

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Minutes of the July 31, 2014 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

(There are no visitors scheduled for this meeting.)

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

A. Design Team Status Report

B. Staff Status Reports

6. PUBLIC HEARING

There are no items for Public Hearing

7. PENDING BUSINESS

A. Space Needs Assessment for the Proposed Public Safety Building

Page 11

8. NEW BUSINESS

A. Scheduling the Next Meeting Date and Agenda Deliverables

9. INFORMATIONAL ITEMS

A. Resolution 14-20, Creation of the Committee and Scope of Work

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B. Public Safety Building Project Fact Sheet

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C. Public Involvement Plan dated June 23, 2014

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D. Supplemental Strategies Chart – Updated and Revised as of August 19, 2014

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E. Project Contact List – Updated and Revised as of August 19, 2014

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F. Resolution 13-087(A), Adopted the 2014-2019 Capital Improvement Plan and Established Legislative Priorities

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G. Memorandum 13-124, from Katie Koester to City Council dated August 21, 2013 re: CIP Projects Public Safety Building and East West Transportation Corridor

Page 239

H. Memorandum 13-131, from Katie Koester to City Council dated September 4, 2013 re: Public Safety Building Site Assessment

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I. Resolution 13-095, Keeping the HERC Gymnasium Open For Pickleball

Page 245

J. Resolution 14-084, Viable Site for a Community Center

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K. Sample Site Analysis and Recommendation

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10. COMMENTS OF THE AUDIENCE

11. COMMENTS OF THE CITY STAFF

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

13. COMMENTS OF THE CHAIR

14. COMMENTS OF THE COMMITTEE

15. ADJOURNMENT/NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER ____, 2014

AT 5:30 P.M. in the City Hall Conference Room – Upstairs located at 491 E. Pioneer Avenue, Homer Alaska.

Session 14-08 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:30 p.m. on July 31, 2014 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

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

STAFF: DAN NELSEN, PROJECT MANAGER
CAREY MEYER, PUBLIC WORKS DIRECTOR
RENEE KRAUSE, DEPUTY CITY CLERK

TELEPHONIC: USKH - MEREDITH NOBLE, PUBLIC RELATIONS/FUNDING
SARA WILSON-DOYLE, PUBLIC RELATIONS
DALE SMYTHE, PROJECT MANAGER, STANTEC (Formerly USKH)

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

APPROVAL OF SYNOPSIS

A. Synopsis for June 24, 2014 Regular Meeting

Chair Castner called for a motion to approve the minutes of the June 24, 2014 meeting as presented.

WYTHE/PAINTER – SO MOVED.

There was no discussion.

The minutes were approved by consensus of the committee.

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)*

There was no public present.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORTS

A. Design Team Reports

1. Memorandum dated July 23, 2014 from Sale Smythe– Project Status Update

Mr. Smythe provided a summary of the actions and progress accomplished since the June 24th meeting. He provided some next steps that the design team will be addressing such as:

Defined Under Task A

- adjacency diagrams
- formal site selection criteria
- a presentation and a final report to the committee

Defined Under Task B

- Concept building and site design
- cost estimates
- formal presentation and final report to the committee

Defined Under Task C

- continued support of committee meetings and scheduled Open Houses
- managing Public Involvement (PI) agenda
- documenting results of PI efforts

Mr. Smythe noted that they did obtain GIS information on the three preferred sites to assist in the site analysis matrix for use in comparisons.

There was a brief clarification on the 2014 Space Needs Assessment and 2034 Space Needs Assessment.

Mr. Smythe also clarified that these drafts represent the best case scenario to have what each department will require.

B. Staff Reports (if any)

Mr. Meyer reported that there were no reports at this time and offered to answer any questions the committee may have on work done up until this time.

There were no further discussions.

PUBLIC HEARING

There were no items for Public Hearing.

PENDING BUSINESS

A. Estimated Site Area Requirements for a New Public Safety Building

1. Draft 2014 Space Needs Assessment
2. Draft 2034 Space Needs Assessment
3. Police Space Standards dated June 26, 2014

Mr. Smythe provided an outline of the intent behind the Draft Space Needs Assessments provided to the committee. He noted the following:

- space needed for each department
- space that could be shared by both departments
- ancillary facilities
 - these were not outlined but were verbally noted as:
 - the shooting range
 - sally ports
 - vehicle storage
 - impound storage
 - emergency generator
 - bicycle storage

The space needs detail report was not provided to the committee as it was not finalized.

Chair Castner commented that this appeared to be more than a \$12-15 million dollar project.

Mr. Smythe believed that this information will determine what directions to take next for the future decisions.

Discussion continued on the difference between the 2014 Needs Assessment and the projected 2034 Space Needs Assessment was related specifically to the projected increase in staff. Additional comments were made regarding not having all the final details regarding the Space Needs Assessment limiting a discussion by the committee but it does provide the committee a probable direction that they will need to pursue.

Further comments on the project being 2-3 years out from construction and how the project could be phased for affordability were briefly discussed.

Some further suggestions from Chair Castner were offered determining the priorities of the space allocations in regards to funding. He requested Mr. Smythe to present the design to the Chiefs so they would be able to determine what could be implemented now and what could be done in the future when additional funding was acquired.

Mr. Nelsen expressed concern and warned the committee that to try and cut too much stuff out of a new facility you may affect the new facility structurally but it does depend on what those specific elements are.

Mr. Smythe explained that the standards provided was to be used as an example so the committee can review and see what is standard for police.

Chair Castner preferred to wait to have a discussion on ancillary and design contingency when the final report is in hand.

There was no further discussion or comment.

B. Supplemental Strategies Chart – Updated and Revised as if July 24, 2014

1. Action Needed to refine Details of Activities

Chair Castner explained that he has contacted Ian Hall, a Homer High School student to put together the short movie clip to be shown at the Homer Theater. He will hopefully have something in the next couple of weeks. He questioned the available budget, if any, that could be expended.

Mr. Meyer confirmed that there were dollars available as long as the expenditure was approved by the committee.

Ms. Wythe reported that she sent letters to the legislators regarding the project and requested the public meeting scheduled for late August be moved back to the beginning of September. Ms. Wythe further noted that the lobbyist for the city will be in town to attend the Council meeting on August 25th and recommended that they should meet with her and bring her up to speed as well. She further noted that she can work with Katie Koester and Walt Wrede on who to incorporate into the second mailing that is slated for the beginning of October. She inquired about the schedule for the Realtors Association and requested the Clerk to contact the group and confirm whether Ms. Wythe needs to block time on her calendar.

Ms. Wythe also stated that her husband and she were the sole guests at the Open House held on July 29, 2014. They did get a tour of the Police Department, which was a first for her.

Mr. Meyer commented that they have made progress; display boards were created which are displayed at the Public Library and upstairs in the main lobby (currently in Chambers). The third set he believed will be at the movie theater when the movie clip has been completed. The website has been created and updated.

Ms. Wythe requested the Clerk to pull the sound clips from the meeting when Mr. Castner was absent since the Chiefs verbalized succinctly the state of their departments. Chair Castner added that those sound clips could be used for the short movie being created too.

Mr. Castner also made arrangements with a local radio host regarding the project. This will be done on a Tuesday that he is available. A date was not determined at this time.

Mr. Meyer confirmed that Mr. Crane was still willing to lead a tour for media representatives of each of the facilities. Mr. Meyer explained his impression of the tour and opined that Mr. Crane's knowledge would be beneficial for the project. Mr. Crane stated he would coordinate with the Chiefs on an appropriate day and time.

There was no further discussion or comments.

C. Project Contact List as of July 25, 2014

1. Action Needed to Add Missing Contact Information

The following changes were requested:

- Change the contact number for Chair Castner
- Change the Mayor's number to home phone
- Add Mr. Crane's cell number

NEW BUSINESS

A. Draft PowerPoint Presentation for Public Involvement Phase (PIP)

Chair Castner opined that he did not find anything objectionable in the PowerPoint. He inquired if everyone was in consensus to approve this PowerPoint for continued use. No motion was needed.

Chair Castner continued his comments regarding presenting a summary of each slide when showing to the various public gatherings. He added that this was a really important project within the community and the three functions that this facility fulfills and it is really four functions since it includes – mental health also. People can argue the cost, is it good enough and where it will be sited - but as far as the core values that would be the message he always wants in the forefront.

Ms. Wythe requested slide #60 be moved to the opening thought not the closing thought.

Ms. Noble also suggested adding the Open House dates too.

There was a brief discussion on establishing dates for the Open Houses as late as possible since they need to develop momentum for the project.

B. Scheduling the Next Meeting Date and Agenda Deliverables

Chair Castner opened discussion by suggested the later of the recommended dates since he will be back August 20, 2014. He asked if everyone was fine with the go to meeting approach. Mr. Smythe inquired if this was to be the Open House or a working meeting.

It was preferred to be a working meeting for the committee regarding the materials that are presented on the final space needs reports.

Chair Castner also brought up the comment made by Mayor Wythe regarding the Council selection of the HERC Site in the CIP. Mayor Wythe explained the actions of the Council was not a permanent choice for site selection, but as far as coming to the table with something of value for encouragement so the legislature would fund this project and the only intent of council was to get the project before the legislature.

Chair Castner related that he has received numerous questions and comments from various members of the public regarding the site selection and a brief discussion ensued regarding the previous actions of council and public interpretation of said actions.

Mayor Wythe further explained the process the Council used to select property for placement of a new public safety building.

Mayor Wythe confirmed that she requested Council at the last meeting to have on the agenda in August committing to contributing the Town Center property to a public community building as long as the Needs Assessment comes through and there is a funding mechanism for it.

Further comments from the Chair on that not being within this committee's purview and that the cost of the loss of the property to the community compared to the cost to ready the town center property to take a facility must be considered.

Chair Castner inquired about a resolution or the action taken from Council regarding the HERC site in relation to this issue. Mayor Wythe requested the Clerk to go back in the record and bring this information for the next meeting.

INFORMATIONAL ITEMS

- A. Resolution 14-36(A), Creation of the Committee
- B. Public Safety Building Project Fact Sheet
- C. Public Involvement Plan dated June 23, 2014

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no comments from the audience present.

COMMENTS OF CITY STAFF

Mr. Nelsen requested Chair Castner have Ian Hall contact him regarding the movie short and details. He further commented regarding the costs and nailing those down sooner rather than later and believes that it is a very important part of the decision-making project. He is leery to head down a path that they

are unable to cash the check at the end of the path. He stated that they talk about these public meetings and his question is are they ready to present this to the public.

Mr. Meyer commented that it was discussed between them that the project would be better perceived by the public by having Chair Castner and Mr. Crane appear and champion the cause. Chair Castner responded that he has apologized twice for his inability to put more time into this project during the month of July and he will be out most of August but there is not much he can do so he will still champion this project but he will be very tough in regards to tearing everything down and creating a lot of new costs; he has heard very conservative remarks regarding large public works projects; he wants to make sure that they are very clear in what they need and using the right words and everything and people respond to the costs; well everything costs a lot in 2014. He is pretty sure that they will need a bond for this project.

Ms. Krause had no comments.

COMMENTS OF THE COUNCILMEMBER

Mayor Wythe left the meeting at 6:35 p.m.

COMMENTS OF THE CHAIR

Chair Castner commented that there is a very, very strong group/contingent that wants to maintain a recreational facility and not lose it for any period of time; the Mayor has pledged to offer up property that had big development costs and did not satisfy anybody and also put a lot of caveats on it. Chair Castner further commented that he has said previously that they can come up with a win-win situation for everyone; he believes that this will end up in a bond proposition; there are other issues going around town that are resulting in the trust issue. He believes that if they work together on this and explore every avenue; he does not want to attend the meeting where people come up and say did you consider this and they have not; they need to review all scenarios and can show where it fell from a chart of acceptable things. When the final report is presented he believes they should spend the time to talk about all the elements. He believes this is why Beth wanted him on this committee with his knowledge of constructability.

He further believes that according space needs assessment they are doing a great job.

COMMENTS OF THE COMMITTEE

Chief Painter had no comments.

Chief Robl commented that one way to view the space needs study is to realize how far behind where they should be; this project may come in a lot larger than they like but that is reality; he further noted that it may appear to be easy knock down the training facilities as fluff but that is important to a fire and police department; they are only safe as the training that they do and it is very critical to address the training needs of their departments; he is looking at this facility lasting 35 years, this project is going to take 5 years to build then 25 years of occupancy; he would be interested to see what 2019 costs are projected to be since if this project is spread out over the years it will only be more expensive.

Mr. Crane commented that this is a tough nut to crack with respect to the public opinion. He has not received one comment or one call. Throughout 35 years of experience in Fire Service the public does not realize the critical nature of the facilities and the people who operate and provide the service to the

community. His passion and focus will be getting this information to the public. He commented on a potential for a bond issue and believes that people are often favorable for a bond issue for fire and police. He stated they need to concentrate on the people that provide these services to the community.

Chair Castner added comment on some historical reaction of the voters on large construction projects. He stated again that they can keep hammering on the concept that it is there, you may not use it but it's like that big blanket at the foot of the bed if you need it; this is there 365 days a year, day and night if they need it.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 7:00 p.m. The next regular meeting will be **TUESDAY, AUGUST 26, 2014 AT 5:30 P.M.** and will be at the City Hall Conference Room located upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____



CITY OF HOMER, ALASKA Public Safety Facility

SPACE NEEDS ASSESSMENT

August 26, 2014

LorenBerryArchitect

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41601 MADRONE, SPRINGFIELD, OREGON 97478 TELEPHONE (541) 896-3692 FAX (541) 896-0231

August 26, 2014

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

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

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

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

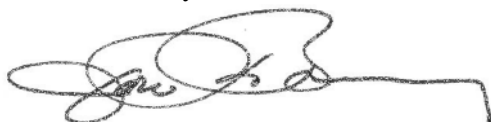
If you have any questions or need clarifications regarding the study, please call us.

Thank you for involving us in this important project.

Sincerely,



Loren R. Berry, FCSI, CDT, AIA



Jon R. "Jack" Berry, AIA

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I EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Introduction

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

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

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

SUMMARY OF PERSONNEL SPACE & SITE NEEDS

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

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

A breakdown of personnel needs is provided in Section III.

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

SUMMARY OF PERSONNEL SPACE NEEDS

2034						
PERSONNEL	MAIN BUILDING	ANCILLARY BUILDINGS	TOTAL BUILDINGS	SITE FACILITIES	ESTIMATED SITE AREA	
<u>VOLUNTEER FIRE DEPARTMENT</u>						
14 STAFF	22,307	1,459	23,766	34,873	58,639	
50 VOLUNTEERS						
<u>POLICE DEPARTMENT</u>						
38	24,684	7,230	31,914	39,192	71,106	
<u>SHARED FACILITIES</u>						
--	4,585	1,320	5,905	4,550	10,455	
TOTALS						
	51,576	10,009	61,585	78,615	140,200	

SUB-TOTAL ESTIMATED SITE AREA

SITE AREA ALLOWANCES

DESIGN CONTINGENCY 10%

LANDSCAPE/HARDSCAPE 25%

FUTURE EXPANSION 10%

TOTAL ESTIMATED SITE AREA REQUIREMENT

ALL FACILITIES ON ONE LEVEL

140,200

REDUCE SITE AREA FOR 2 LEVEL FACILITY:

ASSUME 30% OF MAIN BUILDING ON 2ND FLOOR

.30 X 51,639

TOTAL ESTIMATED SITE AREA REQUIREMENT

TWO STORY FACILITY

(15,473)

187,817

4.31 Acres

2014						
PERSONNEL	MAIN BUILDING	ANCILLARY BUILDINGS	TOTAL BUILDINGS	SITE FACILITIES	ESTIMATED SITE AREA	
<u>VOLUNTEER FIRE DEPARTMENT</u>						
7 STAFF	21,296	1,459	22,755	31,948	54,703	
40 VOLUNTEERS						
<u>POLICE DEPARTMENT</u>						
31	22,081	7,230	29,311	33,797	63,108	
<u>SHARED FACILITIES</u>						
--	4,341	1,320	5,661	4,550	10,211	
TOTALS						
N/A	47,718	10,009	57,727	70,295	128,022	

SUB-TOTAL ESTIMATED SITE AREA

SITE AREA ALLOWANCES

DESIGN CONTINGENCY 10%

LANDSCAPE/HARDSCAPE 25%

FUTURE EXPANSION 10%

TOTAL ESTIMATED SITE AREA REQUIREMENT

ALL FACILITIES ON ONE LEVEL

128,022

REDUCE SITE AREA FOR 2 LEVEL FACILITY:

ASSUME 30% OF MAIN BUILDING ON 2ND FLOOR

.30 X 47,493

TOTAL ESTIMATED SITE AREA REQUIREMENT

TWO STORY FACILITY

(14,315)

171,318

3.93 Acres

II METHODOLOGY

METHODOLOGY

Introduction

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

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

PROJECT APPROACH

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

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

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

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

III GROWTH & STAFFING

June 11, 2014

Population of Homer

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

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

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

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

Police

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

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

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

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

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

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

Fire

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

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

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

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

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

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

STAFFING

June 11, 2014

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

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

IV SPACE STANDARDS

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

OFFICES

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

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

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

WORK STATIONS

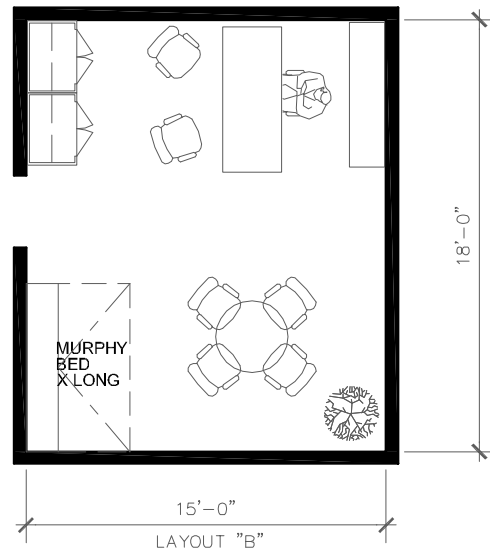
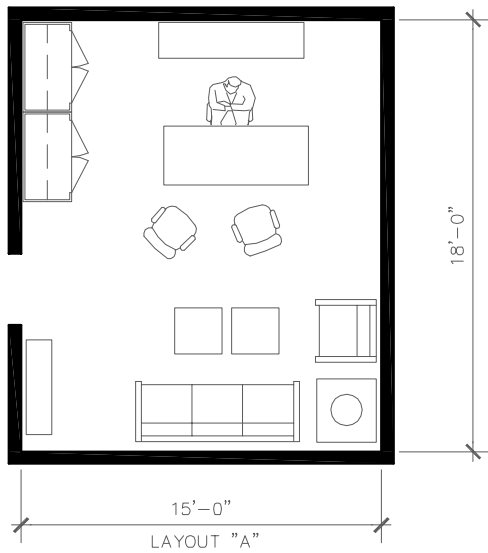
Included are 6 examples from our library. Many others are possible.

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

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

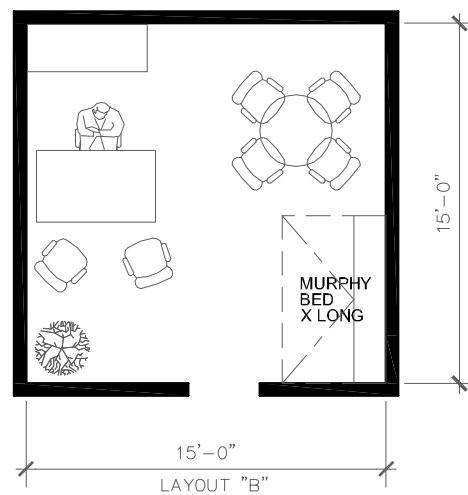
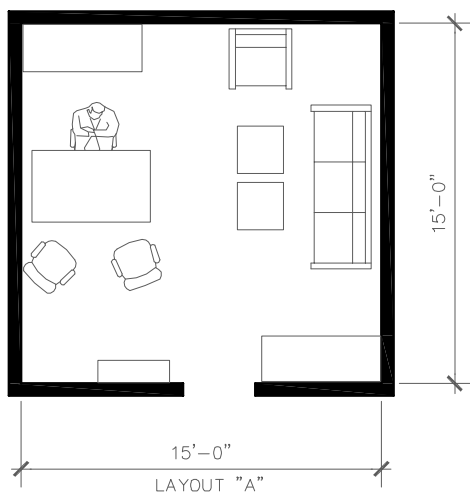
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OFFICE
270 SF

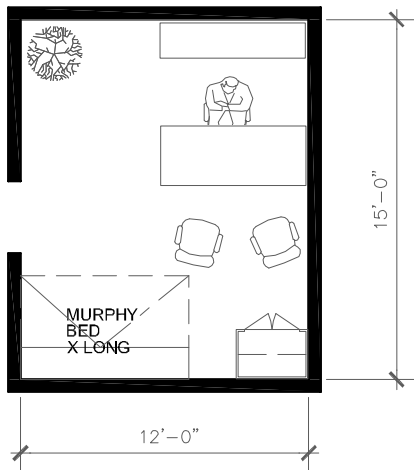
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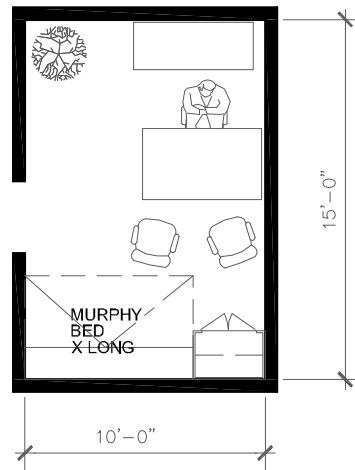
OFFICE
225 SF

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

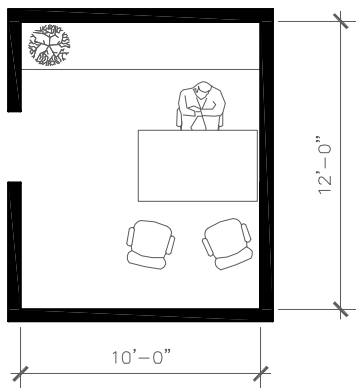
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



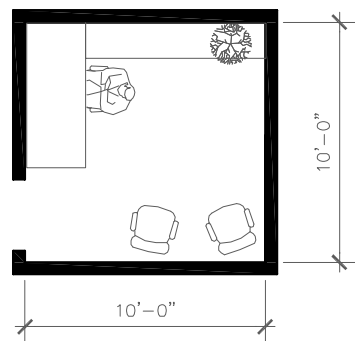
OFFICE
180 SF SCALE: 1/8" = 1'-0"



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

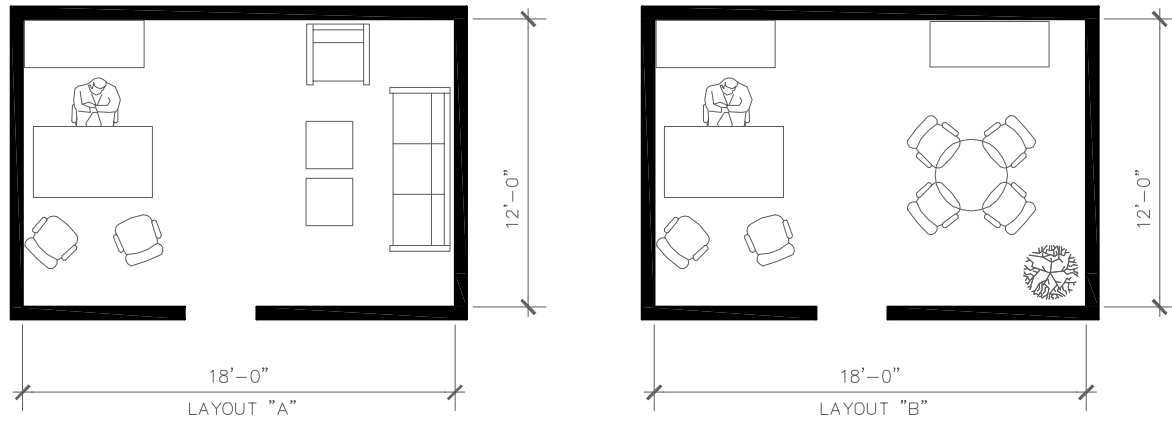


OFFICE
120 SF SCALE: 1/8" = 1'-0"



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

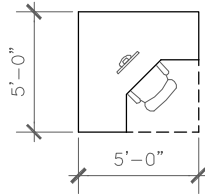
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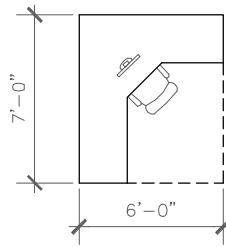
OFFICE
216 SF

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

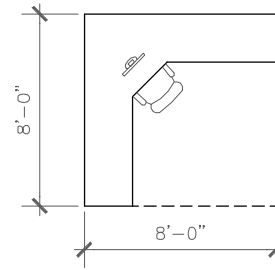
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ARE FOR ILLUSTRATION PURPOSES ONLY.



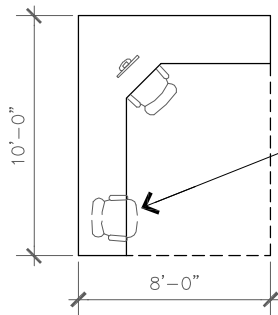
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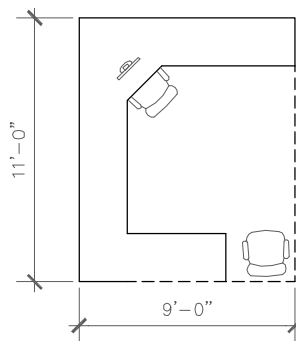
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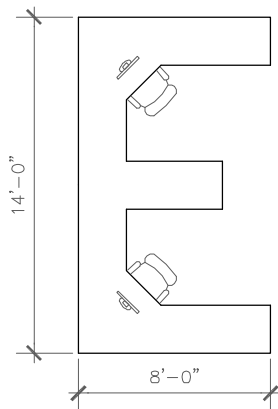
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WS 80 SQ.FT.



WS 99 SQ.FT.

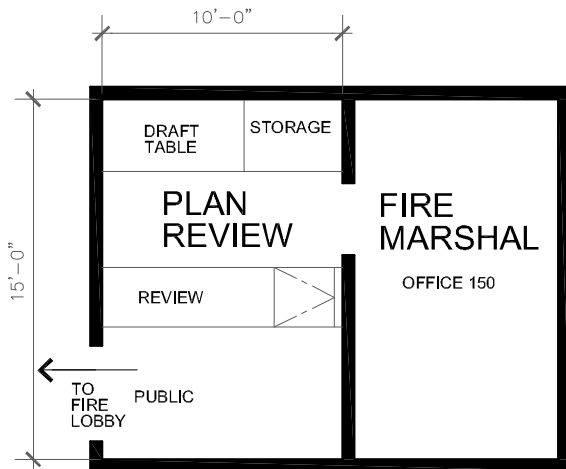


DOUBLE WS 112 SQ.FT.

OPEN PLAN WORKSTATION

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

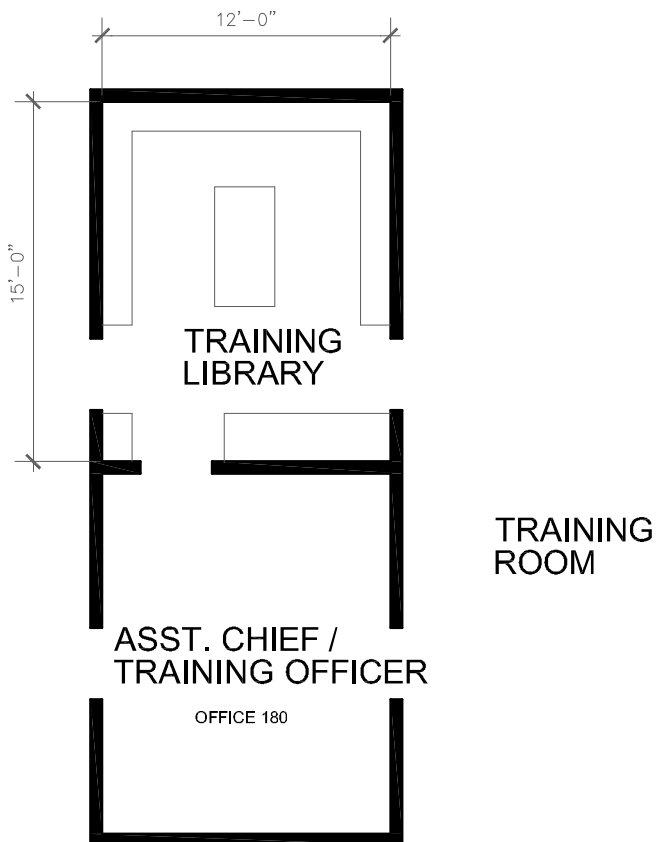
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



PLAN REVIEW

150 SF

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

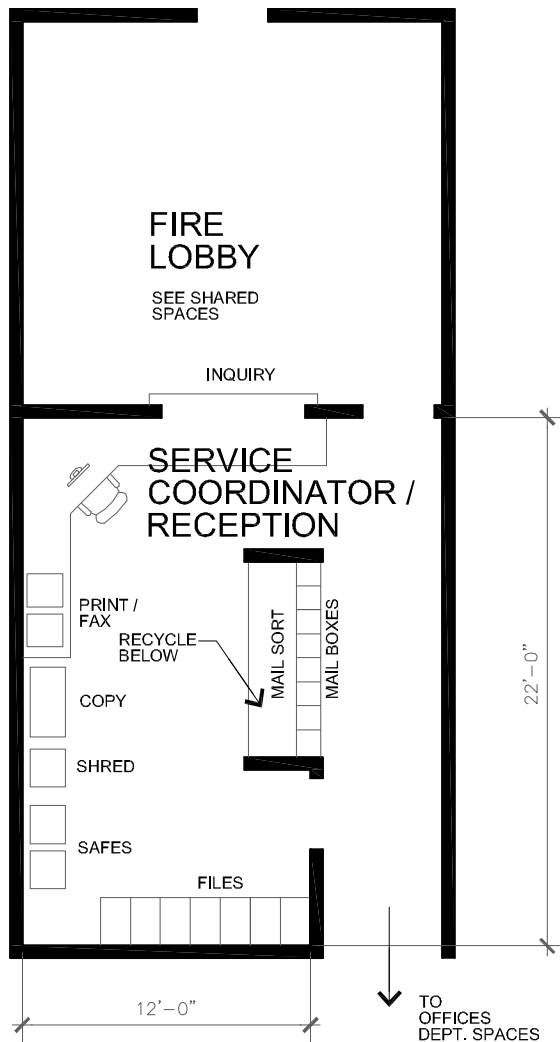


TRAINING LIBRARY

225 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

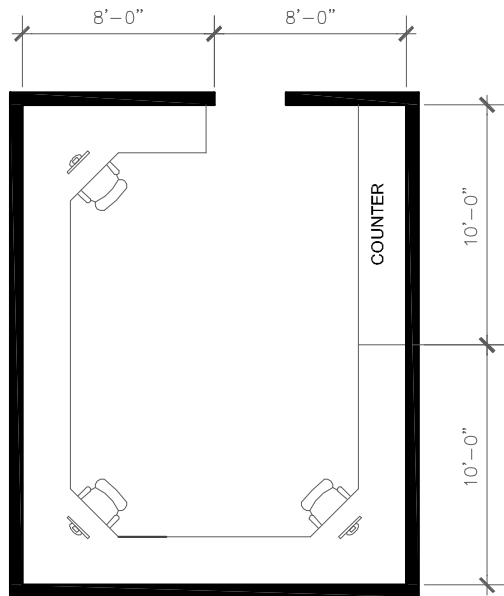


DEPARTMENT SERVICES COORDINATOR / RECEPTION

264 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

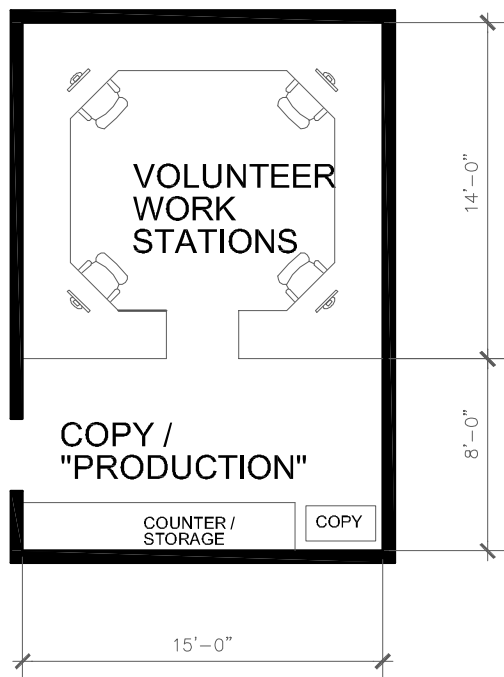


EMERGENCY SERVICES SPECIALIST

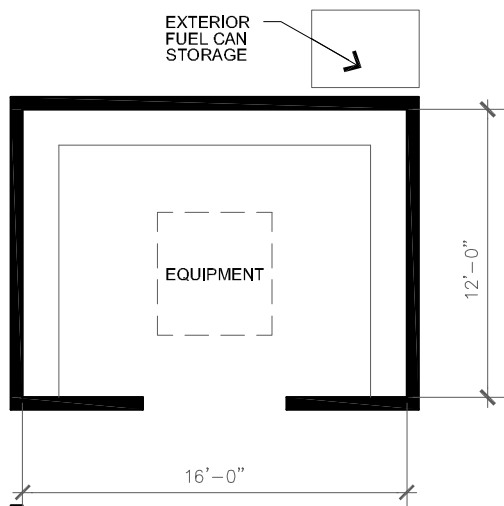
320 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

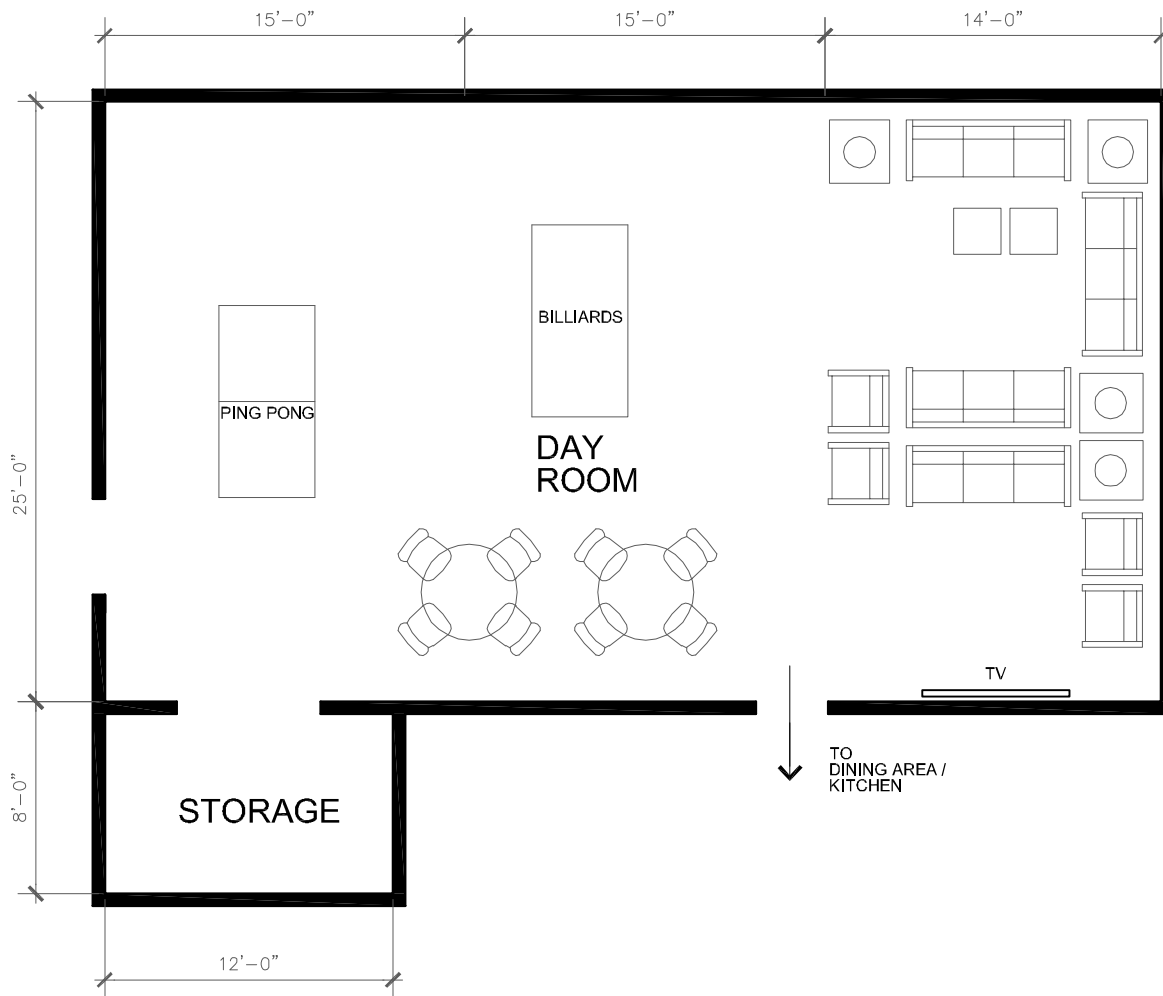


VOLUNTEER WORK STATIONS / COPY / "PRODUCTION"
330 SF SCALE: 1/8" = 1'-0"



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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

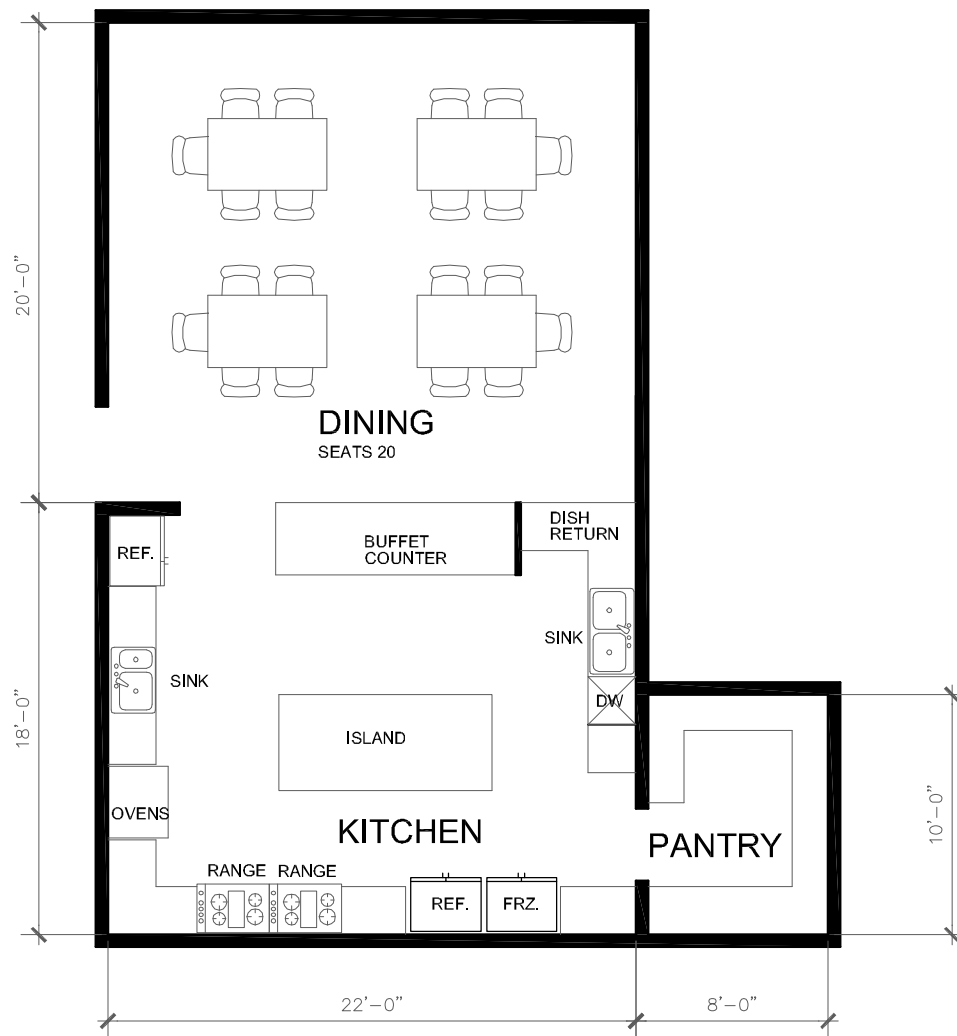


DAY ROOM

1,169 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

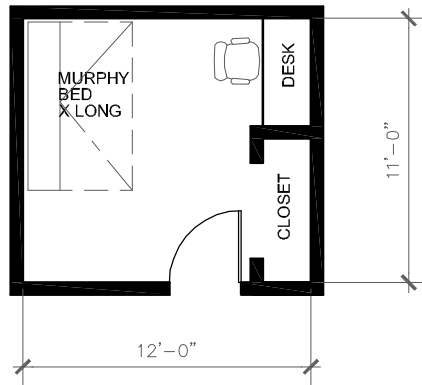


DINING / KITCHEN

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

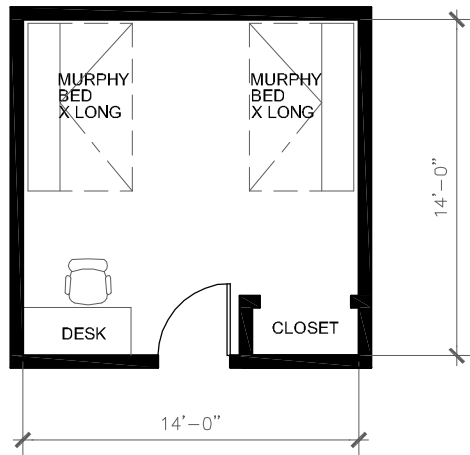
* DINING 440 SF
* KITCHEN 396 SF
* PANTRY 80 SF
TOTAL 916 SF

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



SINGLE BUNK ROOM

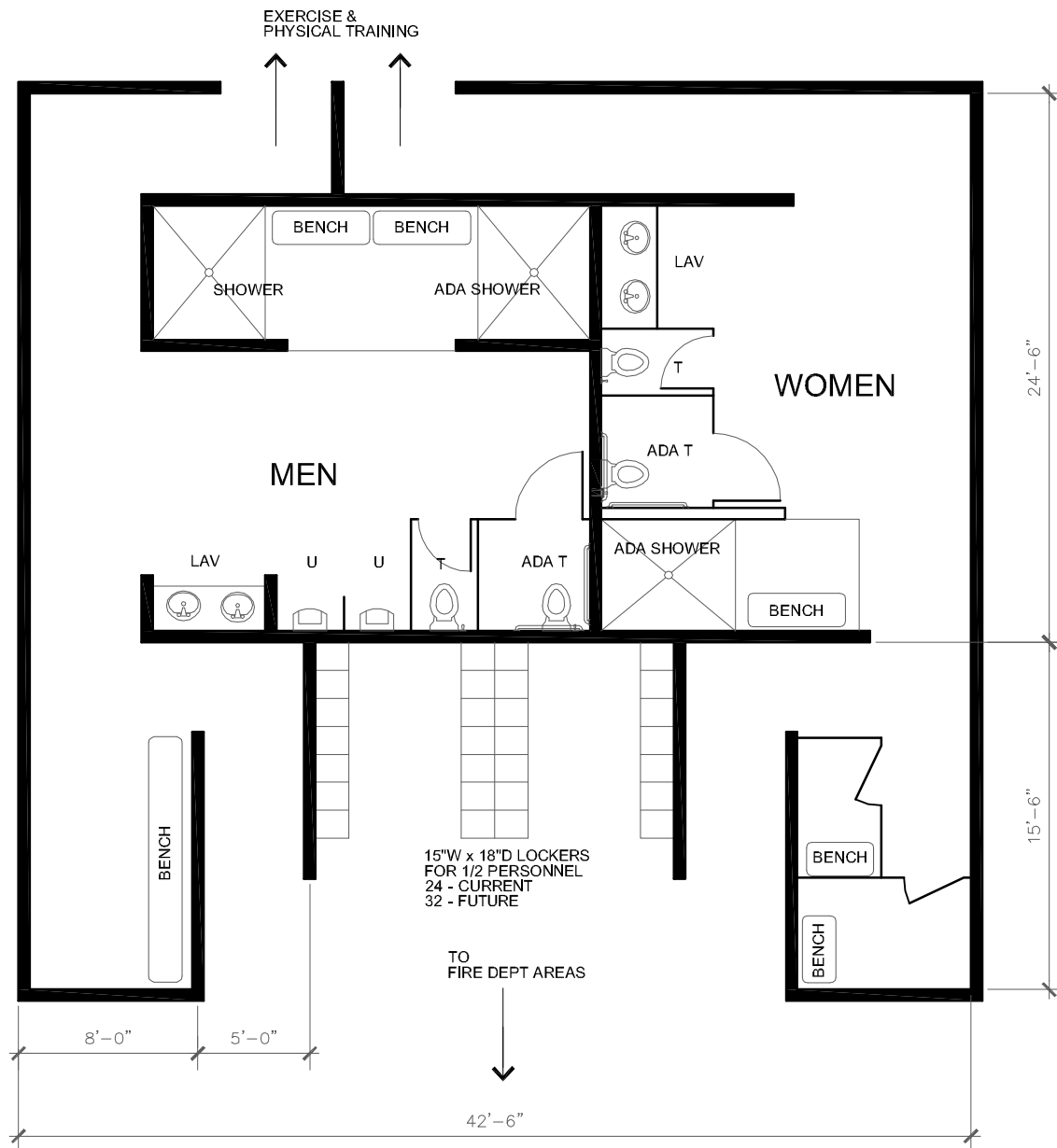
132 SF



DOUBLE BUNK ROOM

196 SF

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

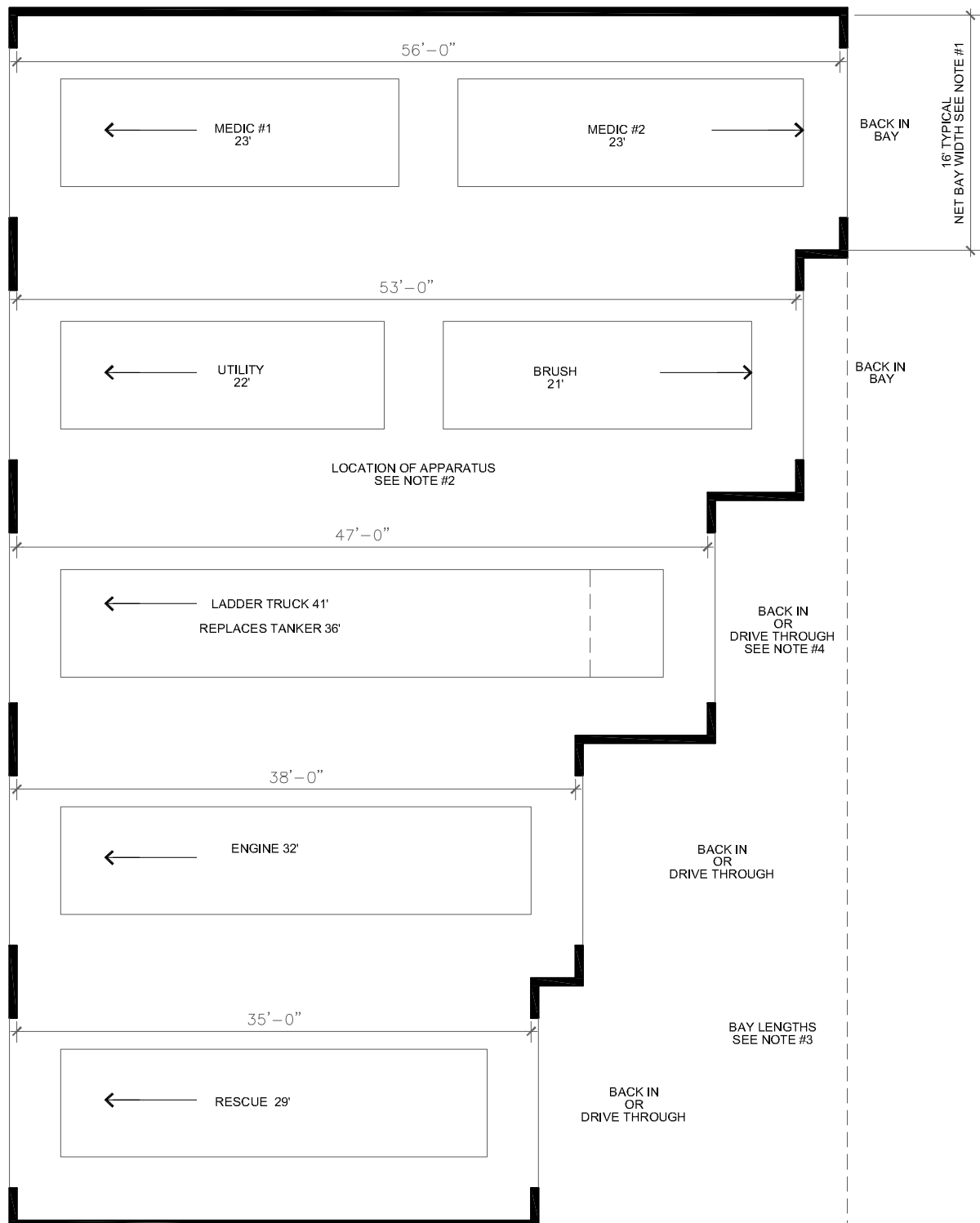


FIRE SHOWER & LOCKER ROOMS

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

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



MINIMUM APPARATUS BAY LENGTHS

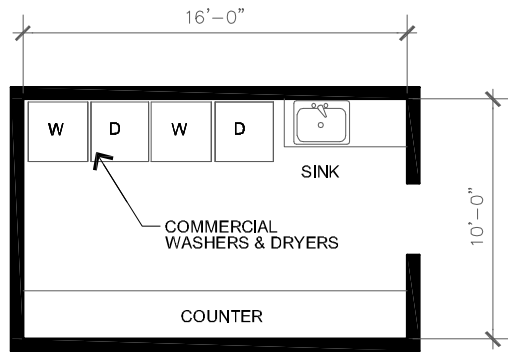
1872 SF

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

NOTES:

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

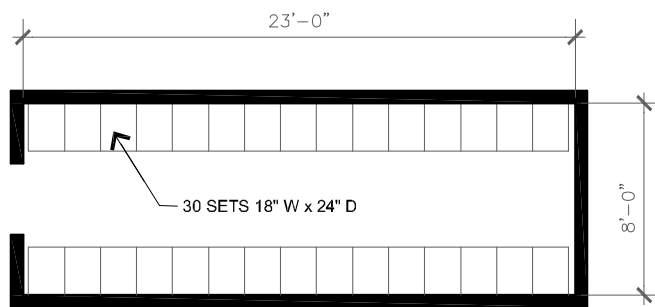
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



LAUNDRY

160 SF

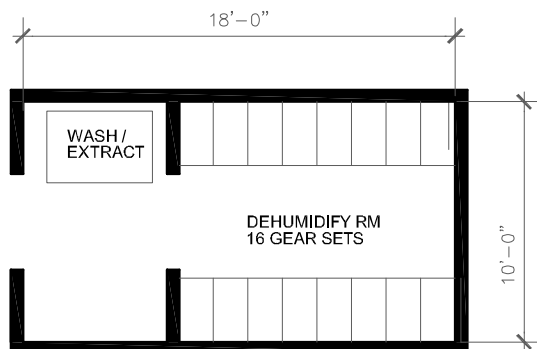
SCALE: 1/8" = 1'-0"



TURN OUT GEAR - NEW STORAGE

184 SF

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

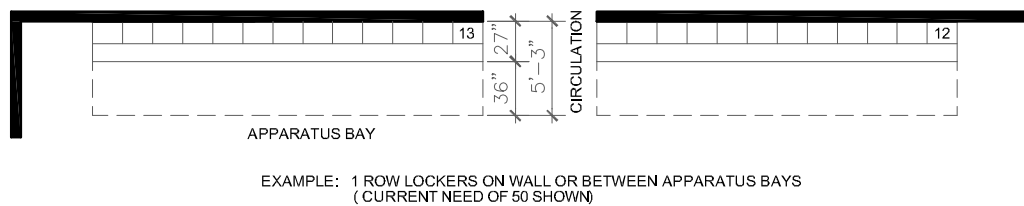
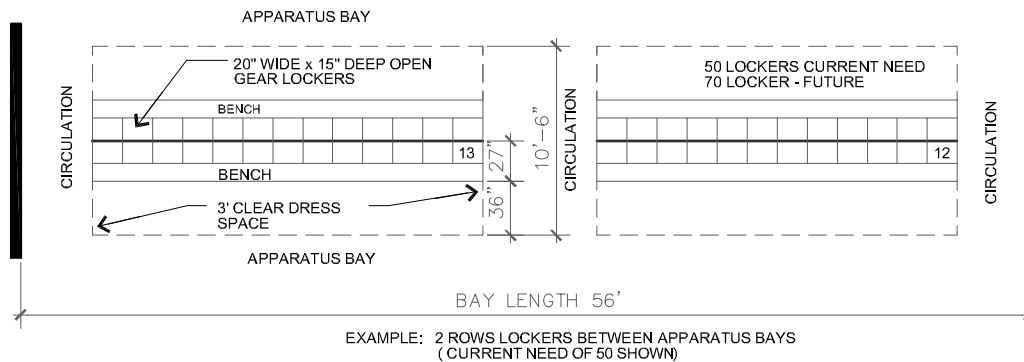


TURN OUT GEAR - WASH / DRY

180 SF

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

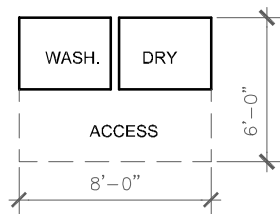
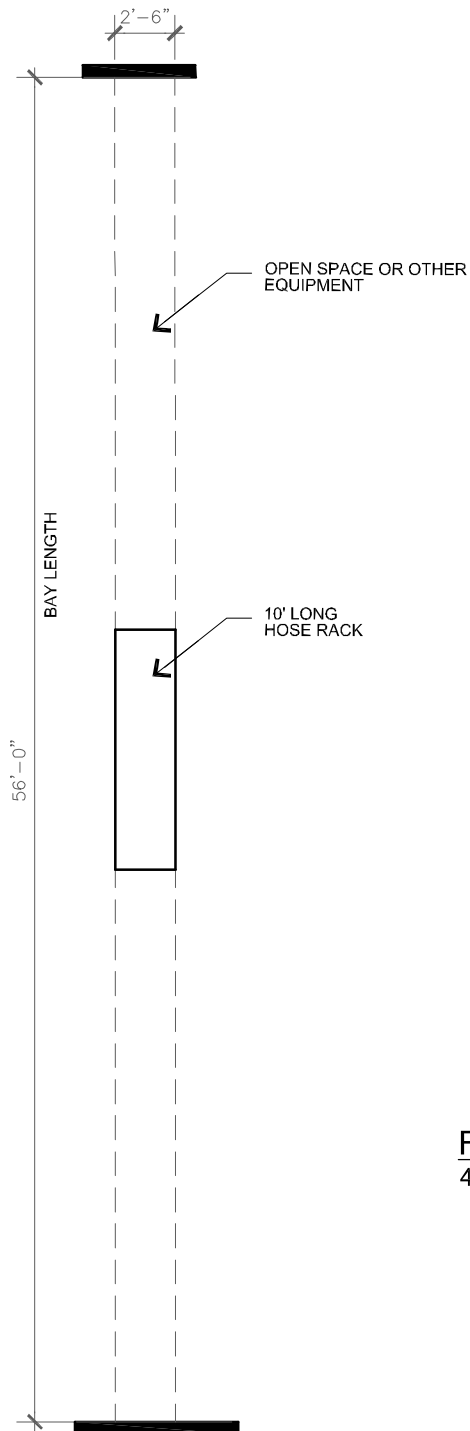
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



TURN OUT GEAR OPEN LOCKERS

1,115 SF

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



FIRE HOSE WASH / DRY

48 SF

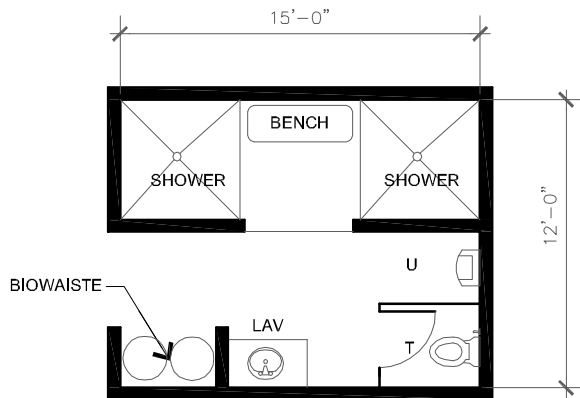
SCALE: 1/8" = 1'-0"

SPACE FOR HOSE RACK & OTHER EQUIPMENT BETWEEN BAYS

140 SF

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

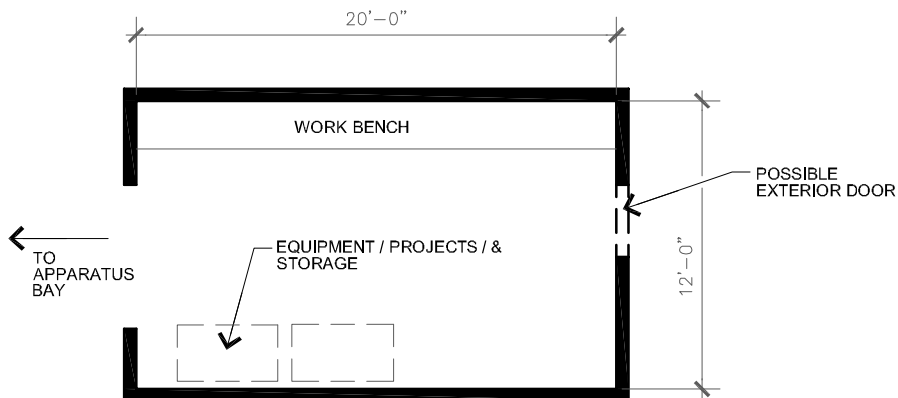
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



DECON SHOWERS / BIOHAZARD

180 SF

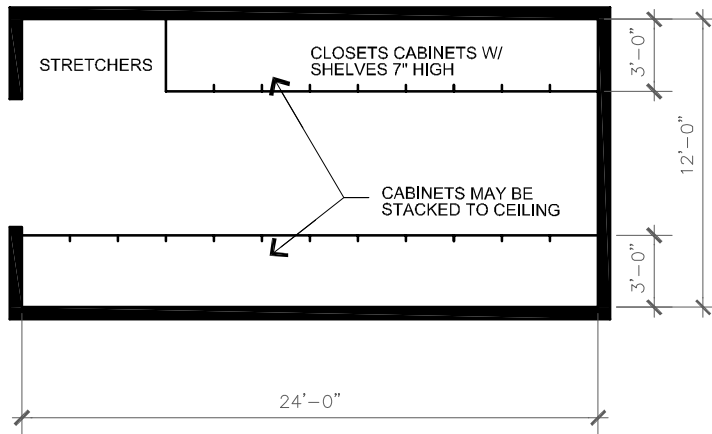
SCALE: 1/8" = 1'-0"



SHOP

240 SF

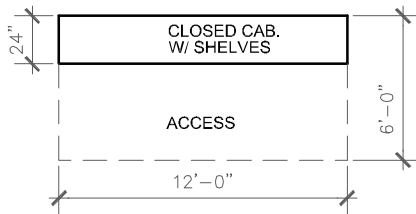
SCALE: 1/8" = 1'-0"



MEDICAL EQUIPMENT / SUPPLIES

288 SF

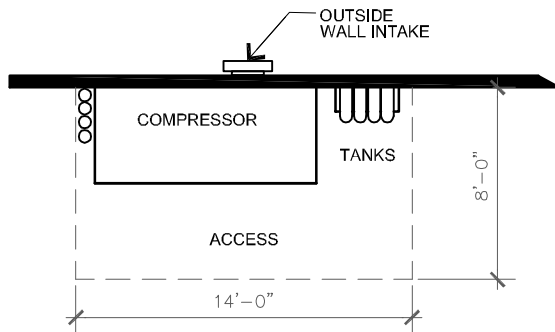
SCALE: 1/8" = 1'-0"



FOOD / BEVERAGE STORAGE

72 SF

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



BREATHING AIR COMPRESSOR / TANKS

80 SF

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

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

OFFICES

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

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

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

WORK STATIONS

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

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

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

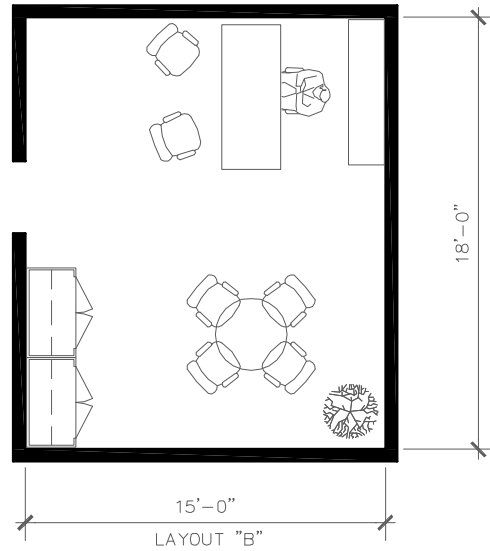
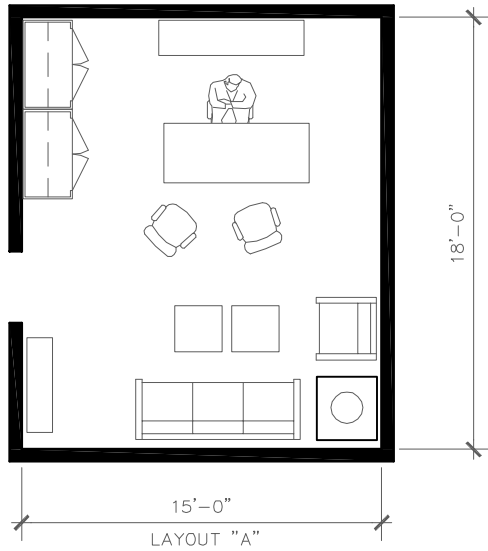
OTHER SPACE STANDARDS

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

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

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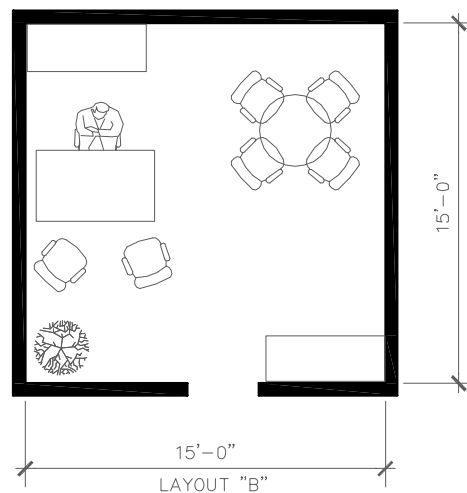
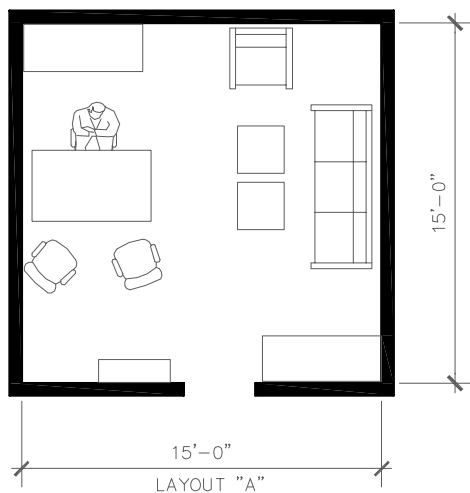
SPACE OR ELEMENT	PAGE
• OFFICES	IV - 24
• OFFICES	IV - 25
• OFFICES	IV - 26
• WORK STATIONS	IV - 27
• INTERVIEW	IV - 28
• BRIEFING	IV - 29
• RECEPTION / WORK	IV - 30
• DISPATCH CONSOLES	IV - 31
• BREAK ROOMS	IV - 32
• SALLY PORT	IV - 33
• JAIL BOOKING / CONTROL	IV - 34
• CELLS / POLYGRAPH	IV - 35
• EXAMPLE JAIL LAYOUT	IV - 36
• OFFICER ENTRY / MUD ROOM / VISITATION / BUNK ROOM	IV - 37
• EVIDENCE PROCESS / STORAGE	IV - 38
• ARMORY / RANGE	IV - 39
• SHOWER / LOCKER	IV - 40



OFFICE

270 SF

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

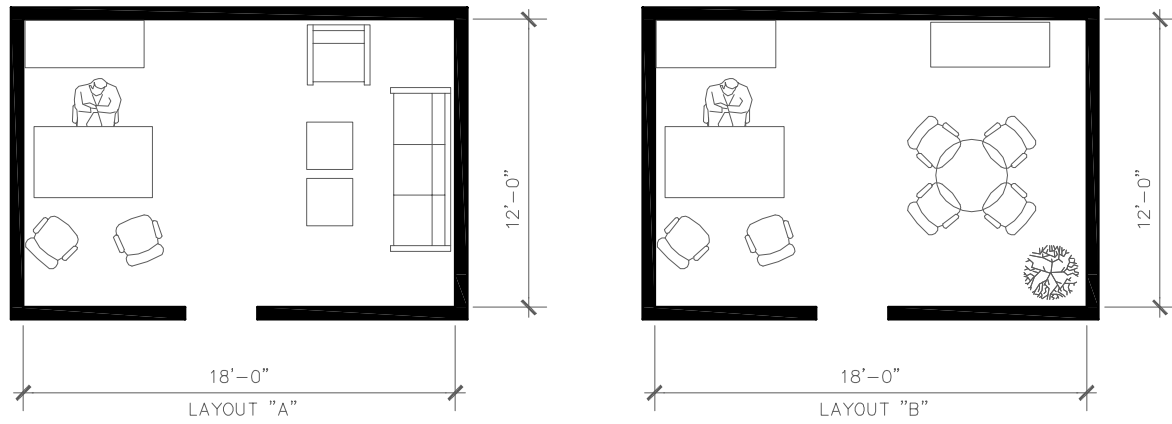


OFFICE

225 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

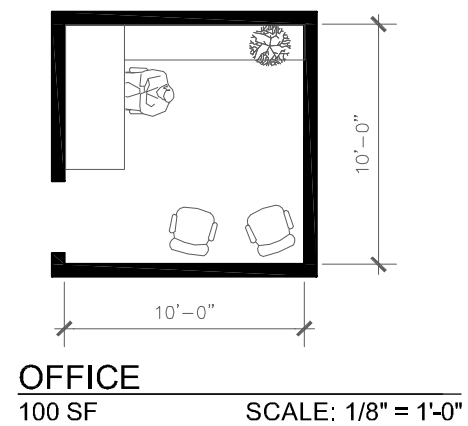
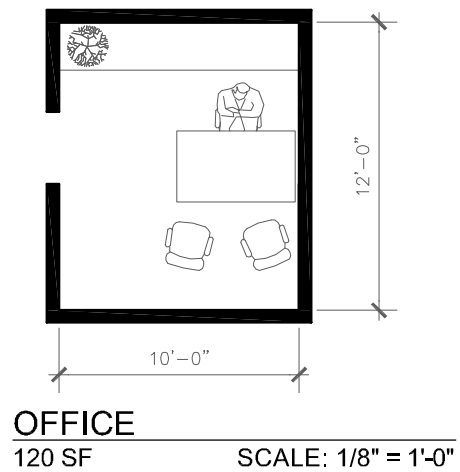
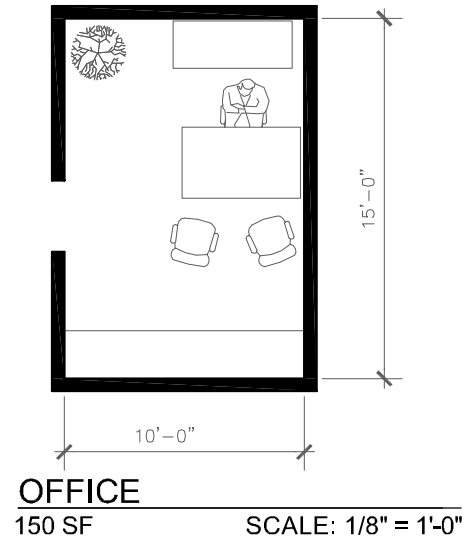
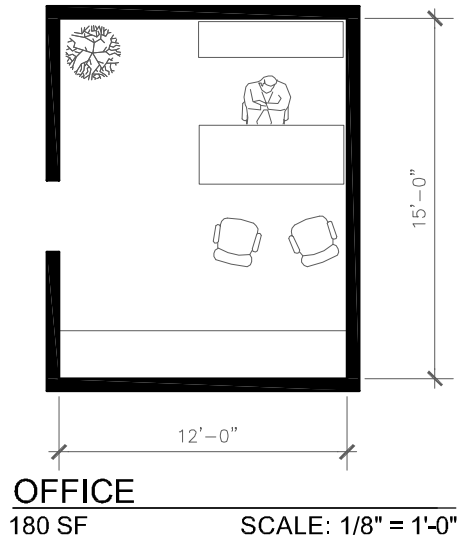


OFFICE

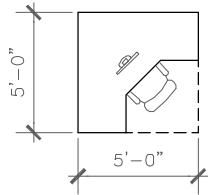
216 SF

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

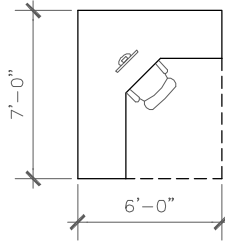
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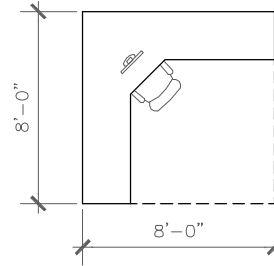
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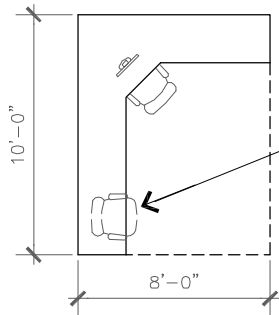
WS 25 SQ.FT.



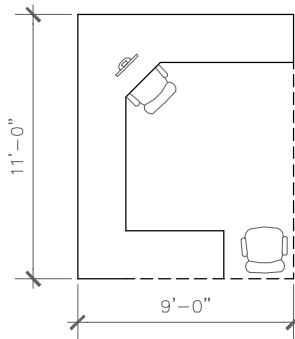
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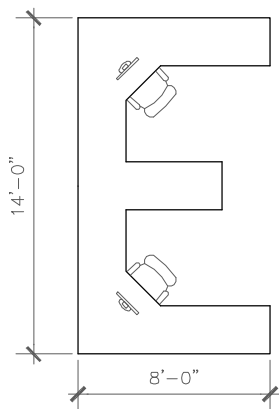
WS 64 SQ.FT.



WS 80 SQ.FT.



WS 99 SQ.FT.

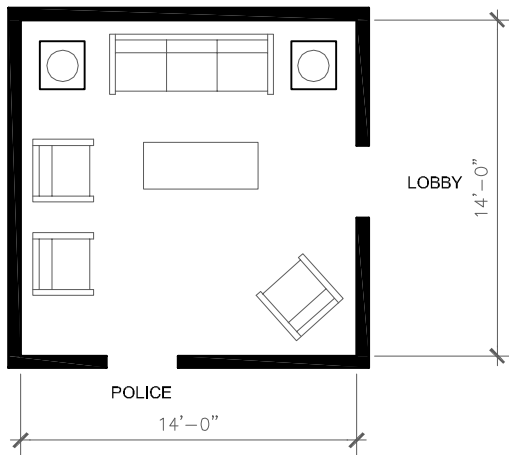


DOUBLE WS 112 SQ.FT.

OPEN PLAN WORKSTATION

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

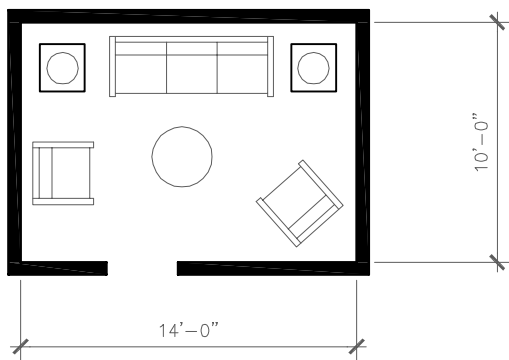
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



SOFT INTERVIEW / CONFERENCE ROOM

196 SF

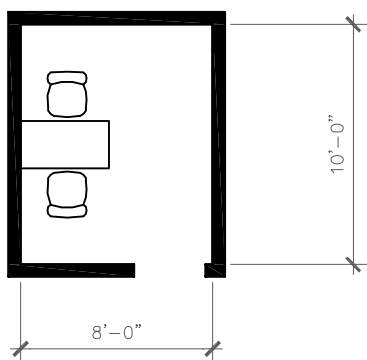
SCALE: 1/8" = 1'-0"



SOFT INTERVIEW / INTERROGATION @ INVESTIGATION / PATROL

140 SF

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

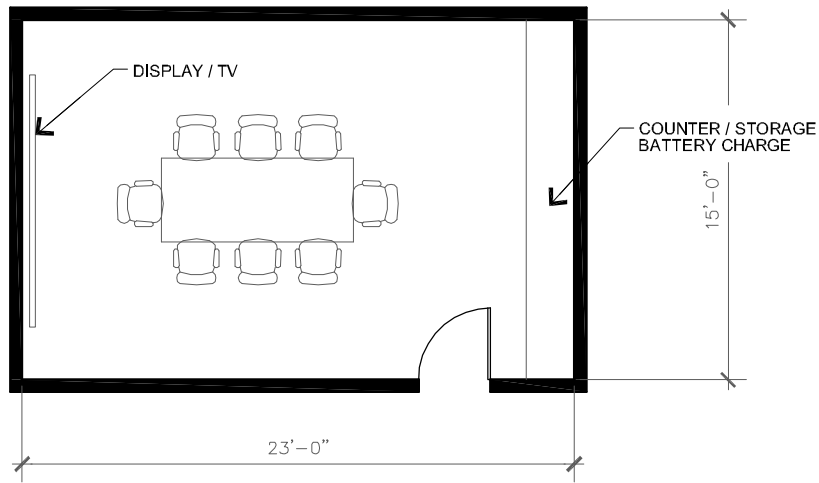


HARD INTERVIEW / INTERROGATION @ INVESTIGATIONS & JAIL

96 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

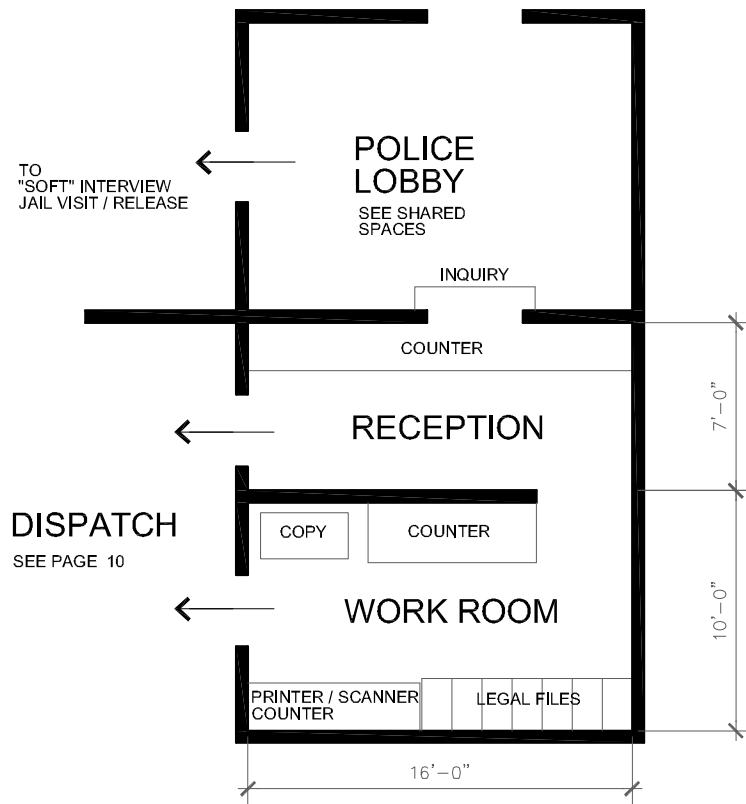


POLICE BRIEFING ROOM

345 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

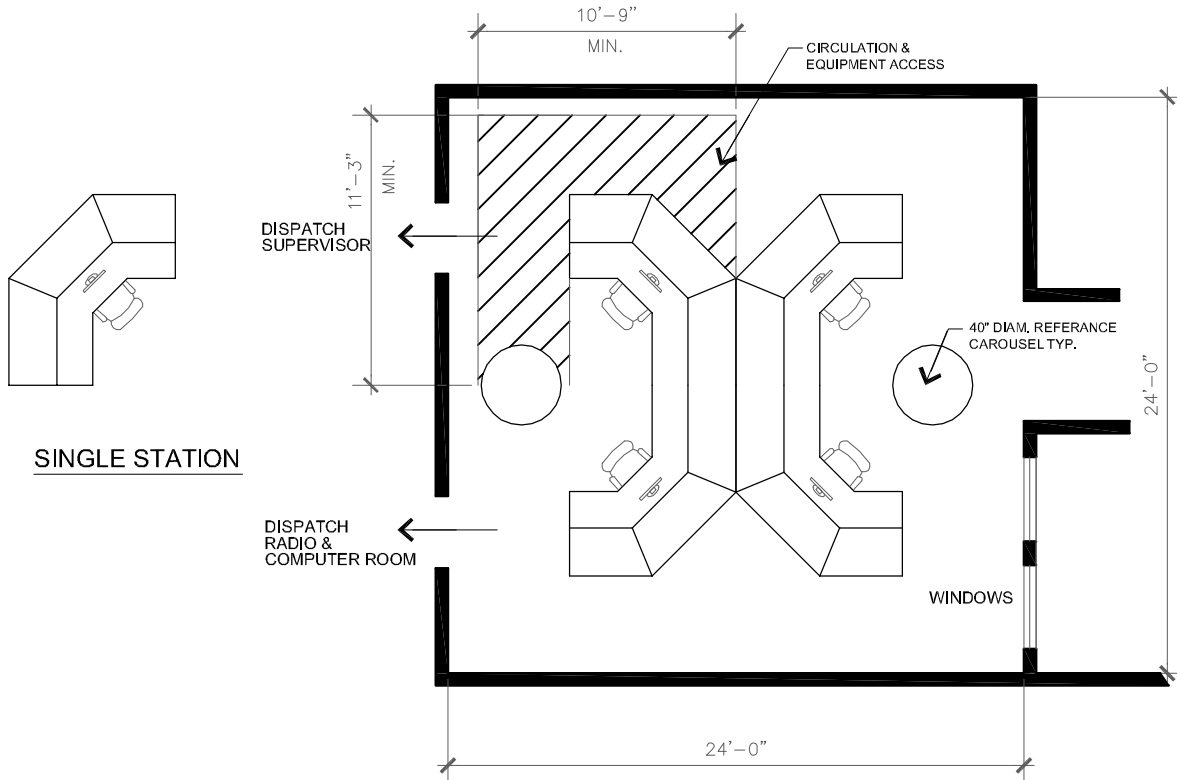


DISPATCH WORK ROOM / RECEPTION

272 SF

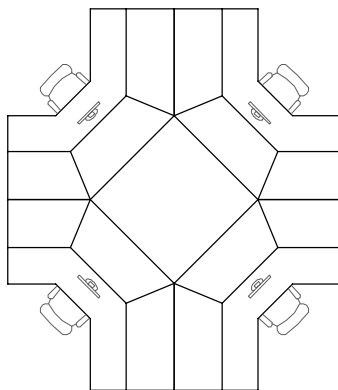
SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



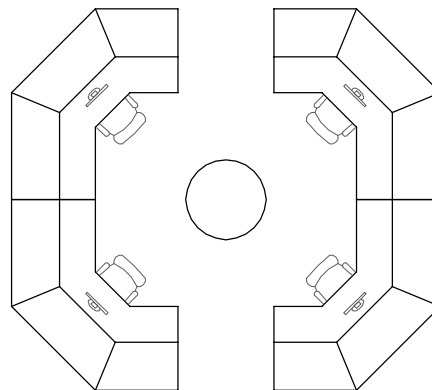
LAYOUT OPTION "A"

SERVICE EASIEST



LAYOUT OPTION "B"

SERVICE MOST DIFFICULT



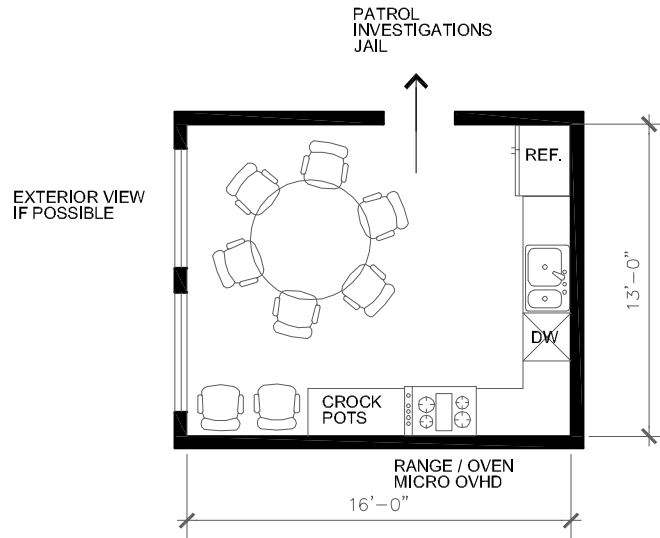
LAYOUT OPTION "C"

SERVICE EASIEST

DISPATCH / CALL TAKING CENTER

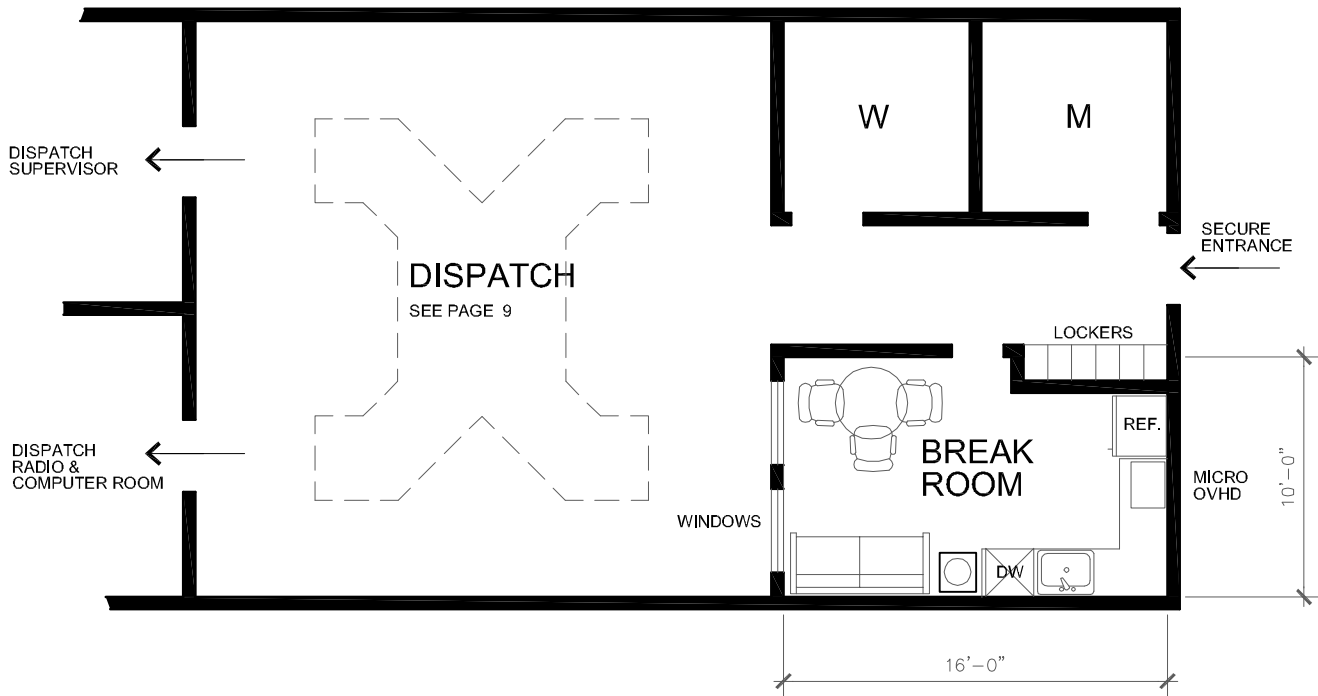
SCALE: 1/8" = 1'-0"

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



POLICE BREAK ROOM
208 SF

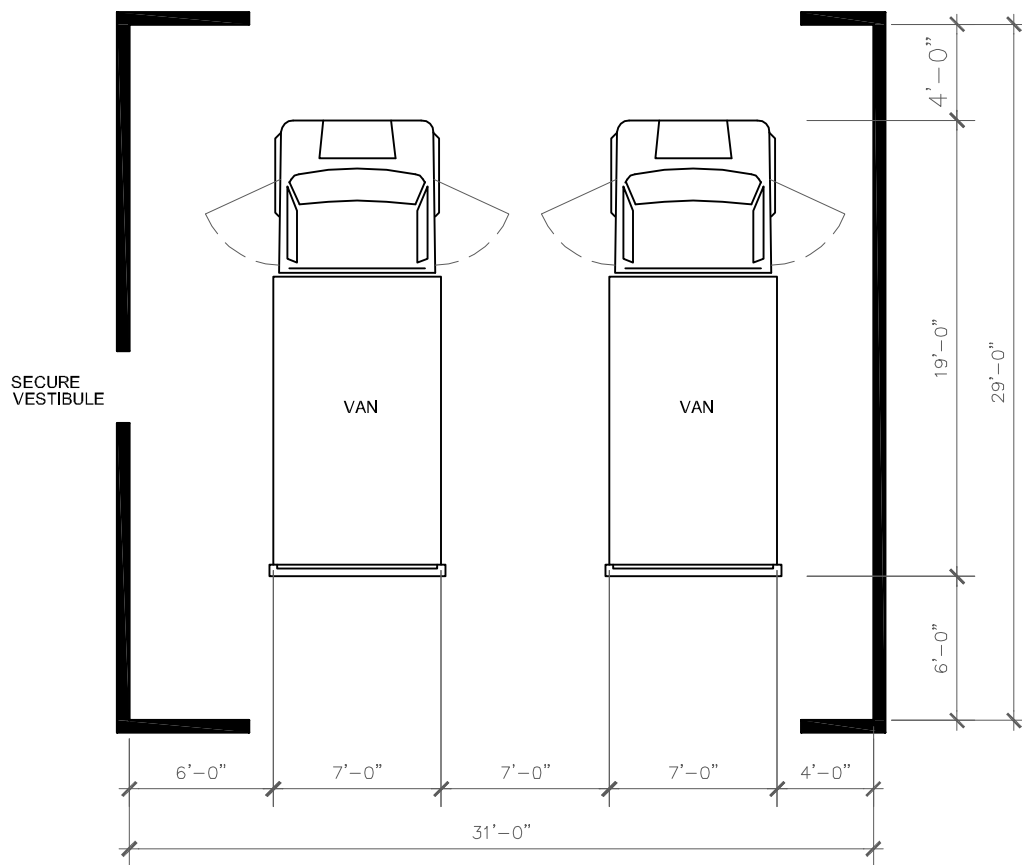
SCALE: 1/8" = 1'-0"



DISPATCH BREAK ROOM & RELATED
160 SF

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

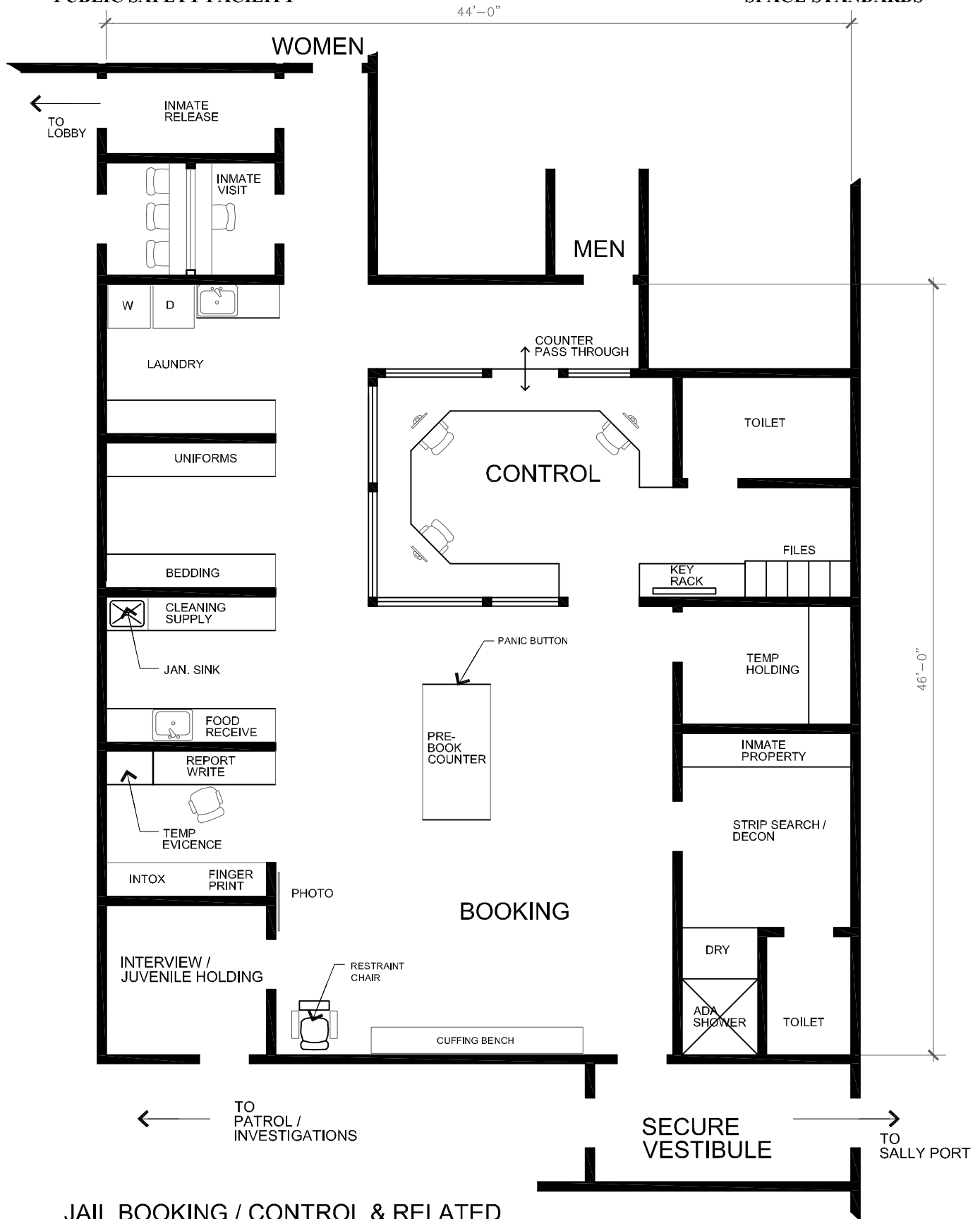
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



SALLYPORT
899 SF

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

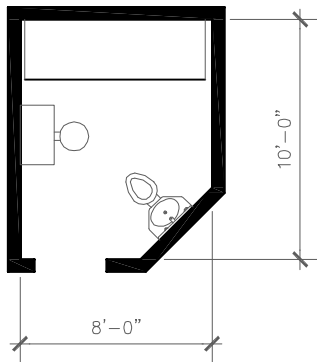
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



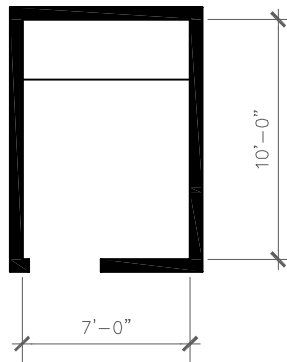
JAIL BOOKING / CONTROL & RELATED
2,152 SF

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

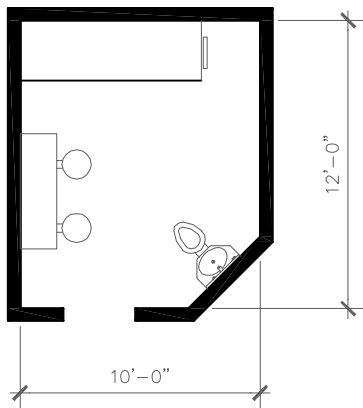
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



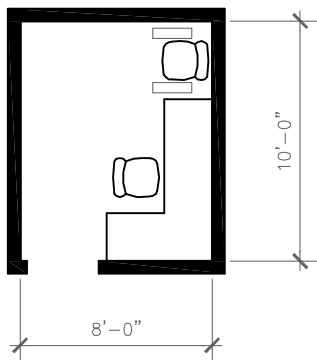
JAIL CELL - SINGLE
80 SF SCALE: 1/8" = 1'-0"



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

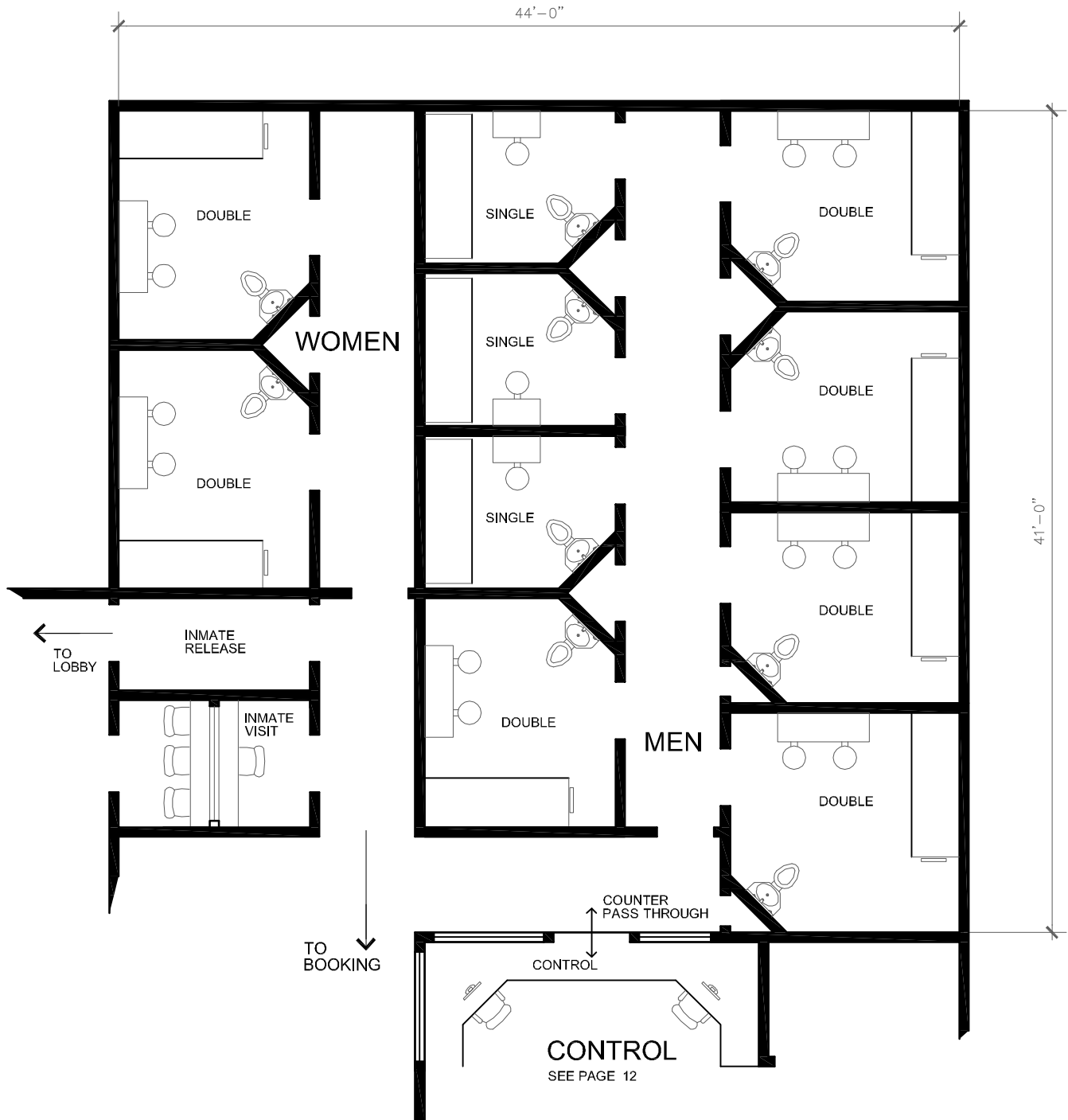


JAIL CELL - DOUBLE
120 SF SCALE: 1/8" = 1'-0"



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

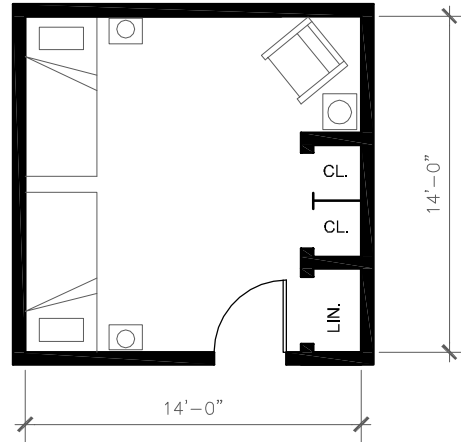
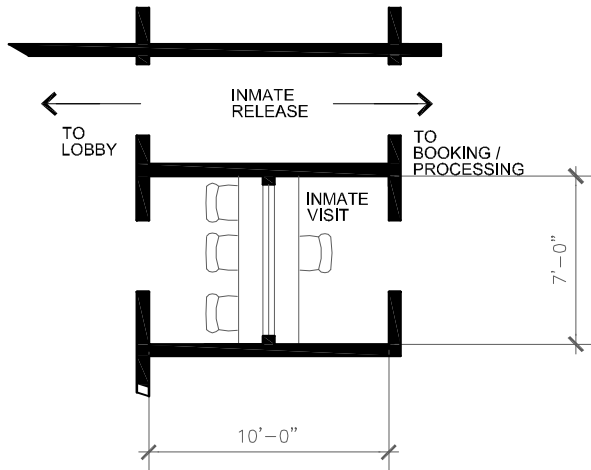
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



EXAMPLE JAIL LAYOUT

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

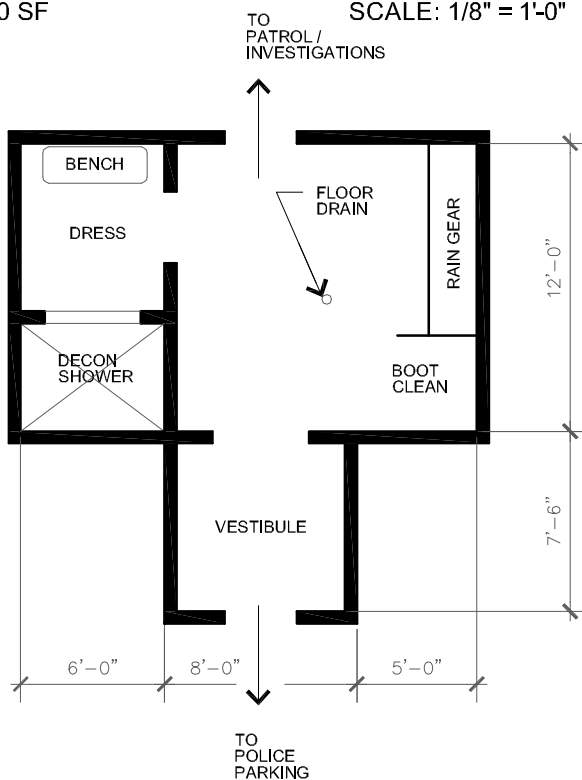
FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



PRISONER VISITATION ROOM

70 SF

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



POLICE BUNK ROOM

196 SF

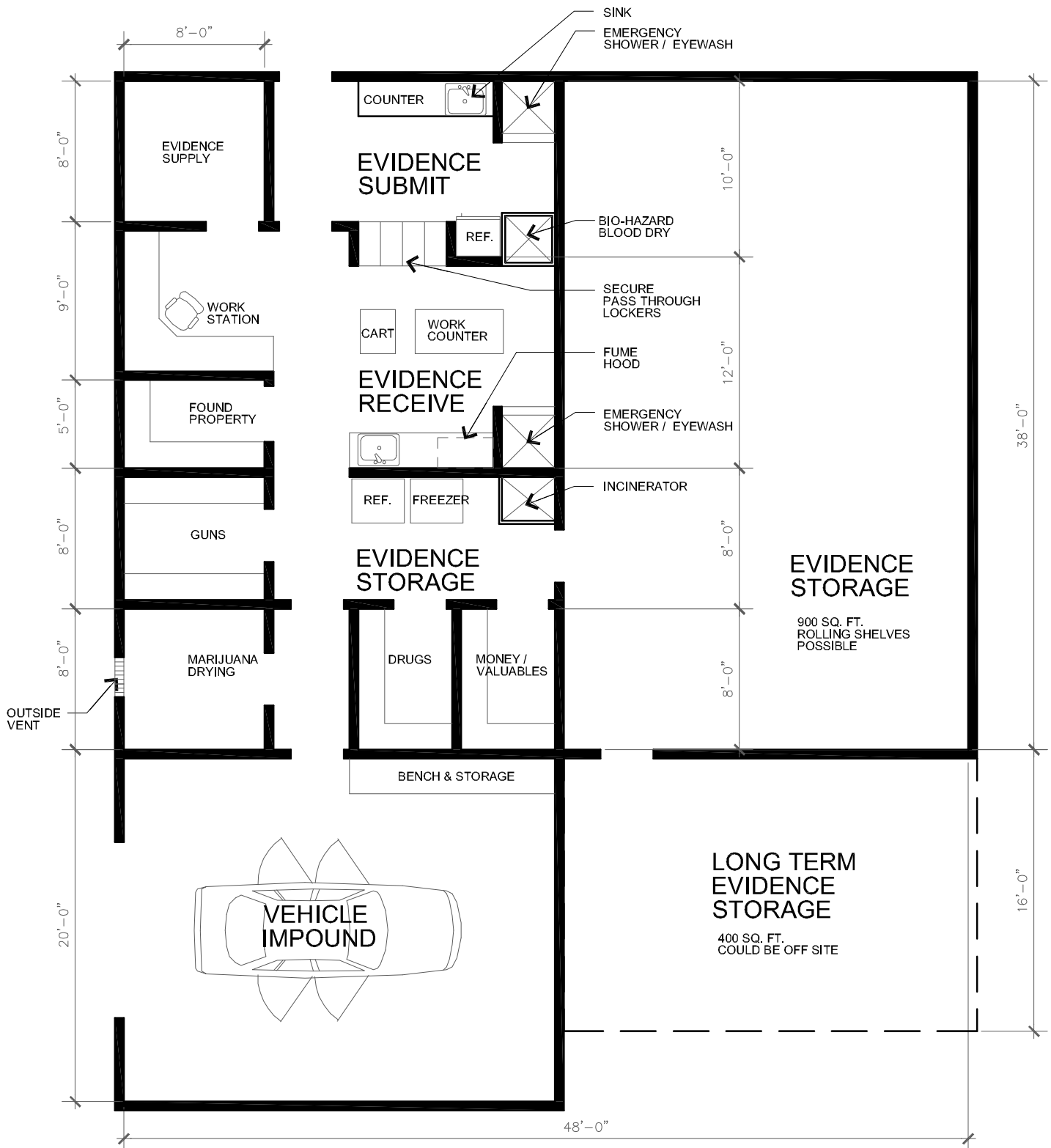
SCALE: 1/8" = 1'-0"

OFFICER ENTRY / MUD ROOM

216 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



EVIDENCE PROCESS / STORAGE

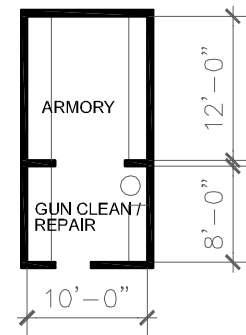
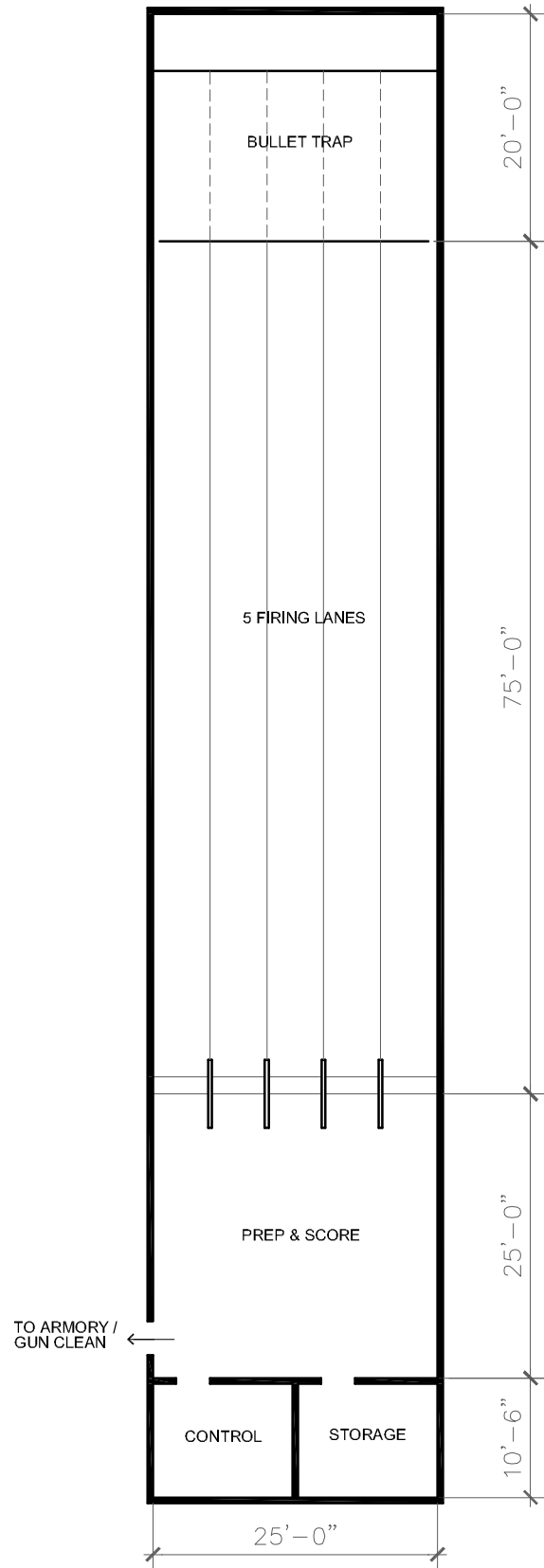
1,760 SF

ADD FOR LONG TERM STORAGE 400 SQ. FT.

ADD FOR VEHICLE IMPOUND 480 SQ. FT.

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



ARMORY

200 SF

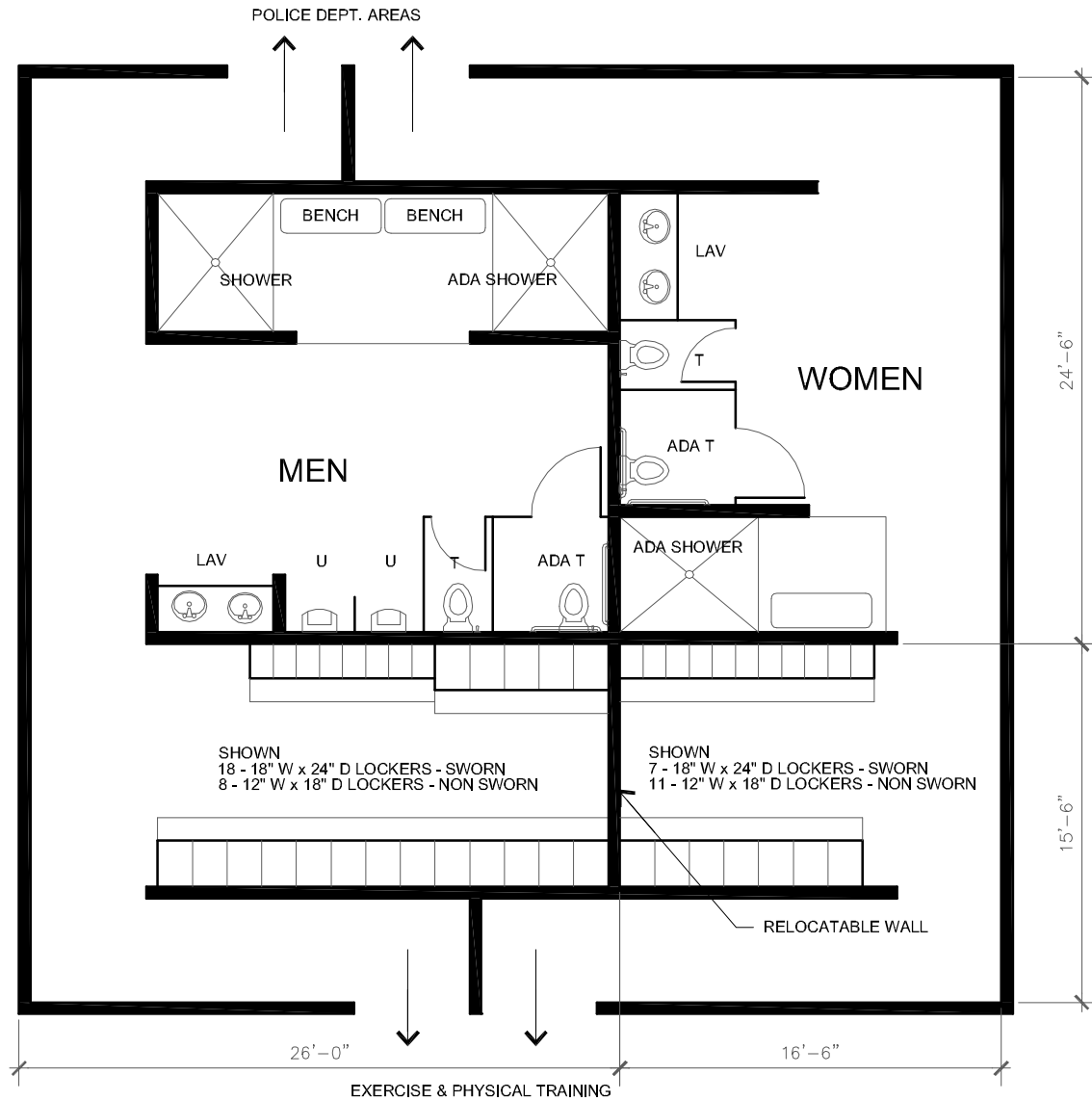
SCALE: 1/16" = 1'-0"

5 POSITION FIRING RANGE

3,250 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



POLICE SHOWER & LOCKER ROOMS

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

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

TOTAL 1,700 SF

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

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

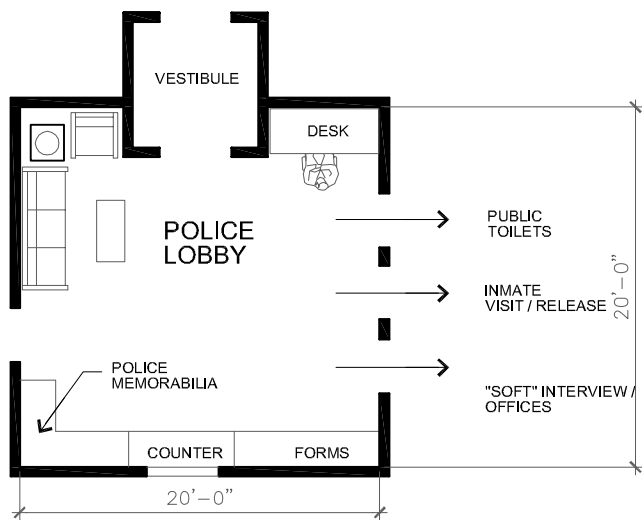
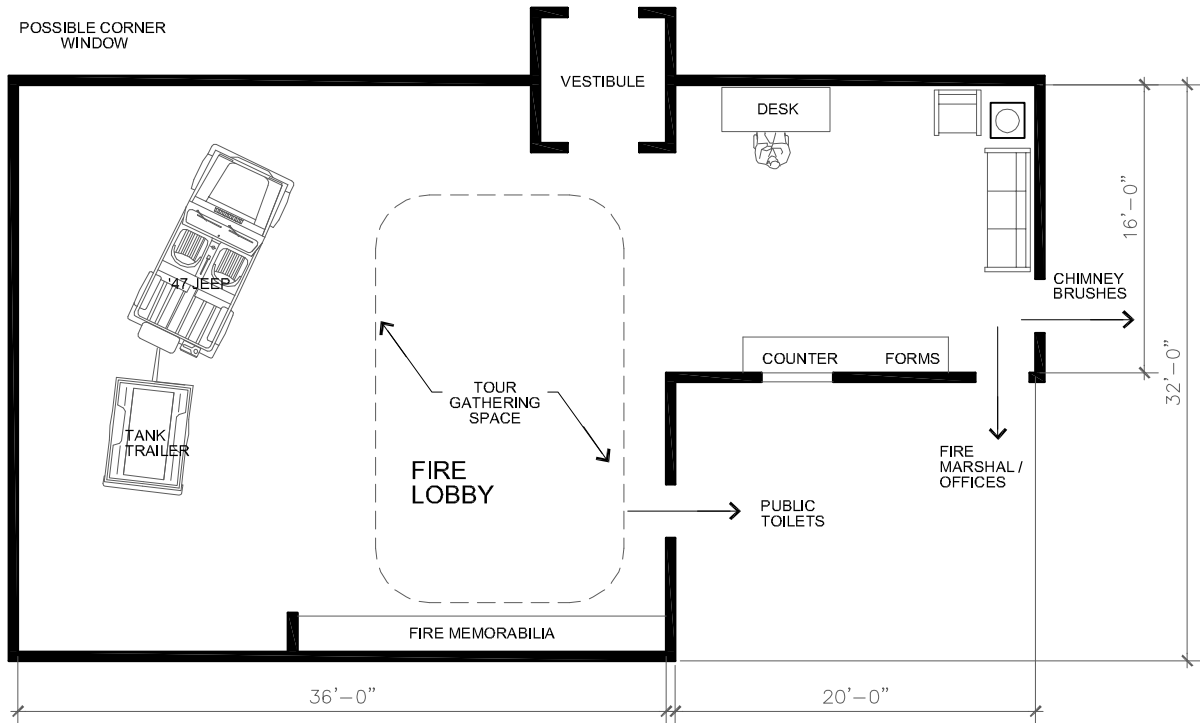
The following standards are included:

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

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

TABLE OF CONTENTS

SPACE OR ELEMENT	PAGE
• MAIN LOBBY CONCEPT #1	IV - 43
• MAIN LOBBY CONCEPT #2	IV - 44
• MAIN LOBBY CONCEPT #3	IV - 45
• MAIN LOBBY CONCEPT #4	IV - 46
• TRAINING ROOM	IV - 47
• EXERCISE & PHYSICAL TRAINING	IV - 48
• VEHICLE WASH & DRY	IV - 49



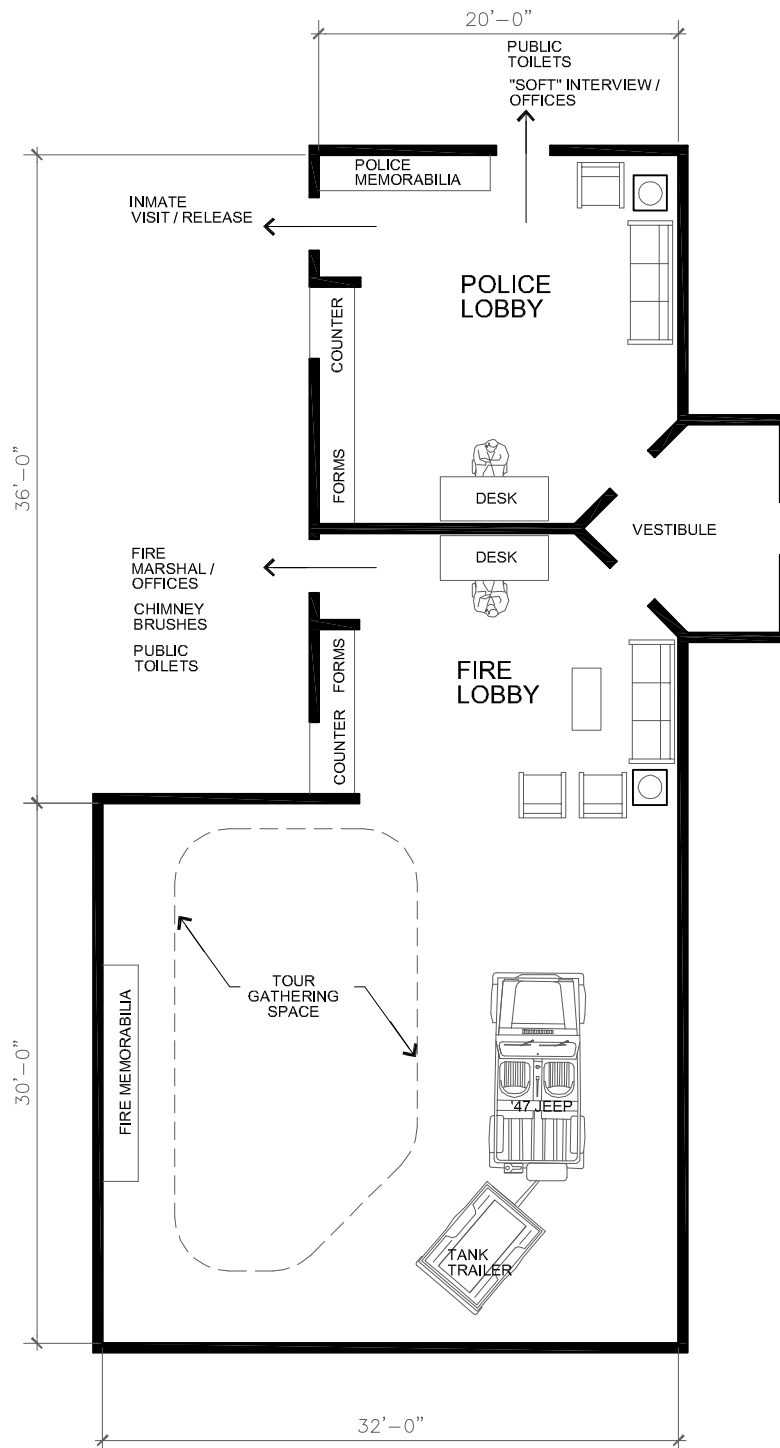
MAIN LOBBY CONCEPT # 1 - "COMPLETELY SEPARATED"

1872 SF

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

SEE PROJECT NOTE 5.2 ITEM #1

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



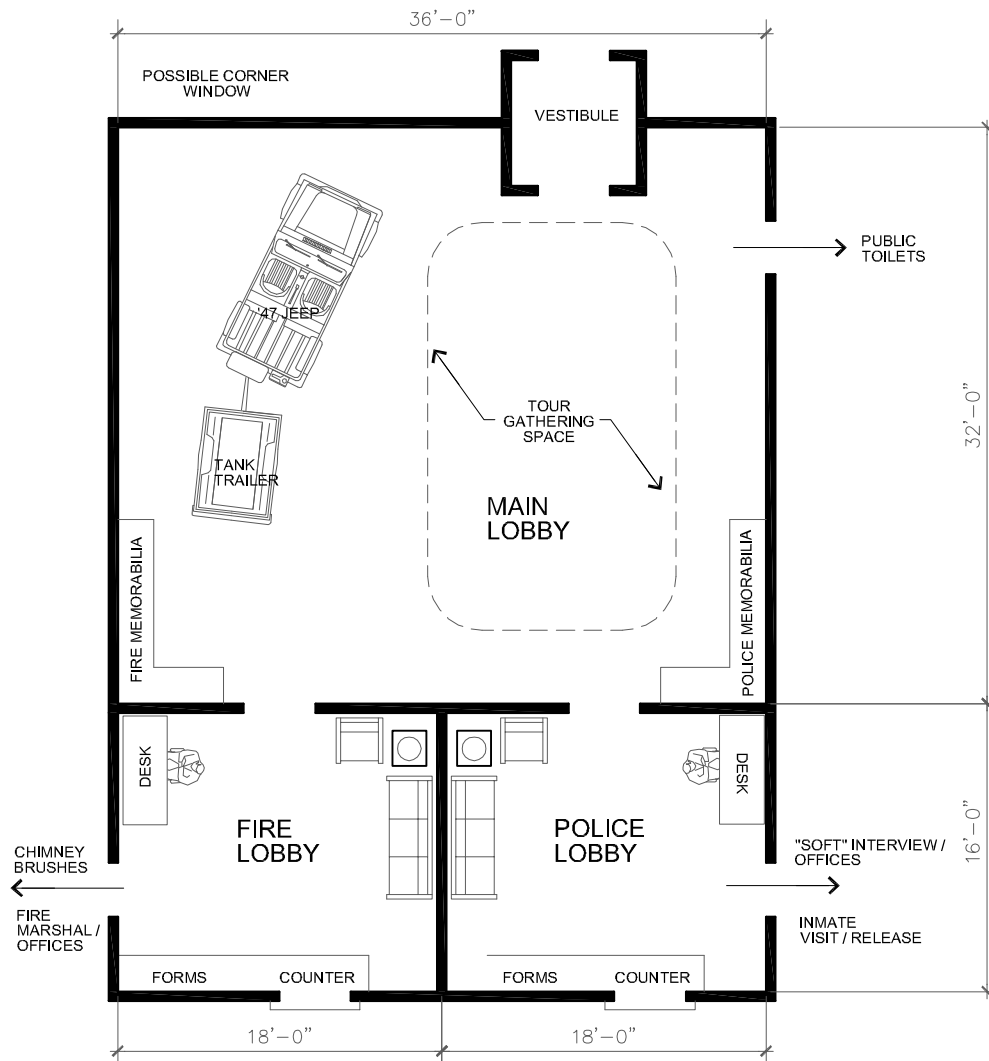
MAIN LOBBY CONCEPT #2 - "MOSTLY SEPARATED"

1,680 SF

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

SEE PROJECT NOTE 5.2 ITEM #2

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



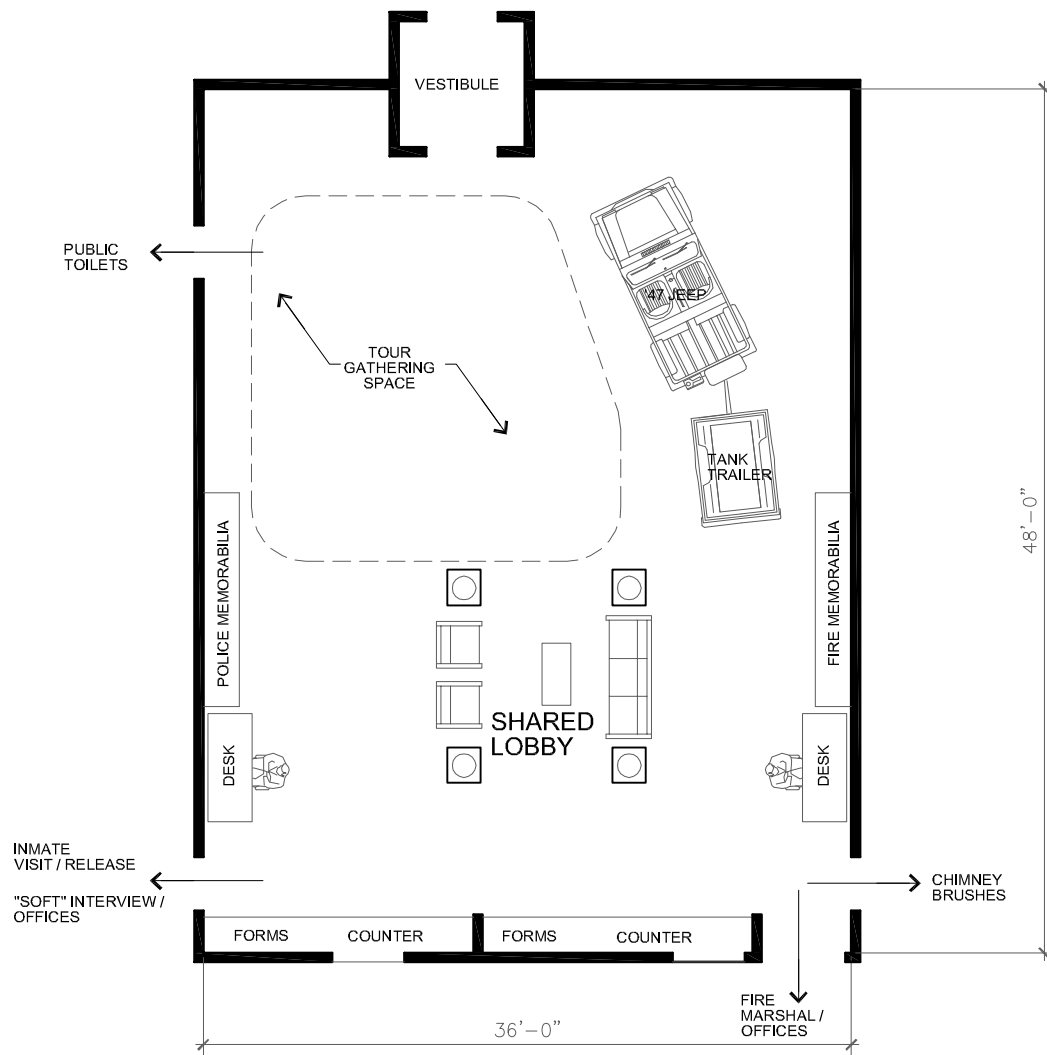
MAIN LOBBY CONCEPT #3 - "SOMewhat SHARED"

1,728 SF

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

SEE PROJECT NOTE 5.2 ITEM #3

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



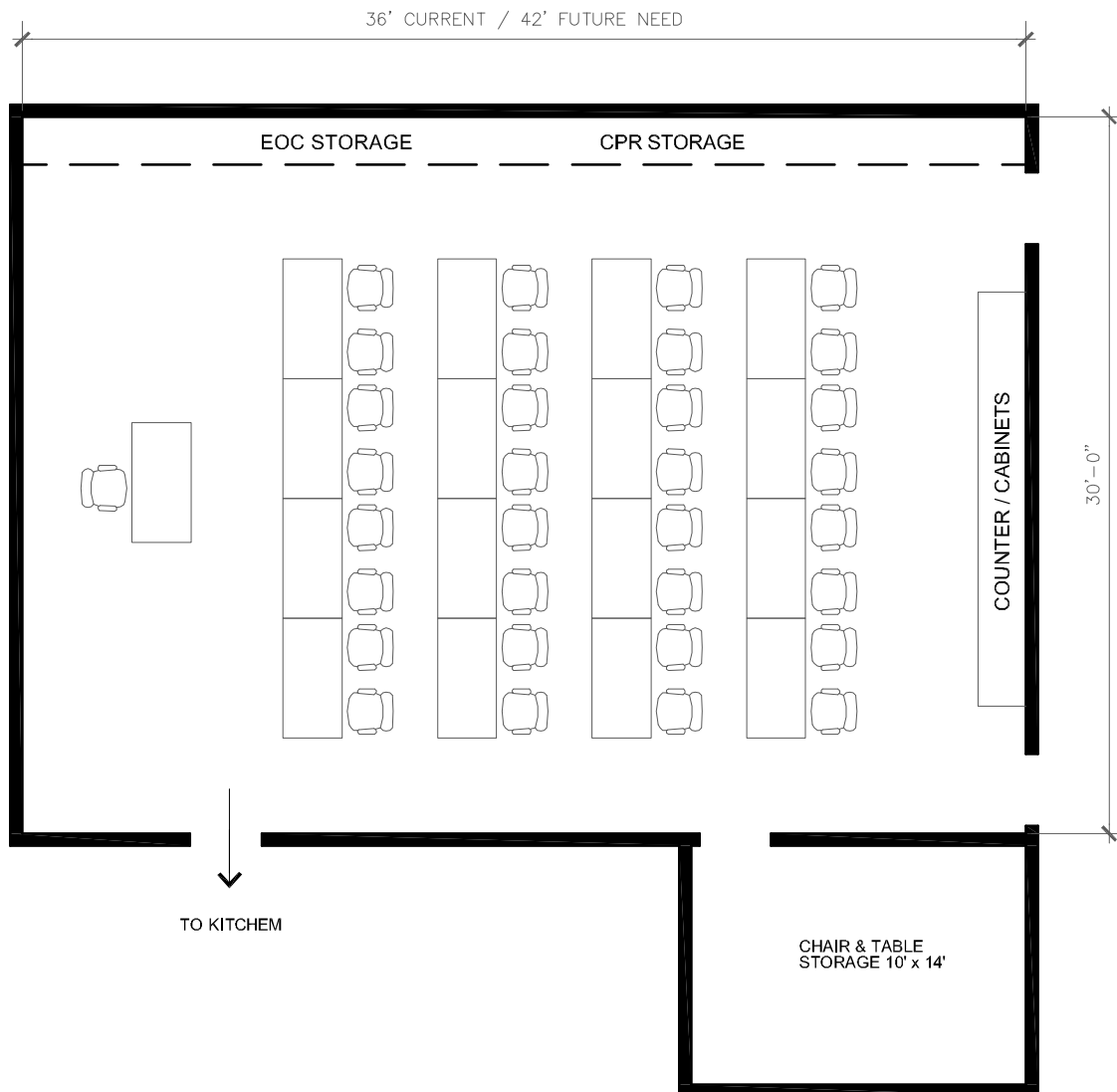
MAIN LOBBY CONCEPT #4 - "COMPLETELY SHARED"

1,728 SF

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

SEE PROJECT NOTE 5.2 ITEM #4

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



TRAINING ROOM

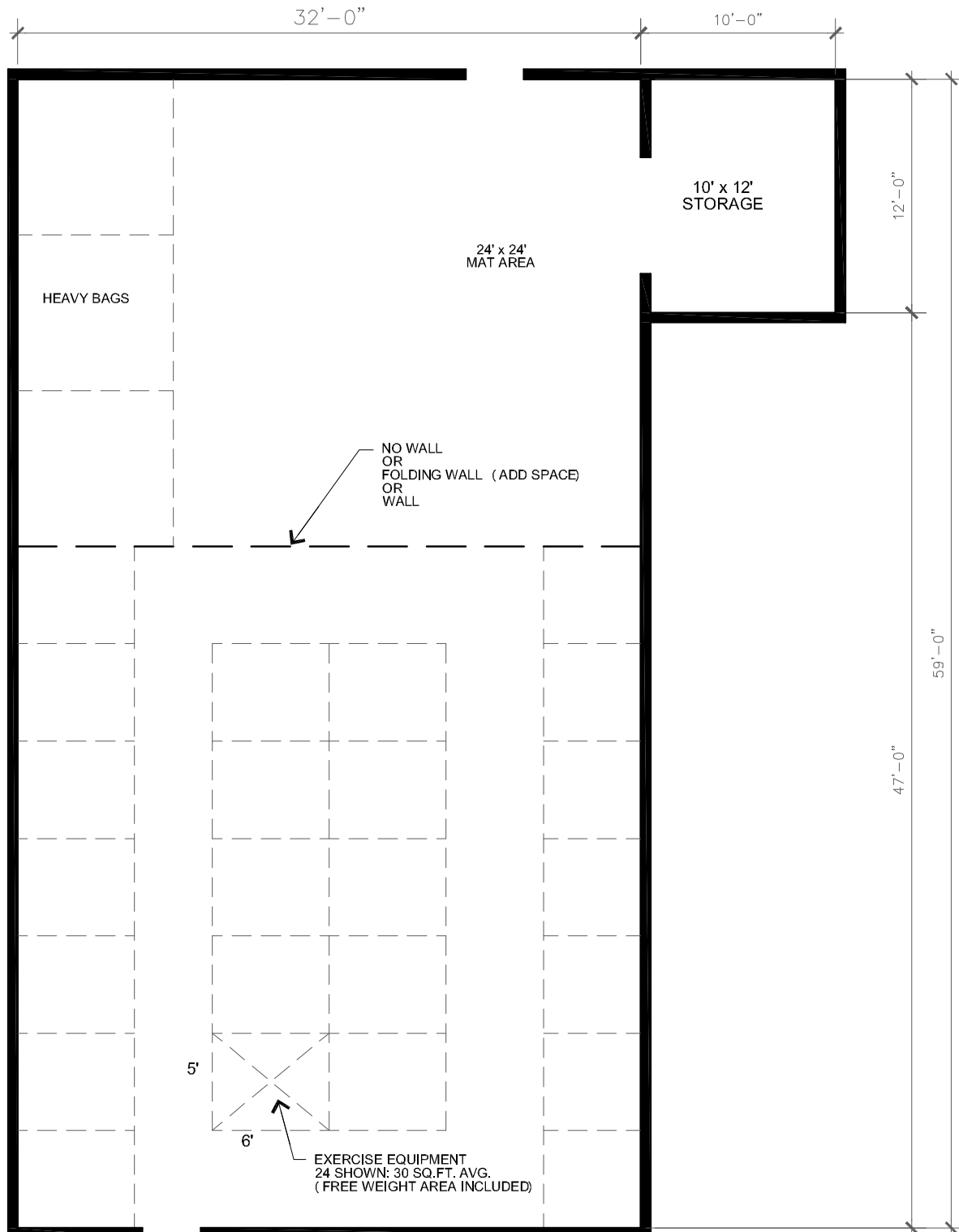
CURRENT NEED 1,080 SQ. FT.
SEATS 24 W/ 30" DEEP TABLES

1,080 / 1,260 SF

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

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



EXRCISE & PHYSICAL TRAINING

1,890 SF

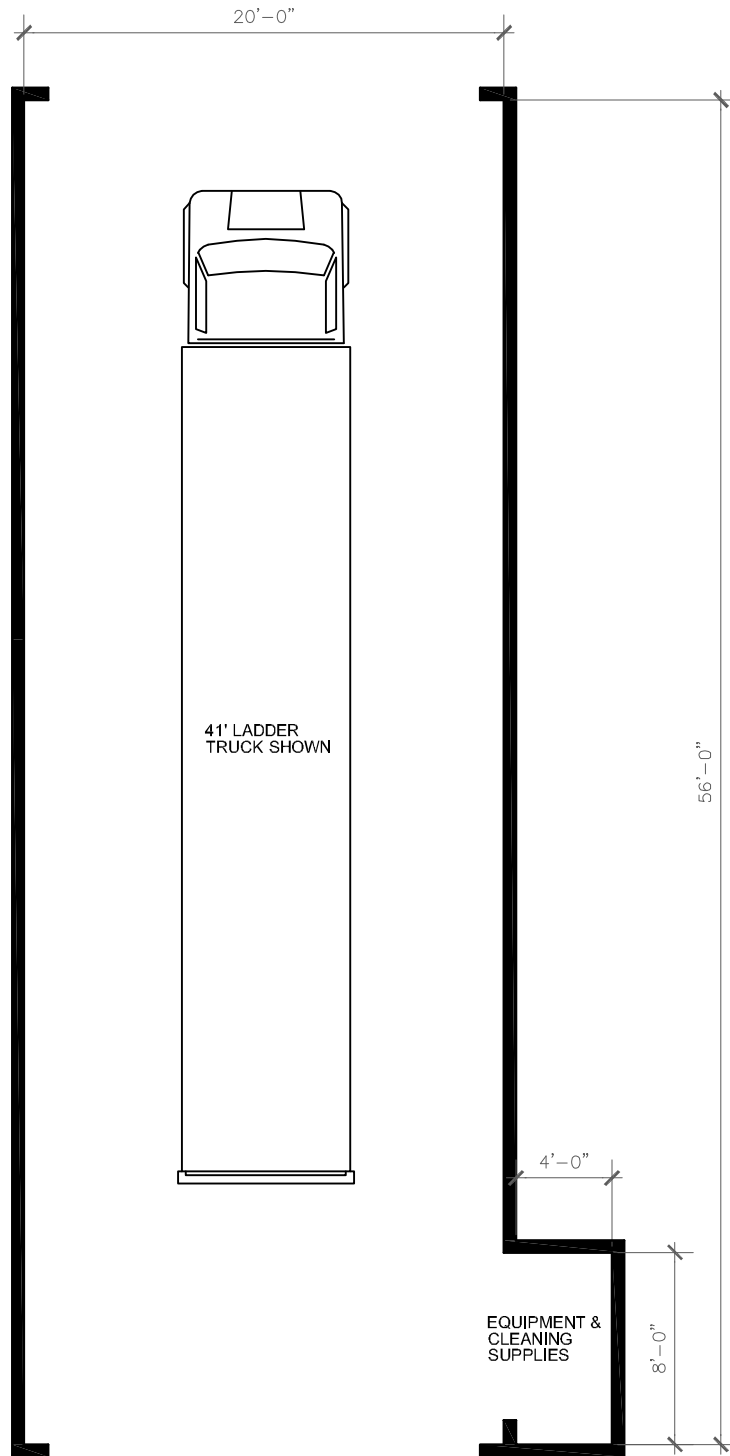
SCALE: 1/8" = 1'-0"

24 EXERCISE EQUIPMENT. INCLUDING FREE WEIGHT AREA
SHOWN

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

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.



VEHICLE WASH BAY

1,052 SF

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

FURNITURE LAYOUT AND DIMENSIONS
ARE FOR ILLUSTRATION PURPOSES ONLY.

V 2014 SPACE NEEDS

2014 SPACE NEEDS

Introduction

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

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

The Facility Summaries contain two parts:

Main Building and Ancillary Facilities.

Ancillary Facilities

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

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

Site Facilities

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

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

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

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ABBREVIATIONS

OF: Office
WS: Work Station

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
Sub Total Net Area					4,644	
Circulation @ 20%					929	
TOTAL LIVING AREAS SECTION SPACE NEED					5,573	
STAFF & FACILITY SUPPORT						
Training Room						See Share Spaces
Exercise & Physical Training						See Share Spaces
Men's Toilet						
Entry Screen, 1 each ADA toilet, urinal, lav			1 x	160	160	
Women's Toilet						Toilets on opposite floor level from that with showers & lockers.
Entry Screen, 1 each ADA toilet, lav			1 x	130	130	
Staff & Volunteer Entry						
Weather Vestibule			1 x	50	50	
Facility Maintenance			1 x	150	150	
Work Bench, Repair, Supplies, Janitor						Janitor spaces distributed in Facility
Sub Total Net Area					490	
Circulation @ 20%					98	
TOTAL STAFF / FACILITY SUPPORT SPACE NEED					588	
APPARATUS BAYS & SUPPORT						
Apparatus Bays - Enclosed						
Medic #1 & #2	16 x 56		1 x	896	896	Back-in Bay
Utility & Brush	16 x 53 minimum use 16 x 56		1 x	896	896	Back-in Bay
Tanker	16 x 42 minimum use 16 x 56		1 x	896	896	To be replaced by Ladder Truck
Engine	16 x 38 minimum use 16 x 56		1 x	896	896	
Rescue	16 x 35 minimum use 16 x 56		1 x	896	896	
Turn-Out Gear - Active						
50 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.			1 x	588	588	Includes circulation space
Ready Hose Racks						
4 Racks; in pairs between alternate bays			2 x	140	280	
2.5' x 56 / pair						
Hose Washer / Dryer			1 x	48	48	
Hose Tower - 6 x 10			1 x	60	60	
Turn-Out Gear - New Storage			1 x	184	184	
Turn-Out Gear - Wash/Dry			1 x	180	180	
Decon Shower / Biohazard			1 x	180	180	
Breathing Air Compressor & Tank Storage			1 x	112	112	
Medical Equipment & Supply			1 x	288	288	
Food & Beverage Storage			1 x	72	72	
Storage Room			1 x	192	192	
Shop			1 x	240	240	
Sub Total Net Area					6,904	
Circulation @ 5%					345	Some circulation within the Apparatus Bays
TOTAL APPARATUS BAYS & SUPPORT SPACE NEED					7,249	
ANCILLARY FACILITIES						
Apparatus Bays - Covered						
Command	10 x 25		1 x	250	250	Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)
Utility (Expedition)	10 x 25		1 x	250	250	
Utility (Crew Cab)	10 x 30		1 x	300	300	
ATV on Trailer	10 x 30		1 x	300	300	
Rescue Boat & Trailer	10 x 25		1 x	250	250	

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

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

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

Date: July 15, 2014

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

CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING

POLICE FACILITY SUMMARY
2014 SPACE NEEDS ASSESSMENT

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

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM SIZE	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
MAIN BUILDING						
PUBLIC AREAS					619	
DISPATCH / RECORDS		9			1,644	
ADMINISTRATION		2			486	
INVESTIGATIONS		2			720	
PATROL		11			1,933	
PROPERTY / EVIDENCE					1,800	
JAIL		7			3,000	
RANGE / ARMORY					3,795	See Shared Spaces for Training Room, Exercise & Physical Training
SUPPORT SPACES					3,668	
TOTAL DEPARTMENT MAIN BUILDING SPACE NEED					17,665	
ALLOWANCES						
Design Contingency	5%			883		
Inter Facility Circulation	10%			1,767		
Vertical Circulation	2%			353		
Mechanical / Electrical / Telephone	5%			883		
Structure / Exterior Envelope	3%			530		
					4,416	
TOTAL MAIN BUILDING REQUIREMENT		31			22,081	
ANCILLARY FACILITIES						
ANCILLARY FACILITIES					6,633	
ALLOWANCES						
Design Contingency	5%			332		
Inter Facility Circulation	0%					
Vertical Circulation	0%					
Mechanical / Electrical / Telephone	1%			66		
Structure / Exterior Envelope	3%			199		
					597	
TOTAL ANCILLARY FACILITY REQUIREMENT					7,230	

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014	SPACE ALLOCATION			NOTES
		PERSONNEL	QUANTITY	AREA ALLOCATION	SPACE NEED	
TOTAL JAIL SPACE SECTION NEED					3,000	
<u>RANGE/ARMORY</u>						
Armory			1 x	200	200	
Gun Clean	80 S.F.					
Weapons Storage	120 S.F.					
Range			1 x	3,250	3,250	
5 - 75' Firing Lanes	1,875 S.F.					
Bullet Trap						
Prep & Score						
Control						
Storage						
Sub Total					3,450	
Circulation @ 10%					345	
TOTAL RANGE/ARMORY SPACE SECTION NEED					3,795	
<u>SUPPORT SPACES</u>						
Officer Entry / Mud Room			1 x	225	225	
Weather Vestibule	65 S.F.					
Boot Clean	30 S.F.					
Rain Gear	60 S.F.					
Decon Shower / Dress	70 S.F.					
Training Room						See Shared Spaces
Men's Shower Room			1 x	464	464	
Entry Screen, 1 each						
ADA Toilet, Urinal, Lav., & Shower						
Men's Locker Room			1 x	358	358	
Entry Screen						
Space for:						
18 - 18" W x 24" D Lockers						
8 - 12" W x 18" D Lockers						
Women's Shower Room			1 x	340	340	
Entry Screen, 1 each						
ADA Toilet, Lav., Shower						
Women's Locker Room			1 x	246	246	
2 - 18" W x 24" D Lockers						
11 - 12" W x 24" D Lockers						
Exercise & Physical Training						See Shared Spaces
Men's Toilet						
Entry Screen, 1 each ADA toilet, urinal, lav			1 x	160	160	Toilets on opposite floor level from that with the showers & lockers
Women's Toilet						
Entry Screen, 1 each ADA toilet, lav			1 x	130	130	
Break Room			1 x	208	208	
Counter w/sink, dishwasher, cabinets over, space for crockpots, range, microwave, refrigerator.						
Table seat 4-6						
Bunk Room			1 x	196	196	
Space for 2 beds, closet, bunk storage						
New Uniform Storage			1 x	40	40	
8' Closet						
Laundry			1 x	90	90	
Washer, Dryer, sink, counter, cabinets over						
IT Room			1 x	150	150	
Work Station	WS 50					

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2014 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
Work Bench	50 S.F.					
Storage	50 S.F.					
City Computer Room			1 x	150	150	
Allowance						
General Storage			1 x	150	150	
Facility Maintenance			1 x	100	100	
Work Bench, Storage						
Janitor Supply			1 x	50	50	
Sub Total					3,057	
Circulation @ 20%					611	
TOTAL SUPPORT SPACES SECTION NEED					3,668	
ANCILLARY FACILITIES						
Vehicle Sally Port			1 x	900	900	
Space for 2 Vans; doors open.						
Drive through.						
Enclosed, heated.						
Vehicle Impound Bay			1 x	480	480	
Space for vehicle w/doors open.						
Enclosed, heated.						
Vehicle Impound Storage			10 x	180	1,800	
Covered, fenced area 180 / car						
Police Vehicles, Enclosed			1 x	1,100	1,100	
2 SUV's @ 200	400 S.F.					
2 Patrol @ 200	400 S.F.					
2 Smart Cars @ 150	300 S.F.					
Police Vehicles, Covered			1 x	900	900	
2 SUV's @ 200	400 S.F.					
1 Patrol	200 S.F.					
2 Snowmobiles @ 50	100 S.F.					
Go-Cart/24' Trailer	200 S.F.					
Vehicle Wash						
K-9 Facility			1 x	50	50	
Dog Kennel						
Food Storage						
Bicycle Storage			40 x	20	800	
Covered, fenced area 20 @ bike						
Emergency Generator						
Sub Total					6,030	
Circulation @ 10%					603	
TOTAL ANCILLARY FACILITIES SPACE SECTION NEED					6,633	

Date: July 15, 2014

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

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

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

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

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

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

Date: July 15, 2014

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

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

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

VI 2034 SPACE NEEDS

2034 SPACE NEEDS

Introduction

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

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

The Facility Summaries contain two parts:

Main Building and Ancillary Facilities.

Ancillary Facilities

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

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

Site Facilities

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

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

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2034 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
Sub Total Net Area					4,884	
Circulation @ 20%					977	
TOTAL LIVING AREAS SECTION SPACE NEED					5,861	
STAFF & FACILITY SUPPORT						
Training Room						See Share Spaces
Exercise & Physical Training						See Share Spaces
Men's Toilet						
Entry Screen, 1 each ADA toilet, urinal, lav			1 x	160	160	Toilets on opposite floor level from that with showers & lockers.
Women's Toilet						
Entry Screen, 1 each ADA toilet, lav			1 x	130	130	
Staff & Volunteer Entry						
Weather Vestibule			1 x	50	50	
Facility Maintenance			1 x	150	150	
Work Bench, Repair, Supplies, Janitor						Janitor spaces distributed in Facility
Sub Total Net Area					490	
Circulation @ 20%					98	
TOTAL STAFF / FACILITY SUPPORT SPACE NEED					588	
APPARATUS BAYS & SUPPORT						
Apparatus Bays - Enclosed						
Medic #1 & #2	16 x 56		1 x	896	896	Back-in Bay
Utility & Brush	16 x 53 minimum	16 x 56	1 x	896	896	Back-in Bay
Tanker	16 x 42 minimum	16 x 56	1 x	896	896	
Ladder Truck						Replaces Tanker - no area increase
Engine	16 x 38 minimum	16 x 56	1 x	896	896	
Rescue	16 x 35 minimum	16 x 56	1 x	896	896	
Turn-Out Gear - Active						
50 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.			1 x	588	588	Includes circulation space
20 - 20"W x 15"D open Lockers w/bench @ 11.75 s.f.			1 x	235	235	
Ready Hose Racks						
4 Racks; in pairs between alternate bays			2 x	140	280	
2.5 x 56 / pair						
Hose Washer / Dryer			1 x	48	48	
Hose Tower - 6 x 10			1 x	60	60	
Turn-Out Gear - New Storage			1 x	184	184	
Turn-Out Gear - Wash/Dry			1 x	180	180	
Decon Shower / Biohazard			1 x	180	180	
Breathing Air Compressor & Tank Storage			1 x	112	112	
Medical Equipment & Supply			1 x	288	288	
Food & Beverage Storage			1 x	72	72	
Storage Room			1 x	192	192	
Shop			1 x	240	240	
Sub Total Net Area					7,139	
Circulation @ 5%					357	Circulation within the Apparatus Bays
TOTAL APPARATUS BAYS & SUPPORT SPACE NEED					7,496	
ANCILLARY FACILITIES						
Apparatus Bays - Covered						
Command	10 x 25		1 x	250	250	Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)
Utility (Expedition)	10 x 25		1 x	250	250	
Utility (Crew Cab)	10 x 30		1 x	300	300	
ATV on Trailer	10 x 30		1 x	300	300	
Rescue Boat & Trailer	10 x 25		117 x	250	250	

LEGEND
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ABBREVIATIONS
OF: Office
WS: Work Station

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

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

Date: July 15, 2014

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

CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING

POLICE FACILITY SUMMARY
2034 SPACE NEEDS ASSESSMENT

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

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

123

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

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

LEGEND

Indicates additional space needed in future.

ABBREVIATIONS

OF: Office
 WS: Work Station

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

DIVISION / SECTION NAME	LAYOUT REFERENCE/ROOM	2034 PERSONNEL	SPACE ALLOCATION			NOTES
			QUANTITY	AREA ALLOCATION	SPACE NEED	
IT Room			1 x	150	150	
Work Station	WS 50					
Work Bench	50 S.F.					
Storage	50 S.F.					
City Computer Room			1 x	150	150	
Allowance						
General Storage			1 x	150	150	
Facility Maintenance			1 x	100	100	
Work Bench, Storage						
Janitor Supply			1 x	50	50	
Sub Total					3,332	
Circulation @ 20%					666	
TOTAL SUPPORT SPACES SECTION NEED					3,998	
ANCILLARY FACILITIES						
Vehicle Sally Port			1 x	900	900	
Space for 2 Vans; doors open.						
Drive through.						
Enclosed, heated.						
Vehicle Impound Bay			1 x	480	480	
Space for vehicle w/doors open.						
Enclosed, heated.						
Vehicle Impound Storage			10 x	180	1,800	
Covered, fenced area 180 / car						
Police Vehicles, Enclosed			1 x	1,100	1,100	
2 SUV's @ 200	400 S.F.					
2 Patrol @ 200	400 S.F.					
2 Smart Cars @ 150	300 S.F.					
Police Vehicles, Covered			1 x	900	900	
2 SUV's @ 200	400 S.F.					
1 Patrol	200 S.F.					
2 Snowmobiles @ 50	100 S.F.					
Go-Cart/24' Trailer	200 S.F.					
Vehicle Wash						
K-9 Facility			1 x	50	50	
Dog Kennel						
Food Storage						
Bicycle Storage			40 x	20	800	
Covered, fenced area 20 @ bike						
Emergency Generator						
Sub Total					6,030	
Circulation @ 10%					603	
TOTAL ANCILLARY FACILITIES SPACE SECTION NEED					6,633	

Could be broken into several areas.

Ancillary facilities are department support facilities, some of which could be located in a separate building. The facilities might require less costly construction, including some of the following: Finishes (e.g. no finish floor or ceiling, or no air conditioning, or lower lighting levels.)

See Shared Facilities

See Shared Facilities

Date: July 15, 2014

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

CITY OF HOMER, ALASKA
PUBLIC SAFETY BUILDING

SHARED SPACES & FACILITIES
2034 SPACE NEEDS ASSESSMENT

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

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

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

Date: July 15, 2014

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

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

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

VII ADJACENCIES

ADJACENCIES

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

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

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

Functional Space

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



Close Adjacency

Side by side placement of Functional Spaces indicates desired adjacency.



Proximity

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



Circulation

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



Proximity to Circulation

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



Specialized Function Note

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



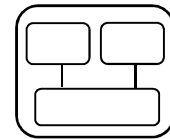
Other Departmental Area

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



Section / Department Area

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



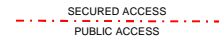
Work groups within a Section

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



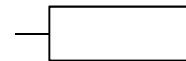
Circulation

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



Other Section / Department

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



Entry

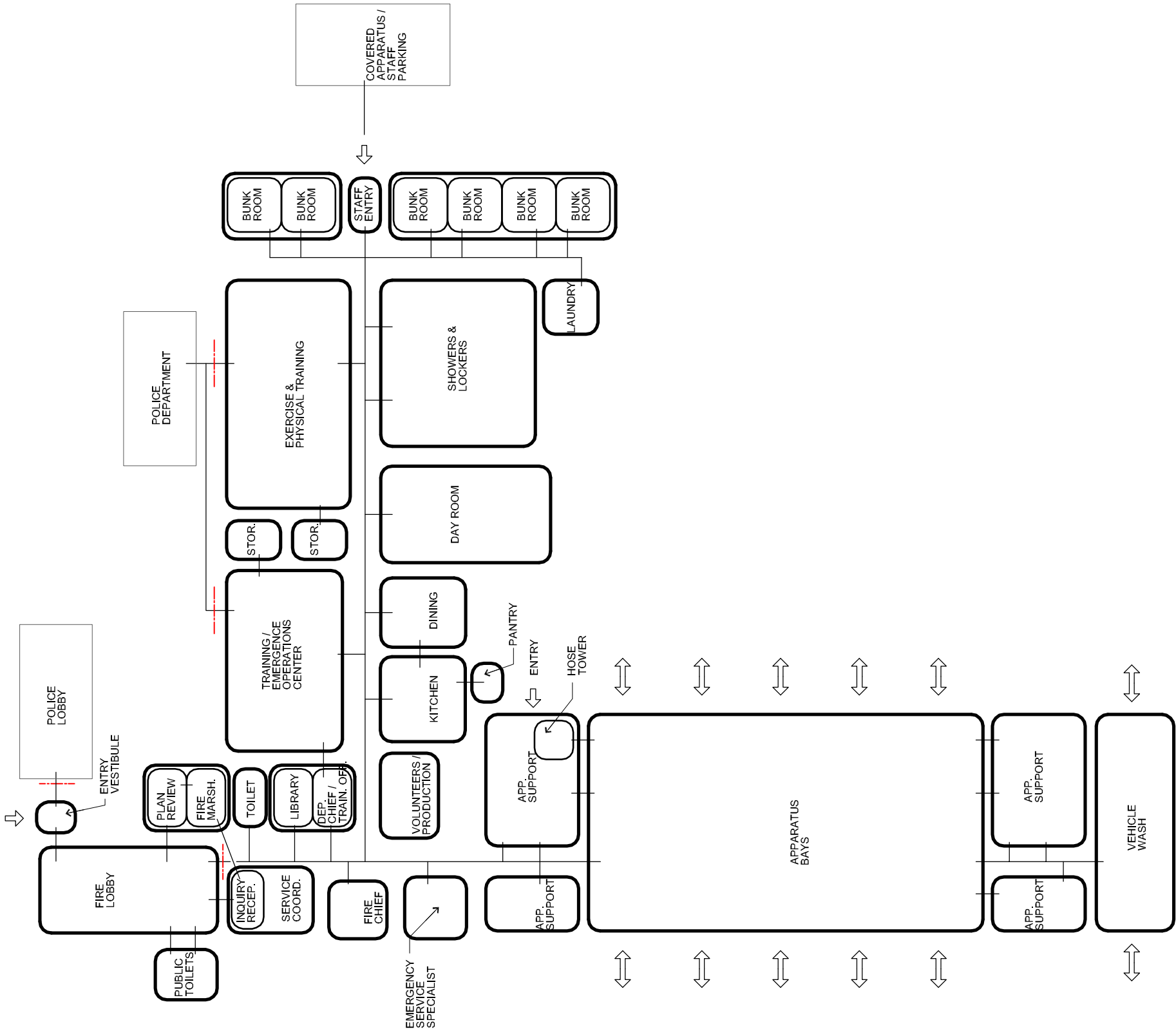
An arrow indicates an entry point as noted.

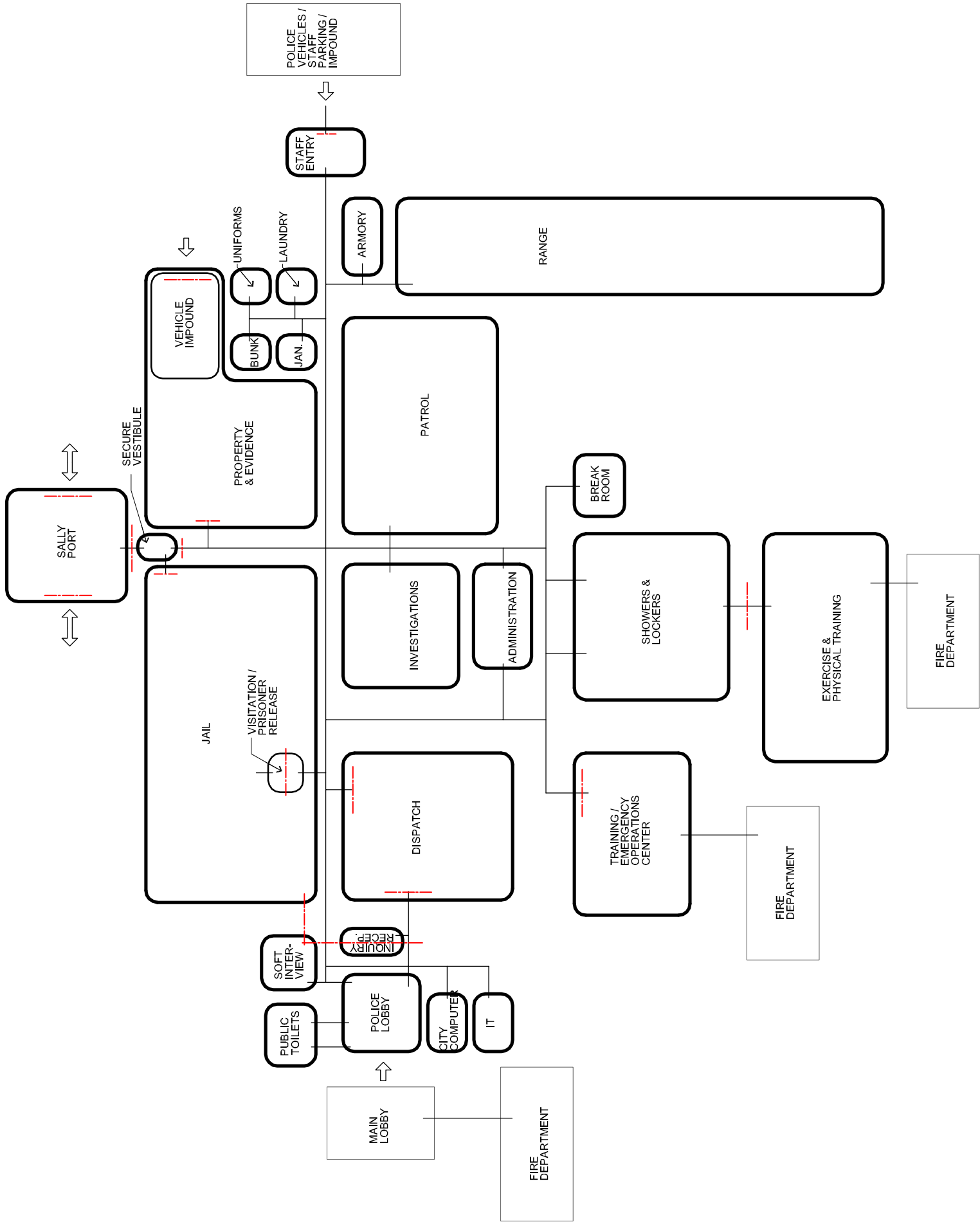


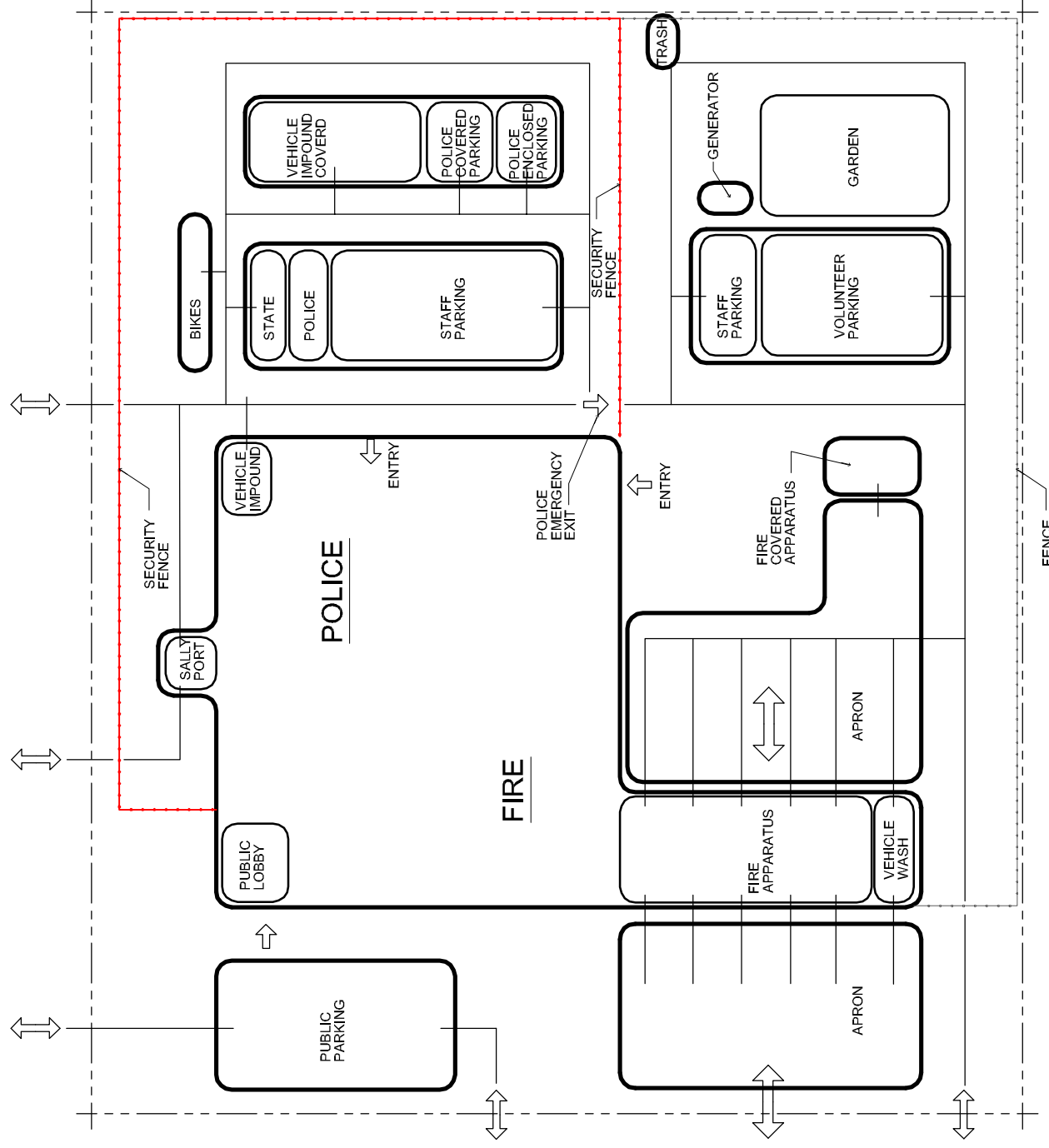
The adjacency diagrams represent the functional organization of each department or section. The diagrams may be used by the design architect as a guide to understanding the work adjacency preferences. It will happen that some sections work closely with multiple areas, and will have strong adjacency requirements.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

Following are adjacency diagrams for

- Fire
- Police
- Shared Facilities







INTRODUCTION

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

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

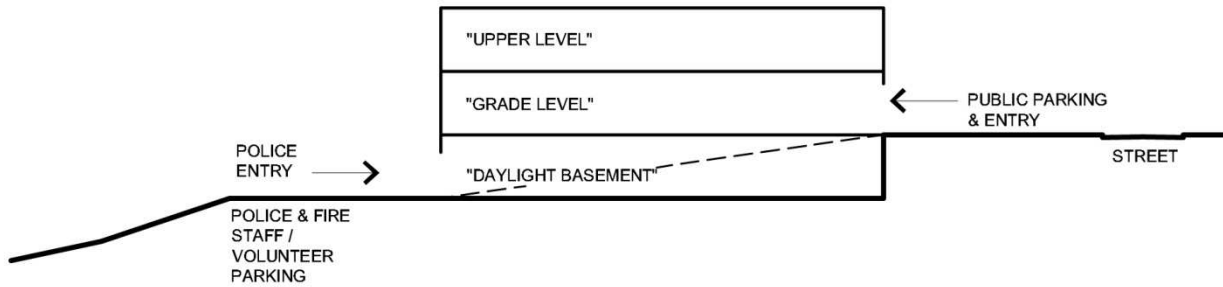


DIAGRAM ILLUSTRATING USE OF A
"DAYLIGHT BASEMENT" ON A SLOPING SITE

NTS

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

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

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

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

[illegible]

VIII APPENDICES

APPENDIX A

Space Study Questionnaire

Fire – A-2

Police – A-15

Space Study Questionnaire

April 2014

Introduction

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

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

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

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

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

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

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

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

I. OPERATING UNIT OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Title of Division/Work Group: Fire Department _____

[illegible]

USKH now Stantec/LOREN BERRY ARCHITECT

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

Conference/Reception/Waiting Areas

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

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

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

(Continued on next page)

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

**GENERAL DEPARTMENTAL
QUESTIONNAIRE**

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

J. Living/Support Spaces:

Please list and comment on needed facilities.

Sleeping Quarters

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

Living Area (number chairs)

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

Dining Area / Break Rooms

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

Exercise & Physical Training

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

Locker Rooms (size lockers)

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

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

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

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

List Volunteer Vehicles

Volunteer POVs	20	20	20	20		

List Public Vehicles

Visitors/depends on size of building	2	2	6	1		

L. Site Facilities:

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

Vehicle Sally Port

Vehicle Impound

Vehicle Wash

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

Fire Training Tower

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

Surge Tanks

Hazardous Storage

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

Emergency Generator

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

Vegetable Garden

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

Outdoor Sports, Other Activities

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

M. Jail/Holding:

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

Number cells/holding rooms:

Male

Female

Juvenile

Type cells (single, double, etc.)

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

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

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

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

Building use is 24/7 _____

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

Bunk room should be dark. _____

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

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

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

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

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

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

We have a 1947 Willies Jeep with a front mounted pump that was Homer's 1st fire engine. We would like to incorporate a space inside the entrance to display this historic piece of equipment. If space allows, there is also the small water trailer it hauled behind it that would complete the display (the trailer has not been fully restored at this time) _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no vertical margin lines or other markings present. The paper appears to be a standard notebook page.

Space Study Questionnaire

April 2014

Introduction

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

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

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

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

Your Name Mark Robl _____ Title or Position Police Chief _____

I. OPERATING UNIT OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

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

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

Title of Division/Work Group: Homer Police Department_____

[illegible]

(Copy this page and attach additional staffing charts if necessary.)

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

Conference/Reception/Waiting Areas

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

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

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

Special Equipment Shredders	2	2	2	One in dispatch
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**CITY OF HOMER, ALASKA
SPACE NEEDS ASSESSMENT
PUBLIC SAFETY FACILITIES**

**GENERAL DEPARTMENTAL
QUESTIONNAIRE**

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

J. Living/Support Spaces:

Please list and comment on needed facilities.

Sleeping Quarters

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

Living Area (number chairs)

None _____

Dining Area / Break Rooms

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

Exercise & Physical Training

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

Locker Rooms (size lockers)

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

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

**GENERAL DEPARTMENTAL
QUESTIONNAIRE**

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

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

List Volunteer Vehicles

None						

List Public Vehicles

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

L. Site Facilities:

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

Vehicle Sally Port

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

Vehicle Impound

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

Vehicle Wash

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

Fire Training Tower

Surge Tanks

Hazardous Storage

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

Emergency Generator

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

Vegetable Garden

Outdoor Sports, Other Activities

We need a space for a barbeque grill. _____

M. Jail/Holding:

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

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

Number cells/holding rooms:

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

Female: We should have 2 designated cells for females.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We utilize window fans and air-conditioners in some offices with southern exposure to control heat in the summer months.

The new building should be designed for this. Dispatch and the radio/computer room need to be climate controlled. The firearms cleaning room and the evidence lab will need ventilation. The jail needs an air-handling system that exhausts the air outside and does not mix any of it with the rest of the buildings air.

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

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28USKH now Stantec/LOREN BERRY ARCHITECT

APPENDIX B

Project Notes

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

1.0 GENERAL

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

2.0 KICK-OFF MEETING

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

2.1 Attendees

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

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

DESIGN TEAM

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

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

2.2 Introductions/Responsibilities

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

2.3 Project Scope

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

2.4 Project Approach

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

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

- Initial Concept Site and Floor Plans
- Estimated Costs

2.5 Schedule

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

2.6 Background Discussion

2.6.1 The Community

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

2.6.2 Other Government Agencies and Private Organizations

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

2.6.3 Growth of the Community

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

2.7 The Facilities and Site

2.7.1 The Sites

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

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

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

Site Size and Configurations

- Long Term Need
- Proportions

Locale

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

Street Access and Parking

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

Topography and Soils

- Topography
- Soils

Utilities

- General
- Redundant Systems

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

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

HERC Site

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

Wildberry Site

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

Heath Street Site

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

2.7.2 Image

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

3.0 HOMER VOLUNTEER FIRE DEPARTMENT

Contents

- 3.1 Existing Facility Description
- 3.2 Public Lobby – See Shared Spaces & Facilities
- 3.3 Watch Office / Department Services Coordinator
- 3.4 Chief's Office
- 3.5 Asst. Chief / Training Officer
- 3.6 Emergency Service Specialist
- 3.7 Fire Marshal / Plans Reviewer
- 3.8 Member (Volunteer) Office
- 3.9 Production Room
- 3.10 Training Room / EOC – See Shared Spaces & Facilities
- 3.11 Day Room
- 3.12 Dining Area / Kitchen
- 3.13 Sleeping Quarters
- 3.14 Locker Area (Not Turn Out Gear)
- 3.15 Toilet / Shower
- 3.16 Laundry
- 3.17 Exercise & Physical Training – See Shared Spaces & Facilities
- 3.18 Apparatus Bays – Enclosed
- 3.19 Apparatus Bays – Covered
- 3.20 Vehicle Wash – See Shared Spaces & Facilities
- 3.21 Hose Tower
- 3.22 Training Ladder
- 3.23 Turn Out Gear – Active
- 3.24 Turn Out Gear – New, Storage
- 3.25 Turn Out Gear – Wash & Dry
- 3.26 Decon Showers / Biohazard Materials
- 3.27 Ready Hose Racks
- 3.28 Hose Washer & Dryer
- 3.29 Breathing Air Compressor and Tank Storage
- 3.30 Medical Equipment & Supplies
- 3.31 Food & Beverage Storage
- 3.32 Shop
- 3.33 Storage
- 3.34 Building Maintenance
- 3.35 Emergency Generator – See Shared Facilities
- 3.36 Volunteer Parking
- 3.37 Staff Parking
- 3.38 Visitor Parking
- 3.39 Driveway Aprons
- 3.40 Fire Yard
- 3.41 Fenced Enclosure
- 3.42 Camera Surveillance
- 3.43 Garden Space
- 3.44 Basketball 1/2 court

3.0 HOMER VOLUNTEER FIRE DEPARTMENT

Met with:

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

3.1 Existing Facility Description

From Questionnaire completed by Chief Bob Painter.

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

3.2 Public Lobby

See Shared Spaces & Facilities

3.3 Watch Office / Department Services Coordinator

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

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

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

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

3.13 Sleeping Quarters

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

3.14 Locker Area (Not turn out gear)

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

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

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

3.16 Laundry

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

3.17 Exercise & Physical Training

- See Shared Spaces and Facilities

3.18 Apparatus Bays – Enclosed

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

3.19 Apparatus Bays - Covered

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

3.20 Vehicle Wash

- See Shared Spaces & Facilities

3.21 Hose Tower

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

3.22 Training Ladder

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

3.23 Turn Out Gear – Active

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

3.24 Turn Out Gear – New Storage

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

3.25 Turn Out Gear – Wash & Dry

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

3.26 Decon Showers / Biohazard Materials

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

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

**PROJECT NOTES
May 21 – 22, 2014**

3.27 Ready Hose Racks

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

3.28 Hose Washer & Dryer

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

3.29 Breathing Air Compressor and Tank Storage

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

3.30 Medical Equipment and Supplies

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

3.31 Food & Beverage Storage

- Adjacent Apparatus Bays

3.32 Shop

- Adjacent Apparatus Bays
- Workbench
- Tool Storage

3.33 Storage

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

3.34 Building Maintenance

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

3.35 Emergency Generator

- See Shared Spaces and Facilities

3.36 Volunteer Parking

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

3.37 Staff Parking

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

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

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

3.39 Driveway Aprons

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

3.40 Fire Yard

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

3.41 Fenced enclosure

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

3.42 Camera Surveillance

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

3.43 Garden

- “Victory” Garden
- Tool Shed

3.44 Basketball 1/2 Court

4.0 HOMER POLICE

Contents

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

4.0 HOMER POLICE DEPARTMENT

Met with:

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

4.1 Existing Facility Description

From Questionnaire Completed by Chief Mark Robl

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

4.2 Public Lobby

- See Shared Spaces & Facilities

4.3 Public Counter

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

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

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

- Space for outgoing mail.

4.4 Dispatch

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

4.5 Dispatch Supervisor

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

4.6 Dispatch Work & File Room

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

4.7 Dispatch Break Room

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

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

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

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

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

**PROJECT NOTES
May 21 – 22, 2014**

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

5.0 SHARE SPACES & FACILITIES

Contents

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

5.0 SHARED SPACES & FACILITIES

5.1 General

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

5.2 Public Lobby & Toilets

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

5.3 Training Room / EOC

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

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

5.4 Exercise & Physical Training

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

5.5 Vehicle Wash – done at Public Works Currently

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

5.6 Emergency Generator

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

5.7 Refuse

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

APPENDIX C

Site Selection Criteria

I. INTRODUCTION

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

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

II. SITE SIZE AND CONFIGURATION

Size for long term need

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

Site Proportions

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

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

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

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

III. LOCALE

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

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

Operational Efficiency

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

Security

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

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

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

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

Public Access

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

Image

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

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

IV. STREET ACCESS AND PARKING

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

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

Public Parking

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

Official Parking

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

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

Staff Parking

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

Volunteer Parking

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

Impound Storage

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

V. TOPOGRAPHY AND SOILS

Topography

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

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

Soils

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

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

VI. UTILITIES

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

Redundant Systems

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

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

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

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

**CITY OF HOMER
HOMER, ALASKA**

City Manager/
Public Works Director

RESOLUTION 14-020

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED the Scope of Work shall include:

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

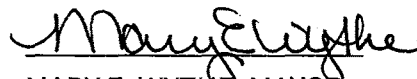
- Review the proposed contract and provide input on the scope of work and deliverables
- Review work products and participate in regular briefing with the contractor
- Make recommendations and provide direction to staff and the contractors as the project proceeds
- Make recommendations to Council as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

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


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

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

CITY OF HOMER


MARY E. WYTHE, MAYOR

ATTEST:


JO JOHNSON, MMC, CITY CLERK

Fiscal Note: Staff time and advertising costs.



HOMER PUBLIC SAFETY BUILDING

"To ensure Homer has adequate emergency services into the future to protect community health and safety using a cost-effective, locally-responsive emergency service model."

Project Need

Homer's Fire and Police Services are vital to the safety and health of our community. Adequate and safe working environments show our respect for the public servants who provide these services, and at the same time, reduce local vulnerability to emergencies and risk.

The purpose of considering a new facility at this time is to address these issues and our aging facilities' deficiencies, including:

- Limited space for performing basic functions on-site with no room to grow even as community needs expand;
- Lack of efficiency in cramped buildings;
- Safety problems such as inhaling fire truck exhaust indoors, unprotected police dispatch and prisoner visitor areas, and communicable disease exposure risks;
- Lack of storage for police evidence, equipment, and vehicles; and
- Poor conditions for supporting modern electronic and communication systems.

Why Now?

Homer's Police Station was built in 1979. In 1980, the Fire Hall was built on an older garage/shop structure using sweat equity and donations. It is a testament to our staff and volunteers that they have managed to extend the useful life of these facilities.

Fully renovating these outdated facilities so they comply with modern, energy efficient standards is cost-prohibitive compared with new construction. Moreover, Police and Fire have limited space for expansion on their current sites and need room to grow.

Thus, it is critical to take steps now toward a long-term solution that ensures adequate levels of service in the future and takes advantage of cost efficiencies in co-locating the fire and police station together.

Preliminary Concept Design

The City is exploring options for designing and constructing an up-to-date combined facility for Police and Fire, specifically tailored to local needs and resources. The City has hired a consultant team including USKH (now Stantec), Loren Berry Architect and Cornerstone General Contractors using a General Contractor Construction Manager approach for cost savings and better value.

Preliminary concept design is fully funded and is just getting underway. This phase of work will produce a space needs analysis, siting criteria, concept design, and cost projections for a new Homer Public Safety Building.

This process will actively engage public safety facility users, local residents, and a City Council appointed Public Safety Building Committee in a transparent public process for developing a realistic building concept plan and weighing site options.

We Need Your Input!

Once a space needs assessment is completed, three public open houses will be held to present findings, to ask for community feedback, and to discuss options:

- Meeting #1 - Project Need and Site Criteria (target date **September**, TBA)
- Meeting #2 - Site Selection Rankings and Preliminary Design Concept (target date **October**, TBA)
- Meeting #3 Refined Design Concept (target date **November**, TBA)

To learn about public involvement opportunities, or for more information about this effort, contact the City of Homer:

Carey Meyer, Public Works Director
cmeyer@ci.homer.ak.us (907) 235-3170
3575 Heath Street, Homer 99603

City of Homer Police Station DEFICIENCIES

- Extremely cramped work areas
- Poor design causes efficiency problems
- Escape attempt issues due to poor layout
- Lack of evidence storage/lab space
- No separation between staff work areas and prisoner through-traffic
- No secure service counter window
- HVAC system routes from jail cells to dispatch risking passage of airborne disease
- Vehicle exhaust enters work areas
- Premature failure of expensive equipment because of poor ventilation
- Regularly overfilling the jail cells
- Communication/computer system issues and limitations due to building age



City of Homer Fire Station DEFICIENCIES

- Outgrown facility for today's needs with no room to expand for future needs.
- Cramped work areas, limited storage
- Premature wear of expensive equipment and vehicles stored outside with slower winter response times
- Diesel exhaust emissions indoors causing lung health issues among staff
- No OSHA compliant biohazard decontamination/cleaning area
- Existing bays are too short for standard size fire apparatus requiring expensive modifications
- Walls are rotting indoors from water trapped indoors
- Floor is unable to sustain weight of apparatus and cracking throughout
- Not enough room for volunteers to stay overnight during duty



CITY OF HOMER
Homer Public Safety Building
DRAFT PUBLIC INVOLVEMENT PLAN



June 23, 2014

Prepared for:
Homer Public Works Department
3575 Heath Street
Homer, Alaska 99603

Prepared by:
USKH Inc.
2515 A Street
Anchorage, AK 99503

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USKH WO# 1435500

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1. INTRODUCTION

1.1 Case Statement draft options for input

- To ensure Homer has adequate emergency services into the future that protects community health and safety using a cost-effective, locally-responsive service model.
- To ensure Homer has adequate emergency services into the future that protect community health and safety.
- To ensure Homer keeps residents safe by providing locally responsive, cost-effective emergency services.
- To ensure Homer's integrated emergency services protect lives, property, and the environment using a cost-effective, locally responsive service model.

1.2 Purpose and Organization

The purpose of this Public Involvement Plan (PIP) is to describe how the consultant team and Homer will keep stakeholders and the public involved and informed during conceptual design for a new Public Safety Building for the City of Homer. The PIP is organized into three sections:

- The first introduces the project scope and public involvement goals.
- The second lists interested parties and stakeholders, with initial themes from stakeholder interviews that can inform both the conceptual design and help guide more effective public involvement.
- Section three lists PI activities and targeted timelines for ensuring that targeted interests contribute to, and are engaged in the conceptual design process and for encouraging public awareness and participation in shaping outcomes. Specific tasks are listed that will be fulfilled by the consultant team, followed by a list of strategies beyond the consultant's scope that may be used by the City of Homer, to supplement the overall PI process, if desired.

1.3 Project Scope & Public Involvement Goals

The City of Homer's Fire and Police Departments are currently housed in aging facilities with significant deficiencies. Thus, the City is taking a careful look at the options and costs for constructing a combined department new Public Safety Building. To enable a more efficient project at a lower and more predictable cost, the City is utilizing the General Contractor/Construction Manager approach and has hired a consultant, USKH, to lead this effort in partnership with Loren Berry Architect and Cornerstone General Contractors.

Project consultants and the City of Homer will use a collaborative team approach aimed at designing and constructing a cost-effective, up-to-date combined facility for the Police and Fire Departments, specifically tailored to local needs and resources. A case statement will be developed

The scope of the first phase of work is conceptual design for a new Public Safety Building facility, with three primary tasks:



Task A. Fire & Police Building Program - The team will identify, analyze, and summarize in a report and presentations the technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

Task B. Draft Site Selection and Concept Design - Building from Task A outcomes and criteria, the team will work with the City to determine the top two sites for the Homer Public Safety Building and then will explore alternative design approaches to achieve a draft Concept Design and rough cost estimates.

Task C. Public Involvement – Plan as presented for input.

During the Conceptual Design phase of the project, team efforts and activities will be guided by these Public involvement goals:

- Fully collaborate with facility users on the design concept to optimize outcomes and create a facility that is highly responsive to local needs and resources.
- Meaningfully engage key affected stakeholders, interested groups, and target sectors of the public in reviewing and providing feedback on interim deliverables and assumptions to improve project outcomes.
- Raise the awareness of community decision-makers and community in general around project needs, options, and possible outcomes to help them weigh public costs and benefits.

2. PIP TARGET SECTORS

2.1 Stakeholders and Interested Parties

Sustained efforts will be made over the duration of the concept design phase to actively seek the involvement of each of these targeted sectors of the community who have an interest in project outcomes:

Facility Owner/Users

- The City of Homer's Mayor, City Council and Administration
- The City of Homer's Fire Department, including staff and volunteers
- The City of Homer Police Department

Interested Parties

- Alaska Division of Homeland Security & Emergency Management
- Safety and Emergency Response agencies
- Law enforcement agencies (Troopers, Coast Guard and State Parks)
- The City of Homer Public Works Department
- State of Alaska Department of Transportation
- Kenai Peninsula Borough
- Environmental Permitting agencies
- The City of Homer Planning Department and Homer Advisory Planning Commission



- Potential Project Site Neighbors
- Potential Project Site Existing Tenants/Users (e.g., Homer Education and Recreation Complex (HERC))
- Community organizations
- Potential funding sources (Alaska State Legislature, Governor's Office, Dept. of Commerce, etc.)

Regional Public at Large

- Citizens who depend on and are served by the City of Homer's emergency services
- Taxpayers
- Citizens who seek to participate in community affairs

2.2 Initial Stakeholder Themes

Project consultants spent several days in Homer May 21-23, 2014 to initiate information gathering and meet face-to-face with the City of Homer and key stakeholders. The team included Jack Berry and Loren Berry from Berry Architects and Jerry Neubert, Dale Smythe, and Meredith Noble from USKH. The team spent two days interviewing the Police Chief, Fire Chief, and staff members of each department learning about the needs for a future facility through site tours and intensive interviews.

Additionally, to better understand the project's role in the community, including current facility deficiencies, and public opinion toward the project, Meredith Noble conducted ten "off-the-record" interviews with City staff and the public. Those identified from the public were referred through word of mouth as influential thought-leaders in the community. From those interviews several themes started to surface. Although anecdotal, and possibly reflecting only a narrow segment of the community, these themes can inform both the conceptual design and help guide more effective public involvement.

Aging Facilities – Homer's Police Station was built in 1979, and a year later the Fire Hall was built on an older, existing garage/shop structure. These facilities have served the community well over several decades and, to many local residents, they are nostalgic landmarks from Homer's early days as a small town. This is especially true of the Fire Hall, as Homer's Volunteer Fire Department (established in 1952) found funding and invested sweat equity to build the facility — no city funds were used.

Deficiencies –Running modern emergency response and police services from aging facilities have costs, risks, and challenges that the community may not be aware of. Examples include:

- Replacing the heating systems from heating fuel to natural gas and building more energy efficient buildings would reduce annual heating costs by about 40% (roughly \$13,596 in annual savings);
- Winter emergency response times would be faster if indoor space was available to park emergency vehicles (not to mention deterioration and security issues associated with outdoor parking);
- The existing facilities are non-compliant with safety regulations/facility design standards and thus pose risks and health concerns to staff. Examples include the Fire Hall's lack of OSHA compliant biohazard decontamination/cleaning area and lack of diesel exhaust emissions protection. The Police Station's air handling system exhausts into employees' work areas and its lobby does not have ready access to a secure, bullet proof, service counter/window with passive barriers to stop vehicles.



- Regular interruptions occur because of poor separation between uses. For example, prisoners regularly disrupt staff due to the lack of separated entrances into the jail and prisoner visitation rooms and acoustics between the jail and staff areas. The Fire Hall lacks space to accommodate more than four overnight crew members in the station without disrupting normal operations.
- Modern emergency response and police work depend on communications and computer technologies that did not exist 35 years ago. Both facilities have issues and needs that are hard to address in the current buildings.
- There is a lack of adequate space generally. The Departments are serving a much larger population based from facilities that have not expanded in 35 years. Acute issues include the need for a larger evidence storage room and evidence lab, training areas and meeting space for working internally and with outside agencies, overnight accommodations, and storage space generally (for clean medical supplies, equipment, etc.).

Communicate Why the Facility Is Needed: Homer's fire station looks to be in mint condition, and from the outside appearances, the public does not necessarily understand why the police and fire stations are insufficient. After talking to someone who works there or getting a tour, it is woefully clear why a new facility is needed, but "you have a sales job here" to communicate this to the rest of Homer if you intend to seek support for a new building.

Cost/Benefit Considerations: As a community, Homer knows that this project will be costly, both upfront and into the future, as the total cost of ownership for the building can be almost three times more than initial design and construction costs. The City needs to be realistic when assessing the financial aspects of this project, and how Homer will pay for long-term O&M using. The public then needs clarity, since as seen with the public bathroom investment, there can be significant "sticker shock" at the cost of projects.

Nice, But Not Too Nice: Though a creative community that appreciates quality design, Homer residents have conservative values in terms of the overall community investment in public facilities. A new facility needs to be respectfully adequate and not "gaudy" or overbuilt so that it appears wasteful.

Sensitive to HERC Site: The HERC building provides a critical recreation need for the community. Some residents do not want the HERC site considered for this project, while others like the idea of keeping the gym but tearing down the rest of the building to make way for a new Public Safety building.

Existing Site Repurposing: It is important to maintain continuity in fire and police services by constructing the new facility while the existing sites are fully operational. Once services are re-located, the community has the option to try and recoup some of the facility cost by selling the Homer Volunteer Fire Department and Homer Police Station shared lot (KPB shared lot assessment ≈\$2,398,400) and adding to the downtown commercial district. Alternately, the strategically located central site could be used for a community purpose. Although this question is outside the scope of this effort, it is a question that needs community consideration and some clarity.

A Base of Public Support: Although support for the project is not universal within Homer at this preliminary stage, a solid group of supporters are willing to advocate for investing in a new, consolidated Public Safety facility to ensure that Homer has adequate services into the future. Moreover, Homer's fire and police are valued and respected public services. A solid design concept and workable site, along with word-of-mouth communication from respected residents, could make it feasible for the project to build broad support well beyond its current base.



3. PUBLIC INVOLVEMENT ACTIVITIES

3.1 Consultant PI Tasks and Milestones

This section outlines public involvement efforts for the Design Concept phase of the new Homer Public Safety Building to be performed by USKH, coordinating with Carey Meyer and the Public Safety Building Committee. Activities are focused around five tasks, each with a target timeline and specific objectives. The tasks marked with an asterisk indicate that a Public Meeting will be held to gain input on project progress.

Homer Public Safety Building Project Tasks and Timeline

TASK 1: Seek Involvement and Input

Target Timeline: June - August 2014

Objective: Create outreach contact lists, tools, and prepare for an initial open house event, while retaining open communications with key parties.

Consultant Activities

- a) Finalize project contact and outreach list.
- b) Confirm public meeting date calendar and reserve venues.
- c) Create outreach materials to include a project fact sheet, web text and graphics that the City of Homer can use on its page, and a flier announcing public meeting #1.
- d) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.

TASK 2: Present Project Need and Site Criteria, Gather Input

Target Timeline: August – September 2014

Objective: Share preliminary Fire & Police Building Program findings with stakeholders at a formal public open house. Gather input specific to the building program and site criteria to help refine and enhance project outcomes.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #1.
- b) Create public displays that summarize team findings to date and illustrate the need for a new facility using rough planning level parameters (size, adjacencies, order of magnitude costs, etc.).
- c) Create an agenda and input form, and a public presentation to share at Open House #1.
- d) Conduct outreach for Open House #1 to the project contact and outreach list.
- e) Facilitate Open House #1 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.
- g) Continue to coordinate with the City of Homer, the Public Safety Building Committee, and stakeholders to gather relevant input that supports a better understanding of technical requirements, space needs, and siting criteria for the new Homer Public Safety Building.



TASK 3: Present Site Selection Rankings and Preliminary Design Concept, Gather Input

Target Timeline: September 2014

Objective: Share preliminary site selection rankings and a preliminary design concept with stakeholders at a formal public open house and gather input that helps refine and enhance project outcomes.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for Open House #2.
- b) Update outreach materials and displays to incorporate finalized building program, preliminary site selection rankings, input to date, and to announce Open House #2.
- c) Create an agenda and input form, and a public presentation to share at Open House #2.
- d) Conduct outreach for Open House #2 to the project contact and outreach list.
- e) Facilitate Open House #2 and gather input from participants.
- f) Summarize meeting proceedings and input in a written memo.

TASK 4: Present a Refined Design Concept

Target Timeline: October 2014

Objective: Share a refined design concept with stakeholders at a formal public open house and share rough cost parameters and possible funding strategies.

Consultant Activities

- a) Organize and facilitate internal meetings with the City of Homer Administration, and Public Safety Building Committee to share progress to date and seek guidance in preparation for the final Open House.
- b) Update outreach materials and displays to incorporate the refined design concept, rough cost parameters, and possible funding strategies.
- c) Create an agenda, input form, and public presentation to share at Open House #3.
- d) Conduct outreach for Open House #3 to the project contact and outreach list.
- e) Facilitate Open House #3 and solicit input and letters of support from participants.
- f) Summarize meeting proceedings and input in a written memo.

3.2 Supplemental Strategies

During stakeholder interviews a number of ideas were shared for generating additional public interest and support for the project. These are listed below in the event that the City of Homer or Public Safety Building Committee members and/or project advocates elect to undertake them to supplement the overall PI process:

Outreach and Educational Activities:

- Open House Tours
 - Have snow-cones or hot-dogs, etc. for the public and discuss what is deficient in your facilities and why you need a new building.
 - July 4th Volunteer Firefighter BBQ is an excellent opportunity for tours, handing out flyers, and having conversations with the public about the project.



- Announce the event on KWAVE- Straight Talk, Tuesday mornings 9-10 am. 15 minutes. Contact Tim White at kwavefm@xyz.net
 - Invite police staff to join in the BBQ.
 - Ensure all staff is on the “same page.”
- Tour for Re-create Recreate/HERC enthusiasts
 - As an obviously very sensitive issue, it would be beneficial to show HERC recreationists that their voices are being heard. Consider hosting a tour of the police and fire station for this group exclusively and ensure we engage them early when site selection conversations begin.
- Concert On The Lawn
 - Get a booth to discuss the project, hand-out informational flyers, and ask people if they’d like to be on an email list with project updates. Have fire fighters and police officers jointly staffing the table.
 - Deadline for booth is June 15th. Cost \$110 for 10x10 space.
- Presentations
 - Have a police officer and fire fighter discuss the project at various community groups. Suggested presentations include:
 - Homer Realtor Association- August 20th, 12:00, location unknown
 - Rotary Club of Homer-Kachemak Bay- 12:00, Thursdays
 - Chamber of Commerce Luncheon- Tuesday in September
 - Port & Harbor
 - Re-create Recreate/HERC enthusiasts
- Door-to-Door Campaign
 - Leave a flyer behind about the project at residences. There are enough clusters in Homer to do this with minimal time commitment.
 - Consider doing this to advertise your booth at an event or an open house.
- Engage City’s Various Commissions
 - Have agenda item on various commissions to get an update on the project. Could be watching video fire/police staff made of their facilities or get a quick update from a staff member on project status.
 - Why? This reaches 100 people with facts about the project that are civically minded and engaged. They can act as advocates for the project if well informed.
- Letters to the Editor
 - Newspaper isn’t relied on the way it used to be so instead of utilizing costly ad space, use “free” resources like letters to the editor or articles by the press.
 - <http://homertribune.com/2013/08/council-considers-a-new-public-safety-building/>
- Virtual Tours
 - Since many people can’t or don’t care to attend public meetings, one way to still engage them is through virtual tours. These are online tours of project information that conclude with a feedback form.
- Make YouTube/Vimeo Video
 - Have someone locally make a short 1-4 minute film about why the project is needed. Show the inside of the police and fire station and have excerpts from staff. Try to respond to some of the concerns identified as common objections to the project.
 - Example: <http://www.lcfd1-sprague.com/>
- Utility Bill Inserts
 - Create utility bill inserts that can be sent to residents with information about public meetings or ways to get informed about the project.



- PowerPoint/Prezi Presentation
 - Design a PowerPoint or Prezi presentation for the project staff to use whenever they need it to tell the story about why this project is important and next steps.
- Display Boards at City Hall
 - Create boards or posters that could be displayed at City Hall (or elsewhere), that show information like site or design selection. Have place for public to submit their input on the decision.
- Radio
 - Many people suggested paying for actual ads on KWAVE, KPEN, KGTL, etc. to reach the dock workers, truck drivers, etc. Give quick update on project and provide information on ways to submit feedback if desired.
 - Run in August when ad volume slows from summer rush.
 - KBBI-Coffee Table- Wednesday morning 9-10 am. Contact Dorle at 235-7721
 - Alaska Matters- Though not always supportive of the City, the project presents an opportunity to work with Chris Story to tour the facilities and interview police and fire staff.
- Involve Legislators
 - Involve early and often. Send monthly email updates on the status of the project with upcoming public involvement events and past progress. Invite them to participate in events ahead of time.
- Articles on City Website
 - Keep the public updated on the project or upcoming ways to engage with updates online, either through the City Clerk's projects or the fire and police station sites.
- Social Media
 - Utilize your network of supporters to reach citizens through Facebook, Twitter, and the web such as sharing the YouTube clip of the project so it can be shared freely.
- Monthly Project Updates
 - Provide regular updates on cost containment and commitment status to outreach contact list.

Funding Prep Activities:

- Gather Letters of Support
 - Reach out to community members, Kachemak Bay, Alaska State Forestry, K.E.S.A, Alaska Fire Chief's Association, State Fire Marshal's Office, Wildwood Correctional Center, OSHA, Department of Security, Port & Harbor, Recreate-Recreate, etc. for letters of support.
 - Gather letters of support at final public meeting.
- Submit Project to State Legislature Budget
 - Prepare promotional package and submit in November.
- Open House for Funding Agencies/Legislators
 - Host special open house of facilities for funding agency representatives & legislators to bring them together for funding collaboration and answer any questions. Ideally host in the fall so they can also attend a public meeting.

Future Activities:

- Public Input for Exterior Design
 - Engage the public in exterior design decisions.
- Naming Contest
 - Have public contest to name the new building.

Updated 08/19/14

Y/N	Outreach & Education Activities	Date	Details	Leader	Assistance	Completed
KEY PROJECT STAKEHOLDERS						
	YouTube/Vimeo Clip of Project	June 25-July 11,	Create short clip explaining the project	Castner	Meyer	ongoing
	Project Manager	June 25-July 2, 2014	Create presentation that anyone can use to explain the project.	Noble	Robl, Painter, Nelsen	Yes
	City Website		Post fact sheet, photos, update on status of project.	Renee	Meyer, Stantec	Yes
	Internal Tours & Mtg	June 30-July 3, 2014	Have police staff and fire staff tour each other's buildings, discuss why the project's important, agree on messaging.	Robl, Painter	Castner	ongoing
	4th of July Open House Tour at Fire Department	951-218-6362	Hand out project fact sheet & show video if finished. Invite police staff to join if available.	Painter	Elaine, Dan	Yes
	Announce event on KWAVE-Straight Talk	July 1, 2014	Contact Tim White at kwavefm@xyz.net	Renee		Yes
	Email contacts in outreach list	907-235-3919	Send info about Open House	Renee		ongoing
	Open House Tour	July 29, 2014	Host specifically for Re-Create Recreate/HERC users	Castner	Robl, Painter	planning ongoing
	Engage City's Various Commissions	907-235-8121	Provide fact sheet to City's commissions to raise their awareness of the project.	Castner, Meyer	Renee	planning ongoing
	Legislator Update	June 30, July 28	Update on PI activities by letter & call.	Mayor Wythe	Committee	ongoing
	Display Boards	July 1-18, 2014	Create boards that have photos, stories, and content explaining project. Display at City Hall, Library, etc.	Meyer	Stantec	Yes
	Movie Theatre Storyboard	July, 2014	Provide information on project before movie shows at the theatre.	Nelsen	Renee	ongoing
	Homer Council Meeting	July 28, 2014	Provide update on project.	Castner	Committee/Stantec	Yes
August Activities						
	Open House Tour- News Outlets	August, 2014	Host specifically for Chris Story, KBBI, KWAVE, KPEN, KGTL, etc. local newspapers, bloggers.	Crane	Committee	
	Public Presentation- Planning Commission	August 20, 2014	Commission Meeting 6:30 pm	Meyer		
	Public Presentation- Parks and Recreation	August 21, 2014	Commission Meeting 5:30 pm	Meyer		
	Door-to-Door Campaign	August 4-18, 2014	shadygrove@kbbi.org		Fire & Police Dept./ Public Safety Committee/ Council	
	City Website	August 13, 2014	Update website with info on upcoming Open House	Renee	Meyer/Stantec	
	Contact Outreach List	August 8-12, 2014	Notify contacts in outreach list of upcoming Open House.	Noble/Wilson-Doyle	Castner	
	Display Boards	August 20, 2014	naomi@homertribune.com	Meyer	Noble/Wilson-Doyle	
	Legislator/Funding Agency Update	August 22, 2014	Update on PI activities by letter & call.	Mayor Wythe	Committee/Noble	

Y/N	Outreach & Education Activities	Date	Details	Leader	Assistance	Completed
	Public Meeting: Present Project Need & Site Criteria	August 26, 2014	Share needs statement info a work meeting with committee. Gather input specific to the bldg program.	Stantec & Public Safety Bldg Committee	Renee	
September Activities						
	Public Presentation- Rotary Club		12:00, Thursdays. Coordinate with Katie Koester ASAP.	Castner	Robl/Painter and/or staff	
	Public Presentation- Chamber of Commerce		Tuesdays. Coordinate w/ Debbie Speakman ASAP.	Castner	Robl/Painter and/or staff	
	City Website	Sept. 24, 2014	Update website with info on upcoming Open House	Meyer	Renee & USKH	
	Contact Outreach List		Notify contacts in outreach list of upcoming Open House.	Noble	Castner	
	Paid Radio	Sept. 19-30, 2014	Pay for Ads on key radio channels to notify public about the meeting.			
	Public Mtg Prep	Sept. 1-30, 2014	Prep content for Open House	Stantec & Meyer	Nelsen, Renee	
	Public Meeting: Site Selection & Draft Concept Design	Sept. 30, 2014?	Open House & Committee Meeting on Site Selection and Conceptual Design	Stantec & Public Safety Bldg Committee	Renee	
	Legislator/Funding Agency Update	Oct. 3, 2014	Update on PI activities by letter & call.	http://gov.alaska.gov/parnell/contact/email-the-governor.html	Committee/Noble	
October & November Activities						
	Public Presentation- Realtor Association	October 15, 2014	12:00, Bidarka - Upstairs	Mayor Wythe	Fire & Police Staff member	
	Public Presentation	Oct. 1-31, 2014	Coordinate with any group that wants to hear from you that we missed earlier.			
	City Website	Oct. 29, 2014	Update website with info on upcoming Open House	Renee	Meyer & USKH	
	District 31	Oct. 20-Nov. 2, 2014	Notify contacts in outreach list of upcoming Open House.	Noble	Castner	
	Paid Radio	Oct. 27-Nov. 3, 2014	Pay for Ads on key radio channels to notify public about the meeting.			
	Public Mtg Prep	Oct. 1- Nov. 2, 2014	Prep content for Open House	USKH & Meyer	Nelsen, Renee	
	Public Meeting: Site Selection & Final Concept Design	Nov. 3, 2014?	Present site selection decision matrix & draft concept design, seek public input.	USKH & Public Safety Bldg Committee	Renee	
	Legislator/Funding Agency Update	Nov. 4, 2014	Update on PI activities by letter & call.	Mayor Wythe	Noble	
	Letters of Support	Oct. 14-Nov. 14	Seek letters of support			

Name	Title	Phone	Email	Info
KEY PROJECT STAKEHOLDERS				
Carey Meyer	Public Works Director	907-235-3170	cmeyer@ci.homer.ak.us	3575 Heath Street, Homer 99603
Dan Nelsen	Project Manager	907-235-3170	dnelsen@cityofhomer.ak.gov	3575 Heath Street, Homer 99603
Ken Castner	Chair of Committee	907-235-9028	kcastner@tonsina.biz	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue
Mark Robl	Police Chief	907-235-3150	mrobl@ci.homer.ak.us	Homer Police Department 4060 Heath Street Homer AK 99603
Ralph Crane	Public Representative	951-218-6362	kummok@earthlink.net	c/o City Clerk's Office City of Homer 491 E Pioneer Avenue
Bob Painter	Fire Chief	907-235-3155	rpainter@ci.homer.ak.us	Homer Volunteer Fire Department, 604 East Pioneer Ave. Homer AK 99603
Beth Wythe	Mayor	907-235-3919	mayor@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
Renee Krause	Deputy City Clerk	907-435-3109	rkrause@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
Walt Wrede	City Manager	907-235-8121	wwrede@ci.homer.ak.us	491 E Pioneer Avenue Homer, AK 99603
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Sara Wilson Doyle	Public Meeting Coordinator	907-352-7813	swdoyle@uskh.com	2515 A Street, Anchorage, AK 99503
Meredith Noble	Stakeholder			
	Involvement/Funding	509-340-1714	mnoble@uskh.com	621 W. Mallon Ave. Suite 309, Spokane, WA 99201
Loren Berry	Loren Berry Architects	541-896-3692	lberry@berryarch.com	41601 Madrone Street, Springfield, OR 97478
Jack Berry	Loren Berry Architects	541-896-3692	jberry@berryarch.com	41601 Madrone Street, Springfield, OR 97478
Ned Jolley	Cornerstone General Contractors	907-646-7213	jjolley@cornerstoneak.com	5050 Cordova Street, Anchorage, AK 99503
MEDIA OUTREACH CONTACTS				
Shady Grove	KBBI Public Radio	907-235-7721	shadygrove@kbbi.org	Coffee Table on Wednesday morning 9-10 am.
Dave Becker	K-WAVE, KPEN, K-BAY, KGTL	907-235-6000	kwavefm@xyz.net	Contact Tim White, K-WAVE, for Straight Talk on Tuesday mornings
Chris Story	KPEN- Alaska Matters	907-299-7653		www.alaskamattersradio.com
Naomi Klouda	Homer Tribune	907-235-3714	naomi@homertribune.com	http://www.homertribune.com/2013/08/council-considers-a-new-public-lot-new-public-safety-site
Michael Armstrong	Homer News	907-235-7767	michael.armstrong@homernews.com	http://www.homernews.com/homer-news/local-news/2013-09-11/herc-lot-new-public-safety-site
	Peninsula Clarion	907-283-7551		http://peninsulaclarion.com/staff
Shannyn Moore	Blogger, Radio.Active.Truth		shannynmoore@gmail.com	http://www.shannynmoore.wordpress.com/
	Bloggers?			
FUNDING SOURCE CONTACTS				
Pauletta Bourne	CDBG Grants Rep	907-451-2721	pauletta.bourne@alaska.gov	http://commerce.alaska.gov/dnn/dkra/GrantsSection/CommunityDevelopment
Judy Haymaker	CDBG Grants Rep	907-451-2731	judy.haymaker@alaska.gov	Max \$850k per community, \$2M FY13 Cycle
Scott Ruby	Director, Division of Community and Regional Affairs	907-269-4569	scott.ruby@alaska.gov	Excellent resource for information on legislative designations & CDBG grant.
Merlaine Kruse	USDA RD, Community Programs	907-761-7778	merlaine.kruse@ak.usda.gov	
Amy Milburn	USDA RD, Area Director	907-283-6640 ext. 4	amy.milburn@ak.usda.gov	110 Trading Bay Road, Suite 160, Kenai, AK 99611
Wylie Chandler	USDA RD, Loan Tech	907-283-6640 ext. 4	wylie.chandler@ak.usda.gov	110 Trading Bay Road, Suite 160, Kenai, AK 99611
Sean Parnell	Alaska State Governor	907-465-3500		State Capital, PO Box 110001, Juneau, AK 99811-0001

Name	Title	Phone	Email	Info
LEGISLATORS				
Peter Micciche	Senator District 0	907-283-7996 907-465-2828	senator.peter.micciche@akleg.gov	http://gov.alaska.gov/parnell/contact/email-the-governor.html 145 Main Street Loop Ste. 217, Room 226 State Capital Room 125, Juneau AK 99801
Note: Involved with National Fire Protection Association Standards Council, Regional Suicide Prevention Team, Kenai Peninsula Local Emergency Planning Committee				
Paul Seaton	Representative District 31	907-235-2921 907-465-2689	representative.paul.seaton@akleg.gov	270 W. Pioneer Ave. Homer AK 99603 State Capital Room 102, Juneau, AK 99801
CITY STAFF				
Dan Gardner	Public Works Superintendent	907-235-3170	dgardner@ci.homer.ak.us	
Rick Abboud	Public Works Inspector			
Julie Engebretsen	City Planner Deputy City Planner	907-235-3106 907-235-3106	rabboud@ci.homer.ak.us engebretsen@ci.homer.ak.us	
Katie Koester	Economic Development Coordinator	907-435-3101	kkoester@ci.homer.ak.us	
Jo Johnson	City Clerk	907-235-3130	jjohnson@ci.homer.ak.us	
Elaine Grabowski	Staff at Fire Dept.	907-235-3155	fire@cityofhomer-ak.gov	
Dan Miotke	Staff at Fire Dept.		dmiotke@ci.homer.ak.us	
COMMUNITY OUTREACH				
234	Far North			
Jim Lavrakas	Photography/Chamber of Commerce Contact	907-360-2319	jjimlav@homer.alaska.org	
Katie Koester	Rotary		kkoester@ci.homer.ak.us	
Angie Newby	Real Estate Association	907-235-5294	angienewby@alaska.com	Wants to host fire and police staff for an informative meeting during their
Debbie Speakman	Chamber of Commerce		debbie@homer.alaska.org	
Claudia Hanes	Youth Services Librarian	907-435-3176	chaines@ci.homer.ak.us	Coordinated much of the fundraising for the new Library.
Miranda Weiss	Public Park Volunteer		tidefeathersnow@gmail.com	
Derotha Ferraro	Hr at Hospital/ Community Leader	907-235-0397	dbf@sphosp.org	Coordinated PI activities to garner support for upgrades to hospital.
Michelle Miller	Pratt Museum	907-235-8635	mmiller@prattmuseum.org	Also Vice Chair of Public Art Committee
Marianne Aplin	Islands and Ocean Visitor Center Manager		marianne_aplin@fws.gov	Also member of the City of Homer Public Arts Committee
Jack Cushing	Former Mayor	907-399-1200	jackcushing@gci.net	
	Kachemak Heritage Land Trust			
Roberta Highland	Kachemak Bay Conservation Society	907-235-8214		also a member of the Advisory Planning Commission
	Homer Foundation	907-235-0541		
	Port & Harbor			
	Senior Citizens Center	907-235-3739		

Name	Title	Phone	POLICE/FIRE CONTACTS		Info
			Email		
Kelly Nicolello	Alaska State Fire Marshall				5700 E. Tudor Rd. Anchorage AK 99597-1225
Mark J. Miller	EMS Unit Manager, AK State Dept of Health and Social Services	907-465-8633	mark.miller@alaska.gov		Division of Public Health, Section of Emergency Programs, PO Box 110616, Juneau AK 99811-0616
	Executive Director, Southern Regional EMS Council, Inc.	907-562-6449	schecks@sremsc.org		6130 Tuttle Pl. Suite B, Anchorage, AK 99507-2041
Kevin Jones	Homer Airport Manager (Crash Rescue)	907-235-5217			Home Office of State DOT
Scott Walden	Director, KPB, Officer of Emergency Management	907-262-2097	sgwalden@borough.kenai.ak.us		Office of Emergency Management, 253 Wilson Lane, Soldotna AK 99669
	Division of Homeland Security & Emergency Mgmt				Dept. of Military and Veteran Affairs, PO Box 5750, JBER, AK 99505
	Safety and Emergency Response Agencies				
	State Troopers				
	Coast Guard				
	State Parks				
	State of Alaska DOT				
	Kenai Peninsula Borough				
	Environmental Permitting agencies				
	Alaska State Legislature				
	Governor's Office				
	K.E.S.A.				
	Alaska Fire Chief's Association				
	State Fire Marshal's Office				
	Wildwood Correctional Center				
	OSHA				
	Department of Security				
	Alaska State Forestry				
	Kachemak Bay				
	Mental Health				
	Clergy				
	State EMS				

**CITY OF HOMER
HOMER, ALASKA**

Mayor/City Council

RESOLUTION 13-087(A)

A RESOLUTION OF THE HOMER CITY COUNCIL ADOPTING THE
2014-2019 CAPITAL IMPROVEMENT PLAN AND ESTABLISHING
CAPITAL PROJECT LEGISLATIVE PRIORITIES FOR FISCAL YEAR
2015.

WHEREAS, Duly published hearings were held on August 26 and September 9, 2013 in
order to obtain public comments on capital improvement projects and legislative priorities;
and

WHEREAS, The Council received comments from all of the Commissions and held an
all day Worksession on August 17, 2013; and

WHEREAS, It is the intent of the City Council to provide the Governor, the State
Legislature, State agencies, the Alaska Congressional Delegation, and other potential funding
sources with adequate information regarding the City's capital project funding needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Homer, Alaska, that the
"City of Homer Capital Improvement Plan 2014-2019" is hereby adopted as the official 6-year
capital improvement plan for the City of Homer.

BE IT FURTHER RESOLVED that the following capital improvement projects are
identified as priorities for the FY 2015 State Legislative Request:

1. Water Storage/Distribution Improvements
2. Public Safety Building
3. Harbor Sheet Pile Loading Dock
4. Fire Department Equipment Upgrades
5. East to West Transportation Corridor

BE IT FURTHER RESOLVED that projects for the FY 2015 Federal Legislative Request
will be:

1. Deep Water/Cruise Ship Dock Expansion, Phase 1
2. East Boat Harbor


BE IT FINALLY RESOLVED that the City Manager is hereby instructed to advise the
appropriate State and Federal representatives and personnel of the City's FY 2015 capital
project priorities and take appropriate steps to provide necessary background information.

PASSED AND ADOPTED by a duly constituted quorum of the City Council for the City of
Homer on this 9th day of September, 2013.

CITY OF HOMER


MARY E. WYTHE, MAYOR

ATTEST:


JO JOHNSON, MMC, CITY CLERK

Fiscal Note: N/A

Memorandum 13-124 Capital Improvement Plan Projects of Public Safety Building and East to West Transportation Corridor

Memorandum ID: 13-124
Memorandum Status: Backup

Memorandum 13-124

TO: Mayor Wythe and Homer City Council

THROUGH: Walt Wrede, City Manager

FROM: Katie Koester, Community and Economic Development Coordinator

DATE: August 21, 2013

SUBJECT: CIP Projects: Public Safety Building and East to West Transportation Corridor

The purpose of this memo is to provide background and request clarification from Council on the CIP projects Public Safety Building and East to West Transportation Corridor.

Public Safety Building

The current Homer Police Station was built in 1979 and the Fire Hall in 1980. The need for replacement facilities for the aging Police and Fire Stations are not new; when looking at old CIPs I found some portion of the proposed project on the CIP as far back as I tracked, 2000, though from 2007-2011 it was listed in the long-range section of the book.

In 2006 Special Project Coordinator Anne Marie Holen prepared a memo for Council analyzing the space needs for a joint public safety building. For whatever reason, the project did not make it on the CIP as a joint building (Homer Fire Station and Homer Police Department are separate projects on the 2006 CIP). I have included the space needs questionnaire from 2006 updated by the Chiefs for your information. I attempted to summarize the square footage needs to come up with the very rough total square foot number of 29,920 (see the attached spreadsheet). Please keep in mind these numbers are very approximate. The cost estimate is even more approximate, I averaged the per square foot price for a police station and fire station recently designed in Alaska (\$512) and multiplied that by the square foot numbers for the Chiefs. An architect needs to look at the project to come up with more accurate numbers.

Things to keep in mind:

KPB assessed value of the Homer Volunteer Fire Department and Homer Police Station (on shared lot):

\$2,398,400

Homer Police Department annual heating fuel usage: \$4,746

Savings if same facility was heated with natural gas: \$2,990

Homer Fire Department annual heating fuel usage: \$32,000

Savings if same facility was heated with natural gas: \$20,160

Fire Department Depreciation Reserves: Balance = \$121,000 (with Council approval of funds originally allocated for equipment purchase transferring to reserves).

Police Department Depreciation Reserves: Balance = \$158,121

Recommended next steps:

- 1) Determine what the Legislative ask is for FY15. If the City is asking for design? (\$1,531,904) Is the City willing to fund preliminary design (to 10%) at approximately \$306,380 and ask for the remaining design funds, \$1,225,523?
- 2) Direct the City Manager to establish a working group to determine the best location for a Public Safety building. Potential members could come from: HPD, HVFD, Planning Commission and Council.
- 3) Once a site is decided on, put out a RFP for a 10% conceptual design. This costs approximately 20-25% of a design budget.

East to West Transportation Corridor

At the Saturday August 17th work session the Council directed staff to put together a local roads package for Council consideration. The proposed new project, East to West Transportation Corridor, incorporates extending Bartlett Street, putting in a road through Town Center and acquiring and improving Wadell Way. The three sections of roads together provide an alternate east-west route through town. This project is eligible for HART funds and the

Memorandum 13-124 Capital Improvement Plan Projects of Public Safety Building and East to West Transp

Published on City of Homer Alaska Official Website (<http://www.cityofhomer-ak.gov>)

City could build a very attractive package to the Legislature by proposing a 50% match. After subtracting funds that are committed for road LID project, the HART fund balance is approximately \$5,500,000.

Recommendation: Provide staff with direction on what the Council would be willing to pledge as a match for the project.

Enc:

Space Needs Spreadsheet

Chief Painter Public Safety Needs Questions

Chief Robl Public Safety Needs Questions

Sample Public Safety Building from Architect Websites

Public Safety Building CIP write-up

East to West Transportation Corridor CIP write-up

Related Resolutions**Memorandum - Related Resolutions:** [Resolution 13-087\(A\) 2014-2019 Capital Improvement Plan and Establishing Capital Project Legislative Priorities for Fiscal Year 2015](#)

Source URL (retrieved on 2014-08-06 19:09):

<http://www.cityofhomer-ak.gov/memorandum/memorandum-13-124-capital-improvement-plan-projects-public-safety-building-and-east-west->



City of Homer

www.cityofhomer-ak.gov

Administration
491 East Pioneer Avenue
Homer, Alaska 99603
(p) 907-235-8121 x2222
(f) 907-235-3148

Memorandum 13-131

TO: Mayor Wythe and Homer City Council
THROUGH: Walt Wrede, City Manager
FROM: Katie Koester, Community and Economic Development Coordinator
DATE: September 4, 2013
SUBJECT: Public Safety Building Site Assessment

The purpose of this memo is to provide information on the possible site locations for a Public Safety Building.

Things to keep in mind when selecting a site for a Public Safety Building include: ease of ingress and egress, ease of access by the public, ease of access to customer (police, fire and EMS incidents), minimum of 1.5 acres, and clearly out of a tsunami zone.

Staff considered 8 possible sites for the location of a new public safety building. After a site visit with the Chiefs on September 3 and closer inspection, 5 sites remained on the list. The three lots that were ruled out and reasons included:

- a) Private/CIRI lots along the Sterling Highway west of Petro Express. There is no water and sewer at those lots and space is limited. Lots may be in a tsunami zone.
- b) Waddell lot on the corner of Sterling Highway and Main Street. Too valuable of real estate for civic purpose and lot may be in a Tsunami zone.
- c) Waddell cabins behind Post Office. Lot is too small.

The remaining lots are divided into two tiers, tier one being the preferred lots. Pros and cons for the various lots are listed on the following pages. Refer to the map Potential Public Safety Building Sites for a visual.

TIER ONE:

1) HERC Site

This would involve tearing down both structures on the HERC building lot. The demolition cost for that is projected to be \$450,000 (\$250,000 to remove asbestos and lead based paint and \$200,000 for demolition of structures).

PRO	CON
City owns the property	Have to demo existing structures
Access: direct access to Sterling Hwy and easy access to Pioneer	Located at a complicated, busy intersection. Off of Main more ideal. Could mitigate with stop light controls.
Plenty of room. Potential for future growth and/or other City facilities on same lot.	Small creek runs through lot (can be mitigated)
Already developed land: limited permitting, utilities are already on location	Fire is concerned the distance from the Spit may cause ISO ratings to increase for spit structures
View	Too valuable of real estate for a public building?
Could offer two accesses (public could enter off Woodside, fleet could roll onto Sterling on other side of lot).	

2) Main Street Site (Town Center)

PRO	CON
A civic building could initiate development of Town Center.	Lot needs utilities and road/driveway, however would not have that far to travel
Would clean up an area of town that could use a police presence	Added expense of acquiring the lot (maybe a land trade?)
Great access right off Main	May have to/want to acquire Homer Cleaning Center lot: could be some remediation issues with dry cleaning chemicals
Would be easy for public to find	
Buildable: little elevation gain, cleared	

TIER TWO

1) Pioneer Site (Town Center)

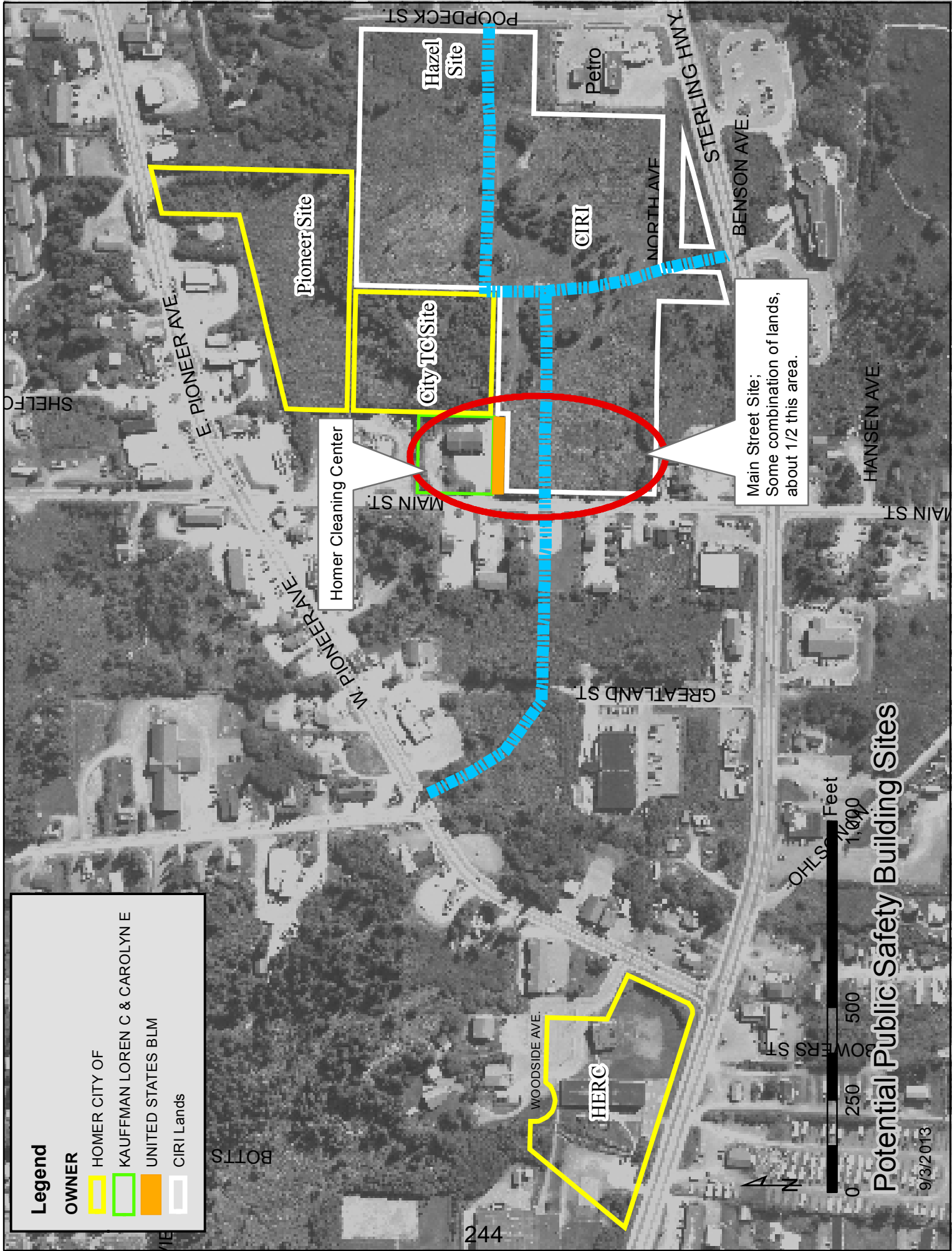
PRO	CON
A civic building could initiate development of Town Center	Extra expense brining infrastructure (utilities and roads) to lot
City owns the property	Would have to acquire a private lot in order to develop two access points
Decent grade for building on	Would have to clear a lot of trees. Needs a fair amount of dirt work
Does not significantly constrain other possibilities for Town Center	Is behind Alice's the best location for Police/Fire?
Would clean up an area of town that needs a police presence	Hidden from public

2) City TC Site (Town Center)

PRO	CON
A civic building could initiate development of Town Center. Would really open up Town Center.	Extra expense of infrastructure. Utilities and road have a long way to travel.
City owns the property	Is Public Safety Building the best use of the most centrally located City lot in Town Center?
Would clean up an area of town that could use a police presence	Would have to acquire Homer Cleaning Center or CIRI land for access
	May have issues for double entry
	Require lots of tree clearing/ dirt work
	Some elevation on north side of lot. Could be used as a buffer

3) Hazel Site (Town Center)

PRO	CON
A civic building could initiate development of Town Center	Extra expense of infrastructure
Would clean up an area of town that could use a police presence	Would push police/fire traffic onto Hazel or Poopdeck. No direct access to a main road
Buildable: limited grade, cleared	Expense of acquiring property (potential land trade)
	Buildable space is small and narrow, especially once E-W Corridor road goes through. May have to split garage space on either side of lot.



Legend

OWNER

- HOMER CITY OF
- KAUFFMAN LOREN C & CAROLYN E
- UNITED STATES BLM
- CIRI Lands

Potential Public Safety Building Sites

**CITY OF HOMER
HOMER, ALASKA**

Lewis

RESOLUTION 13-095

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AUTHORIZING THE CITY MANAGER TO KEEP THE HOMER EDUCATION
AND RECREATION COMPLEX (HERC) GYMNASIUM OPEN FOR
PICKLEBALL, BASKETBALL, AND OTHER COMMUNITY RECREATION
PROGRAMS THAT REQUIRE ONLY MINIMAL HEAT AND UTILITIES UNTIL
SUCH TIME AS THE BUILDING IS DEMOLISHED.

WHEREAS, The City of Homer does not have the funds to refurbish the HERC Building or to
operate and maintain it and it has been unsuccessful in identifying a suitable use for it going forward;
and

WHEREAS, At a recent CIP Planning workshop, the City Council decided that it was in the best
interest of the community to demolish the building and use the land as the site of a proposed new
public safety building; and

WHEREAS, There are a number of steps which must be taken before the building can be
demolished including identifying the funding for demolition and selecting a contractor through the
City's procurement procedures; and

WHEREAS, Minimal heat must be maintained in the building whether it is in use or not in order
to prevent pipes from freezing and snow from accumulating on the flat roof; and

WHEREAS, Pickleball, adult basketball, and other City of Homer Community Recreation
Programs are very popular and make a large contribution to community health and the quality of life;
and

WHEREAS, These programs involve vigorous physical activity and do not require heat above
the minimal setting already used to keep the building in "warm status"; and

WHEREAS, Advocates for these programs have requested that the gymnasium remain open
with minimal heat and utilities until such time as the building is demolished.

NOW THEREFORE BE IT RESOLVED that the Council finds that the gymnasium remains an
asset for as long as the HERC building remains standing and that it would be in the best interest of the
community to use it provided that maintenance and utility costs are minimal; and

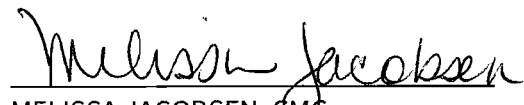
BE IT FURTHER RESOLVED that the Council hereby authorizes the City Manager to keep the
HERC gymnasium open for pickleball, basketball, and other City of Homer Community Recreation
Programs that require only minimal heat and utilities until such time as the building is demolished.

PASSED AND ADOPTED by the Homer City Council this 23rd day of September, 2013

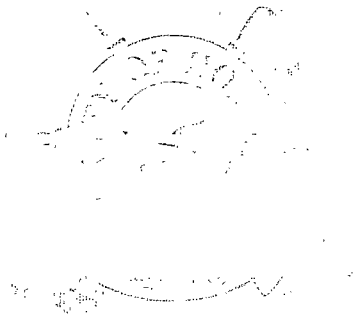
CITY OF HOMER


MARY E. WYTHE, MAYOR

ATTEST:


MELISSA JACOBSEN, CMC
DEPUTY CITY CLERK

Fiscal Note: Estimated additional \$15,000 for electric and maintenance; \$7,500 in 2013 and \$7,500 in \$2014.



**CITY OF HOMER
HOMER, ALASKA**

Mayor

RESOLUTION 14-084

A RESOLUTION OF THE HOMER CITY COUNCIL IDENTIFYING
HOMER FAA SITE SUB TRACT 38A IN THE TOWN CENTER AS A
VIALE LOCATION FOR A COMMUNITY CENTER.

WHEREAS, The Homer City Council has recognized the community's desire for a
community recreation facility; and

WHEREAS, The Homer City Council has committed funds for a Parks, Arts, Recreation
and Culture (PARC) Needs Assessment to determine the resources and prioritize the needs for
the community concerning parks, arts, recreation and culture facilities and programs, with a
ten to fifteen year outlook ; and

WHEREAS, Agnew::Beck Consulting, LLC was awarded the contract to complete the
PARC Needs Assessment by April 30, 2015; and

WHEREAS, If the PARC Needs Assessment determines that the community is
supportive of funding and maintaining a community recreation facility, a proposition will be
put before the voters at the October 6, 2015 regular election; and

WHEREAS, The Homer City Council is cognizant of the sentiment the HERC facility
holds for many community members, but realizes the potential expenses to bring the entire
HERC facility up to city code exceeds the potential useful life of the facility; and

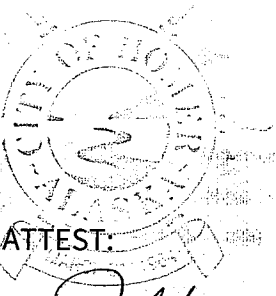
WHEREAS, The Homer City Council recognizes the current HERC facility is inadequate
to continue providing community recreation services beyond the use of the gymnasium
facilities following some modifications prescribed by the Fire Marshall; and

WHEREAS, Contingent upon the favorable outcome of a proposition by the voters to
fund and maintain a community recreation facility, the Homer City Council identifies Homer
FAA Site Sub Tract 38A in the Town Center as a viable location for the facility; and

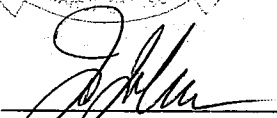
NOW, THEREFORE, BE IT RESOLVED that the Homer City Council hereby identifies
Homer FAA Site Sub Tract 38A in the Town Center as a viable location for a community center
contingent upon the PARC Needs Assessment and the voters' decision to fund and maintain a
community center.


PASSED AND ADOPTED by the Homer City Council on this 11th day of August, 2014.

CITY OF HOMER



ATTEST:


JO JOHNSON, MMC, CITY CLERK


MARY E. WYTHE, MAYOR

Fiscal Note: Property Value \$468,300 (Kenai Peninsula Borough 2014 Assessment).



Bear Creek Fire Service Area
PO Box 1565-Mile 5 Seward Hwy
Seward, AK 99664

Phone : (907) 224-3345 -Fax : (907) 224-3344 Email: bearcreek@seward.net

Bear Creek Fire Station and Multi-purpose Building Site Committee Site Analysis Report and Recommendation August 2, 2011

This report describes sites that were considered for locating a new Bear Creek Fire Station. A number of factors were considered, including: environmental impacts, floodplain, geology, site condition, access, land ownership, and distances in service area.

Background, Objectives, and Methods: The goal of this effort was to identify appropriate sites that minimize exposure to risk while maximizing ability of the Bear Creek Fire Station to respond to its service area and to provide support to other fire services when appropriate. The matrix of success for this goal is to ideally find a site optimally within the service area, outside of the floodplain, with reasonable site conditions requiring manageable site preparation. It was also desired to find other potential sites that might be suitable and rank them in relative terms.

In order to update its facilities and better serve the community, the Bear Creek Fire Station, under the Kenai Peninsula Borough, has been working since 2006 to design and find funding to build the facility. Design is 90% complete, with remaining factors being funding and site location.

Regarding the latter, to date, the KPB Planning Department, Capital Projects Department, River Center Department, Seward Bear Creek Flood Service Area and Bear Creek Fire Service Area have worked together by meeting on three occasions, including one field trip on July 13, 2011, to discuss needs and map potential sites. The Mayor's Office has been apprised and supportive throughout the process. The KPB Geographic Information System Department has mapped primary selection criteria including major roads, water bodies and streams, topography, floodplain and Seward Mapped Flood Data Area (SMFDA), and Fire Service Area.

Site Review Results: The following sites were identified as meriting further review, inspection, and analysis:

- A. General area north of Kwechek Creek (Salmon Creek), south of Bear Lake Road (within floodplain): This area was looked at for potential since it was within the service area parameters. Lands in this area are comprised of alluvium and possibly subject to future flood events. This area has good access, but limited service as it is isolated from the Seward Highway. This area has a higher flood risk. Ultimately, it is deemed unsuitable for the purposes of this project due to potential higher flood risks.
- B. West of the Seward Highway across from Stoney Creek Ave (outside floodplain): KPB Tax Parcel ID 125-020-31. There is undeveloped property on bedrock at this location. Site development would require either explosives or heavy equipment to break down and to level fractured bedrock. Potentially up to two acres might be available at this location; however, Salmon Creek runs to the west of the developable property. This site has direct access to the Seward Highway with good site distance for entry. However, Chief Beals has stated that he likes two access roads, which this site does not provide. Private properties adjacent to the site might limit access to the future BCFS building, unless redesigned, because it is designed as a drive-through bay.
- C. Heather Lee and Munson Ct. Area (outside floodplain): A small number of parcels upland in the residential subdivision could potentially support the planned physical improvements. This area is accessed via Scott Way/Rough Road. The actual site is on the hill, roughly behind the present fire station, and approximately 150 feet higher in elevation. A tight radius turn may be unsuitable for fire trucks. Potential flooding at the bottom of Scott Way might impact the ability of trucks to pass, unless the roads were rebuilt to a different elevation. Road grades are steep enough to cause concern for ingress and egress of both apparatus and responders.
- D. Existing Bear Creek Fire Station Site (within floodplain): KPB Tax Parcel ID 144-011-01 and -02. This site has the benefit of being the current location. One parcel has been filled. Backwater flooding upstream of the parcels might affect adjacent properties, and Scott Way may be impassable in some flood stages as a result of fill. Downstream culverts are undersized and flood waters may not have good conveyance at some flood stages. Additionally, this site has two access points, which is desirable according to Chief Beals. The existing fire station would have to be demolished prior to completion of the new fire station. Draft flood mapping from FEMA shows this site affected by the floodway. If funding were available to complete the project at this time, the KPB could develop the

site with the current mapping and request a “Letter of Map Amendment” based on fill when the draft floodplain maps are finalized. However, this leaves the structure in a vulnerable position; especially should Kwechek Creek (Salmon Creek) overtop the railroad upstream. There is a limited area for which to develop the site; however, longevity of use at this location means fire service may be relatively stable except for during the extreme flood events.

- E. Knudson Properties (partially within floodplain): KPB Tax Parcel ID 144-011-14 and -15. This site is only partially in floodplain, and is not exposed to any floodways. There is a bald eagle nest within 330 feet of the property; however, preliminary discussions with USFWS specialists suggests that the eagles may be habituated to noise and industrial disturbance given the nearby gravel pit, sawmill, roads, and highway. The site is largely prepared and would require minimal site preparation. Soils are glacial silt (???) which is suitable for development and also the soil type indicates the site is out of the alluvial fan. There are two road accesses, with one to the highway. There is fairly good site distance, though a moderate radius turn on the highway to the south may require lights/signage. Good site locating may minimize the negative aspects of this limitation. Alternately, the hillside adjacent to the turn might be reduced. Developing this site is positive in the sense that it is near to the existing facility, while also allowing the current fire station to continue operations during construction. There are debris and machinery on site that would have to be removed. A Phase I Environmental Site Assessment would be prudent prior to purchase in order to identify potential site contaminants. Demolition of the existing fire station is not necessary after construction. A detractor of this site is that the nearby drainage along the northern property line shows signs of significant flow; therefore, conveyance of the drainage must be examined.
- F. Dykstra Property (within floodplain): KPB Tax Parcel ID 144-013-74. This property consists of fill placed in the floodplain and affected by a floodway.
- G. South Fork Lane/Blying Sound Drive (outside floodplain): This is high ground. A tight turn on the access road was undesirable according to Chief Beals.
- H. Hillside below South Lane (outside floodplain): This area right along the Sterling Highway is bedrock but having a steep hillside. A significant amount of blasting and removal would be needed to make it suitable.
- I. Seward Park Drive (within floodplain): This is a low-lying area along the highway.

Conclusion: Following the site visits, it was agreed among all that the Knudsen properties seemed to have the most potential for the proposed project. The site could be developed with the least disturbance to the current operations of the Bear Creek Fire Station, while also removing the fire station from impacts associated with the floodplain. The nearby bald eagle nest does not appear to be a major impediment to site development. The drainage to the north might be addressed by hardening techniques and/or raising the side road.

Recommendation: The members of the Bear Creek Fire Station and Multi-purpose Building Site Committee upon review of the best available data, site inspection, and analysis recommend pursuing the acquisition of the property described as Site "E," Parcels 144-011-14 & 15 (Lots 28 & 29 Block 2 Harbor View Subdivision) and additionally consider purchase of the adjacent parcel 144-011-13 (Lot 30 Block 2 Harbor View Subdivision).

The Bear Creek Fire Station and Multi-purpose Building Site Committee should continue involvement throughout the acquisition phase to ensure that all necessary due diligence measures are performed including considerations including but not limited to: Environmental conditions, acquisition procedures, permitting requirements, civil design considerations, operational considerations, funding considerations, grant funding requirements, Environmental Historical Preservation Review, board and commission representation, identification of local stakeholders, and coordination of efforts.

Respectfully Submitted:

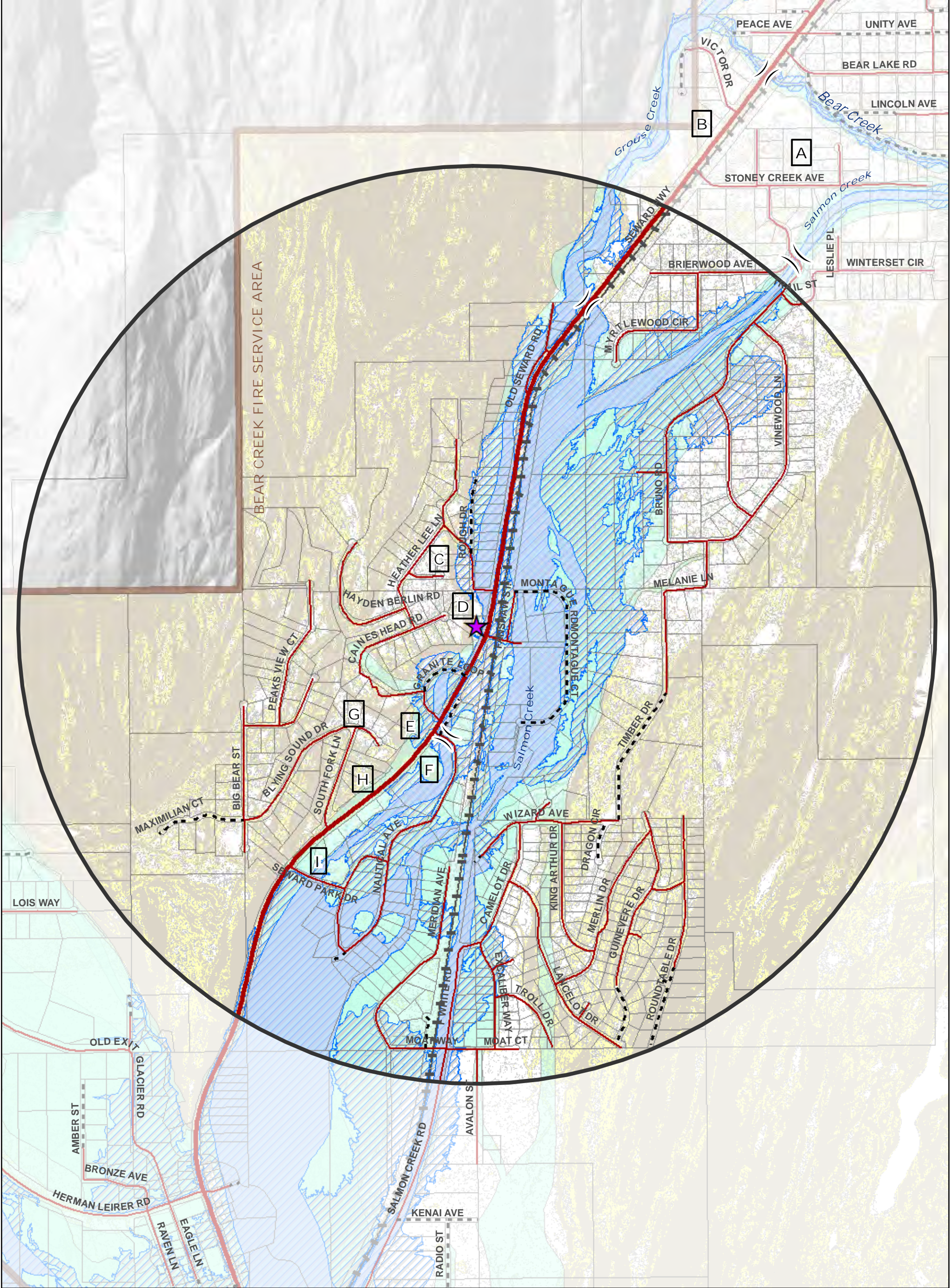
A handwritten signature in cursive script, appearing to read 'Mark Beals', written in dark ink.

Mark Beals, Chief, Bear Creek Fire Service Area

Bear Creek Fire Station and Multi-purpose Building Site Committee Chair

Bear Creek Fire Station and Multi-purpose Building Site Committee									
Site Analysis Maytrix									
FACTORS	SITES								
	A	B	C	D	E	F	G	H	I
Within Floodplain	X			X	X	X			X
Bridge Crossing									
RailRoad Crossing	X								
Excess Grade			X				X	X	
Sufficient Area (over 2 acres)	X	X		X		X	X		
Out of Central Response Area	X	X							
Neighborhood (Residential)	X	X	X				X		
Permitting Issues Anticipated				X		X			X
Site Development Issues		X	X	X		X		X	X

X = not favorable



Slope: percent rise

- 0 - 5
- 5 - 10
- 10 - 20
- 20+

- State Highway
- Major Road
- Minor Road
- Proposed
- Alaska Railroad
- Bridge

- Current Fire Station
- 1 Mile Buffer of Current Fire Station
- Tax Parcels
- Floodway*
- Flood Zone* (AE)
- 254 Historical Flood Zones**

*Data shown is based on preliminary flood insurance rate maps produced by the Federal Emergency Management Agency and released for review June 2010; data is considered advisory

**Seward Mapped Flood Data Area (SMFDA)



- State Highway
- Major Road
- Minor Road
- Proposed

- Current Fire Station
- Tax Parcels
- Alaska Railroad

Imagery Date: 2008
LiDAR Date: 2009

0 100 200 400 Feet



Highway access to property views



At the end of the driveway looking east



From the driveway looking north



South end of parcel from nautical

Highway access to property views



View east from nautical



View from southwest corner of property looking across property



View looking east from the gravel pile

Highway access to property views



View looking east from the north corner

