influence the quality and efficiency of service as well as the morale of the force. Good, modern facilities create a favorable public impression, raise the prestige of the forces, strengthen the force, and aid substantially in creating positive public relations.

The new complex is desperately needed. Emergency forces now operate out of two separate municipal facilities, neither of which is sufficient to meet existing needs. The current facilities were previously determined as inadequate for the individual departments they housed. The facilities are old and in need of major systems (HVAC, electrical, communications) renovations.

The operational and practical deficiencies include, but are not limited to, the following:

1. Space is extremely cramped with a total of 20 firefighters sharing a combined total of 5,500 square feet of office/living space. This square footage also contains equipment and record storage, and is used for training.

2. Design constraints and lack of modernization restrict communications between departments and, at times, between employees in the same department.

3. Facilities lack the necessary safety and health considerations for emergency forces, as well as unused wasted space that is a drain on utilities.

4. Without costly, major renovations, the current facilities are not adaptable to new, needed technology.

5. Circulation through the current facilities does not allow separation between the public, police, administrative staff, and possible prisoners. This is a hazard for the safety of all concerned and uses valuable officer time to provide necessary safeguards while prisoners or those for court are being processed.

6. The current facilities cannot accommodate expansion of the Departments.

7. Evidence storage is inadequate. This potentially jeopardizes the chain of custody that is vital to any criminal proceeding.

Clearly, the current facilities are a detriment to the good order and operation of the Departments. They simply do not support the Departments' missions, structure, and growth for the next five to ten years.

For the past few months, the Departments have spent substantial time and resources planning and designing the complex. The initial phase of the planning process involved carefully reviewing the Departments' missions and goals, identifying basic facility needs, and assessing community sentiment. Then, building on prior recommendations and analyses, the Departments performed a needs analysis and can design a modern complex that will permit future growth.

II. Background

A. Growth

The City of Hood River has experienced and been affected by tremendous growth, both from within and outside the political boundaries. Growth is continuing at a rapid pace. In addition to an influx of new residents, commercial and industrial development is expanding in the City and the Urban Growth Area (UGA). A project of building from the Building Department supports this idea (Enclosure 2). Construction of the complex is an integral part of the City's control over both the good and bad influences of future growth. It is the impact of population growth that prompted the need for

other policing, fire and emergency medical service programs; as the growth soars in the years ahead, the impact will broaden and deepen.

Both emergency service departments are committed to constructing a headquarters and facilities complex that will enable the Departments to fulfill their missions, meet existing operational needs, and permit future expansion.

We do not know what the impact will be on our emergency forces in the future. The complex is being built to accommodate and encourage additional municipal participants.

B. The Police Department

The Police Department participates in several inter-governmental and inter-agency programs, including:

1. Drug Task Forces

2. School Resource Officer Program

3. Communty Resource Officer Program

4. Emergency aid and back-up assistance to the State Police in surrounding areas

5. Mutual Aid Agreements with neighboring law enforcement agencies and,

The Department is currently working toward community policing programs and has begun the process of applying for national (CALEA) accreditation. The Department is currently providing or in the process of developing modern law enforcement operations and training programs. The complex will be designed to enable the Department to carry out its mission, expand existing programs, and initiate additional programs.

C. The Fire Department

The Fire Department also participates in several inter-governmental and inter-agency programs, including:

1. Only ALS Ambulance service in the County

2. Automatic Aid Agreements with West Side Fire and Pine Grove Fire Districts

3. Mutual aid agreements with Odell, Dee, Cascade Locks, Parkdale, and Wasco County.

4. Basic First Aid Training to area agencies.

5. Emergency aid and back-up assistance to the hospital

6. Back-up assistance to State Police for accident security on I-84

7. Emergency response team to assist the Wasco County Fire Department

8. Assistance to police forces for traffic and accident control

9. HAZMAT

10. Homeland Security training

The Department has plans to develop a regional training center for HAZMAT and Homeland Security.

D. The Service Area

The service area Emergency Forces of Hood River extends beyond the city limits, and at time, beyond the UGA . The jurisdiction includes several important public services, facilities, agencies, and roads, including:

1. Ten (10) public school buildings, together with administration centers for the Hood River County School District and including assistance to Cascade Locks Schools.

2. The Hood River County Courthouse and County Administrative Complex

3. Numerous county service agencies and providers

4. Providence Hood River Memorial Hospital as well as three assisted or senior centers

5. The main commercial corridors in the County, which are Routes 35 and 281 and Interstate 84 .

6. The Port of Hood River

7. Two distinct areas of Hood River

8. Two separate commercial districts.

9. Railway

10. Commercial traffic on the Columbia river

II. The Headquarters and Facilities Complex

A. Site Location

The staff spent considerable time investigating potential sites within the City of Hood River. The site selected for the project is the current Fire Station site and the adjacent Friendship Park. It was by far the most suitable location reviewed.

The site is flat, has an existing building that will be incorporated into the complex and is of sufficient size to permit future expansion. In addition, it is owned by the City of Hood River and, therefore, does not remove taxable property from the tax rolls. From a practical and operational standpoint, the location is at the geographical center of the City and UGA and is easily accessible.

B. Construction and Renovation

The project will include construction of a building of approximately 30,000 square feet, and renovation of an existing 4,000 square foot building which will be used for City Hall, Administrative Offices, and the Municipal Court. The emergency services building will have a multi-purpose meeting/training room, a fitness center for employees, and an area for secured records storage. The building will be secure facility, and be designed to provide for the safety and security of emergency personnel.

C. Other Public Uses/Advantages

Other uses for the facility, including one or more of the following:

1. A facility for other emergency services

2. Regional center for training of emergency service personnel

3. Offices for municipal or community services that work with or are related to law enforcement, community policing, or safety

4. Other court proceedings currently being held in remote locations (bankruptcy courts, worker compensation hearings).

5. Expansion of the Department

D. Other Advantages

1. Lower Utility costs

2. Alternate or Primary Emergency Operations Center

3. Safe training away for public view

4. Ability to cross-train and share equipment

5. Secure and private interview facility

6. Shared facilities for laundry, showers, kitchen, and lockers

III. Preliminary Estimate of Project Budget and Costs

A. Project Budget

1. Land Acquisition:	$0
2. New Construction:	
a. Building: 30,000 s.f. total	$3,000,000
b. Renovation of City Hall	$ 500,000
3. New Equipment (includes delivery, installation and training):	
a. Office Furniture:	$ 100,000
b. Communications:	$ 100,000
c. Computer Systems/Equipment:	$ 250,000
d. Security:	$ 100,000
4. Professional Services:	
a. Architectural/Engineering (8% project cost)	$ 280,000
b. Legal:	$ 20,000
c. Inspections & Fees	$ 50,000
5. Contingency (10% of construction)	$ 350,000
Total Cost	**$4,750,000**

B. Funding

1. USDA Loan/Grant	$4,350,000
2. Sale of Real Estate (City of Hood River)	$400,000
Total Revenue	**$4,750,000**