

LorenBerryArchitect

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USKH NOW STANTEC

CITY OF HOMER, ALASKA
Public Safety Facility

SPACE NEEDS ASSESSMENT

August 26, 2014

LorenBerryArchitect

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August 26, 2014

Carey Meyer, Public Works Director and
Public Safety Building Review Committee
City of Homer, Alaska

On behalf of USKH of Fairbanks, the Project Architect and our firm, it is our pleasure to submit the Space Needs Assessment for the City of Homer Public Safety Facility.

The study projects the building space and site area requirements for the years 2014 and 2034.

The information and assistance provided by Fire Chief Painter, Police Chief Robl, their staffs, and other City representatives has been most helpful.

If you have any questions or need clarifications regarding the study, please call us.

Thank you for involving us in this important project.

Sincerely,



Loren R. Berry, FCSI, CDT, AIA



Jon R. "Jack" Berry, AIA

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I EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Introduction

In the Spring of 2014, USKH of Fairbanks, Alaska and its team of consultants was selected to provide architectural and related services for the preliminary design of a new Public Safety Facility, including the Homer Volunteer Fire Department and Police Department. Loren Berry Architect of Springfield, Oregon serves as the Public Safety Facility Design Consultant, assigned to provide a space needs assessment and initial conceptual plan.

Space needs projections have been made for the years 2014 and 2034. Summaries of these needs follow. The detailed space needs are included in Section V and VI.

It is intended that the initial concept plans will be presented at a future date.

SUMMARY OF PERSONNEL SPACE & SITE NEEDS

The following chart is a summary presentation of the 2014 and 2034 personnel, building and site area needs.

Site area requirements are estimated for both a single and a two story facility. A preliminary determination of what functions are to be included on which floor level is shown on the “Vertical Adjacencies” chart in Section VII.

A breakdown of personnel needs is provided in Section III.

Detailed breakdowns of 2014 and 2034 space needs for Fire, Police, and Shared Facilities are provided in Sections V and VI respectively.

SUMMARY OF PERSONNEL SPACE NEEDS

2014						2034					
PERSONNEL	MAIN BUILDING	ANCILLARY BUILDINGS	TOTAL BUILDINGS	SITE FACILITIES	ESTIMATED SITE AREA	PERSONNEL	MAIN BUILDING	ANCILLARY BUILDINGS	TOTAL BUILDINGS	SITE FACILITIES	ESTIMATED SITE AREA
VOLUNTEER FIRE DEPARTMENT						VOLUNTEER FIRE DEPARTMENT					
7 STAFF 40 VOLUNTEERS	21,296	1,459	22,755	31,948	54,703	14 STAFF 50 VOLUNTEERS	22,307	1,459	23,766	34,873	58,639
POLICE DEPARTMENT						POLICE DEPARTMENT					
31	22,081	7,230	29,311	33,797	63,108	38	24,684	7,230	31,914	39,192	71,106
SHARED FACILITIES						SHARED FACILITIES					
--	4,341	1,320	5,661	4,550	10,211	--	4,585	1,320	5,905	4,550	10,455
TOTALS						TOTALS					
N/A	47,718	10,009	57,727	70,295	128,022		51,576	10,009	61,585	78,615	140,200
SUB-TOTAL ESTIMATED SITE AREA						SUB-TOTAL ESTIMATED SITE AREA					
SITE AREA ALLOWANCES					128,022	SITE AREA ALLOWANCES					140,200
DESIGN CONTINGENCY 10%					12,802	DESIGN CONTINGENCY 10%					14,020
LANDSCAPE/HARDSCAPE 25%					32,006	LANDSCAPE/HARDSCAPE 25%					35,050
FUTURE EXPANSION 10%					12,802	FUTURE EXPANSION 10%					14,020
TOTAL ESTIMATED SITE AREA REQUIREMENT					185,633	TOTAL ESTIMATED SITE AREA REQUIREMENT					203,290
ALL FACILITIES ON ONE LEVEL					4.25 Acres	ALL FACILITIES ON ONE LEVEL					4.66 Acres
REDUCE SITE AREA FOR 2 LEVEL FACILITY:						REDUCE SITE AREA FOR 2 LEVEL FACILITY:					
ASSUME 30% OF MAIN BUILDING ON 2ND FLOOR						ASSUME 30% OF MAIN BUILDING ON 2ND FLOOR					
.30 X 47,493					(14,315)	.30 X 51,639					(15,473)
TOTAL ESTIMATED SITE AREA REQUIREMENT					171,318	TOTAL ESTIMATED SITE AREA REQUIREMENT					187,817
TWO STORY FACILITY					3.93 Acres	TWO STORY FACILITY					4.31 Acres

II METHODOLOGY

METHODOLOGY

Introduction

Following is an outline of the Project Approach used in this Space Needs Assessment for the City of Homer proposed Public Safety Facility. Designed for client involvement, the methodology has been used successfully on many similar projects.

The process was organized around workshops with City representatives for information gathering and with City review of drafts of each element of the study as they are prepared. This study should provide a clear understanding of the current and future building needs.

PROJECT APPROACH

- **Questionnaire**
Questionnaires were provided for Police and Fire leadership and other key personnel. The questionnaire addressed such things as department organization charts, internal and external adjacencies, future organizational changes, and long-term needs. Also included were questions regarding specific facility requirements, such as lighting, heating, ventilation and cooling, and special finishes. The questionnaire also inquired of staff positions, both current and future, and special spaces and equipment. Questionnaire responses from the Fire & Police Chiefs are included in Appendix A.

- **Workshops with City Representatives**
The work in Home was started with a "kick-off" meeting with leadership from Police, other City departments and the Public Safety Building Review Committee (PSBR).

Initial discussion was related to the project scope and objectives, and the procedures for implementing the study. From study organization and funding, discussion moved to background issues, such as historic relationships, community perception, and uniqueness of and influences on the community. Finally, the discussion covered facility issues such as potential sites, desired quality and character of new facilities, possible shared spaces, and future programs.

- **Department Workshops**
Interviews were then held with key staff for each department area. These sessions included small group and individual meetings. Discussions began with issues covered in the initial "kick-off" meeting, but more specific to individual area needs and concerns. The discussions also included existing or proposed work patterns, desired adjacencies, and needs in the new facility.
- **Project Notes**
Project notes were prepared for review. Information obtained from the meetings and the Questionnaires was combined in these notes.
- **Space Standards**
Example diagrams of typical spaces were provided to assist the City staff in establishing space standards for various offices, work stations, and other spaces.
- **Space Needs Projections**
Based on the current and projected staffing requirements and the suggested space standards, space projections were made for the current and future needs. These projections, for 2014 and 2034 are included in Sections V and VI, respectively of this document.
- **Draft Presentation**
The various components of the study, including the Project Notes, Space Standards, Space Projections, and Adjacency Diagrams, were presented in draft form for review as they were completed.
- **Concept Plans**
Initial Concept Site and Floor Plans will be presented. The space standards, space needs, and adjacencies will be applied to demonstrate an example site and floor plans, and the site area required for the proposed facilities.

III GROWTH & STAFFING

Population of Homer

Estimating population growth is important in assessing the space needs of community building facilities. Population is often used in determining the number of personnel assigned to public safety facilities, which in turn determines the building space needed.

The U.S. Census had the City of Homer population in 2010 at 5,003. The City's website notes that number as a 27% increase since 2000; an average of 2.7% per year. The growth was due in part to annexation of a large land area in 2002.

The City's population was estimated to be 5,239 in 2012, and average increase of 2.4% per year over the 2 year period. Using that rate of growth, the City's 2014 population would be estimated to be 5,365. If that rate of growth were to continue for 20 years, it would be 8,621 in 2034. Twenty years is generally the recommended span to use in planning public safety facilities.

The Staffing Chart presented in this Section for the Homer Police and Fire Departments indicates the Current Actual, Current Need, and Future Staffing Needs. The following is a discussion of those needs relative to the current and projected future population of the City.

Police

The Department currently has 12 sworn police officers. Chief Mark Robl has indicated that the current need is 15 officers. 15 officers represents 2.8 officers / 1,000 estimated population.

According to the U.S. Department of Justice Bureau of Justice Statistics, the national average of sworn / 1,000 in 2000 was 2.3. It seems reasonable that a community such as Homer that serves a much larger area and has a substantial tourist impact would have a somewhat higher ratio.

The Chief suggests a future need of 18 sworn officers. Using the ratio of 2.8 officers / 1,000 for the estimated 2034 population of 8,621 results in 24 sworn officers; 6 more than the Chief suggests.

Considering the entire Police Staff; the Department currently has 26. The Chief indicates the current need of 31. A staff of 31 represents a ratio of 5.8 / 1,000.

The Chief suggests a future need of 38 total staff. Using the ratio of 5.8 total staff / 1,000 for the estimated population of 8,621 results in a staff of 50; 12 more than the Chief suggests.

Conclusion: The suggested future need for both sworn and total staff could be underestimated for the recommended 20 year period.

Fire

The Department currently has a paid staff of 5. Chief Robert Painter has indicated that the current need is 7. A full-time staff of 7 represents 1.3 / 1,000 estimated population of 5,365.

The Chief suggests a future need of 14 full-time staff. Using the ratio of 1.3 / 1,000 for the estimated 2034 population of 8,621 results in 11, only 3 less than the Chief suggests; which includes adding 6 Emergency Service Specialists (ESS) as well as an Assistant Chief / Training Officer and a Fire Marshal / Plan Reviewer.

Currently the department has about 40 volunteers. This is a ratio of about 7.5 / 1,000 population.

The Chief has suggested 50 volunteers as a future need. Using the ratio of 7.5 / 1,000 for the estimated population 8,621 results in a volunteer force of about 65; 15 more than the Chief suggests.

Conclusion: The Chief's suggested future need for full-time staff would seem to be about right (only 3 more than that based on an estimated future population). The number of volunteers for the future suggested by the Chief might be underestimated.

**CITY OF HOMER, AK
PUBLIC SAFETY FACILITY
SPACE NEEDS ASSESSMENT**

STAFFING

June 11, 2014

FIRE DEPARTMENT	Number of positions					
	Current Actual		Current Need		Approx. 20 Year Projection	
	Total	Largest Shift	Total	Largest Shift	Total	Largest Shift
Chief	1		1		1	
Asst. Chief / Training Officer	0		1		1	
Emergency Service Specialist (ESS)	3	1	3	1	9	3
Dept. Services Coordinator	1	1	1	1	1	1
Fire Marshal / Plans Reviewer	2	0	1	1	2	1
TOTAL FULL-TIME	5	2	7	3	14	5
Volunteers	40	-	40	-	50	-

POLICE DEPARTMENT	Number of positions					
	Current Actual		Current Need		Approx. 20 Year Projection	
	Total	Largest Shift	Total	Largest Shift	Total	Largest Shift
Dispatch	8	2	9	3	11	4
Patrol	11	3	13	4	15	6
Investigations	1	1	2	2	3	3
Jail	6	1	7	2	9	3
TOTAL SWORN	12	4	15	6	18	9
TOTAL STAFF	26	7	31	11	38	16

IV SPACE STANDARDS

Attached are examples from our library of space standards and examples specifically for the Homer Public Safety Facility.

OFFICES

Included are 7 examples of offices with layout variations. Sizes range from 100 to 270 sq. ft. (Larger examples are also available.)

Please select an office size for each of the following positions. Our suggestion is shown in each case. Only the size is critical at this time; not the layout.

- Office of the Chief
 - The existing office is approximately 160 sq. ft.
 - Suggested Office: 225 sq. ft.
- Assistant Chief / Training Officer
 - The existing office is approximately 140 sq. ft., plus a library / storage area of about 66 sq. ft.; totaling about 206 sq. ft.
 - Suggested Office: 180 sq. ft., plus adjoining library / storage of 180 sq. ft.; 360 sq. ft. total.
- Fire Marshal / Plans Reviewer
 - No existing office.
 - Suggest Office 150 sq. ft. with drafting board / layout counter, plus public counter and plans storage of 150 sq. ft.; total 300 sq. ft.
- Emergency Service Specialist
 - Suggest Office 100 sq. ft.
 - Alternative: See Work Stations.

WORK STATIONS

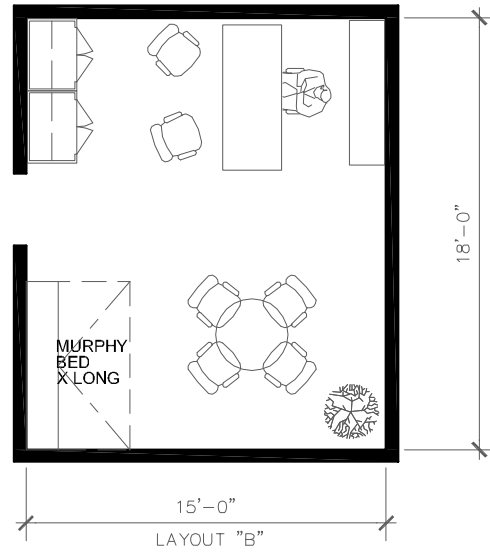
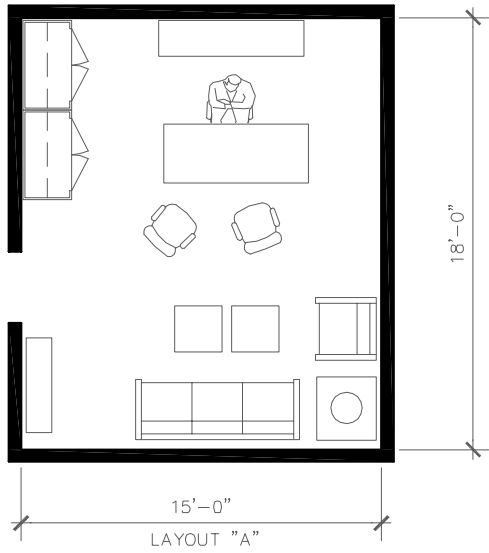
Included are 6 examples from our library. Many others are possible.

Please select a work station size for each of the following positions. Our suggestion is shown in each case.

- Emergency Service Specialist
 - Alternative to Office area (See Offices):
 - Suggest Work Station 80 sq. ft.; all positions within one room. Add space in room for counter (printer, etc.)
- Member (Volunteer) Office
 - Suggest Work Station 55 sq. ft. all positions within one room. Add space in room for counter (printer, etc.) This alternative shown in the Space Standards.

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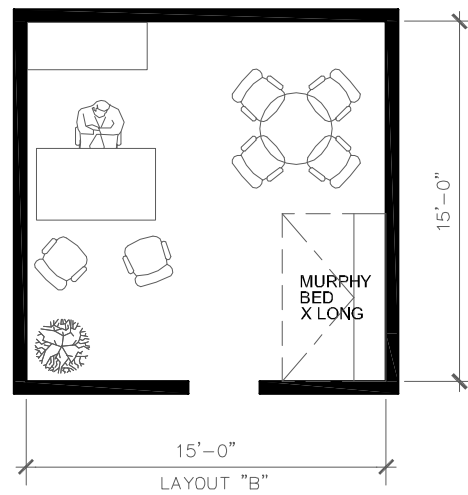
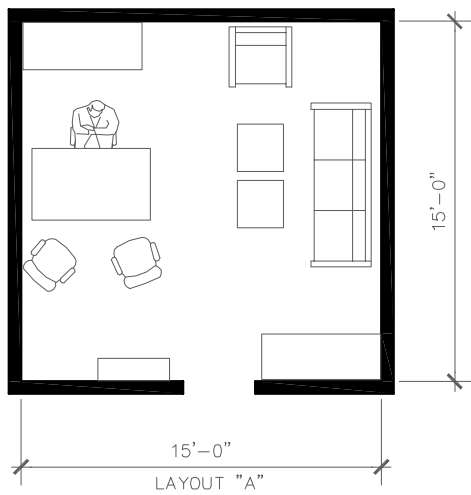
SPACE OR ELEMENT	PAGE
• OFFICE	IV - 4
• OFFICE	IV - 5
• OFFICE	IV - 6
• OPEN PLAN WORKSTATIONS	IV - 7
• PLANING REVIEW / FIRE MARSHALL	IV - 8
• TRAINING LIBRARY / ASST. CHIEF & TRAINING OFFICER	IV - 8
• DEPARTMENT SERVICES COORDINATOR / RECEPTION	IV - 9
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• LAUNDRY & TURN OUT GEAR - NEW STORAGE & TURNOUT GEAR - WASH / DRY	IV - 17
• TURN OUT GEAR OPEN LOCKERS	IV - 18
• FIRE HOSE WASH / DRY & SPACE FOR HOSE RACK & OTHER EQUIPMENT BETWEEN BAYS	IV - 19
• DECON SHOWERS / BIOHAZARD & SHOP	IV - 20
• MEDICAL EQUIPMENT / SUPPLIES & FOOD / BEVERAGE STORAGE & BREATHING AIR COMPRESSOR / TANKS	IV - 21



OFFICE

270 SF

SCALE: 1/8" = 1'-0"

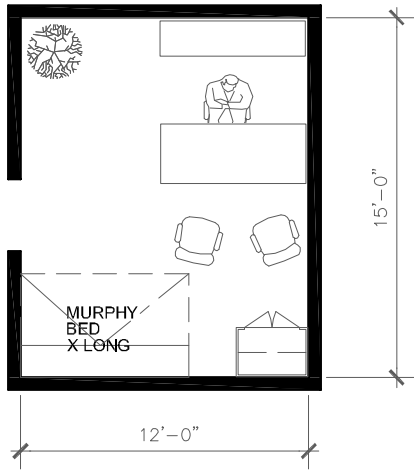


OFFICE

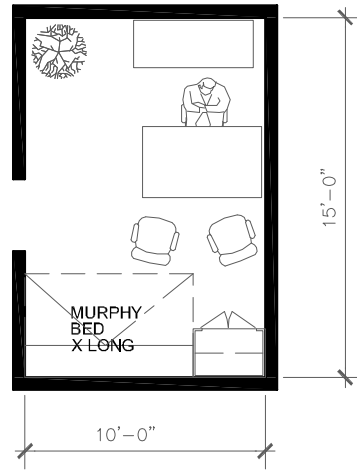
225 SF

SCALE: 1/8" = 1'-0"

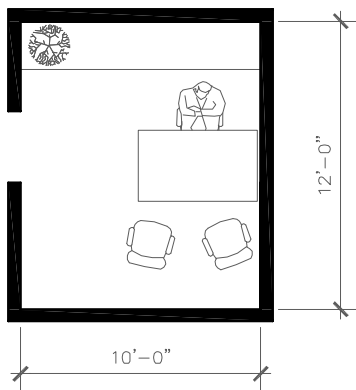
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



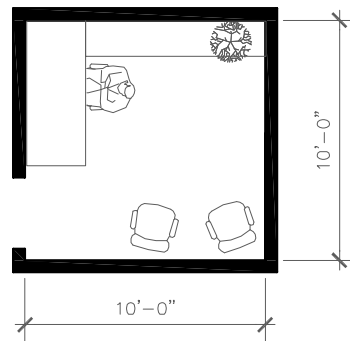
OFFICE
180 SF SCALE: 1/8" = 1'-0"



OFFICE
150 SF SCALE: 1/8" = 1'-0"

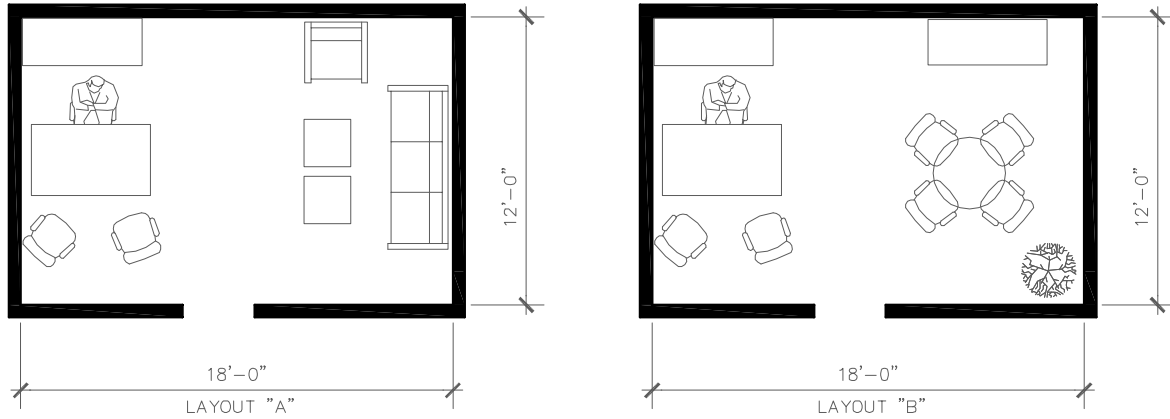


OFFICE
120 SF SCALE: 1/8" = 1'-0"



OFFICE
100 SF SCALE: 1/8" = 1'-0"

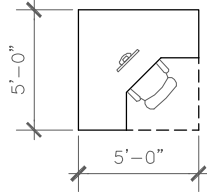
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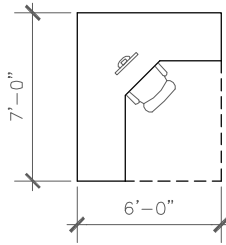
OFFICE
216 SF

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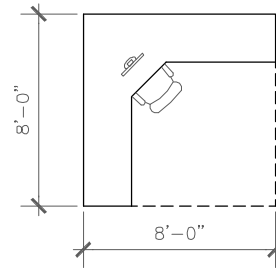
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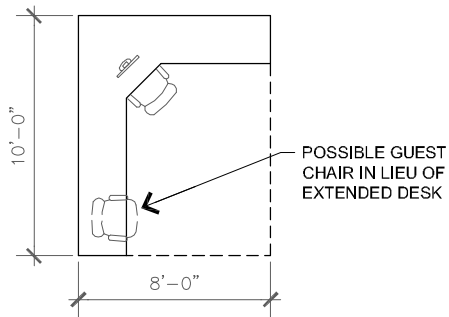
WS 25 SQ.FT.



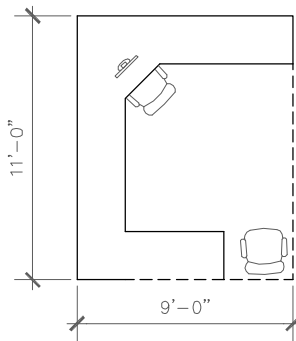
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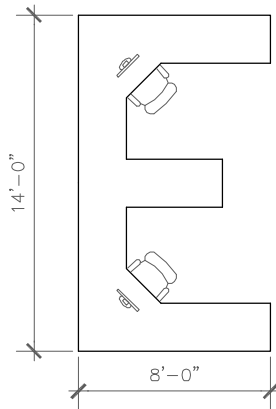
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WS 80 SQ.FT.



WS 99 SQ.FT.

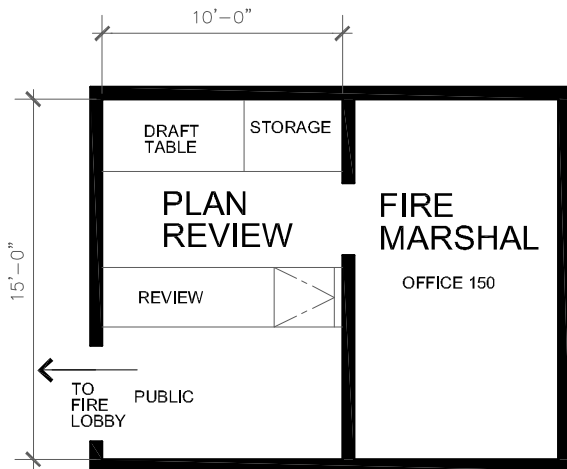


DOUBLE WS 112 SQ.FT.

OPEN PLAN WORKSTATION

SCALE: 1/8" = 1'-0"

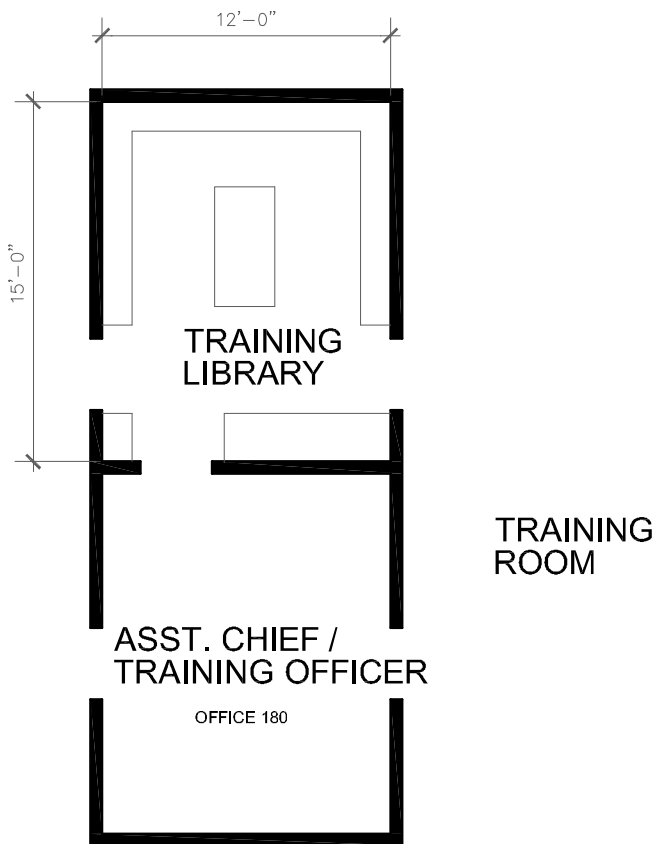
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PLAN REVIEW

150 SF

SCALE: 1/8" = 1'-0"

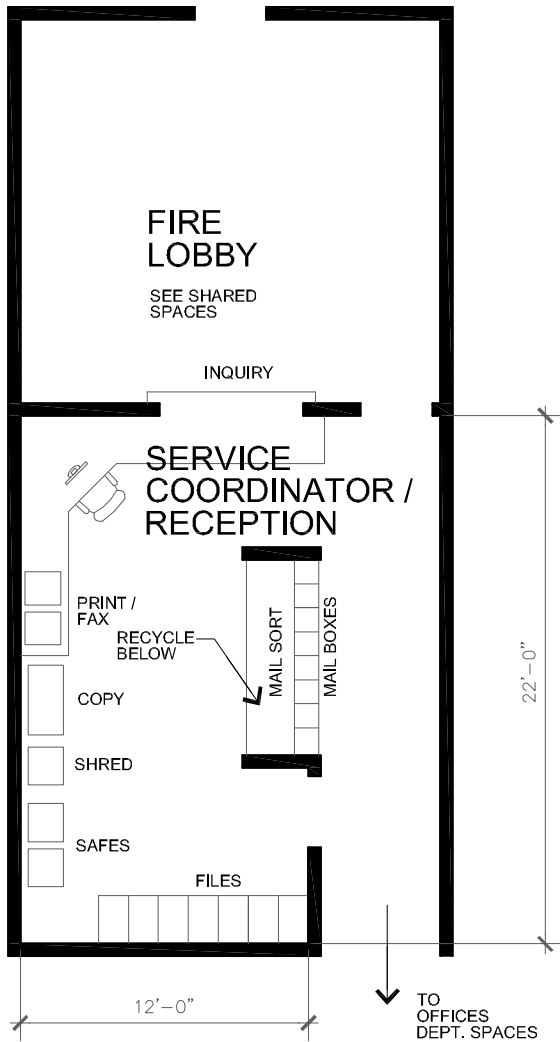


TRAINING LIBRARY

225 SF

SCALE: 1/8" = 1'-0"

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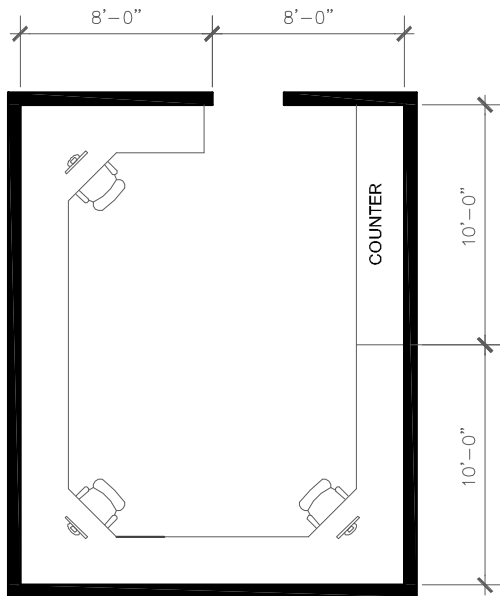


DEPARTMENT SERVICES COORDINATOR / RECEPTION

264 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
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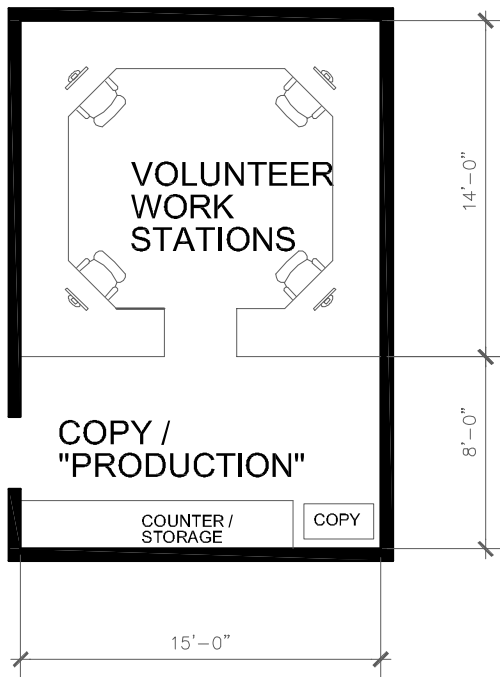


EMERGENCY SERVICES SPECIALIST

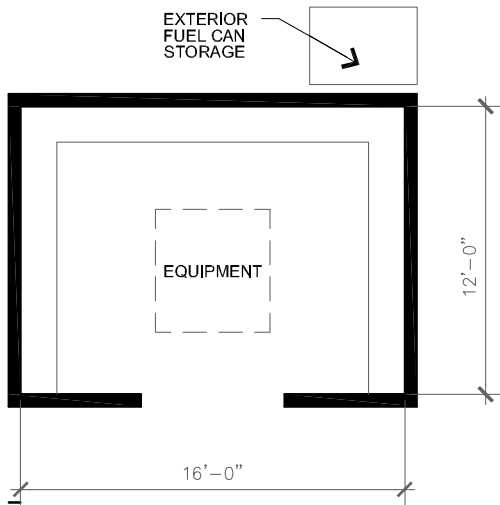
320 SF

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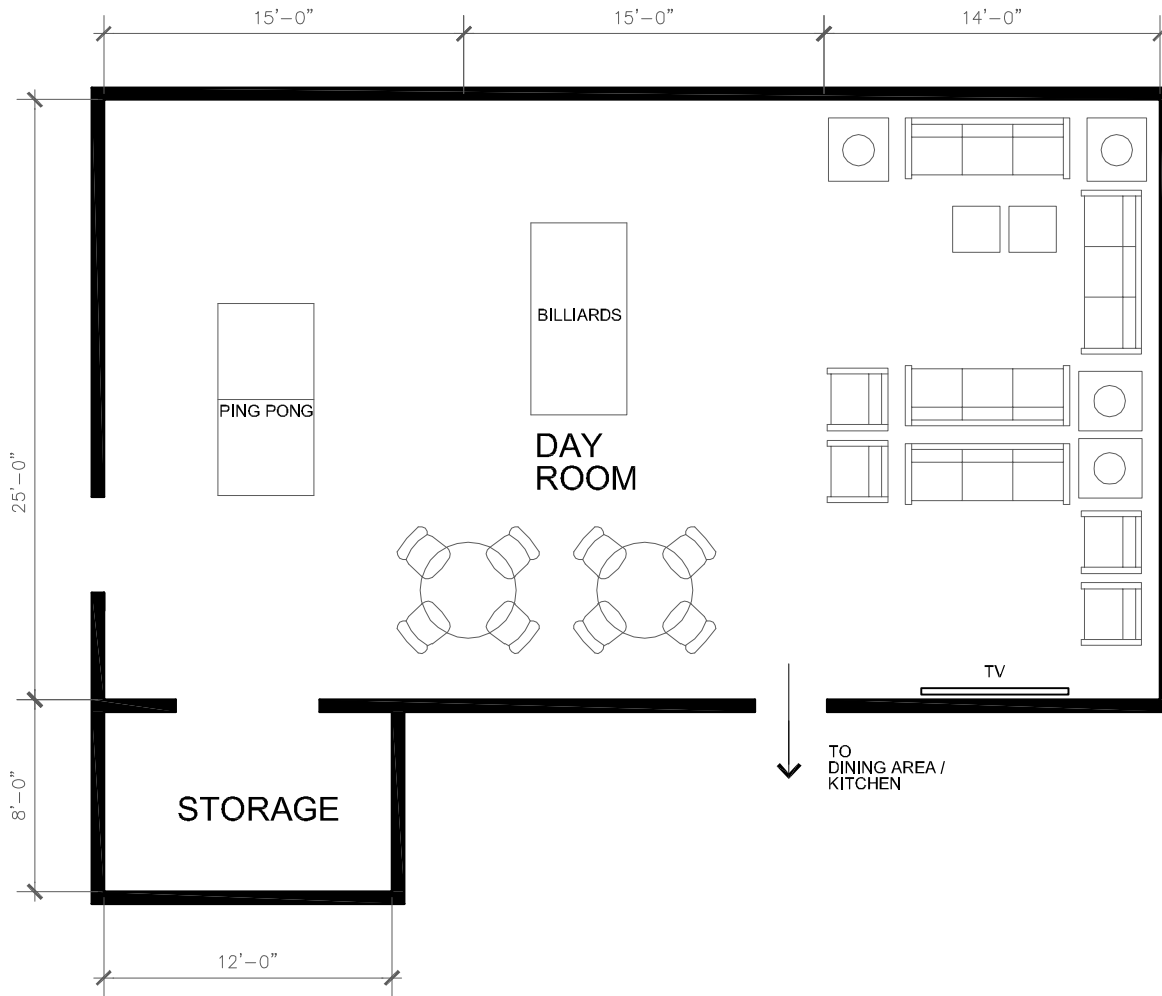


VOLUNTEER WORK STATIONS / COPY / "PRODUCTION"
330 SF SCALE: 1/8" = 1'-0"



STORAGE ADJACENT APPARATUS BAY
330 SF SCALE: 1/8" = 1'-0"

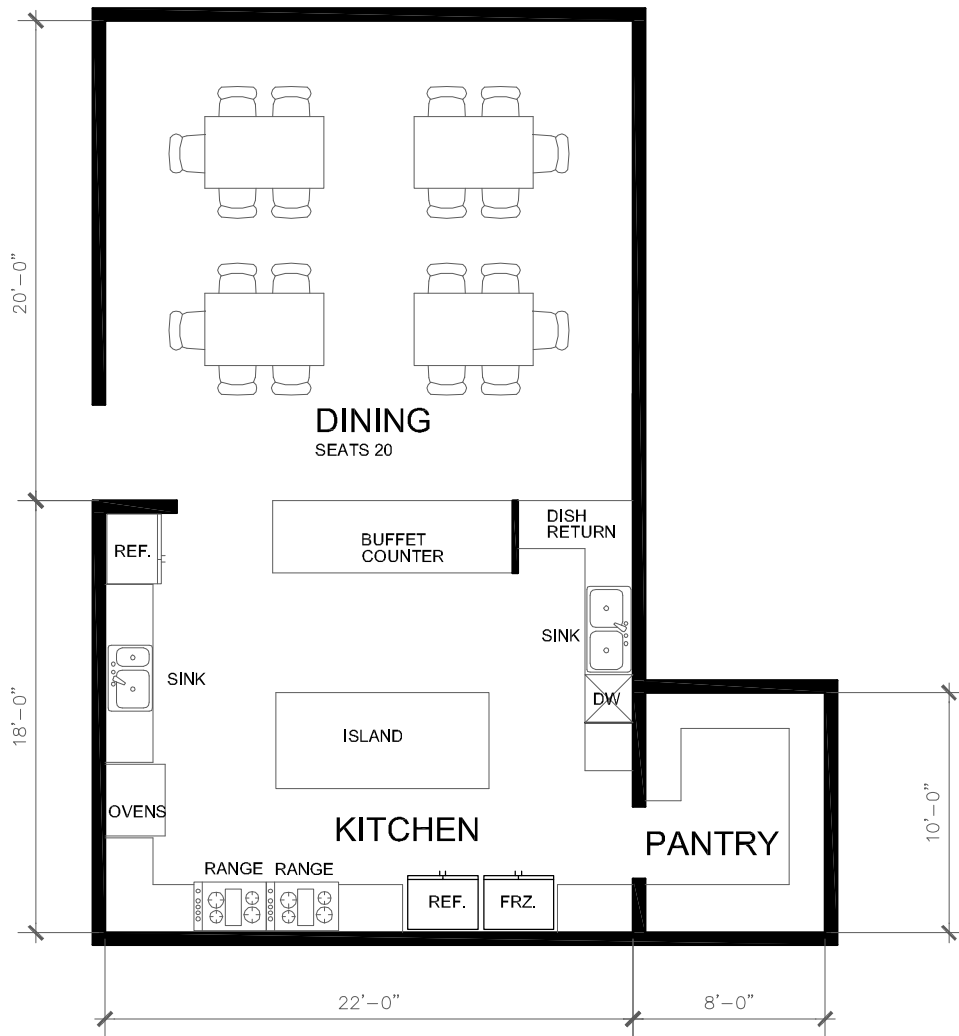
FURNITURE LAYOUT AND DIMENSIONS
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DAY ROOM
1,169 SF

SCALE: 1/8" = 1'-0"

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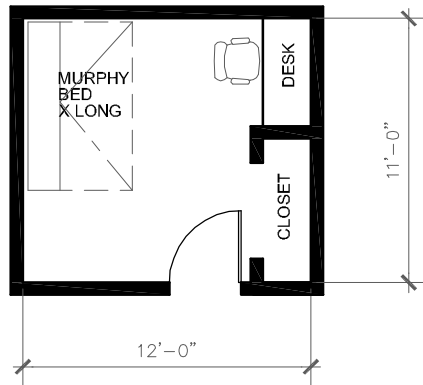


DINING / KITCHEN

SCALE: 1/8" = 1'-0"

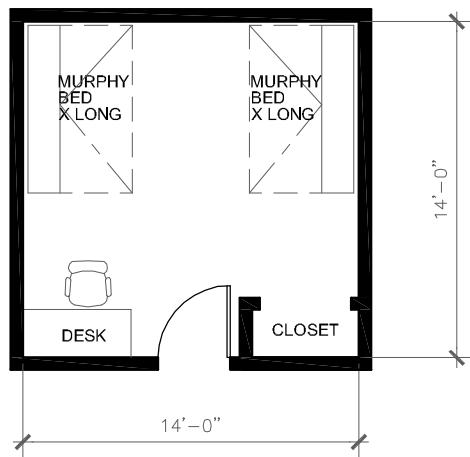
* DINING	440 SF
* KITCHEN	396 SF
* PANTRY	80 SF
TOTAL	916 SF

FURNITURE LAYOUT AND DIMENSIONS
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SINGLE BUNK ROOM

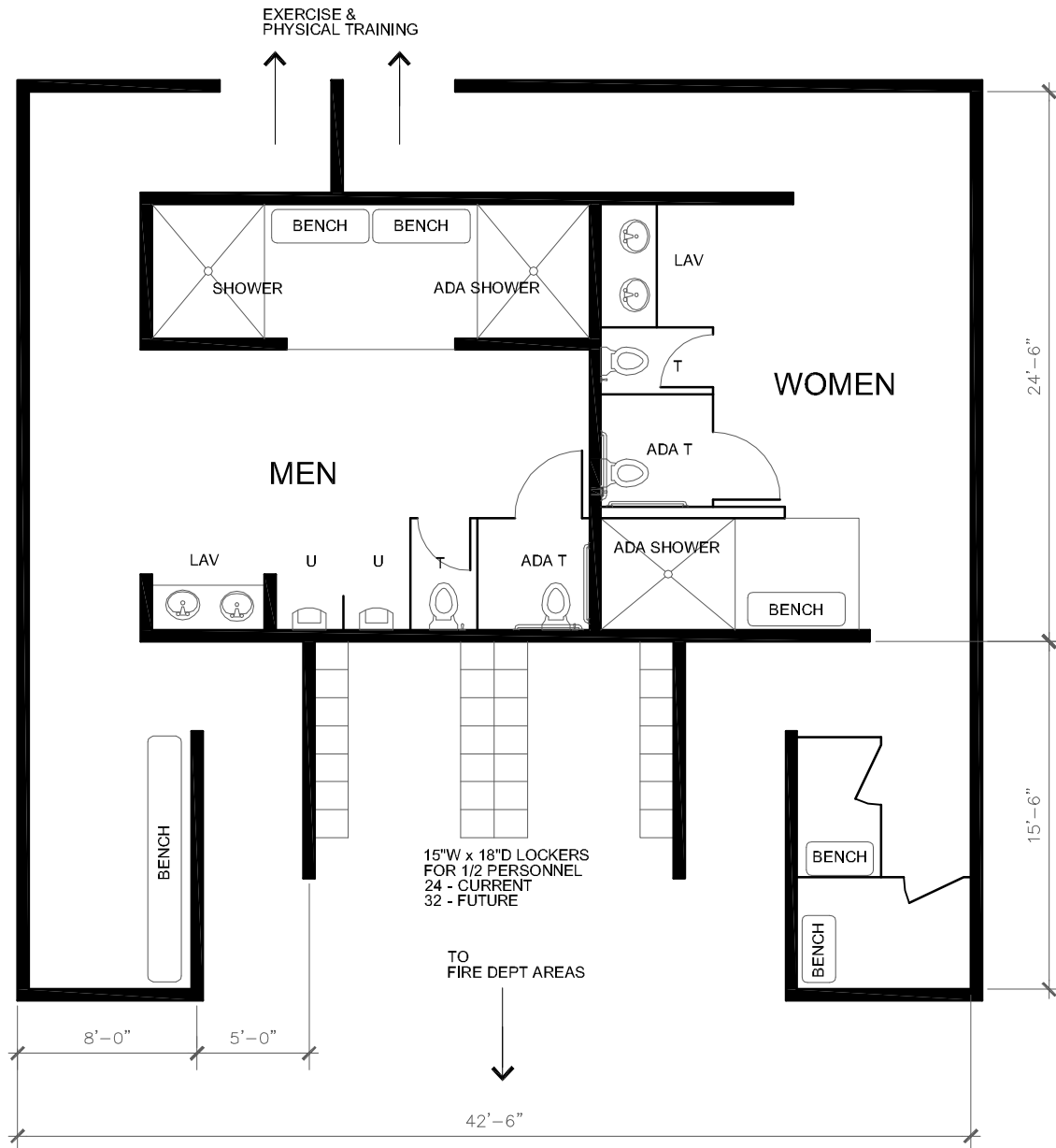
132 SF



DOUBLE BUNK ROOM

196 SF

FURNITURE LAYOUT AND DIMENSIONS
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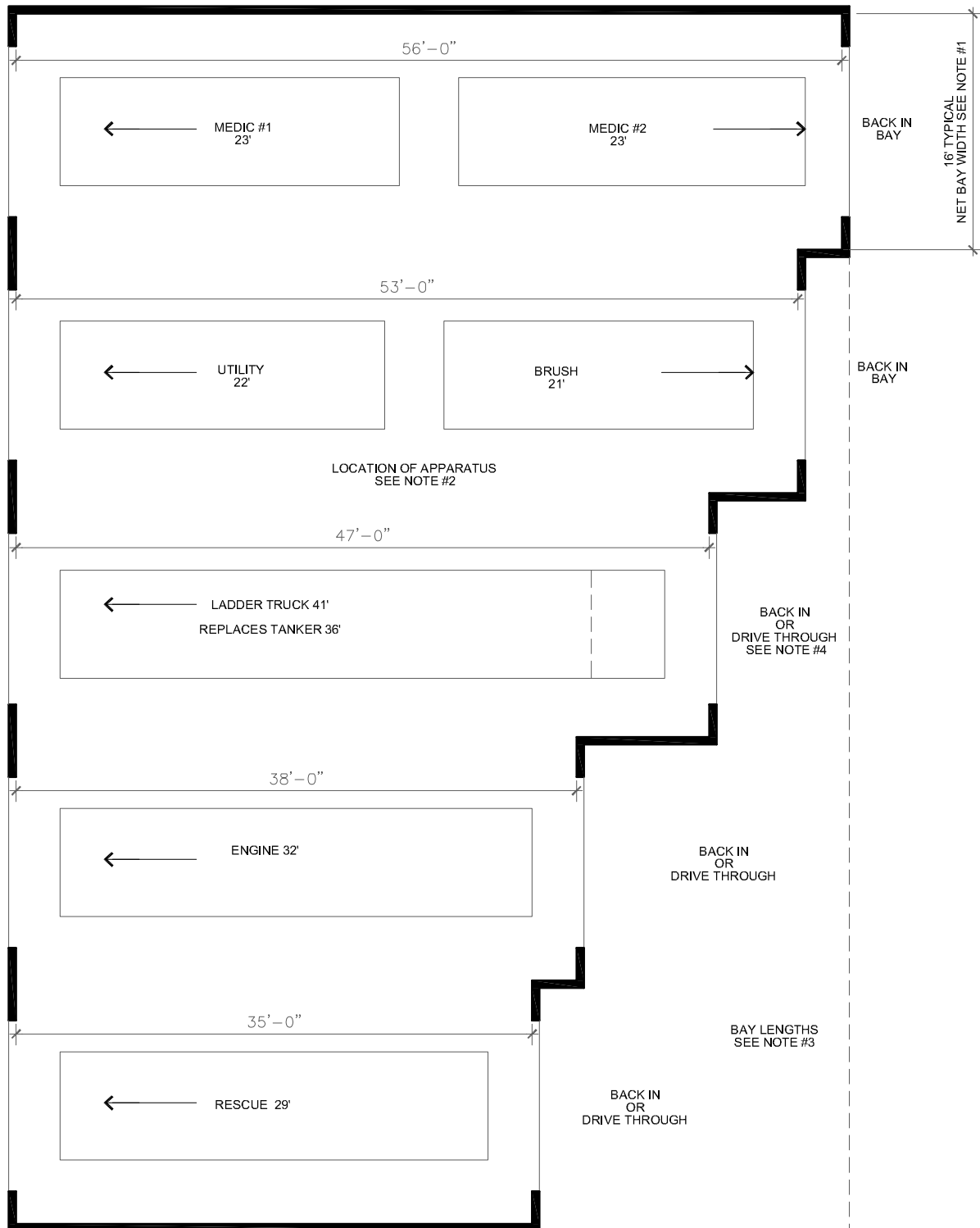


FIRE SHOWER & LOCKER ROOMS

SCALE: 1/8" = 1'-0"

MEN:	TOILET ROOM	806 SQ.FT.
WOMEN:	TOILET ROOM	573 SQ. FT.
	LOCKER ROOM	215 SQ.FT.
TOTAL		1,594 SF

FURNITURE LAYOUT AND DIMENSIONS
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MINIMUM APPARATUS BAY LENGTHS

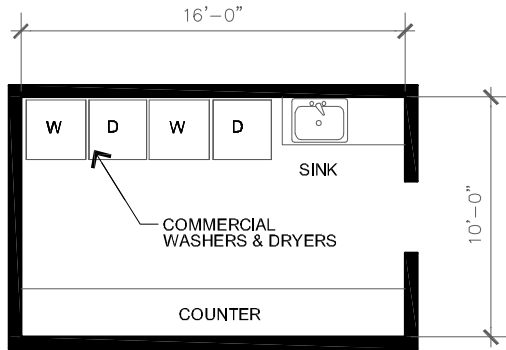
1872 SF

SCALE: 3/32"= 1'-0"

NOTES:

1. NET BAY WIDTHS SHOWN. ADD FOR TURNOUT GEAR, LADDERS, HOSE RACKS, & OTHER EQUIPMENT. SEE APPARATUS BAY 56'.
2. APPARATUS NOT NECESSARILY IN PREFERRED ORDER.
3. INTENT OF DIAGRAM IS TO SHOW MINIMUM BAY LENGTHS. ALL COULD BE AT SAME DEPTH AS REQUIRED FOR THE (2) MEDIC UNITS. SPACE COULD BE FOR OTHER USES, SUCH AS EQUIPMENT STORAGE.
4. ALL BAYS COULD HAVE DOORS AT BOTH ENDS.

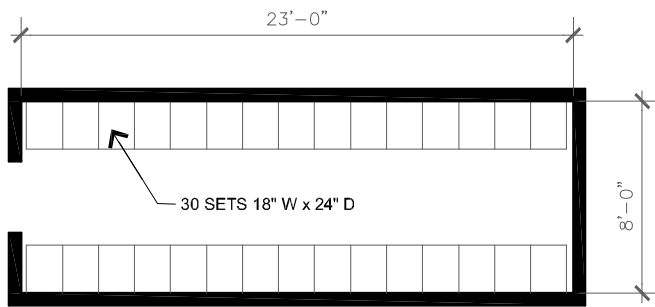
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LAUNDRY

160 SF

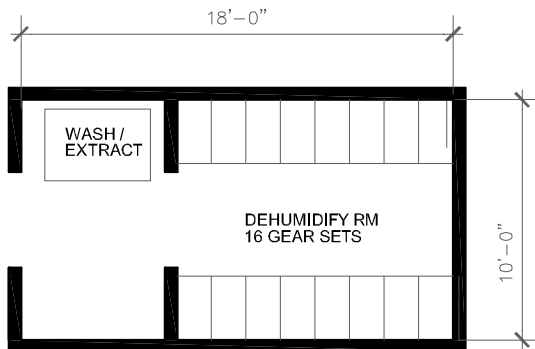
SCALE: 1/8" = 1'-0"



TURN OUT GEAR - NEW STORAGE

184 SF

SCALE: 1/8" = 1'-0"

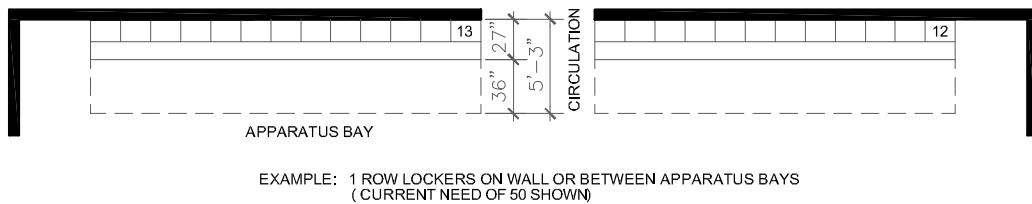
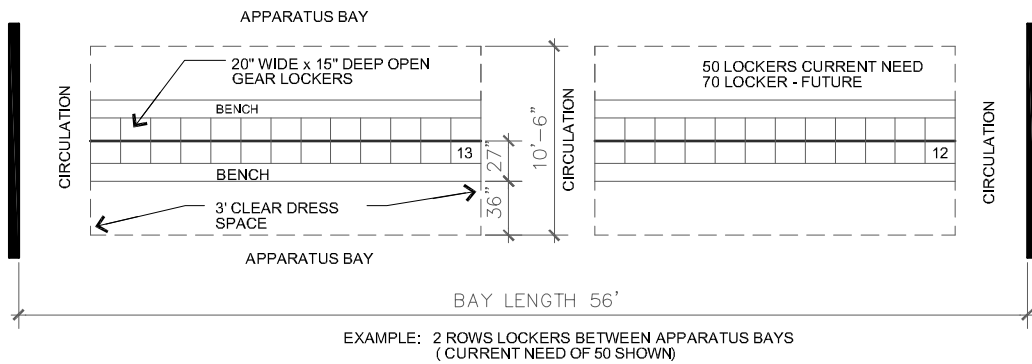


TURN OUT GEAR - WASH / DRY

180 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

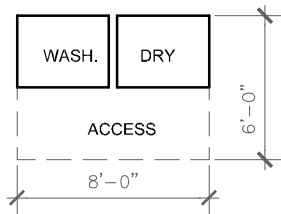
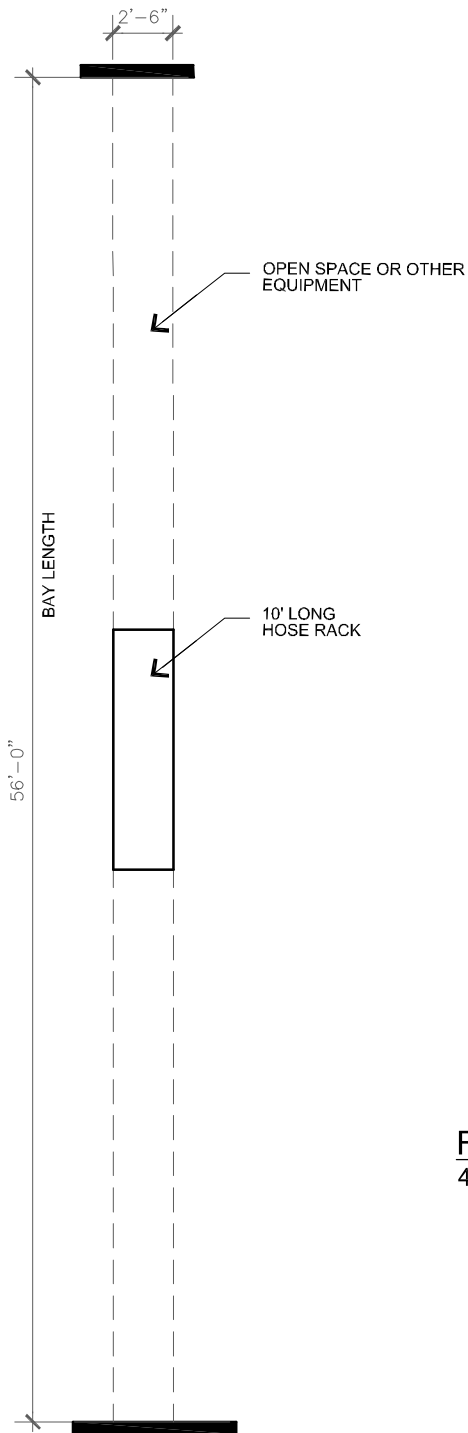


TURN OUT GEAR OPEN LOCKERS

1,115 SF

SCALE: 3/32" = 1'-0"

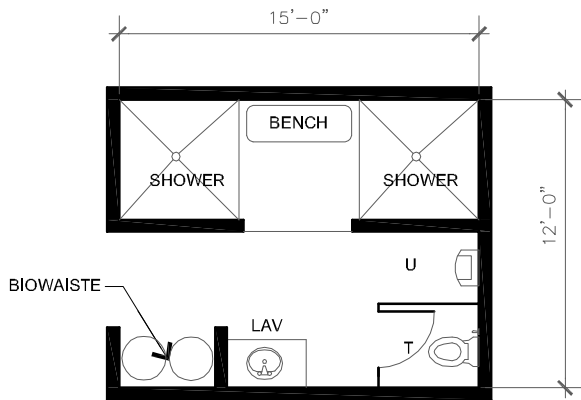
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



FIRE HOSE WASH / DRY
48 SF SCALE: 1/8" = 1'-0"

SPACE FOR HOSE RACK & OTHER EQUIPMENT BETWEEN BAYS
140 SF SCALE: 1/8" = 1'-0"

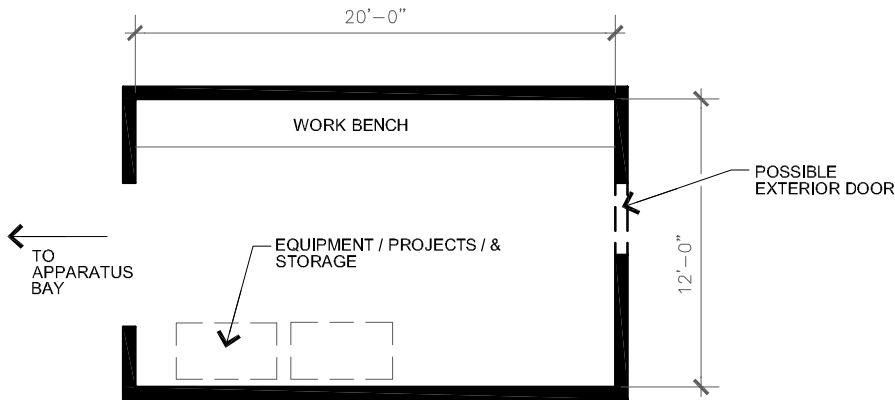
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



DECON SHOWERS / BIOHAZARD

180 SF

SCALE: 1/8" = 1'-0"

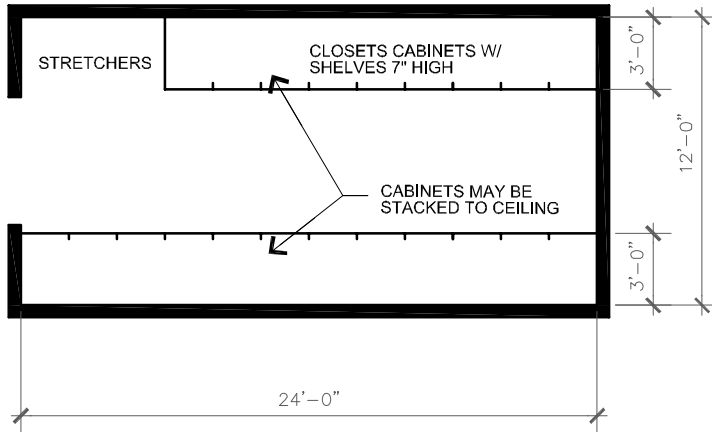


SHOP

240 SF

SCALE: 1/8" = 1'-0"

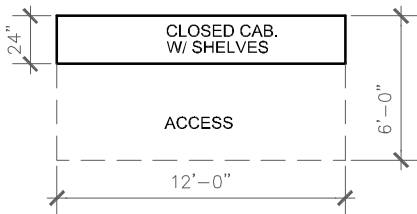
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



MEDICAL EQUIPMENT / SUPPLIES

288 SF

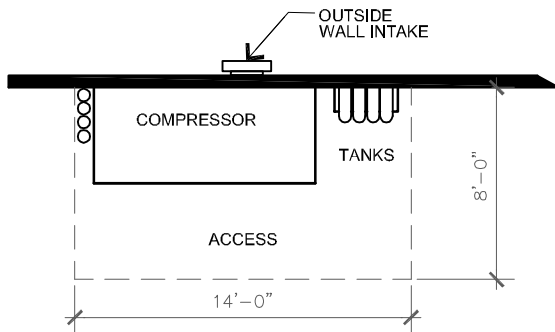
SCALE: 1/8" = 1'-0"



FOOD / BEVERAGE STORAGE

72 SF

SCALE: 1/8" = 1'-0"



BREATHING AIR COMPRESSOR / TANKS

80 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

Attached are examples from our library of space standards, and examples specifically for the Homer Public Safety Facility.

OFFICES

Included are 7 examples of offices with layout variations. Sizes range from 100 to 270 sq. ft. Larger examples are also available.

Please select an office size for each of the following positions. Our suggestions are shown in some cases. Only the size is critical at this time; not the layout.

- Office of the Chief
 - The existing office is approximately 180 sq. ft.
 - Suggest Office 225 sq. ft.
- Lieutenant's Office
 - Existing office is approximately 110 sq. ft.
 - Suggest Office 180 sq. ft.
- Investigation Offices
 - Existing office is approximately 110 sq. ft.
 - Suggest Office 150 sq. ft.
- Sergeant's Offices
 - Suggest Office 150 sq. ft.
- Dispatch Supervisor
 - Suggest Office 150 sq. ft.

WORK STATIONS

Included are 6 examples from our library. Many others are possible.

Please select a work station size for each of the following positions. Our suggestions are shown in some cases.

- Senior Officers
 - Suggest work station 64 sq. ft. all positions in one room. Add space within room for counter with printer, supplies, etc.
- Report Writing / Officers Work Stations
 - Suggest Work Station 25 sq. ft. all in one room. Add space for counter for printer, supplies, forms, etc.
- Evidence Officer Work Station
 - Suggest Work Station 80 sq. ft. locate within or adjacent to Evidence Receive / Process.
- Jailer Work Stations
 - Suggest Work Station 42 sq. ft. all in Control Room. Add space for files, counter for printer, supplies, forms, etc.

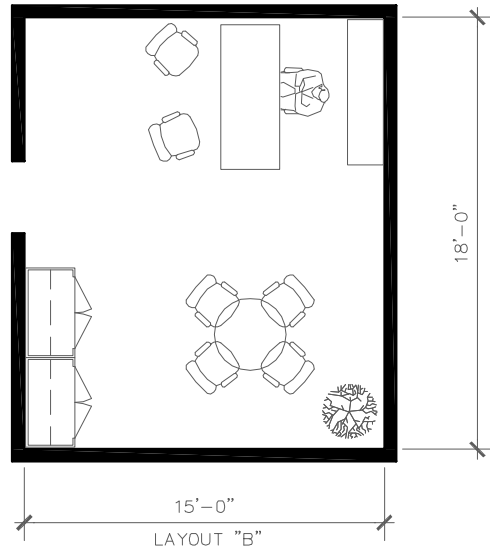
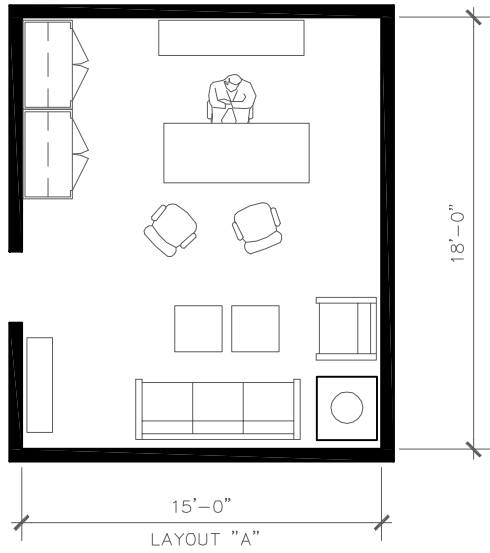
OTHER SPACE STANDARDS

Example space standards are included for a variety of spaces proposed for the Homer Police Facility. Some examples are for complete operational sections, such as Evidence, and Jail Booking/Control.

These examples are intended to show areas and demonstrate relationships, not final designs.

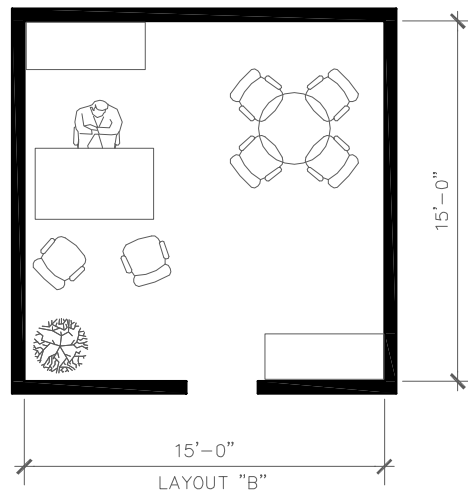
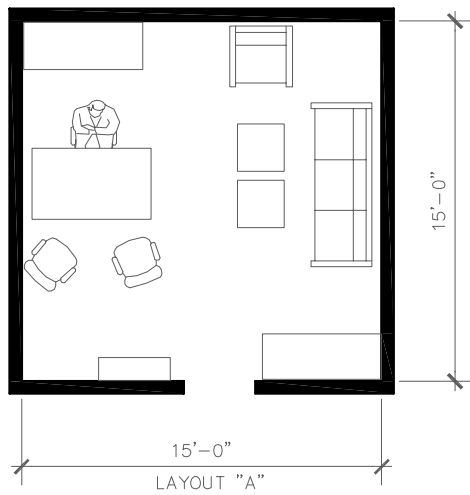
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• OFFICES	IV - 26
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OFFICE
270 SF

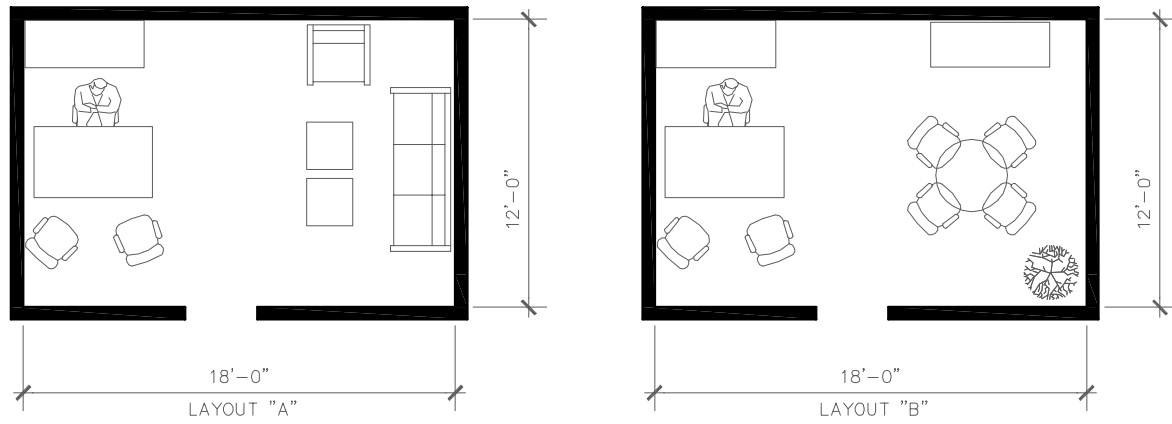
SCALE: 1/8" = 1'-0"



OFFICE
225 SF

SCALE: 1/8" = 1'-0"

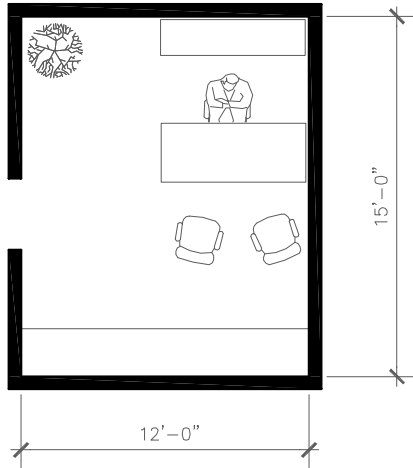
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



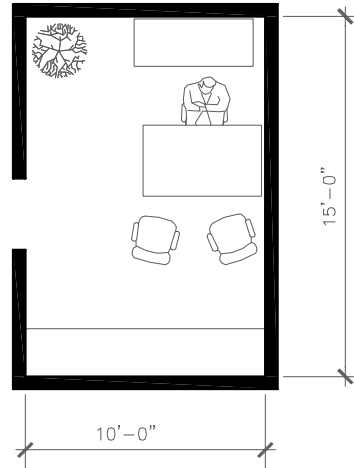
OFFICE
216 SF

SCALE: 1/8" = 1'-0"

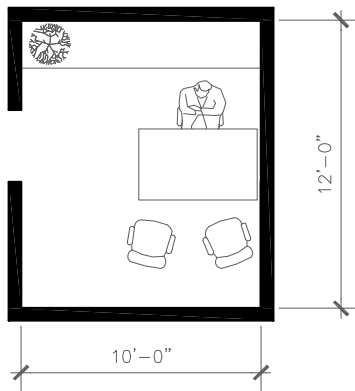
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



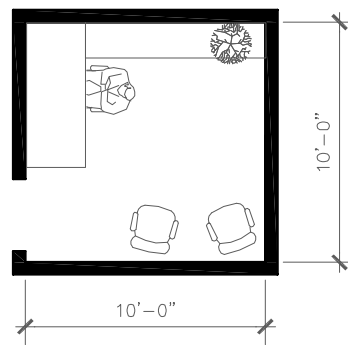
OFFICE
180 SF SCALE: 1/8" = 1'-0"



OFFICE
150 SF SCALE: 1/8" = 1'-0"

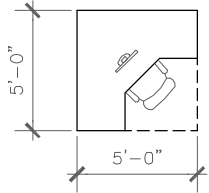


OFFICE
120 SF SCALE: 1/8" = 1'-0"

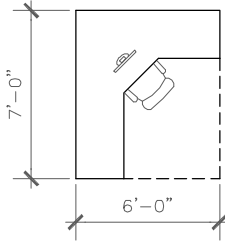


OFFICE
100 SF SCALE: 1/8" = 1'-0"

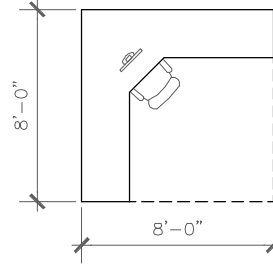
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



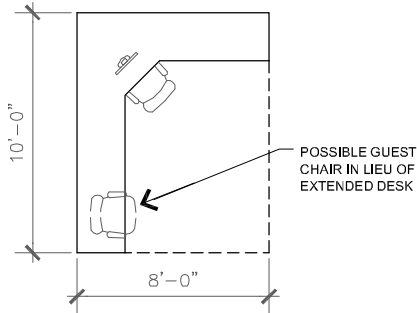
WS 25 SQ.FT.



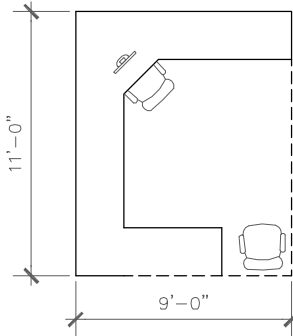
WS 42 SQ.FT.



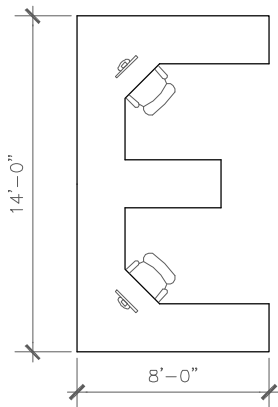
WS 64 SQ.FT.



WS 80 SQ.FT.



WS 99 SQ.FT.

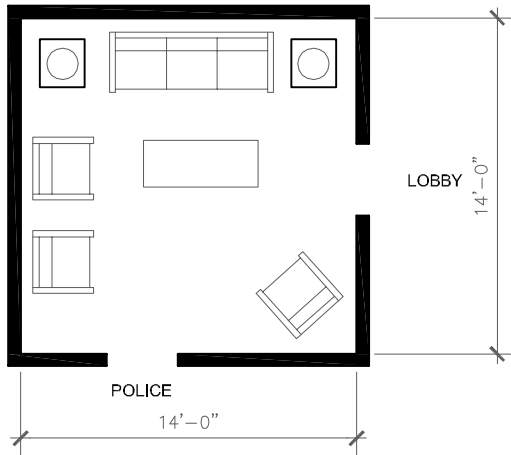


DOUBLE WS 112 SQ.FT.

OPEN PLAN WORKSTATION

SCALE: 1/8" = 1'-0"

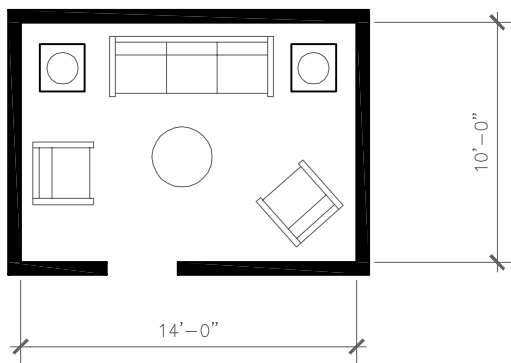
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



SOFT INTERVIEW / CONFERENCE ROOM

196 SF

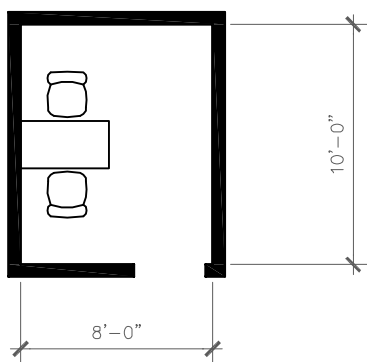
SCALE: 1/8" = 1'-0"



SOFT INTERVIEW / INTERROGATION @ INVESTIGATION / PATROL

140 SF

SCALE: 1/8" = 1'-0"

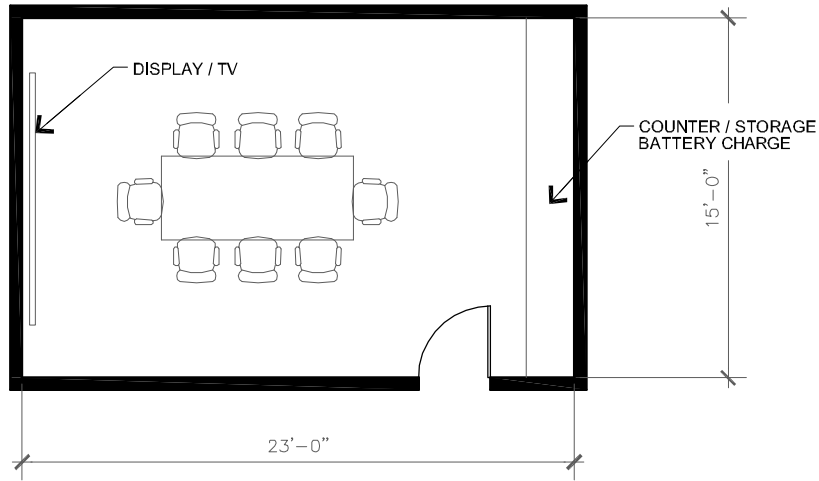


HARD INTERVIEW / INTERROGATION @ INVESTIGATIONS & JAIL

96 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

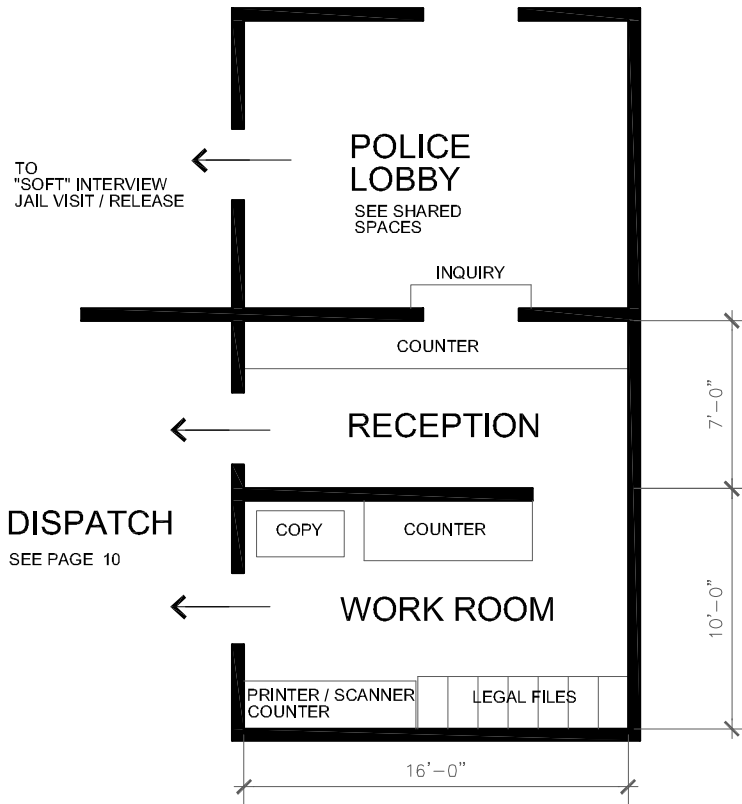


POLICE BRIEFING ROOM

345 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

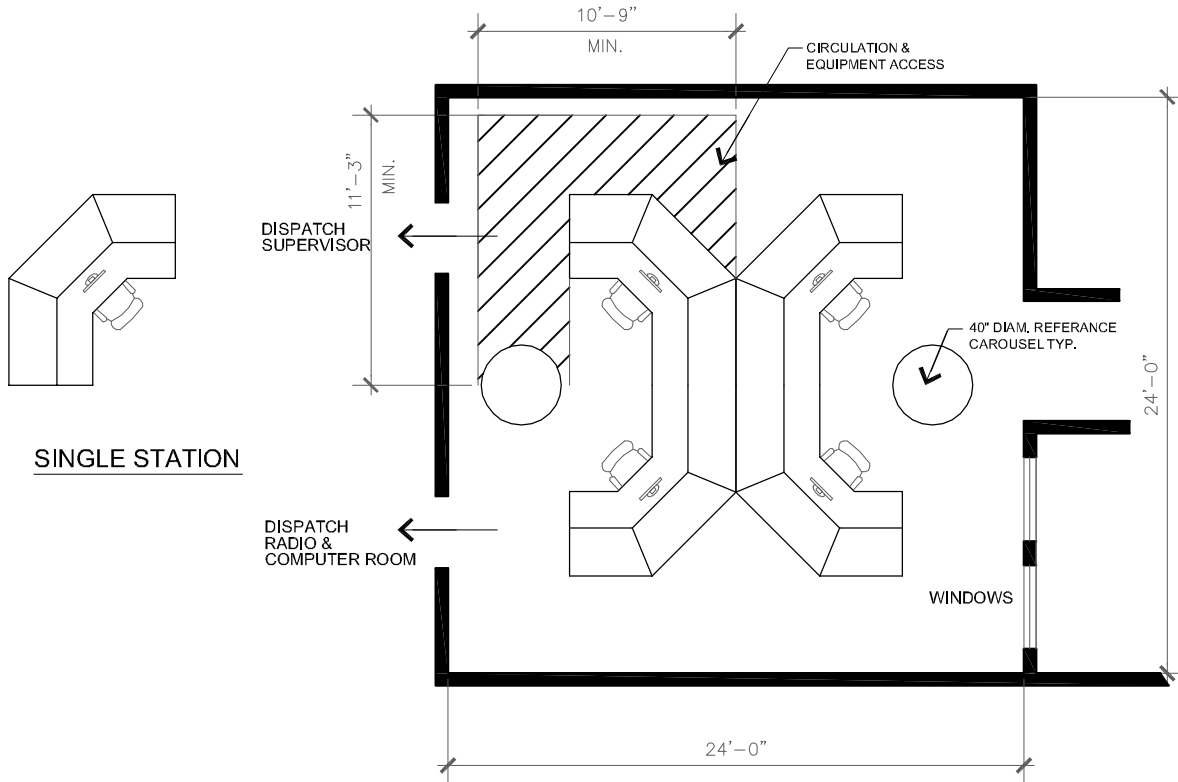


DISPATCH WORK ROOM / RECEPTION

272 SF

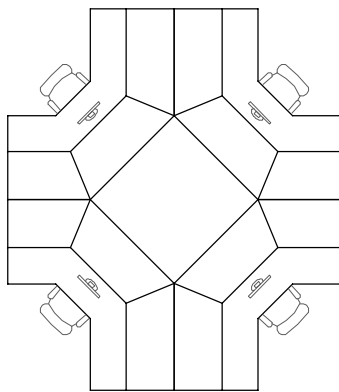
SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



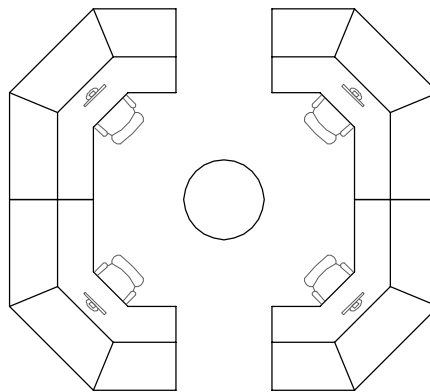
LAYOUT OPTION "A"

SERVICE EASIEST



LAYOUT OPTION "B"

SERVICE MOST DIFFICULT



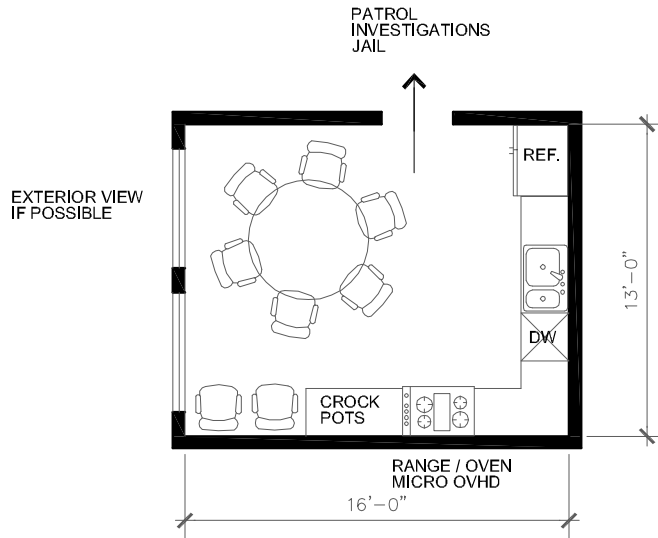
LAYOUT OPTION "C"

SERVICE EASIEST

DISPATCH / CALL TAKING CENTER

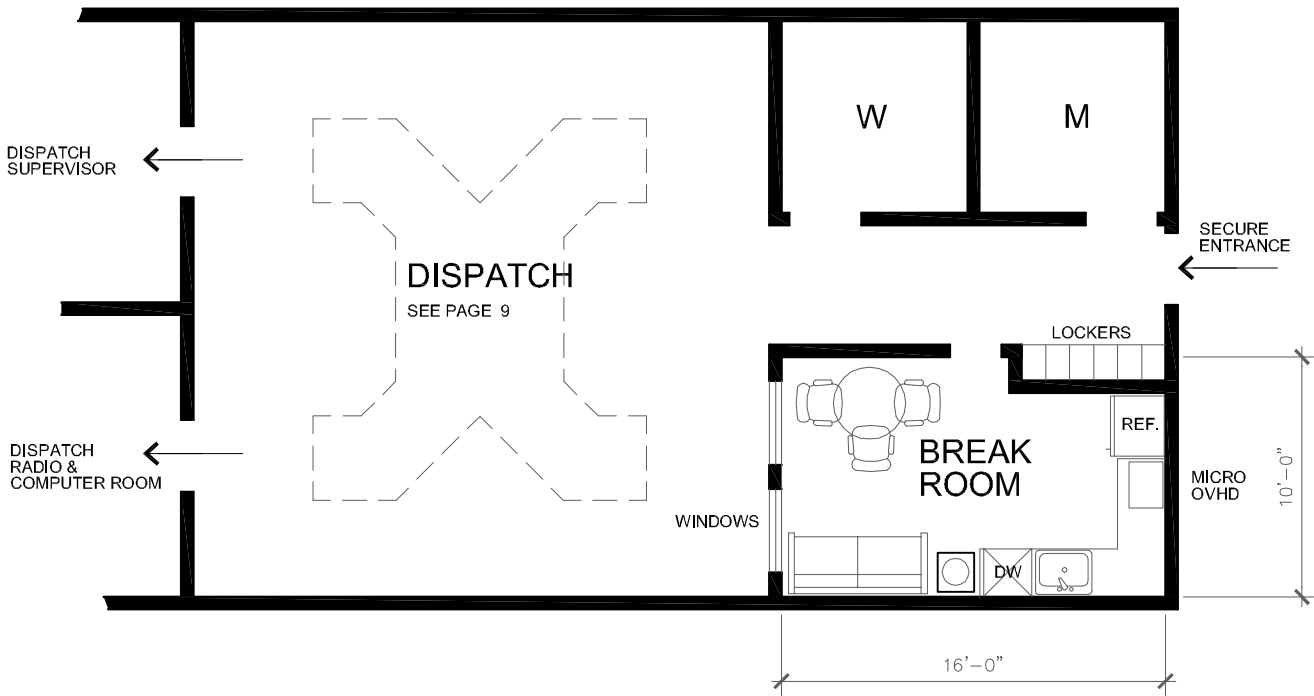
SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



POLICE BREAK ROOM
208 SF

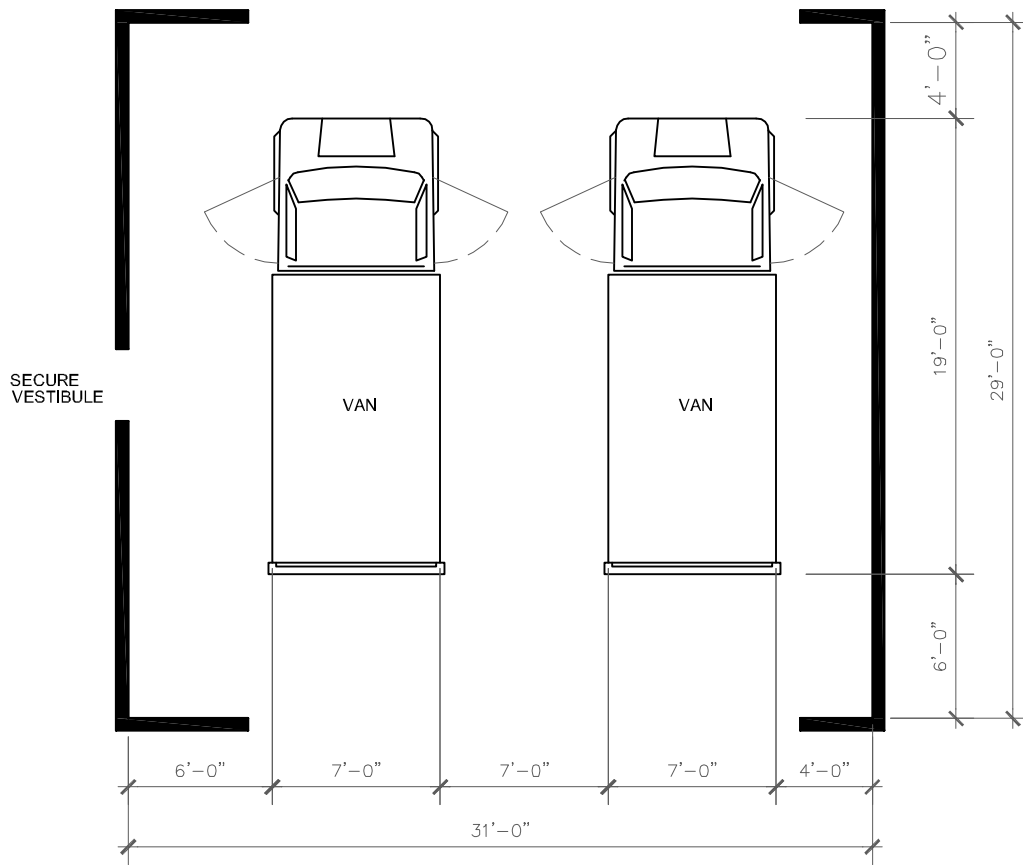
SCALE: 1/8" = 1'-0"



DISPATCH BREAK ROOM & RELATED
160 SF

SCALE: 1/8" = 1'-0"

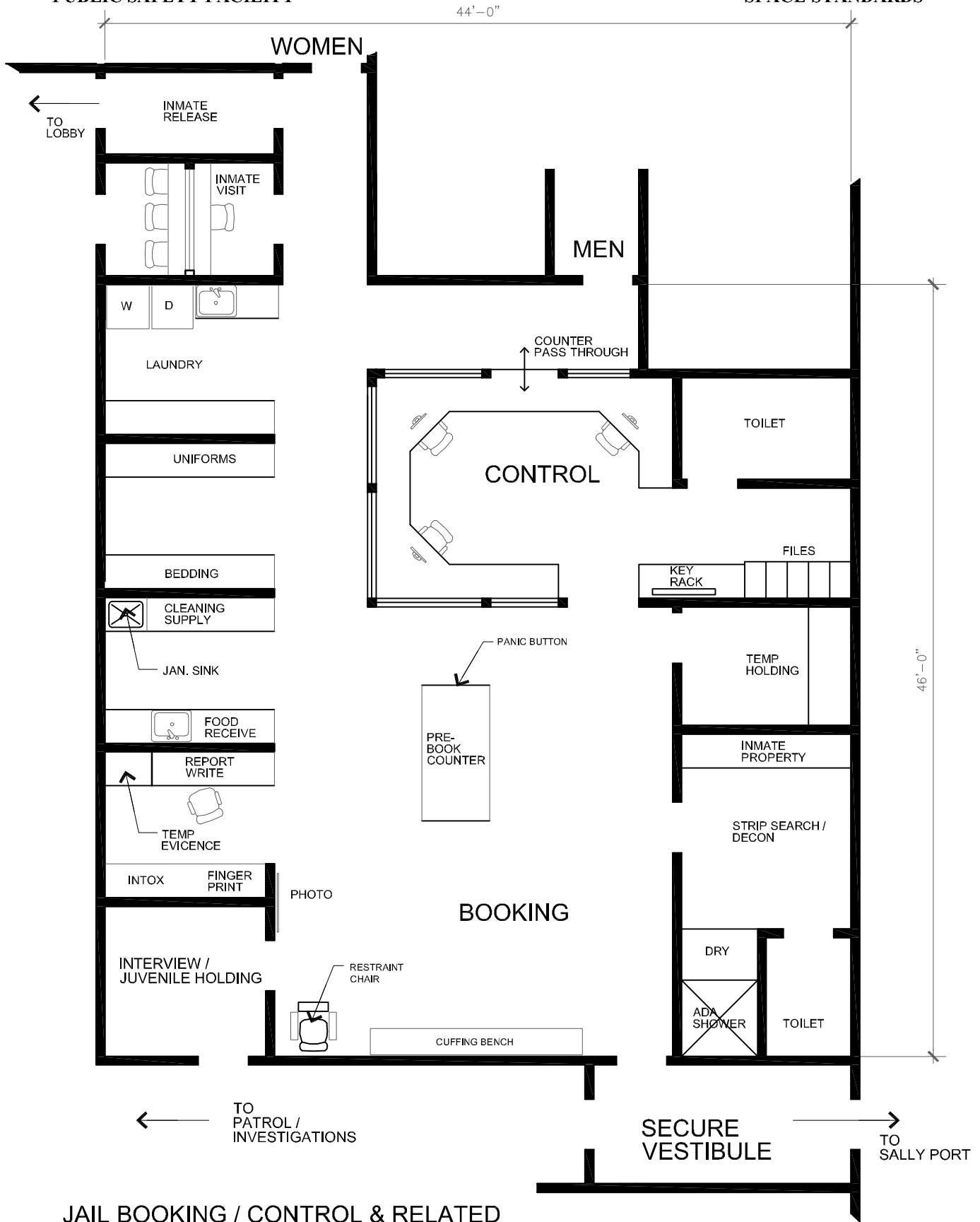
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



SALLYPORT
899 SF

SCALE: 1/8" = 1'-0"

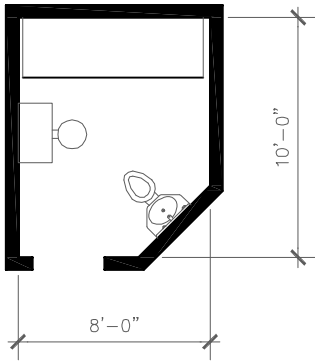
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



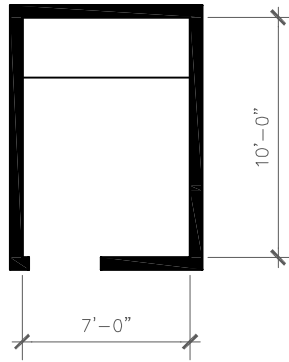
JAIL BOOKING / CONTROL & RELATED
2,152 SF

SCALE: 1/8" = 1'-0"

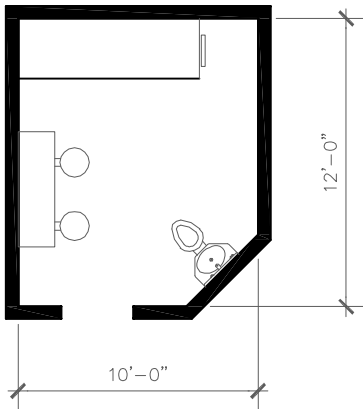
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



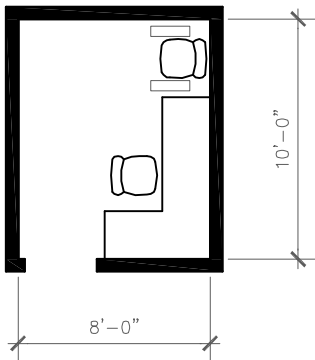
JAIL CELL - SINGLE
80 SF SCALE: 1/8" = 1'-0"



TEMPORARY HOLDING CELL
70 SF SCALE: 1/8" = 1'-0"

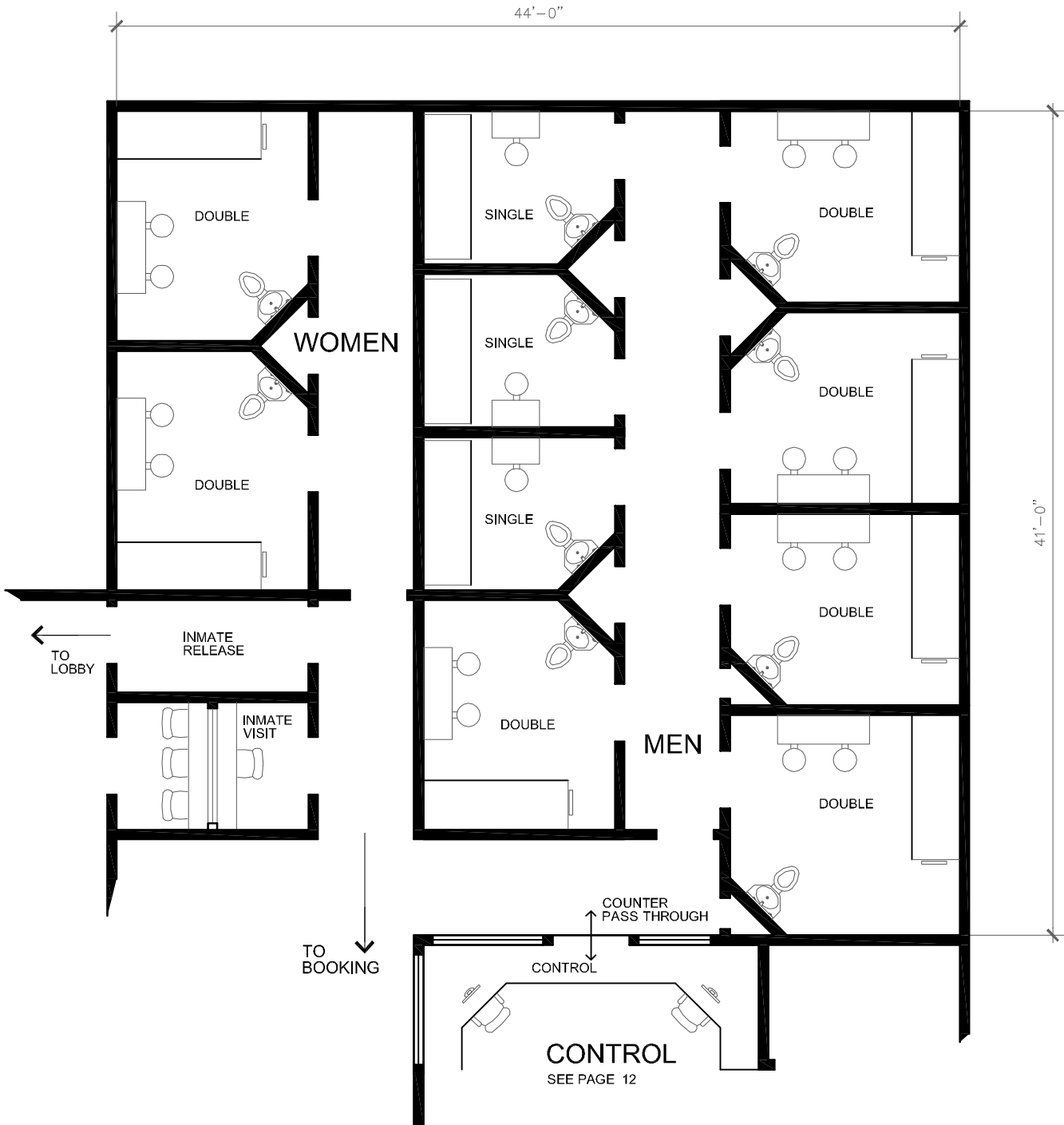


JAIL CELL - DOUBLE
120 SF SCALE: 1/8" = 1'-0"



POLYGRAPH ROOM
80 SF SCALE: 1/8" = 1'-0"

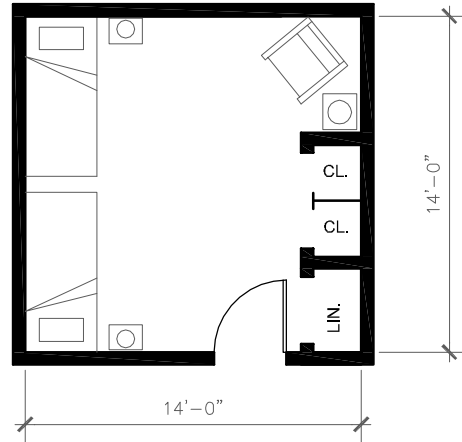
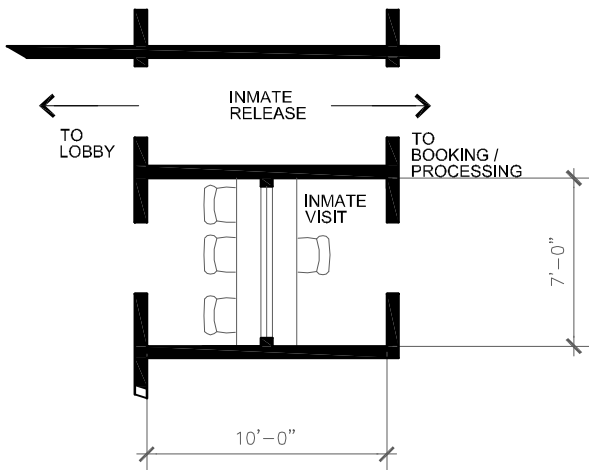
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



EXAMPLE JAIL LAYOUT

SCALE: 1/8" = 1'-0"

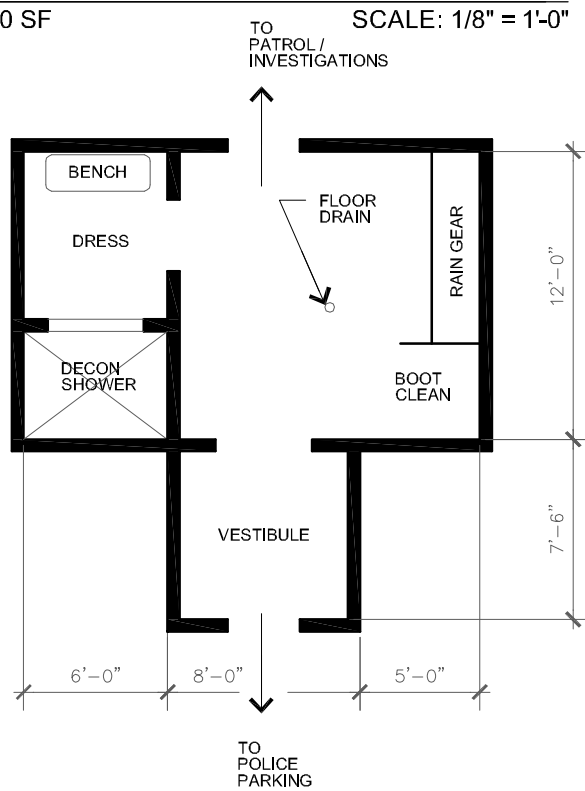
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



PRISONER VISITATION ROOM

70 SF

SCALE: 1/8" = 1'-0"



POLICE BUNK ROOM

196 SF

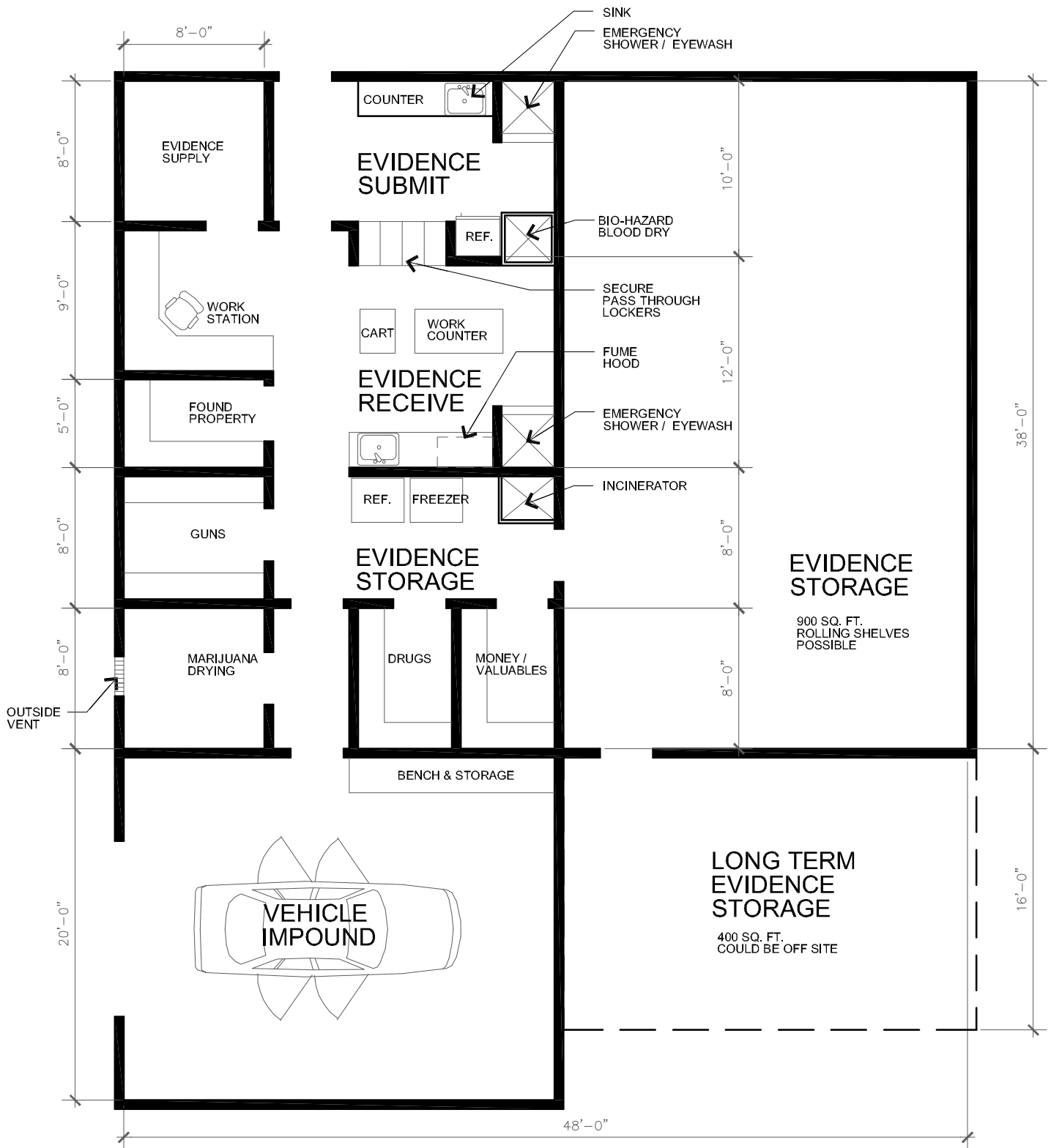
SCALE: 1/8" = 1'-0"

OFFICER ENTRY / MUD ROOM

216 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

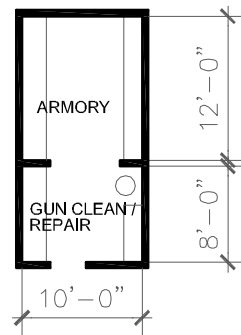
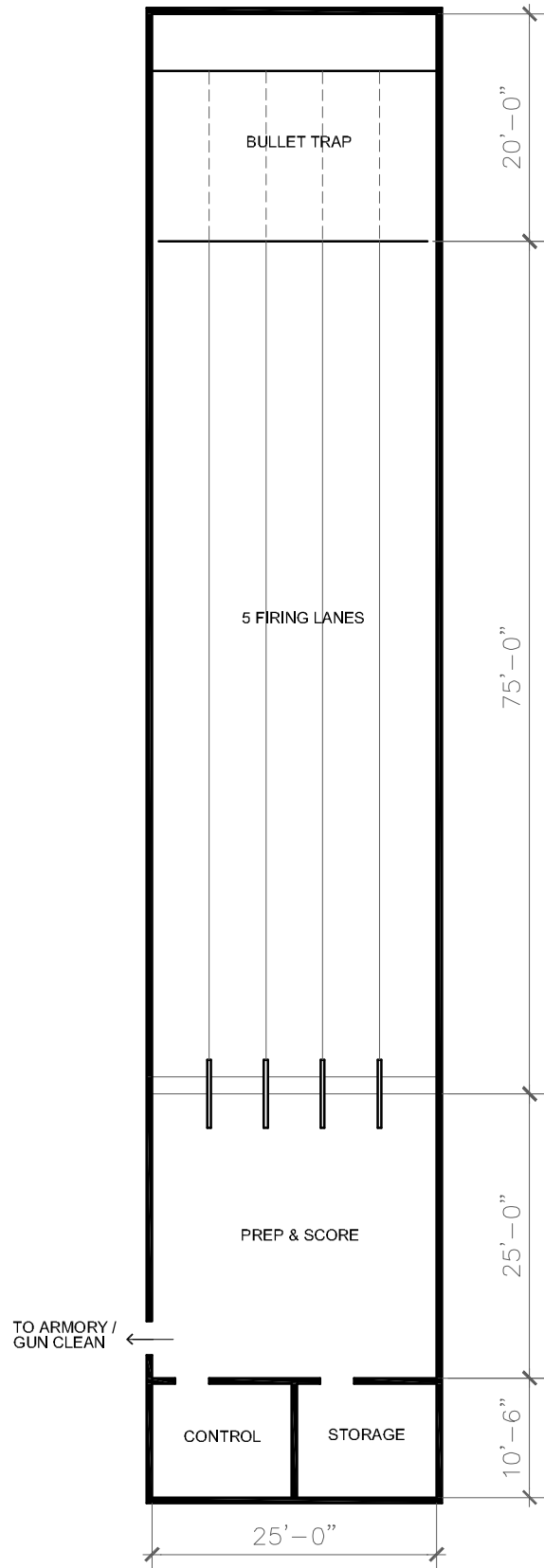


EVIDENCE PROCESS / STORAGE

1,760 SF
ADD FOR LONG TERM STORAGE 400 SQ. FT.
ADD FOR VEHICLE IMPOUND 480 SQ. FT.

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

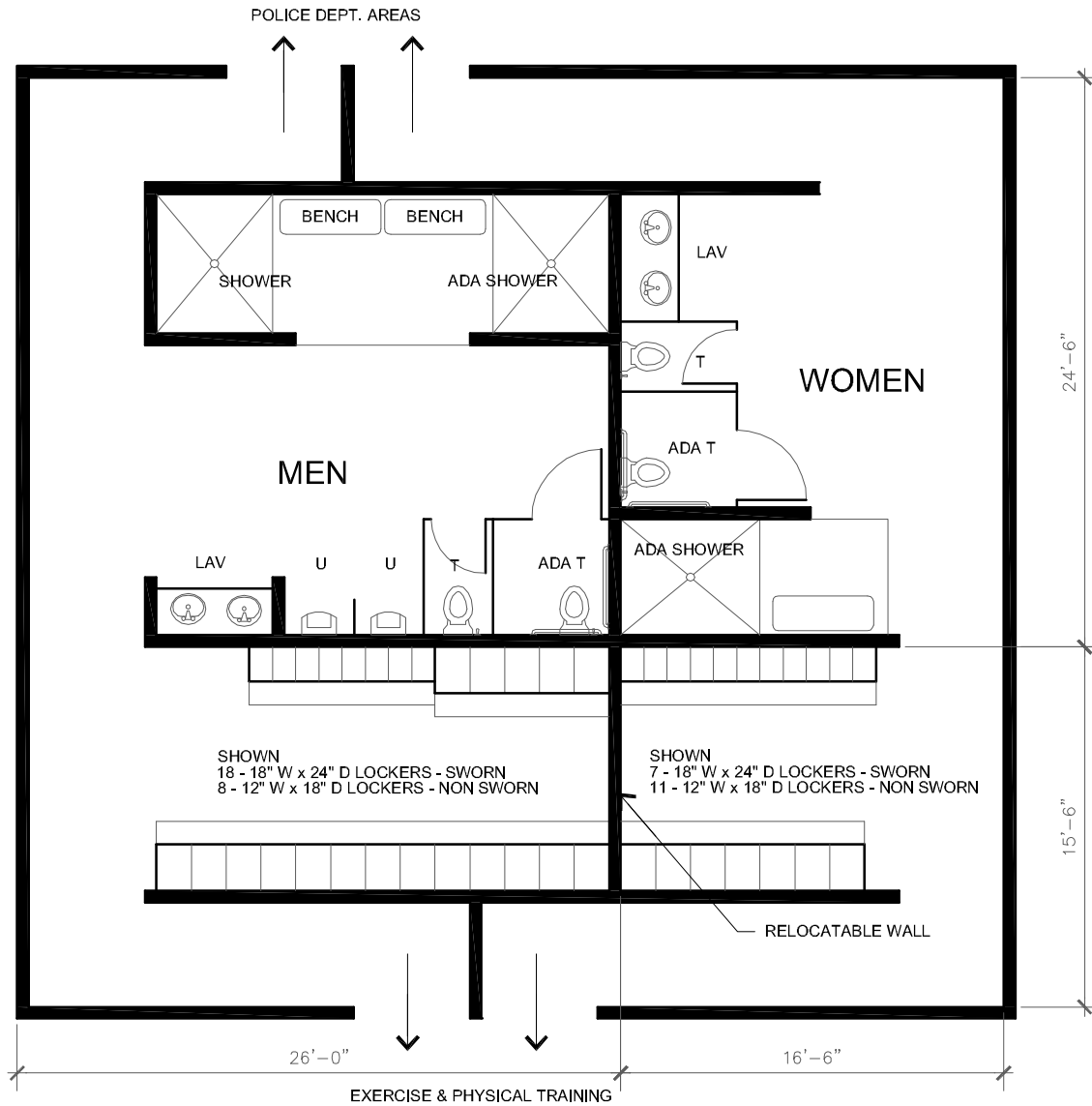


ARMORY
200 SF SCALE: 1/16" = 1'-0"

5 POSITION FIRING RANGE
3,250 SF

SCALE: 1/16" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



POLICE SHOWER & LOCKER ROOMS

MEN:	TOILET ROOM	637 SQ. FT.
	LOCKER ROOM	403 SQ. FT.
WOMEN:	TOILET ROOM	404 SQ. FT.
	LOCKER ROOM	256 SQ. FT.

SCALE: 1/8" = 1'-0"

TOTAL 1,700 SF

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

Attached are proposed space standards for facilities to be shared by the Police and Fire Departments.

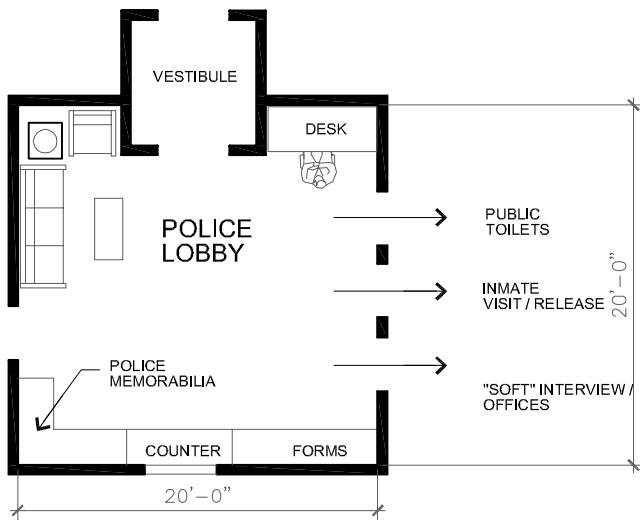
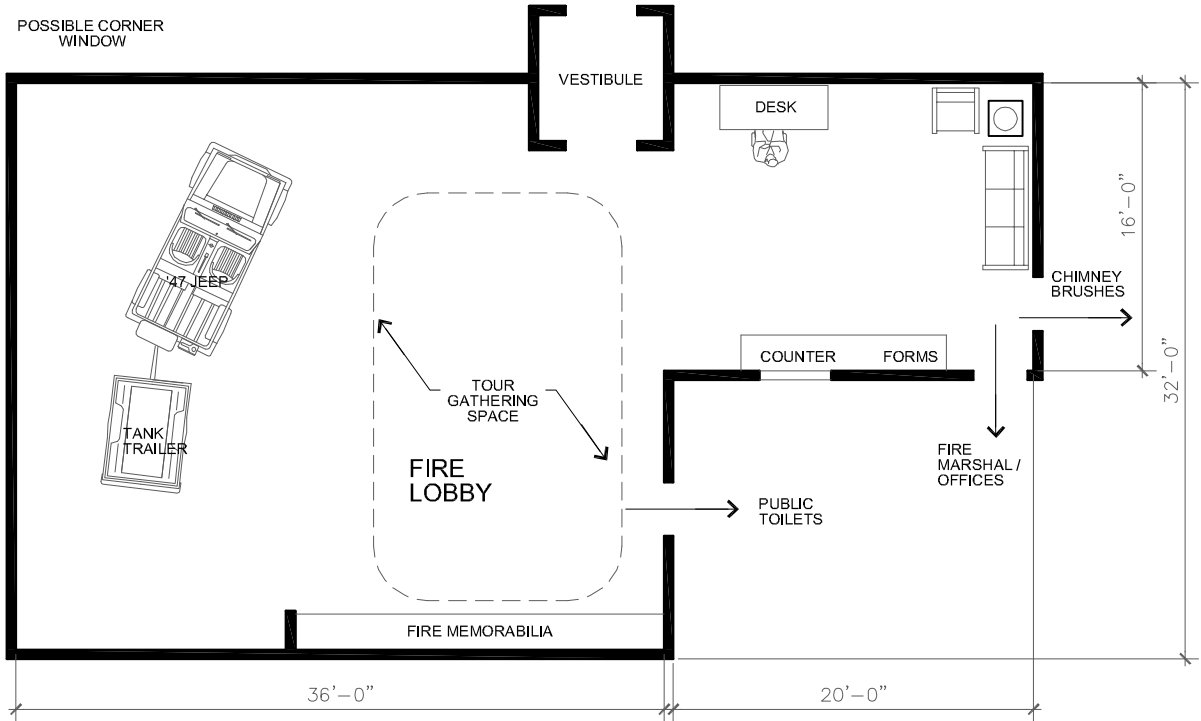
The following standards are included:

- Four Lobby Concepts:
 1. “Completely Separated”
 2. “Mostly Separated” – Selected Concept
 3. “Somewhat Shared”
 4. “Completely Shared”Please select one of the concepts.
- Training Room
- Exercise & Physical Training Room
- Vehicle Wash Bay
 - The example shows a bay of a size to contain the largest fire apparatus.
 - Should the bay be this large? Yes No
 - Should the bay be open (slab with drains) covered or enclosed

Note: The standards are examples intended to show areas and/or demonstrate relationships, not final designs.

TABLE OF CONTENTS

SPACE OR ELEMENT	PAGE
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• MAIN LOBBY CONCEPT #2	IV - 44
• MAIN LOBBY CONCEPT #3	IV - 45
• MAIN LOBBY CONCEPT #4	IV - 46
• TRAINING ROOM	IV - 47
• EXERCISE & PHYSICAL TRAINING	IV - 48
• VEHICLE WASH & DRY	IV - 49



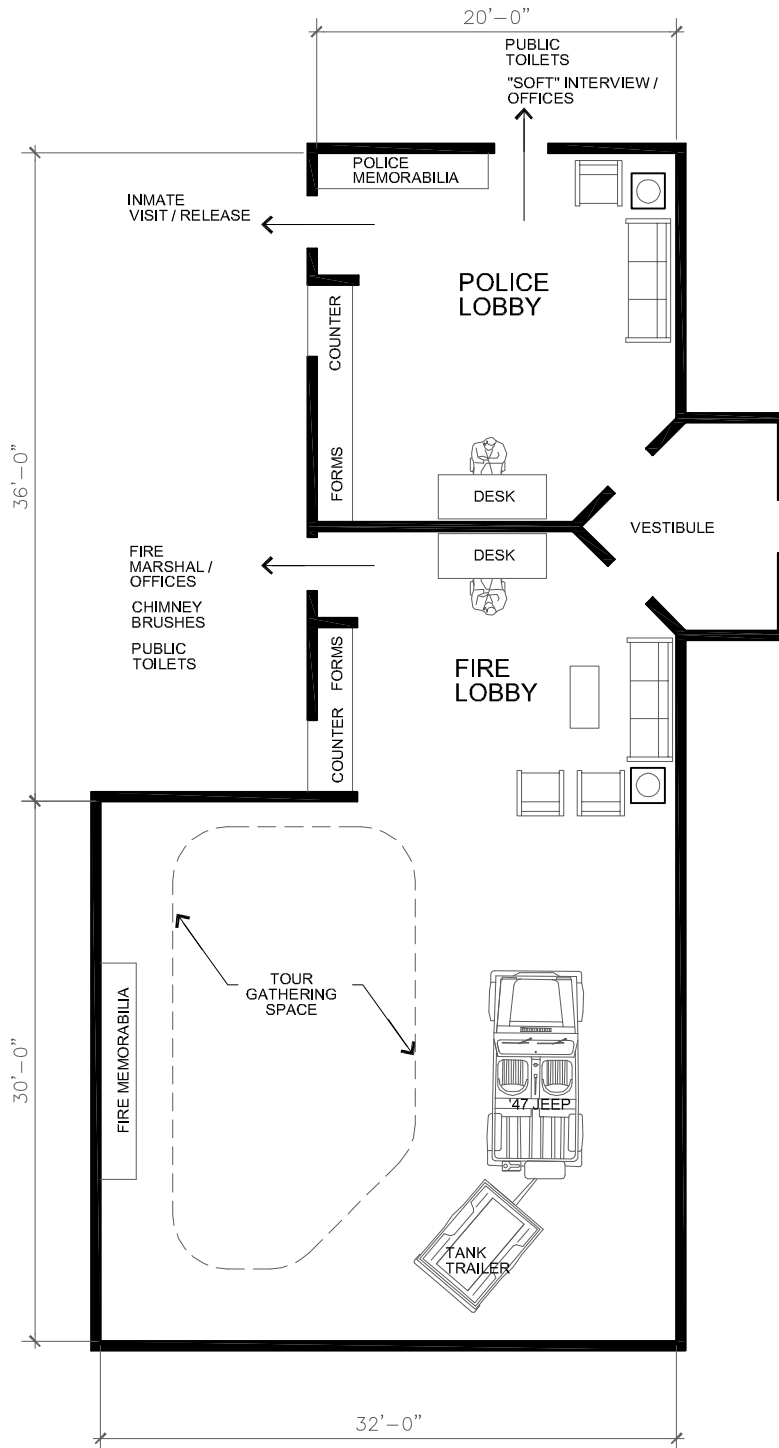
MAIN LOBBY CONCEPT # 1 - "COMPLETELY SEPARATED"

1872 SF

SCALE: 3/32" = 1'-0"

SEE PROJECT NOTE 5.2 ITEM #1

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



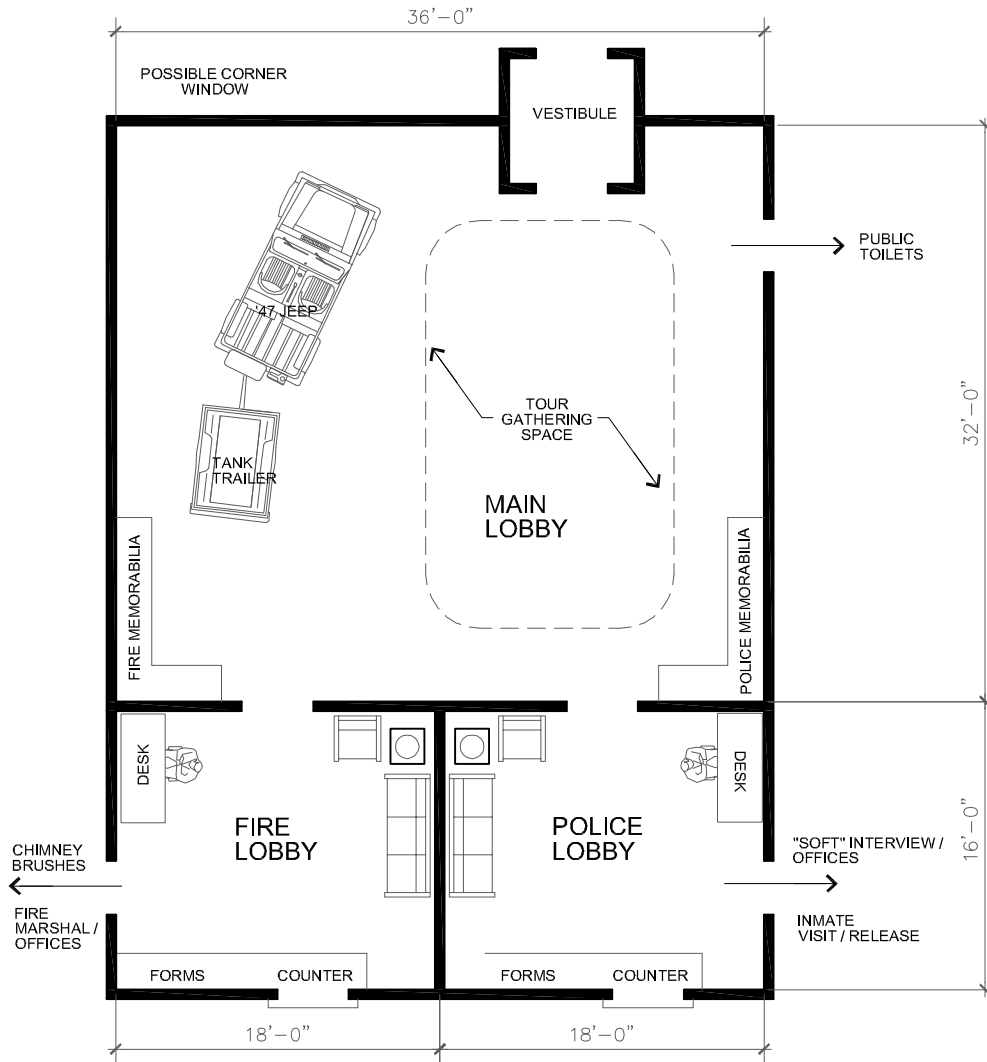
MAIN LOBBY CONCEPT #2 - "MOSTLY SEPARATED"

1,680 SF

SCALE: 3/32" = 1'-0"

SEE PROJECT NOTE 5.2 ITEM #2

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



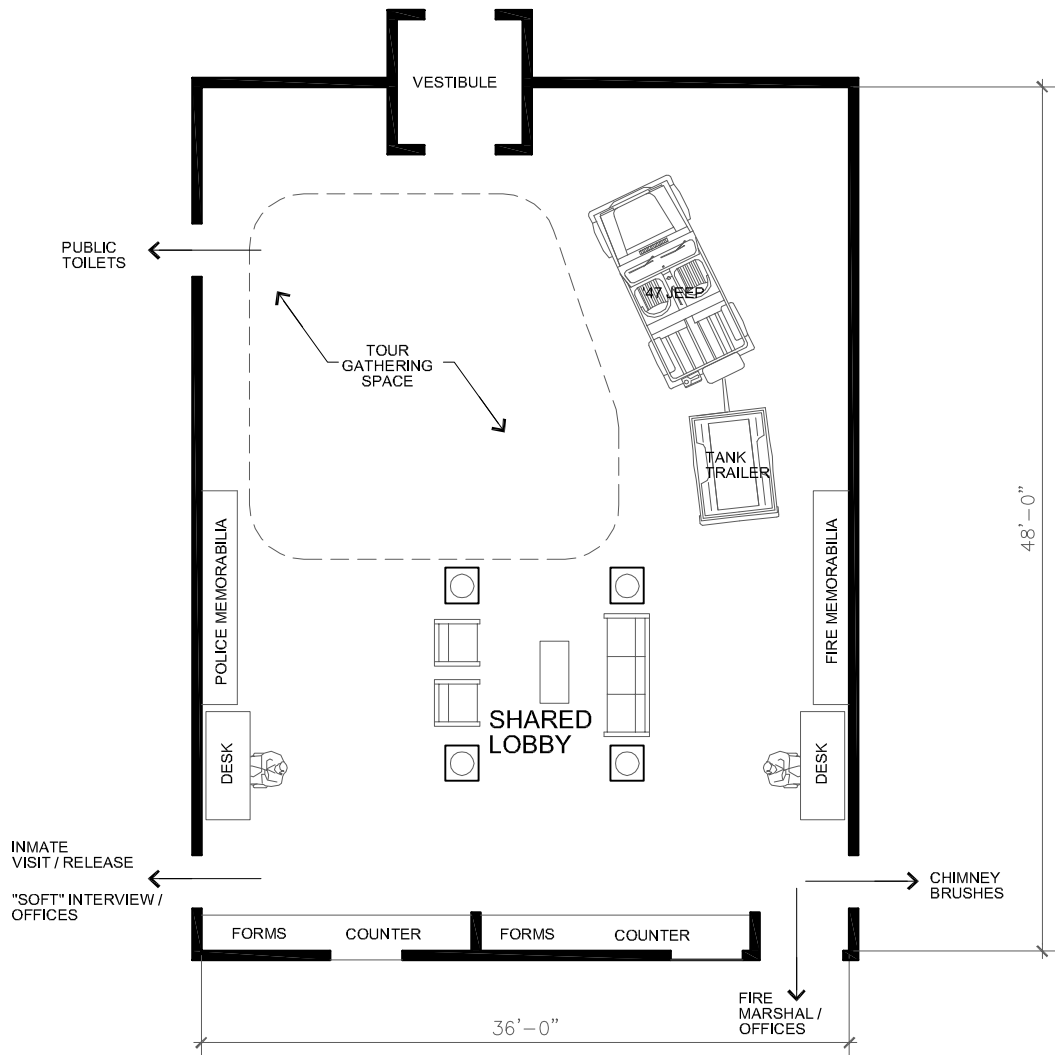
MAIN LOBBY CONCEPT #3 - "SOMEWHAT SHARED"

1,728 SF

SCALE: 3/32"= 1'-0"

SEE PROJECT NOTE 5.2 ITEM #3

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



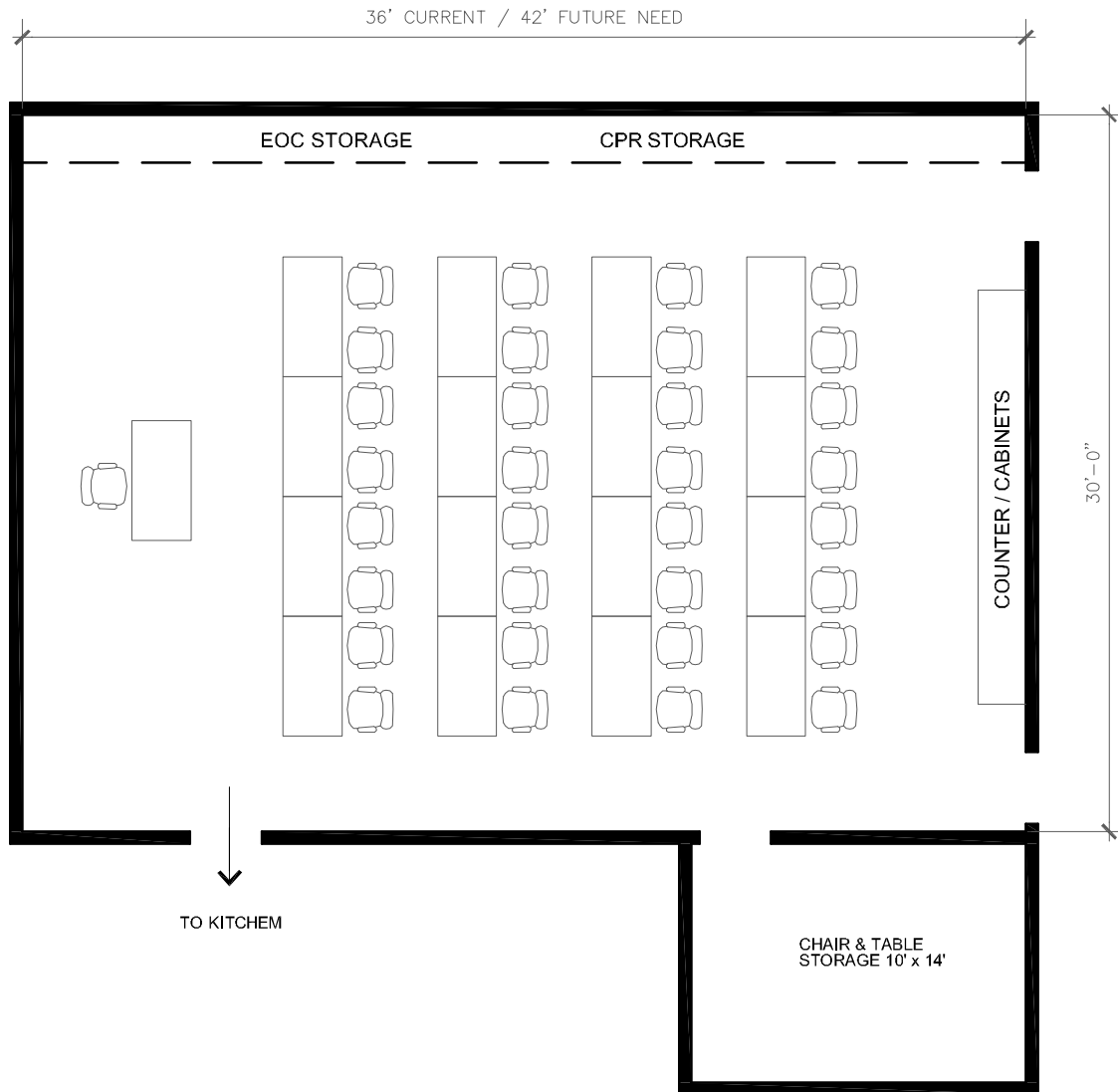
MAIN LOBBY CONCEPT #4 - "COMPLETELY SHARED"

1,728 SF

SCALE: 3/32" = 1'-0"

SEE PROJECT NOTE 5.2 ITEM #4

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



TRAINING ROOM

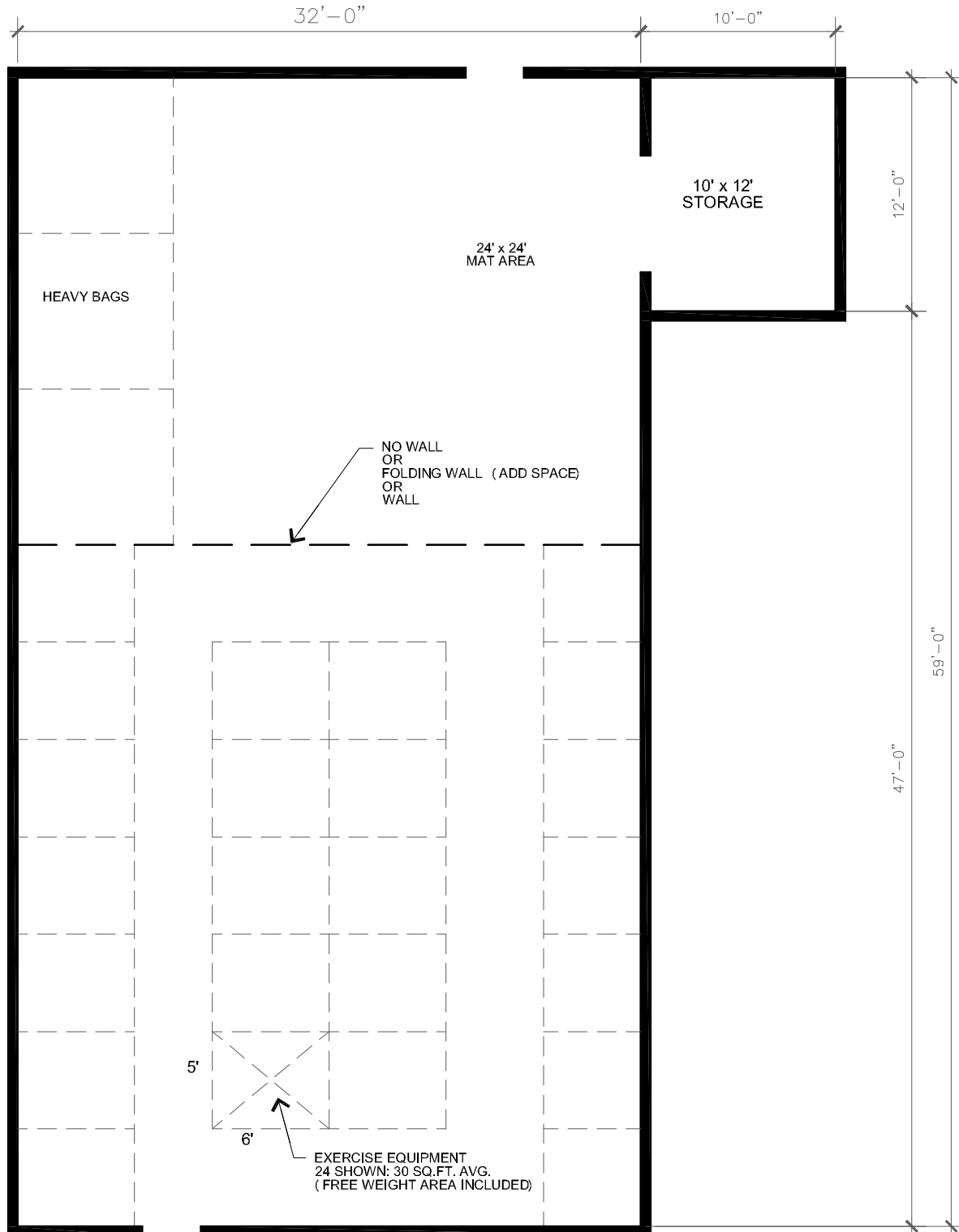
CURRENT NEED 1,080 SQ. FT.
SEATS 24 W/ 30" DEEP TABLES

1,080 / 1,260 SF

FUTURE NEED 1,260 SQ. FT.
SEATS 32 W/ 30" DEEP TABLES

NOTE:
IF 18" DEEP "SEMINAR" TABLES ARE USED, AREA CAN BE
REDUCED TO APPROXIMATELY 950 AND 1110 SQ.FT.
RESPECTIVELY FOR CURRENT AND FUTURE NEEDS.

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



EXRCISE & PHYSICAL TRAINING

1,890 SF

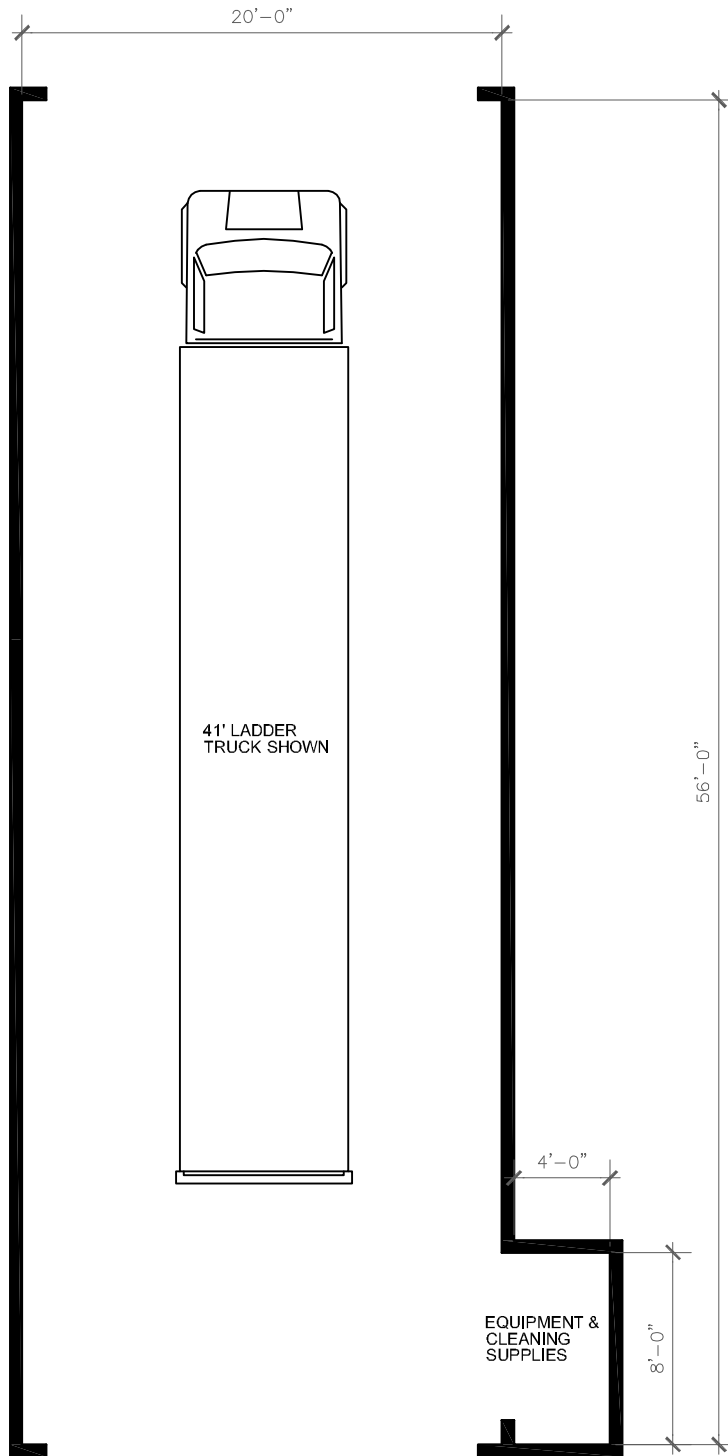
SCALE: 1/8" = 1'-0"

24 EXERCISE EQUIPMENT. INCLUDING FREE WEIGHT AREA SHOWN

IF REDUCED TO 20, TOTAL AREA = 1730 SQ.FT.24

IF REDUCED TO 16, TOTAL AREA = 1570 SQ.FT.

FURNITURE LAYOUT AND DIMENSIONS ARE FOR ILLUSTRATION PURPOSES ONLY.



VEHICLE WASH BAY

1,052 SF

SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

V 2014 SPACE NEEDS

2014 SPACE NEEDS

Introduction

The City of Homer proposed Public Safety Facility Space Needs for 2014 are presented in the following order:

Fire Facility Summary	V-3
Fire Facility Space Needs Assessment	V-4
Fire Site Facilities	V-7
Police Facility Summary	V-8
Police Facility Space Needs Assessment	V-9
Police Site Facilities	V-14
Shared Spaces & Facilities Needs Assessment	V-15
Shared Site Facilities	V-16
Estimated Site Area Requirements	V-17

The Facility Summaries contain two parts:

Main Building and Ancillary Facilities.

Ancillary Facilities

Ancillary Facilities are department support facilities, some of which could be located in separate buildings, but might be attached to the main building. These facilities might require less costly construction, including some of the following:

Finishes (e.g. no finish floor or ceiling), or lesser HVAC, or lower lighting levels. These facilities generally require less circulation space.

Site Facilities

Site Facilities include non-building functions or spaces, which none the less require area on the site. These include parking, driveways, approach aprons, landscape, and setbacks.

LEGEND
Indicates additional space needed in future.
ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 14, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2014 PERSONNEL		SPACE ALLOCATION			NOTES
		QUANTITY	AREA ALLOCATION	SPACE NEED			
MAIN BUILDING							
PUBLIC AREAS						1,738	
ADMINISTRATION		7	Staff			1,888	
LIVING AREAS						5,573	
STAFF & FACILITY SUPPORT						588	
APPARATUS BAYS & SUPPORT						7,249	
		40	Volunteers				
TOTAL MAIN BUILDING DEPARTMENT SPACE NEED						17,036	
ALLOWANCES							
Design Contingency	5%			852			
Inter Facility Circulation	10%			1,704			
Vertical Circulation	2%			341			
Mechanical / Electrical / Telephone	5%			852			
Structure / Exterior Envelope	3%			511			
						4,260	
TOTAL MAIN BUILDING REQUIREMENT						21,296	
ANCILLARY FACILITIES							
ANCILLARY FACILITIES						1,350	
ALLOWANCES							
Design Contingency	5%			68			
Inter Facility Circulation	0%			0			
Vertical Circulation	0%			0			
Mechanical / Electrical / Telephone	0%			0			
Structure / Exterior Envelope	3%			41			
						109	
TOTAL ANCILLARY FACILITY REQUIREMENT						1,459	

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WS: Work Station

Date: July 14, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES	
		2014 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
PUBLIC AREAS						
Entry Vestibule					See Shared Spaces	
Fire Lobby						
Space for '47 Jeep & Trailer, Tour Gathering, Inquiry Counter, form rack, seating area, desk			1 x	1,320		1,320
Public Toilets - M&W, each with 1 ADA toilet & lav			2 x	64	128	
Sub Total Net Area					1,448	
Circulation @ 20%					290	Circulation within Lobby
TOTAL FIRE PUBLIC AREAS					1,738	
ADMINISTRATION AREAS						
Watch Office / Department Services Coordinator		1	1 x	264	264	
Reception Counter, Work Station 80, mail in, mail boxes						
Copier, Printer, Fax, Shredder, Recycle, 2 small safes.						
6 - 4 drawer files, display board						
Watch Office Toilet			1 x	64	64	
Fire Chief	OF 225	1	1 x	225	225	with Murphy Bed
Assistant Chief / Training Officer	OF 180	1	1 x	180	180	with Murphy Bed
Training Library			1 x	180	180	
Training Room						See Shared Spaces
Emergency Services Specialist		3	1 x	180	180	
Work Station 80, with Counter and Cabinet						
Fire Marshal / Plans Reviewer		1	1 x	150	150	
Member (Volunteer) / "Production" Work Room		40	1 x	330	330	
4 Work Stations 55, Large Copier, Printer, Layout Counter, Cabinet						
Sub Total Net Area					1,573	
Circulation @ 20%					315	
TOTAL ADMINISTRATION SECTION SPACE NEED					1,888	
LIVING AREAS						
Day Room			1 x	1,100	1,100	
Storage			1 x	96	96	
Dining			1 x	440	440	
Kitchen			1 x	396	396	
Pantry			1 x	80	80	
Bunk Rooms						
Double Bunk Rooms						
Staff			2 x	196	392	
Volunteers			4 x	196	784	
Lockers						
24 - 15" x 18D @ 5 s.f.			1 x	120	120	1/2 current personnel (7 staff + 40 volunteer)
Men's Shower & Dress			1 x	699	699	
Entry Screens, 1 each ADA Toilet, Urinal, Lav & Shower						
Women's Shower & Dress			1 x	377	377	
Entry Screens, 1 each ADA Toilet, Lav. & Shower						
Laundry			1 x	160	160	
2 each commercial washers and dryers						
1 sink, counter w/ storage over and under						

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Date: July 14, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2014 PERSONNEL	QUANTITY	AREA ALLOCATION	
Sub Total Net Area					4,644
Circulation @ 20%					929
TOTAL LIVING AREAS SECTION SPACE NEED					5,573
STAFF & FACILITY SUPPORT					
Training Room					See Share Spaces
Exercise & Physical Training					See Share Spaces
Men's Toilet					
Entry Screen, 1 each ADA toilet, urinal, lav		1 x	160		160
Women's Toilet					
Entry Screen, 1 each ADA toilet, lav		1 x	130		130
Staff & Volunteer Entry					
Weather Vestibule		1 x	50		50
Facility Maintenance		1 x	150		150
Work Bench, Repair, Supplies, Janitor					Janitor spaces distributed in Facility
Sub Total Net Area					490
Circulation @ 20%					98
TOTAL STAFF / FACILITY SUPPORT SPACE NEED					588
APPARATUS BAYS & SUPPORT					
Apparatus Bays - Enclosed					
Medic #1 & #2	16 x 56	1 x	896		896
Utility & Brush	16 x 53 minimum use 16 x 56	1 x	896		896
Tanker	16 x 42 minimum use 16 x 56	1 x	896		896

Engine	16 x 38 minimum use 16 x 56	1 x	896		896
Rescue	16 x 35 minimum use 16 x 56	1 x	896		896
Turn-Out Gear - Active					
50 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.		1 x	588		588

Ready Hose Racks					
4 Racks; in pairs between alternate bays		2 x	140		280
2.5' x 56 / pair					
Hose Washer / Dryer		1 x	48		48
Hose Tower - 6 x 10		1 x	60		60
Turn-Out Gear - New Storage		1 x	184		184
Turn-Out Gear - Wash/Dry		1 x	180		180
Decon Shower / Biohazard		1 x	180		180
Breathing Air Compressor & Tank Storage		1 x	112		112
Medical Equipment & Supply		1 x	288		288
Food & Beverage Storage		1 x	72		72
Storage Room		1 x	192		192
Shop		1 x	240		240
Sub Total Net Area					6,904
Circulation @ 5%					345
TOTAL APPARATUS BAYS & SUPPORT SPACE NEED					7,249
ANCILLARY FACILITIES					
Apparatus Bays - Covered					
Command	10 x 25	1 x	250		250
Utility (Expedition)	10 x 25	1 x	250		250
Utility (Crew Cab)	10 x 30	1 x	300		300
ATV on Trailer	10 x 30	1 x	300		300
Rescue Boat & Trailer	10 x 25	1 x	250		250
Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)					

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Indicates additional space needed in future.
ABBREVIATIONS
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WS: Work Station

Date: July 14, 2014
Revised: August 12, 2014

<u>DIVISION / SECTION NAME</u>	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2014 PERSONNEL	QUANTITY	AREA ALLOCATION	
Training Ladder					No Space Allocation (On Exterior of Building)
Vehicle Wash					See Shared Facilities
Emergency Generator					See Shared Facilities
Sub Total Net Area				1,350	
Circulation @ 0%				0	Circulation included in Parking & Service Areas
TOTAL ANCILLARY FACILITIES SECTION SPACE NEED				1,350	

Date: July 15, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	Unit Area	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
SITE FACILITIES						
Public Parking		375/car	2 x	375	750	Parking need shown, not necessarily code requirement.
ADA / Van Space		750/car	1 x	750	750	
Volunteer Parking		375/car	19 x	375	7,125	
ADA / Van Space		750/car	1 x	750	750	
Staff Parking		375/car	2 x	375	750	
ADA / Van Space		750/car	1 x	750	750	
Apparatus Bays Enclosed: Access - Each End 16 x 70 x 2 =		2,240	5 x	2,240	11,200	Allows turning 41' Ladder Truck 180° at either end.
Apparatus Bays Covered: Access		10' x 30'	5 x	300	1,500	Enter one side
Garden Space		25' x 40'	1 x	1,000	1,000	Allowance
1/2 Basketball Court		--	--	--	--	Use paved area
Sub Total Net Area					24,575	
Circulation @ 30%					7,373	
TOTAL FIRE SITE FACILITIES					31,948	

**CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING**

**POLICE FACILITY SUMMARY
2014 SPACE NEEDS ASSESSMENT**

LEGEND
Indicates additional space needed in future.
ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 8, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
MAIN BUILDING						
PUBLIC AREAS					619	
DISPATCH / RECORDS		9			1,644	
ADMINISTRATION		2			486	
INVESTIGATIONS		2			720	
PATROL		11			1,933	
PROPERTY / EVIDENCE					1,800	
JAIL		7			3,000	
RANGE / ARMORY					3,795	See Shared Spaces for Training Room, Exercise & Physical Training
SUPPORT SPACES					3,668	
TOTAL DEPARTMENT MAIN BUILDING SPACE NEED					17,665	
ALLOWANCES						
Design Contingency	5%			883		
Inter Facility Circulation	10%			1,767		
Vertical Circulation	2%			353		
Mechanical / Electrical / Telephone	5%			883		
Structure / Exterior Envelope	3%			530		
					4,416	
TOTAL MAIN BUILDING REQUIREMENT					22,081	
ANCILLARY FACILITIES						
ANCILLARY FACILITIES					6,633	
ALLOWANCES						
Design Contingency	5%			332		
Inter Facility Circulation	0%					
Vertical Circulation	0%					
Mechanical / Electrical / Telephone	1%			66		
Structure / Exterior Envelope	3%			199		
					597	
TOTAL ANCILLARY FACILITY REQUIREMENT					7,230	

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Date: July 8, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
PUBLIC AREAS						
Entry Vestibule						See Shared Spaces
Police Lobby						
Open Area, Inquiry Counter, form rack, seating area, desk			1 x	192	192	
Public Toilets			2 x	64	128	
M&W each with 1 ADA toilet & lav			1 x	196	196	
Soft Interview Room						Living Rm. Atmosphere; Safe haven
Inmate Visit / Release						See Jail
Sub Total Net Areas					516	
Circulation @ 20%					103	
TOTAL POLICE PUBLIC AREAS						619
DISPATCH / RECORDS						
Reception						Bullet resistant glass & wall. Panic button @ counter. Control access to soft interview, jail visit, Dept. Areas.
Reception Counter, work station, mail in & out			1 x	56	56	
Work Room			1 x	130	130	Adjacent Dispatch, Reception
3 Legal Files						
Mail sort, counter, copier, printer, scanner						
Dispatch		9	1 x	576	576	
3 Duty Consoles, 1 Training Console, Reference Carousels, Video/TV screens on walls, maps, display boards, shelves on walls for Pending Case files, notebooks, headsets						
Break Room			1 x	160	160	
Counter w/sink, dishwasher, microwave. Refrigerator			2 x	64	128	
Table seating for 2-3, couch						
Toilets (M & W)						
2 Rooms, each with ADA toilet & lav			1 x	20	20	
Lockers						
9 - 12" x 12" x 15" high, stacked 2 high - 5 @ 4 sq. ft.			1 x	150	150	
Dispatch Supervisor	OF 150		1 x	150	150	
Dispatch Radio & Computer Room			1 x	150	150	
Sub Total					1,370	
Circulation @ 20%					274	
TOTAL DISPATCH SPACE SECTION NEED						1,644
ADMINISTRATION						
Police Chief	OF 225	1	1 x	225	225	
Lieutenant	OF 180	1	1 x	180	180	
Sub Total					405	
Circulation @ 20%					81	
TOTAL ADMINISTRATION SPACE SECTION NEED						486

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Date: July 8, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
INVESTIGATIONS						
Detectives	OF 150	2	2 x	150	300	
Soft Interview						
Table Seating			1 x	140	140	
Hard Interview						
2 Chairs, Table			1 x	80	80	Shared w/ Patrol
Polygraph			1 x	80	80	
Sub Total					600	
Circulation @ 20%					120	
TOTAL INVESTIGATIONS SPACE SECTION NEED					720	
PATROL						
Briefing / Squard Room		11	1 x	300	300	
Table, Chairs for 4						
Report writing / Officer Work Stations			1 x	225	225	
4 WS @ 25	100 S.F.					
13 File drawer under counter w/ copier, printer, shredder. Cabinet over.	100 S.F. 25 S.F.					
State Trooper	WS 25					
Sergeants Offices	OF 150		4 x	150	600	
Senior Officers - 4 WS @ 64	256 S.F.					
Work Counter	80 S.F.		1 x	336	336	
Patrol Storage	150 S.F.		1 x	150	150	
Sub Total					1,611	
Circulation @ 20%					322	
TOTAL PATROL SPACE SECTION NEED					1,933	
PROPERTY / EVIDENCE						
Evidence Submit	100 S.F.		1 x	100	100	
Counter w/ sink, cabinet over.						
Evidence slam lockers (open to Evidence Receive)						
Bio-Hazard / Blood Dry Cabinet (open to Evidence Receive)						
Refrigerator, Emergency Shower						
Evidence Equipment & Supply	64 S.F.		1 x	64	64	
Evidence Receive	144 S.F.		1 x	144	144	
Counter w/ sink, fume hood						
Work counter / island						
Evidence cart						
Incinerator	20 S.F.		1 x	20	20	
Emergency Shower						
Evidence Work Station	WS 64		1 x	64	64	
Evidence Storage			1 x	1,108	1,108	
Found Property	40 S.F.					
Refrig./Freeze	40 S.F.					
Guns	64 S.F.					
Money/Valuables	50 S.F.					
Drugs	50 S.F.					
Marijuana Drying	64 S.F.					
Large Storage Area	600 S.F.					

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ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 8, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2014 PERSONNEL	QUANTITY	AREA ALLOCATION	
Long Term Storage	200 S.F.				Could be in basement or off-site.
Vehicle Impound					See Ancillary Facilities
Sub Total				1,500	
Circulation @ 20%				300	
TOTAL PROPERTY / EVIDENCE SPACE SECTION NEED				1,800	
JAIL					
Booking			1 x 640	640	
Open Floor Area	100 S.F.				
Cuffing Bench	60 S.F.				
Report Write	WS 35				
Pre-Booking Counter	100 S.F.				
Intoxilizer	25 S.F.				
Fingerprint	25 S.F.				
Photo	40 S.F.				
Restraint Chair	40 S.F.				
Temporary Evidence Lockers	15 S.F.				
Strip Search	90 S.F.				
Decon Shower/Toilet	70 S.F.				
Inmate Property	40 S.F.				
Jail Support			1 x 250	250	
Food Receive w/sink	40 S.F.				
Clean Supply / Janitor	40 S.F.				
Bedding	40 S.F.				
Uniforms	40 S.F.				
Laundry	90 S.F.				
Temporary Holding			1 x 70	70	
Interview / Juvenile Holding			1 x 100	100	
Inmate Visit Room			1 x 100	100	
Jail Control		7	1 x 268	268	
2 WS @ 64	128 S.F.				
5 - Files	40 S.F.				
Counter/Key Rack	50 S.F.				
Toilet	50 S.F.				
Cells					
Men					
2 Bed			4 x 120	480	
1 Bed			1 x 80	80	
Women					
2 Bed			2 x 120	240	
Crisis Cell			1 x 80	80	
Sub Total				2,308	
Circulation @ 30%				692	

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Date: July 8, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION		NOTES
			QUANTITY	AREA ALLOCATION	
TOTAL JAIL SPACE SECTION NEED					3,000
RANGE/ARMORY					
Armory			1 x	200	200
Gun Clean	80 S.F.				
Weapons Storage	120 S.F.				
Range			1 x	3,250	3,250
5 - 75' Firing Lanes	1,875 S.F.				
Bullet Trap					
Prep & Score					
Control					
Storage					
Sub Total					3,450
Circulation @ 10%					345
TOTAL RANGE/ARMORY SPACE SECTION NEED					3,795
SUPPORT SPACES					
Officer Entry / Mud Room			1 x	225	225
Weather Vestibule	65 S.F.				
Boot Clean	30 S.F.				
Rain Gear	60 S.F.				
Decon Shower / Dress	70 S.F.				
Training Room					See Shared Spaces
Men's Shower Room			1 x	464	464
Entry Screen, 1 each					
ADA Toilet, Urinal, Lav., & Shower					

Men's Locker Room			1 x	358	358
Entry Screen					
Space for:					
18 - 18" W x 24" D Lockers					
8 - 12" W x 18" D Lockers					
Women's Shower Room			1 x	340	340
Entry Screen, 1 each					
ADA Toilet, Lav., Shower					

Women's Locker Room			1 x	246	246
2 - 18" W x 24" D Lockers					
11 - 12" W x 24" D Lockers					
Exercise & Physical Training					See Shared Spaces
Men's Toilet					
Entry Screen, 1 each ADA toilet, urinal, lav			1 x	160	160
Women's Toilet					
Entry Screen, 1 each ADA toilet, lav			1 x	130	130
Break Room			1 x	208	208
Counter w/sink, dishwasher, cabinets over, space for crockpots, range, microwave, refrigerator.					
Table seat 4-6					
Bunk Room			1 x	196	196
Space for 2 beds, closet, bunk storage					
New Uniform Storage			1 x	40	40
8' Closet					
Laundry			1 x	90	90
Washer, Dryer, sink, counter, cabinets over					
IT Room			1 x	150	150
Work Station	WS 50				

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Date: July 8, 2014
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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
Work Bench	50 S.F.					
Storage	50 S.F.					
City Computer Room Allowance			1 x	150	150	
General Storage			1 x	150	150	Could be broken into several areas.
Facility Maintenance			1 x	100	100	
Work Bench, Storage						
Janitor Supply			1 x	50	50	
Sub Total					3,057	
Circulation @ 20%					611	
TOTAL SUPPORT SPACES SECTION NEED						3,668
ANCILLARY FACILITIES						
Vehicle Sally Port			1 x	900	900	Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)
Space for 2 Vans; doors open. Drive through. Enclosed, heated.			1 x	480	480	
Vehicle Impound Bay			10 x	180	1,800	
Space for vehicle w/doors open. Enclosed, heated.			1 x	1,100	1,100	
Vehicle Impound Storage			1 x	900	900	
Covered, fenced area 180 / car						
Police Vehicles, Enclosed						
2 SUV's @ 200	400 S.F.					
2 Patrol @ 200	400 S.F.					
2 Smart Cars @ 150	300 S.F.					
Police Vehicles, Covered			1 x	900	900	
2 SUV's @ 200	400 S.F.					
1 Patrol	200 S.F.					
2 Snowmobiles @ 50	100 S.F.					
Go-Cart/24' Trailer	200 S.F.					
Vehicle Wash			1 x	50	50	See Shared Facilities
K-9 Facility						
Dog Kennel						
Food Storage			40 x	20	800	
Bicycle Storage						
Covered, fenced area 20 @ bike						
Emergency Generator						See Shared Facilities
Sub Total					6,030	
Circulation @ 10%					603	
TOTAL ANCILLARY FACILITIES SPACE SECTION NEED						6,633

Date: July 15, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES	
		Unit Area	QUANTITY	AREA ALLOCATION		SPACE NEED
SITE FACILITIES						
Public Parking		375/car	9 x	375	3,375	Parking need shown, not necessarily code requirement.
ADA / Van Space		750/car	1 x	750	750	
Staff Parking		375/car	21 x	375	7,875	Largest shift + 1/2 remainder for overlap: 11+10=21
ADA / Van Space		750/car	1 x	750	750	
State Trooper / Other Agency Parking		400/car	2 x	400	800	
Police Vehicles - Open Parking		400/car	4 x	400	1,600	
Sally Port: Access - Each End		29' x 31'	2 x	899	1,798	
Vehicle Impound Bay: Access		20' x 25'	1 x	500	500	
Vehicle Impound Storage: Access		10' x 25'	10 x	250	2,500	
Police Vehicles - Enclosed: Access		10' x 25'	6 x	250	1,500	
Police Vehicles - Covered: Access		10' x 25'	6 x	250	1,500	
Bicycle Storage: Access		10' x 80'	1 x	800	800	
Driveway Approaches - 1 Public, 2 Police		25' x 30'	3 x	750	2,250	
Sub Total Net Area					25,998	
Circulation @ 30%					7,799	
TOTAL POLICE SITE FACILITIES					33,797	

**CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING**

**SHARED SPACES & FACILITIES
2014 SPACE NEEDS ASSESSMENT**

LEGEND
Indicates additional space needed in future.
ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 10, 2014
Revised: August 12, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
MAIN BUILDING						
Lobbies & Public Toilets						Lobby Concept #2: "Mostly separated"
Entry Vestibule			1 x	128	128	
Police & Fire Lobbies						See Police & Fire
Training Room			1 x	1,080	1,080	Seats 24 @ Tables
Exercise & Physical Training			1 x	2,008	2,008	
Sub Total Intra Facility					3,216	
Intra-Circulation @ 0%						
TOTAL MAIN BUILDING SHARED FUNCTIONAL SPACE					3,216	
ALLOWANCES						
Design Contingency	5%			161		
Inter Facility Circulation	20%			643		
Vertical Circulation	2%			64		
Mechanical / Electrical / Telephone	5%			161		
Structure / Exterior Envelope	3%			96		
					1,125	
TOTAL MAIN BUILDING REQUIREMENT SHARED SPACE REQUIREMENT					4,341	
ANCILLARY FACILITIES						
Vehicle Wash Bay	20 x 56		1 x	1,120	1,120	
Emergency Generator			1 x	200	200	Reuse existing. Area Estimated.
Sub Total					1,320	
Circulation @ 0%						
TOTAL ANCILLARY FACILITIES SECTION SPACE NEED					1,320	

Date: July 15, 2014

<u>DIVISION / SECTION NAME</u>	LAYOUT REFERENCE/ROOM	Unit Area	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
SITE FACILITIES						
Vehicle Wash Access - Each End - 20 x 70 x 2		2,800	1 x	2,800	2,800	
Emergency Generator Access - 5' on all sides		400	1 x	400	400	
Refuse		300	1 x	300	300	
Sub Total Net Area					3,500	
Circulation @ 30%					1,050	
TOTAL SHARED SITE FACILITIES					4,550	

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	SPACE ALLOCATION		NOTES
		AREA ALLOCATION	TOTALS	
MAIN BUILDING				Assume all spaces at grade level
FIRE		21,296		
POLICE		22,081		
SHARED		4,341		
TOTAL MAIN BUILDING			47,718	
ANCILLARY FACILITIES				
FIRE		1,459		
POLICE		7,230		
SHARED		1,320		
TOTAL ANCILLARY FACILITIES			10,009	
SITE FACILITIES				
FIRE		31,948		
POLICE		33,797		
SHARED		4,550		
TOTAL SITE FACILITIES			70,295	
SUB TOTAL BUILDING & SITE FACILITIES			128,022	
ALLOWANCES				
Design Contingency	10%	12,802		Includes set backs Expand to 2034 needs
Landscape / Hardscape	25%	32,006		
Future Expansion	10%	12,802		
			57,610	
TOTAL ESTIMATED SITE AREA REQUIREMENT ALL FACILITIES ON ONE LEVEL			185,633	4.25 Acres
Reduce Site Area Required For Two Level Facility				
Assume 30% of Main Building Area on 2nd Floor: .30 x 47,718			(14,315)	
TOTAL ESTIMATED AREA REQUIREMENT TWO STORY FACILITY			171,318	3.93 Acres

VI 2034 SPACE NEEDS

2034 SPACE NEEDS

Introduction

The City of Homer proposed Public Safety Facility Space Needs for 2034 are presented in the following order:

Fire Facility Summary	VI-3
Fire Facility Space Needs Assessment	VI-4
Fire Site Facilities	VI-7
Police Facility Summary	VI-8
Police Facility Space Needs Assessment	VI-9
Police Site Facilities	VI-14
Shared Spaces & Facilities Needs Assessment	VI-15
Shared Site Facilities	VI-16
Estimated Site Area Requirements	VI-17

The Facility Summaries contain two parts:

Main Building and Ancillary Facilities.

Ancillary Facilities

Ancillary Facilities are department support facilities, some of which could be located in separate buildings, but might be attached to the main building. These facilities might require less costly construction, including some of the following:

Finishes (e.g. no finish floor or ceiling), or lesser HVAC, or lower lighting levels. These facilities generally require less circulation space.

Site Facilities

Site Facilities include non-building functions or spaces, which none the less require area on the site. These include parking, driveways, approach aprons, landscape, and setbacks.

LEGEND
Indicates additional space needed in future.
ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 14, 2014
Revised: August 13, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2034 PERSONNEL			SPACE ALLOCATION			NOTES
		QUANTITY	AREA ALLOCATION	SPACE NEED				
MAIN BUILDING								
PUBLIC AREAS						1,738		
ADMINISTRATION		14	Staff			2,164		
LIVING AREAS						5,861		
STAFF & FACILITY SUPPORT						588		
APPARATUS BAYS & SUPPORT						7,496		
		50	Volunteers					
TOTAL MAIN BUILDING DEPARTMENT SPACE NEED						17,847		
ALLOWANCES								
Design Contingency	5%				892			
Inter Facility Circulation	10%				1,784			
Vertical Circulation	2%				357			
Mechanical / Electrical / Telephone	5%				892			
Structure / Exterior Envelope	3%				535			
						4,460		
TOTAL MAIN BUILDING REQUIREMENT						22,307		
ANCILLARY FACILITIES								
ANCILLARY FACILITIES						1,350		
ALLOWANCES								
Design Contingency	5%				68			
Inter Facility Circulation	0%				0			
Vertical Circulation	0%				0			
Mechanical / Electrical / Telephone	0%				0			
Structure / Exterior Envelope	3%				41			
						109		
TOTAL ANCILLARY FACILITY REQUIREMENT						1,459		

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		2034 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
PUBLIC AREAS						
Entry Vestibule					See Shared Spaces	
Fire Lobby						
Space for "47 Jeep & Trailer, Tour Gathering			1 x	1,320		1,320
Inquirey Counter, form rack, seating area, desk			2 x	64		128
Public Toilets - M&W, each with 1 ADA toilet & lav						
Sub Total Net Area					1,448	
Circulation @ 20%					290	Circulation within Lobby
TOTAL FIRE PUBLIC AREAS					1,738	
ADMINISTRATION AREAS						
Watch Office / Department Services Coordinator		1	1 x	264	264	
Reception Counter, Work Station 80, mail in, mail boxes						
Copier, Printer, Fax, Shredder, Recycle, 2 small safes.						
6 - 4 drawer files, display board						
Watch Office Toilet			1 x	64	64	
Fire Chief	OF 225	1	1 x	225	225	with Murphy Bed
Assistant Chief / Training Officer	OF 180	1	1 x	180	180	with Murphy Bed
Training Library			1 x	180	180	
Training Room						See Shared Spaces
Emergency Services Specialist		9	1 x	180	180	
Work Station 80, with Counter and Cabinet						
Add Work Space			1 x	80	80	
Fire Marshal / Plans Reviewer	OF 150	1	1 x	150	150	
Fire Marshal / Plans Reviewer	OF 150	1	1 x	150	150	
Member (Volunteer) / "Production" Work Room		50	1 x	330	330	
4 Work Stations 55, Large Copier, Printer, Layout Counter, Cabinet						
Sub Total Net Area					1,803	
Circulation @ 20%					361	
TOTAL ADMINISTRATION SECTION SPACE NEED					2,164	
LIVING AREAS						
Day Room			1 x	1,100	1,100	
Storage			1 x	96	96	
Dining			1 x	440	440	
Kitchen			1 x	396	396	
Pantry			1 x	80	80	
Bunk Rooms						
Double Bunk Rooms						
Staff			2 x	196	392	
Volunteers			4 x	196	784	
Lockers						
24 - 15" x 18D @ 5 s.f.			1 x	120	120	1/2 current personnel (7 staff + 40 volunteer)
8 - 15" x 18"D @ 5 s.f.			1 x	40	40	
Men's Shower & Dress			1 x	699	699	
Entry Screens, 1 each ADA Toilet, Urinal, Lav & Shower						
Toilet, Urinal, Lav & Shower			1 x	140	140	
Women's Shower & Dress			1 x	377	377	
Entry Screens, 1 each ADA Toilet, Lav. & Shower						
Toilet, Lav			1 x	60	60	
Laundry			1 x	160	160	
2 each commercial washers and dryers						
1 sink, counter w/ storage over and under						

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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES	
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
Sub Total Net Area					4,884	
Circulation @ 20%					977	
TOTAL LIVING AREAS SECTION SPACE NEED					5,861	
STAFF & FACILITY SUPPORT						
Training Room					See Share Spaces	
Exercise & Physical Training					See Share Spaces	
Men's Toilet						
Entry Screen, 1 each ADA toilet, urinal, lav			1 x 160		160	Toilets on opposite floor level from that with showers & lockers.
Women's Toilet						
Entry Screen, 1 each ADA toilet, lav			1 x 130		130	
Staff & Volunteer Entry						
Weather Vestibule			1 x 50		50	
Facility Maintenance			1 x 150		150	
Work Bench, Repair, Supplies, Janitor						Janitor spaces distributed in Facility
Sub Total Net Area					490	
Circulation @ 20%					98	
TOTAL STAFF / FACILITY SUPPORT SPACE NEED					588	
APPARATUS BAYS & SUPPORT						
Apparatus Bays - Enclosed						
Medic #1 & #2	16 x 56		1 x 896		896	Back-in Bay
Utility & Brush	16 x 53 minimum	U: 16 x 56	1 x 896		896	Back-in Bay
Tanker	16 x 42 minimum	T: 16 x 56	1 x 896		896	
Ladder Truck						Replaces Tanker - no area increase
Engine	16 x 38 minimum	E: 16 x 56	1 x 896		896	
Rescue	16 x 35 minimum	R: 16 x 56	1 x 896		896	
Turn-Out Gear - Active						
50 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.			1 x 588		588	Includes circulation space
20 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.			1 x 235		235	
Ready Hose Racks						
4 Racks; in pairs between alternate bays			2 x 140		280	
2.5 x 56 / pair						
Hose Washer / Dryer			1 x 48		48	
Hose Tower - 6 x 10			1 x 60		60	
Turn-Out Gear - New Storage			1 x 184		184	
Turn-Out Gear - Wash/Dry			1 x 180		180	
Decon Shower / Biohazard			1 x 180		180	
Breathing Air Compressor & Tank Storage			1 x 112		112	
Medical Equipment & Supply			1 x 288		288	
Food & Beverage Storage			1 x 72		72	
Storage Room			1 x 192		192	
Shop			1 x 240		240	
Sub Total Net Area					7,139	
Circulation @ 5%					357	Circulation within the Apparatus Bays
TOTAL APPARATUS BAYS & SUPPORT SPACE NEED					7,496	
ANCILLARY FACILITIES						
Apparatus Bays - Covered						
Command	10 x 25		1 x 250		250	
Utility (Expedition)	10 x 25		1 x 250		250	
Utility (Crew Cab)	10 x 30		1 x 300		300	
ATV on Trailer	10 x 30		1 x 300		300	
Rescue Boat & Trailer	10 x 25		1 x 250		250	

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<u>DIVISION / SECTION NAME</u>	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION	
Training Ladder					No Space Allocation (On Exterior of Building)
Vehicle Wash					See Shared Facilities
Emergency Generator					See Shared Facilities
Sub Total Net Area				1,350	
Circulation @ 0%				0	Circulation included in Parking & Service Areas
TOTAL ANCILLARY FACILITIES SECTION SPACE NEED				1,350	

Date: July 15, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	Unit Area	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
SITE FACILITIES						
Public Parking		375/car	2 x	375	750	Parking need shown, not necessarily code requirement.
Add Parking		375/car	4 x	375	1,500	
ADA / Van Space		750/car	1 x	750	750	
Volunteer Parking		375/car	19 x	375	7,125	
No Change		375/car				
ADA / Van Space		750/car	1 x	750	750	
Staff Parking		375/car	2 x	375	750	
Add Parking		375/car	2 x	375	750	
ADA / Van Space		750/car	1 x	750	750	
Apparatus Bays Enclosed: Access - Each End 16 x 70 x 2 =		2,240	5 x	2,240	11,200	Allows turning 41' Ladder Truck 180° at either end.
Apparatus Bays Covered: Access		10' x 30'	5 x	300	1,500	Enter one side
Garden Space		25' x 40'	1 x	1,000	1,000	Allowance
1/2 Basketball Court		--	--	--	--	Use paved area
Sub Total Net Area					26,825	
Circulation @ 30%					8,048	
TOTAL FIRE SITE FACILITIES					34,873	

**CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING**

**POLICE FACILITY SUMMARY
2034 SPACE NEEDS ASSESSMENT**

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Date: July 8, 2014
Revised: August 13, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2034 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
MAIN BUILDING						
PUBLIC AREAS					619	
DISPATCH / RECORDS		11			1,925	
ADMINISTRATION		2			486	
INVESTIGATIONS		3			900	
PATROL		13			2,047	
PROPERTY / EVIDENCE					2,400	
JAIL		9			3,578	
RANGE / ARMORY					3,795	See Shared Spaces for Training Room, Exercise & Physical Training
SUPPORT SPACES					3,998	
TOTAL DEPARTMENT MAIN BUILDING SPACE NEED		38			19,748	
ALLOWANCES						
Design Contingency	5%			987		
Inter Facility Circulation	10%			1,975		
Vertical Circulation	2%			395		
Mechanical / Electrical / Telephone	5%			987		
Structure / Exterior Envelope	3%			592		
					4,936	
TOTAL MAIN BUILDING REQUIREMENT					24,684	
ANCILLARY FACILITIES						
ANCILLARY FACILITIES					6,633	
ALLOWANCES						
Design Contingency	5%			332		
Inter Facility Circulation	0%					
Vertical Circulation	0%					
Mechanical / Electrical / Telephone	1%			66		
Structure / Exterior Envelope	3%			199		
					597	
TOTAL ANCILLARY FACILITY REQUIREMENT					7,230	

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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION	
PUBLIC AREAS					
Entry Vestibule					See Shared Spaces
Police Lobby					
Open Area, Inquiry Counter, form rack, seating area, desk			1 x 192	192	
Public Toilets					
M&W each with 2 ADA toilet & lav			2 x 64	128	
Soft Interview Room			1 x 196	196	Living Rm. Atmosphere; Safe haven See Jail
Inmate Visit / Release					
Sub Total Net Areas				516	
Circulation @ 20%				103	
TOTAL POLICE PUBLIC AREAS				619	
DISPATCH / RECORDS					
Reception					Bullet resistant glass & wall. Panic button @ counter. Control access to soft interview, jail visit, Dept. Areas.
Reception Counter, work station, mail in & out			1 x 56	56	
2nd Work Station				56	Adjacent Dispatch, Reception
Work Room			1 x 130	130	
3 Legal Files					
Mail sort, counter, copier, printer, scanner				30	
3 Legal Files				30	
Dispatch		9	1 x 576	576	
3 Duty Consoles, 1 Training Console, Reference Carousels, Video/TV screens on walls, maps, display boards, shelves on walls for Pending Case files, notebooks, headsets					
1 Duty Console		2		144	
Break Room					
Counter w/sink, dishwasher, microwave. Refrigerator			1 x 160	160	
Table seating for 2-3, couch					
Toilets (M & W)			2 x 64	128	
2 Rooms, each with ADA toilet & lav					
Lockers					
9 - 12" x 12" x 15" high, stacked 2 high - 5 @ 4 sq. ft.			1 x 20	20	
2 - 12" x 12" x 15" high				4	
Dispatch Supervisor	OF 150		1 x 150	150	
Dispatch Radio & Computer Room			1 x 150	150	
Sub Total				1,604	
Circulation @ 20%				321	
TOTAL DISPATCH SPACE SECTION NEED				1,925	
ADMINISTRATION					
Police Chief	OF 225	1	1 x 225	225	
Lieutenant	OF 180	1	1 x 180	180	
Sub Total				405	
Circulation @ 20%				81	
TOTAL ADMINISTRATION SPACE SECTION NEED				486	

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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION	
INVESTIGATIONS					
Detectives	OF 150	2	2 x	150	300
Detectives	OF 150	1	1 x	150	150
Soft Interview					
Table Seating			1 x	140	140
Hard Interview					
2 Chairs, Table			1 x	80	80
Polygraph			1 x	80	80
					Shared w/ Patrol
Sub Total					750
Circulation @ 20%					150
TOTAL INVESTIGATIONS SPACE SECTION NEED					900
PATROL					
Briefing / Squard Room		11	1 x	300	300
Table, Chairs for 4					
Expand Table space for 6		2	1 x	45	45
Report writing / Officer Work Stations			1 x	225	225
4 WS @ 25	100 S.F.				
13 File drawer under counter w/ copier, printer, shredder. Cabinet over.	100 S.F.				
	25 S.F.				
2 WS @ 25	50 S.F.		1 x	50	50
State Trooper	WS 25				
Sergeants Offices	OF 150		4 x	150	600
Senior Officers - 4 WS @ 64	256 S.F.				
Work Counter	80 S.F.		1 x	336	336
Patrol Storage	150 S.F.		1 x	150	150
Sub Total					1,706
Circulation @ 20%					341
TOTAL PATROL SPACE SECTION NEED					2,047
PROPERTY / EVIDENCE					
Evidence Submit	100 S.F.		1 x	100	100
Counter w/ sink, cabinet over.					
Evidence slam lockers (open to Evidence Receive)					
Bio-Hazard / Blood Dry Cabinet (open to Evidence Receive)					
Refrigerator, Emergency Shower					
Evidence Equipment & Supply	64 S.F.		1 x	64	64
Evidence Receive	144 S.F.		1 x	144	144
Counter w/ sink, fume hood					
Work counter / island					
Evidence cart					
Incinerator	20 S.F.		1 x	20	20
Emergency Shower					
Evidence Work Station	WS 64		1 x	64	64
Evidence Storage			1 x	1,108	1,108
Found Property	40 S.F.				
Refrig./Freeze	40 S.F.				
Guns	64 S.F.				
Money/Valuables	50 S.F.				
Drugs	50 S.F.				
Marijuana Drying	64 S.F.				
Large Storage Area	600 S.F.				

LEGEND

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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES	
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
Add Large Storage	300 S.F.		1 x	300	300	
Long Term Storage	200 S.F.					Could be in basement or off-site.
Add Long Term	200 S.F.		1 x	200	200	
Vehicle Impound						See Ancillary Facilities
Sub Total					2,000	
Circulation @ 20%					400	
TOTAL PROPERTY / EVIDENCE SPACE SECTION NEED					2,400	
JAIL						
Booking			1 x	640	640	
Open Floor Area	100 S.F.					
Cuffing Bench	60 S.F.					
Report Write	WS 35					
Pre-Booking Counter	100 S.F.					
Intoxilizer	25 S.F.					
Fingerprint	25 S.F.					
Photo	40 S.F.					
Restraint Chair	40 S.F.					
Temporary Evidence Lockers	15 S.F.					
Strip Search	90 S.F.					
Decon Shower/Toilet	70 S.F.					
Inmate Property	40 S.F.					
Jail Support			1 x	250	250	
Food Receive w/sink	40 S.F.					
Clean Supply / Janitor	40 S.F.					
Bedding	40 S.F.					
Uniforms	40 S.F.					
Laundry	90 S.F.					
Temporary Holding			1 x	70	70	
Interview / Juvenile Holding			1 x	100	100	
Add Holding Cell	100 S.F.		1 x	100	100	
Inmate Visit Room			1 x	100	100	
Jail Control		7	1 x	268	268	
2 WS @ 64	128 S.F.					
Add WS	64 S.F.	2	1 x	64	64	
5 - Files	40 S.F.					
Counter/Key Rack	50 S.F.					
Toilet	50 S.F.					
Cells						
Men						
2 Bed			4 x	120	480	
1 Bed			1 x	80	80	
2 Bed			1 x	120	120	
1 Bed			2 x	80	160	
Women						
2 Bed			2 x	120	240	
Crisis Cell			1 x	80	80	
Sub Total					2,752	
Circulation @ 30%					826	
TOTAL JAIL SPACE SECTION NEED					3,578	

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		2034 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
RANGE/ARMORY						
Armory			1 x	200	200	
Gun Clean	80 S.F.					
Weapons Storage	120 S.F.					
Range			1 x	3,250	3,250	
5 - 75' Firing Lanes	1,875 S.F.					
Bullet Trap						
Prep & Score						
Control						
Storage						
Sub Total					3,450	
Circulation @ 10%					345	
TOTAL RANGE/ARMORY SPACE SECTION NEED					3,795	
SUPPORT SPACES						
Officer Entry / Mud Room			1 x	225	225	
Weather Vestibule	65 S.F.					
Boot Clean	30 S.F.					
Rain Gear	60 S.F.					
Decon Shower / Dress	70 S.F.					
Training Room						See Shared Spaces
Men's Shower Room			1 x	464	464	
Entry Screen, 1 each						
ADA Toilet, Urinal, Lav., & Shower						
Add 1 each ADA Toilet, Urinal, Lav. & Shower			1 x	160	160	
Men's Locker Room			1 x	358	358	
Entry Screen						
Space for:						
18 - 18" W x 24" D Lockers						
8 - 12" W x 18" D Lockers						
4 - 18"W x 24" D Lockers & 3 - 12"W x 18"D Lockers			1 x	45	45	
Women's Shower Room			1 x	340	340	
Entry Screen, 1 each						
ADA Toilet, Lav., Shower						
Add 1 each Toilet, Lav.			1 x	60	60	
Women's Locker Room			1 x	246	246	
2 - 18" W x 24" D Lockers						
11 - 12" W x 24" D Lockers						
2 - 12"W x 24"D Lockers			1 x	10	10	
Exercise & Physical Training						See Shared Spaces
Men's Toilet						
Entry Screen, 1 each ADA toilet, urinal, lav			1 x	160	160	Toilets on opposite floor level from that with the showers & lockers
Women's Toilet						
Entry Screen, 1 each ADA toilet, lav			1 x	130	130	
Break Room			1 x	208	208	
Counter w/sink, dishwasher, cabinets over, space for crockpots, range, microwave, refrigerator.						
Table seat 4-6						
Bunk Room			1 x	196	196	
Space for 2 beds, closet, bunk storage						
New Uniform Storage			1 x	40	40	
8' Closet						
Laundry			1 x	90	90	
Washer, Dryer, sink, counter, cabinets over						

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DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	SPACE ALLOCATION			NOTES	
		2034 PERSONNEL	QUANTITY	AREA ALLOCATION		SPACE NEED
IT Room			1 x	150	150	
Work Station	WS 50					
Work Bench	50 S.F.					
Storage	50 S.F.					
City Computer Room Allowance			1 x	150	150	
General Storage			1 x	150	150	Could be broken into several areas.
Facility Maintenance			1 x	100	100	
Work Bench, Storage						
Janitor Supply			1 x	50	50	
Sub Total					3,332	
Circulation @ 20%					666	
TOTAL SUPPORT SPACES SECTION NEED					3,998	
ANCILLARY FACILITIES						
Vehicle Sally Port			1 x	900	900	Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)
Space for 2 Vans; doors open. Drive through. Enclosed, heated.						
Vehicle Impound Bay			1 x	480	480	
Space for vehicle w/doors open. Enclosed, heated.						
Vehicle Impound Storage			10 x	180	1,800	
Covered, fenced area 180 / car						
Police Vehicles, Enclosed			1 x	1,100	1,100	
2 SUV's @ 200	400 S.F.					
2 Patrol @ 200	400 S.F.					
2 Smart Cars @ 150	300 S.F.					
Police Vehicles, Covered			1 x	900	900	
2 SUV's @ 200	400 S.F.					
1 Patrol	200 S.F.					
2 Snowmobiles @ 50	100 S.F.					
Go-Cart/24' Trailer	200 S.F.					
Vehicle Wash						See Shared Facilities
K-9 Facility			1 x	50	50	
Dog Kennel						
Food Storage						
Bicycle Storage			40 x	20	800	
Covered, fenced area 20 @ bike						
Emergency Generator						See Shared Facilities
Sub Total					6,030	
Circulation @ 10%					603	
TOTAL ANCILLARY FACILITIES SPACE SECTION NEED					6,633	

Date: July 15, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	Unit Area	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
SITE FACILITIES						
Public Parking		375/car	9 x	375	3,375	Parking need shown, not necessarily code requirement.
Add Parking		375/car	4 x	375	1,500	
ADA / Van Space		750/car	1 x	750	750	
Staff Parking		375/car	21 x	375	7,875	Largest shift + 1/2 remainder for overlap: 16+11=27
Add Parking		375/car	6 x	375	2,250	
ADA / Van Space		750/car	1 x	750	750	
State Trooper / Other Agency Parking		400/car	2 x	400	800	
Add Parking		400/car	1 x	400	400	
Police Vehicles - Open Parking		400/car	4 x	400	1,600	
Sally Port: Access - Each End		29' x 31'	2 x	899	1,798	
Vehicle Impound Bay: Access		20' x 25'	1 x	500	500	
Vehicle Impound Storage: Access		10' x 25'	10 x	250	2,500	
Police Vehicles - Enclosed: Access		10' x 25'	6 x	250	1,500	
Police Vehicles - Covered: Access		10' x 25'	6 x	250	1,500	
Bicycle Storage: Access		10' x 80'	1 x	800	800	
Driveway Approaches - 1 Public, 2 Police		25' x 30'	3 x	750	2,250	
Sub Total Net Area					30,148	
Circulation @ 30%					9,044	
TOTAL POLICE SITE FACILITIES					39,192	

LEGEND
Indicates additional space needed in future.
ABBREVIATIONS
OF: Office
WS: Work Station

Date: July 10, 2014
Revised: August 13, 2014

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2034 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
MAIN BUILDING						
Lobbies & Public Toilets						Lobby Concept #2: "Mostly separated"
Entry Vestibule			1 x	128	128	
Police & Fire Lobbies						See Police & Fire
Training Room			1 x	1,080	1,080	Seats 24 @ Tables
Add 8 seats			1 x	180	180	
Exercise & Physical Training			1 x	2,008	2,008	
Sub Total Intra Facility					3,396	
Itra-Circulation						
TOTAL MAIN BUILDING SHARED FUNCTIONAL SPACE					3,396	
ALLOWANCES						
Design Contingency	5%			170		
Inter Facility Circulation	20%			679		
Vertical Circulation	2%			68		
Mechanical / Electrical / Telephone	5%			170		
Structure / Exterior Envelope	3%			102		
					1,189	
TOTAL MAIN BUILDING REQUIREMENT SHARED SPACE REQUIREMENT					4,585	
ANCILLARY FACILITIES						
Vehicle Wash Bay	20 x 56		1 x	1,120	1,120	
Emergency Generator			1 x	200	200	Reuse existing. Area Estimated.
Sub Total					1,320	
Circulation @ 0%						
TOTAL ANCILLARY FACILITIES SECTION SPACE NEED					1,320	

Date: July 15, 2014

<u>DIVISION / SECTION NAME</u>	LAYOUT REFERENCE/ROOM	Unit Area	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
SITE FACILITIES						
Vehicle Wash Access - Each End - 20 x 70 x 2		2,800	1 x	2,800	2,800	
Emergency Generator Access - 5' on all sides		400	1 x	400	400	
Refuse		300	1 x	300	300	
Sub Total Net Area					3,500	
Circulation @ 30%					1,050	
TOTAL SHARED SITE FACILITIES					4,550	

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	SPACE ALLOCATION		NOTES
		AREA ALLOCATION	TOTALS	
MAIN BUILDING				Assume all spaces at grade level
FIRE		22,307		
POLICE		24,684		
SHARED		4,585		
TOTAL MAIN BUILDING			51,576	
ANCILLARY FACILITIES				
FIRE		1,459		
POLICE		7,230		
SHARED		1,320		
TOTAL ANCILLARY FACILITIES			10,009	
SITE FACILITIES				
FIRE		34,873		
POLICE		39,192		
SHARED		4,550		
TOTAL SITE FACILITIES			78,615	
SUB TOTAL BUILDING & SITE FACILITIES			140,200	
ALLOWANCES				
Design Contingency	10%	14,020		Includes set backs Expansion beyond 2034
Landscape / Hardscape	25%	35,050		
Future Expansion	10%	14,020		
			63,090	
TOTAL ESTIMATED SITE AREA REQUIREMENT ALL FACILITIES ON ONE LEVEL			203,290	4.66 Acres
Reduce Site Area Required For Two Level Facility				
Assume 30% of Main Building Area on 2nd Floor: .30 x 51,576			(15,473)	
TOTAL ESTIMATED AREA REQUIREMENT TWO STORY FACILITY			187,817	4.31 Acres

VII ADJACENCIES

ADJACENCIES

LEGEND / INTRODUCTION	VII-3
FIRE ADJACENCIES	VII-4
POLICE ADJACENCIES	VII-5
SITE ADJACENCIES	VII-6
VERTICAL ADJACENCIES INTRODUCTION	VII-7
FIRE VERTICAL ADJACENCIES	VII-8
POLICE VERTICAL ADJACENCIES	VII-9
SHARED VERTICAL ADJACENCIES	VII-11

Adjacency Diagrams have been developed for the departments. The Diagrams illustrate the proximity requirements of the functional work groups, or sections, of each department. The diagrams are to be understood as the preference of which offices and work areas should be next to each other. The diagrams are not a floor plan and should not be thought of as a physical description of walls and doorways. The diagrams present adjacency and proximity preferences only. The diagrammatic elements are approximately to scale, and include requirements for 2034 Space Needs.

The following symbols have been used in order to make the adjacency diagrams:

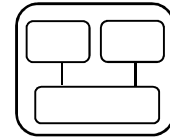
Functional Space

A rounded box indicates a defined space, e.g., an office, a secretarial work area, a file room, etc.



Section / Department Area

A dark line surrounding several functional spaces indicates the extent of a section or department.



Close Adjacency

Side by side placement of Functional Spaces indicates desired adjacency.



Work groups within a Section

A gray dashed line, dividing a functional space, indicated that more than one work group may be within a common open area.



Proximity

Nearby placement of functional spaces indicates that adjacency is not required, but proximity is.

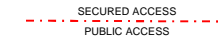


Circulation

A straight line indicates a primary circulation, e.g., a hallway or aisle.



A dashed line, crossing functional space(s), indicates a security requirement.



Proximity to Circulation

Circulation near a functional space indicates the requirement of access to other functional areas or spaces.



Other Section / Department

A light rectangular box indicates a section, or department that should be proximate.



Specialized Function Note

A dashed bubble indicates a specialized function of need that occurs within the space, e.g., a queue line within a lobby.



Entry

An arrow indicates an entry point as noted.



Other Departmental Area

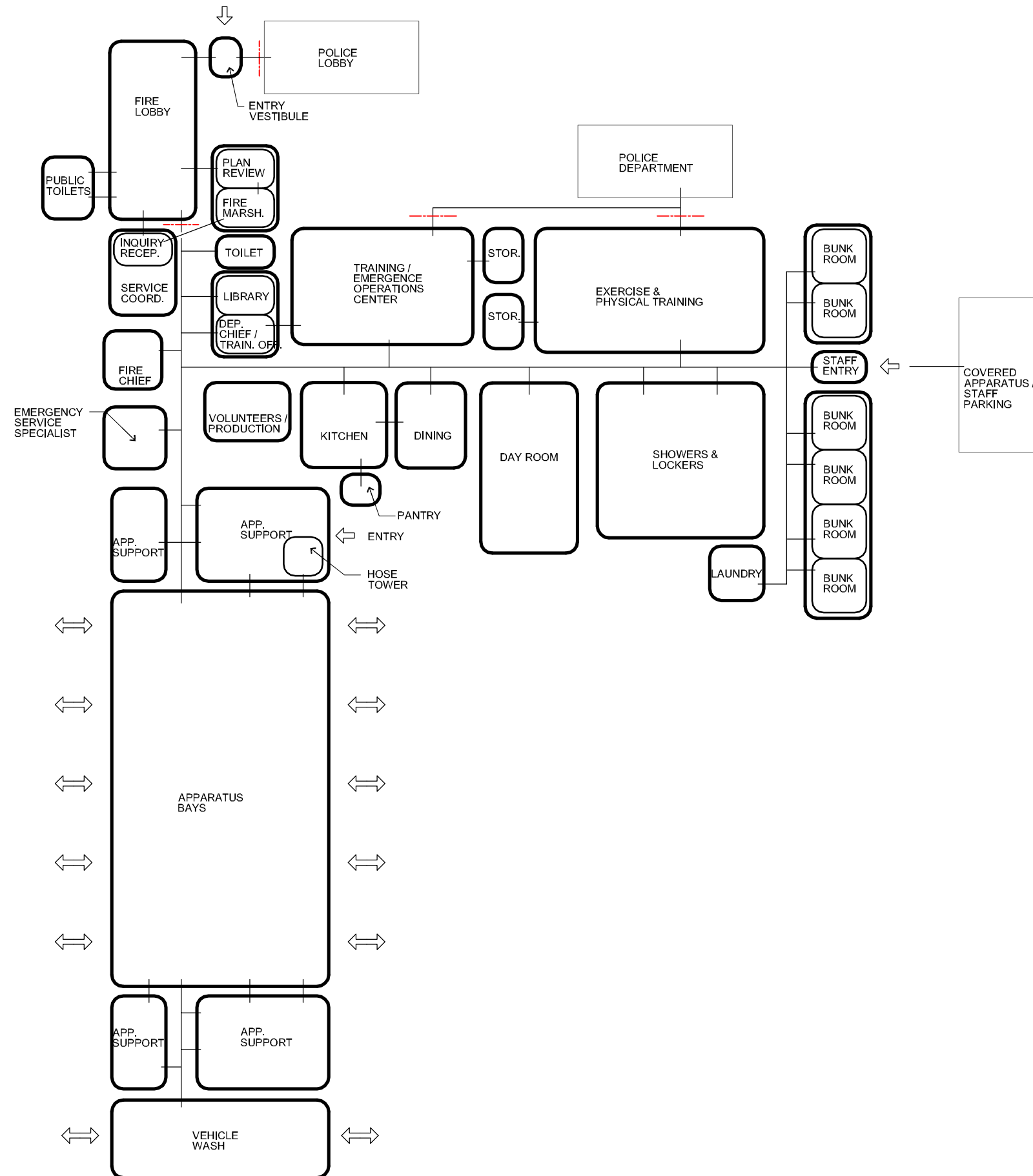
Use of space provided by or for another section or department.



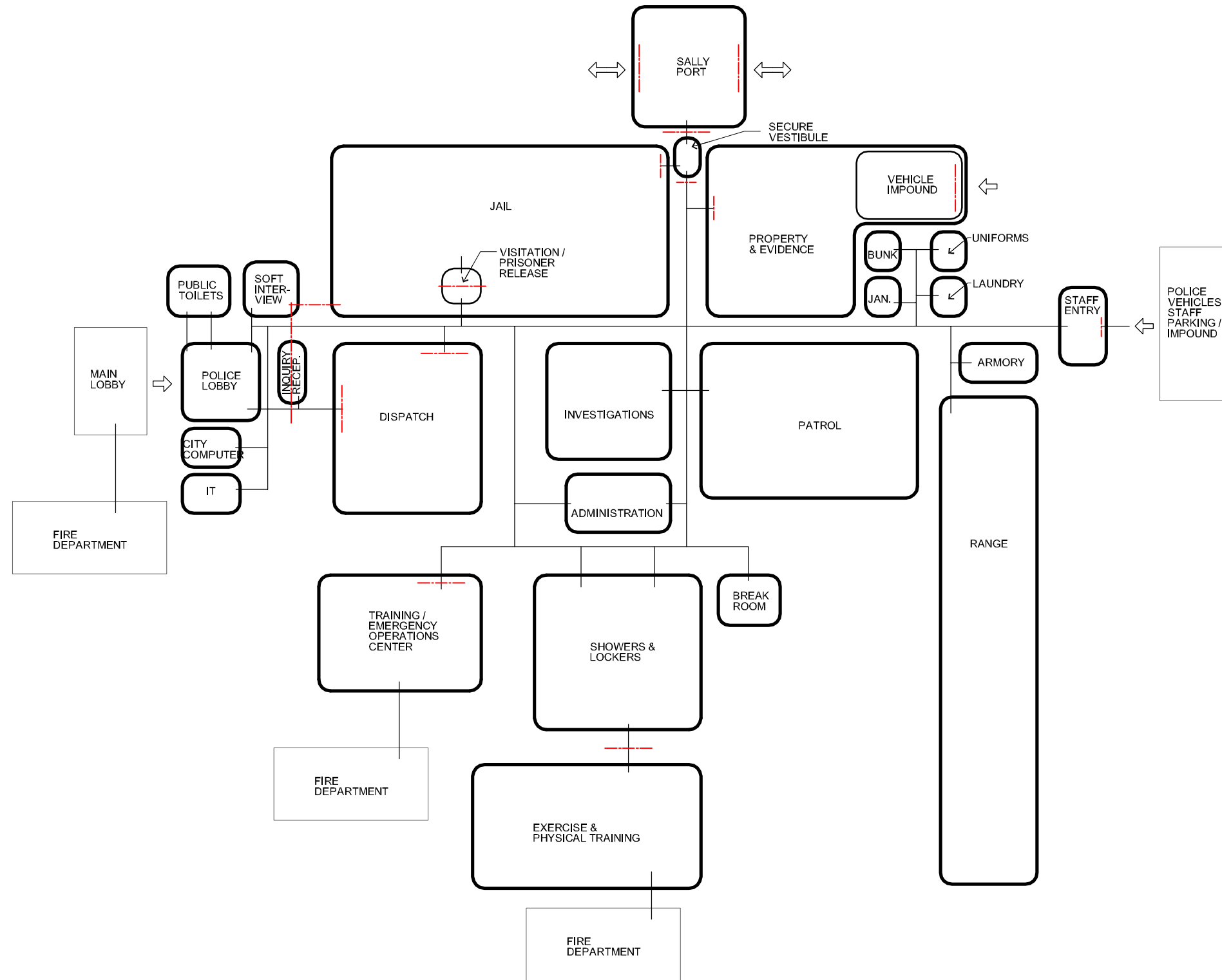
The adjacency diagrams represent the functional organization of each department or section. The diagrams may be used by the design architect as a guide to understanding the work adjacency preferences. It will happen that some sections work closely with multiple areas, and will have strong adjacency requirements. Other sections may be fairly autonomous.

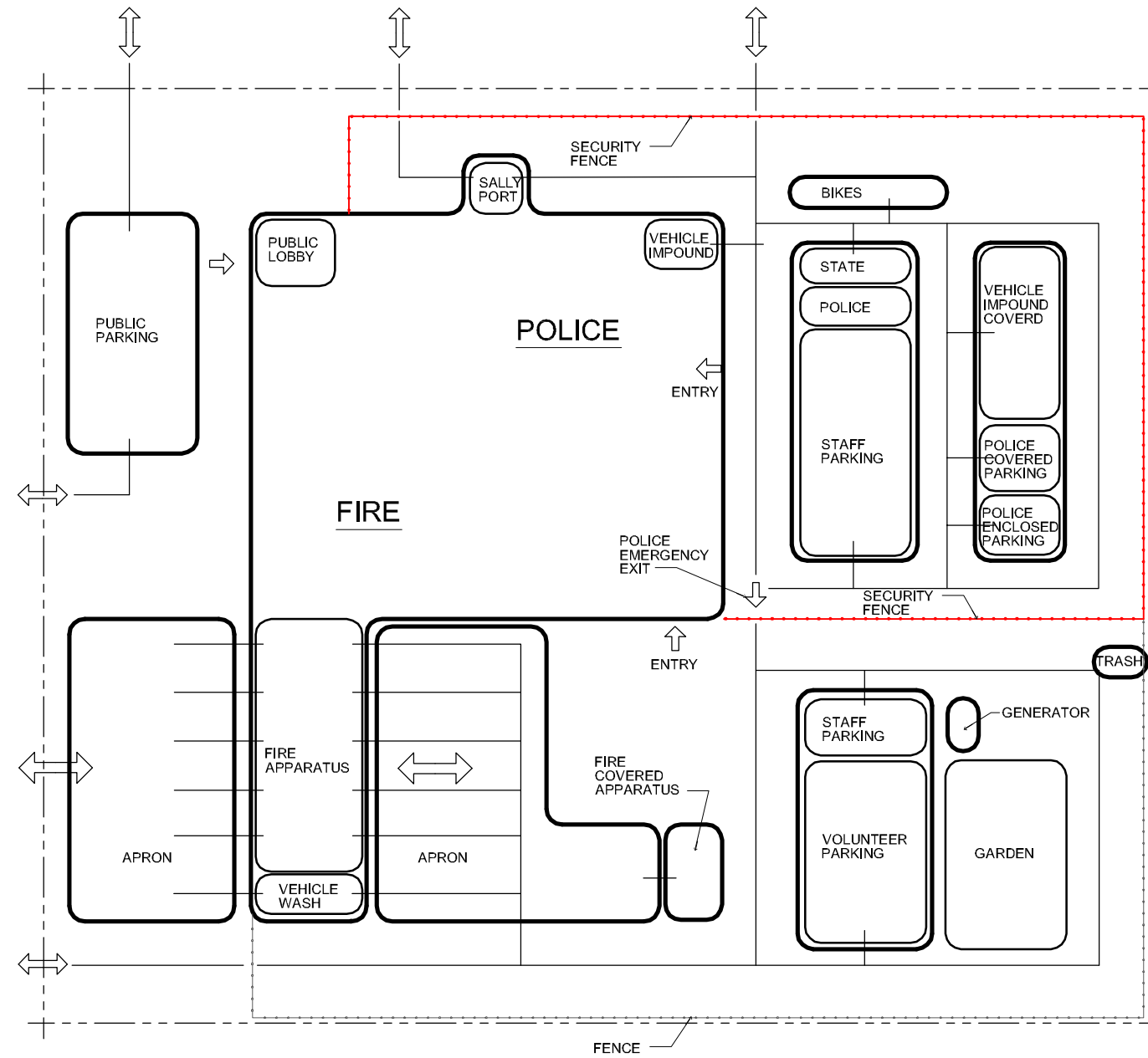
Following are adjacency diagrams for

- Fire
- Police
- Shared Facilities



SCALE 1/32" = 1'-0"





INTRODUCTION

The accompanying chart documents the acceptability of locating certain elements of the Fire & Police Departments at various floor levels.

It is not anticipated that any element would be located at a basement level unless the site is sloped to allow daylight on at least one side of the building basement.

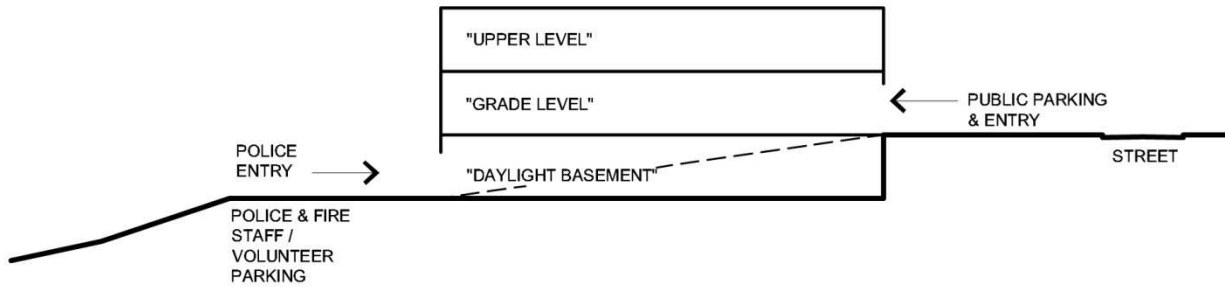


DIAGRAM ILLUSTRATING USE OF A
"DAYLIGHT BASEMENT" ON A SLOPING SITE

NTS

SPACE NAME (See Space Needs)	ASSUMED FLOOR LEVEL			NOTES
	Basement	At Grade	Upper Level	
				Depending on site topography, a daylight basement might be possible.
<u>PUBLIC AREAS</u>				
• LOBBY, PUBLIC TOILETS		•		See Shared Spaces
<u>ADMINISTRATION</u>				
• WATCH OFFICER		•		
• FIRE CHIEF		•		
• ASSISTANT CHIEF / TRAINING OFFICER			•	
• TRAINING LIBRARY			•	
• TRAINING ROOM	--	--	--	See Shared Spaces
• EMERGENCY SERVICES SPECIALIST		•		
• FIRE MARSHAL / PLANS REVIEWER		•		
• VOLUNTEER WORK STATIONS/ "PRODUCTION" WORK ROOM		•		
<u>LIVING AREAS</u>				
• DAY ROOM			•	
• DINING				
• KITCHEN				
• BUNK ROOMS				
• LOCKERS				
• MEN'S SHOWER & DRESS				
• WOMEN'S SHOWER & DRESS				
• LAUNDRY				
<u>STAFF & FACILITY SUPPORT</u>				
• TRAINING ROOM	--	--	--	See Shared Spaces
• EXERCISE & PHYSICAL TRAINING	--	--	--	See Shared Spaces
• STAFF & VOLUNTEER ENTRY		•		
• FACILITY MAINTENANCE		•		
<u>APPARATUS BAYS & SUPPORT</u>				
• APPARATUS BAYS		•		
• TURN-OUT GEAR - ACTIVE				
• READY HOSE RACKS				
• HOSE WASHER / DRYER				
• HOSE TOWER				
• TURN-OUT GEAR - NEW STORAGE				
• TURN-OUT GEAR - WASH / DRY				
• DECON SHOWER / BIOHAZARD				
• BREATHING AIR COMPRESSOR & TANKS				
• MEDICAL EQUIPMENT & SUPPLY				
• FOOD & BEVERAGE STORAGE				
• STORAGE ROOM				
• SHOP				
<u>ANCILLARY FACILITIES</u>				
• APPARATUS BAYS - COVERED		•		
• TRAINING LADDER				
• VEHICLE WASH	--	--	--	See Shared Spaces
• EMERGENCY GENERATOR	--	--	--	See Shared Spaces

SPACE NAME (See Space Needs)	ASSUMED FLOOR LEVEL			NOTES
	* Basement	At Grade	Upper Level	
				Depending on site topography, a * daylight basement might be possible.
<u>PUBLIC AREAS</u>		•		
• LOBBY, PUBLIC TOILETS				
• SOFT INTERVIEW ROOM				
• INMATE VISIT / RELEASE				See Jail
<u>DISPATCH / RECORDS</u>		•		
• RECEPTION				
• WORK ROOM				
• DISPATCH ROOM				
• BREAK ROOM				
• TOILETS				
• LOCKERS				
• DISPATCH SUPERVISOR				
• DISPATCH RADIO / COMPUTER				
<u>ADMINISTRATION</u>		•		
• POLICE CHIEF				
• LIEUTENANT				
<u>INVESTIGATIONS</u>		•		
• DETECTIVES				
• SOFT INTERVIEW				
• HARD INTERVIEW				
• POLYGRAPH				
<u>PATROL</u>		•		
• BRIEFING / SQUAD ROOM				
• REPORT WRITING / OFFICER WORK STATION				
• SERGEANTS OFFICES				
• SENIOR OFFICERS				
• PATROL STORAGE				
<u>PROPERTY / EVIDENCE</u>		•		
• EVIDENCE SUBMIT				
• EVIDENCE EQUIPMENT & SUPPLY				
• EVIDENCE RECEIVE				
• EVIDENCE WORK STATION				
• EVIDENCE STORAGE				
• EVIDENCE LONG TERM STORAGE				
• VEHICLE IMPOUND				See Ancillary Facilities
<u>JAIL</u>		•		
• BOOKING				
• JAIL SUPPORT				
• TEMPORARY HOLDING				
• INTERVIEW / JUVENILE HOLDING				
• INMATE VISIT				
• INMATE RELEASE				
• CONTROL				
• CELLS: MEN & WOMEN				
• CRISIS CELL				

VIII APPENDICES

APPENDIX A

Space Study Questionnaire

Fire – A-2

Police – A-15

Space Study Questionnaire

April 2014

Introduction

The City of Homer has contracted with USKH to perform planning and design services for proposed Public Safety Facilities. The conceptual design will be preceded by an assessment of the current and future space needs of the Police and Fire Departments and other functions to be considered on the sites. USKH has appointed LOREN BERRY ARCHITECT to assist in the space needs assessment and concept design.

The purpose of the attached questionnaire is to assist the architects in understanding the operational and building requirements of the various departmental units. The questionnaire will be followed by interviews of representatives of those units.

The questionnaire should be filled out by those in charge of other personnel, or specific operations.

We thank you in advance for your time and effort in responding to the questionnaire. Your responses are important. Be as detailed as you care to be. Even a very general comment will help us in conducting the interviews. The space determination and facility design will be based largely on the information provided through this questionnaire and the subsequent interviews. Any supplementary information, such as charts and diagrams that you wish to add can be attached.

The questionnaire may be filled out by computer or by hard copy as you prefer.

If you have questions about the questionnaire please contact Jack Berry at LOREN BERRY ARCHITECT, (541) 913-5420 (cell), jberry@berryarch.com.

Please return your questionnaire to Carey S. Meyer, P.E., MPA, Public Works Director/City Engineer (cmeyer@ci.homer.ak.us) who will forward them to USKH and LOREN BERRY ARCHITECT for review prior to the meetings.

Your Name: Robert Painter _____ Title or Position: Fire Chief

I. OPERATING UNIT OVERVIEW

This section will provide an overall view of your department, division or section, etc. and its relationship to other Departmental functions; and other Operating Units within your department, or to other City departments.

- A. **Department Organization Chart:** Provide an organizational chart of the department. The overall chart may be simple, but needs to show relationships between divisions and work groups. Please attach the chart to this questionnaire.
- B. **Division or Section Organization Chart:** Attach a detailed organizational chart for each of the divisions or work groups which may be accommodated. It should list all current positions and indicate whether full-time, part-time, temporary, volunteer, etc. Arrange the chart to show organizational structure, listed by position and job title if different. If shifts are involved, identify as such. (e.g., Dispatcher - 3 shifts.) If a new position is anticipated in the near future, please show its relationship, and list it as a future position.
- C-1. **Internal Adjacency:** List adjacency needs between functions within the department or division(s), such as staff and interview rooms, or any other specific needs not apparent from the organizational chart. Also list any specific need to avoid adjacency. This information can be used in determining needs for common areas, shared space, entrances or other space related issues:

Your Department Or Specific Component	Other Component in the Department	Frequency of Contact	Close Proximity Essential	Close Proximity Important	Close Proximity Convenient	Proximity Undesirable and Reason
EMS	All	often				HIPAA privacy for data entry and billing
EMS	All	Often				Bionazard Decon
Fire	All	Occas.				Decon of contaminated gear
Training Room	All	Often	XX			

- C-2. **External Adjacency:** List any adjacency needs with other departments or agencies, or any specific needs to avoid adjacency. (i.e. for security reasons, etc.):

Your Department Or Specific Component	Other Department Or Specific Component	Frequency of Contact	Close Proximity Essential	Close Proximity Important	Close Proximity Convenient	Proximity Undesirable and Reason
EOC/Training/meeting room	All	seldom	XX			

D. Public Interface: Discuss need for contact with the public and how to accommodate.

We have frequent contact with the public, year round. They must obtain Open Burning Permits from our office. They have access to fire prevention, injury prevention and general preparedness information inside our front entrance. We provide group tours for schools or other organizations interested in the fire department and host departmental open house events where the public are invited to learn about the department and see the equipment. The public picks up loaner chimney brushes at the fire station to clean their own fireplace flues. _____

E. Future Changes: Discuss any anticipated major organizational changes, including reporting relationships, so that their effects on space needs can be analyzed.

As a "combination" fire department (made up of both paid and volunteer responders) we are constantly trying to improve response times by encouraging volunteers to be around the station as much as possible by having space they can study, relax, interact, and have fun when not on calls or attending training. In the 1980's the existing station had 4 member bunk rooms with full-time residents that were immediately available for call when "home". I would like to incorporate this concept to the new facility with at least 4 rooms that would be available as individual living spaces similar in size to a college dormitory room. In addition, I would like to have 2 separate bunk rooms (2 beds each) for use by paid staff (usually only one on duty each 24-hour shift). _____

F. Long Term Needs: Discuss any long term projected facility needs or considerations, and reorganizational issues not previously addressed:

The membership goal of the department is to have 50 emergency responders on the roster to aid in coverage year-round. We would like to partner with the local community college to offer housing to students participating in fire service degree programs that are currently unavailable locally. Training, meeting and associated activity areas need to be sized appropriately to anticipated growth, rather than current levels. _____

G. Existing Facility Description: Provide a brief description of the facility(s) that the department, division(s), work group(s) currently occupy(s), which will be replaced. Discuss major problems that could be solved in a new facility:

The existing fire station was constructed by HVFD Inc. in 1979 and dedicated in 1980 and includes portions of the original structure, which was a garage/shop. HVFD Inc. was the volunteer corporation that started the fire department in 1952 and managed the operation until a joint agreement between them and the City of Homer in 1990. No city funds were used to build the original building. USKH engineered the plans to upgrade the building in the mid 1990s for a seismic upgrade that ended up being a more extensive remodel due to discovered dry rot and other issues found when the building was opened up. There has not been any other work done to the building since, except routine maintenance. Due to space needs and increased paid staffing levels, the available bunkrooms have been reduced to 2 with small offices being made of the other bunkroom spaces. We are still one paid position un-staffed due to budget cuts and the small space is being used as a very small exercise room with a treadmill and step-climber. There is one small office downstairs (Watch Office) where the Dept. Services Coordinator functions, a small storage and shop where our breathing air-packs are serviced and tested, a small mechanical room and an equipment storage area on the ground floor, behind the apparatus (constructed

during the remodel). There is a hose drying tower mid-building, accessible by fixed ladder. There is no OSHA compliant biohazard decon/cleaning area (we use the hose wash area right now). Offices are upstairs and include the Chief's office, Training Officers Office, Training Office (used by the paid FF/EMT) and the Asst. Chief Office (vacant, used for exercise equipment). There is a training/meeting room that seats 20 at tables, a small kitchen with single range, and two residential type refrigerators, a living room and a pool table and ping-pong table for recreation. There is only one small storage room that houses the department servers and textbook/teaching materials for the classroom. There are separate men's/ladies restrooms with shower in each. There is a small "Production Room" that houses the copier and printer and member desktop computer. _____

I. **Special Areas/Work Spaces:** Please review all interior and exterior/off-site areas of your existing facility(s) in order to identify all special needs.

Conference/Reception/Waiting Areas

Type of Space	Number of People at One Time	Frequency/Time of Use	Duration of Each Use	Equipment/ Misc.
Conference/Public Meeting (list types of meetings):	20-25	Weekly meetings/training. Classes held each fall/winter	Weekly 4 hours per week. Training classes are Mon, Wed 6 pm until 10 pm and Sat. 8-5. Other classes may be held during day	White boards, projector and screen
Training:	See above			
Interviews:	No current space dedicated to use			
Reception:	Front entrance	Daily	M-F 8 am until 5 pm	
Public Counters:	Same			
Other (list): Member workstation	2-4 at any one time	weekly	Less than one hour on average but more often when completing study assignments/work	Computer with internet; printer

Support/Equipment Areas (Do not include those in individual offices or workstations.)

Description	Number			Remarks
	Current Actual	Current Need	Future Need	
Copier	1	1	1	
Printers	1 network plus Xerox	1	same	
Fax Machines	1	1	1	Xerox could function as fax if connected per IT
Special Equipment				

(Continued on next page)

**CITY OF HOMER, ALASKA
SPACE NEEDS ASSESSMENT
PUBLIC SAFETY FACILITIES**

**GENERAL DEPARTMENTAL
QUESTIONNAIRE**

Description	Number			Remarks
	Current Actual	Current Need	Future Need	
Files (list type and number, or list linear or cubic measurement)	4 drawer, locking, 6 in Watch Office	6	6	Maintain member records, equipment records and testing records of equipment. POS, paper reports etc.
Supplies				Assortment of office supplies, cleaning supplies and specific fire/ems equipment/supplies
Storage (list shelving, pallet, cabinet or other)				Storage inside and out and off-site as well. Too much to store inside.
Shredders	2	2	2	
Recycle containers	3	6	6	
Display boards, mail boxes	1	1	1	Individual mail slots for members by letter groups
Safes/vaults	1	1	2	Narcotic storage (small amounts)
Carts	0	0	0	
Microfiche equipment (describe)	0	0	0	
Other (list)				

J. Living/Support Spaces:

Please list and comment on needed facilities.

Sleeping Quarters

2 bunk rooms with 2 XLong Twin beds each currently. Would require 2 separate bunk rooms at minimum. 6 total would be preferred (2 for paid personnel and 4 for residential/volunteer use. Would like to incorporate use of "murphy" style bedding to increase floor space when not in use, even considering installation in individual offices when staff must stay overnight in large emergencies, disasters etc. Should be capable of being darkened to facilitate restful sleep as much as possible. _____

Living Area (number chairs)

3 couches and 2 love seats currently. Seating is adequate for current usage but would need to be increased as membership increases. Want to avoid individual recliner style seating as much as possible. _____

Dining Area / Break Rooms

1 table seats 6 max. 1 range, 2 refrigerators/freezer combo. 1 upright deep freezer, coffee maker, microwave oven currently. Should consider commercial grade appliances and double ovens/ranges for cooking for crews post event. Need commercial style exhaust fans as well. _____

Exercise & Physical Training

1 treadmill; 1 Bowflex Tread Climber; assorted medicine balls and free weights (downstairs) currently. I think this is an excellent area for shared usage with PD as both organizations require physical training and conditioning. Would save many dollars if adequate facilities were included in station. Volunteers are currently able to join local health club with 1/3 match from city. Require both aerobic and strength stations. _____

Locker Rooms (size lockers)

No locker room. Hallway upstairs has lockers on each side, 22 total. Each is about 12" wide and full height currently. Would like individual lockers for more members. Down stair gear stalls are open with hooks and shelving; would prefer individual open locker spaces 18-20 wide with room from fire gear and helmets for up to 50 members. Would like/need downstairs showers for personnel decon following large fire based on current findings and recommendation from NIOSH

regarding contaminants present at most structure fires. Recommending that personnel shower before going home. _____

K. Official Parking Requirements: Please list Department or other official autos, pickups, trucks, boats, fire apparatus, etc. to be parked or stored on site. Note height and turning radius of large vehicles, if known.

Type Vehicle	Current Actual	Current Need	Estimate Future	Type of Parking		
				Open	Covered	Enclosed
Tanker/Pumper	1	1	1			1
Engine	1	1	1			1
Rescue Truck	1	1	1			1
Brush Truck	1	1	1			1
Ambulance	2	2	2			2
Utility Truck (U-3)	1	1	1			1
Command 1	1	1	1	1		
Utility 2 (Expedition)	1	1	1	1		
Utility 1 (Crew cab pickup)	1	1		1		
ATV	1	1	1		1	
Rescue Boat, inflatable	1	1	1		1	
personal vehicles (staff)	2	2	4	4		

List Volunteer Vehicles

Volunteer POVs	20	20	20	20		

List Public Vehicles

Visitors/depends on size of building	2	2	6	1		

L. Site Facilities:

Please list and comment on needed site facilities. Describe, discuss current actual, current need, future need.

Vehicle Sally Port

Vehicle Impound

Vehicle Wash

We currently wash vehicles on front apron of station during summer and inside when necessary in winter. An indoor wash bay with adequate ventilation and humidity control would be great _____

Fire Training Tower

Our training facilities are located on the Homer Spit. We would like to incorporate some training props into the station if possible to reduce the need to travel to the Spit except for live-fire exercises. _____

Surge Tanks

Hazardous Storage

Flammable storage cabinets for paints etc. Fuel can storage area, preferably outside. Storage of biohazard usually not an issue as we docon at the hospital before returning to the station. _____

Emergency Generator

We currently share a generator with the PD that provides power for entire building. _____

Vegetable Garden

I'm sure some of our members would participate in a "victory garden" type space _____

Outdoor Sports, Other Activities

Guys would love a BB hoop but not required for sure (OJT injuries is a concern) _____

M. Jail/Holding:

Please list and comment on needed facilities, including current actual, current need, future need.

Number cells/holding rooms:

Male

Female

Juvenile

Type cells (single, double, etc.)

This section identifies specific items about your space that may influence the design of the facility. Listed items may deal with engineering criteria beyond your expertise to analyze, but you are encouraged to state your specific concerns and requirements in any manner that addresses the issue.

A. **Lighting:** Provide a description of any lighting problems in your present space (i.e., light quality or level), and/or describe lighting types or methods and controls you would prefer in the new facility. (For example: task lighting, indirect lighting, etc.):

The apparatus bays are lighted continually. Would prefer motion detected lighting but still have some level of lighting at night for security. _____

B. **Night Lighting:** Is your space typically used by some employees after normal daylight hours which would require individual light controls? Please describe frequency and number of staff:

Building use is 24/7 _____

C. **Black-Out:** Are there any areas in your space which require natural light control greater than normal shading or curtains?

Bunk room should be dark. _____

D. **Power:** Describe any special power requirements:

Breathing Air compressor requires 3 phase and specific power requirements. _____

E. **Heating, Ventilating, Air Conditioning (HVAC):** Are there any special heating, ventilating, humidity and air conditioning needs? Please discuss reason for need:

As vehicles are washed indoors during winter must have good drainage (or wash area) and moisture control _____

F. **Special Finishes:** Are there any special architectural finishes or features required or desired, such as washable floors, hard or soft walls, graffiti resistance, wall bumpers, shatter proof glass or security screens/barriers? Please discuss reason for need:

Biohazard decon/cleaning areas need to be stainless/non-porous surfaces. _____

Space Study Questionnaire

April 2014

Introduction

The City of Homer has contracted with USKH to perform planning and design services for proposed Public Safety Facilities. The conceptual design will be preceded by an assessment of the current and future space needs of the Police and Fire Departments and other functions to be considered on the sites. USKH has appointed LOREN BERRY ARCHITECT to assist in the space needs assessment and concept design.

The purpose of the attached questionnaire is to assist the architects in understanding the operational and building requirements of the various departmental units. The questionnaire will be followed by interviews of representatives of those units.

The questionnaire should be filled out by those in charge of other personnel, or specific operations.

We thank you in advance for your time and effort in responding to the questionnaire. Your responses are important. Be as detailed as you care to be. Even a very general comment will help us in conducting the interviews. The space determination and facility design will be based largely on the information provided through this questionnaire and the subsequent interviews. Any supplementary information, such as charts and diagrams that you wish to add can be attached.

The questionnaire may be filled out by computer or by hard copy as you prefer.

If you have questions about the questionnaire please contact Jack Berry at LOREN BERRY ARCHITECT, (541) 913-5420 (cell), jberry@berryarch.com.

Please return your questionnaire to Carey S. Meyer, P.E., MPA, Public Works Director/City Engineer (cmeyer@ci.homer.ak.us) who will forward them to USKH and LOREN BERRY ARCHITECT for review prior to the meetings.

Your Name Mark Robl Title or Position Police Chief

I. OPERATING UNIT OVERVIEW

This section will provide an overall view of your department, division or section, etc. and its relationship to other Departmental functions; and other Operating Units within your department, or to other City departments.

- A. **Department Organization Chart:** Provide an organizational chart of the department. The overall chart may be simple, but needs to show relationships between divisions and work groups. Please attach the chart to this questionnaire.
- B. **Division or Section Organization Chart:** Attach a detailed organizational chart for each of the divisions or work groups which may be accommodated. It should list all current positions and indicate whether full-time, part-time, temporary, volunteer, etc. Arrange the chart to show organizational structure, listed by position and job title if different. If shifts are involved, identify as such. (e.g., Dispatcher - 3 shifts.) If a new position is anticipated in the near future, please show its relationship, and list it as a future position.
- C-1. **Internal Adjacency:** List adjacency needs between functions within the department or division(s), such as staff and interview rooms, or any other specific needs not apparent from the organizational chart. Also list any specific need to avoid adjacency. This information can be used in determining needs for common areas, shared space, entrances or other space related issues:

Your Department Or Specific Component	Other Component in the Department	Frequency of Contact	Close Proximity Essential	Close Proximity Important	Close Proximity Convenient	Proximity Undesirable and Reason
Patrol	Dispatch, Jail	Daily	X			
Investigator	Chief	Daily		X		
Investigator	Dispatch, Jail	Daily			X	
Chief	All	Daily			X	

- C-2. **External Adjacency:** List any adjacency needs with other departments or agencies, or any specific needs to avoid adjacency. (i.e. for security reasons, etc.):

Your Department Or Specific Component	Other Department Or Specific Component	Frequency of Contact	Close Proximity Essential	Close Proximity Important	Close Proximity Convenient	Proximity Undesirable and Reason
Police	Fire	Daily			X	
Police	State Troopers	Daily			X	

D. **Public Interface:** Discuss need for contact with the public and how to accommodate.

Our dispatch staff interfaces with the public 24/7. They issue various city licenses to residents and answer numerous questions posed by people that walk into the building looking for help or directions. Our jail staff also interfaces with the public 24/7. They often take in bail money being posted, accept and escort visitors for prisoners, and meet with attorneys, mental health personnel, clergy and others. _____

E. **Future Changes:** Discuss any anticipated major organizational changes, including reporting relationships, so that their effects on space needs can be analyzed.

I will be asking our city council for two more police officers this fall. I do not anticipate any major organizational changes in the future, just slow growth in our staff to accommodate population growth in our area. _____

F. **Long Term Needs:** Discuss any long term projected facility needs or considerations, and reorganizational issues not previously addressed:

We have a special services contract with the Alaska State Troopers that requires us to provide them a small amount of office space to work from. This contract will probably be in place for years to come. _____

G. **Existing Facility Description:** Provide a brief description of the facility(s) that the department, division(s), work group(s) currently occupy(s), which will be replaced. Discuss major problems that could be solved in a new facility:

Our existing building is poorly designed for our needs. Just about all spaces are too small. The foot traffic flow of prisoners, employees and visitors to the building overlaps in several areas where it should not. When people visit prisoners, the visitors have to walk through some of our work spaces to get to the visitation room and prisoners have to be lead out of the jail past employee spaces and exterior doors to get to the visitation room. The jail has several problems including an air handling system that exhausts into our employees work areas, inadequate cell designs, not enough cells, and very bad prisoner flow. Violent, out of control prisoners can often be heard throughout the building. We need more square footage for all department functions. The new facility should be designed to accommodate radio and computer equipment and updates to those systems as the technology ages and is replaced. All of our radio equipment and computers should be in a climate controlled room. Dispatch should also be air-conditioned and relatively close to the radio/computer room. The new building should incorporate video surveillance points in and around it with full video and audio coverage of all cells. Dispatch should be located near the front lobby with ready access to a secure, bullet proof, service counter/window. The front of the building should have passive barriers to vehicles. The dispatch supervisor's office should be very close to dispatch. We need more evidence storage room and a larger evidence lab. _____

I. **Special Areas/Work Spaces:** Please review all interior and exterior/off-site areas of your existing facility(s) in order to identify all special needs.

Conference/Reception/Waiting Areas

Type of Space	Number of People at One Time	Frequency/Time of Use	Duration of Each Use	Equipment/ Misc.
Conference/Public Meeting (list types of meetings):	30	Monthly or as needed for special events	2-4 hours	Power point, 60" monitor, audio
Training:	12	Bi-weekly	1-8 hours	Power point, monitor, audio.
Interviews:	3	Weekly	1-6 hours	Audio and video recording
Reception:				
Public Counters:	2	Daily	10 to 30 minutes	Security concerns
Other (list):	5	Monthly	1 to 4 hours	Mats,
Physical Training	5	Monthly	1 to 4 hours	ventilation
Polygraph Room	2	As needed	As needed	Polygraph
Evidence Lab	3	Daily	As needed	Lab/ventilat
Evidence Storage	2	Daily	As needed	ion

Support/Equipment Areas (Do not include those in individual offices or workstations.)

Description	Number			Remarks
	Current Actual	Current Need	Future Need	
Copier	2	2	2	One is a large machine; both must be close to dispatch.
Printers	2	2	2	Both in dispatch
Fax Machines	2	2	2	Both in Dispatch

**CITY OF HOMER, ALASKA
SPACE NEEDS ASSESSMENT
PUBLIC SAFETY FACILITIES**

**GENERAL DEPARTMENTAL
QUESTIONNAIRE**

Special Equipment Shredders	2	2	2	One in dispatch
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Description	Number			Remarks
	Current Actual	Current Need	Future Need	
Files (list type and number, or list linear or cubic measurement) Case Files, Jail Files	2 four and 2 two drawer files in dispatch. 5 four drawer files in the jail	Same as actual.	Probably the same.	We will probably always have a need for some paper files but the number has declined in the last ten years.
Supplies Cleaning, office, evidence and jail.	Approximatel y 200 sq. ft.	350 sq. ft.	450 sq. ft.	Hard to estimate
Storage (list shelving, pallet, cabinet or other) Shelves, cabinets, closets, connexes.	900 sq. ft.	900 sq. ft.	1100 sq. ft.	This estimate includes various storage areas in the building and 2 outside connexes and one outside storage building.
Shredders	2	2	2	We need one in dispatch, one in the jail and a small one in most offices.
Recycle containers	0	0	?	The city does not currently have a recycling program.
Display boards, mail boxes	26 mailboxes 1 display board per work area	31 mailboxes Same	37 mailboxes Same	Every employee needs a mailbox in their work area. Each work area needs a display board/bulletin board.
Safes/vaults	3 safes, 3 gun vaults	4 safes, 4 gun vaults	4 safes, 4 gun vaults	
Carts	None	0	0	
Microfiche equipment (describe)	0	0	0	
Other (list) Firearms cleaning and storage	144 sq. ft.	144 sq. ft.	144 sq. ft.	This room will need ventilation.

J. Living/Support Spaces:

Please list and comment on needed facilities.

Sleeping Quarters

One small bunk room large enough for two people. This could probably be shared with the fire department. _____

Living Area (number chairs)

None _____

Dining Area / Break Rooms

Dispatch should have a small break area in dispatch that has a small refrigerator, microwave and sink with a few cabinets. A larger food preparation area and break room should be very close to the jailer's work areas that can accommodate a full size range, refrigerator, microwave, dish washer, sink, food and supply storage and room for six people. _____

Exercise & Physical Training

We need a large exercise room that can accommodate weight lifting equipment, 2 treadmills, 2 exercise bikes, 2 stair steppers, rowing machine, roman chair and free weights. It will need at least one hundred square feet of open space for exercise mats for physical means of arrest training. _____

Locker Rooms (size lockers)

One full size locker for every employee. Separate locker rooms for males and females with showers. _____

K. Official Parking Requirements: Please list Department or other official autos, pickups, trucks, boats, fire apparatus, etc. to be parked or stored on site. Note height and turning radius of large vehicles, if known.

Type Vehicle	Current Actual	Current Need	Estimate Future	Type of Parking		
				Open	Covered	Enclosed
Department SUV's	4	4	6	2	2	2
Patrol Cars	3	3	5	2	1	2
Smart Cart	1	1	2			2
ATV	1	1	2		2	
Snowmobile	0	2	2		2	

List Volunteer Vehicles

None						

List Public Vehicles

Employee parking	4	5	7	7		
Bicycles	30 to 40	30 to 40	30-40		30-40	
Public parking	4	10	14	14		

L. Site Facilities:

Please list and comment on needed site facilities. Describe, discuss current actual, current need, future need.

Vehicle Sally Port

We do not have a sally port. We need one that can accommodate 4 vehicles. _____

Vehicle Impound

We do not have an impound yard on site. We have a definite need for one that is fenced and secure. It should be capable of holding ten vehicles and it should have video surveillance. _____

Vehicle Wash

We need an area where we can wash one vehicle at a time and vacuum it out. _____

Fire Training Tower

Surge Tanks

Hazardous Storage

We need to be able to securely store approximately 30,000 rounds of ammunition. We need a space to safely dry evidence items contaminated with blood and other body fluids. _____

Emergency Generator

Our existing emergency generator is in a self-contained building that can be moved. It is big enough to provide service to our existing police and fire stations. It currently sits on driven steel pilings and is 8'6" wide by 24' long. _____

Vegetable Garden

Outdoor Sports, Other Activities

We need a space for a barbeque grill. _____

M. Jail/Holding:

Please list and comment on needed facilities, including current actual, current need, future need.

We need to have a shower room, cleaning supply room with deep sink and laundry room in the jail.

Number cells/holding rooms:

Male: We currently have 4 cells with 2 beds in 3 cells and one bed in one cell. We do not have a designated cell for females or juveniles. We should have 4 cells for males with two beds.

Female: We should have 2 designated cells for females.

Juvenile: We need one juvenile cell that meets federal standards.

Type cells (single, double, etc.) We also need one cell with one bed that will be used as a "crisis" cell for severely intoxicated individuals and for the mentally ill. This cell should have padded walls and be designed for easy cleaning and sanitizing.

All cells will need video and audio monitoring. All cells should be easy to clean and disinfect.

The jail needs to be connected to a booking room that has a separate entrance for incoming arrestees. Another door should lead from the booking room to the cell areas. The booking room should have video and audio surveillance in it. The booking room will need a fingerprinting station, room for the intoximeter, lockers and bedding storage. The prisoner visitation rooms should be located in the jail and there should be a separate entrance to the jail from the front lobby for admitting visitors and discharging inmates. The air-handling system for the jail must be separated from the rest of the building.

The jailers need an office capable of housing three desks, video and audio monitoring equipment, a shredder, copy machine, fax and 8 four drawer file cabinets.

This section identifies specific items about your space that may influence the design of the facility. Listed items may deal with engineering criteria beyond your expertise to analyze, but you are encouraged to state your specific concerns and requirements in any manner that addresses the issue.

A. **Lighting:** Provide a description of any lighting problems in your present space (i.e., light quality or level), and/or describe lighting types or methods and controls you would prefer in the new facility. (For example: task lighting, indirect lighting, etc.):

Dispatch needs to have controllable lighting that can be brightened or dimmed as the need arises. We will need task lighting in the firearms cleaning room and evidence lab. _____

B. **Night Lighting:** Is your space typically used by some employees after normal daylight hours which would require individual light controls? Please describe frequency and number of staff:

There are employees in our building 24/7. The jail, dispatch and squad rooms are always occupied. _____

C. **Black-Out:** Are there any areas in your space which require natural light control greater than normal shading or curtains?

All offices with southern exposure should have some type of shading to help stop the offices from overheating in the summer. Some of our current offices will get intolerably hot in the summer at temperatures as low as 65 degrees. Normal blinds are not enough to control the problem. _____

D. **Power:** Describe any special power requirements: The exercise room will need 220 outlets for treadmills and ample 110 volt outlets for other equipment. It will also need good ventilation. We currently use a window fan in the lone window in our exercise room. Wiring for one or more in the new building could be a good idea. _____

E. **Heating, Ventilating, Air Conditioning (HVAC):** Are there any special heating, ventilating, humidity and air conditioning needs? Please discuss reason for need:

We utilize window fans and air-conditioners in some offices with southern exposure to control heat in the summer months. The new building should be designed for this. Dispatch and the radio/computer room need to be climate controlled. The firearms cleaning room and the evidence lab will need ventilation. The jail needs an air-handling system that exhausts the air outside and does not mix any of it with the rest of the buildings air.

F. **Special Finishes:** Are there any special architectural finishes or features required or desired, such as washable floors, hard or soft walls, graffiti resistance, wall bumpers, shatter proof glass or security screens/barriers? Please discuss reason for need:

APPENDIX B

Project Notes	
General	B-2
Fire	B-5
Police	B-13
Shared	B-25

1.0 GENERAL

The following information was obtained from meetings with the City of Homer Public Safety Building Review Committee (hereafter noted as PSBR), the Police and Fire Chiefs and their staffs; from Questionnaires provided by the Design Team, completed by the Chiefs, and from observations by, and experience of the Design Team.

2.0 KICK-OFF MEETING

An initial “kick-off” meeting was held at the Homer City Hall on May 21.

2.1 Attendees

CITY OF HOMER – Individuals attending all or part of the meeting included:

- Walt Wrede, City Manager
- Carey Meyer, Public Works Director/City Engineer
- Dan Nelson, Project Manager
- Ken Castner, PSBR Committee
- Ralph Crane, PSBR Committee
- Rick Abboud, City Planner
- Julie Engrebretsen, Deputy City Planner
- Mary Wythe, Mayor (Did not attend kick-off meeting, but chaired the PSBR Committee/Public Meeting on 5/22).
- Bob Painter, Fire Chief and PSBR Committee
- Mark Robl, Police Chief and PSBR Committee
- Renee Krause, City Clerk (attended the PSBR Committee/Public Meeting)

DESIGN TEAM

- Dale Smythe, USKH Inc., Architect of Record
- Jerry Neubert, USKH Inc., Senior Architect
- Merideth Noble, USKH Inc., Funding Specialist
- Loren Berry, Loren Berry Architect, Public Safety Design Consultant
- Jon R. “Jack” Berry, Loren Berry Architect, Public Safety Design Consultant

Note: There may have been others in attendance for part of the meeting.

2.2 Introductions/Responsibilities

Those in attendance were introduced. Dale Smythe explained the roles of USKH, Lead Architect and Loren Berry Architect, Public Safety Design Consultant.

2.3 Project Scope

Discussed the overall scope of the eventual project being the completion of a new Police and Fire Facility, and the initial undertaking of providing a space needs assessment, concept design, preliminary construction cost and assistance in site selection.

2.4 Project Approach

Presented a brief slide show to demonstrate the methodology for completing the space needs assessment and initial design concept. The methodology comprised of the following steps:

- Initial meetings, including the kick-off with the PSBR, meeting with Fire and Police personnel, and a Public Meeting.
- The meetings and questionnaires completed by Fire and Police are summarized in Project Notes, which the Departments and PSBR are requested to review.
- Personnel Charts – Current & Future
- Space Standards
- Space Needs – Current & Future
- Parking Needs – Current & Future
- Adjacencies – Horizontal & Vertical

- Initial Concept Site and Floor Plans
- Estimated Costs

2.5 Schedule

Discussed the schedule for completing the space needs assessment and initial concept. The completion time for these first steps is approximately 10 weeks. Various components of the study will be forwarded to the City for review during that time period. The first such review will be of these project notes.

2.6 Background Discussion

2.6.1 The Community

Homer is a diverse city. Known as the halibut capital, it also has a strong art community; it is a tourist destination, and a place of second homes with an older population. It is sometimes referred to as the “Cosmic Hamlet By the Sea”. In general, the community has a positive view of and support the public safety departments.

2.6.2 Other Government Agencies and Private Organizations

- Two Coast Guard cutters are stationed at the harbor
- The South Peninsula Hospital is located in Homer
- The Homer Police Department provides desk space for the Alaska State Troopers. Jail holding cells are under contract for use by the State. Briefing could be done with the State Troopers.
- The Kachemak Emergency Service Area to the north essentially surrounds Homer. There have been efforts to combine the departments, but is not seen as likely to occur.

2.6.3 Growth of the Community

Growth of the community has been slow, but steady. One estimate was 2% / year. (But the Alaska Department of Labor and Workforce Development Alaska Population Projections – 2012 to 2042 for the Kenai Peninsula Borough indicates a growth from 56,756 to 65,647, an increase of 8,891 for 30 year period; only .5% average / year).

2.7 The Facilities and Site

2.7.1 The Sites

Possible sites were discussed. A larger list of sites has currently been reduced to three:

- Homer Educational and Recreation Center (HERC).
- Wildberry – Former site of Alaska Wild Berry Store.
- Heath Street – The current Police & Fire locations.

There was considerable discussion of the sites, but it was pointed out that site selection would be premature before completion of the Space Needs Assessment which will determine the size site needed. Further, the Design Team will provide Site Selection Criteria, which will address issues such as:

Site Size and Configurations

- Long Term Need
- Proportions

Locale

- Operational Efficiency
- Security
- Public Access
- Image
- Adjacent Uses
- Zoning

Street Access and Parking

- Public Parking
- Official Police Access & Parking
- Fire Apparatus Access & Egress
- Impound Storage Staff Parking
- Volunteer Parking

Topography and Soils

- Topography
- Soils

Utilities

- General
- Redundant Systems

Comments about the three sites currently under consideration include the following:

- All three are bounded by two streets, providing two points of access and egress.
- All three are above 100' elevation, assumed to be above a potential tsunami (though no tsunami study has been completed for the end of the peninsula).

HERC Site

This is the largest of the three sites and is one of the favored. However the existing gym, centrally located on the site, is part of the City's heritage. There is strong support to maintain the building, which currently does not meet code standards.

Wildberry Site

This site is considered to be in a good location for Police and Fire. But it is privately owned and has existing buildings that would need to be removed. It also has a significant grade change.

Heath Street Site

This is the current Police and Fire site and is considered to be a good location. To be used, it will be necessary to build around the existing facilities or to temporarily relocate one or both of the departments so facilities can be demolished to make room for the new building. The site also has a significant grade change.

2.7.2 Image

It is desired that the new facility reflect the community. There is an appreciation for a "marine" influence. Log buildings were also mentioned. Example buildings people like include a Credit Union and Wells Fargo Bank. But the building should appear as a "public safety facility". The City has a Community Design Manual and a design review process. The City has a 1% for Art policy.

3.0 HOMER VOLUNTEER FIRE DEPARTMENT

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- 3.21 Hose Tower
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- 3.23 Turn Out Gear – Active
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- 3.26 Decon Showers / Biohazard Materials
- 3.27 Ready Hose Racks
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- 3.29 Breathing Air Compressor and Tank Storage
- 3.30 Medical Equipment & Supplies
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- 3.34 Building Maintenance
- 3.35 Emergency Generator – See Shared Facilities
- 3.36 Volunteer Parking
- 3.37 Staff Parking
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- 3.39 Driveway Aprons
- 3.40 Fire Yard
- 3.41 Fenced Enclosure
- 3.42 Camera Surveillance
- 3.43 Garden Space
- 3.44 Basketball 1/2 court

3.0 HOMER VOLUNTEER FIRE DEPARTMENT

Met with:

- Bob Painter, Fire Chief
- Elaine Grubowski, Fire Department Staff

3.1 Existing Facility Description

From Questionnaire completed by Chief Bob Painter.

The existing fire station was constructed by HVFD Inc. in 1979 and dedicated in 1980 and includes portions of the original structure, which was a garage/shop. HVFD Inc. was the volunteer corporation that started the fire department in 1952 and managed the operation until a joint agreement between them and the City of Homer in 1990. No city funds were used to build the original building. USKH engineered the plans to upgrade the building in the mid 1990s for a seismic upgrade that ended up being a more extensive remodel due to discovered dry rot and other issues found when the building was opened up. There has not been any other work done to the building since, except routine maintenance. Due to space needs and increased paid staffing levels, the available bunkrooms have been reduced to 2 with small offices being made of the other bunkroom spaces. We are still one paid position un-staffed due to budget cuts and the small space is being used as a very small exercise room with a treadmill and step-climber. There is one small office downstairs (Watch Office) where the Dept. Services Coordinator functions, a small storage and shop where our breathing air-packs are serviced and tested, a small mechanical room and an equipment storage area on the ground floor, behind the apparatus (constructed during the remodel). There is a hose drying tower mid-building, accessible by fixed ladder. There is no OSHA compliant biohazard decon/cleaning area (we use the hose wash area right now). Offices are upstairs and include the Chief's Office, Training Officers Office, Training Office (used by the paid FF/EMT) and the Asst. Chief Office (vacant, used for exercise equipment). There is a training/meeting room that seats 20 at tables, a small kitchen with single range, and two residential type refrigerators, a living room and a pool table and ping-pong table for recreation. There is only one small storage room that houses the department servers and textbook/teaching materials for the classroom. There are separate men's/ladies restrooms with shower in each. There is a small "Production Room" that houses the copier and printer and member desktop computer.

3.2 Public Lobby

See Shared Spaces & Facilities

3.3 Watch Office / Department Services Coordinator

- Adjacent Fire Lobby (See Public Lobby)
- Public Interface – From Chief Painter Questionnaire

We have frequent contact with the public, year round. They must obtain Open Burning Permits from our office. They have access to fire prevention, injury prevention and general preparedness information inside our front entrance. We provide group tours for schools or other organizations interested in the fire department and host departmental open house events where the public are invited to learn about the department and see the equipment. The public picks up loaner chimney brushes at the fire station to clean their own fireplace flues.

- Reception Counter – ADA Open M-F 8:00AM – 5:00PM
- Work Station at or adjacent counter
- Department Services Coordinator Work Area adjacent Work Station, near counter.
 - Copy machine, printer, FAX, shredder, recycle containers, 2 small safes (1 for narcotics)
 - Files: 6 – 4 drawer locking
 - Display board

- Mail boxes – individual slots for members by letter groups (Current 7 staff, 40 volunteer; Future 14 staff, 50 volunteer).
 - Toilet for Dept. Services Coordinator – Adjacent to work station (unless other toilet rooms nearby).
- 3.4 Chief's Office
- Adjacent Watch Office
 - Public access controlled at Reception Counter
 - Staff and Volunteer access via control by Dept. Services Coordinator.
 - Include "Murphy" bed?
 Yes No
- 3.5 Asst. Chief / Training Officer (Future)
- Select 1:
 Proximate to Chief
 Adjacent Training Room
 - Include "Murphy" bed?
 Yes No
- 3.6 Emergency Service Specialist
- Adjacent Training Room
 - Office with workstations
 - Include "Murphy" bed?
 Yes No
- 3.7 Fire Marshal / Plans Reviewer (Future)
- Adjacent Fire Lobby, Small Conference Room
 - Include "Murphy" bed?
 Yes No
 - Evidence Collection / Storage. Size 1 – 4 drawer legal size file cabinet should suffice ?
- 3.8 Member (Volunteer) Office (There is to be no provision for a volunteer "office" as such, should incorporate these features in other spaces, such as in the copy room like now.)
- 4 small workstations with computer.
 - Counter for printer; storage above & below.
- 3.9 Production Room
- Large copier and printer
 - Layout space
 - Adjacent to or part of Member Office
- 3.10 Training Room / EOC
- See Shared Spaces and Facilities
- 3.11 Day Rooms
- Accessible to staff and volunteers
 - Currently have 3 couches and 2 love seats; increase for future.
 - Avoid individual recliners
 - Billiard Table
- 3.12 Dining Area / Kitchen
- Dining adjacent to Day Room and Kitchen
 - Kitchen adjacent to Training Room / EOC
 - Dining currently seats 6; future seat 15 – 20

- Kitchen appliances, currently: 1 range, 2 refrigerators/freezer combo, 1 upright deep freezer, coffee maker, microwave oven. Should double ovens/ranges for cooking for crews post events. Commercial grade appliances and exhaust fans.
- Include Dishwasher
- Recycle Bins – 6
- Pantry for disaster food cache

3.13 Sleeping Quarters

- Proximity of Day Room
- Assume quiet area with easy access to Fire Apparatus
- Currently 2 bunkrooms with 2 extra-long (*twin*) beds each
- Prefer:
 - 2 double rooms for staff
 - 4 double rooms for volunteers
- Incorporate “Murphy” beds to increase floor space when not in use
- Capability to darken rooms to facilitate sleep
- Closets in Sleeping Rooms
- Possibly include “Murphy” beds in individual offices when staff must stay overnight in large emergencies or disasters (See individual offices)

3.14 Locker Area (Not turn out gear)

- Adjacent Toilet / Shower and Exercise Room
- Currently 22 – 12" full height lockers; future provide:
 - 64 (14 staff + 50 volunteer) or 32 (1/2 personnel) provide larger (15") or other:
- Changing Rooms (suggest at end of Toilet Rooms)

3.15 Toilet / Shower (Not decon) *Require separate male/female facilities in crew area.*

- Adjacent Locker Area / Exercise Room, proximate to Day Room and Sleeping Quarters
- Assume Fixture Count:
 - 2 lavatory
 - 2 urinal
 - 2 toilets
 - 2 shower
- If Toilet / Shower Room on 2nd floor provide additional toilet facility on 1st floor
 - 1 lavatory
 - 1 urinal
 - 1 toilet

3.16 Laundry

- Adjacent to Living Areas
- 2 washers & 2 dryers – commercial grade
- Laundry sink
- Counter with storage above and below

3.17 Exercise & Physical Training

- See Shared Spaces and Facilities

3.18 Apparatus Bays – Enclosed

- Space for:
 - Ladder Truck – 41' long x 10' high
 - Engine 2 – 32' long
 - Rescue Truck 1 – 29' long
 - Brush Truck 1 – 21' long

**CITY OF HOMER, AK
PUBLIC SAFETY FACILITY
SPACE NEEDS ASSESSMENT**

**PROJECT NOTES
May 21 – 22, 2014**

- Medic 1 – 12' long
- Medic 2 – 23' long
- Utility Truck 3 – 22' long
- Tanker 2 – 36' long
- Current arrangement bays
 - Utility 3 and Brush 1 – back to back
 - Medic 1 and Medic 2 – back to back
 - Use wheel stops to prevent backing into each other
- Current Bay height: 14' – 3" clear. Current doors 13' high, provide 13' or 14' ?

3.19 Apparatus Bays - Covered

- Space for:
 - Command 1 – 18' (Assumed) *Should be same as U-2 below.*
 - Utility 2 (Expedition) – 20'
 - Utility 1 (Crew Cab Pickup) – 25'
 - ATV on trailer – 25'
 - Rescue Boat Inflatable on trailer – 18'

3.20 Vehicle Wash

- See Shared Spaces & Facilities

3.21 Hose Tower

- Adjacent enclosed Apparatus Bays
- Access from:
 - Exterior Apparatus Bay Both
- Existing size adequate

3.22 Training Ladder

- Ladder to platform on building roof
- Access: Exterior or Interior

3.23 Turn Out Gear – Active

- Adjacent to apparatus
- 50 or more 18" – 20" spaces for gear and helmets
- Bench in front of gear storage

3.24 Turn Out Gear – New Storage

- Proximate to Apparatus Bays
- Provide: Yes No
- Store *30 sets, hanging coats and folded pants* (number) new gear

3.25 Turn Out Gear – Wash & Dry

- Proximate to Apparatus Bays
- Large Washer – Extractor
- Dehumidifying Room with space to hang 12 sets of gear minimum

3.26 Decon Showers / Biohazard Materials

- Adjacent Apparatus Bays
- 2 large showers or more? *2 is fine*
- Toilet adjacent
- Biohazard Disposal Barrel
- Stainless steel wall finishes
- Dressing Area

3.27 Ready Hose Racks

- Adjacent Apparatus Bays
- Number of Racks 4 Size 10 ft.

3.28 Hose Washer & Dryer

- Adjacent Apparatus Bays (This equipment was not noted)
- Provide space? Yes No
- Description and size This would be a "nice to have" feature, not a necessity.

3.29 Breathing Air Compressor and Tank Storage

- Adjacent Apparatus Bays
- On outside wall for clean air intake

3.30 Medical Equipment and Supplies

- Adjacent Ambulance Bays
- Space for stretchers, shelving for medical supplies
- Currently have cabinet at floor level and overhead to ceiling
- The high storage is acceptable? Yes No

3.31 Food & Beverage Storage

- Adjacent Apparatus Bays

3.32 Shop

- Adjacent Apparatus Bays
- Workbench
- Tool Storage

3.33 Storage

- Adjacent Apparatus Bays
- Miscellaneous storage not housed elsewhere, including AAAF foam, battery chargers, jacks, jack stands, pumps, dummies, flammable storage cabinet for paints
- Outside fuel can storage

3.34 Building Maintenance

- Janitor areas adjacent Apparatus Bays, offices, and Living Areas

3.35 Emergency Generator

- See Shared Spaces and Facilities

3.36 Volunteer Parking

- Access from Fire Yard
- Current Need 20
- Future Need 20

3.37 Staff Parking

- Access from Fire Yard
- Largest shift, Current Need 3
- Largest shift, Future 5

3.38 Visitor Parking City of Homer Planning Dept. has parking space requirement.

- Current Need 2
- Future Need 6
- Required number of handicapped spaces to be determined by code.

3.39 Driveway Aprons

- Paved space in front of Apparatus Bay doors – both sides of building at least depth of longest Fire vehicle.
- Selection:
 - Use street to back into front bays, or sufficient apron space in front of building to turn Apparatus

3.40 Fire Yard

- Yard to access rear Driveway Apron, Covered Apparatus Bays, Staff Parking and Volunteer Parking
- Sufficient space to turn around longest Apparatus

3.41 Fenced enclosure

- Should Fire Yard (space behind Apparatus Bays) be fenced with security gate? Yes No

3.42 Camera Surveillance

- Security cameras cover all public exterior areas on property, public internal spaces and Fire yard
- Monitored by Police Dispatch

3.43 Garden

- “Victory” Garden
- Tool Shed

3.44 Basketball 1/2 Court

4.0 HOMER POLICE

Contents

- 4.1 Existing Facility Description
- 4.2 Public Lobby & Toilets – See Shared Spaces & Facilities
- 4.3 Public Counter
- 4.4 Dispatch
- 4.5 Dispatch Supervisor
- 4.6 Dispatch Work & File Rooms
- 4.7 Dispatch Break Room
- 4.8 Dispatch Toilets
- 4.9 Dispatch Lockers
- 4.10 Dispatch Radio / Computer Room
- 4.11 Soft Interview Room @ Lobby
- 4.12 Officer Entry / Mud Room
- 4.13.1 Patrol Briefing / Squad Room
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- 4.14 Report Writing / Officer Work Stations
- 4.15 Sergeants Offices
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- 4.17 Interview Room – Shared
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- 4.19 Hard Interview / Interrogation Room
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- 4.21 Polygraph
- 4.22 Evidence Package / Submit
- 4.23 Evidence Receive / Process
- 4.24 Evidence Offices or Work Station
- 4.25 Evidence Equipment & Supply Room
- 4.26 Evidence Storage
- 4.27 Long Time Evidence / Records Storage
- 4.28 Dry Disposal Bin
- 4.29 Vehicle Impound Bay (See 4.65)
- 4.30 Jail Booking
- 4.31 Decontamination
- 4.32 Control Room / Office
- 4.33 Jail Staff Toilet
- 4.34 Inmate Property
- 4.35 Uniform Storage
- 4.36 Laundry
- 4.37 Cleaning Supplies
- 4.38 Temporary Holding
- 4.39 Cells – General
- 4.40 Male Cells
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- 4.42 Juvenile Holding
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- 4.45 Chief’s Office
- 4.46 Lieutenant’s Office

**CITY OF HOMER, AK
PUBLIC SAFETY FACILITY
SPACE NEEDS ASSESSMENT**

**PROJECT NOTES
May 21 – 22, 2014**

- 4.47 Armory / weapons Repair, Clean
- 4.48 Firing Range
- 4.49 Range Support
- 4.50 Break Room
- 4.51 Shower & Locker Rooms – General
- 4.52 Men’s Locker Room
- 4.53 Women’s Locker Room
- 4.54 Men’s Toilet & Shower
- 4.55 Women’s Toilet & Shower
- 4.56 Training Room / EOC - See Shared Spaces & Facilities
- 4.57 Exercise & Physical Training - See Shared Spaces & Facilities
- 4.58 Bunk Room
- 4.59 Uniform Storage
- 4.60 Laundry
- 4.61 IT Room
- 4.62 City Electronics Equipment Room
- 4.63 General Storage
- 4.64 Facilities Maintenance
- 4.65 Janitor & Supply
- 4.66 Building Mechanical & Electrical Equipment
- 4.67 Sally Port
- 4.68 Vehicle Impound Bay
- 4.69 Vehicle Impound Storage
- 4.70 Police Vehicles Enclosed Parking
- 4.71 Police Vehicles Covered Parking
- 4.72 Police Vehicles Open Parking
- 4.73 Staff Parking - Open
- 4.74 Public Parking
- 4.75 Vehicle Wash - See Shared Spaces & Facilities
- 4.76 K-9 Facility
- 4.77 Emergency Generator - See Shared Spaces & Facilities
- 4.78 Bicycle Storage
- 4.79 Police Yard
- 4.80 Camera Surveillance

4.0 HOMER POLICE DEPARTMENT

Met with:

- Mark Robl, Chief of Police
- Stacy Luck, Patrol
- Rick Pitta, Jailer
- Janie Buncak, Dispatch Super.
- Ryan Browning, Patrol Sgt.
- Lary Kuhns, Investigations

4.1 Existing Facility Description

From Questionnaire Completed by Chief Mark Robl

Our existing building is poorly designed for our needs. Just about all spaces are too small. The foot traffic flow of prisoners, employees and visitors to the building overlaps in several areas where it should not. When people visit prisoners, the visitors have to walk through some of our work spaces to get to the visitation room and prisoners have to be lead out of the jail past employee spaces and exterior doors to get to the visitation room. The jail has several problems including an air handling system that exhausts into our employees work areas, inadequate cell designs, not enough cells, and very bad prisoner flow. Violent, out of control prisoners can often be heard throughout the building. We need more square footage for all department functions. The new facility should be designed to accommodate radio and computer equipment and updates to those systems as the technology ages and is replaced. All of our radio equipment and computers should be in a climate controlled room. Dispatch should also be air-conditioned and relatively close to the radio/computer room. The new building should incorporate video surveillance points in and around it with full video and audio coverage of all cells. Dispatch should be located near the front lobby with ready access to a secure, bullet proof, service counter/window. The front of the building should have passive barriers to vehicles. The dispatch supervisor's office should be very close to dispatch. We need more evidence storage room and a larger evidence lab.

4.2 Public Lobby

- See Shared Spaces & Facilities

4.3 Public Counter

- Adjacent Police Lobby (See Public Lobby) and Dispatch
- Public Interface - From Chief Robl Questionnaire

Our dispatch staff interfaces with the public 24/7. They issue various city licenses to residents and answer numerous questions posed by people that walk into the building looking for help or directions. Our jail staff also interfaces with the public 24/7. They often take in bail money being posted, accept and escort visitors for prisoners, and meet with attorneys, mental health personnel, clergy and others.

- Reception Counters
 - 1 Current, 2 Future (1 ADA)
- Bullet resistant glass at counter with sound opening in or around edges of glass.
- Pull up or sliding bullet resistant opening at counter for receipt of mail, packages and small found property.
- Work Station at or adjacent counter.
- Visual and bullet resistant wall separating counter area access from Dispatch and other secure Police spaces.
- Panic button at counter.
- Security buttons controlling doors accessing secure police spaces, including "soft" interview room and Police Lobby.

- Space for outgoing mail.

4.4 Dispatch

- Adjacent to, but screened from Public Counter.
- Access to Dispatch controlled; accessible only by cleared personnel.
- 4 Dispatch consoles (one for training), clustered so Dispatchers look inward. Reference carousels at each end so all consoles served. Wiring under computer floor or in column from ceiling. Each station with 6 screens (currently 17" each).
- Video and TV screens on 2 walls so all Dispatchers can view.
- Maps on walls.
- Display board on wall.
- Wall mounted shelves or trays for each Dispatcher for notebooks, mail and headsets.
- Wall mounted shelves or trays for Pending Case Files.
- Key locker (keys for City facilities).
- Climate control; separate HVAC.
- Window on exterior police only area (such as a courtyard) or bullet resistant glass in high windows on public exterior.

4.5 Dispatch Supervisor

- Adjacent Dispatch.
- Door and window to Dispatch.
- Door to Department circulation.
- Work Station, 2 – Visitor chairs
- Provide space for future dispatch console?
 Yes No

4.6 Dispatch Work & File Room

- Adjacent to, but acoustically screened from Dispatch.
- Window to Dispatch.
- Adjacent to Public Service Counter / Work Station, but visually screened and separated by bullet resistant wall.
- Large copy machine (could also have small copy machine in the Public Service Counter area if difficult to make larger copier easily accessible).
- Printer, 2 shredders.
- Layout counter with cabinets above and below.
- Records Files: 3 – 4 drawer legal size case files, 10 year retention. Should number of files be increased for future? Yes No
- 2 - 2 drawer files.
- Mailing sorting. If possible provide through wall mail slots for staff, accessible on a corridor.
- Recommend Officer Inquiry Counter (obtain records info) on same corridor wall as mail slots.

4.7 Dispatch Break Room

- Adjacent Dispatch
- Window to Dispatch
- Kitchenette
 - Counter with sink, cabinets above & below.
 - Microwave
 - Refrigerator
- Small table with 2 chairs minimum
- Small couch? Yes No
- Possible share with Department with proper security control. (See 4.50)
 Yes No

- 4.8 Dispatch Toilet(s)
- Adjacent to Dispatch
 - Provide, select one:
 - Male & Female, each ADA with toilet and lavatory. (Recommend), or
 - Unisex ADA with Toilet and lavatory.
- 4.9 Dispatch Lockers
- Adjacent Dispatch, Toilet(s)
 - Not discussed. Suggest 12"x12"x15" high lockers for each Dispatch staffer for personal items, such as purses, meds, etc. (Assumes larger lockers in Department Locker Room for coats, work-out clothes, etc.)
 - Locate in Dispatch staff Entry.
 - Provide the small lockers for Dispatch? Yes No
- 4.10 Dispatch Radio / Computer Room
- Adjacent Dispatch.
 - Separate from IT Space.
 - Accessible to service vendors without breaching security of other Department areas.
 - Area 3 times existing.
 - Climate controlled.
 - Space for additional future equipment.
 - All equipment on UPS/Battery backup.
- 4.11 Soft Interview Room @ Lobby
- Adjacent Police Lobby, accessible from Department areas.
 - Decor suitable to meet victims.
 - Couch, chairs sufficient for a family to meet with police officers. Table with lamp.
 - Use as a safe haven for individual threatened with violence. Dispatch to have capability to lock Lobby door after individual enters room.
 - Wall and door between Interview Room and Lobby bullet resistant.
- 4.12 Officer Entry / Mud Room
- Staff "arctic vestibule" entry adjacent to secure police yard (official and staff parking).
 - Mud Room in or immediately following entry vestibule.
 - Concrete floor with drain.
 - Boot cleaning area.
 - Decon area with small dressing room. (This could be limited to one decon area off Sally Port?)
 - Raincoat hanging area.
 - Well ventilated.
- 4.13.1 Patrol Briefing / Squad Room
- In line of travel from Locker Room to Officer Entry.
 - In proximity to Dispatch and Jail.
 - Table seating for 6.
 - Counter for battery chargers with cabinets above and below.
 - TV/Video Screen.
 - Wall Maps.
- 4.13.2 Patrol Storage
- Adjacent Briefing Area.
- 4.14 Report writing / Officer Work Stations
- In line of travel from Officer Entry to Lockers Room.

- Six Work Stations with computers.
 - One Work Station for State Trooper.
 - Counter for small copy machine, printer, shredder. Cabinets above and under, for forms, miscellaneous storage.
 - 1 File drawer for each officer (15 future).
 - Display board.
- 4.15 Sergeants Offices
- Proximate Briefing Room.
 - Office Alternate -
 - a. 4 separate offices.
 - b. 4 work stations with one small Conference Room for 1 on 1 or up to 1 on 3 (saves some space, makes Department more open, and costs less to construct than 4 separate offices).
 - In each space whether 4 separate offices or 1 space with work stations provide bulletin board.
 - Provide other? _____.
- 4.16 Senior Officer Offices (future growth)
- Similar to 4.15 Sergeants.
 - a. or b.
- 4.17 Interview Room - Shared
- See Investigations.
- 4.18 Investigations Offices
- Adjacent Interview & Polygraph.
 - Proximate to Chief, Lobby, Patrol, and Jail.
 - Provide; select one:
 - a. Office for each investigator (2 current need; 3 future) or _____.
 - b. Work Station for each investigator in one space, with area for counter and/or table for layout. (Serves some space, makes department more open, and costs less to construct.)
- 4.19 Hard Interview Room
- Adjacent Investigator Office
 - Is this room in addition to Interview Room in Jail? Yes No
 - Sterile interview environment; 2 chairs and table.
 - Multiple cameras and audio for observation of suspect. (No monitor room with window on interview room).
 - Sound isolated.
- 4.20 Soft Interview Room (Interview / Interrogation)
- Provide this room adjacent to Investigations in addition to Soft Interview at Lobby (described under 4.11). Yes No
 - Seat 2 officers and 3 others.
 - X Table seating or soft furniture, table with lamp?
- 4.21 Polygraph
- Adjacent Investigations Office.
 - Sound isolated room.
 - Space for equipment, operator and testee.

- 4.22 Evidence Package / Submit
- Proximate to Sally Port.
 - Counter-bag, label, scales.
 - Counter with sink & fume hood.
 - Evidence "slam" lockers, various sizes.
 - Evidence refrigerator – controlled access.
 - Biohazard/Blood Dry Room - controlled access.
 - Emergency shower/eye wash.
- 4.23 Evidence Receive / Process
- Adjacent Evidence Package/Submit
 - Proximate to Police Lobby, if possible.
 - Access slam lockers, refrigerator.
 - Counter or island workspace.
 - Access Biohazard/Blood Dry Room.
 - Drug burner.
- 4.24 Evidence Office or Work Station
- Adjacent Evidence Receive/Process.
- 4.25 Evidence Equipment & Supply Room
- Adjacent Evidence Receive/Process.
- 4.26 Evidence Storage
- Adjacent Evidence Receive/Process.
 - 600 sq. ft. Current? or future?
 - General – Design for rolling shelves.
 - Narcotics Room.
 - Valuables vault.
 - Weapons Room.
 - Refrigerator & Freezer.
 - Marijuana – vented to outside.
 - Found / Recovered Property.
- 4.27 Long Time Evidence / Records Storage
- Adjacency, no location critical.
 - Could be in a basement area.
 - Security critical.
 - 200 sq. ft. minimum. current? or future?
- 4.28 Dry Disposal Bin
- Accessible to Public at Police Lobby or exterior location.
- 4.29 Vehicle Impound Bay - See 4.68
- 4.30 Jail Booking
- Adjacent Sally Port secure vestibule.
 - Proximate Police Lobby for prisoner release.
 - Open Floor Area.
 - Cuffing Bench – seat 3 or - **3 is fine** ?
 - Report Writing Counter.
 - Pre-Booking Counter
 - Bag Possessions.
 - Bag Evidence.

- Bedding Storage.
 - Temporary Evidence Lockers. Suggest 2 or _____?
 - Intoxilizer.
 - Fingerprint Station.
 - Photo Station.
 - Panic button at counter or island.
 - Video & audio surveillance.
 - Restraint Chair.
 - Food Receiving Station (for inmate meals). Describe _____.
- 4.31 Decontamination
- Adjacent Booking, proximate Sally Port.
 - Toilet.
 - Lav.
 - Shower.
 - Strip Search Area.
- 4.32 Control Room / Office
- Adjacent Booking.
 - On raised platform? Yes No
 - 3 Jailer Work Stations.
 - Case Files: 5 – 4 drawer.
 - Counter Pass Thru to Secure Corridor?
 - TV Monitors.
 - Key Rack.
 - Counter for forms, shredder, copy machine, and fax.
 - Window on Booking and Jail Circulation.
 - Video and monitoring equipment.
- 4.33 Jail Staff Toilet
- Adjacent Control Room.
- 4.34 Inmate Property
- Adjacent Booking.
 - Clothing belongings in: Tubs on shelving, or Lockers?
- 4.35 Uniform Storage
- Adjacent Booking.
- 4.36 Laundry
- Adjacent Booking.
 - Commercial Washer & Dryer.
 - Counter with deep sink, cabinets above and below.
- 4.37 Cleaning Supply
- Adjacent Booking.
- 4.38 Temporary Holding
- Adjacent Booking.
- 4.39 Cells - General
- Adjacent Booking
 - Arrange for visual and acoustical separation from each other; for separation of men, women, and juveniles.

- Video and audio surveillance
 - Inmate Exercise Room or Courtyard? Room Courtyard Both Neither
- 4.40 Male Cells
- Current Need - Total Capacity 9
 - 4 – 2 bed
 - 1 – 1 bed
 - Future Need - Total Capacity 13
 - 5 – 2 bed
 - 3 – 1 bed
- 4.41 Female Cells (have none now)
- Current Need - Total Capacity 2 or 4.
 - 2 – 1 bed 2 – 2 bed.
 - Future Need – Total Capacity Same _____? _____?
- 4.42 Juvenile Holding (have none now)
- Current Need – 1
 - Future Need - 2 ?
- 4.43 "Crisis" Cell
- For severely intoxicated or mentally ill.
 - Design for easy cleaning and sanitizing.
- 4.44 Prisoner Visitation Room(s)
- Adjacent Booking Area.
 - Proximate Police Lobby.
 - For visitations by attorneys and families.
 - Prisoner side with single seat, separated from visitor side by secure wall. Viewing window with sound opening.
 - Visitor side with seating for
 - one three, or _____?
 - Counter at window
 - Provide
 - one two viewing rooms.
- 4.45 Chief's Office
- Proximate Police Lobby, Lieutenant, Investigations.
- 4.46 Lieutenant's Office
- Proximate Police Lobby, Chief, Investigations
 - Lieutenant serves as Internal Affairs officer; meets privately with public.
- 4.47 Armory / Weapons Repair, Clean
- Adjacent Fire Range, if possible.
 - Weapons storage in concrete or masonry shell.
 - Weapons storage fronted by Repair, cleaning room with workbench.
 - Ventilated spaces.
- 4.48 Firing Range
- Adjacent Armory / Weapons Cleaning, if possible.
 - Provide Cleaning Room adjacent Range if adjacency to Armory / Weapon Cleaning not possible.
 - For Patrol Guns and Rifles.

- Consider secure access by other agencies (such as, State Troopers) without entering Police Security.
 - Recommend locate to minimize contact with main building; however police expressed desire to locate in basement. In either case range construction should be isolated from adjoining construction.
 - Number Lanes: 6 ideal, 4 sufficient, 2 workable.
 - Length Lanes: 75 ft. ideal, 25 ft. minimum. (unless directed otherwise, space needs will show 6 lanes 75 ft. long).
- 4.49 Range Support
- Control Room for Trainer or Supervisor.
 - Bullet Trap.
 - Gun Cleaning Room if Department Armory / Repair cleaning not adjacent.
 - Male & Female Toilet.
 - Storage Room.
 - Space for Mechanical System.
 - Locker Rooms for visiting users? Yes No
- 4.50 Break Room
- Proximate Jail.
 - Outside wall, if possible.
 - Kitchenette
 - Counter with sink, cabinets above & below.
 - Microwave
 - Refrigerator
 - Table seating for 4 – 6
 - Some soft furniture Yes No
- 4.51 Shower & Locker Rooms - General
- Adjacent Exercise Room – See Shared Spaces.
 - Full size lockers for every employee.
 - Larger lockers for sworn officers. Yes No
 - If possible locate Male & Female Locker Rooms back to back so separation wall can be relocated in event ratio changes substantially.
 - Recommend increase locker room space by at least 20% (not necessarily provide lockers) for minor staff increases or minor changes in Male & Female ratio. (See below)
- 4.52 Men's Locker Room
- Current Need – $22 \times 1.20\% = 26$
 - Future Need – $12 \times 1.20\% = 31$
- 4.53 Women's Locker Room
- Current Need – $9 \times 1.20\% = 11$
 - Future Need – $12 \times 1.20\% = 14$
- 4.54 Men's Toilet & Shower
- Current Need – 2 urinal, 1 toilet, 2 lav, 1 shower
 - Future Need – 2 urinal, 2 toilet, 2 lav, 2 shower
- 4.55 Women's Toilet & Shower
- Current Need – 1 toilet, 1 lav, 1 shower
 - Future Need – 2 toilet, 2 lav, 1 shower

**CITY OF HOMER, AK
PUBLIC SAFETY FACILITY
SPACE NEEDS ASSESSMENT**

**PROJECT NOTES
May 21 – 22, 2014**

- 4.56 Training Room / EOC
- See Shared Spaces & Facilities
- 4.57 Exercise & Physical Training
- See Shared Spaces & Facilities
- 4.58 Bunk Room (could be shared with Fire)
- Locate in as quiet an area as possible.
 - Space for 2 beds.
 - Cot storage.
- 4.59 Uniform Storage
- Space for new uniforms.
- 4.60 Laundry
- This was noted, but have no information.
 - Provide? Yes No
 - Locate where? In jail area (have included in Jail; perhaps note was for this).
- 4.61 IT Room
- Small work station.
 - Workbench
 - Storage
- 4.62 City Electronics Equipment Room
- Separate from Radio Equipment
 - Provide? Yes No
- 4.63 General Storage
- Central to Department
- 4.64 Facilities Maintenance
- Work Bench
 - Storage
- 4.65 Janitor & Supply
- Locate one each floor (if 2 story).
- 4.66 Building Mechanical & Electrical Equipment
- 4.67 Sally Port
- Adjacent Jail and Patrol via secure vestibule.
 - Prefer single door access drive through access.
 - 1 or 2 Van or patrol car with clear space around vehicle when all car doors open.
 - Enclosed, heated space.
- 4.68 Vehicle Impound Bay
- Adjacent to Evidence
 - Space for 1 vehicle with clear space around vehicle when doors are open.
 - Enclosed, heated space.
- 4.69 Vehicle Impound Storage
- Adjacent Police Yard
 - Covered and security fenced.
 - Space for 10 cars.

**CITY OF HOMER, AK
PUBLIC SAFETY FACILITY
SPACE NEEDS ASSESSMENT**

**PROJECT NOTES
May 21 – 22, 2014**

- 4.70 Police Vehicles - Enclosed Parking
- Space for 2 SUV's, 2 Patrol cars, 2 smart carts.
- 4.71 Police Vehicles - Covered Parking
- Space for 2 SUV's, 1 Patrol car, 2 snowmobiles, Go Kart on 24' trailer.
- 4.72 Police Vehicle - Open Parking
- Officers take vehicles home.
 - On duty parking for 2 SUV's, 2 Patrol cars.
- 4.73 Staff Parking - Open
- In secure Police Yard
 - 7 Current Need
 - 19 Future Need Correct? Yes
- 4.74 Public Parking
- 10 Current Need
 - 14 Future Need
 - Does this include State Trooper and other police agency parking? Yes No
 - If no, where is this parking? There should be room for them to park in our secure area, open.
 - What is preferred way for State Troopers to enter the facilities (consider access to Patrol work station, Jail, and Range Park with Public, then enter through Lobby, or Park in secure Police Yard, accessing through gates, then entering building through officer Entry, and Firing Range Other _____.
- 4.75 Vehicle Wash
- See Shared Spaces & Facilities
- 4.76 K-9 Facility
- Adjacent Officer Entry
 - Enclosed, heated kennel for _____? dogs, or Dogs come in building and go home with K-9 Officer.
 - Food Storage Cabinet Yes No
- 4.77 Emergency Generator
- See Shared Spaces & Facilities
- 4.78 Bicycle Storage
- Found or stolen bikes
 - Covered space to hold 40 bikes.
 - Suggest locating along public property side so that individuals attempting to recover a bike can view through chain link fence.
- 4.79 Police Yard
- Fenced or walled area adjoining building.
 - Enter via controlled access gate; one primary gate, a second or emergency gate preferably off another street.
 - Yard to house open Police Parking, Police Staff Parking and provide access to Officer Entry, Vehicle Sally Port, Vehicle Impound Storage, Police vehicles Enclosed Parking, Police Vehicle Covered Parking, Police Vehicle Open Parking, and Staff Open Parking.
- 4.80 Camera Surveillance
- Security cameras cover all public exterior areas on property, public interior spaces, jail, vehicle sally port, and Police yard.
 - Monitored by Dispatch.

5.0 SHARE SPACES & FACILITIES

Contents

- 5.1 General
- 5.2 Public Lobby & Toilets
- 5.3 Training Room / EOC
- 5.4 Exercise & Physical Training
- 5.5 Vehicle Wash
- 5.6 Emergency Generator
- 5.7 Refuse

5.0 SHARED SPACES & FACILITIES

5.1 General

- The following spaces could be shared by Fire and Police.

5.2 Public Lobby & Toilets

- There are a number of ways to configure the Public Lobby and related spaces for the Fire and Police Departments, ranging from:
 - 1) Completely separate, with entrances some distance apart; each with Public Toilets.
 - 2) Mostly separate, in that there is one weather vestibule with doors to separate Lobbies each with Public Toilets.
 - 3) Somewhat Shared, in that there is one weather vestibule into a shared Main Lobby with common Public Toilets, and separate smaller Lobbies for Fire and Police each of which could be secured from the Main Lobby.
 - 4) Completely shared in that there is one weather vestibule into a shared single Lobby with common Public Toilets and Counters directly on the Lobby for Fire and Police.
- No decision required at this time.
- These 4 configurations will be diagrammed to help decide which to use or modify. The building area required for each will not be substantially different.
- Things to consider:
 - The Fire Watch Office Counter is staffed during the day; the Police Public Counter is not staffed but is served by Dispatch as needed. In configuration 4 (described above) there could be a tendency for the public seeking the police to go to Fire because the position is staffed; putting an unnecessary work load on that position.
 - The traffic to and from Police would include victims, jail visitors and inmates being released; as well as those seeking information and licenses; whereas traffic to Fire includes those seeking burning permits, preparedness and fire prevention information, loaner chimney brushes and tours.
- Things to include:
 - Waiting areas.
 - Public Toilets.
 - Fire Display Area to include Homer's first Fire Engine and small water trailer, other memorabilia.
 - Police Display Area include memorabilia.
- Character of space should be open and inviting.
- Adjacencies include:
 - Fire Watch Counter.
 - Fire Marshal & Plans Review Access.
 - Access to loaner chimney brushes.
 - Police Public Counter.
 - Soft Interview / Safe Refuge Room.
 - Jail Visitor Access & inmate Release.
- Area Requirement
 - Large enough to hold class of Elementary School children touring the Facility.
- Camera Surveillance of Entrances and Lobby(s).

5.3 Training Room / EOC

- Locate between Fire and Police.
- Secure access back to Police.
- Adjacent Fire Kitchen.
- Adjacent Toilets.

- Training Room capacity:
 - 25 Current Need, 33+ Future
 - Seating at tables, facing front.
- Equipment:
 - White boards, bulletin boards.
 - Projector and Screen.
 - Television? Yes No
- Support Spaces
 - EOC supplies and equipment in tubs stored in wall cabinets; provide power and telephone connections.
 - Rescue Annie CPR storage in wall cabinets.
 - Work Counter.
 - Chair and Table Storage.

5.4 Exercise & Physical Training

- Locate between Fire and Police
- Secure access back to Police.
- Proximate to Toilets & Showers for both Departments, if possible.
- Exercise Equipment. Please provide information:
 - Police currently have about 10 pieces of equipment plus free weight area.
 - Fire currently has 2 pieces of equipment plus free weight area.
 - Design for about 24 pieces of equipment or _____?, plus following:
- Free weight area.
- Mat area 24' x 24' or equivalent - say 600 sq. ft., configured for mat layout.
- Space for 3 heavy bags.
- Separate (wall or folding wall) Mat & heavy bag area from equipment and weight lifting?
 Yes No
- Storage Room.

5.5 Vehicle Wash – done at Public Works Currently

- Accessible to both Fire and Police. (Fire Only) (Police & Fire Shared)
- Area sized to largest Fire Apparatus.
- Indoor with humidity control? Yes No
- Storage for cleaning supplies.

5.6 Emergency Generator

- Probable re-use of existing packaged generator.
- Locate near building power entrance and convenient for service.

5.7 Refuse

- Shared by Fire and Police if possible; may be difficult because of other adjacency requirements, and the need to have Refuse area on a street property line, allowing access by the service provider without going into secure area.

APPENDIX C

Site Selection Criteria

I. INTRODUCTION

This section contains recommended criteria for the selection of a site for the Homer Police and Fire Departments.

The two departments are to occupy the same site and share certain facilities.

II. SITE SIZE AND CONFIGURATION

Size for long term need

The total facility requirements for the year 2034 need, including main buildings, ancillary facilities, are described in Section I and VI.

Site Proportions

Police and fire facilities have large parking and vehicle maneuvering needs which are most efficiently laid out in rectangular patterns. Therefore, triangular, or radically irregularly shaped properties are not efficient, and should be avoided, or must be larger in size.

Generally, a square or rectangular site is preferable. An approximate proportion of 2:3 would likely be suitable. Sites much longer than 2:1 could be problematic. Such sites land locked on the long sides between other properties, even with street access at both the narrow ends should be avoided. A site with 2:1 proportions might be considered if facing two streets. The concern is the need for long street frontage in front and behind apparatus bays, and the need for police access as well as public parking and entrance. (See also Police & Fire Access).

A simple "L" or "T" shape might be acceptable if dimensions of the projections are not too narrow.

The site should be readily accessible for fire and police vehicles, and should not be in locations where outgoing or returning vehicles are long delayed by heavy traffic (or a railroad, if there were one). A site at a street intersection that is signalized or has stop signs should be deep enough so the fire or police vehicles exiting the station are not hindered by stopped traffic.

III. LOCALE

Factors that should be considered in locating a police facility or a court include:

- Operational efficiency
- Security
- Public Access
- Image
- Adjacent Uses
- Zoning

Operational Efficiency

Assuming other criteria are met, a police facility could be located almost anywhere in the city. Unlike a fire station, a central location is not necessarily required for police operational efficiency. Generally, police vehicles are on the street when dispatched. A fire station should be reasonably central to the area it serves.

Security

Fire and Police facilities should be sited to avoid, to the extent possible, harm to its occupants, damage to the facility or disruption of operations by accident or mischief.

Facilities should be located in an open easily observable area. The perimeter of the site should not be surrounded by woods, unless there is at least a clear space between the buildings or fences and the wooded area.

Preferably, facilities would not be located among tall buildings where windows or roofs look down on operations. Locations where adjoining sites have numerous or complex building footprints which create concealed or partially concealed spaces adjacent to the facility should be avoided. Similarly, the site should not be sited on ground lower than adjacent property.

Because of the potential for toxic spills, fires, and explosions, and the possibility of sabotage from a partially concealed right of way, the facilities should not be located immediately adjacent to a highway, a viaduct or other raised structure.

Public Access

Police and fire facilities should be easily found and safely accessible by the public. The concept of a shared police and fire lobby is discussed in the Project Notes under Shared Spaces and Facilities.

Image

Some communities desire to have major public facilities centrally located in a civic center. This is convenient for the public, but perhaps more importantly; it brings a sense of place and importance to the community.

The character of a building design is certainly important, but the building location also makes a statement. The government or civic center concept might represent civic pride, while a location in or near a major shopping center might suggest another attitude; perhaps that of service. A location in an industrial area probably would not be as positive a connotation.

IV. STREET ACCESS AND PARKING

The Homer fire and police facilities will have four kinds of parking, including:

- Public Parking
- Official Parking
- Staff Parking
- Fire Volunteers

Public Parking

The public parking should be easily seen and readily accessible adjacent to the building public entrance. If the building should include a large meeting room, it is desirable that the public parking lot have two points of access. This will aide access to and egress from a busy lot.

Official Parking

The official parking should be in a fenced, secure area. To avoid the congestion of the public lot, the official parking should have its own point of access. This access should be on a street not subject to heavy traffic to the point of grid lock. The access should also be far enough from a stop signed intersection to avoid traffic backups.

In the event of blockages of the main access, due to accidental or deliberate causes, a second access is desirable for the major facilities; preferably from a second street. For this reason, a site at a corner location is ideal. If only one street is available, the two accesses should be as far apart as possible. The second access could be through the public parking.

Staff Parking

Because police employee cars are sometimes subject to vandalism; and because of shift changes during dark hours, staff parking should also be in a fenced, secure area. This parking could be contiguous with official parking. Fire staff parking could also be in a secure area.

Volunteer Parking

Because volunteer fire fighters' private vehicles could also be subject to vandalism, a fenced area is recommended.

Impound Storage

Impound storage parking should be in a secure area, and concealed from the public so that vehicles cannot be damaged or otherwise affected.

V. TOPOGRAPHY AND SOILS

Topography

Because it is critical that the Police and Fire Departments remain operational during floods, the facilities should be located above the flood plain or potential tsunami. This is also important to avoid costly fill or the possibility of costly foundations. The site should not be in a swampy area, or below adjacent streets. Sites which rise slightly above adjacent streets offer the possibility of a better image for the facility.

A relatively flat site is preferable, though a slight slope for drainage is ideal. A site with a steep slope should be avoided. However, a site with 2 or 3 levels separated by steep slope might be considered for a multilevel facility – though fire apparatus access and egress at both sides of the facility could be problematic.

Soils

Fire and police facility are “Essential Facilities” and have more stringent structural requirements than a typical building. Therefore, good soil bearing characteristics are important for seismic as well as gravity loading. Sites with poor fill or near known seismic faults should be avoided.

Sites with substantial rock outcroppings should be avoided if possible, because of the additional excavation expense.

VI. UTILITIES

The site should be served by the normal utilities including water, telephone, electrical power, sanitary and storm sewers and if possible, natural gas.

Redundant Systems

A police and fire facility should remain operational during and after an emergency event, whether natural or man caused.

The building code classifies these buildings as an “Essential Facilities”, and stipulates more stringent requirements for construction. For example, the ability to resist earthquakes is increased. Other improved or redundant systems to be considered include:

- Electric Power
- Potable Water
- Waste Water
- Communications
- Air Handling Systems

All of these items should be addressed during design of the facilities. Potable water might be considered during site selection. A backup water system could be provided by storage tanks. However, a site offering the possibility of an independent well would be desirable.