

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Synopsis of the April 29, 2014 Regular Meeting **Page 3**

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

5. PUBLIC HEARING

A. Proposed Building Site Selections **Page 11**

1. Homer Educational Recreation Center Site
2. Wildberry Parcel
3. Existing Property in Between Current Buildings

6. PENDING BUSINESS

A. Proposed Building Site Selections **Page 13**

B. Approved Design Task Outline Review **Page 19**

1. Explanation and Discussion on Overall Scope of and Process for the Project

7. NEW BUSINESS

A. Scheduling the Next Steps in the Process – Development of a Case Statement **Page 25**

B. Scheduling the next Meeting Date

8. INFORMATIONAL ITEMS

A. Resolution 14-36(A), Creation of the Committee **Page 33**

9. COMMENTS OF THE AUDIENCE

10. COMMENTS OF THE CITY STAFF

11. COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

12. COMMENTS OF THE CHAIR

13. COMMENTS OF THE COMMITTEE

14. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR in the City Hall
Conference Room – Upstairs located at 491 E. Pioneer Avenue, Homer Alaska.

Session 14-04 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:15 p.m. on April 29, 2014 at the City Hall Conference Room – Upstairs located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMITTEE MEMBERS ROBL, PAINTER, CRANE, WYTHE, AND CASTNER

STAFF: PUBLIC WORKS DIRECTOR MEYER
PROJECT MANAGER NELSEN
DEPUTY CITY CLERK KRAUSE

TELEPHONIC: DALE SMYTHE, ARCHITECT, USKH

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were none.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF MINUTES

A. Meeting Synopsis for March 6, 2014

Chair Castner inquired about the requirement for two motions to go into executive session. Ms. Wythe clarified one was to approve the request and one was to adjourn into executive session.

The March 6, 2014 synopsis was approved by consensus of the Committee.

VISITORS

There were no visitors scheduled.

STAFF AND COUNCIL REPORT/COMMITTEE REPORTS/BOROUGH REPORTS

Mr. Meyer provided a brief explanation on the AIA Document contained in the packet and a potential fourth building site for consideration by the committee. Since the packet has been printed another concept that has come forward is to build the new building in the area between the two existing buildings. He requested input and comments from the committee.

There was a brief discussion on the current owner of the fourth potential building site.

PUBLIC HEARING

Chair Castner opened the public hearing. In the absence of public testimony Chair Castner closed the public hearing.

Chair Castner invited Staff to sit at the table with the committee.

PENDING BUSINESS

There were no pending business items on the agenda.

Chair Castner stated that the committee sent a memorandum to the Council but that is not what went to the Council. Then asked Ms. Wythe where are we as far as what we are doing as a committee.

Ms. Wythe responded that she could not speak on why the Council did not get the memorandum, they should have. But the resolution that created the committee intended and clearly stated that the committee would go from contact, site selection, through construction and that the committee would have full authority to develop and make recommendations throughout that process recognizing that Council has the final approval of all recommendations.

There was a brief discussion that the committee will establish their schedule and will conduct the public meetings. This process while unfamiliar to some is a process that has been used on several projects. Chair Castner emphasized his point on having clarity on this project and his highest contention with the city.

NEW BUSINESS

A. Review and Discussion of Proposed Contract between City of Homer and USKH, Inc.

Chair Castner invited Dale Smyth to speak on the proposed schedule and scope of work.

Mr. Dale Smyth proceeded to provide a summary of the proposed scope of work regarding the stages outlined as Task A, Task B, and Task C. Discussion ensued on the following:

- noted that he should have named the tasks numerically to avoid confusion
- Some of the detail included buy-in from the committee on the processes
- Schedule is a first draft and the first meeting will firm this up plus provide the rest of the meeting schedules

Mr. Smyth continued to speak on obtaining the committees approval on the concept design and site selection; he went on that the time schedule as was submitted is still relevant and that the first meeting between both teams to determine availability schedules.

Some additional points made during the conversation were:

- Space Needs Assessment would possibly eliminate some site selections
- Some items in the scope of work can be done simultaneously
- The questionnaire can be made available within the next few days
- Department representatives and contacts for the project
- Meeting dates and content
 - Meeting #1 first big Public Meeting scheduled for May 22, 2014 at 5:30 p.m.
 - Berry/USKH to deliver questionnaire to departments within the next week
 - Departments to return completed questionnaire no later than May 19, 2014
 - Workshop – Group and Individual interviews to determine existing or proposed work patterns, adjacencies and needs in the facilities.
 - Next meeting dates after the kickoff should be addressed due to summer activities, better attendance by the public, etc.

The next points in the discussion focused on the Task B or 2 Site Selection and Concept Design in that it will allow the committee to narrow down the sites to the top two sites since it would not be feasible to produce a concept design for five sites.

Public Involvement would probably be minimal until the conceptual design and possible location(s) are ready for people to view.

The committee was agreeable to the proposed schedule as presented with the ability to modify it.

WYTHE/ROBL - MOVED TO BRING THE PROPOSED CONTRACT TO THE TABLE FOR DISCUSSION.

There was a brief discussion and all members of the committee were agreeable to the schedule that was presented. It was noted that there would probably be ancillary costs such as geotech work. The committee also discussed the ability to stay within the budget. Ms. Wythe stated a preference to knowing the tolerances and that the site chosen would be able to sustain the equipment being used. It was also confirmed that they could build anywhere it just depended on how much you wanted to expend. A site may not fit the construction budget. There was further discussion on the possible higher costs involved in building due to unknowns and how to accommodate those costs.

Mr. Smythe agreed that there are other methods to assure the build-ability of the site selected.

WYTHE/ ROBL - MOVED TO RECOMMEND THAT THE CITY MANAGER ACCEPT THE PROPOSED CONTRACT AND TIME SCHEDULES STARTING WITH THE KICK OFF MEETING ON MAY 21, 2014.

Discussion ensued that this document was a standard contract that there was nothing objectionable to this contract. Mr. Meyer noted that there would be different agreement for the actual construction. It was noted that the schedule was a work in progress and will change as needed by Chair Castner.

VOTE. YES. UNANIMOUS CONSENT. NON-OBJECTION.

Motion carried.

B. Discussion and Review of Additional Building Site

WYTHE/ ROBL - MOVED TO DISCUSS THE BUILDING SITES.

There was no discussion.

The motion to discuss was approved by consensus of the committee.

The committee inquired if Mr. Smythe wanted to listen to their next discussion on the proposed sites but it was at his discretion.

SITE #1 – HERC Site

Ms. Wythe provided a narrative regarding the HERC building site. Some of the aspects of this site being favorable to Council were the obvious build-ability of the site, access, and location. Ms. Wythe expressed personal concern with egress onto the Sterling Highway. She acknowledged the doing away of these two buildings and remediation concerns to the city. Chief Painter stated that there would be no problem installing emergency traffic lighting to stop traffic.

There was a brief notation that there was strong public attachment to the existing building but no cash following. Chief Painter agreed that the site was a known commodity, there was no real shift to the ISO rating, ample space and parking for all vehicle traffic, very visual location. Mr. Crane inquired about the abatement and demolition costs involved if that site was selected. The demolition costs estimates were only \$250,000 - \$500,000 inclusive of asbestos abatement.

Ms. Wythe noted that the site is not totally without its issues. The conversation that council had was that the existing buildings would have another purpose such as the Parks and Rec and Community Schools due to the proximity to the High School.

This property may be used in a land swap with the Wildberry parcel, Site #3

There was further discussion on waste streams, demolition costs and solutions to addressing the water flowing through the property.

Chief Robl liked this site for the access to two main roads and visibility to the public.

SITE #2 – TOWNCENTER

Points made on this site were as follows:

- Large volume of infrastructure needed adding to the project costs
- do they want Police and Fire in the center of town
- Possible requirement to upgrade Main Street for egress
- Alternate access to the Sterling Highway
- Chief Robl liked this site the least
- Chief Painter liked the alternative site along Main Street.

The visibility of the Police and Fire is important for visitors and as an aid to recruitment. In most small towns the Fire Department and Police is the community center.

Mr. Meyer considered the east –west corridor when he reviewed this parcel.

Discussion ensued briefly on the possible east-west corridor and the additional cost of constructing the infrastructure needed for the building site, possible interest from CIRI in leasing from the city.

Chair Castner then commented on the value of the gym after Mr. Nelsen asked Chief Painter and Robl which site of the two discussed did they prefer. Both replied that they preferred the HERC site.

SITE #3 – WILDBERRY SITE

Chair Castner provided comment on his knowledge of the current owners and their willingness to work with the city on a possible trade for the HERC.

Discussion points on this site were:

- has a bit of a “mountain” to be moved
- Conveniently located to City Hall
- City does not own this property
- may not viewed by the public as a good investment
- There may be trade options for existing property or the HERC property
- zoning requirements for the existing buildings/locations

SITE #4 – 2.3 ACRE SITE ON LAKE STREET

- would be of more interest if there was access to Heath Street
- Substantial concern regarding access to Lake Street

Chair Castner asked about interest in Mr. Waddell property on the corner of Lake and the Sterling Highway. Both Chiefs stated that they would be in the Tsunami Zones and both departments need to be on high ground. It was commented that the property cost would be prohibitive also.

SITE#5 – EXISTING SITE

- Loss of parking space on the existing lot during construction and various events
- Possible alternative parking at the high school
- Contractor experience building on zero lot lines and within fenced areas
- There would be a finite area of space on the site
- relocate the Fire temporarily then demolish the existing building
- Removal of existing artwork within and on the building
- It is owned by the city
- Constructability
- The known response times
- can address issues with the slopes at egress
- Temporary relocation would not affect ISO ratings
- Fire Department would be easier to relocate than the Police Station

Discussion also touched on the existing slab from a prior service station, visual aid to see placement of a building regarding the area between the existing buildings, the jail itself has many issues, recycling and repurposing some items from the existing buildings.

Ms. Wythe asked if the committee would like to reduce the number of preferred sites right now. She then went through and the committee agreed that the HERC, Wildberry and the Existing Site were preferred

WYTHE/ROBL - MOVED TO RECOMMEND ONLY CONSIDER SITE 1, SITE 3 AND THE EXISTING SITE FOR THE FIRE HALL AND POLICE STATION THUS RENUMBERING THEM AS SITE #1 HERC, SITE #2 WILDEBERRY PROPERTY AND SITE #3 EXISTING SITE.

There was no further discussion.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Mr. Smythe appreciated that the committee reduced the number of preferred building sites. He commented that using the existing site will be very interesting. He was not sure about renovating the existing buildings. Chair Castner clarified that they do not intend to renovate the old buildings. It was noted that there were a few items of artwork that would be nice to salvage if possible.

Chair Castner wanted to touch on the aspect of leasing concept. He stated that there are many municipalities that employ the design build lease option and if city council would be against that form. Ms. Wythe responded that the Council has not discussed this issue; she additionally provided her personal opinion against the idea of expending the money for leasing when the city has property it owns and would be more prudent to construct the project.

The committee then entertained a discussion on establishing the next meeting date on May 22, 2014 in Council Chambers after 5:00 p.m. The details would be introduction of the design team to the public and providing some basic information. This meeting would be more of a meet and greet format.

INFORMATIONAL ITEMS

There were no informational items.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF CITY STAFF

Mr. Nelsen had no comments.

Ms. Krause inquired about the type of agenda that would be distributed for the meeting since they were talking about a meet & greet versus regular meeting and time to advertise for the meeting. That there was a meeting in the Council Chambers until 5:00 p.m. The Ms. Wythe stated she wanted to start as soon as possible as it potentially would be a longer meeting.

Ms. Krause explained the advertising schedule and the distribution schedule for the agenda. Chair Castner will get in touch with her within the appropriate time.

Mr. Meyer commented on the value of the Chair's attendance in the meetings with the management and design team in the future and may avoid errors.

COMMENTS OF THE CHAIR

Chair Castner advised the Chiefs that they should invite him to attend the design charette stuff when the time comes. He did not want to interfere but this is what he does all the time. He further added that as his contribution as a resident of the city it would be good for him to be involved in this stuff.

COMMENTS OF THE COMMITTEE

Ms. Wythe was appreciative that they narrowed down the building sites to three and felt they definitely made progress today. She did like the current location however she realized the shortcomings too with that. As far as keeping the gym she commented that is as near as she can tell is the highest priority of the community and she is not sure if it can be kept and incorporated into a new facility.

Ms. Wythe stated that the meetings with the design team would be open to any member of the committee if they wanted to attend.

Chief Robl commented on that he has been hashing around in is brain on reusing the current property and it definitely will be easier on Police side but probably not on the fire side but there needs to be more thought on that.

Chief Painter welcomed the other members to attend as they have more experience in this type of thing than he does as it is outside his expertise. This was not a closed process by any stretch of the imagination.

Mr. Crane stated he would like to offer his experience in station design location and there are some concerns with each site but least of all the current location. Each site has its appeal but he would be happy to offer his experience including Station #5 in Anchorage.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 7:20 p.m. The next regular meeting will be **THURSDAY, MAY 22, 2014 AT 5:30 P.M.** and will be at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____

NOTICE OF PUBLIC HEARING

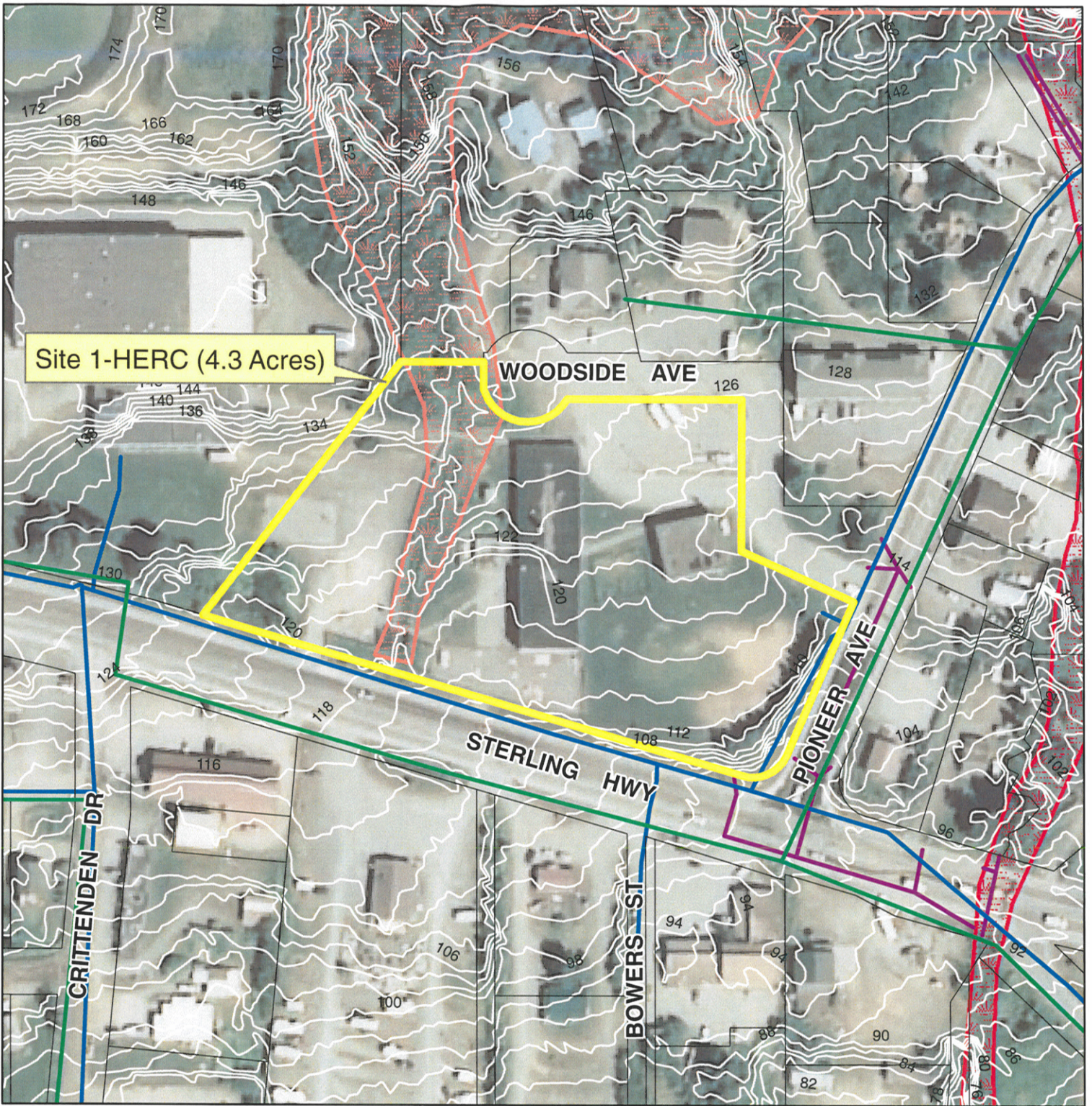
Public notice is hereby given that the City of Homer will hold a public hearing by the Public Safety Building Review Committee on Thursday, May 22, 2014 at 5:30 p.m. at Cowles Council Chambers, Homer City Hall, 491 East Pioneer Avenue, Homer, Alaska on the following matter:

Public Safety Building Project Proposed Building Sites

Anyone wishing to present testimony concerning these matters may do so at the meeting or by submitting a written statement to the Public Safety Building Review Committee, Renee Krause, 491 East Pioneer Avenue, Homer, Alaska 99603, or via email to rkrause@ci.homer.ak.us by 4:00 p.m. on the day of the meeting.

For additional information, please contact Renee Krause at the City Clerk's Office, 235-3130.

PLEASE PUBLISH ONCE ACCOUNT 100.0101.5227



Proposed Public Safety Building Site
 Site 1-HERC (4.3 Acres)

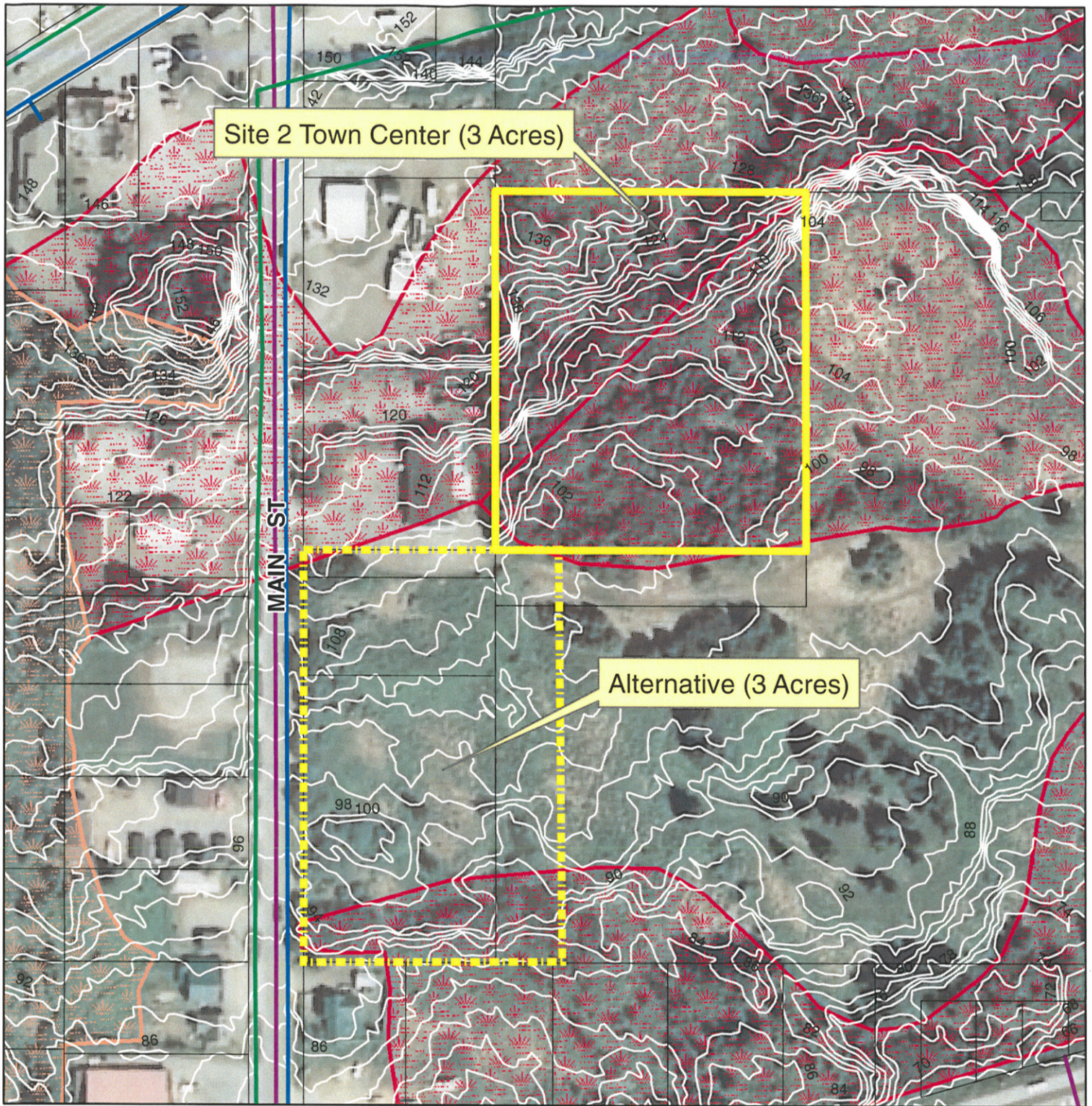


Legend

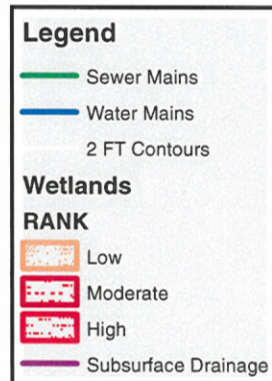
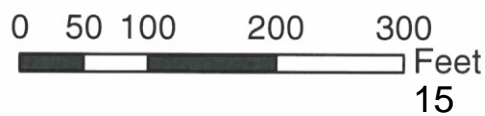
- Sewer Mains
- Water Mains
- 2 FT Contours

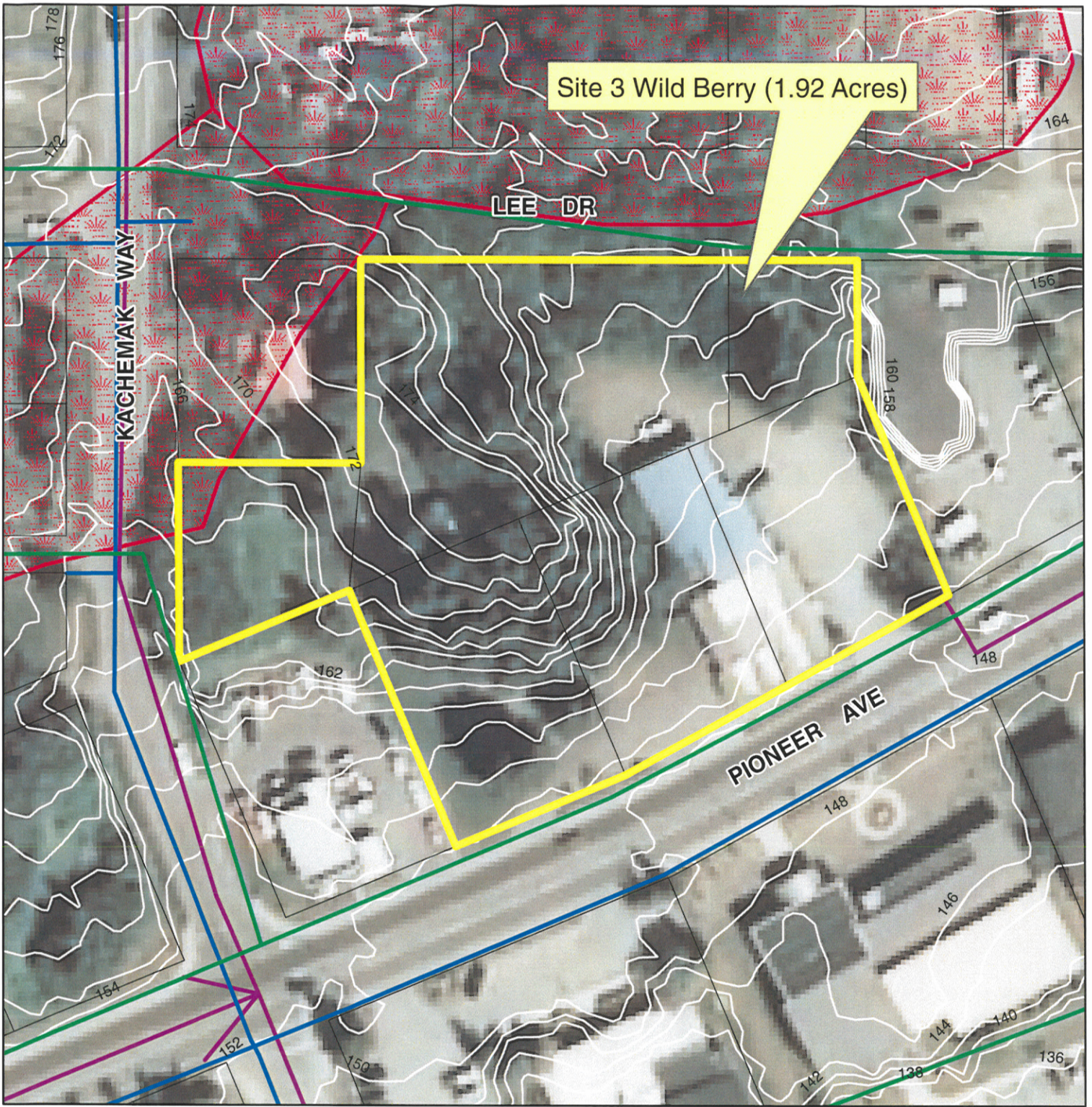
Wetlands RANK

- Low
- Moderate
- High
- Subsurface Drainage

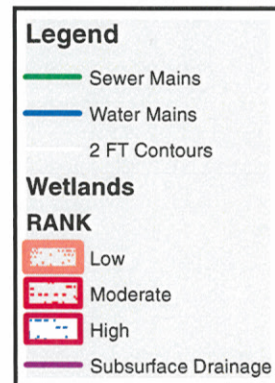
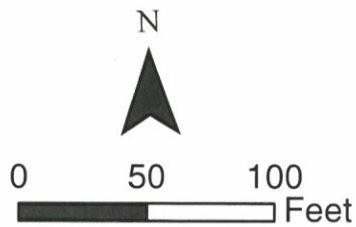


Proposed Public Safety Building Site Site 2 Town Center (3 Acres)





Proposed Public Safety Building Site
 Site 3 Wild Berry (1.92 Acres)



Homer Public Safety Building

I. Task A -Fire and Police Station Building Program

A. Space Needs Assessment

1. Information Gathering (USKH/Berry)

- a) Issue questionnaire to Homer leadership and key Fire and Police positions.
- b) Obtain base information from Police, Fire, and City Administration, including current and projected staffing levels, authorized sworn officer to population ratio, vehicle types and count, and other information needed concerning existing and proposed operations and staffing.
- c) Trip to Homer:
 - (1) Kick-Off Meeting with City for discussion of objectives and scope, and procedures for implementing the study. In addition to project organization, discuss background issues, such as City historic relationships, community perceptions, influences on and uniqueness of the community. Discuss unique needs of police and fire facilities. Also discuss facility issues such as existing buildings, sites, images, character and quality, historic status, shared facilities, future programs and concerns
 - (2) Workshop (Multiple): Group and individual interviews as required determining existing or proposed work patterns, desired adjacencies and needs in the facilities.
 - (3) Tour existing police and fire facilities to help understand current and proposed operations.
 - (4) Public Meeting #1: Meet with interested members of public and City representatives. Explain the overall scope of and process for the project. Serve as facilitator for open forum to receive public input for the study, and begin consensus building for the project.
 - (5) Deliverable-Meeting Notes: Provide written meeting notes of workshops and individual interviews for City review. Revise as noted by the City.

2. Space Standards (Berry)

- a) Provide space diagrams of typical areas to assist the City in establishing space standards for various offices, work stations, living spaces, vehicles, equipment, and other specific areas.

3. Space Needs Projection (Berry)
 - a) Provide Space Needs Charts for current and for the future need, (20 year recommended) based on current and projected staffing requirements and selected space standards. Consider Departmental space sharing.
4. Adjacency Diagrams (USKH/Berry)
 - a) Provide "Bubble Diagrams" to illustrate needed horizontal adjacency, circulation, security, and efficient work requirements. Diagram or chart preferred vertical adjacencies. These diagrams will be used to illustrate departmental relationships.
5. Site Selection Criteria (USKH/Berry)
 - a) Prepare site selection criteria. Discuss relevant issues including site size, building and site configuration, location, operational efficiency, response times, security, image, access.
 - b) Site research; investigate available public information about selected sites to include in criteria limited to zoning, alignment with comprehensive plans, utilities, contaminated soils, water and subsurface rights, liens, right of way encroachment, wetlands, ownership history, title report, geotechnical research and demolition requirements. (Does not include a geotechnical report for each site.)
6. Draft Presentation – Phase I (USKH/Berry)
 - a) The presentation effort concludes Phase I. The resulting Meeting Notes, Space Standards, Space Projections, Adjacency Diagrams and Site selection criteria will be presented in draft form.
 - b) Public Meeting #2. Meet with City representatives for presentation of initial draft report. City review and approval before final draft of Phase I.
 - c) Deliverables: Draft and Final report in PDF format 8.5" x 11" and 11" x 17" sheets - USKH fee allows for one round of revisions by Homer between draft and final report.

II. Task B - Site Selection and Concept design

A. Site Selection (USKH/Berry/Cornerstone)

1. The team will analyze presented sites base on the agreed selection criteria and consider the highest scoring two sites.

B. Initial Concept Design

1. Building design (USKH/Berry/Cornerstone)
 - a) Based on space needs and bubble diagrams the team will develop concept design for the two top scoring potential sites- Concepts will include building plans and sections for the purposes of contractor Rough Order of magnitude pricing.
2. Site design (USKH/Berry/Cornerstone)
 - a) Based on research of site and building needs a concept site design will be done on the two top scoring potential sites- Concepts will include drives, building foot print and probable cut and fill, utility upgrades and easements for purposes of contractor rough order of magnitude pricing.

3. Contractor Pricing; Pricing will be included as an appendix to the initial concept report drawings. Pricing will be Rough Order of Magnitude and is for comparison purposes only. Material and labor costs will change between concept design and actual project funding.
 4. Deliverables; USKH will provide 11 x 17" PDF drawing files for use as 22 x 34" boards or for inclusion in digital reports. Drawings will include site layout, scaled floor plans with doors and windows, building sections elevations and roof plans.
 5. Public Meeting #3; Presentation to Homer staff and public
 - a) USKH will present as needed in Homer over a two day period for input.
 - b) USKH has allowed for one review and revision of the two concepts based on final direction by the city of Homer.
- C. Final Concept Design (USKH/Berry)
1. Building and Site Design
 - a) The team will further refine the selected single concept with input from the City of Homer staff and Value engineering concepts with Cornerstone.
 - b) Master Plan; the final concept will show potential for expansion based on future plans for related departments.
 2. Contractor Pricing; Pricing will be included as an appendix to the final concept report drawings. Pricing will be Rough Order of Magnitude and is for planning purposes only. Material and labor costs will change between concept design and actual project funding.
 3. Deliverables; USKH will provide 11 x 17" PDF drawing files for use as 22 x 34" boards or for inclusion in digital reports. Drawings will include site layout, scaled floor plans with doors and windows, building sections elevations and roof plans. Report will include rough order of magnitude pricing for the single option.
 4. Public Meeting #4; Presentation to Homer staff and public
 - a) USKH will present as needed in Homer over a two day period for input.
 - b) USKH has allowed for one review and revision of the final concept based on final direction by the city of Homer.

III. Task C- Public Involvement

A. Introduction and Outreach

1. Create draft public involvement outreach materials (poster, news release, fact sheet, maps and graphics, website blurb and you tube "Host Tours"). Work with client and/or a focus group to finalize outreach materials.
2. Work with client to create a project contact and outreach list with stakeholders, "thought leaders," media, interested organizations, and a list of sites for posting updated project information (library, post office, city hall).
3. Conduct Stakeholder Interviews with approximately 12 thought leaders "off-record" with questions focused on project needs, opportunities, and challenges. Develop a Summary Themes Poster to share aggregated input.
4. Finalize outreach materials and distribute community wide to help advertise Public Meeting #1
5. Public Meeting #1 - Kick off Open House. USKH provides posters, an agenda, and an input form. Meeting focus is clarification of the project need (possibly including tours or viewing of the video), scope, and timeline. Input is sought on site selection criteria.
 - a) Compile Meeting Input Notes and draft "Site selection criteria." Work with client and/or a focus group to finalize and weight criteria as part of other task efforts

B. Seek Involvement and Input

1. Public Meeting #2 – Site analysis and space need Open House. USKH provides posters, an agenda, and an input form. Meeting focus is on sharing project progress. Input is sought on the preferred site(s) and draft space needs analysis and ideas/themes to consider during Concept Design.
2. Compile meeting input notes. Update outreach materials to present preferred site(s), draft space needs, with justification based on the criteria analysis and public input. Work with client and/or a focus group to finalize outreach materials then issue as a press release and distribute community wide, timed to coincide with the release of the Draft and Final report with more details.
3. Public Meeting #3 - Preliminary Concept Design Open House. USKH provides posters, an agenda, and an input form. Alternative design concepts specific to the preferred site(s) are presented and input is gathered that helps the team move toward a final concept.
4. Compile meeting input notes. Update outreach materials to present the preferred design alternative. Work with client and/or a focus group to finalize outreach materials and then issue as a press release and distribute community wide, timed to invite participation to the final public meeting.

C. Finalize and Seek Support

1. Public Meeting #4 - Final Concept Design Open House. USKH provides posters, an agenda, and a station where community members can write letters of support. A final Concept Design is presented with back-up displays from previous meetings that convey the project evolution, given that this meeting is likely to be in the fall and community members who were busy over the summer may be attending this as their first meeting. Cost information is also presented with a target timeline and funding strategy.
2. Compile meeting input notes and letters of support. Develop project promotional materials to use with legislative funding request.
3. Seek funding. Cornerstone will support the project through their AGC work and USKH will support it through efforts in Juneau. The Homer/USKH/Cornerstone team will seek to get the project on the Governor’s budget in December 2014. These efforts will coordinate with community partners and project supporters.

IV. Proposed schedule (tentative-to be modified after kickoff)

Task	Major meetings	Start	End
Task A/C-Homer Kick Off and Public meeting #1	Kickoff -5/21/14 Meeting #1- 5/22/14	5/14/14	5/25/14
Task A/C-Homer Kick Off and Public meeting #1 Notes to city for review		5/14/14	5/30/14
Task A/C- Draft presentation and Public meeting #2	Meeting #2-6/30/14	6/1/14	6/30/14
Task A/C- Draft presentation and Public meeting #2 (revisions)		7/1/14	7/6/14
Task B/C- Site selection and concept design Draft and Public meeting #3	Meeting #3-8/18/10	5/14/14	8/18/14
Task B/C- Site selection and concept design Final and Public meeting #4	Meeting #4-8/31/14 (9/20/14-better)	8/19/14	8/31/14 (9/20/14)



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

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(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: MAY 16, 2014

SUBJECT: SCHEDULING THE NEXT STEPS IN THE PROCESS – DEVELOPMENT OF A CASE STATEMENT

Chair Castner requested this item on the agenda as it is important to provide the information to the public why the project is needed now and will assist in gathering support for the project.

What is a Case Statement?

A case statement is a document that provides the rationale and justification of a fundraising effort. It can make a case for a specific program or project, or it can advocate for general operating support. It focuses on a dilemma that needs to be fixed and explains the organization's proposed resolution.

The case statement is the core document of any fundraising campaign, especially for specific initiatives such as capital or endowment campaigns.

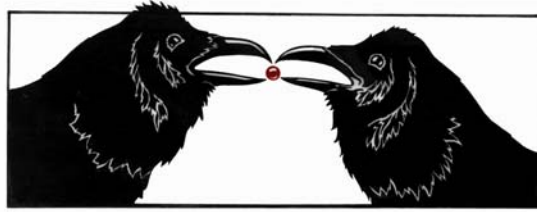
The case statement should include your mission, vision and values statements, and should set out to clearly answer the who, what, and why of your fundraising efforts. Some questions that an effective case statement might seek to answer:

- How do these organizations help people?
- Who do they help?
- What vital services do they offer?
- What is our organization's track record?
- What are our plans for the future?
- How do we use our money?
- Why do we deserve support?

I have provided a sample from the City of Sitka for review.

RECOMMENDATION

Recommend and request staff to draft a Case Statement with the assistance of the design team.



THE FUNDING EXCHANGE, INC.

Case for Support Sample

RECLAIMING OUR PAST: SAVING ALLEN MEMORIAL HALL

Introduction

The Richard H. Allen Memorial Hall was constructed as a gymnasium and classroom building for students at Sheldon Jackson School in 1910-11. One of six original campus buildings, the mixed-use design of the hall reflects the religious, cultural, and social interests of both the school and the city of Sitka. Designed by the New York firm of Ludlow and Peabody, the buildings compose the only formal campus in Alaska.

The hall was designed as the centerpiece of the college and is the central building in a quadrangle site plan based on Thomas Jefferson's scheme for the University of Virginia. The style of architecture and site plan chosen for the campus were indicative of the importance placed on providing cultural and educational opportunities for Alaskan residents in the early 1900s. Today the hall remains intimately linked to the community's history.

A treasured landmark in the community of Sitka, the hall is in danger of imminent demolition unless funds can be generated for restoration. However, the outlook for accomplishing the restoration is promising. The building was determined eligible for the National Register of Historic Places in 1996. An architectural report also completed in 1996 determined the condition of the building to be sound. A local historic preservation group, founded to work in coordination with Sheldon Jackson College, has developed a plan to restore the building to a first-rate performance center and educational site for the college and the community.

This request to the Kreielshcimcr Foundation is for \$100,000 to match a challenge grant of the same size made by the City of Sitka to begin the restoration project. Together, these funds will complete the exterior restoration and a major portion of the interior work. The Foundation support is crucial to providing the impetus for completion of the fundraising effort.

Architectural significance of the Allen Memorial Hall The Richard H. Allen

Memorial Hall has been found significant, according to National Preservation Act criteria, for two reasons. One is its association with educational and cultural events that have made a notable contribution to the broad patterns of history in Sitka and the State of Alaska. The other is that the building embodies the distinctive characteristics of construction methods that represent the work of a master.

The hall, the central element in a six-building complex on the campus, is a compromise of various styles. The remote setting and the use of simple wood detailing, particularly the window trim, mud sills, and roof bracketing, reflect the influences of the Craftsman, Shingle, and Stick styles. These styles were popular in the late nineteenth and early twentieth century, and the hall is one of only a few buildings still standing in Alaska which embody this combination of styles.

The hall was originally constructed with a gymnasium/auditorium on the ground floor, and four classrooms and an office on the second floor. A colonnade, which has since been filled in, existed across the south elevation with the second floor overhanging. Covered walkways, which were later enclosed, were located on the east and west sides of the auditorium's exterior. The ground floor has been altered through the years. Exact dates of modifications are difficult to establish.

Previous Renovation Work

A 1943 appraisal and condition report stated that the Hall was in need of substantial renovations. It noted that the roof trusses had deflected and the second floor, which the roof trusses support, was sagging noticeably. Renovation work took place in 1953, but the extent of that work is unknown. In 1958, another renovation effort commenced. Existing flooring was removed, and drive and beam joists were laid to carry the loads of a new raised floor. This floor exists today.

During the 1958 work, the hall stage was rebuilt and enlarged. Evidence of an earlier and smaller stage remains under the current one. A mezzanine was added to the southeast classroom on the second floor in 1978. It appears that the floor space under this mezzanine was used for administrative file and textbook storage.

In 1990, Campus Architect Ed Crittendon prepared drawings for a temporary bracing system for the second floor, which was installed later that year and is still in use. The building was closed to public use during that year.

For over 80 years, the Richard H. Allen Memorial Hall served as the heart of Sheldon Jackson College. Students, faculty and the community have played in its gymnasium, studied in its classrooms, met in the auditorium, and attended church services when it was used as a chapel. The building is currently not occupied, pending rehabilitation.

Project Description: Preservation of the Hall

The need to renovate the hall is threefold. First, the preservation will save an irreplaceable historic landmark. Second, it will transform the building into a viable performing arts space allowing the community to maintain and develop its dominant industry, tourism. And third, it will meet the owner's primary need for additional educational space.

According to an engineer's report prepared in 1996, the hall appears to be in sound structural condition but does need significant renovation. Although the building has had little use in recent years, the structure is stable. Interior and exterior finishes are generally in poor condition, but there is little evidence of rotten wood or water penetration. The relatively recent addition of a new roof has been a significant factor in preventing further deterioration of the structure. The hall restoration project has been divided into three distinct phases.

Phase I includes structural and exterior restoration. Phase II includes interior restoration, including new public restrooms, exterior exit doors, and a new fire suppression system. Phase III includes additional structural restoration and window restoration. A well-defined fundraising strategy has been prepared for each phase of this project.

Phase I -Structural and Exterior Restoration

Restoration priorities for Phase I include:

- repairing of the roof truss damage
- strengthening the column splices
- adding plate connectors to truss connections
- providing weather tight exterior wall enclosure
- removing standing water basement
- adding plywood to exterior wall studs
- adding first floor beam connections
- applying plywood to the roof
- strengthening the first floor beams
- adding exterior paint and new stain to match existing colors

Phase II -Interior Restoration

Interior improvements include new wall, floor, and ceiling finishes on the first and second floors; refurbishing of existing doors, retiling, stairs, and railings to ADA requirements; and new wiring, lighting fixtures, public restrooms, and fire suppression system.

Phase III -Structural and Window Restoration

Improvements include roof restoration for code compliance and removal, refurbishing, and resetting of windows; and installation of two new windows at the south end to bring the facade closer to original design.

Please refer to the attached document, *A Report 071 the Structural Condition and Feasibility of Renovation and Adaptive Re-use, Stephen Peters & Associates, Architects, 1996* , for a complete report with cost estimates.

Adaptive Re-Use Plan and Benefit to the Community The key to successfully restoring a historic building lies in the adaptive re-use of the structure. In this respect, the Richard H. Allen Memorial Hall project has a viable economic future because of the good condition of the building, the excellent track record of the local preservation group in securing funds, and the commitment of Sheldon Jackson College to coordinate restoration efforts. As the primary user and owner, the college will maintain the building as part of its ongoing mission to meet educational demands and community performance needs.

One of the major seasonal users of the newly renovated auditorium will be the Sitka Summer Music Festival, the only fully professional chamber music presenter in Alaska. The festival's commitment to lease space adds an important seasonal revenue base for the facility when the college is not in session.

This restoration project also complements the community of Sitka's overall economic development plan, which calls for increased facility development. Currently, demand for performance space during the tourist season far exceeds the capacity of existing facilities.

Budget and Timeline The cost for the entire restoration project is \$650,000, of which \$590,000 is for labor, materials, permitting, new systems, and other related restoration costs. The additional \$60,000 is for project management, including capital campaign expenses and administration.

To date, \$100,000 has been contributed to the project by the City of Sitka (April 1997), with additional donations from the community adding up to \$15,000. Sheldon Jackson College is considering a significant contribution, as are several individual donors in the community, once Phase I is completed. The goal of this local campaign is \$200,000.

The statewide and national campaign efforts will focus on corporations and foundations including the Rasmuson Foundation (\$50,000), Shee Atika and SeaAlaska (\$25,000 each), Grand Circle Foundation (\$50,000), Murdock Charitable Trust (\$100,000), and the American Express Foundation (\$25,000). These groups will receive requests for support once Phase I funds are secured. Funds for Phase II (\$450,000) will be secured by midsummer 1998 so work can begin by late summer or early fall on the interior restoration. The remaining funds will be secured by early spring 1999 (\$100,000) to complete the structural restoration, including new windows, and to cover any additional, unforeseen costs.

The restoration project will be completed by fall 1999.

The purpose of restoring the Richard H. Allen Memorial Hall is to return the building to its historic use as an educational facility and performing arts center. By the year 2000, the Hall will once again be a cultural and civic landmark for the community of Sitka, providing a gathering place, performance space, and learning center for decades to come.

The local preservation group, dedicated to restoring the building in conjunction with Sheldon Jackson College and the City of Sitka, is in an excellent position to manage the restoration project and carry out their use plan for the building. As the cultural center of the Sitka campus, the Richard H. Allen Memorial Hall embodied the cultural hope of Alaska's earliest generation of artists and scholars who trained, performed, and visited in this hall before statehood. This tradition continues today with the preservation activists, university and local government officials, and members of the community who have come forward and created a unified plan to save this



City of Homer

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(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: FEBRUARY 6, 2014

SUBJECT: COMMITTEE MEMBERS AND RESPONSIBILITIES AS OUTLINED IN RESOLUTION 14-020

BACKGROUND

City Council approved Resolution 14-020 which provided an outline or guidelines on what is the purpose and responsibilities of the committee.

MEMBERSHIP: Mayor Wythe
Mark Robl, Chief of Police
Bob Painter or Dan Miotke
Ralph Crane
Ken Castner

STAFF: Dan Nelsen, Project Manager
Carey Meyer, Public Works Director
Renee Krause, Deputy City Clerk/Administrative

Additional Staff: Walt Wrede, City Manager
John Li, Finance Director
Rick Abboud, City Planner

PURPOSE:

1. Review and evaluate proposals and submit a recommendation to City Council on selection of Contractor.
2. Review proposed contract and provide input on scope of work and deliverables.
3. Review work products and participate in regular briefings with the contractor.
4. Make recommendations and provide direction to staff and the contractor as the project proceeds.
5. Make recommendation to Council as to how to proceed as various benchmarks are achieved.

TERM:

The committee's work will be complete when the initial scope of work is completed and the Council appropriation is expended.

Council may extend the term of the committee by expanding the scope of work as the project proceeds beyond the initial phase and additional project revenues are secured.

1 **CITY OF HOMER**
2 **HOMER, ALASKA**

3 City Manager/
4 Public Works Director

5 **RESOLUTION 14-020**
6

7 A RESOLUTION OF THE HOMER CITY COUNCIL CREATING A
8 PUBLIC SAFETY BUILDING REVIEW COMMITTEE AND
9 ESTABLISHING THE SCOPE OF WORK AND PARAMETERS UNDER
10 WHICH THE COMMITTEE WILL CONDUCT ITS WORK.
11

12 WHEREAS, The City has solicited GC/CM proposals from qualified firms or teams to
13 conduct preliminary engineering, design, site evaluation, and cost estimating for the
14 proposed new Homer Public Safety Building; and
15

16 WHEREAS, Proposals are due on January 21, 2014; and
17

18 WHEREAS, It would be beneficial to establish a Public Safety Building Review
19 Committee (PSBRC) to assist the City with numerous functions including review and
20 evaluation of the proposals, similar to the committees the Council has established for
21 construction projects on other public buildings.
22

23 NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby establishes
24 the Public Safety Building Review Committee (PSBRC).
25

26 BE IT FURTHER RESOLVED that the Committee membership shall be the Mayor or one
27 member of the City Council, the Police Chief or their designee, the Fire Chief or their designee,
28 a member of the public, preferably with construction or project management experience, and
29 a member of the business community.
30

31 BE IT FURTHER RESOLVED that primary staff support shall be provided by Carey Meyer
32 and Dan Nelsen and secondary support shall be provided as needed and requested by the
33 City Manager, the Finance Director, and the City Planner.
34

35 BE IT FURTHER RESOLVED the Scope of Work shall include:
36

- 37
- Review and rate GC/CM proposals and make a recommendation to the Council

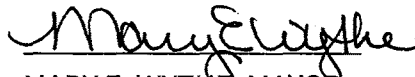
- 37 • Review the proposed contract and provide input on the scope of work and
- 38 deliverables
- 39 • Review work products and participate in regular briefing with the contractor
- 40 • Make recommendations and provide direction to staff and the contractors as
- 41 the project proceeds
- 42 • Make recommendations to Council as to how to proceed as various
- 43 benchmarks are achieved.

44
45 BE IT FURTHER RESOLVED that the Committee shall establish its own work schedule
46 and shall be disbanded when the initial scope of work is complete and the Council
47 appropriation is expended. The Council may extend the life of the Committee and expand its
48 scope of work if the project proceeds beyond this initial phase and additional project
49 revenues are secured.

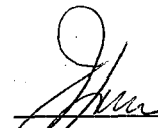
50
51 BE IT FURTHER RESOLVED that the City Clerk is authorized to advertise for parties
52 interested in serving as the public and business community representatives.

53
54 PASSED AND ADOPTED by the City Council of Homer, Alaska, this 13th day of January,
55 2014.

56
57 CITY OF HOMER

58
59
60 
61 MARY E. WYTHE, MAYOR

62
63 ATTEST:

64
65 
66 _____
67 JO JOHNSON, MMC, CITY CLERK

68
69 Fiscal Note: Staff time and advertising costs.

70
71

