

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Minutes of the June 8, 2016 Regular Meeting

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4. PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA *(3 minute time Limit – Only items on the agenda not for Public Hearing may be commented on)*

5. VISITORS

6. STAFF & COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Council Report – Mayor Wythe

B. Staff & Design Team Project Report – Carey Meyer

C. Memorandum from Chief Robl re: New Police Station Design dated June 9, 2016

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7. PUBLIC HEARING *(3 minute time limit)*

8. PENDING BUSINESS

A. Citizen Outreach Plan and Election Calendar

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1. Assignment of Duties

3. Review and Approval of Budget

4. Service Organizations

a. Letter to Service organizations

b. Developing list of community leaders as presenters and job description

1. Draft 3 x 5 Project Information cards

c. Discussion on training of presenters

5. Public Information – Print and Radio

a. Designing the Draft Voter Information Pamphlet

b. Drafting the Radio Announcement Content

c. Drafting the newspaper display advertisement

d. Story Boards and Information for Fire Department 4th of July Open House

B. Creation of Document, Frequently Asked Questions

- What has the Committee Done to Reduce Costs?"

9. NEW BUSINESS

A. Discussion on Expectation of Progress for the Project after the October 4th Election

B. Discussion on "Verification"

C. New Police Station: Dispatch and Communications

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1. Emails dated 06.22.16 and 06.23.16 re: ProCommAK

D. Next Meeting Deliverables and Agenda Items

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10. INFORMATIONAL ITEMS

A. Election Calendar

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11. COMMENTS OF THE AUDIENCE

12. COMMENTS OF THE CITY STAFF

13. COMMENTS OF THE COUNCILMEMBER

14. COMMENTS OF THE COMMITTEE

15. ADJOURNMENT/ Next Regular Meeting is Wednesday, July 13, 2016 at 5:30 p.m. All meetings scheduled to be held in the City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 16-07 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Castner at 5:30 p.m. on June 8, 2016 at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: Committee Members Castner, Howard, Painter, Robl, Wythe

DESIGN TEAM: Jessica Cederberg, Architect; Kevin Ross, Structural Engineer, Stantec

TELEPHONIC: Jo Jolley, Cornerstone Construction; Dale Smythe, Stantec

STAFF: Public Works Director Meyer
Deputy City Clerk Krause

Chief Robl announced that Chief Painter may not make this meeting due to an emergency and that he may have to leave if he gets one more beep on his phone. Chief Painter arrive during the last 10 minutes of the meeting.

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

RECONSIDERATION

APPROVAL OF MINUTES

A. April 6, 2016 Regular Meeting Minutes

The minutes of the April 6, 2016 regular meeting and the May 11, 2016 regular meeting were approved by consensus of the Committee.

VISITORS

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

A. Council Report – Mayor Wythe

Mayor Wythe reported that Council agreed that the Committee has the authority to continue on as established and as related to the Fire Station improvements. If anything additional needs to be authorized for the Committee the Council will do so by resolution as needed.

B. Staff & Design Team Project Report – Carey Meyer/Dale Smythe

The newest conceptual drawings and cost estimate were distributed at the meeting.

Dale Smythe, provided a brief summary of the revised conceptual drawings and that at the next meeting they are planning on providing additional refined drawings. These drawings represent space reductions in the lobby and one office area. The other areas have not been discussed with Chief Robl yet.

Chair Castner stated that it will take him a while to review these drawings and inquired of the committee if there was anything that leaped out at them regarding the drawings.

There was a brief discussion between Chair Castner and Public Works Director Meyer but was not audible to the Clerk or picked up on the recording. Chair Castner stated that between old and new it figures out at \$250/sf.

Mr. Smythe added cost comparison and range costs on the jail portion and that none of the costs listed included mechanical and electrical. Chair Castner clarified that it was included though in the prices listed and as they get it broken down it will reduce the costs on other items listed.

Further discussion is needed on where the committee will go with pre-bid services. Mr. Jolley stated that from his perspective he would like to start getting drawings done per discipline instead of square footage so that they can start building their estimate out. Chair Castner noted that they started that and would like to put the cost estimate aside for now.

Mr. Smythe commented on efforts regarding requirements from the Fire Marshall that have been related to Mr. Jolley regarding the Jail. Mr. Jolley also added comments on roofing costs have been reduced to \$30/sf on the cost estimate after speaking with a roofing contractor. He further confirmed that he would prefer line drawings on the systems to start getting estimates. Mr. Smythe confirmed that all disciplines are contained in house.

PUBLIC HEARING

PENDING BUSINESS

Chair Castner changed the agenda to address items of importance that Chief Robl would comment on due to the possible immediate departure. There was no dissent from the Committee.

A. Citizen Outreach Plan and Election Calendar

1. Approval of Draft Outreach Plan
2. Assignment of Duties
3. Review and Approval of Budget
4. Service Organizations
 - a. Letter to Service organizations
 - b. Developing list of community leaders as presenters and job description
 - c. Discussion on training of presenters
5. Public Information – Print and Radio
 - a. Assignment of Designing the Draft Voter Information Pamphlet
 - b. Assignment of Drafting the Radio Announcement Content
 - c. Assignment of drafting the newspaper display advertisements
 - d. Story Boards and Information for Fire Department 4th of July Open House

Committee member Howard provided a summary of her proposed Outreach Plan for the project. The following was reviewed and discussed:

- Election Calendar
 - Trying to keep in mind Council meeting schedule
 - presenting drawings and cost estimates to Council
 - Calendar a workshop with Council
 - 30 minutes for the worksession
 - July 25, 2016 Council meeting (Mayor will be absent)
 - Requested Chair to schedule a worksession/presentation
 - submit documents to Council prior to meeting
 - Alternate invite Council members to meeting in July
 - June 27th Council meeting ordinance needs to be introduced with second reading on July 25th for requesting the monies (\$5000) from Council for the Outreach/Vote
 - noted the remaining \$1700 +/- in the original budget
 - recommended using the last ordinance as a template for the vote on the HART funds
 - Council for approval of the voter information pamphlet
 - June 27th no later than July 25th meeting dates
 - Mayor Wythe advocated for June 27th to allow for additional public hearings
 - Need talking points and who will craft the message, 200 word limit
 - Need to recruit people to advocate for the project
 - Develop list of job description and contacts with short list of project facts
 - Require purchase of radio spots
 - inexpensive compared to display ads in the paper
 - Ads in Homer News
 - there is only one local paper, Homer Tribune has published the last issue
 - 2 ads prior to the election and 1 ad after
 - Mailouts
 - Who do we target? City of Homer residents
- Bond Mechanism to retire the bond is the Seasonal 1% Sales Tax
 - Service Organizations
 - Contact immediately to reserve time on August with preference for September meetings
 - Chair Castner will speak with Kathy Hill about Rotary on September 14th
 - Present to City Boards and Commissions
 - Chair agreed that it was a good idea since each group had their own focus and groups to discern the information to.
 - Goal is to make sure the highest number of people in the community with the correct information.
 - Chair inquired if Chief Robl would know of a gun club that they could present
 - Suggestions were Pat Johnson who was a local trainer and Chief Painter would have the information on the local gun organization.

Chair Castner stated he would like to work on the Frequently Asked Questions at the next meeting answering all the "What have they been doing to reduce the costs"

Mayor Wythe noted that since the Tribune is no longer in print they can develop a 3 x 5 card handout. Chair wanted to add that to the next meeting agenda.

Committee member Howard relayed a previous experience in another project she was involved in with the hospital.

There was a brief discussion on when to expect the 3D modeling of the project and possible worksession on June 15, 2016. Chair Castner further elaborated that he wanted to discuss where they want to be if the Bond is approved, he hopes that they would be only steps away from a Guaranteed Maximum Price. He also mentioned discussing verification at the next meeting.

B. Fire Department Renovations and Improvements

1. Draft Resolution 16-0XX
2. Draft Contract Modification
3. Draft Scope of Work, Project Schedule and Budget

Chair Castner requested a report on the inspection of the building from Jessica Cederberg and

Jessica Cederberg, with Stantec reported that they reviewed the building and that there are a few unknowns regarding connections and they are going to revisit the original drawings and Chair Castner will be speaking with Phil Morris who was the Chief at the time. They reported that some destructive investigative work may be needed to inspect the building. Non-invasive methods will be used first. Chair Castner believed that they may be able to track down the architect.

Ms. Cederberg then stated that the next task at hand is drawing a floor plan on uses for the expansion. Chief Painter has expressed the desire for additional bunk rooms, exercise room, storage and then progress from there.

Mr. Meyer commented on the contract modification which contained a list of deliverables, scope of services regarding the expansion and structural issues if any; next step is a rough order of magnitude costs for the eleven items on the list; they will also consider the costs to converting to natural gas within the original \$1 million cost. The other point was to get some immediate improvements completed this summer to show the community some progress with paving and drainage, fall goals to address roof and interior work for the winter. In the spring/summer of 2017 they will address the floor of the bays and additional exterior work.

Mr. Meyer commented on allowing Cornerstone Construction to select local contractors with proven quality of work to identify them early to benefit cost savings to the project.

Mr. Jolley confirmed that he believed it was doable to start something by July 15th especially since there are paving jobs going on right now in town.

Chair Castner addressed an amendment to the draft Resolution from an open bid to competitive process.

HOWARD/ WYTHER - MOVED TO AMEND LINE 26 AND 27 TO CHANGE THE OPEN BID PROCESS TO COMPETITIVE PROCESS.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

HOWARD/WYTHE – MOVED TO FORWARD THE RESOLUTION 16-0XX TO CITY COUNCIL FOR APPROVAL.

There was no discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

C. Public Safety Building – Police Station

1. Design Drawings
2. Contract Modification
3. 3D Rendering of Project
4. Project Budget Update

Chair Castner inquired if Chief Robl had any questions. He noted that the drawings show the building has been pushed back allowing for additional covered parking. Chair Castner questioned the kitchen design on the second floor and Chief Robl confirmed that they don't need one that size. Chair Castner requested Chief Robl to review these drawings and double check against the space needs.

NEW BUSINESS

- A. Next Meeting Date and Deliverables

INFORMATIONAL ITEMS

- A. HERC Testing Sites
B. Email re: Additional Indoor Range Operation Costs
C. Email re: HERC Facility Re-design for Public Safety Facility

COMMENTS OF THE AUDIENCE

Scott Adams, city resident, appreciated the work of the committee and expressed major concerns about implementing a 1% sales tax just to pay the bond for the facility not just run it but not the employee's wages or healthcare or so on. He stated that \$11-12 million dollars he still doesn't approve it unless you get lower, much lower. He had concerns with sending a mail-out and the costs, Mr. Adams noted that the Committee reported costs of about \$5000 for the natural gas mail out and that was more like \$11,000 but more important was sending it out to the voters then it should be sent out to all the property owners that are living in the Lower 48 and are only in town for three months of the year and don't have all the information. They are part of the community. He believes that the committee is pushing themselves since they only have 4 months or so before the vote to prepare.

What he has read in the paper about Sales tax and on Social Media the costs to bond are high and the people don't like it. He likes what Ken has done reusing the HERC but disagreed with the costs of \$95,000 to relocate the Skateboard Park as too high along with additional line items such as the vehicle impound. He would like to see things cut. They are aware of the economic conditions of the state and the money is not available and the committee needs to consider the people who are supporting this town not just what they want.

Heath Smith, city resident and council member, echoed the appreciation for the work that has gone into the project. He agreed that they need a new facility for the police. He could repeat everything he said last time and if they can pull out that list he would ditto it, but he will go through it again. Mr. Smith then stated that the gun range is going to be a hard sell, maybe this is a future project, the space is there and they just don't finish it, maybe we approach it when the financial outlook is better. He questioned the space allocated to Dispatch and posed the following question to Chief Robl regarding the number of dispatchers on shift at one time; Chief Robl responded that there is normally two dispatchers and on occasions there are three. Mr. Smith then inquired what percentage of the work shifts each week does he have more than two dispatchers on schedule. Chief Robl responded approximately 20 hours a week. Mr. Smith stated that the Dispatch center does a lot for the department but the area is way oversized and believed that it could shrink considerably from 27 x 28. There is just a lot of dedicated floor space that does not need to exist. This is what it will come down to, Mr. Adams is right, it will come down to the voters scrutinizing and asking if this is really a need. Do you really need this square footage to carry out those operations. We spoke about the briefing and training room, he questioned how many officers are there on shift at any given time and Chief Robl responded that they have two to three and Mr. Smith noted that they have nine offices and utilizing space at any given time you would have six vacant offices and he is not sure what that middle area is for but also felt that the briefing and training could be accommodated in the area designate for the breakroom because he did not believe that they needed 475 square feet for two to three people. He does not want to build and pay for space that will stay empty for the 80% of the time. He would like to see it tightened up. Mr. Smith went on to comment on the special air handling required for the airborne diseases for the jail cells and did not think that they should need to have it for all cells since they have only two rooms at the local hospital. He doesn't know what the costs are that are associated with that line item but feels that they should really look at that. He again reiterated that the public is going to be concerned about this too. He feels that they could mirror the hospital. For him it will come down to how can they economize. They are going to have to look at what they can make up for the \$1 million they are borrowing from HART right now and if the taxes start climbing it will be felt. Looking into the future with the internet he doesn't feel the outlook is good regarding retail taxes. He wants to get a new police station but it is not there yet.

COMMENTS OF CITY STAFF

Carey Meyer, Public Works Director, noted that there is still \$200,000 plus left in the original contract. There are a number of projects going on in town and he took the liberty to requesting test holes, page 35 in the packet, and would like the committee's nod on getting these test holes done. He inquired about what the committee wanted to do with the remaining funding.

Chair Castner noted they can discuss that next meeting.

Deputy City Clerk Krause requested input on the next meeting date as the Committee did not have any further meetings or worksessions calendared. She noted that her memo regarding the next meeting dates were July 13th and August 10th. She recommended scheduling the next meeting for June 29th as there was no Clerk available for the week prior and she would get confirmation from the City Clerk regarding a worksession for next Wednesday however that did not allow the notification requirements in accordance with the regulations.

A brief discussion ensued and the Committee agreed to establishing meetings as recommended by Deputy City Clerk Krause. She will send an email confirmation regarding the dates after speaking with the City Clerk. Mayor Wythe noted that she will be unavailable for a meeting on July 21st.

COMMENTS OF THE COUNCILMEMBER

Mayor Wythe thanked Barbara for her work on preparing the election schedule and thanked the contractors for their work.

COMMENTS OF THE CHAIR

Chair Castner commented that this is planned to be a 50 year building and he does not want to build a building that they can use today but will last far into the future. He further noted that they started with several big hairy numbers and as they work and define the projects those numbers are going down, down, down; he provided the steps taken on bringing a million dollar gun range down to what it cost now. That is why they have the Council meetings, public hearings and meetings and its time to get out there and let people know about it and frankly this is the best time to do it. He believes that they can get this project completed.

COMMENTS OF THE COMMITTEE

Committee member Howard had no comments.

Chief Robl stated he will review the space needs study and compare to the drawings and report back at the next meeting.

Chief Painter commented they started the party without him.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 6:58 p.m. The next regular meeting is scheduled for June 29, 2016 at 5:30 p.m. All meetings scheduled to be held at the City Hall Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____



CITY OF HOMER

POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

EMERGENCY 911
TELEPHONE (907) 235-3150
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MEMORANDUM

DATE: June 9, 2016
TO: Public Safety Building Committee
FROM: Mark Robl, Chief of Police
SUBJECT: New Police Station Design

I have reviewed the current plan for the new police station and have compared it to previous plans and our space needs. I again offer justification for the square footage currently proposed and the needs we have to consider in the new facility. Some of the wording in this memorandum is reproduced from one I wrote earlier this year but it has all been reconsidered and updated.

This project has been in the works now for over two years. We started with a comprehensive space needs study conducted by the Berry architectural firm from Washington State. The Berry's spent considerable time reviewing our current operations, interviewing staff and projecting population growth for our area into the future. We should not forget their initial involvement or discount their work. They are experts in this field and have designed many police and fire stations across the Pacific Northwest. The process they undertook for us was methodical and thorough. Based on it the first proposed design for our new facility was 31,520 square feet of entirely new construction. Concerned with costs we reduced the design down and down further and have ultimately chosen a new concept including the renovation of the existing old school building known locally as the "HERC". The new concept consists of attaching a new building to the HERC of 13,161 square feet. Considering the demolition of one part of the existing building, we will be renovating approximately 17,181 square footage of the old building and effectively ending up with a new police station of 30,342 square feet, very close to the initial proposed design as dictated by the space needs study.

Because of the existing building design of the HERC, there is extra square footage in large hallways that we need to recognize. Also, the full gymnasium is larger than our needs but I am convinced we will be able to make very good use of it for exercise, training and drill spaces. Other spaces larger than necessary for us include the break room and kitchen area. We do need these spaces and will utilize them. The sizes of these rooms are dictated by the existing walls in the old building. I don't think it makes sense to board up any of these rooms or divide them up to somehow eliminate the extra space. Remember we are building for forty to fifty years out. The spaces will shrink as the years go by and the small amount of extra space we start with will be crucial to meet the needs of the department in the future. With the new concept of renovating the existing HERC, it becomes harder to make square footage comparisons to what we started with. We will now be building 18,359

square feet less of new construction than the original design at a considerable savings. I am against the recent reduction of space from the briefing/training area on the first floor and the corresponding reduction to the lobby area on the second floor. I saw these as areas we could utilize in different ways in the future and possibly expand other uses into if the need arose.

Jail

Jail size in the new facility is estimated at 4622 SF. This includes a sally port of 434 square feet. It is 175 square feet smaller than our original design, so is almost identical. The most significant area of square footage increase in the jail is in the number of cells. It also has new spaces we do not currently have. These include a new soft interview room, secure and private attorney/inmate visitation rooms, a laundry room, temporary storage for evidence, officer/inmate interview rooms, an increased jail records storage area and a temporary holding room. The new jail is proposed to contain 8 cells versus the four we have now. Four cells are not enough, causing us to run out of space for prisoners on a regular basis. All eight cells would have been filled for over a week in May and at various other times this year. We currently don't have the right configuration of cells. We are required by law to keep juveniles sound and sight separated from adults. We cannot do so in our existing facility. Felons need to be separate from misdemeanants, males from females, ill prisoners from healthy ones and so on. We often have prisoners in jail on mental health holds or detoxing. These inmates need to be in separate properly equipped cells. We are in violation of federal law every time we have to hold a juvenile. We always hold females and males in separate cells but often cannot meet mandated separation requirements.

The soft interview room will be located near the main entrance. It will provide us a friendly area where a member of the public can quickly and privately speak with a police officer or dispatcher while filing a complaint, filling out a witness statement, answering a few questions, providing a mandatory breath test and more. Most of these things are now done in the lobby with no privacy at all. This results in a rushed or hurried process which is ultimately less accurate than what we might achieve with a bit more time and privacy.

Our existing jail doesn't have nearly enough storage area for bedding, supplies or uniforms. Most of these items are stored behind the building in connex vans or ordered weekly when bi-yearly ordering would result in considerable cost savings and having adequate supplies on hand. The new jail should be designed to provide adequate storage as depicted in our current size estimates. Also new in the design for us will be a laundry room. Having a laundry room will eliminate the jail laundry contract by enabling jail officers to clean all jail linens, sheets, blankets, towels, etc.

The proposed design has rooms for an attorney to privately and safely meet with a client. The designed visitation space will double as visitation space for relatives and will eliminate some of the safety problems we have with our current facility. Prisoners will not have to be taken out of secure jail spaces for these meetings resulting in a huge and much needed increase in safety.

The new design also includes secure meeting spaces for an officer to interview a prisoner without having to take them out of the jail area.

Also new for us in the jail will be a temporary holding room. It is very common for us to bring in more than one arrestee at the same time. Being able to place one in a secure

room while booking the other will offer us another vast improvement in safety and personnel flow. It will enable one officer to safely process two prisoners while the other officer returns to a crime scene or ongoing situation of some type.

The booking room in the new facility is projected to be approximately 1198 SF versus the 120 SF we now have. This additional square footage is sorely needed to allow multiple officers to safely handle a combative prisoner. Due to the projected design some of this space is also hallway/transit space. The intoximeter station will be contained within this area.

Another new feature included in the design is a sally port at an estimated 434 SF. The sally port is essentially a one vehicle garage. It will provide a very significant and important officer safety and general public safety upgrade by providing a secure space to safely load and unload prisoners. Prisoners going back and forth to court will be safely confined in the sally port with very limited escape options. New combative arrestees coming in will be more controllable for us in a confined space.

Property and Evidence

The evidence processing and storage areas in the new design are projected at 3483 SF. This is a very large increase over what we now have and is barely adequate to meet our projected future needs. It is reduced in square footage from the initial design estimate by almost 1500 square feet. I was initially concerned about the space reduction in this area but the size of the HERC is of benefit here. If additional storage space is needed we could convert the 1st floor storage room or break room to long term evidence storage. We have other options as well.

The need for adequate evidence storage room is dictated in part by the courts and department of law. We are now required to store some evidence for the life of the victim. Some has to be stored until the possibility of appeals is exhausted in the case. For major felonies, this can be 6 years or more. Some evidence even has to be retained for the life of the defendant. The evidence storage time for basic misdemeanors usually runs a minimum of two years, four and five is very common. Even though every arrest we make is done under Alaska State Statute and the state prosecutes our cases, there is no location we can send evidence to. If we make the arrest it's our case and our evidence. Every department in the state is in the same boat we are when it comes to evidence storage. We currently store evidence in a room inside our building we made by knocking down walls, eliminating an office, lobby area, break room area and reducing the size of our meeting room. We also store evidence in one of our connex's and our wooden shed. These areas outside the secure building do not technically meet the requirements for secure evidence storage. They are also very problematic for us resulting in having to sometimes look in two or three places to find things. The new design with one central storage area will be a great improvement for us.

Also included in the new design are improved and increased areas for evidence processing, receiving, handling and packaging. We do not currently have any areas to safely handle evidence with blood or body fluids on them. We handle other types of hazmat materials while dealing with evidence that require ventilation and controls. We also need room to dry out drug evidence and other items. The methods we've developed and now use to handle these items violate OSHA requirements and established industry standards. They also complicate and confuse the chain of custody requirements we must meet to

certify the purity of the evidence for court purposes. Our new building should be designed to address all of these deficiencies.

The new building has a projected two bay indoor area for the evidence processing of large items currently estimated at 722 SF. This will be utilized to process vehicles, snowmobiles, boats, ATV's, essentially anything that will fit inside. We currently have to store these items in an unsecure outside location and either process them outside or in a bay at public works. It is a critical need for us to be able to process this type of property in a secure, clean, controlled space at our own facility. We'll have the equipment on hand to do the job right and we won't have to work around someone else's schedules. It will also safely preserve the chain of custody for this type of evidence. We currently search and process vehicles on a bi-weekly basis or more and will keep this space busy. We had a project on the CIP list to accomplish this need for us for several years but it was never funded.

Another important thing to mention is our current lack of evidence processing areas. Latent fingerprint evidence is often very fragile in nature. We now have to package it and send it to the crime lab for analysis. Having the room to increase our processing abilities will allow us to use methods to stabilize latent prints and other types of evidence before we package them. This will improve the crime labs ability to successfully process the evidence we send them. Being able to improve our processing ability will also result in our ability to fully develop some types of evidence in-house to the point where it is usable in an on-going investigation. This can result in getting criminals off of the street and into custody faster and improve conviction rates.

There are a few other new to us features in the new facility design I'd like to point out. Included is a decontamination area, uniform/gear and boot storage and a small laundry room. The reasoning behind this area is we need a space where an officer can come in and get completely decontaminated before tracking contaminants through the rest of the building. Officers sometimes come in from bloody crime scenes with blood and body fluids on them. They can be contaminated by chemicals and fuels at accidents and fires. This area will provide them a space to change uniforms, wash down if necessary and launder soiled clothing.

There are two small bunkrooms included in the design. These new rooms will enable an officer to sleep if having to work for very long periods of time. When we have a major felony crime committed against a person, we will initiate work on the case immediately. Work on some of these types of cases must continue unabated until all existing leads are followed up on. Experience has taught us if you don't catch a murderer within the first 72 hours after it's committed the odds of apprehending them start to quickly diminish. Other felonies such as a stranger sexual assault against another are similar. These types of cases must be vigorously pursued in a continuous flowing fashion without delay. The officers in charge of these investigations can't leave for those first crucial days or a successful outcome is jeopardized. The bunk rooms could be utilized during an ongoing response to any major disaster or emergency situation.

Dispatch

Dispatch will occupy 2806 SF in the new building. This is a reduction of about 600 square feet from previous designs. This includes room for up to four dispatch consoles, (we currently have two), increased storage areas for supplies and records and a break room for use by on-duty dispatchers. The dispatch area includes a reception area for greeting the

public, a mail room area and restrooms.

The increased area for records and storage will replace some of the area contained in the connex's. The new design will enable dispatchers to be talking to someone in the lobby while still in earshot of the radios. The available room for the dispatch consoles is more than doubled over what we have now. Our existing space is very tight and cramped. Our two consoles meet current needs but there is not enough room for the future. Four consoles will enable continued dispatch activities while training new dispatchers and provide supervisor oversight and control positions. Having spare consoles will expand our emergency response capabilities and provide spares in the event of equipment failures.

Lobby

The lobby in the new building is projected to be 583 SF versus our existing lobby of about 400 SF. This is a reduction of almost half from previous designs. The new lobby will meet ADA space requirements and provides for an elevator to access the second floor, another ADA consideration.

Investigation and Patrol

The new design shows 4568 SF for investigations and patrol. Removing the square footage for the elevator, stairs, mechanical and electrical areas yields a net square footage of 3778, approximately 1600 square feet less than the original design. This is another area where our existing spaces for these functions are woefully inadequate. The new design will provide us designated and properly designed soft and hard interview rooms and a room for a polygraph. There are offices for all of the department's supervisors and senior patrol officers. Small offices are provided for future supervisors which will be used by current patrol officers. There is space for an open area for most of the patrol officers to do case work in. There is also space provided for the copy room we don't have but need and storage of supplies and some patrol equipment.

We usually have two to three officers on duty at any one time. During dayshifts with a full complement of supervisors on duty the number can go up to five or six. It is not reasonable to expect officers to share offices. This works for some of our newest, least experienced officers. By the time an officer has been here for three or four years they have accumulated shelves full of training equipment and personal supplies. Most will have dozens of case files they're working. Officers are assigned additional duties as they progress in their careers. We have seven officers on staff now that are certified to train other officers in various areas. These trainers have reference materials and training files added to everything else. The officers need individual offices with enough space to keep their files and materials organized and readily accessed. Officers all have their own response equipment organized to their preferences and needs. One is in charge of the intoximeter program, one radars and so on. All of these specializations add more equipment, tools and reference materials that need to be somewhere. Individual offices for the officers are the best way to provide an efficient and orderly working environment.

We have reduced the projected space needs in this area of the building by approximately 1600 SF from the initial design. This is the core working area for the patrol officers, investigations and police supervisors. I have some concerns about this area becoming too small for our needs in the future. It is slightly larger than what we need now with our existing work force but it doesn't have a lot of room for expansion. The new building is

being built and designed with the idea in mind it might have to be expanded in the future. I would expect this area to be the first one we outgrow as time goes on. The recent reduction to the briefing/training area could be problematic. It would have been a logical area to expand our patrol and investigations work spaces into.

Training, Fitness, Meeting Space

These areas are significantly different with the HERC renovation concept. The existing gymnasium is 5082 square feet and will provide ample room for exercising and all of our physical training needs. We are very excited to have this much room for fitness and training support and will make very good use of it.

The training room in previous designs will be incorporated into the gym space. The room labeled as Briefing/Training will be utilized for department meetings, meetings with other agencies and classroom type training sessions as well as some storage of training supplies and materials. Our current meeting/training space is too small for us. It is not large enough to hold the entire department work force and is very cramped for just the patrol force alone. When having monthly patrol meetings everyone can sit down but no one can move. Joint meetings of patrol and jail officers require someone to stand. Add in some training props/equipment and it is really, really undersized. The new proposed space will meet our current needs and should be large enough to accommodate department growth. We previously discussed the possibility of holding department meetings in a different building. It would be very difficult for us to do so. Dispatchers and officers can attend meetings and trainings at our own building while on duty. Having to travel to a different location would mean some of them won't be able to attend. It would result in having to meet or train two to four times instead of less costing more in overtime and causing scheduling problems. We discuss very confidential and protected information in meetings and some training sessions. It is safe to do so in our own secure environment but trying to do so elsewhere would be very problematic. We will conduct mission planning sessions and debriefs in this area as well. These types of meetings carry a high need for a secure space. I am totally against any plan to reduce or eliminate this critical space need.

Along with our exercise and physical training programs comes a subsequent need for showers and locker rooms previously estimated at 1639 SF. Renovating the HERC will provide us 835 square feet for showers and lockers and will be adequate. About 90% of our officers and many of our dispatchers utilize our current exercise room on an almost daily basis. There is a great need for officers to maintain fitness through regular exercise. An officer in good physical condition is less likely to resort to high levels of force in a situation if they can physically control it. They are less likely to be hurt or hurt someone. Stress reduction through exercise is another critical need for all public safety employees. Providing the space for our police department employees to exercise within the station is well known to increase the rate of participation. It enables employees to exercise before or after shifts that often start and end before any local exercise facilities are open. Participation is also increased because police employees are in a comfortable and secure environment. Many of our officers would simply not be able to go to our local clubs without being exposed to harassment at all levels. Another advantage to having adequate exercise equipment on site is officers recovering from on the job injuries can continue to perform their necessary physical therapy ordered exercise while working in a limited duty capacity. Our current exercise and physical training room is very small. We have a very limited amount of workout equipment without enough room to add equipment that can specifically target areas known to be injury prone in officers such as backs and knees. Our space limitations also limit the number of employees that can workout at the same time. This

causes problems when employees share the same time off together with overlapping exercise times. We try to utilize the exercise area for some physical training as well. Our goal is to conduct physical training, physical means of arrest training and defense tactic training on a regularly scheduled year round basis. We don't have the room available to do so now resulting in having to try to schedule time in the matt rooms at one of our schools. This is very difficult to arrange and schedule to match up with the availability of our personnel. The result is we're lucky to be able to do some things twice a year that we should be doing a minimum of six times a year. There is also the issue for us of doing defensive tactics training in a public area. This type of training needs to be done in a secure location. Having our tactics displayed on a Facebook recording must be avoided. The space provided to us by the HERC renovation with the gym will be of tremendous benefit.

Shooting Range

The indoor shooting range is projected to occupy 3103 SF. This is approximately 700 square feet larger than original design estimates. The increased space is partly due to working within the existing walls of the HERC and it benefits us greatly by providing more useable space in the range. This will be a small range with four shooting lanes, supply storage, an armory and a gun cleaning room. Also included in the square footage here is the East vestibule and entry stairs inflating the square footage number by 257 square feet.

The proper storage for ammunition, guns and shooting related supplies along with a properly ventilated gun cleaning area is a current pressing need for us. We currently do these things in a small wooden building behind the police station with no ventilation and a small space heater in it that is inadequate much below thirty degrees.

We do our very best to maintain a very robust and active firearms training program on a year round basis. We currently have to shoot at the outdoor range owned by the local gun club located between Homer and Anchor Point. Officers should be firing each one of their weapons systems once per month on their own and are required to participate in department organized training and qualification sessions which we try to do four times per year. Inclement weather, varying shift schedules, scheduled vacations and other department training needs are all impediments to meeting our desired quarterly shooting objectives. Sometimes we'll get all of these various factors to fall in proper alignment, have weapons qualifications scheduled at the range and end up having to cancel due to driving rains and 40mph winds. Other factors working against us with utilizing the range include the changing schedules of the gun club and their needs. Additionally, the outdoor range is located in an old gravel pit. Radio coverage is poor and often totally non-existent. Cell phone coverage is the same. There is no guarantee of being able to contact the officers at the range. With more than half of the department at the range at one time, our ability during scheduled shooting events to provide rapid back-up to an officer in need is severely hampered. I firmly believe any new police station being built in Alaska should have an indoor range as part of the design and I think our unique local conditions amplify this need. We will have enough room in the indoor range to work two to three officers through conflict training at the same time, thereby maximizing the amount of training we can do simultaneously. We will also utilize the range for other types of training, such as force on

force, simulated munitions, shoot don't shoot and more. Having our own range will lower overtime costs, improve the quality and quantity of our training, ease scheduling and improve safety.

I think the new building design will allow us to open up the range to public use when it is not being utilized by us. Doing so will require a legal review by city attorneys and the development of proper procedures and rules.

Date: June 29, 2016
June 8, 2016
To: Public Safety Building Task Force
From: Barbara Howard
Subject: Action items for citizen outreach plan

This is a regular meeting and we can and should take action on as many of the following items you are comfortable with. Keeping in mind that all of this work is in DRAFT form allowing for editing.

- A. Citizens Outreach Plan and Election Calendar, June 8, 2016
 - 1. For consideration and approval of overall components of plan
- B. Details of plan for consideration and approval:
 - 1. Assignment of duties
Chair, Ken Castner
Mayor, Beth Wythe
Barbara Howard
Chief Painter
Chief Robl
- C. Review and Approval of budget
- D. Letter to service organizations
- E. Develop: List of community leaders as presenters and job description
- F. Discussion : Plan for training of presenters
- G. Assignment for crafting/drafting voter pamphlet
- H. Assignment for crafting/drafting radio announcements
- I. Assignment for crafting/drafting newspaper display ads

For July 6, 2016 regular meeting

1. Approval of "voter pamphlet" support statement
2. Approval of radio announcement
3. Approval of display ads

Draft

Proposed budget
as of 06/08/16

\$ 5,000.00

Homer News - prior to election two half page ads \$ 542.40 @
Tribune - prior to election two half page ads \$ 542.40 @

Home News - after election one quarter page ad \$ 271.20

3 x 5 Project information cards for
presenters/advocates

Story board materials and labor (4) \$1500.00

Radio Spots @ \$15.00/10 second \$ 300.00

Miscellaneous \$ 488.00

\$5,000.00

DRAFT

City of Homer Board/Commission Presentation Schedule
Public Safety Building
Public Outreach Plan

10 Minute Presentations with q&a to follow

		Presenter
Wednesday	August 24	Port/Harbor Commission
Tuesday	September 6	Library Commission
Wednesday	September 7	Planning Commission
Monday	September 12	City Council
Tuesday	September 13	Economic Development Commission
Thursday	September 15	Parks & Recreation Commission

Letter to City Clerk requesting to be placed on agenda (s)

Dear City Clerk:

The Public Safety Building Task Force would like to make a ten (10) minute presentation about the public safety building project to the _____ commission and request to be placed on the agenda for _____ on _____. The presenter will be _____.

Thank you

Ken Castner
Chair

June 22, 2016

Organization	Meeting Type	Meeting Schedule	Contact
American Legion Auxiliary	Membership Meeting	Third Thursday of the month 6pm	Darlene Sheldon 235-6789
Benevolent & Protective Order of the Elks USA	Membership & Board Meetings	Regular Meeting First & Third Tuesday's @ 7 p.m. / Trustee Meetings Monday Prior to Regular Meeting. Non-members are not allowed at meetings but may have someone to speak at it.	Jan Jonker 435-7652
Friends of the Homer Public Library	Board Meeting	Second Wednesday of every month Fourth Thursday of month at 12 p.m. Membership meeting annual Fourth Tuesday of January at the Bidarki 12 p.m.	Mercedes Harness - 435-3195 Mercedes@friendshomerlibrary.org
Homer Chamber of Commerce	Board Meeting	Third or sometimes Fourth Tuesday of the month	Peggy Paver - director@homerart.org
Homer Council on the Arts	Board Meeting	Third Wednesday of every month at 1:30 p.m.	Keren Kelley - 235-7655 keren@homerseniors.com
Homer Senior Citizens Inc.	Board Meeting	Third Tuesday of every month at 4 p.m.	Diane Converse - 435-3333 director@prattmuseum.org
Homer Society of Natural History	Membership Meeting	Third Wednesday of every month at the Bidarki (upstairs) 12 p.m.	Gina Pelaia - 399-6183 gpelaia@msn.com
Kachemak Board of Realtors	Membership Meeting	Annual Membership Third Sat. of May	Marie Bader - 350-1436
Kachemak Shellfish Mariculture Association Inc.	Membership Meeting	Every Thursday at 12 p.m.	Craig Forrest
Rotary Club of Homer Kachemak Bay	Membership Meeting	Board meeting Second Thursday of every month. General Membership meetings third Thursday in Nov., Jan., Feb., and Mar.	Cristin Roehl - cristinroehlsnowmads@gmail.com
Snowmads Snow Machine Club	Membership Meeting & Board Meeting		

Marine Trades Association	Board Meeting	Monthly - Generally 1st Thursday of month 5:30 p.m. (Homer Foundation, Harbor Masters Office, or Nomar)	Kate Mitchell homermarinetrades@gmail.com
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Draft

July 1, 2016

Dear President of service organization:

On behalf of the City of Homer Public Safety Building Task Force I am requesting the opportunity to make a 15 minute presentation to your membership sometime during the month of August or September.

The purpose of the presentation is to share renderings of the proposed police station and associated cost. In addition, information will be presented on the general election to be held on October 4, 2016 that will give the citizens an opportunity to vote on supporting a bond issuance of not to exceed \$12,000,000 for the construction of the new public safety facility.

In addition to the presentation it would be suggested your agenda allows for approximately 10 minutes of question and answer time.

Please contact me as soon as possible with the date, time and location for this request.

Sincerely,

Ken Castner
Chair
Public Safety Building Task Force

DRAFT

Story Board (s) Details

A sturdy paper product approximately 2' x 4' in size capable to reside on a easel.
Four boards prepared

Pictures of the renderings; floor space lay out; cost information; proposition language; voter registration information.

Location: Library, city hall (until early voter period opens)
City Hall board residing at finance counter area. To be taken down to entry area of council chambers for council meetings.

Two boards on a rotation schedule between Safeway; S-U -More Ulmers; Farmers Market;

Cost: \$1500.00

From: Mark Robl
Sent: Thursday, June 23, 2016 11:49 AM
To: Renee Krause
Cc: Carey Meyer
Subject: FW: New Police Station

Renee,

I'd like to include these in the next packet under new business for the purpose of contracting with ProComm to consult with our architects on the project. If it's too late for that lets give everyone copies of these and we'll get it in the next one.

Mark

From: Gary Peters [<mailto:gary.peters@procommak.com>]
Sent: Thursday, June 23, 2016 9:54 AM
To: Mark Robl
Subject: RE: New Police Station

Mark,

My pleasure. Planning this is easy but a little time consuming. The Comm Room is the heart and soul of your building for all comms, not just radio. Anymore what we do is provide a network now, and then hang a little bit of radio off of the end of it anymore. So the holistic approach consists of the IP/IT network, APSIN, NCIC servers, internet, E911 CAMA circuits, the VoIP office telephone systems, any microwave shots you might have, WiFi, routers, and gateways, racks for all of that plus maybe a raised floor and/or a sizable "backboard" on the wall for the wired punch-down blocks and CAT5/6 ethernet cable and patch panels, video surveillance equipment, relays for door controls and other devices, and a rack for the console equipment and control station radios, voice logger, and Ethernet time server NetClock, etc. This should consist of 5 racks of equipment by the time you're done.

You may also decide to split the dispatch tools and building comms in to two separate rooms for security or risk of damage, or access based on space concerns. Then the cable management and routing for it all from the comm room to the various offices and to dispatch, and of course grounding and tower work or a roof array as needed. Lots to think about and plan, and this is easy when done in advance with the architects and engineers so they can capture the technical stuff, and provide a good Scope of Work to be included in your funding package so you can wrap it all up. That's what Kelly did in Petersburg, and what Ray did in Skagway. They also got other grants for some of their technology upgrades, but it all came together with bonds and other funding too. Creative writing they call it! But yes your stuff needs to be new when you move, and we can make it so. Usually my consulting package to do this and to work with the architects runs about \$7,500 for all the time I have to put in it which is about 30 hours @ \$250/hour for all the teleconferences, field trip, drawings and reviews and face to face meetings for planning and technical support for the architects and engineers.

Gary Peters

From: Gary Peters [<mailto:gary.peters@procommak.com>]
Sent: Wednesday, June 22, 2016 5:12 PM
To: Mark Robl

Cc: Richard Johnson; Smythe, Dale (dale.smythe@stantec.com) (dale.smythe@stantec.com); Carey Meyer

Subject: RE: New Police Station

Chief Robl: There is much planning that should be done ahead of time to incorporate design requirements for architectural, visual, electrical, civil, and mechanical specifications and how they relate to your new facility and then drill down in to your new dispatch environment. Considerations for the communications room, wired power and cable management drops for work stations and walls, grounding, breakers and ampacity, electrical, 911 circuits, heads up displays, flooring type, flooring material, public window placement, remote audio and video controls, auxiliary inputs and outputs for control relays, HVAC for heating and cooling based on BTU outputs, etc., the list goes on and on.

We have just finished designs working with engineering firms for exactly these types of projects for Chief Leggett in Skagway, Chief Swihart in Petersburg, and have plans ready to go for Chief Swisher in Kotzebue for their new combined jail and dispatch facilities. At this time Skagway and Petersburg Public Safety buildings are under construction using our designs for dispatch equipment with all of their integrated requirements. We've also successfully completed Fairbanks PD Dispatch and Fairbanks International Airport Dispatch redesigns, demo, and remodeling as well, and they are fully operational with 12 positions of equipment and all of the support infrastructure. Beautiful.

The concept you discuss below about turning off the lights in one center and walking in to the new one is popular and being used today for all the reasons you conveyed. The remaining life cycle of your existing equipment is very limited and it is cost effective to update and install now, rather than move now, then update, and re-install in a few years for sure. We would provide you with specific budgetary numbers to do all of those things, and we also provide a full suite of ergonomic work stations for dispatch, the complete suite of office and locker room furniture from locker room to Executive Office level comfort, and of course the electronics and software dispatch systems so it all works well together for the 24/7 life style work environment.

What we offer for services in this case Chief is a review of your requirements and your proposed plans for all things considered, and then we can produce a small technical design work proposal with a scope of work and a timeline for the required work that ProComm would engage in with your design team. Budgetary numbers are easy to create with adequate detail for your equipment, while we provide the other contracted professionals the specific parts, descriptions, quantities, locations, and methods, for bringing the design and functionality together for their final drawings and contractor specs to meet the dispatch and office environment requirements. If you would propose a time for a call, I can send you a bridge for dialing in for a conference call so we can discuss this with Dale and Carey too and kick this off. Richard is finishing up a new E911 system for Chief Achee in Bethel this week and will not be able to attend our call. Thank you.

Gary Peters | ProComm Alaska | Wired: (907) 261-2620 | Wireless: (907) 830-4324 | www.procommak.com |

From: Mark Robl [<mailto:mrobl@ci.homer.ak.us>]

Sent: Wednesday, June 22, 2016 8:12

To: Gary Peters <gary.peters@procommak.com>

Cc: Richard Johnson <rjohnson@procommak.com>; Smythe, Dale (dale.smythe@stantec.com)

(dale.smythe@stantec.com) <dale.smythe@stantec.com>; Carey Meyer <CMeyer@ci.homer.ak.us>

Subject: New Police Station

Hi Gary,

We are getting pretty close to a final floor plan for our new police station. The station will be located near the intersection of the Sterling Highway and Pioneer Ave. The plans include the renovation of an old school building and the construction of a new building alongside. The city council has approved taking a bond proposition to the voters this fall. Construction could start after the vote. The voters will be asked to pay for it with a seasonal sales tax of 1% from April 1st through September. I think it will pass.

Dale is our lead architect with Stantec. Carey is the city engineer/public works director. This is an e-mail introduction.

I'd like to get ProComm's input on building design elements for the radio system, tower height and location, etc. I think Richard will be coming down soon to do our annual system maintenance. I can show him the site when he is here. We should get a propagation study done for the site too.

I'd really like to have all new furniture and radio equipment installed in the new building. Ideally we could turn the switches off here when we leave and the new ones on when we walk in. Moving all of our old stuff doesn't make much sense. The cost to move the old combined with problems that are sure to be encountered during the move are going to be expensive. We'd be moving equipment that is almost obsolete and really only has a few years of Motorola support left. But the budget is going to dictate what we can and can't do. I'd like your suggestions on what we definitely should try to replace instead of move. I'd also like to see something like a prioritized list of things we should consider replacing/doing along with this move. Of course we'll need some cost estimates too.

Thanks for your help and give me a call when you have time.

Mark



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: JUNE 23, 2016
SUBJECT: SCHEDULING THE NEXT MEETING DELIVERABLES

The Committee is scheduled to have a regular meeting on the following dates:

July 13, 2016 Wednesday

July 27, 2016 Wednesday

August 10, 2016 Wednesday

August 24, 2016 Wednesday

September 14, 2016 Wednesday

September 28, 2016 Wednesday

October 12, 2016 Wednesday

The City Clerk has scheduled the Committee as a Visitor for the presentation/discussion to the Council at the July 25, 2016 regular meeting due to the Council already having a Worksession on Heroin scheduled for that day at 4:00 p.m. It was noted that the Council will also have on their agenda items regarding the Project to take action on and this will allow them to ask questions of the Committee.

Please outline the deliverables needed for the next meeting in order to facilitate staff and the design teams work schedule.

Recommendation:
Please discuss and

Election Calendar
October 4, 2016
Public Safety Building Bond Initiative
Public Outreach Plan

June 1 (E-126)

June 1 (E-126) Workshop meeting. No action

June 8 (E-119) Approve calendar; Develop team; Assign tasks; Approve budget;

June 13 (E-113) Present drawings (renderings) and cost estimate to Council; outreach plan
Send request for council workshop;

June 29 (E-97) Approve letters; schedule; budget;
Request for staff assistance for graphics; communications

July 1 (E-96)

July 6 (E-90) Develop and approve letters requesting presentation time with service clubs.
Identify contact information .
Send out by July 15.

July 20 (E-76) Develop and approve radio spots and schedule
Approve schedule and assign speakers to service clubs
Letter requesting "coffee table" date KBBI
Information on city website updated weekly
Voter pamphlet supporting proposition prepared and sent to council
for approval on August 8 agenda.

August 1 (E-65)

Presentations to service clubs, organizations. Schedule to be determined.

September 1 (E-34)

Service Club presentations

Presentations to all boards and commissions
Point of View article
Editorial

September 28-29 (E-6)

Display ads in papers

Letters to editor
Radio announcements

October 1 (E-4)

October 1-4

Radio announcements

October 12-13

Thank you ad in papers

