

**NOTICE OF MEETING
REGULAR MEETING**

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

A. Minutes of the April 1, 2015 Regular Meeting

Page 3

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. Council Report – Mayor Wythe

B. Staff Project Report – Carey Meyer

6. PUBLIC HEARING *(3 minute time limit) There are none scheduled for this meeting.*

7. PENDING BUSINESS

A. Funding for the Project to 35% Design

Page 7

1. Ordinance 15-xx, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for 35% Design of the Public Safety Building. Mayor. Recommended dates: Introduction May 26, 2015, Public Hearing and Second Reading June 8, 2015.

8. NEW BUSINESS

A. Stantec – Updated Public involvement and Funding Strategy Recommendations

Page 9

B. Next Meeting Date and Deliverables

Page 13

9. INFORMATIONAL ITEMS

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

Page 15

B. Public Safety Building Project Fact Sheet

Page 17

C. Resolution 15-007(A) Approving the Recommendations of the Committee

Page 19

D. Contact List

Page 21

E. Public Involvement Plan 06/23/14

Page 25

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 TENTATIVE REGULAR MEETING IS SCHEDULED FOR JUNE 10, 2015 AT 5:30 P.M. at City Hall in the upstairs conference room located at 491 E. Pioneer Avenue, Homer Alaska.

Session 15-03 a Regular Meeting of the Public Safety Building Review Committee was called to order by Chair Ken Castner at 5:32 p.m. on April 1, 2015 at City Hall Upstairs Conference Room located at 491 E. Pioneer Avenue, Homer, Alaska and opened with the Pledge of Allegiance.

PRESENT: COMMITTEE MEMBERS PAINTER, ROBL, WYTHE AND CASTNER

DESIGN TEAM: DALE SMYTHE, STANTEC (TELEPHONIC)

ABSENT: COMMITTEE MEMBER CRANE (EXCUSED)

STAFF: CAREY MEYER, PUBLIC WORKS DIRECTOR
RENEE KRAUSE, DEPUTY CITY CLERK

AGENDA APPROVAL

The agenda was approved by consensus of the committee.

APPROVAL OF MINUTES

A. Minutes for the February 17, 2015 Regular Meeting

Chair Castner requested any changes to the minutes. None were presented.

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 were no public comments on the items on the agenda.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL REPORT/COMMITTEE REPORT/BOROUGH REPORT

A. Council Report – Mayor Wythe

Mayor Wythe provided a report on her recent visit to Juneau regarding her lobbying efforts of city projects. She provided the following comments:

- Was not discouraged regarding the outlook for the transfer of funding from the Waddell Road Improvement project to the Public Safety Building Project which will provide the necessary funding towards 35% Design.
- Department of Corrections is struggling through the budget proposed for the Community Jails program and what funds they do get will be reallocated back to the contracts that they have out now, so the loss to the City will be \$300,000-\$400,000 depending on what is recouped.
- The Revenue Sharing is scheduled to decline and has been reduced last year the difference this year is they are not funding it and it is currently scheduled for a 3 year phase out. The city is not supposed to be using it to make up the budget needs. The city has used this funding for specific line items such as one year a new fire engine.

B. Design Team Status Reports – Dale Smythe, Stantec

Mr. Smythe reported they are in a holding pattern until funding is obtained. Chair Castner confirmed that Council has taken no further actions concerning funding.

Mr. Meyer did not have any further comments to add.

Chair Castner inquired about the site conditions report details be included in the minutes. It was determined that no formal report was provided. The minutes of the February 17, 2015 reflected the comments provided. Chair Castner noted that the minutes did state a full report was forthcoming. Mr. Meyer confirmed that it was still in review. Mr. Smythe did note that the team was still reducing the site information and confirmed that they have all the information needed for Site Design.

Chair Castner offered Mr. Slone the opportunity to comment. Mr. Slone declined the opportunity.

PUBLIC HEARING

There was no public hearing.

PENDING BUSINESS

A. Notice of Censure

Chair Castner stated that this item was postponed at the last meeting and he would entertain a motion to discuss. There were none.

NEW BUSINESS

A. Funding for the Project -35% Design and Use of Existing Funds

1. Resolution 15-004(S) Request to Re-Appropriate the \$1,405,000 That the City Received for the Waddell Way Road Improvement to a New Public Safety Building
2. Memorandum from Katie Koester, EDC, dated January 13, 2015 re: Funding
3. Draft Updated Public Involvement Recommendations from Stantec

Chair Castner read the title into the record and relayed his understanding of the project thus far.

- Needs have been identified for both facilities
- Complete the project design to 35% as approved by Council
- Until design has been completed (35%) they cannot present to the public or proceed any further in the process.

Mayor Wythe questioned if the remaining funds could be used to advance some portions of the project. Chair Castner responded that they could piecemeal the project and fund some aspects such as finding sums and demolish buildings then maybe locate more funding to complete another section. He outlined and advocated for waiting to get the funding for 35% design and then bringing it before the public.

He believed the Council had work to do dealing with the Public Policy issues. It will be hard to waive their arms without drawings for the public.

Mayor Wythe asked Chair Castner what he believed he needed from Council. Chair Castner referred to the minutes of the last meeting. He stated that Council has to decide on the plan to fund the project. If they plan to bond for this fall then they need to decide this soon, he also would like to have these other issues (referring to the minutes of the last meeting which he was not going to verbally state at this time) could be discussed between Stantec and the Council.

B. What Is the Next Steps for the Project and Committee

Chair Castner noted that they could develop scenarios for the project over the next 7 years but felt they could do better than that. He then noted that he requested information from the Borough on the demographics for the city and the borough and in 2000 there were 1800 senior exemptions in the borough for approximately \$177 million and today it is doubled the exemptions, approximately 3600 but quadrupled the amount, \$768 million. It has grown 5.5% a year almost linear. The city has grown \$16 million to \$58 million today of senior exemptions. Chair Castner added that when the citizens that were born in 1951 to 1954 start claiming senior exemptions and with the city only growing only 2-3% per year that amounts to a negative impact to the taxable base and should be studied a little bit. He remembers when the entire value of the city was only \$78 million so this is a pretty significant amount and growing fast. He stated he is worried about a bonding proposition passing since the community could respond that they don't care and pass it on to the younger residents or not approve it because they cannot afford it.

Mayor Wythe stated that the budget is not done until June however the work is done in 3 weeks. So officially they won't know until July. If they want to bond the project then it has to be completed and submitted before July 1st in order to get it on the October ballot.

Mayor Wythe will speak with the City Clerk about scheduling a special meeting to discuss the issues with Stantec and policy decisions.

C. Next Meeting Date and Deliverables

May 13, 2015 at 5:30 was agreed upon by consensus.

INFORMATIONAL ITEMS

- A. Resolution 14-20 Creation of the Committee and Scope of Work
- B. Public Safety Building Project Fact Sheet
- C. Resolution 15-007(A) Approving the Recommendations of the Committee
- D. Contact List and Strategies Chart
- E. Public Involvement Plan 06/23/14
- F. City of Homer Fill Regulations

There was no discussion on the informational materials.

COMMENTS OF THE AUDIENCE

There were no comments from the audience present.

COMMENTS OF CITY STAFF

There were no comments.

COMMENTS OF THE COUNCILMEMBER

Council member Reynolds did not have a comment so much as a question, Chair Castner stated that he could not support the \$30 million dollar amount for the project and wondered what amount he thought was realistic for the project.

Chair Castner responded that it was not so much the number but it is a big amount for the citizens to take on after the \$12 million for the gas line. He will provide her with his personal opinion later.

COMMENTS OF THE CHAIR

Chair Castner repeated what he has said before that this is really important getting this accomplished and getting them into a facility that is in the 21st century and is still focused on that.

COMMENTS OF THE COMMITTEE

Chief Robl remarked that Meredith Noble (Stantec) wanted assistance getting access to the Public Safety system at the DOJ regarding grant research and he will get in touch with her within the next week or two about that.

Chief Painter commented on the mention from Meredith on a possible federal funding opportunity with that is a very competitive grant process and funding is up to Congress; they have received substantial funding in the past, but is not something they could bank on to relieve obligations regarding non-building and equipment purchases. He further noted that their equipment budget is really not that high. This grant she mentioned is applied for nationally so is very competitive.

Chair Castner inquired about the mil rate in comparison to the budget.

Chief Painter stated he believed it was 1 mil.

ADJOURN

There being no further business to come before the Committee the meeting adjourned at 6:06 p.m. The next regular meeting will be **WEDNESDAY, MAY 13, 2015 AT 5:30 P.M.** at the City Hall in the Conference Room Upstairs at 491 E. Pioneer Avenue, Homer, and Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: MAY 6, 2015
SUBJECT: FUNDING FOR THE PROJECT TO 35% DESIGN

Ordinance 15-xx, An Ordinance of the City Council of Homer, Alaska, Appropriating Funds for 35% Design of the Public Safety Building. Mayor.

Recommended dates: Introduction May 26, 2015, Public Hearing and Second Reading June 8, 2015.

This title is on the agenda as a space reservation only. No ordinance has been drafted at the time of packet production.

Recommendation:

Informational Only. No Action required.

Homer Public Safety Building

Updated Public Involvement and Funding Strategy Recommendations

A. Seek Additional Involvement and Input (Current Contract Task C: \$11,950.00)

Public Meeting #2 - Concept Study Open House: Stantec provides posters, an agenda, and an input form. The Concept Design for the preferred site is presented and input is gathered to help the team finalize the Concept Study and address phasing, demo, building reuse, and possible funding approaches. Summarize meeting input notes and deliver to City.

Coordinate with Community Partners and Project Supporters: Stantec will provide project progress updates to potential funding agencies and seek feedback on design, phasing, and funding options. Some project updates will need to come from the City and/or Committee such as when interfacing with legislative representatives, Alaska Department of Public Safety, Alaska State Fire Fighters Association, etc. Stantec will continue to support the City in raising awareness around what Homer's police officers and fire fighters need to do their job safely to protect the community. (Contract Task C: \$2,160.00)

B. Funding Feasibility Review (New Task = \$19,800.00)

Gage Support Levels: Stantec will engage local stakeholders and voters in small focus groups to gain candid input on project funding and phasing. This will be complemented by an online survey to be distributed community-wide via informal and formal email contacts.

Funding Feasibility Work Session: Stantec will coordinate a 6-hour work session (10 am – 4 pm with a working lunch) to discuss public support, consider realistic project costs, and prepare three alternative project cost options for public discussion. This work session will use a consensus format and include major stakeholders, Committee Members, elected officials, and thought leaders representing diverse segments of the community (around 40 participants total).

Two independent consultants who bear no interest in project design or outcomes will be brought to Homer to support this event including:

1) *Bill Grimes of Studio Cascade.* Bill has extensive experience helping communities prioritize and make tough financial decisions. His role will be to facilitate the work session and guide discussion to make the most of the time allotted; and

→ 2) *A Municipal Service Review Specialist with Emergency Services Consulting International (ESCI).* ESCI regularly consults on high profile, intricate, and mission critical Emergency Service and will participate as an outside technical expert to help the City of Homer achieve a feasible project. They will bring to the discussion a depth of experience with public safety facility best practices, cost avoidance opportunities, alternative financing opportunities, rate restructuring, and cooperative service agreements and other strategies for dealing with limited resources while trying to satisfy demands for new and/or expanded services.

Following the work session Stantec will produce a *Funding Feasibility Review Memo* summarizing findings from the focus group, online survey, work session, and cost alternatives. After this is reviewed by the Public Safety Building Review Committee, Stantec will prepare a PowerPoint presentation that the City can share with the community at large to bring broader transparency to this important community discussion and decision, and to announce the next public meeting as a crucial event for offering input.

C. Community-Based Funding Strategy (Current Contract Task C: \$11,590.00)

Public Meeting #3 – Cost Alternatives: Stantec provides posters, an agenda, and an input form. Three cost alternatives will be presented with detailed pros and cons along and Concept Design graphics. Participants will be asked to offer feedback and opinions on each cost approach and make criteria-based recommendations on which alternative they believe is more advantageous to the City over the long run. Stantec will compile meeting input notes.

Target Cost and Project Scope: At this point, Stantec will ask the Public Safety Building Review Committee and City Council for direction so that design can proceed to a target funding level, with a scope that reflects broad community agreement.

Funding Strategy: Stantec will work with City staff to update the list of possible funding sources and strategies. The team will also create a target capital campaign timeline.

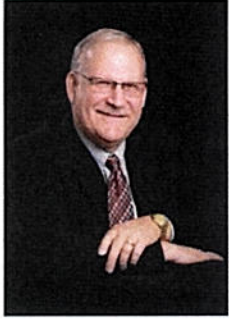
D. Capital Campaign (Current Contract Task C: \$8,620.00)

Produce Campaign Themes and Supporting Materials: Stantec will prepare graphic and written materials that help the City communicate the project need, goals, design, cost, public process, and community support. The City and Public Safety Building Review Committee will review these materials and provide outreach to share them with community partners, project supporters, and potential funders.

Public Meeting #4 – Final Concept Design Open House: Stantec provides posters, an agenda, and a station where community members can write letters of support. A final Concept Design is presented with back-up displays from previous meetings that convey the project evolution. Cost information is also presented with a target timeline and funding strategy.

Seek Funding: Cornerstone and Stantec will support the project through their work with the Association of General Contractors of America and other key influencers at Juneau. Our goal is to work with you to get the project on the Governor's Budget in 2015/16. To ensure the highest degree of success, it is critical we obtain support for the project from key leaders and legislators by involving them throughout the public involvement process.

If the City decides to pursue a specific grant or low-interest loan program, we will provide you with a cost estimate to prepare the application (which we perform at-cost). With your approval, we will then assist you in pursuing grant/loan funding- a process that typically takes two months. Lastly, if determined to be helpful, Stantec has in-house capability for leading successful bond campaigns.



Don Bivins, Fire Service Consultant

Mr. Bivins has over 40 years of experience in the fire service, 28 years as a chief officer. He has served in four different fire departments and through his leadership, three of those agencies merged with their neighboring jurisdiction. The agencies he has worked for range from small combination fire districts to large career fire departments. After serving the 250,000 citizens of the Vancouver (Washington) Fire Department for 16 years, the last 11 years as the fire chief, he retired on December 31, 2010. He has been consulting for the fire service since retirement.

In addition to the mergers he facilitated in his own department, Mr. Bivins has facilitated and led master plans, strategic plans, business plans, collaborative feasibility studies and operational analyses of numerous fire departments. He has a track record of focusing on cost effectiveness and efficiency, with a reputation for building constructive labor-management relations.

Mr. Bivins was appointed by Governor Gregoire to the Washington State Emergency Management Council, where he served for four years and was subsequently selected to also serve as Chairman of the Washington State Emergency Response Commission.

Educational Background

- Fire Services Administration Program.....Eastern Oregon University
- Associate of Technical Arts (Fire Science).....Tacoma Community College
- Executive Fire Officer.....National Fire Academy

Professional Experience

- Fire Chief..... Vancouver Fire Department, WA (2000-2010)
- *Deputy Chief, Operations..... Vancouver Fire Department, WA (1994-2000)
- *Assistant Chief, Operations..... Clark Co. Fire District #5, WA (1988-1994)
- Fire Chief..... Clark Co. Fire District #4, WA (1985-1988)
- Assistant Chief, Operations..... King Co. Fire District #40, WA (1981-1985)
- Firefighter & Company Officer..... King Co. Fire District #40, WA (1976-1981)

**Rank change due to merge with neighboring department*

Associated Professional Accomplishments

- Led the effort to merge a total of three fire agencies together in two successive processes
- Led the master planning effort for Clark County Fire District #4, which led to merger
- Led the business planning effort for Vancouver Fire Dept., implementing almost \$500,000 in savings through cost avoidance and efficiencies, and increased staffing by 18 personnel
- Elected to the Board of Directors for Washington State Association of Fire Chiefs (WFC)
- Elected by the WFC Board of Directors to the Executive Committee
- Led the effort to pass enabling legislation for Washington State Regional Fire Authorities
- Received a Governor appointment to the Washington State Emergency Management Council
- Selected chair of the Washington State Emergency Response Commission (Haz-Mat emphasis)
- Served as Incident Commander for four county health departments and one tribal health agency (unified agency administrators) in response to the H1N1 pandemic

Project Summary

Strategic Plan

Woodinville Fire & Life Safety District, WA
Cowlitz 2 Fire & Rescue and
Longview Fire Department, WA
Port Ludlow Fire Department, WA
Washington Fire Chiefs Association

Clark County Fire District #11, WA
South East Thurston Fire Authority, WA
Kirkland Fire Department, WA
National Association of Elected Fire Officials

Cooperative Services Feasibility

Chaffee County, CO (5 agencies)
Albany and Corvallis Fire Departments, OR
Clark County Fire Dist. 5, WA (9 agencies)
Arlington, WA (7 agencies)
Spokane Fire District #10 (3 agencies)

Poulsbo Fire and N. Kitsap Fire and Rescue, WA
Yakima, WA – RFA Fiscal Analysis (4 agencies)
Northlake, WA (4 agencies)
Lincoln County, OR (6 agencies)
Washoe County, NV (county-wide)

Evaluation

Victoria Fire Department, B.C. Canada
Northshore Fire Department, WA
South Lane County Fire & Rescue, OR

East Pierce Fire and Rescue, WA
Chaffee County, CO
Skamania Fire District #4, WA

Master Plan

Woodinville Fire & Life Safety District, WA
Spokane Valley, WA

Imperial County Fire Department, CA

Administrative Support Plus

Cowlitz Co. #2 WA

Presentations

Making the Pieces Fit – Arlington, WA; Tri-Cities, WA; Snohomish Co., WA
Fire Service Strategic Planning – Washington Fire Commissioners Association Seminar, Chelan, WA

Facilitation

Overcoming Obstacles -- Washington Fire Chief's Section Forum – Vancouver, WA
Regional Partnership Considerations – Northshore Board Retreat – Kenmore, WA (2012)
Guiding Principles for Regional Partnership -- Northshore Board Retreat – Kenmore, WA (2013)



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

491 East Pioneer Avenue
Homer, Alaska 99603

clerk@cityofhomer-ak.gov

(p) 907-235-3130

(f) 907-235-3143

Memorandum

TO: PUBLIC SAFETY BUILDING REVIEW COMMITTEE
FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I
DATE: MAY 6, 2015
SUBJECT: SCHEDULING THE NEXT MEETING AND DELIVERABLES

Currently the following date(s) has been reserved for the next meeting:

Wednesday, June 10, 2015

Please confirm the date is acceptable for a majority of the committee members if not, now is the time to change that date. Please review your schedules prior to the meeting and have alternative suggestions available.

It is also best to outline the deliverables needed for the next meeting in order to facilitate staff and the design teams work schedule.

I will have the Clerk's Calendar for meeting room availability at the meeting.

Recommendation:

Discuss dates and make motion to establish meeting date and/or open houses for the next meeting of the committee.

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

3 City Manager/
4 Public Works Director

5 **RESOLUTION 14-020**
6

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

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

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

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

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

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

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

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

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


- 37 • Review the proposed contract and provide input on the scope of work and
- 38 deliverables
- 39 • Review work products and participate in regular briefing with the contractor
- 40 • Make recommendations and provide direction to staff and the contractors as
- 41 the project proceeds
- 42 • Make recommendations to Council as to how to proceed as various
- 43 benchmarks are achieved.
- 44

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


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

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

56
57 CITY OF HOMER

58
59
60 
61 MARY E. WYTHE, MAYOR

62
63 ATTEST:

64 
65
66
67 JO JOHNSON, MMC, CITY CLERK

68
69 Fiscal Note: Staff time and advertising costs.

70
71



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:

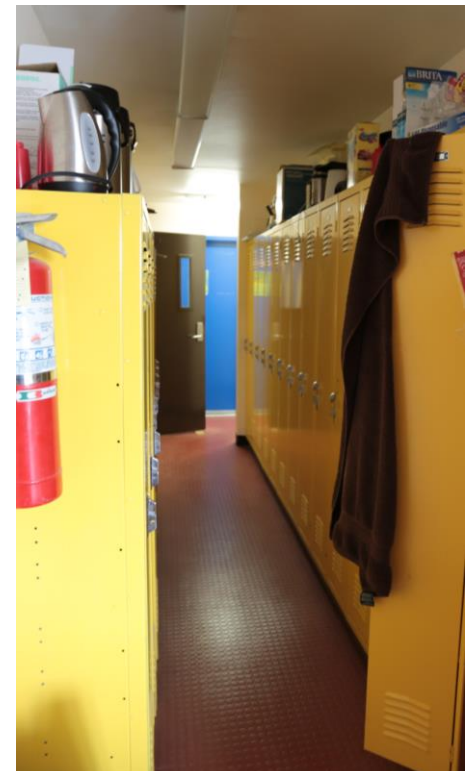
- Meeting #1 - Project Need and Site Criteria (target date **September**, TBA)
- Meeting #2 - Site Selection Rankings and Preliminary Design Concept (target date **October**, TBA)
- Meeting #3 Refined Design Concept (target date **November**, TBA)

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

**CITY OF HOMER
HOMER, ALASKA**

Mayor

RESOLUTION 15-007(A)

A RESOLUTION OF THE HOMER CITY COUNCIL APPROVING THE
RECOMMENDATIONS OF THE PUBLIC SAFETY BUILDING REVIEW
COMMITTEE.

WHEREAS, The Public Safety Building Review Committee (PSBRC) has worked the last eleven months to complete the Public Safety Building conceptual design scope of work as outlined in Resolution 14-020; and

WHEREAS, The PSBRC reviewed and rated GC/CM proposals, reviewed the proposed contract and provided input on the scope of work and deliverables, reviewed work products and participated in regular briefing with the contractor, made recommendations and provided direction to staff and the contractors as the project proceeded; and

WHEREAS, The PSBRC has reached a financial and design benchmark authorized by the Council and has made recommendations to the Council as outlined in Memorandum 15-007.

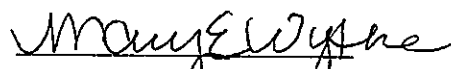
NOW, THEREFORE, BE IT RESOLVED by the Homer City Council that the following recommendations of the Public Safety Building Review Committee, as outlined in Memorandum 15-007, are approved:

- The City Council approves the conceptual design
- The City Council approves the schedule for the project
- The City Council approves the budget to take the project to 35% design

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Homer City Council that Resolution 14-020 is amended to extend the Public Safety Building Review Committee until the project is completed or the committee is otherwise dissolved by the Homer City Council; and the scope of work of the committee is expanded to advise the Council on all further phases of design and construction.

PASSED AND ADOPTED by the City Council of Homer, Alaska, this 12th day of January, 2015.

CITY OF HOMER



MARY E. WYTKÉ, MAYOR

44 ATTEST:

45

46

47

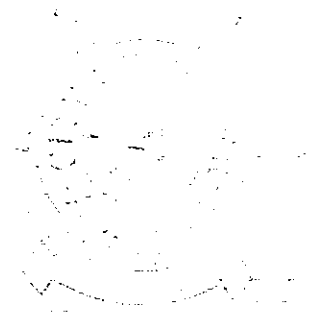


JO JOHNSON, MMC, CITY CLERK

48

49

50 Fiscal Note: N/A



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
CONSULTING TEAM				
Dale Smythe	Project Manager	907-343-5254	dsmythe@uskh.com	2515 A Street, Anchorage, AK 99503
Jerry Jeubert	Architect	907-450-1440	jneubert@uskh.com	2515 A Street, Anchorage, AK 99503
Sara Wilson Doyle	Public Meeting Coordinator	907-352-7813	swdoyle@uskh.com	2515 A Street, Anchorage, AK 99503
Meredith Noble	Stakeholder			
Loren Berry	Involvement/Funding	509-340-1714	lnoble@uskh.com	621 W. Mallon Ave. Suite 309, Spokane, WA 99201
Jack Berry	Loren Berry Architects	541-896-3692	jberry@berryyarch.com	41601 Madrone Street, Springfield, OR 97478
Jae Jolley	Loren Berry Architects	541-896-3692	jberry@berryyarch.com	41601 Madrone Street, Springfield, OR 97478
	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 www.alaskamattersradio.com
Chris Story	KPEN- Alaska Matters	907-299-7653		
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-
Shannyn Moore	Peninsula Clarion	907-283-7551		http://peninsulaclarion.com/staff
	Blogger, Radio.Active.Truth Bloggers?		shannymoore@gmail.com	http://www.shannymoore.wordpress.com/
FUNDING SOURCE CONTACTS				
Pauletta Bourne	CDBG Grants Rep	907-451-2721	pauletta.bourne@alaska.gov	http://commerce.alaska.gov/dnn/dcra/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			
Rick Abboud	City Planner	907-235-3106	rabboud@ci.homer.ak.us	
Julie Engebretsen	Deputy City Planner	907-235-3106	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				
22	Far North Photography/Chamber of Commerce Contact			
Jim Lavrakas	Rotary	907-360-2319	jimlav@homer.alaska.org	
Katie Koester	Real Estate Association Chamber of Commerce	907-235-5294	kkoester@ci.homer.ak.us angienewby@alaska.com	Wants to host fire and police staff for an informative meeting during their
Angie Newby	Chamber of Commerce		debbie@homer.alaska.org	Coordinated much of the fundraising for the new Library.
Debbie Speakman	Youth Services Librarian	907-435-3176	chaines@ci.homer.ak.us	
Claudia Hanes	Public Park Volunteer		tidefeathersnow@gmail.com	
Miranda Weiss	Hr at Hospital/ Community Leader	907-235-0397	dbf@sphosp.org	Coordinated PI activities to garner support for upgrades to hospital.
Derotha Ferraro	Pratt Museum	907-235-8635	mmiller@prattmuseum.org	Also Vice Chair of Public Art Committee
Michelle Miller	Islands and Ocean Visitor Center Manager		marianne_aplin@fws.gov	Also member of the City of Homer Public Arts Committee
Marianne Aplin	Former Mayor	907-399-1200	jackcushing@gci.net	
Jack Cushing	Kachemak Heritage Land Trust			
	Kachemak Bay Conservation Society	907-235-8214		also a member of the Advisory Planning Commission
Roberta Highland	Homer Foundation	907-235-0541		
	Port & Harbor			
	Senior Citizens Center	907-235-3739		

Name	Title	Phone	Email	Info
POLICE/FIRE CONTACTS				
Kelly Nicoletto	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
Sue Hecks	Executive Director, Southern Regional EMS Council, Inc.	907-562-6449	shecks@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 Public Safety Building
PUBLIC INVOLVEMENT PLAN

USKH

SHARED VISION. UNIFIED APPROACH.

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

Point-of-Contact:

Dale Smythe AIA, USKH Principal
Regional Architectural Manager
Architectural Department
Phone (907) 343-5254

USKH WO# 1435500



TABLE OF CONTENTS

- 1. INTRODUCTION 1
 - 1.1 Case Statement draft options for input 1
 - 1.2 Purpose and Organization1
 - 1.3 Project Scope and Public Involvement Goals1

- 2. PUBLIC INVOLVEMENT TARGET SECTORS 2
 - 2.1 Stakeholder and Interested Parties 2
 - 2.2 Initial Stakeholder Themes 3

- 3. PUBLIC INVOLVEMENT ACTIVITIES 5
 - 3.1 Consultant PI Tasks and Timeline5
 - 3.2 Supplemental Strategies 6



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.lcf1-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.

