

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: September 28, 2020

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager
Neal Holste, Chief of Police

Subject: Police Space Needs Analysis – Update & Next Steps

Introduction

This report is following two City Council discussion items on police facility site locations on [May 26th](#) and [August 24th](#). At the conclusion of those meetings, City Council wished to give Hood River County time to discuss joint location with the Sheriff and Courthouse. The Board of County Commissioners received a project update from City staff at their Monday, September 21st meeting and discussed the topic. This staff report updates the City Council on the Hood River County discussion as well as recent developments concerning colocation with the Columbia Gorge Children's Advocacy Center. The staff report also proposes next steps for City Council deliberation and direction.

Background

The City of Hood River has no record of its Police Department ever occupying a purpose-built facility. Department operations have shuffled between various office space in downtown. Police offices are currently located in the basement of the 100-year-old City Hall in a space that was originally a fire engine bay. The space cannot accommodate growth and lacks basic functionalities for modern policing, such as ventilated evidence processing, back-up power, sally port, and secure interview rooms.

The City Council prioritized a police department space needs analysis in 2018. Mackenzie Architecture (Mackenzie) was selected by competitive solicitation to perform the work. A standard police space needs analysis includes the six steps outlined in the graphic below.



Mackenzie performed a programming workshop in early 2019. This work resulted in an initial space program of 16,124 sq. ft. This size is tailored to meet the projected Hood River police force size in 2040, with the expectation the building will be in use until at least 2060. After receiving the preliminary space program, the project team, including Command staff, City Management, Mayor McBride & Councilor Saunders toured [example police facilities](#) in Canby, Gresham, and Sandy. The goal of the tours is to get a firsthand understanding of spatial dimensions and building

functionality. After the tours, the project team reduced the preliminary building size to 13,178. This final space program was accepted by the City Council on [August 12, 2019](#) leading to the next step of site evaluations.

[Seven sites were evaluated](#) and ranked based on the International Association of Chiefs of Police (IACP) guidelines. The highest rated site is the 60,000 sq. ft. Columbia Lot. Siting a police station at this location will require replacement downtown parking, either through property acquisition or construction of a parking garage. Either parking option can be partially funded with Columbia Cascade Urban Renewal Funds. Additional project information is posted to the City's website at: cityofhoodriver.gov/police/police-facility-planning/



Discussion:

The City Council paused the Police Facility project to re-engage with Hood River County on potential co-location with the Sheriff and Courthouse replacement. During this time, the City received interest in exploring the inclusion of Columbia Gorge Children's Advocacy Center in the project. Below are updates on both agencies:

Hood River County Courthouse and Sheriff

The Hood River County Courthouse and Sheriff's Office is in very poor condition and in need of replacement. The County engaged with the architectural firm DLR in 2015 to perform a space needs analysis. That work resulted in a [56,726 sq. ft. space program](#). This work could not continue due to financial constraints.

The Board of County Commissioners received a project update from City staff at their Monday, September 21st meeting and deliberated on a joint project. The commissioners were uniformly in favor on continuing the discussion but did not want to slow the City's timeline and expressed doubt as to the project's feasibility. Challenges included funding and identification of a suitable location. The County Commissioners wanted to know the project cost, which can only be determined through competitive solicitation, and wanted to identify sources of outside funding.

Columbia Gorge Children's Advocacy Center (CGCAC)

[CGCAC](#) is a non-profit organization that interviews suspected victims of child abuse for legal proceedings, performs medical evaluations, provides child advocacy, makes mental health referrals, and generally provides coordination of child victim services. The organization has outgrown their office space and is searching for a new permanent location. CGCAC has expressed interest in co-location with the Police Department. The organization estimates a need for 4,000 square feet and is amenable to contributing financially for preliminary design and cost estimation work to co-locate in the City's police facility.

Staff Recommendation:

Develop and issue a multifaceted solicitation for an architectural firm to perform the following work:

- a) Preliminary design and cost estimation for a police facility that accommodates CGCAC and includes a parking garage on the Columbia Lot.

- b) Site analysis, preliminary design, and cost estimation for a joint public safety building, including replacement parking, as necessary.
- c) Consolidated project including project tasks from bullet A & B.

Fiscal Impact

Discontinuation of the current Mackenzie contract will result in a contract savings of \$11,135. Some of this savings will be used for a contract project management firm to develop a new solicitation to continue the project.

Alternatives:

The City Council can continue with the existing scope of work with Mackenzie. This calls for choosing two sites from the seven prospective sites for block diagrams before a single site is chosen for final design refinement and cost estimation.

Timing Considerations

The Hood River Police department will benefit from a purpose-built facility as soon as one is available. The upcoming expiration of the Fire Station General Obligation Bonds in 2022 creates a natural opportunity to forward a construction levy to voters that will not result in a net tax increase. It is advisable to run a bond election before 2022 so that if it is initially unsuccessful the City can reconfigure the project and run a revised bond election before the Fire Station levy expires.

Suggested Motion:

“I move to direct staff to develop and issue a solicitation for an architectural firm to create a preliminary design and cost estimate for a police facility, with inclusion of office space for Columbia Gorge Children's Advocacy Center, and Parking Garage on the Columbia Street Lot. The solicitation will also ask for separate proposals for siting and preliminary design of a joint public safety building with Hood River County. Execution of a contract for joint public safety building will be contingent upon mutually agreeable cost sharing agreement with Hood River County”