



# *City of Stevenson*

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To: City Council and Skamania County Fire District 2 Commissioners  
From: Leana Kinley, City Administrator  
RE: Fire Hall Project-Interlocal Agreement Direction  
Meeting Date: September 24, 2019

## **Executive Summary:**

The current Fire Hall in Stevenson is jointly owned by Skamania County Fire District 2 and the City of Stevenson on a 50/50 split. The City of Stevenson purchased the property on Rock Creek Drive for the new Fire Hall. The details around ownership, cost sharing, decision making and funding need to be decided to move forward on the project.

## **Overview of Items:**

A list of items and decisions that need to be made to assist with drafting an interlocal agreement regarding the Fire Hall project are below.

- Funding Options
  - In-house funds - Stevenson has \$1M set aside for the project.
  - Leverage low-interest loan opportunities through the LOCAL Program (WA State Treasurer's Office), USDA Rural Development loan for Community Facilities, etc.
    - If this is chosen, what is the maximum annual loan payment willing to accept?  
This will help drive the budget for the project.
      - \$1M at 4.25% for 20 years-\$75k annual payment
  - Apply for Direct State Funds (max 25% of project cost)
  - BNSF Foundation Grant
  - Public/Private Partnerships
  - Voter-approved bond measure
    - \$1M bond = est. levy rate of \$.25 per thousand for both taxing districts, average annual cost of \$75 for a \$300k home.
  - Fundraising options-raffles, dunk tanks, breakfasts, boot drives, etc.
- Cost Sharing Options for Construction and O&M
  - Split costs 50/50 similar to current Fire Hall
  - Split costs based on the assessed valuation of each taxing district, currently about 70/30
  - Split costs based on call volumes
- Project Budget
  - What happens if the cost for the needs of the department do not match up to the maximum amount of funds?

- Project Timeline
  - Partially driven by funding options
  - Keep in mind the bandwidth of staff to manage the project
- Communication Plan (see attached Plan for Wastewater Project)
  - Who are the key points of contact for the project (who will be delivering what information to whom)?
  - Who are the key audiences?
  - How often are updates provided?
- Key Decision Points/Project Milestones
  - Draft design and budget approval
  - Final design and budget approval
  - Contractor Procurement
  - Change Orders
  - Others
- Surplussing of current Fire Hall property

**Action Needed:**

Provide direction on items below and any other matters for staff to draft an Interlocal Agreement.

- Funding Options
- Cost Sharing
- Project Budget
- Project Timeline
- Communication Plan
- Key Decision Points
- Surplussing of current Fire Hall property