

**REGULAR MEETING
MEETING AGENDA**

- 1. CALL TO ORDER, 4:00 P.M.**
- 2. AGENDA APPROVAL**
- 3. PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA** *(Three Minute Time Limit)*
- 4. VISITORS**
- 5. APPROVAL OF THE MINUTES**
 - A. Meeting Minutes for April 18, 2017 **Page 3**
- 6. REPORTS**
- 7. PUBLIC HEARINGS**
- 8. PENDING BUSINESS**
 - A. Facility Space Needs and Requirements **Page 15**
 1. Memorandum from Chief Robl dated April 24, 2017 re: Space Needs
 - B. Site Selection
 1. PSBRC Memorandum 14-163 Recommendation for Site Selection
 - C. Construction Options **Page 29**
 1. Phased Construction
Memorandum re: Design Cost Estimates date January 2016 **Page 35**
 2. Remodel/Renovation/Addition **Page 39**
 - a. Memorandum re: Temporary Space Connectivity Requirements
 3. New Construction
 4. Modular or Pre-Fab **Page 41**
 - a. Star Sales Brochure
 - b. ModSpace Manufacturing Video
 - c. Maximum Security Systems price Quote on Pre Fab Cell
& Specifications **Page 61**
 - D. Additional Facility/Maintenance Costs to Overall City Budget
 - E. Funding Mechanisms & Repayment Methods
 - a. Memorandum dated April 24, 2017 re: Possible Funding Sources **Page 75**
 - b. Memorandum dated April 26, 2017 re: Revenue Options **Page 79**
 - c. Lease/Build to Suite Information from Public Works Director
- 9. NEW BUSINESS**
 - A. Conducting a Meeting, Applying Roberts Rules and Providing Reports to City Council **Page 101**
 - a. Understanding Parliamentary Procedure **Page 105**
- 10. INFORMATIONAL MATERIALS**
 - A. Municipality & Borough of Petersburg, Alaska Police Station & Municipal Project Information **Page 115**
 - B. Operating Costs Budgeted for the HERC 2017 **Page 125**

11. COMMENTS OF THE AUDIENCE

12. COMMENTS OF STAFF/CONSULTANTS

13. COMMENTS OF THE TASK FORCE MEMBERS

14. ADJOURNMENT

Next Regular Meeting is Tuesday, **May 16, 2017 at 4:00 p.m.** All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

Session 17-01, a Regular Meeting of the Police Station Building Task Force was called to order by Acting Chair Weatherly at 4:07 p.m. on April 18, 2017 at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: WEATHERLY, WALKER, GARVEY, LOWE

ABSENT: LOWNY (EXCUSED)

STAFF: POLICE CHIEF ROBL
DEPUTY CITY CLERK KRAUSE

APPROVAL OF THE AGENDA

The agenda was approved by consensus of the Task Force

PUBLIC COMMENT REGARDING ITEMS ON THE AGENDA

Heath Smith, resident and member of City Council commented on the previous legwork done by the former committee and that the Task Force has an opportunity to consider another location since the project was split by performing some upgrades and renovations at the existing Fire Department that will last another 20 years. He cited the financial conditions of the state and that the residents cannot bear any more costs. He further suggested that the committee look at the numbers for actual growth and crime and base a new police building on those figures. He also cited his research on a Perryville Maryland Police Station built for under \$4 million dollars. He reiterated throughout his comments that the project must be sustainable for Homer and that maintenance costs must be considered along with construction costs. This project was one of the main reasons he decided to run for office.

Larry Slone, city resident supported some of the comments made by Mr. Smith, referencing the work done by the previous committee, he noted the aging population, tsunami information should be reviewed by a professional, and commented on land choice and that they need to consider furnishings and fixtures in the costs.

Joe Singleton, city resident, questioned if anyone thought of building the project with cash; the City should just collect the funding necessary in one pot until they have the amount needed.

RECONSIDERATION

VISITORS

APPROVAL OF MINUTES

REPORTS

PUBLIC HEARING

PENDING BUSINESS

NEW BUSINESS

A. Memorandum PSBTF 17-01 Welcome Task Force Members

1. Resolution 16-128(S) (A), Creating a Police Station Building Task Force
Establishing the Scope of Work and Parameters to Conduct Its Work
2. Memorandum 17-051, Appointments to the Police Station Building Task Force

Acting Chair Weatherly requested direction from the Clerk regarding proper procedure. Ms. Krause responded that he was to read the title of the item into the record, he did not have to recite the whole memorandum, and open it for discussion which is basically welcoming the Task Force. She further clarified that it just provides the description of what City Council has tasked them with and that they understood the job appointed to them by Council. She commented they could introduce themselves.

Acting Chair Weatherly read Item D. into the record and asked the Task Force if there was any discussion or comments.

Ms. Walker provided information to the Task Force that she toured the existing facility and after contacting contractors and architects she would like to present the idea of remodeling the existing facility. That cost in comparison to new construction is substantially less due to the lack of dirt work. She wanted to get rid of the connexes and put in a Sally Port so there would be enhanced safety in moving prisoners. Ms. Walker reviewed the Police Facility Planning Guidelines and noted some areas seemed out of order in her opinion.

Ms. Krause responded that the document was provided as an informational source and that a majority of the steps listed in the document have already been completed by the previous committee. This document was provided to give the Task Force an idea on how a project could proceed. The former committee did not have this material. As far as the remodel of the existing building Ms. Krause did not recollect any discussion held at the committee level and but maybe Chief Robl would have some input on the subject.

Chief Robl stated that he was hoping Carey Meyer, Public Works Director, would be present as he could respond to their question, as he is not a professional builder. Chief Robl added that there are limitations to the existing lot that you could expand to up against the High School you could not build towards and you could build out front towards the road a little bit and the area between the Fire Station if you build a retaining wall may be able to extend that way he was sure that anything was possible but pointed out that there is a serious issue with drainage.

Ms. Walker responded that she had also contacted a contractor who walked the site and pointed out that the drainage issues start further up along Fairview and it could be solved by some ditching and culverts being placed. Chief Robl acknowledged that would probably help a lot.

Ms. Walker continued by providing the following details to remodeling the existing structure:

- that they could gain 30 more feet of depth by adding retaining walls to provide parking there (between Police & Fire and allowing them to extend the building in the front and if they build the sally port out back they can extend the upstairs over that for more offices and storage. The architect she spoke to, who has completed several buildings around the state for law enforcement, stated that costs were \$388/sf for remodel and \$500/sf for new construction a few years ago, which represents a substantial savings for the city if they do not have to do a lot of dirt work or remove asbestos from old buildings.

Deputy City Clerk Krause explained that the abatement of the asbestos would be minimal if at all since it would be contained and the square footage realized in using the HERC was more for storage. She provided the additional requirements of ADA and jail separation adding this is something they cannot put off any longer. Ms. Krause pointed out that remodel would only last so long and that the current improvements at the Fire Station life span, it would be best to ask for Chief Painter's input, but agreed that it is projected to last 20 years.

Ms. Walker provided opinion received from a former battalion chief that the Fire Station could last an additional 20 years with proper management. She noted the following comments and input received from the public:

- Homer is a tourism town and having a Police Station the first thing you see when coming into Homer is not welcoming
- Expense of putting the Police Station in the HERC
- Some residents are absolutely opposed to having the HERC used for the project
- The population growth is not as projected, there are no young families moving to Homer, that Homer is a retirement community
- Seeing a Police Station first thing upon arriving gives the impression that Homer is very Public Safety minded

Ms. Lowe inquired if the former committee had access to the Police Facility Planning Guidelines. She noted that some language seemed to be out of order, she also noted that there was community relationship built into this document and inquired about Homer's Policing philosophy.

Ms. Krause responded that was a document that she found while doing some research and felt it would provide some informational data for the Task Force on the process of a construction project from a law enforcement point of view. Ms. Krause provided a summary of the public participation in the past project effort.

Ms. Lowe stated that she is not familiar leases and land deals/trades that could be done with the lower portion of the High School parking lot in regards to extending the existing building but questioned if that has been considered. Chief Robl explained about the Fairview and Lake Street future expansion causing some issue with expansion in that direction.

Ms. Walker commented that she thought about using the High School parking since there is an excess parking for the high school. She stated that Fairview could curve around same as Soundview does. If they look at a remodel to facilitate the needs of the department. They could get the Borough Maintenance Building and the Police Department could move into those buildings while they remodel the existing building.

Chief Robl responded that while that idea is possible there are some very costly challenges with the jail facilities and dispatch relocation.

Ms. Walker then mentioned the Petersburg, Alaska police station and inquired if Chief Robl has seen it. She stated that they actually remodeled an older building and created new City Administration/Council upstairs and Police Station downstairs. This was about 10,000 sf for the entire facility breaking down to 3100 for jailhouse facilities and 3100 for offices.

Ms. Walker stated and requested confirmation that Chief Robl's time is not that long and he has already retired and right now he is on contract. Chief Robl responded that was correct. Ms. Walker then stated that

in this time where everyone is downsizing including their homes he would like to see the city do that with the Police Station. She tends to be very frugal and tight fisted with money and what she liked about the Petersburg project was they had half the projects funds up front before starting this project. She commented that this community could not stand additional costs and are tired of the bond issues. She inquired how much the city has saved towards this project and requested confirmation on the year the Police Station was built.

Chief Robl responded that the building was constructed in 1974 and then in 1983 the second story was constructed.

Ms. Walker provided commentary on the conditions of the existing working conditions for Police personnel.

Acting Chair Weatherly inquired if the Petersburg, Alaska project was completed. Ms. Walker responded that it was and it was the architect for the project that she spoke with. Ms. Walker stated that the architect is where she obtained the figures quoted earlier. They charged an 11% design fee and they finished under the \$7.1 million project estimated.

Ms. Krause stated she will provide information on the project for the committee for the May 1, 2017 meeting in response to Ms. Walker's offer to provide a copy of the drawing she had from the Petersburg, Alaska project.

Mr. Garvey was unfamiliar with Petersburg, Alaska in comparison to Homer as related to size and what they process (related to arrests) and inquired if Ms. Walker had any relative information. Ms. Walker reported that her information from Petersburg was 1400 nights and Homer was around 700. The architect for that project stated that they have a lot of space. She did note that our police station did not have a sally port, the drain spout drains right there and she is amazed that employees have not slipped and fell due to ice.

Chief Robl recounted incidents regarding prisoners breaking away and the danger to employees when bringing prisoners to the visitation room.

Ms. Walker also has looked into prefabricated jail cells and was informed that there are designs for pre-fabricated police stations, although she has not looked into those costs. She also supports the police department having a gun range and understands that certain council members do not support that but she knows that a pre-fabricated gun range can be obtained at a very reasonable price and that the NRA also has grants available. It was noted that this could be incorporated into the remodel or new building very easily.

Acting Chair Weatherly inquired if she had a list of manufacturers and shipping costs to Alaska. Ms. Walker responded that she believed the costs in Arizona were \$200,000 but she did not have the shipping costs to Alaska. They would also need a 20 ton crane so those costs would have to be added.

Ms. Walker provided additional information to the task force that she has been in business in the Bed & Breakfast industry for 24 years and that they paid off their original note in 11 years instead of 30 yrs and all the subsequent improvements were "paid out of hand." She would like the Task Force to review all the possibilities of the alternatives. So while she understands that the Police Department would like all the "bells and whistles" they can consolidate and still have what the department requires. When it comes down to the design she would like the dispatch off by themselves as she does not see how they can work with all the background noise.

Ms. Walker reported that she has a 20 year design engineer making more use out of space for people.

Ms. Lowe advocated that there would be more success with the receipt of the project if the public has the ability to use some of the amenities such as the gun range and fitness facility. She inquired if there has been a prioritization on items that can be eliminated from the project so they know what can be cut first. Chief Robl responded that they have not performed that for this project.

Ms. Walker requested that the list should reflect the required items, the need to have and then the “cool” items.

Chief Robl provided some background on the needs study that was performed by professionals that initially produced a drawing that was substantially larger than the design they have now and while he objected to some of the sizes of the rooms and facilities in the building they were minimally reduced by the architects.

Ms. Walker referenced a document online from a meeting in January 2016 that the former Mayor stated that the city had millions of dollars for this project and wondered where they have this funding. Staff responded that they were unaware of a large amount of money available.

Ms. Walker then indicated that she was opposed to the City occurring any additional bonds and requested information on existing obligations of the city.

Staff provided input to the limit of their knowledge that the City is only obligated for the Natural Gas and the Library which is a loan. There are other smaller equipment loans and provided clarification that new police vehicles would be out of existing budgets in response to Ms. Walker’s additional comment.

Ms. Walker requested confirmation that the design as presented was over 31000 sf. Staff did not have the exact numbers. Councilmember Smith called out the square footage from the audience referencing the drawings provided by the staff. Ms. Walker referencing her information identified that the Petersburg project was 10,000 sf and half of that project was for other uses and then the sally port was half of the square footage for the Police station.

Chief Robl confirmed for Acting Chair Weatherly that the existing Police building square footage of 5000 sf did not include the storage connexes, shed or carport.

Ms. Lowe inquired if the Space Needs Study included a projection of the population growth and if so should the Task Force revisit those numbers. Ms. Walker remarked that she has lived here 30 years and the population hasn’t grown that much and while Homer has summer people, they are not a problem. Ms. Lowe commented that if they do not have that population growth it stands that it does not warrant a building of this size.

Chief Robl provided information regarding the size of the current design is the result of re-using the HERC regarding extra space that they do not need such as the gym, and some of the configurations in the design lends to larger spaces than required.

Ms. Walker requested confirmation on population growth expectation and the Petersburg project. She advocated that it would be beneficial to compare Homer to another community that is similar in size and include the number of nights someone spends in jail.

Chief Robl added that they should include crime level, number of cases work, number of arrests they have, number of personnel, if they store and maintain evidence storage onsite or offsite. They maintain an evidence room on the second floor which is approximately 240 sf and is stacked floor to ceiling, they also have evidence stored in the connexes and there is evidence scattered around the carport, which is really an improper way to hold evidence.

Mr. Garvey commented on the request from Council for two different levels of the project and referenced the previous design in relationship to the size of the building and in referring to the Petersburg project he was unsure what was right for them to get the top priority needs and how they would fit that into a building. He believed they could all agree that it is bigger than 5000 sf and he wanted to know how they could expeditiously reach the appropriate space needs since that will determine site selection too.

Chief Robl agreed and was open to an intelligent design that was expandable. The population may not have grown much in the last 30 years and it may not grow much in the next 30 years it is an unknown really in his opinion.

Acting Chair Weatherly opined that they need to come up with a plan of action and how they should divide the 6 tasks outlined between five people.

Mr. Garvey did not feel that would be the best use of time and felt that the Task Force should focus on each task in order since information from earlier steps may change the steps listed later.

Ms. Lowe reminded them regarding the population growth expectation may change the recommendation.

Mr. Garvey listed the items of information requested so far:

- Population growth information
- Prioritized Absolute Necessities in the New Police Station
- Comparison Information of Homer versus other communities

Mr. Garvey inquired if there were any additional informational items that they would need to determine the size of the project. There was no response from the Task Force.

Chief Robl responded that he could provide the prioritized list for the next meeting on May 1, 2017.

Ms. Lowe questioned Chief Robl on the philosophy of the shared space between the community and department such as the firing range. Chief Robl responded that they are governed by Federal law on how the public accesses parts of their facility. It would have to be designed and managed appropriately.

Acting Chair Weatherly added that he was sure the City would have some liability concerns also that would need to be addressed.

Ms. Walker remarked that they should review the NRA grant requirements and responded that in her plan to remodel the existing police department this would be a separate facility on site in response to Acting Chair Weatherly, providing details on backfilling and placement on site. Mr. Weatherly noted that he recalled backfilling the sloped area between the Fire & Police was considered years ago but did not recall why it was not done other than expense.

Ms. Walker interjected that her understanding is the City owns a gravel pit or has access to free gravel which cuts the expense down substantially. She commented that there is a benefit that today's engineers have developed keener ways to deal with drainage issues and deterring that water properly.

Mr. Garvey inquired if he could pose questions to the Council members for their feedback and input on the project since they are present at this time.

Deputy City Clerk Krause stated that the appropriate time would be later in the agenda, there are two items that require the Task Force's attention; elections and meeting schedules on the agenda, but after they could certainly request some input since this meeting is less formal than a commission or Council meeting.

Chief Robl responded to questions from the Task Force regarding the following:

- Existing site and Waddell site would both be appropriate locales providing the necessary accessibility
- One story is industry standard
- The Department is currently understaffed by three officers
 - o The City of Homer Police Officer case load is the highest in the State
 - o Adding three additional officers now would still make the case load per officer the highest on the Kenai Peninsula
 - o Adding three would bring it close to the other cities
 - o Dispatch is adequately staffed at this time
 - o They are short staffed in Jail Officers but get around that by not staffing 24 hrs
 - o Standard is 2.7 officers per 1000 residents
 - o This does not include the needed jail officers
 - o The number of officers is almost the same as 2007
 - o Crime levels are similar to other cities on the Peninsula
 - o The State has moved away from renting facilities however they could approach the State again to see if they may be interested in space. The State is consolidating services in several locations which is being driven by budget
 - o Preference would be for a maintenance free as possible exterior the former design process did not get to the level of detail

Ms. Walker commented that they do make a steel building that would provide an easy maintenance free exterior but she forgot to bring her papers on the size and costs for those buildings but also pointed out that a new building has higher costs in site work.

Acting Chair Weatherly inquired on the additional costs related to maintenance of a new building versus the existing building. Ms. Krause stated that information could be provided at the next meeting. Mr. Smith interjected from the audience that the cost was estimated at \$144,000 in addition to the normal budgeted costs for maintenance. Those costs were based on the current design.

Ms. Krause clarified for Ms. Walker that the heating costs were around \$39,000 annual since the building was to be minimal heat, she reported being unaware of what actual maintenance/janitorial costs if any were included in those costs. Information can be provided at the next meeting. Ms. Walker stated that she was informed the costs were \$145,000 per year.

Discussion ensued on funding options with the State, reviewing the Build to Suit or Lease Back options and Build the budget to that due to the financial conditions at the State, Borough and City levels in review of the information provided in the packet on page 95. Information on how the City may go about that type of funding would be good. Along with information the Contractor carry the costs and the City making lease

payments for 5-7 years then buying it back would allow the city to save a substantial down payment and provide and help the city with the debt structure a lot.

Deputy City Clerk Krause requested Acting Chair Weatherly to address the election of Chair and Vice Chair and then approve the meeting schedule the Task Force can then direct questions to the City Manager and Council members that are present. She requested the Task Force to refer to page 27 in the packet.

Acting Chair Weatherly inquired if there were any volunteers.

Ms. Walker nominated Josh Garvey for Chair. Dan Weatherly seconded the motion.

All members voted in favor of Josh Garvey as Chair and Mr. Weatherly turned the meeting over to Mr. Garvey.

Chair Garvey inquired if there were any volunteers for Vice Chair. None were forthcoming.

Chair Garvey nominated Ms. Walker or Vice Chair. Mr. Weatherly seconded that nomination.

All members voted in favor of Coletta Walker as Vice Chair.

Chair Garvey then addressed the meeting schedule and Deputy City Clerk Krause noted that information is on page 29 in the packet. Ms. Krause provided a brief summary of action required from the Task Force.

The Task Force approved by consensus to meeting at 4:00 p.m. on Monday, May 1, 2017, Tuesday, May 16, 2017 and Tuesday, May 23, 2017.

Chair Garvey then inquired if it was appropriate to ask his questions of the City Council members that were present noting that Council member Stroozas and Mayor Zak had departed the meeting. Deputy City Clerk Krause stated it would be okay at this time.

Chair Garvey posed the following question to Councilmember Smith and Aderhold:

Can you provide input on favoring or opposing renovation or new construction; are they favorable to the HERC or opposed to the HERC

Councilmember Smith stated that when he became a Councilmember the site location was already chosen and there was nothing to do to change that choice. The direction of the project was already set. There was no talk of renovation and a brief discussion on the Waddell property that garnered no traction. It remained as the large scale project that sits before you today. He has no opinion other than he wants to do something within the scope of what the city can afford to do. He noted the need for three additional officers and what the state is doing regarding budget cuts. The city cannot afford an Assistant Fire Chief. What the city is capable of doing has to be the driving factor. He knows that the future is good to plan for but if he planned for 30 years down the road then he would never have bought or planned to build a house for 5 kids. There is a present that we have to live in and a reasonable future that that we have to build for; he is on the record 100% in support of doing something for the police department; he wants it at a level that they take into account the cumulative costs of doing everything involved and whether that involves a renovation or the Waddell property he is support of that. He believes that the Council is divided in what they should do. He cannot speak for Council as a whole just for himself. He is not sure he answered Chair Garvey's questions.

Chair Garvey thanked him and commented regarding Councilmember Smith's comments being in line with the four members represented here in crafting something that will have consensus and support with Council which is critical to their success.

Councilmember Smith noted that it will be up to the voters to decide the issue since they ultimately will foot the bill. Mr. Castner, bless his heart, felt that they could bring it in under the \$12 million; that it could be built for around \$10 million, but it was still too much since the vote failed. Mr. Smith then mentioned the project that was built in Perryville, Maryland, which is a coastal community similar to Homer in many areas and they built their new police station for \$2.6 million, at 8100 square feet and due to some differences like their project not having a dispatch center he recommended \$6 million dollars. This is all within what he sees as a reasonable project and he does not want to be at odds with the Chief but everyone has their opinion. He sees other communities get things that suit their needs and will accommodate the demand of the community at a cost that seems completely doable that he believes they won't have any problem getting this community behind the project. It is one thing to get the Council on board but ultimately it comes down to getting people to check yes on the ballot. The Council's part is miniscule in comparison.

Councilmember Aderhold commented that Council worked very hard to provide the Task Force with information that was agreed upon by them and that's really where the Task Force needs to focus and while it's nice to get opinion of members of Council, it is better to get a diversity of viewpoints and you have only two viewpoints; She does not necessarily with Mr. Smith but she very much agrees that this is for the community and the community needs to agree what it wants and is willing to pay for; she does not know why the ballot measure failed there may be any number of reasons and does not believe it can be based solely on costs, there may be other reasons. She believes Mr. Castner was here earlier and hoped he may be have provided some input on what the other committee did; she strongly recommended that the Task Force review the work that the prior committee did; Ms. Aderhold commented on the importance of that work since it may save this Task Force time from repeating previous work done. She noted that they wanted to stay out the Tsunami zone, parcel size, city owned property so the city did not occur additional costs.

Chair Garvey suggested the Task Force solicit the Council for their opinions and noted that their contact information was on the website.

Councilmember Aderhold commented that the Council established dollar figures but her opinion is the number will be what the number will be; she believed that comparing a project in Maryland to their needs may be different.

Ms. Walker responded that they were talking about a police station in southeast. She added, regarding the outcome of the election, that everyone she spoke with stated it was the money. The residents are faced with too many expenses such as the hospital bond, the lack of a PFD, increase in property taxes, all the bond costs and they haven't received any increases in their paychecks. The residents can't afford anymore costs.

Ms. Lowe appreciated the suggestion to talk to Mr. Castner and asked about the information on the \$10 million dollar project.

Deputy City Clerk pointed out that all information was available on the website and it included links to all memorandums, resolutions, etc., and the minutes were grouped by the year. Mr. Weatherly could only find one recommendation from January 2016 it kept freezing his computer up. Deputy City Clerk Krause will provide a hard copy.

Council member Smith commented that he did not see provided here the line item costs that were projected for the project shown in the design here. He commented that the HERC is usable for a limited purposes.

Chair Garvey requested input from City Manager Koester on the following:

- Location and how that works from a financial standpoint
- Feasibility of land swaps with neighboring property owners
- Cost of extending the existing site to accommodate expansion of the existing building
- Compared to cost of developing the Waddell site location
- Additional costs involved if any to making the Waddell location buildable
- HERC site from management standpoint
- Possibility of acquiring Wildberry site or additional site location

City Manager Koester responded that the City Engineer, Carey Meyer could definitely provide those answers related more engineering questions, but responded as follows:

- HERC site chosen as a site that was large enough to contain a Public Safety Campus and it was owned by the City
- Consideration was given to expanding the current site and obtaining the Borough lot but that would present additional costs related to purchasing the borough parcel
- The Waddell parcel was not under consideration and the size prohibited consideration under the prior plan to build a combined public safety complex and was not acquired until much later.
- The Waddell parcel was also purchased with HART funds and the remaining parcel was to be sold to reimburse the HART fund which if chosen an alternative plan could be determined to replace those funds
- The Town Center parcel was also considered and it was determined that due to the high cost to provide the necessary infrastructure required to even utilize that lot increased the cost of the project substantially, which is the prohibitive factor for that lot. This was not the goal of Council.
- Public Works Director, Carey Meyer would be able to provide most of the information regarding costs involved in renovation of the current building
- Funding has been allocated for the Task Force to obtain analysis of various options
- The Task Force has to determine possible sites to consider
 - o Staff will be able to provide approximate costs for development of particular site locations Based on the building size, requirements and needs
- The remediation has been completed regarding the hazardous materials at the Waddell property
 - o Use of the Waddell parcel offers two accesses

Requests for information from the Task Force will be handled through the Clerk and then processed for the next upcoming meeting

- o Chair Garvey requested information on the costs to expand the current site and the Waddell property making them buildable
- o Vice Chair Walker inquired about investigating modular buildings and jails and what that entails.

Chair Garvey inquired if the Task Force was agreeable and there was consensus to have the information. Ms. Krause responded that she had it on her list to provide information to the Task Force.

Mr. Weatherly requested clarification from Vice Chair Walker on what projects the architect she spoke with worked on. Vice Chair Walker responded that it was the Trooper station in Juneau.

Chair Garvey inquired about the most viable or practical funding options before the city to get the \$6 million or \$9 million from City Manager Koester who provided the information that Council did for the previous ballot proposition which also asked for approval but to approve a mechanism to pay for that bond as the city is not in a position to request approval from the voters and pay for it from the general fund. The city does have a savings account for the general fund operating fund in the \$5-6 million dollar range but she is not will to use that unless absolutely needed for the operating the city. The Task Force could recommend increasing property tax which does not require a vote or they could again recommend an increase in the sales tax rate.

Chair Garvey restated that a bond option with a repayment mechanism is one option. He requested information regarding a Lease Option. City Manager Koester responded that the former Council did not want to go that route but this Council may be of a different opinion and willing to consider that option since they requested the Task Force to consider it. She is not familiar with the details and what exactly a Lease Option could entail since it can be contracted very differently on each and every project. Chair Garvey added that it appears to be a valid option in his opinion if the city had a Lease Option with the Contractor for the construction amount over a 20 year time period at say 6% that annual payment may be more affordable for the city budget and then they can certainly use additional information on the option since the residents are not wanting to pay higher taxes and do not want to pay additional bonds for anything. City Manager Koester will try to get the information on what a Lease Option would look like but pointed out that it does not negate the payment requirement.

Mr. Weatherly inquired on the different options to pay for this project. City Manager Koester responded that she could provide a spreadsheet of the information on the different options and revenue projections that Council considered.

The Task Force discussed doing individual research on shipping costs and sales for the pre-fab items such as jail cells, building and the gun range. They also requested the information on \$10 million dollar budget that was previously mentioned. Ms. Krause interjected that any information the Task Force wanted to share was to be sent to her and she would distribute. In response to Ms. Lowe she can provide a link to the information regarding the \$10 million.

Mr. Weatherly inquired about construction method for the new police station and Chief Robl responded that it was to be stick built frame construction.

Mr. Weatherly volunteered to look into the pre-fab shipping and costs along with costs and Vice Chair Walker will work with him. Chair Garvey and Ms. Lowe will look into available grants.

Chief Robl responded to Mr. Weatherly that no consideration or discussion was conducted regarding Styrofoam block and poured concrete construction.

City manager Koester will provide a memorandum on a previous extensive review of available grants although it is not comprehensive since it has been at least a year since then.

INFORMATIONAL ITEMS

COMMENTS OF THE AUDIENCE

Mr. Smith commented on the \$10 million dollar budget and that it was more like \$11.6 million since the architect/contractor liked to build to the budget which was \$12 million but Mr. Castner was very confident that he could get down under \$10 million due to several outstanding unknowns. Mr. Smith further commented that he personally felt several line items were quite high and could be reduced. He wanted to express his appreciation to the Task Force members again for taking this on and that it is not an easy task and an important service they are providing. He would be glad to assist in any way that he can. In response to Vice Chair Walker the square footage cost varied since the cost for remodeling the HERC was less than the new construction which was around \$400 per square foot. That information is available online.

Larry Slone reiterated that it was very important that the Task Force familiarize themselves with the information from the previous committee since it will save a substantial amount of time and provide a lot of the information they are requiring. Mr. Slone believed that they should review the demographics that are available from the Borough or State and from that information, in consultation with Chief Robl, the Task Force should be able to determine an appropriate size building but he cautioned that the Chief was right and there are some very special needs, you just can't cobble together a police station or put up a Quonset hut from the Lower 48 and call it good. You really need to consult with Chief Robl, Carey Meyer and an architect. He also suggested reviewing parcels that are for sale in the city such as Main St and Pioneer. Thanks you all for your efforts tonight.

COMMENTS OF STAFF

Ms. Krause provided a brief outline of the information and packet availability for the next meeting.

COMMENTS OF THE TASK FORCE

Ms. Lowe thanked everyone for being there tonight and the education, we got a lot of work to do.

Chair Garvey thanked the Chief and City Manager and appreciates all the input from everyone tonight there is a lot to learn and take in in the next 5 weeks or so.

Vice Chair Walker commented that they need to put the current plans in the washer and then the dryer and shrink them down and build on the Waddell property next to the Post Office.

ADJOURN

There being no further business to come before the Task Force Chair Garvey adjourned the meeting at 6:23 p.m. The next regular meeting is scheduled for Monday, May 1, 2017 at 4:00 p.m. at the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

RENEE KRAUSE, CMC, DEPUTY CITY CLERK

Approved: _____



CITY OF HOMER

POLICE DEPARTMENT

4060 HEATH STREET HOMER, AK 99603-7609

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MEMORANDUM

DATE: April 24, 2017

TO: Public Safety Building Task Force

FROM: Mark Robl, Chief of Police

SUBJECT: Space Needs

Before I provide a space needs estimate, I'd like to offer a few general comments and reflect on the HERC site. I will try to provide the information based on my understanding of the task force's request.

There are some advantages to utilizing the HERC site. It is large enough for both the police department and the fire department to be collocated on for many, many years. The site has been inspected and has suitable soils for commercial building construction. The existing building has been inspected by professionals and was found to be structurally sound. The location fits the response time and distance proximities for both police and fire. It is well above the tsunami inundation zone. It has enough room for all of our needs including a Emergency Operations Center. Preliminary plans are done and it would not take much to make this your 9 million dollar option if you choose to go that route. I believe the nine million dollar range could be reached by eliminating the shooting range, reducing the size of the jail and perhaps making a few other changes as well.

Regardless of the direction you choose to go, I highly recommend a communications firm be involved in the final design of the building. It is absolutely critical to ensure the design includes the proper routing of communications related cabling, and the proper location of climate controlled spaces for communications equipment and computer equipment. This will add some cost to the building design but will save money in the future if it prevents radio interference problems and the premature failure of equipment. Communications system engineers should design the layout for all of our internal technology needs, including intercom systems, video surveillance, computer system/wiring and of course radio communications. They will make sure things work right the first time without interference and can be modified easily in the future when technological change occurs rendering existing systems obsolete.

Another important factor to consider during building design is how our work flow processes occur throughout the day. This affects how the proximity of work spaces should be designed to ensure orderly, efficient and safe operations. The right design can also help to ensure we can get the job done with the smallest staff possible. For example; we do not have receptionists, our dispatchers perform that function. Members of the public come into our building 24/7 for various purposes. Our dispatch center has to be close

enough to the lobby area to allow the dispatcher to go to the service counter while not exceeding the headphone operability distance from the radio console. Our dispatchers also help out with performing pat-down searches of female prisoners. So the headphone operability distance again comes into play.

I am sending the task force a memo I wrote in 2014 about the jail expansion for your reference. It highlights some of the problems with our existing jail spaces and design. I still feel the jail should be expanded. Going to five cells instead of eight will be workable but I recommend the design accommodates a future expansion of the jail should the need arise. I'm not sure what you know about the need for Homer to have a jail. The bottom line is we need a jail to take prisoners to after we arrest them. We are required to provide prisoner care from the time of the arrest to the arraignment. This will not change unless the state or some other entity builds a jail in Homer. Post arraignment care is the responsibility of the state for which they compensate us with a jail contract.

I am also sending the task force a memo I wrote in June of last year about the design of the new police station on the HERC site. In it I wrote a little bit about how we got to the point of repurposing the HERC and a lot about space needs justification. I hope it helps you to understand what our needs are and why.

Finally, a few comments on site selection. The site should be comfortably above the tsunami inundation zone and as centrally located in our response area as possible. We need to have approximately 20 parking spaces for the general public and 16 for police vehicles. Ideally we will have room on site for a fenced impound yard to hold seized vehicles, bikes and other equipment. We should have 600 square feet of covered storage for our equipment. I highly recommend heated garage space for at least four police vehicles with easy ingress/egress located near the patrol entrance to the building. We need space for our back-up generator, contraband incinerator and a dumpster.

Essential Space Needs

I will do my best to make some space needs recommendations to you. Please keep in mind I am not an architect. I will not include essential spaces for mechanical and ventilation systems. I will not include stairwells, hallways and interconnecting elements. My estimates should be viewed as general ones. You've already seen the justifications for our various needs so I will not repeat them here. My estimates require the proximities to be properly designed. I consider the following space needs to be essential:

Jail, five cells, visitation, interview room, jail support.	2164
Investigation/Patrol, offices, storage, training and briefing.	2400
Dispatch, mail room, copy, storage, IT, radios, soft interview.	1832
Exercise, physical training, lockers, showers, storage.	1232
Evidence receiving, processing.	896
Vehicle evidence processing.	360
Evidence storage.	900
Gun cleaning, storage.	244
Support, janitorial, rest rooms.	307
Kitchen	100

Total

Urgent Space Needs

Here are the first items I recommend adding in if funding permits. I consider all of these to be slightly below essential in need. The building could be designed to add a sally port on later but most of this square footage should really be included in the initial build.

Jail - Provide a sally port.	439
Investigation/Patrol – Increase training/briefing area.	400
Dispatch - Increase main dispatch area.	200
Exercise - Increase gym area; add separate female locker/shower area.	532
Evidence – add boot wash/raingear/decontamination areas.	115
Storage – Increase storage space throughout the building.	300
Total	1986

Important Space Needs

The space needs detailed here are all very important. If we can't build them in to start with we should plan for them to be added in the future. One important need can share the same space. Homer does not have an Emergency Operations Center, (EOC). The police department needs a mat room for conducting physical means of arrest and defensive tactics training. One large room could fill both needs. The equipment for both needs could be present and the room could be designed to be easily converted from a mat room to an EOC.

Jail – Hard interview room, laundry, defined intox area, drug investigations.	390
Investigation/Patrol – Additional office spaces	460
EOC/Mat room	900
Evidence Storage – Increase long term storage area.	400
Vehicle Evidence Processing – Provide space for two bays.	360
Gun Range – Four shooting lanes	2500
Total	5010



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MEMORANDUM

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

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

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

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

now be building 18,359 square feet less of new construction than the original design at a considerable savings. I am against the recent reduction of space from the briefing/training area on the first floor and the corresponding reduction to the lobby area on the second floor. I saw these as areas we could utilize in different ways in the future and possibly expand other uses into if the need arose.

Jail

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

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

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

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

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

Also new for us in the jail will be a temporary holding room. It is very common for us to

bring in more than one arrestee at the same time. Being able to place one in a secure room while booking the other will offer us another vast improvement in safety and personnel flow. It will enable one officer to safely process two prisoners while the other officer returns to a crime scene or ongoing situation of some type.

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

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

Property and Evidence

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

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

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

standards.

They also complicate and confuse the chain of custody requirements we must meet to certify the purity of the evidence for court purposes. Our new building should be designed to address all of these deficiencies.

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

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

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

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

Dispatch

Dispatch will occupy 2806 SF in the new building. This is a reduction of about 600 square

feet from previous designs. This includes room for up to four dispatch consoles, (we currently have two), increased storage areas for supplies and records and a break room for use by on-duty dispatchers. The dispatch area includes a reception area for greeting the public, a mail room area and restrooms.

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

Lobby

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

Investigation and Patrol

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

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

We have reduced the projected space needs in this area of the building by approximately 1600 SF from the initial design. This is the core working area for the patrol officers,

investigations and police supervisors. I have some concerns about this area becoming too small for our needs in the future. It is slightly larger than what we need now with our existing work force but it doesn't have a lot of room for expansion. The new building is being built and designed with the idea in mind it might have to be expanded in the future. I would expect this area to be the first one we outgrow as time goes on. The recent reduction to the briefing/training area could be problematic. It would have been a logical area to expand our patrol and investigations work spaces into.

Training, Fitness, Meeting Space

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

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

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

limited duty capacity. Our current exercise and physical training room is very small. We have a very limited amount of workout equipment without enough room to add equipment that can specifically target areas known to be injury prone in officers such as backs and knees. Our space limitations also limit the number of employees that can workout at the same time. This causes problems when employees share the same time off together with overlapping exercise times. We try to utilize the exercise area for some physical training as well. Our goal is to conduct physical training, physical means of arrest training and defense tactic training on a regularly scheduled year round basis. We don't have the room available to do so now resulting in having to try to schedule time in the matt rooms at one of our schools. This is very difficult to arrange and schedule to match up with the availability of our personnel. The result is we're lucky to be able to do some things twice a year that we should be doing a minimum of six times a year. There is also the issue for us of doing defensive tactics training in a public area. This type of training needs to be done in a secure location. Having our tactics displayed on a Facebook recording must be avoided. The space provided to us by the HERC renovation with the gym will be of tremendous benefit.

Shooting Range

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

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

We do our very best to maintain a very robust and active firearms training program on a year round basis. We currently have to shoot at the outdoor range owned by the local gun club located between Homer and Anchor Point. Officers should be firing each one of their weapons systems once per month on their own and are required to participate in department organized training and qualification sessions which we try to do four times per year. Inclement weather, varying shift schedules, scheduled vacations and other department training needs are all impediments to meeting our desired quarterly shooting objectives. Sometimes we'll get all of these various factors to fall in proper alignment, have weapons qualifications scheduled at the range and end up having to cancel due to driving rains and 40mph winds. Other factors working against us with utilizing the range include the changing schedules of the gun club and their needs. Additionally, the outdoor range is located in an old gravel pit. Radio coverage is poor and often totally non-existent. Cell phone coverage is the same. There is no guarantee of being able to contact the officers at the range. With more than half of the department at the range at one time, our ability during scheduled shooting events to provide rapid back-up to an officer in need is

severely hampered. I firmly believe any new police station being built in Alaska should have an indoor range as part of the design and I think our unique local conditions amplify this need. We will have enough room in the indoor range to work two to three officers through conflict training at the same time, thereby maximizing the amount of training we can do simultaneously. We will also utilize the range for other types of training, such as force on force, simulated munitions, shoot don't shoot and more. Having our own range will lower overtime costs, improve the quality and quantity of our training, ease scheduling and improve safety.

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



CITY OF HOMER

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MEMORANDUM

DATE: February 12th, 2014
TO: Walt Wrede
FROM: Mark Robl, Chief of Police
SUBJECT: Jail Expansion, New Public Safety building

The Homer Jail is a state recognized Community Jail operated in accordance with state standards and under contract to the Department of Corrections. We accept arrestees from the state troopers and probation officers as well as remands from the court system. Approximately 25% to 35% of our inmates are from state trooper arrests. As a maximum ten day hold facility we commonly house short term inmates from all communities on the southern Kenai Peninsula.

Currently, our jail has four cells with 7 beds. During the last three years we have experienced increased occupancy rates of the cells every year. In 2013 prisoners served a total of 1217 days in our jail, up 44% as compared to 2012. This is our highest number of man-days ever recorded. We were overcrowded several times with inmates on the floors requiring 33 emergency transports to Wildwood Pre-trial. Normal transports are conducted by a state judicial services officer, two to three times a week.

We are frequently transporting prisoners to Wildwood that could serve their time here due to a lack of space. Our new jail facility should have at minimum an additional two cells for adults and two for juveniles giving us a total of 8 cells. Our current facility has several design flaws as outlined below that must be addressed in the new building to make it safer for prisoners, visitors and our officers.

>Inadequate ventilation system resulting in the inability to isolate air from inmates known to have serious health problems.

>Inadequate space to house prisoners resulting in frequent transports, emergency transports and the inability to house all prisoners that could serve their time here.

>No cells for juveniles with the legally required sight and sound separation from adult prisoners.

>Poorly designed visitation rooms leading to prisoners and visitors having to walk through our office spaces and employee work areas and past unlocked doors.

>No room for attorney-client meetings.

>Poorly designed entrance resulting in having violent arrestees being brought into the building with the ability to reach employee work areas. Released prisoners have to be escorted through employee work areas and walk around the back of the police station, an area normally off limits to the public.

>Our cells were not designed for video and audio monitoring. The current system has been retrofitted and does not work well.

>Our phone system is not designed for allowing prisoners to make calls from the cells.

>We do not have a proper crisis cell for housing title 47 detainees and violent prisoners.

>The work area for our jail officers is in a high traffic area with inadequate storage space.

Correcting these problems and more in a new facility will improve safety for staff, visitors and inmates. Additional cells will reduce the numbers of transports by us and state personnel. New cells and new equipment will be easier to decontaminate and keep clean. Proper design should enable a more efficient, safer jail operation for decades to come.



City of Homer

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Memorandum 14-163

TO: MAYOR WYTHE AND CITY COUNCIL

FROM: PUBLIC SAFETY BUILDING REVIEW COMMITTEE

THRU: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: OCTOBER 8, 2014

SUBJECT: RECOMMENDATION FOR SITE SELECTION FOR THE PUBLIC SAFETY BUILDING

The committee had previously narrowed down and vetted the potential buildings sites at the May 22, 2014, June 17, 2014 and at the September 24, 2014 regular meetings. At the May 22, 2014 meeting the committee members narrowed the choices down to the existing parcel, the Wildberry Parcel and the Homer Education and Recreation Center (HERC) site.

At the September 24, 2014 meeting the Committee reviewed the HERC parcel against the criteria matrix created by the design team and determined that the following positive attributes could be applied:

PARCEL CHARACTERISTICS

Parcel Ownership and Cost

- Site Ownership & Potential for Drawing on Other Funding Resources

Size and Available Configuration

- 4 or more acres

PHYSICAL CHARACTERISTICS

Environmental Risk

- Well above Tsunami Area
- Well above Flood Zone
- Structural Soils – Load bearing for seismic concerns – buildings have been there since before the 1964 earthquake.

Development Suitability

- Gravity loading, well- draining soils, no standing water issues
- Site Slope – relatively flat, slight slope for positive drainage

Compatible with Existing Zoning – Central Business District

Utilities

- Existing Utilities
- Water, redundancy (piped, plus well or room for water storage tank)
- Electric, with redundancy (room for generator)
- Natural Gas
- Communications

COMMUNITY CHARACTERISTICS

Community Location

- Easy for the Public to Find, Access, Park
- Visible location that enhances Civic Identity

Traffic and Access

- Efficient access to major community collector/arterial roads for quick emerge
- Low accident rate on adjacent roadways/intersections
- Located on corner lot with access to 2 streets
- Multiple site access options including entrances/exits for staff, visitors and vehicles/equipment

Security

- No adjacent raised structures (tall buildings, raised highways or viaducts)
- Lot configuration enables visible clear zone and security setbacks from nearby parcels and roadways

Negative Attributes or Unknowns that could be applied from the matrix to the HERC site are as follows:

- Wetlands
- Subsoil rock outcroppings, excavation expense – unknown
- Deep swale area at active creek
- Central to Fire Service Area – farther from the Spit
- Egress may be impeded onto main roads from traffic congestion or accidents without additional traffic aids
- Displaces groups that use existing facilities – recreation uses for the gym; Public Works maintenance personnel use the two-story building for office and storage space; Skateboard Park; access to the middle school, the basketball court and Special Olympics uses of the fenced in field area.
- Compatible with Adopted Plans – Unknown
- Concealed Areas adjacent to project - Unknown
- Not complimentary to adjacent and nearby land uses – Unknown
- Ability to locate impound storage so it is not visible or easily accessible – Unknown

Recommendation:

Approve the Homer Education & Recreation Center (HERC) parcel as the future site of the Combined Public Safety Building.

Following is the excerpt from the minutes of the September 24, 2014 meeting regarding the discussion and recommendation for the site selection:

NEW BUSINESS

B. Site Criteria and Selection:

1. Committee Recommendation and Approval of Scheduling a Public Hearing on Site Selection
2. Site Selection Decisional Matrix and how costs will be dealt with within the matrix.

Chair Castner wanted to focus discussion on the HERC Site since there was no other 4 plus acres city owned parcel to consider. He asked the committee if there was consensus for discussion.

There was no response from the committee members.

Mr. Smythe commented on the methods used to create the matrix to evaluate the three original sites and how it can be applied by the committee.

At the invitation of the Chair, Mr. Meyer highlighted the potential to expand the existing parcel by purchasing the Borough Maintenance property and pushing the extension of Lake Street to the east side of the parcel but it would only bring it to a little over 3 acres. He also noted that there was an additional .6 acres that could be used for storage but this still only brings up the total to 3.6 acres which does not meet the requirement needed of 4.2 or more acres.

This site still presents dealing with existing buildings and having to operate services while constructing a new facility.

If the city follows the Transportation Plan they will have the expense of extending Lake Street anyway so it would be better to do it sooner rather than later was his opinion.

There was a brief discussion on vacating right of ways, homes exiting onto Heath Street, and it only increasing the site incrementally.

Chair Castner said he would entertain discussing this site after discussing the HERC site. Ms. Wythe agreed they could discuss the site but extending Lake Street would only add years and years to the project. Chair Castner then directed the committee to evaluating the HERC using the matrix provided by Stantec.

Chair Castner noted that under Parcel ownership it receives all the points referring to the matrix.

It is over 4 acres – 5 points

Well above the flood zone – 5 points

Well above the Tsunami Zone – 5 points

Structural Soils – comments were structures currently on the site -5 points

- Homer soils

- No soil testing or site investigation conducted

Gravity loading well-draining soils – 2 points

No Wetlands – the area does have wetlands but area that could be mitigated with bridging referred to Woodard Creek coming through the site, spoke with the design team at an earlier meeting and agreed that it could be solved however Mr. Smythe stated that he is not a civil engineer. – 2 points

This area has a deep swale shown on the drawings

Natural Gas is along the Sterling Highway and there is a line into the cul de sac of Woodside Avenue

There is wetland drainage and there will be a cost – Chair was amenable to ding it whatever the committee felt appropriate

No subsoil rock outcroppings – 2 points

Ms. Wythe asked what points the Chair was giving for natural gas and utilities. Chair was not providing any points. Ms. Wythe commented that providing points would offset the points taken away for the wetlands.

Ms. Wilson-Doyle explained to the committee that they could use the key at the bottom of the page to rate the site.

Chair Castner commented that the form only listed positive aspects of the site. He believed that conflicting uses and the cost to make it construction ready should be added to the form.

Mr. Smythe commented on how to grade the site and Chair Castner did not know which section to apply it to.

A discussion was entertained on where to fit those items in and it was agreed that it would be a zero. Chair Castner wanted to note that they reviewed all aspects if questioned. He also wanted to show the persons being displaced and the costs.

Mr. Smythe commented that the form was intended to compare several sites. He can add those criteria to this form but that wasn't what it was intended for.

Chair Castner acknowledged that but also stated that they did not have any comparable sites. He wanted to make clear all the positive attributes but here are the negatives and when you have conflicting uses you need to highlight them and council can make their decisions.

Mayor Wythe brought up the security issues and she wanted to double check the zoning. Since this is as close to the High School and will be adjacent to a middle school.

Comment on the concern expressed by the public regarding release of inmates from the jail are escorted to the door and then released however if they have been charged with a more serious crime or any felonies they are then taken to another facility. The

Homer Jail does not directly release felons into the community. All other research conducted by the design team has shown placement next to a middle school favorable.

Chair Castner stated he would entertain a motion to select the HERC site as the site with the mitigations as the committee as identified: policy in relationship to the proximity to the middle school, concern over wetlands, the existing uses of the buildings for public works and recreation and the cost of mitigating the site to bring it to constructability.

Ms. Wythe inquired about the objective to recommend a site today and Chair Castner responded that he wanted to review the site and then hold a public hearing regarding the site then submit the recommendation to Council.

WYTHE/ROBL - MOVE TO PREPARE A MEMORANDUM OF RECOMMENDATION TO THE COUNCIL IDENTIFYING THE HERC SITE WITH THE IDENTIFIED PLUS AND NEGATIVE FACTORS LISTED WITHIN THE MEMO SO THAT THE MEMORANDUM WILL BE AVAILABLE FOR REVIEW AT THE NEXT MEETING OF THE COMMITTEE FOR FULL REVIEW OF THE CONTENT OF THE MEMORANDUM.

There was discussion on the content and availability of the memorandum.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Chair Castner confirmed that the Clerk will draft the memo and present to the committee prior to release and distribution.

Chair Castner opined that he felt they just addressed the second item listed of the matrix.



City of Homer

www.cityofhomer-ak.gov

Office of the City Clerk

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Homer, Alaska 99603

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Memorandum

TO: POLICE STATION BUILDING TASK FORCE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 26, 2017

SUBJECT: DESIGN COST ESTIMATES PRESENTED TO COUNCIL IN 2016

Following is the spreadsheet of the costs that were presented to City Council for the referenced project by the former committee. These figures were referenced at the April 18, 2017 meeting of the Task Force.

Recommendation

This is for information only and not to be considered finite.

Conceptual Cost Estimate - Three Options

Homer Public Safety Building Project

December 20, 2015

OPTION 1					OPTION 2					OPTION 3				
Combined Police/Fire-Original Program					Combined Police/Fire-Reduced Program					Police Only/Upgrade Exst. Fire Station				
CONSTRUCTION ITEMS	Quantity	Unit	Unit Price	TOTAL	Quantity	Unit	Unit Price	TOTAL	Quantity	Unit	Unit Price	TOTAL		

CIVIL SITE												
Mob/Demob/General Conditions	LS	LS	\$260,000	\$260,000	LS	LS	\$260,000	\$260,000	LS	LS	\$170,000	\$170,000
Building Demolition	LS	LS	\$550,000	\$550,000	LS	LS	\$550,000	\$550,000	LS	LS	\$220,000	\$220,000
Excavation - On-Site Disposal	12,000	CY	\$4	\$48,000	12,000	CY	\$4	\$48,000	6,000	CY	\$4	\$24,000
Excavation - Off-Site Disposal	4,250	CY	\$10	\$42,500	4,250	CY	\$10	\$42,500	1,750	CY	\$10	\$17,500
Import Select Fill Material	9,000	CY	\$25	\$225,000	9,000	CY	\$25	\$225,000	4,500	CY	\$25	\$112,500
Paving (2" LC/2" AC)	35,000	SF	\$5	\$175,000	35,000	SF	\$5	\$175,000	14,000	SF	\$5	\$70,000
Curb & Gutter	5,000	LF	\$22	\$110,000	5,000	LF	\$22	\$110,000	850	LF	\$22	\$18,700
Sidewalk/Trails	LS	LS	\$50,000	\$50,000	LS	LS	\$50,000	\$50,000	LS	LS	\$15,000	\$15,000
Storm Drainage	LS	LS	\$75,000	\$75,000	LS	LS	\$75,000	\$75,000	LS	LS	\$50,000	\$50,000
Water Service/Hydrant	LS	LS	\$45,000	\$45,000	LS	LS	\$45,000	\$45,000	LS	LS	\$45,000	\$45,000
Sewer Service	LS	LS	\$25,000	\$25,000	LS	LS	\$25,000	\$25,000	LS	LS	\$25,000	\$25,000
Landscaping/Seeding	LS	LS	\$55,000	\$55,000	LS	LS	\$55,000	\$55,000	LS	LS	\$35,000	\$35,000
Public Plaza	LS	LS	\$35,000	\$35,000	LS	LS	\$35,000	\$35,000	LS	LS	\$32,000	\$32,000
Detention Basins	LS	LS	\$30,000	\$30,000	LS	LS	\$30,000	\$30,000	LS	LS	\$15,000	\$15,000
Gas/Electric/Tele Service	LS	LS	\$105,000	\$105,000	LS	LS	\$105,000	\$105,000	LS	LS	\$105,000	\$105,000
Utility Relocations	LS	LS	\$130,000	\$130,000	LS	LS	\$130,000	\$130,000	LS	LS	\$80,000	\$80,000
Site Lighting	LS	LS	\$60,000	\$60,000	LS	LS	\$60,000	\$60,000	LS	LS	\$25,000	\$25,000
SWPPP	LS	LS	\$50,000	\$50,000	LS	LS	\$50,000	\$50,000	LS	LS	\$30,000	\$30,000
Dumpster/Pad/Enclosure	LS	LS	\$15,000	\$15,000	LS	LS	\$15,000	\$15,000	LS	LS	\$15,000	\$15,000
Emergency Generator	LS	LS	\$120,000	\$120,000	LS	LS	\$120,000	\$120,000	LS	LS	\$120,000	\$120,000

UPGRADE EXISTING FIRE STATION											
Bay Ventilation Improvements	LS	LS				LS	LS			\$250,000	\$250,000
Bay Lengthening (Additional 4-5 feet	LS	LS				LS	LS			\$480,000	\$480,000
Add Unheated Covered Storage	LS	LS				LS	LS			\$140,000	\$140,000
Paint Exterior	LS	LS				LS	LS			\$75,000	\$75,000
Replace Exterior Stairway (west side)	LS	LS								\$30,000	\$30,000

ASSESSORY - POLICE													
Vehicle Impound Bay	523	sf	\$350	\$183,120	523	sf	\$350	\$183,120	523	sf	\$350	\$183,120	
Vehicle Impound Storage	1962	sf	\$150	\$294,300	1500	sf	\$150	\$225,000	1500	sf	\$150	\$225,000	
Stolen Item Storage	872	sf	\$50	\$43,600	500	sf	\$50	\$25,000	500	sf	\$50	\$25,000	
Staff Vehicle Enclosed Parking	1,199	sf	\$275	\$329,725	1,199	sf	\$275	\$329,725	1,199	sf	\$275	\$329,725	
Staff Vehicle Covered Parking	981	sf	\$200	\$196,200	981	sf	\$200	\$196,200	981	sf	\$200	\$196,200	
K-9	55	sf	\$150	\$8,175	55	sf	\$150	\$8,175	55	sf	\$150	\$8,175	

MAIN BUILDING				
Fire Administration	4,173 sf	\$325	\$1,356,225	
Fire Apparatus Bays	7,749 sf	\$350	\$2,712,150	
Fire Apparatus Support	1,435 sf	\$325	\$466,375	
Fire Living	4,167 sf	\$350	\$1,458,450	
Fire Lobby	2,165 sf	\$350	\$757,750	
Police Lobby	1,429 sf	\$325	\$464,425	
Police Dispatch	3,381 sf	\$375	\$1,267,875	
Police Investigations and Patrol	5,411 sf	\$350	\$1,893,850	
Police Property/Evidence	4,879 sf	\$325	\$1,585,675	
Police Jail	4,560 sf	\$625	\$2,850,000	
Police Range	2,359 sf	\$550	\$1,297,450	
Training and Fitness	10,221 sf	\$325	\$3,321,825	
Communications	51,929 sf	\$4	\$207,716	
Furnishings	51,929 sf	\$5	\$259,645	
		\$383.20	\$19,899,411	

	3,086 sf	\$325	\$1,002,950	
	7,253 sf	\$350	\$2,538,550	
	1,343 sf	\$325	\$436,475	
	3,343 sf	\$350	\$1,170,050	
	1,061 sf	\$350	\$371,350	
	864 sf	\$325	\$280,800	
	2,863 sf	\$375	\$1,073,625	
	4,568 sf	\$350	\$1,598,800	
	4,879 sf	\$325	\$1,585,675	
	3,778 sf	\$625	\$2,361,250	
	2,359 sf	\$550	\$1,297,450	
	4,207 sf	\$325	\$1,367,275	
	39,604 sf	\$4	\$158,416	
	39,604 sf	\$5	\$198,020	
		\$389.88	\$15,440,686	

	864 sf	\$325	\$280,800	
	2,863 sf	\$375	\$1,073,625	
	4,568 sf	\$350	\$1,598,800	
	4,879 sf	\$325	\$1,585,675	
	3,778 sf	\$625	\$2,361,250	
	2,359 sf	\$550	\$1,297,450	
	4,823 sf	\$325	\$1,567,475	
	24,134 sf	\$4	\$96,536	
	24,134 sf	\$5	\$120,670	
		\$413.62	\$9,982,281	

TOTAL CONSTRUCTION	\$21,246,131	\$16,677,906	\$10,949,501
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DESIGN/INSPECTION/ADMINISTRATION											
Design	8	%	-	\$1,699,690	-	\$1,334,232	-	\$875,960			
1% for Art				\$198,994		\$154,407		\$99,823			
Construction Assistance/Inspection	2	%	-	\$424,923	-	\$333,558	-	\$218,990			
Contingency	12	%	-	\$2,549,536	-	\$2,001,349	-	\$1,313,940			
City Administration	2	%	-	\$424,923	-	\$333,558	-	\$218,990			

TOTAL PROJECT COST	\$28,749,697	\$23,040,510	\$14,901,904
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Memorandum

TO: Public Safety Building Task Force

FROM: Nick Poolos, IT Director

DATE: 4/26/2017

SUBJECT: Homer Police Department Temporary Space Connectivity Requirements

Moving all or part of Homer Police Department and Jail to a temporary location will require a temporary space that meets both Homer Police Department's operational needs and complies with Criminal Justice Information Services (CJIS) Security Policy. The CJIS Security Policy is the set of management, operational, and technical security requirements mandated to protect criminal justice information (CJI). These requirements are in effect no matter what staff and roles currently housed at 4060 Heath Street site move.

Any temporary space will require:

- A data network from every desk and workspace to a central IT location that is carried on shielded cables that have been tested and qualified to the Category 5e standard. As most existing buildings, in Homer, do not have structured cabling infrastructure adding or retrofitting these cables will be labor intensive. Expect this to cost to be \$20,000 - \$50,000.
- An isolated climate controlled space with at least 81 square feet of unobstructed floor space for a server cabinet. Expect the cost for a server grade cooling unit, cabinet, and ancillary construction to be \$15,000-\$20,000.
- A physically secure location which requires electronic door locks, alarms, security cameras, and probably some construction upgrades. Since these are not commonly found in existing spaces in Homer, these upgrades would need to be installed into existing construction. These retrofits are quite labor intensive and thus would cost \$75,000 - \$125,000.

If Dispatch moves to a temporary location, that location will need direct line of site to:

- Skyline Drive just west of the East Hill intersection
- Homer Spit
- One other City Building

Additionally the phones, 911 terminals, and radio resources housed in dispatch must be available 24 hours a day, 7 days a week. This means that moving dispatch cannot be thought of as a move, instead the move needs to occur as a nearly instantaneous transfer to another location that is already prepared, tested and fully operational. This will require procuring a

duplicate set of equipment that can be installed at the temporary location prior to initiating the transfer. The room housing the radios that dispatch uses is required to meet Motorola R-56 standards. An optimistic first estimate to acquire, install, and qualify the temporary dispatch installation is \$525,000.

Further, the CJIS Security Standard requires that all individuals working within Homer Police Department must be finger printed and pass a criminal background check, or be escorted and monitored at all times by CJIS cleared personnel. This means if any part of Homer Police Department or Jail remains in operation at the 4060 Heath Street address through a potential remodel, all construction contractors and their employees will need to pass the CJIS background check and complete the Security Awareness Training. The background checks are not fast and can take up to one year to complete.



COMMERCIAL & INDUSTRIAL PRODUCT SHOWCASE





THE METL-SPAN® COMPANY



A RECOGNIZED LEADER

Metl-Scan® is a dynamic industry innovator dedicated to manufacturing and marketing the highest quality insulated building panel products. Since our origination in 1968, we have been pioneers in research, design, production, and sales of state-of-the-art insulated metal panels and building materials serving the commercial, industrial, and cold storage industries.



We are a recognized leader in the advancement of insulated metal panel technology. With our history of visionary product design – and by consistently setting the highest standards in technological advances – architects, designers, and builders trust Metl-Scan panel products to perform reliably, be aesthetically pleasing, and come with a proven sustainability track record. Structural integrity, tireless testing, and a determination to exceed expectations are of primary focus to Metl-Scan. At Metl-Scan, form meets function in the most reliable, cost-effective, and energy-efficient manner possible.

Partnering with Metl-Scan ensures on-time and on-budget delivery of superior building products. Our highly trained and educated group of project managers, engineers, and customer service pros provide guidance to you and your team from start to finish. Metl-Scan is committed to providing you with the tools needed to incorporate our insulated panel products into virtually any building design.

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>> *Our mission is clearly defined:* Deliver the highest quality energy-efficient solutions to insulate and protect our world.



ENVIRONMENTALLY CONNECTED

INSULATED METAL PANELS FOR SUSTAINABILITY AND ENERGY EFFICIENCY

Metl-Span has made available an Environmental Product Declaration (EPD) detailing the company's environmental footprint based on an ISO-compliant Life Cycle Assessment. The comprehensive declaration provides descriptions of Metl-Span products according to ISO 14025 standards and discloses all relevant environmental information.

Given today's emphasis on sustainable design and energy efficiency, there has been a proliferation of products that claim to optimize building performance. Certified EPDs provided by quality manufacturers such as Metl-Span help designers, contractors and owners accurately assess a product's impact on the environment through all phases of its life cycle.

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LEED® Gold

PROJECT: **Aerzen USA**, Coatesville, PA
ARCHITECT: Vision Architecture, Philadelphia, PA



LEED® Gold

PROJECT: **MCC Automotive Tech**, Manchester, NH
ARCHITECT: Yeaton Associates, Littleton, NH



LEED® Silver

PROJECT: **Ballard Blocks**, Seattle, WA
ARCHITECT: Clark Design Group, Seattle, WA



LEED® Silver

PROJECT: **Hope Lake Lodge**, Cortland, NY
ARCHITECT: RBA Group, Charlotte, NC



ARCHITECTURAL INSULATED METAL WALL PANEL



The Metl-Span® Architectural wall panel is ideal for high-profile applications, and may be installed vertically or horizontally. Attached with concealed clips and fasteners in the side joint, Architectural wall panels provide a beautiful flush appearance. Horizontally applied panels are available with varying side joint reveals of $\frac{1}{4}$ ", $\frac{1}{2}$ ", $\frac{3}{4}$ ", and up to 3" in $\frac{1}{2}$ " increments.

FEATURES & BENEFITS

The foamed-in-place technology by Metl-Span offers the most thermally efficient architectural panel available. Unlike more traditional insulation products, Metl-Span insulated metal panels are placed outboard of the structural supports, creating a continuous barrier for maximum thermal efficiency with no compressed insulation or thermal bridges.

Architectural wall panels have a specially formed barrier side joint that permits hidden application of the vapor sealant within recessed grooves. This protects the sealant from the harmful effects of extreme weather, will not attract dirt, and provides for an impenetrable water and vapor seal.

Metl-Span is dedicated to manufacturing and marketing the finest insulated building panel products. As a pioneer in insulated metal panel development for over 45 years, we continue to make many of the product design innovations and technology improvements that shape industry standards. We are constantly expanding our research and process capabilities to provide the highest quality product.

Metl-Span insulated metal panels are manufactured to exacting specifications to assure uniform quality and product consistency. The panels have an advanced urethane core with zero ozone-depleting properties which is injected in-line between two steel face sheets. The all-in-one single element panels for wall, partition, ceiling, and roof applications are economical, offer unlimited design flexibility, and are durable and quick to install.



ADAMSON HIGH SCHOOL, DALLAS, TX



TRAVIS AIR FORCE BASE,
SOLANO COUNTY, CALIFORNIA

HORIZONTAL APPLICATION

Trimless ends complement the high-profile appearance of horizontally installed panels. The vertical joint in horizontal applications of the Architectural wall panel utilizes a dry gasket that helps maintain a clean, weathertight seal and remains in place even under the most severe weather conditions.

Coordinated with a variety of module widths, reveals, numerous standard colors, and post fabrication choices, the Architectural wall panel creates virtually limitless building design options.



PANEL SPECIFICATIONS

MODULE WIDTH: 24", 30", 36"

THICKNESS: 2", 2-1/2", 3", 4"

LENGTHS: 8'-0" to 32'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 22 Ga.

INTERIOR FACE: Light Mesa profile, stucco-embossed, G-90 galvanized, and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



TAKAO AMERICA CORPORATION,
CANTON, MI

PROFILED INSULATED METAL WALL PANELS

USES & APPLICATIONS

In new and retrofit construction, Metl-Span panels function as walls, ceilings, and roofing for all types of architectural, commercial, and industrial applications. They are ideally suited for:

ARCHITECTURAL

- Low- and Mid-Rise Offices
- Mid-Rise Office Spandrel Panels
- Convention Centers
- Performing Arts Centers
- Arenas
- Airport Terminal Buildings
- Schools & Universities
- Religious Facilities
- Hospitals

COMMERCIAL & INDUSTRIAL

- Retail Buildings
- Hangars
- Prison Facilities
- Equipment Maintenance Buildings
- Manufacturing Facilities
- Warehouses
- Distribution Centers
- Self-Storage Complexes
- Utility Buildings
- Controlled Environment Buildings where temperature control and insulation values are critical

All Metl-Span panels can be easily adapted to pre-engineered metal building designs for almost any end-use as walls and roofing – saving material, time, and labor costs.

FEATURES & BENEFITS

Metl-Span® profiled panels have a standard FM Approved Class 1 foam core and offer the best insulating values available today. The metal and foam composite construction creates a rigid panel far stronger than the individual parts. This increases the span capability of the panels and reduces the need for secondary structural steel components.

- Panels are lightweight and quick to install, significantly reducing construction time.
- A double tongue-and-groove offset side joint permits concealed fastening.
- Consistent insulating values are achieved with built-in thermal breaks, saving energy.



DAVIDSON CENTER FOR SPACE
EXPLORATION, HUNTSVILLE, AL



STRIATED WALL PANEL

The Striated insulated metal wall panel combines the aesthetics of a flat wall panel and high insulation values of a urethane core. The exterior face is lightly profiled with narrow longitudinal striations to a nominal $\frac{1}{32}$ " depth and exhibits a virtual flat appearance at a short distance.

PANEL SPECIFICATIONS

MODULE WIDTH: 30", 36", 42"

THICKNESS: 2", 2- $\frac{1}{2}$ ", 3"

(2- $\frac{3}{4}$ " thickness available from Nevada plant)

LENGTHS: 8'-0" to 40'-0" for the 30" & 36" widths, 8'-0" to 32'-0" for the 42" width

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



CF MESA & LIGHT MESA WALL PANELS

The CF Mesa and Light Mesa insulated metal wall panels are well suited for exterior wall and interior partition applications. The lightly corrugated profile on both faces of the panel ensures symmetry from outside the building to inside, and from room to room in partition applications.

PANEL SPECIFICATIONS

MODULE WIDTH: For the CF Mesa and Light Mesa wall panel: 36", 42"

THICKNESS: CF Mesa profile, 2", 2- $\frac{1}{2}$ ", 3", 4", 5", 6"; CF Light Mesa profile, 2", 2- $\frac{1}{2}$ ", 3", 4" (2- $\frac{3}{4}$ " thickness available from Nevada plant)

LENGTHS: 8'-0" to 53'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



CF FLUTED WALL PANEL

The ribbed profile of the CF Fluted insulated metal wall panel provides bold vertical lines complementary to almost any commercial or industrial building. Like the other Metl-Span CF panels, the fluted design is installed with concealed clips and fasteners in the side joint.

PANEL SPECIFICATIONS

MODULE WIDTH: 42"

THICKNESS: 2", 2- $\frac{1}{2}$ ", 3", 4", 5", 6"

(2- $\frac{3}{4}$ " thickness available from Nevada plant)

LENGTHS: 8'-0" to 53'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



SHELburne GREEN OFFICE PARK, SHELburne, VT



PROFILED INSULATED METAL WALL PANELS



SANTA FE® WALL PANEL

The Santa Fe® insulated metal wall panel has a flat exterior profile with a heavy stucco-embossed texture that mimics the look of conventional masonry stucco. The profile is further enhanced with concealed side joint fasteners.

PANEL SPECIFICATIONS

MODULE WIDTH: 36", 42"

THICKNESS: 2", 2-1/2", 3", 4"

(2-3/4" thickness available from Nevada plant)

LENGTHS: 8'-0" to 40'-0"

EXTERIOR FACE: Heavy stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



7.2 INSUL-RIB™ WALL PANEL

The 7.2 Insul-Rib™ insulated metal wall panel combines a traditional 7.2" rib panel design with a urethane foam core. For the first time, this widely used profile is now available with exceptional insulating properties in various thicknesses.

PANEL SPECIFICATIONS

MODULE WIDTH: Nominal 36"

THICKNESS: 2-1/2", 3", 4", 5", 6"

LENGTHS: 8'-0" to 36'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



CF PARTITION WALL PANEL

The CF Partition insulated metal wall panel is the most economical choice for interior partition applications. For added strength on both faces, the lightly corrugated profile ensure symmetry from outside the building to inside; from room to room. (Note: not intended for exterior walls)

PANEL SPECIFICATIONS

MODULE WIDTH: 44-1/2"

THICKNESS: 2", 2-1/2", 3", 4", 5", 6"

(2-3/4" thickness available from Nevada plant)

LENGTHS: 8'-0" to 53'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove (The extended metal shelf is eliminated on the Partition wall panel)



TUFF WALL® PANEL



TUFF-CAST™ PANEL



TUFF WALL® & TUFF-CAST™ INSULATED METAL WALL PANELS

Tuff Wall® is an insulated metal wall panel with an attractive stucco-like appearance, whereas Tuff-Cast™ has the look of finished precast concrete. Both products feature an exterior finish of Tuff Cote® fiber-reinforced polymer, which is heat cured under controlled conditions to ensure a strong bond to the metal surface.

FEATURES & BENEFITS

Tuff Wall and Tuff-Cast combine the masonry look of stucco and finished precast concrete walls with the thermal efficiency of an insulated metal panel.

The durable finish on Tuff Wall and Tuff-Cast panels is highly resistant to impact and abrasion and maintains its attractive color for many years.

Field-tested and proven, the Tuff Cote finish comes with a 10-year limited finish warranty.

The stucco and precast textures conform to the aesthetic demands required by many communities and business developments.

Tuff Wall and Tuff-Cast panels can be erected in virtually any weather condition since the Tuff Cote finish is unaffected by damp or cold weather, unlike field-applied stucco materials.

PANEL SPECIFICATIONS

MODULE WIDTH: 36", 42"

THICKNESS: 2", 2-½", 3", 4", 5", 6"

LENGTHS: 8'-0" to 40'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga. with factory-applied Tuff Cote finish system

EXTERIOR TEXTURE: Tuff Cote finish system – a hard aggregated fiber-reinforced polymer coating

INTERIOR FACE: Mesa or Light Mesa profile, stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Offset double tongue and groove with extended metal shelf for positive face fastening



STRAIT-WAY KIA, ANTIGONISH,
NOVA SCOTIA, CANADA



ANTIQUE BRONZE



LIGHT STONE



SURREY BEIGE



LIGHT GRAY



MEDIUM BEIGE



TEXTURED WHITE



WARM LIMESTONE

CFR INSULATED METAL ROOF PANEL

Metl-Span® CFR is an insulated metal standing seam roof panel and is the preeminent innovation in all-in-one composite panel design, combining durable interior and exterior faces with our unmatched polyurethane core.

The CFR roof panels have wide coverage areas between side joint connections and a mechanically closed standing seam that is 2" high. Profiling between the seams is a Mesa pattern with stucco embossing for added strength and superior appearance.



The CFR roof panel's diaphragm strength can be integrated into many steel-framed building bracing designs by attaching panels with exclusive Clinch Clip® by

Metl-Span. Adjacent roof panels are interlocked without fastener penetrations that compromise weathertightness or costly below-roof installation.

UNIQUE FEATURES & BENEFITS

The CFR roof panel provides a standing seam exterior face for unsurpassed weathertight performance. CFR roof panels are installed completely from the top side with concealed clips and fasteners placed in the side joint. Factory-cut panel ends, factory notching, and factory-swaged ends eliminate critical and extensive field reworking. Factory-installed backer plates at the endlaps also eliminate pre-drilling for special fasteners and tools. Careful design parameters have enabled Metl-Span to create an incomparable roof system that is easily and quickly installed without dependence on highly skilled labor.

PANEL SPECIFICATIONS

MODULE WIDTH: 30", 36", 42"

EXTERIOR PROFILE: 2" high standing seam with a Mesa profile between the seams

INTERIOR PROFILE: Mesa profile, nominal 1/8" deep

THICKNESS: 2", 2-1/2", 3", 4", 5", 6"

LENGTHS: Standard 9'-6" to 53'-0"; contact Metl-Span for custom length availability

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.; or AZ-55 aluminum-zinc coated steel with a clear acrylic coating in 24 Ga.

INTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Mechanically closed single-lock standing seam at the exterior side joint. The interior side joint is a single tongue-and-groove interlock

UPLIFT PERFORMANCE: UL 90 rated, FM Approvals Standard 4471, and Florida Building Code approved. Dade County NOA No. 09-0310.10



HOPE LAKE LODGE, CORTLAND, NY

LS-36™ INSULATED METAL ROOF & WALL PANEL

The versatility of the Metl-Span LS-36™ insulated metal roof and wall panel offers a multitude of design options. The overlapping, through-fastened joint allows for quick installation in roof or wall applications that results in reduced labor costs and earlier business starts. Owners will also appreciate the energy cost savings that an insulated metal panel provides.

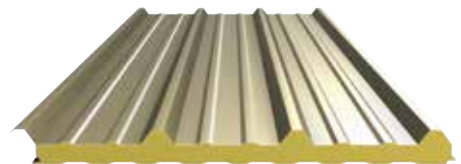
FEATURES & BENEFITS

Insulated metal panels consist of two single-skin metal panels and a foamed-in-place core. The foam insulation is made of zero ODP polyurethane foam. IMPs are sealed to each other at the side laps and to the substructure at all perimeter



boundaries, which make them the ideal choice for applications where a continuous air barrier is required. The special foam insulation of IMPs offers superior R-values that provide enhanced energy performance. An overlapping rib on the top face, and single tongue and groove on the bottom face, coupled with vapor seal mastic in the mastic grooves, provides superior resistance to air and moisture intrusion, allowing for increased thermal performance of the building envelope.

boundaries, which make them the ideal choice for applications where a continuous air barrier is required. The special foam insulation of IMPs offers superior R-values that provide enhanced energy performance. An overlapping rib on the top face, and single tongue and groove on the bottom face,



PANEL SPECIFICATIONS

MODULE WIDTH: 36"

EXTERIOR PROFILE: 1-¼" high major ribs at 12" o.c. with Mesas in between ribs at 4" o.c.

INTERIOR PROFILE: Mesa profile, nominal ⅛" deep

THICKNESS: 1-½", 2", 2-½", 3", 4", 5", 6"

LENGTHS: Standard 8'-0" to 50'-0"

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga. and 22 Ga.

INTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga., and 22 Ga.

PANEL JOINT: Overlapping with a single tongue and groove

FASTENING: Exposed through fasteners

USES & APPLICATIONS

In new and retrofit construction, Metl-Span panels function as walls and roofing for all types of commercial, and industrial applications. They are ideally suited for:

COMMERCIAL & INDUSTRIAL

- Retail Buildings
- Hangars
- Prison Facilities
- Equipment Maintenance Buildings
- Manufacturing Facilities
- Warehouses
- Distribution Centers
- Self-Storage Complexes
- Utility Buildings
- Controlled Environment Buildings where temperature control and insulation values are critical



USES & APPLICATIONS

ThermalSafe fire resistant insulated panels are ideal for industrial buildings like manufacturing plants, auxiliary buildings at refineries, and other building installations at risk for fire.

Warehouses of all types are excellent structures for mineral wool panels, where they can be installed as exterior fire resistant separation walls or as fire partitions and barriers inside tilt-up buildings that contain multiple-tenant leased space. High occupancy structures like sports arenas and gymnasiums, cold storage warehouses, bakeries, and other food processing facilities are well suited for ThermalSafe panels.

THERMALSAFE® FIRE RESISTANT INSULATED PANEL



ThermalSafe® from Metl-Span® is a fire resistant insulated panel consisting of metal facings bonded to a structural mineral wool core. ThermalSafe combines the latest technology in panel design with our advanced manufacturing expertise to create a composite panel that achieves one-, two- and three-

hour fire resistance ratings for non-load bearing walls and a 90-minute fire resistance rating for a non-load bearing ceiling.

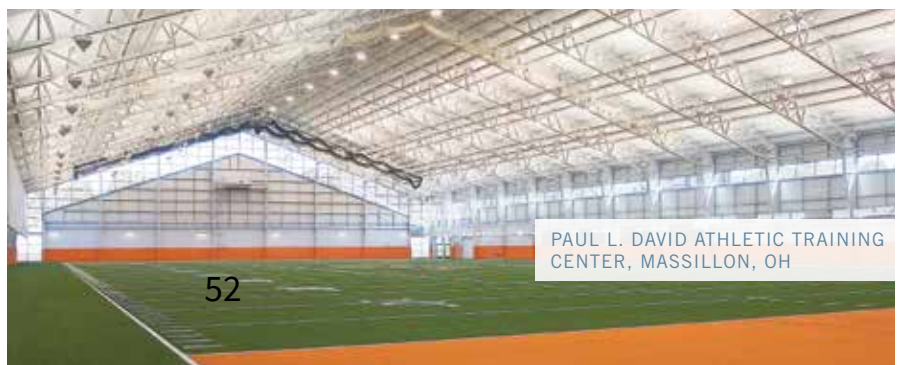
ThermalSafe panels with the exclusive LockGuard® side joint have one-, two-, and three-hour fire resistance ratings without installation of field-applied silicate splines in the panel joint. This unique design speeds the installation process and enhances the fire resistance of the panel.

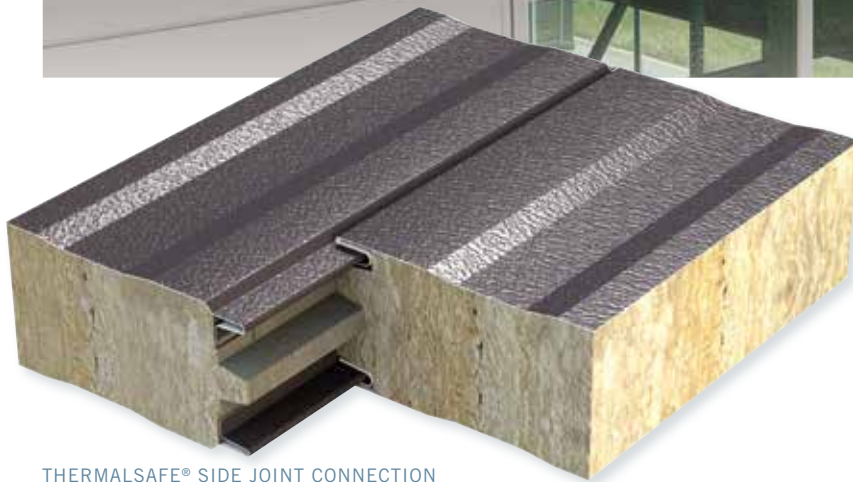
ENVIRONMENTALLY FRIENDLY

ThermalSafe panels are made from recyclable raw materials. The mineral wool core is a natural product that contains no VOCs or CFCs that affect the ozone layer or add to global warming potential. No poisonous gases are released during a fire.

FEATURES & BENEFITS

- The structural mineral wool core resists high temperatures and will not burn.
- Fire resistant exterior and interior walls can be installed in one step with ThermalSafe mineral wool panels. They provide good thermal performance as well, eliminating the need for additional insulation.
- ThermalSafe panels can be installed without sealant in the side joint for partition wall applications when a vapor seal is not required, greatly enhancing installation speed.
- For interior applications, partitions can be disassembled and reinstalled rather than having to be demolished and completely rebuilt.
- Mineral wool panels have good sound transmission acoustical properties compared to many other insulated metal panel products.
- The ThermalSafe core is dimensionally stable, water repellent, and will not expand. Mineral wool, however, is a fibrous material with a high perm rating, so the ThermalSafe panel edges must be protected from moisture.





THERMALSAFE® SIDE JOINT CONNECTION

PANEL SPECIFICATIONS

FACE PROFILE: Light Mesa profile, nominal $\frac{1}{32}$ " deep

MODULE WIDTH: 42"

THICKNESS: Nominal 4", 5", 6", 7", 8"

LENGTHS: Minimum is 8'-0"; maximum available length is variable by thickness, weight, end use, and orientation; contact Metl-Span for custom length availability

EXTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga. and 24 Ga.

INTERIOR FACE: Stucco-embossed, G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga. and 24 Ga.

CORE: Non-combustible structural mineral wool

PANEL JOINT: Exclusive LockGuard® side joint has a flush, double tongue-and-groove connection of the metal faces with an advanced integral spline to join the mineral wool core

R-VALUE: The core insulating value is 3.61 "R" per inch

FIRE RESISTANCE DATA

- UL fire resistance ratings of the finished panel for non-bearing walls are: one-hour fire rating in a 4" thickness, two-hour fire rating in a 7" thickness, and three-hour fire rating in an 8" thickness.
- To see the complete fire resistance approvals data and for more complete fire resistance rating data, go to metlspan.com/fire-resistance-approvals.
- Wall framing support members and adjacent construction may require fire protection as specified by applicable building code. The customer is responsible for specifying the appropriate fire protection in these areas.

HANDLING

Because of ThermalSafe's heavy weight-to-strength ratio, use of specialized vacuum-actuated lifting equipment is suggested to ensure safe and controlled handling. Refer to the ThermalSafe Installation Guide for complete instructions.



FALLSVIEW INDOOR WATER PARK EXTERIOR AND INTERIOR, NIAGARA FALLS, ON

DAVENPORT MOTOR • COMPANY

HPCI BARRIER™ INSULATED METAL WALL PANEL

The HPCI Barrier™ insulated metal wall panel pushes the exterior building envelope to new standards of cost savings, design integrity, and sustainability.

With efficient one-step installation and all-in-one construction, the HPCI Barrier saves time and money. Its innovative design provides superior air, water, thermal, and vapor protection in a single-panel component that far surpasses outdated multiple-step systems. In addition, the HPCI Barrier can be used behind any type of facade, such as metal or brick – and its high level of recycled content makes it a sound choice for architects, designers, builders, and contractors seeking an environmentally sustainable product.



PANEL SPECIFICATIONS

MODULE WIDTH: 42"

EXTERIOR PROFILE: No profile embossed

INTERIOR PROFILE: Light Mesa embossed

THICKNESS: 2", 3", 4"

LENGTHS: 8'-0" to 24'-0"

EXTERIOR & INTERIOR FACE: Minimum .016" thick HPCI galvanized steel

PANEL CORE: Foamed-in-place, zero ozone-depleting polyurethane (zero ODP)

THERMAL VALUES: K-factor, Btu in/ft² hr. °F @ 75°F (24°C) mean core temperature = 0.140

COLOR: White Polyester

HOW IT WORKS

Unlike traditional backup wall systems, the HPCI Barrier is easily and quickly installed in a single step – eliminating the need for multiple work crews, minimizing construction debris, and reducing the likelihood of improper installation that could strike any stage of a traditional multi-layer scenario. In addition, the HPCI Barrier back-up panel is installed in a horizontal orientation completely outside the structural supports, so there are no thermal bridges to reduce energy efficiency. It's an advanced all-in-one insulated metal composite solution – backed by the industry innovation of Metl-Span.

THE HPCI BARRIER™ CAN BE USED
BEHIND TRADITIONAL FACADES

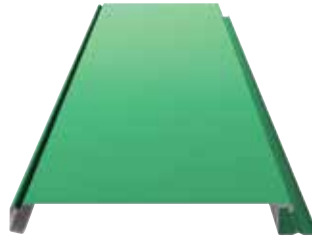




DESIGNER™ SERIES

The Designer Series panels provide the toughness of metal while creating an attractive, flexible and functional wall or fascia panel. The Designer Series is offered in fluted and flat panels, which are equally effective for new construction or retrofitting existing buildings.

CONCEALED FASTENER SINGLE-SKIN STEEL PANELS



DESIGNER™ SERIES 12\"/>

The Designer Series 12\"/>

PANEL SPECIFICATIONS

PROFILE: Flat with a 1-3/4\"/>

MODULE WIDTH: 12\"/>

LENGTHS: 5'-0\"/>

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer or Siliconized Polyester coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements



DESIGNER™ SERIES 16\"/>

The Designer Series 16\"/>

PANEL SPECIFICATIONS

PROFILE: Flat with a 1-3/4\"/>

MODULE WIDTH: 12\"/>

LENGTHS: 5'-0\"/>

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer or Siliconized Polyester coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements

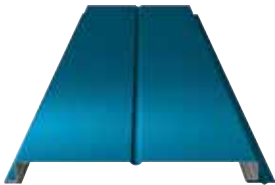




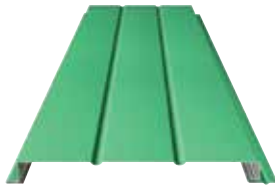
CONCEALED FASTENER SINGLE-SKIN STEEL PANELS



FW 120-0



FW 120-1



FW 120-2

FW-120 METAL WALL PANELS

The FW-120 Panel by Metl-Span is a concealed fastener wall and liner panel that provides a flat appearance. FW-120 is commonly used for architectural, commercial and industrial markets. The heavy gauge offering provides for large spanning capabilities, particularly in composite wall applications. The panel is available in a flat profile, with one or two beads.

PANEL SPECIFICATIONS

PROFILE: Flat with options of one bead at 6" o.c. or two beads, 4" apart

MODULE WIDTH: 12"

LENGTHS: 5'-0" to 30'-0"

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga., 22 Ga. and 20 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements





NUWALL® METAL WALL PANEL

NuWall® by Metl-Span combines the ease of installation in both new and retrofit applications with the pleasing aesthetic appeal of a clean, uninterrupted wall. For retrofit construction, all installation work is performed outside with no disruption to the interior workplace. The NuWall® Panel can be installed over an existing R panel wall; other panel profiles may require the use of subgirts.

PANEL SPECIFICATIONS

PROFILE: 2-½" deep panel with ½" deep fluting

MODULE WIDTH: 12"

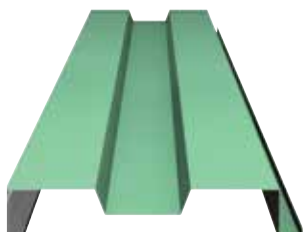
LENGTHS: 5'-0" to 40'-0"

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating or Siliconized Polyester coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements



SHADOWRIB™ METAL WALL PANEL

The ShadowRib™ Panel by Metl-Span is a proven performer and versatile tool for designers. The panel has superior structural strength that does not sacrifice appearance or design flexibility. The deep flutes featured on this panel create distinctive shadow lines on your structure.

PANEL SPECIFICATIONS

PROFILE: 3 deep panel with 1-½" deep by 5-¼" wide fluting

MODULE WIDTH: 16"

LENGTHS: 5'-0" to 40'-0"

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating or Siliconized Polyester coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements



ARTISAN® SERIES METAL SOFFIT PANEL

The simplicity of the Artisan® Series Soffit Panel by Metl-Span is its best design feature. Uniform dimensions and clean appearance allow the designer to plan modules, eliminate complicated pieces and follow wall curvatures. The Artisan Panel can be vertical, horizontal, perpendicular or skewed to the building line, allowing the designer multi-dimensional freedom to create.

PANEL SPECIFICATIONS

PROFILE: Flat panel

MODULE WIDTH: 8", 10" or 12"

LENGTHS: 8" Panel: 4'-0" to 20'-0"; 10" Panel: 4'-0" to 20'-0"; 12" Panel: 4'-0" inquire about longer lengths

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating or Siliconized Polyester coating

FASTENING: Concealed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements



EXPOSED FASTENER SINGLE-SKIN METAL WALL PANELS



7.2 METAL WALL PANEL

When a design calls for a commercial or industrial thru-fastener panel, the 7.2 Panel offers versatility and functionality. The 7.2 Panel is a 36" wide panel with symmetrical 1-½" high ribs on 7.2" centers. This rugged panel also offers excellent spanning capability.



PBR METAL WALL PANEL

The PBR Panel is used for a wide variety of architectural, commercial, and industrial applications. PBR is a structural panel with exposed fasteners used on wall applications.



PBU METAL WALL PANEL

The PBU Panel is an exposed fastener system that can be used both horizontally and vertically for wall applications. It can be installed directly over purlins or joists and gives designers a contemporary appearance for their building project.

PANEL SPECIFICATIONS

7.2 PROFILE: Traditional high rib height at 7.2" o.c.

PBR PROFILE: 1-¼" rib height at 12" o.c.

PBU PROFILE: ¾" rib height at 6" o.c.

WIDTH: 36"

LENGTHS: 5'-0" to 50'-0"

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating or Siliconized Polyester Coating

FASTENING: Exposed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements



PBC METAL WALL PANEL

The PBC Panels are attached to a building structure with exposed fasteners. It can be installed vertically or horizontally, but most commonly used in horizontal wall applications.

PANEL SPECIFICATIONS

PBC PROFILE: 7/8" rib height at 2-2/3" o.c.

PBD PROFILE: 5/8" rib height at 2-2/3" o.c.

MODULE WIDTH: 32"

LENGTHS: 5'-0" to 50'-0"

EXTERIOR FACE: Smooth as standard G-90 galvanized and/or AZ-50 aluminum-zinc coated steel in 26 Ga., 24 Ga. and 22 Ga.

STANDARD EXTERIOR: Full-strength 70% PVDF Fluoropolymer Coating or Siliconized Polyester coating

FASTENING: Exposed Fastening System

FINISHES & COLORS: See metlspan.com for full information regarding available colors and order requirements

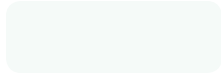


PBD METAL WALL PANEL

The PBD Panel is an exposed fastener wall panel with symmetrical ribs from top to bottom.

COLORS FOR THE COMMERCIAL & INDUSTRIAL MARKET

STANDARD I EXTERIOR COLORS



Polar White



Sandstone

STANDARD II EXTERIOR COLORS



Regal Gray



Brownstone



Almond

Standard I & II Colors in 22 Ga. will incur an additional material charge. Please inquire.

PREMIUM I EXTERIOR COLORS



Harbor Blue



Pacific Blue



Colonial Red



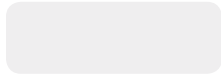
Brite Red



Slate Gray



Tundra



Snow White



Natural Patina



Spruce



Hunter Green



Classic Green



Medium Bronze



Terra Cotta



Smoke Gray



Aegean Blue



Gallery Blue

PREMIUM II METALLIC & PEARLESCENT EXTERIOR COLORS



Weathered Zinc*



Copper Metallic*



Silver Metallic*

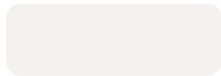


Champagne*



Dark Gray Metallic*

STANDARD SP EXTERIOR COLORS



Winter White



Light Stone

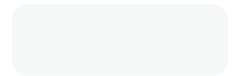


Ash Gray

POLYESTER EXTERIOR COLORS



Igloo White**



Polyester Polar White

PREMIUM SP EXTERIOR COLORS



Hawaiian Blue



Crimson Red



Fern Green



Saddle Tan



Desert Sand



Burnished Slate



Koko Brown



Charcoal Gray



Rustic Red



Solar White

Prices will vary by color, coating system, gauge, and quantity of metal. Please contact your Metl-Span representative for complete information. All colors shown here approximate actual finish colors as accurately as possible.

* Metallic paint finishes will exhibit color shift, shade variances, striations, and longitudinal patterning that are inherent characteristics and are not a product defect or cause for rejection.

** Igloo White is standard interior color for all panels.

Not all colors displayed are available for Single-Skin Panels. To determine color availability, please visit metlspan.com.



PIONEERING INSULATED
METAL PANEL TECHNOLOGY



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Suite #101
Lewisville, Texas 75057
TOLL-FREE: 877.585.9969
TEL: 972.221.6656
FAX: 972.420.9382
EMAIL: panel@metlspan.com
WEB: metlspan.com

COATINGS & SURFACINGS

To ensure a lasting quality appearance, the exterior face sheet of all Metl-Span® insulated wall, CFR, and ThermalSafe® panels is treated with a base primer, followed by a premium, full-strength 70 percent PVDF fluoropolymer coating. A siliconized polyester coating is available in a limited palette of standard colors for projects where economy is the primary consideration. **For specific information about our available colors and coatings, visit metlspan.com for a comprehensive selection.**

AVAILABILITY & COST

Metl-Span panels are available through a network of independent representatives, independent contractors, and design-build companies. Since cost is a factor that varies with each installation based on panel profile, insulation thickness, coatings, and quantity, contact Metl-Span for the name of your nearest representative for pricing. For more complete information on panel specifications, technical data, detail library, and the location of your nearest sales representative, please visit us online at metlspan.com.

WARRANTY

Metl-Span insulated wall, CFR, and ThermalSafe panels are warranted to be free from defects in material and workmanship for a period of two years from the date of substantial completion. Ensuring watertightness and/or vaportightness is a function of the installer and is not covered by the warranty from Metl-Span. Complete standard limited warranty information is available upon request.

Metl-Span is not responsible for selection and application of colors, coatings, or other products, and reserves the right to substitute, delete, or change gauges, widths, thicknesses, finishes, profiles, and colors on its products at its discretion – at any time and without notice.



Subject: Homer alaska
From: Jay Seavy (jay@mssi.us)
To: jsingle331@yahoo.com;
Date: Wednesday, April 26, 2017 9:11 AM

Joe,

Budget for the seven cell.

With security doors and locks, security glazing, bunks, desk and seats, powder coated with ten year warranty on the finish.

LED recessed security light fixtures.

Freight to the port in Washington.

Site supervision for the installation of the cells including roller system. Return freight back to Colorado included. (one Gang Box)

\$149,000.00

Jay Seavy

Phone: 719-784-2151

Fax: 719-784-3235



Attachments

- CellSpec1-Rev_11-12-07.doc (221.00KB)
- Sound Transmission.pdf (107.40KB)
- MSS11.pdf (15.84KB)
- image001.png (7.66KB)

DIVISION 11

SECTION 11194 - MANUFACTURED STEEL DETENTION CELLS

PART 1 - GENERAL

1.1 SCOPE

This specification covers the requirements, including labor, materials, services and equipment for the manufacturing, delivering and installing of pre-engineered, prefabricated Steel Detention Cells.

1.2 RELATED DOCUMENTS

Drawings and general provisions of the contract, including general and supplementary conditions and Division 1 specification sections, apply to the work of this section.

Other divisions specified by related include: (*as applicable*)

- a. Division 3 - Concrete: Slab Quality
- b. Division 4 - Masonry: Brick Ties
- c. Division 10 - Toilet Accessories
- d. Division 11 - Security Hardware
Security Accessories
Security Hollow Metal
Security – Detention Electronics Systems
- e. Division 15 - Plumbing
Sprinklers
HVAC
- f. Division 16 - Electrical

1.3 REFERENCES

The publications listed in this section form a part of this specification to the extent referenced. The publications are referenced herein by basis designation only.

ASTM A366/A366M - Specification for Steel, Sheet, Carbon, Cold-Rolled, Commercial Quality
ASTM A569/A569M - Specification for Steel, Carbon (0.15 Maximum), Hot-Rolled Sheet and

Strip Commercial Quality

ASTM A666 - Specification for Austenitic Stainless Steel Sheet, Strip, Plate and Flat Bar

ASTM B117 - Standard Practice for Operating Salt Spray (Fog) Testing Apparatus

ASTM D2794 - Test Method for Resistance of Organic Coatings to the Effects of Rapid Deformation

ASTM D3359 - Test Methods for Measuring Adhesion by Tape Test

ASTM D2240 - Test Method for Film Hardness by Shor D

ASTM F1450 - Test Methods for Hollow Metal Swinging Door Assemblies for Detention Facilities

ANSI/AWS D1.1 - Structural Welding Code-Steel

ANSI/AWS D1.3 - Structural Welding Code - Sheet Steel

AISC Specification for the Design, Fabrication and Erection of Structural Steel for Buildings

AISC Load and Resistance Factor Design Specification for Structural Steel Buildings

AISI ASD/LRFD Design Specification for Cold-Formed Steel Structural Members

SSPC-SP1 - Solvent Cleaning

SSPC-SP6 - Commercial Blast Cleaning

SSPC-SP7 - Brush-off Blast Cleaning

1.4 SUMMARY

The Steel Detention Cell Manufacturer (DCM) shall provide the following and as indicated in PART 5 -
DIVISION OF RESPONSIBILITY. (*per design requirements*)

1. *Security Doors and Frames*
2. *Chase Doors and Frames*
3. *Electrical and Lighting*
4. *Intercommunication Station*
5. *Video Surveillance Camera*
4. *Plumbing Fixtures*
5. *HVAC Grilles*
6. *Furnishings*
7. *Installation*

1.5 APPROVED MANUFACTURERS

1. Only PREQUALIFIED manufacturers are allowed to bid this section. The substitution of other manufacturers will not be acceptable. Manufacturers who have met the minimum pre-qualification requirements are:
 - A. Maximum Security Systems 719-784-2151
 - B. Qualifications of other manufacturers by pre-approved alternate only:
Firms wishing to be pre-qualified must submit in writing, no later than twenty (20) business days before the bid, the pre-qualification package must include the following:
 - a. A notarized statement from the Owner or the company's President, listing those products that will be used. No exceptions to this bill of materials shall be accepted after the awarding of the contract. Multiple selections are not acceptable. State in writing, your intent to "comply fully with the requirements of this specification and to hold harmless the Architect, Engineer, and the Owner from omissions of a casual nature that would be considered to be an implied requirement for a fully operational modular cell system." Provide a list of compliance to and non-compliance for each section of this specification. Compliance/Non-compliance must be a formal listing of each section and subsection of this specification and an explanation of compliance/non-compliance for each section and subsection.
 - b. A list of all outstanding or past judgements or lawsuits against the company Owners, under their current name, or any previous name or business entity.
 - c. Design Engineering Capability:
 1. The modular steel cell producer must have current design engineering capability to provide the final engineered structural design for modular steel cells and associated items and their integration into the building construction.
 2. Submit a list of the engineering design staff, listing the name, title, discipline, degree, registration, licenses, and years of experience designing detention structures.
 3. Submit a list of technical support personnel collaborating with the design engineers.
 4. Submit samples of design engineering systems (or samples of previous projects) in either AutoCAD or DXF format.
 - d. In-House production engineering capability:
 1. The modular steel cell producer must have current, in-house production management, with at least three (3) years of cell experience, capable of understanding design engineering documentation and managing the fabrication and erection process to produce the modular

steel cells as engineered.

2. Submit a list of key in-house production management staff giving name, credentials, number of years experience, years with company, and title.
- e. Production Capacity:
1. The modular steel cell manufacturer must have the production capacity required to produce a minimum of three (3) cells per day or fifteen (15) cells per work week with sufficient manpower and financial resources to produce the required number of cells within the time period specified in the contract construction schedule.
 2. Submit name, location and historic production rate and annual production capacity of the plant, crew and equipment proposed.
 3. Submit the estimated quantity of work under contract and either scheduled or anticipated for the production facilities proposed for the time period of this project. List the projects and estimated production dates.
- f. Upon receipt of the pre-qualification package, the Architect/Engineer will review the package for compliance/non-compliance with the specified requirements. Compliance with all of the pre-qualification requirements will be strictly enforced. Approval of all pre-approved alternates will be issued in an addendum prior to the bid date. The determination of acceptance and non-acceptance is the sole discretion of the Architect/Engineer. All decisions are final.

1.6 SUBMITTALS

1. General:
Submit the following according to conditions of Contract and Division 1 Specifications Sections.
2. Product data and instructions for manufactured materials and products. Include manufacturer's certifications and laboratory test reports as required.
3. Shop drawings prepared by or under supervision of a qualified licensed professional, showing complete information for fabrication and installation of Steel Detention Cell units. Indicate member dimensions and cross-section; location, size and type of reinforcement, including special reinforcement; and lifting devices necessary for handling and erection. Coordinate shop drawings with other trades to ensure compatibility of required service connections.
4. Provide catalog data with full performance criteria and dimension for components purchased from outside sources.
5. Submit color samples for review and selection by the Owner. Submit samples of the cell finish, color, and texture.
6. Submit drawings of recommended bearing pads and/or special anchoring devices.
7. Provide shipping, lifting and handling diagrams indicating point loads and net and gross loads.

PART 2 - PRODUCTS

2.1 ENGINEERING AND DESIGN

The DCM shall provide Professional certification for the design of the manufactured Steel Detention Cells to support superimposed dead loads and live loads as indicated on the contract drawings. The DCM shall certify the design for compliance with applicable governing Code requirements.

The design shall include integration of Steel Detention Cells into the physical floor plan, sections, elevations, and structural design of the facility and shall assure that all systems specified in the contract documents are interfaced completely with Steel Detention Cells for a fully installed, fully working facility.

2.2 WORKMANSHIP

1. All units shall be tightly fitted and securely fastened with no through seams or cracks. Minimum of 3/16" thick (A-36) Carbon Steel Plate with continuous welded seams.
2. All panels and assemblies shall be inspected for correct dimensions, joint configuration, straightness, fairness and squareness.
3. All exposed edges shall be chamfered or bent for finger contact.
4. Out-to-out length, width and height dimensions of individual cell units shall be a tolerance of +/- 1/4 in. (6.4mm). The cumulative tolerance in any direction shall not exceed the available horizontal or vertical dimension for the entire assembly of cell units.
5. All ceiling joints and cell corner joints shall be continuous welded.
6. Joints to be welded shall be cleaned and prepared as necessary to assure quality welds.
7. Welding shall be controlled and sequenced to reduce warpage and distortion.
8. All welds shall be free of deleterious porosity, pinholes, and cracks.
9. Finished welds shall be smooth, and weld spatter and flux shall be removed.

2.3 STRUCTURAL COMPONENTS

1. Framing, floors, walls, and ceilings, as required, shall be constructed of steel shapes, tubing, stiffened plates, cold-formed sections, and/or sheets stiffened with formed sections from steels conforming to design requirements to provide adequate structural strength including the ability to support loading as specified.
2. Structural steel shall be designed to AISC - Specification for the Design, Fabrication and Erection of Structural Steel for Buildings or AISC - Load and Resistance Factor Design Specification for Structural Steel Buildings. Cold-formed steel shall be designed to AISI - Specification for the Design of Cold-Formed Steel Structural Members.
3. Welding shall be in conformance with ANSI/AWS D1.1, Structural Welding Code - Steel and/or ANSI/AWS D1.3, Structural Welding Code - Sheet Steel, as applicable.
4. Tamper resistant fasteners shall be used for all exposed fasteners where required for accessories.
5. Mounting and bearing pads, anchorages, spacers, and alignment devices, except those shown to be field installed, shall be furnished and attached.

2.4 DOORS, WINDOWS, AND FRAMES

1. All door, window, and frame construction shall be of an equivalent security level to the wall framing in which they are to be mounted.

2. Materials

- a. Interior security and cell doors: Face sheets shall be 0.067 in. (1.7mm) minimum thickness conforming to ASTM [A366/A366M] [A569/A569M] steel.

For interior areas subject to corrosive conditions, specify ASTM A653/A653W (A60, G60 / Z180, ZF180).

- b. Exterior doors: Face sheets shall be 0.083 in. (2.3mm) minimum thickness conforming to ASTM A653/A653M (A60, G60 / Z180, ZF180) steel.
- c. Door and window frames shall be 0.093 in. (2.3mm) minimum thickness. Doors, Windows and Frames shall be those equal in design and quality of those manufactured by approved door manufacturer.

3. Glass and Glazing

- a. All glass utilized in the modular steel cell windows shall be as scheduled in the door and window schedule.

2.5 ELECTRICAL

1. The DCM shall provide the light fixture, intercom station and video camera in the pre-finished modular steel cell.
2. **Light Fixture:**
The light fixture shall contain two (2) cool white 32 watt fluorescent lamps each and one (1) 9 watt fluorescent night light and shall be surface type equal to Morlite model FH14, or equal. The housing shall be 14 gauge steel. the frame shall be 14 gauge with .250 polycarbonate and .125 prismatic acrylic overlay. The ballasts to operate the lamps shall be 120 volt with electronic start. The finish shall be baked-on white enamel. All fixtures will provide a minimum of 20-foot candles of light at the desk and the mirror per ACA standards.
3. Intercommunication and Video Surveillance devices specified in the Detention Electronic Systems specification section.
4. The division 1600 contractor shall terminate all lighting, communications and controls permanent connections in the cell's service chase.

2.6. PLUMBING

1. The DCM shall provide and install the plumbing fixtures for the pre-finished modular steel cells. The DCM shall supply the flush valve for the combination toilets separate and uninstalled. The flush valves shall be installed by the division 15000 contractor.
2. **Plumbing Fixtures:**
Lavatory/Toilet Combination Unit: Unit shall be a Acorn 1415-series ,or equal, wall mounted unit equipped with a penal filler, self-closing metering hot and cold valve; mechanical flush valve, integral seat, extended combined waste with no-hub connector, and recessed tissue holder.

Handicap Lavatory/Toilet Combination Unit: Unit shall be a Acorn 1435

or equal, wall mounted unit equipped with a deck spout, self-closing metering hot and cold valve; mechanical flush valve, integral seat, extended combined waste with no-hub connector, and recessed tissue holder.

3. The flush valves and water manifolds for the plumbing fixtures shall be provided separately and installed by the division 15000 contractor.

2.7 HVAC

1. Each Steel Detention Cell shall be designed, manufactured and equipped to receive the required HVAC fixtures specified in other divisions of this specification.
2. The DCM shall provide the HVAC grilles. The grilles shall be pre-punched perforated panel in compliance with the specified CFM requirement. A flange suitable for the attachment of the HVAC duct shall also be provided.

2.8 THERMAL AND ACOUSTICAL INSULATION

1. Insulation Material: Materials shall be approved by the applicable codes of NFPA and governing authorities to provide a fire resistance classification as required.
2. Thermal Insulation: Walls, floors, and ceilings shall be insulated to R-values as indicated on the contract drawings.
3. Acoustical Insulation: The walls between cells and adjacent rooms shall have a Sound Transmission Classification of 62 (STC-62).
4. As manufactured by Roxul, 551 Harrop Drive, Ontario L9T 3H3 800-265-6878, or approved equal..

2.9 FURNISHINGS, AND ACCESSORIES

1. Steel Cell Furniture: Where shown on the contract drawings as cell furniture to be so provided, the DCM shall provide and install wall mounted bunks, tables and stools. Bunks, tables, and stools shall fabricate out of 3/16" thick (A36) Carbon Steel Plate minimum thickness and of the sizes shown. DCM shall include drawings which detail materials, construction, and attachment. These drawings shall be a part of the submittals as outlined in Section 1.5 herein. Fabrication of these items shall not begin prior to the Architect's approval.
2. Fixtures, Furnishings and Accessories Load Test: Reinforce walls, stiffen furnishings, and provide connections as required to support dead loads plus single point (concentrated) static live loads as indicated, at maximum distance on each from wall and from supports for each of the following:
 - a. Wall mounted desk and seats - 600 lbf
 - b. Wall mounted locker - 600 lbf
 - c. Grab bars - 600 lbf
 - d. Wall mounted lavatory - 1000 lbf

2.10 AUTOMATIC FIRE PROTECTION SYSTEMS *(as applicable)*

1. The DCM shall provide a prepared location for the installation of the sprinkler head by the fire protection contractor.
2. The DCM and fire protection contractor shall coordinate to confirm the type and location of the

sprinkler head to ensure the proper interface of work.

2.11 FINISH Powder coated.

1. All exposed painted surfaces shall be cleaned and finished in accordance with SSPC-SP1, SSPC-SP6 or SSPC-SP7 as specified by the paint manufacturer.
2. Painting: All steel wall and ceiling assemblies shall be coated with a rust inhibitor on all steel surfaces and top-coated with a finish coat on all exposed surfaces. The coatings shall meet this criterion as a minimum:
 - a. Corrosion Resistance: Meets ASTM B117, for 1000 hours.
 - b. Impact Resistance: Meets ASTM D2794, impact force of 160 in-lb.
 - c. Abrasion Resistance: Meets ASTM D4060, for 75 mg loss.
 - d. Adhesion Resistance: Meets ASTM D4541, for 2000psi.
 - e. Hardness: Meets ASTM: Meets ASTM D2240, for 6H.
3. Cells shall be of a single color as selected by the Owner from samples submitted by the manufacturer. As an additive option, doors furnished with cells may be a second color as selected by the Owner. Available colors shall be included with cell product data submittals. *(additive option shall be noted on the contract drawings)*
4. The interior and exterior of the cell fronts and cell door along with the cover plates shall be powder coated with a five year standard warranty or an optional ten year warranty.

2.12 MEZZANINES, RAILINGS, AND STAIRS

1. Mezzanine walkways, hand-railings, and stairs shall be primed painted only and shipped to site and installed by others, (Optional).
2. DCM and Fabricator shall coordinate in order to ensure proper interface of work.

PART 3 - DELIVERY AND INSTALLATION

3.1 DELIVERY SEQUENCING AND SCHEDULING

1. Manufacturer shall coordinate with the scheduling of delivery to the project site. A mutually approved schedule shall be determined by the project scheduler and DCM at the pre-construction meeting. The sequencing of the cell units shall conform to this schedule to properly interface the delivery and installation of cells at the proper time during the construction period.
2. DCM shall deliver cell units, to a designated project site, properly protected from shipping damage. The General Contractor shall provide suitable protective coverings, devices or such methods and procedures to protect the cells from damage from the weather or vandalism. Protective measures shall remain throughout the construction period. Unloading and handling of the cell units shall be the responsibility of the installer.

3.2 SITE INSPECTION

The installer of the structural steel cell units shall examine areas and conditions under which the structural steel cells are to be installed. The installer is to notify the contractor in writing of conditions detrimental to proper completion of the work. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

3.3 INSTALLATION

1. The General Contractor or DCM under a separate contract shall install or provide a qualified installer to install the steel cells. The DCM shall provide a qualified on-site representative for initial cell installation to verify proper cell offloading and installation procedures.
2. The General Contractor shall provide adequate access for the DCM's tractor-trailer transport trucks. This access shall be suitable enough so that the trucks will have the needed room to maneuver under their own power.
3. Steel cell units shall be set in place by the installer and shall be checked for correct alignment and level. Shims shall be installed as necessary and securely fastened to the foundation. Complete all connections, trim and touch up, meeting the acceptable industry standards and manufacturer's recommendations.
4. The General Contractor shall provide for the protection of the cells from the weather and vandalism once the cells are delivered and installed.
5. Filling voids between the bottom of the cells walls and the floor with security caulk shall be provided by the General Contractor

PART 4 - WARRANTIES

Provide special project warranty signed by the DCM, Installer, and Contractor agreeing to repair defective materials and workmanship of the steel cell, installation, and related work. The cell warranty shall be conditional upon normal use of the cells. Abuse and misuse or damage during a riot is not considered normal use. The Warranty shall be for a period of one (5) year from the date of acceptance by the Architect and/or Owner's representative.

PART 5 - DIVISION OF RESPONSIBILITY

1. INSTALLATION ITEMS EXCLUDED BY DCM

1. Security Caulking
2. On-Site Mechanical, Plumbing, and Electrical Connections to the Cell.
3. Interim Job-site Weather Protection.
4. Installation of Detention Hardware (Optional Installation by MFG).

2. INSTALLATION ITEMS FURNISHED BY DCM

1. Shim Packs for Leveling Cells to Foundations or Floor Slabs.
2. Lifting Eyes on Cells.

3. FURNISHINGS PROVIDED BY DCM

1. Cell Door Glazing
2. Cell Electrical Back Boxes and Conduit
3. Cell Light fixtures
4. Cell Intercom Station
5. Cell Video Surveillance
6. Cell Plumbing fixture
7. Cell Bunks, Tables and Stools
8. Cell Weld-In Accessories

Final coordination of responsibility should be made by GC, DEC, and DCM prior to bidding to ensure no exceptions or qualifications exist in proposal relationship.

Division of Responsibility

			DCM		OTHERS	
			Materials	Labor	Materials	Labor
1.0		Manufacture of #___ Steel Detention Cells, Room Numbers <u>See Attached Exhibit A</u>				
2.0		Cell Security Doors				
	2.1	Door Frames				
	2.2	Doors				
	2.3	Hinges				
	2.4	Locks				
	2.5	Door Position Switch				

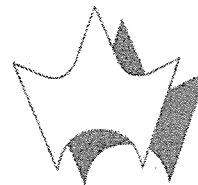
			DCM		OTHERS	
			Materials	Labor	Materials	Labor
	2.6	Door Closure				
	2.7	Pulls				
	2.8	Window Frame				
	2.9	Window Glazing				
	2.10	Food Pass				
	2.11	Food Pass Lock				
	2.12	Food Pass Hinge				
3.0		Cell Chase Doors				
	3.1	Doors and Frames				
	3.2	Hinges				
	3.3	Smoke Seal on Chase				
	3.4	Locks				
4.0		Cell Windows				
	4.1	Window Frames				
	4.2	Window Glazing				
5.0		Cell Insulation				
6.0		Cell Interior Finish Coatings				
7.0		Cell Furnishings				
	7.1	Bunks				
	7.2	Desks and Seats				
	7.3	Mirrors				
	7.4	Clothes Hooks				
	7.5	DE - Intercom Station & Wiring				
	7.6	Surveillance Camera and Wiring				
	7.7	Intercom Station Glazing				
	7.8	Surveillance Cameras Glazing				
	7.9	Cell Padding				

			DCM		OTHERS	
			Materials	Labor	Materials	Labor
	7.10	Exterior 3/16" Plate Steel in Exposed Area				
8.0		Plumbing Equipment and Fixtures				
	8.1	Combination Toilet/Lavatory Units				
	8.2	Handicap Toilets and Lavatories				
	8.3	Drain				
	8.4	Pressure Piping				
	8.5	Flush Valves				
	8.6	Metering Valves				
	8.7	Cell Shower Heads and Valves, Receptor Pans				
	8.8	Sprinkler System Heads				
	8.9	Sprinkler System Piping				
9.0		Electrical and Lighting				
	9.1	Surface Mounted Light Fixtures				
	9.2	Fluorescent Tubes				
	9.3	Electrical Conduit Terminated in Junction Boxes in Access Chase				
	9.4	Electrical Wiring from Fixtures to Junction Boxes				
	9.5	Communication System Intercommunication Station and Video Surveillance Junction and Back Boxes				
10.0		HVAC				
	10.1	Supply and Return Security Grilles				
	10.2	Sleeve at Cell Grilles for Duct Connection				
	10.3	Sleeve at Cell Roof for Duct Connection				
	10.4	HVAC Duct				
11.0		Cell Installation				
	11.1	Foundation Bearing Pad Installation				
	11.2	Shim Packs for Cell Setting/Leveling				
		Weld Connect Cells to Foundation				

			DCM		OTHERS	
			Materials	Labor	Materials	Labor
	11.3	Bearing Pads				
	11.4	Mezzanine Walkways, Hand-railings, and Stairs. Fabrication, Finish Painting, and Installation				
	11.5	Floor Sealer at Concrete Cell Floors				
	11.6	Security Sealant/Caulking Cell to Cell Joints				
	11.7	Provision of Suitable Site Surface Preparation for Access of Cell Transportation Trucks & Cranes				
	11.8	Deliver Cells				
	11.9	Off-load Cells				
	11.10	Crane to Off-Load Cells				
	11.11	Rigging to Off-Load Cells				
	11.12	Storage and Protection of Cells				
	11.13	Erect Cells				
	11.14	Masonry Reinforcement Brackets				
12.0		Taxes and Bond				
	12.1	Taxes				
	12.2	Bond				

H.P. WHITE LABORATORY, INC.

3114 Scarboro Road
Street, Maryland 21154-1822
Telephone: (410) 838-6550
Facsimile: (410) 838-2802
Email: info@hpwhite.com
www.hpwhite.com



March 19, 2007
[HPWLI 10480-01A]
[Revised August 16, 2007]

Maximum Security Systems, Inc.
P.O. Box 65
Florence, Colorado 81226

Attention: Jay Seavy

Dear Mr. Seavy:

You recently requested Forced Entry testing of a Detention Security Window, PRC series 2200, Type 6-2T. Testing was conducted outdoors at ambient conditions, using equipment and procedures specified in ASTM F2322-03, **Standard Test Methods for Physical Assault on Vertical Fixed Barriers for detention and Correctional Facilities**. Testing was for Grade 1 [60 Minutes], and was limited to the Wall Impact Test, Paragraph 7.2. Bullet Penetration testing, Paragraph 7.1, was not conducted. Table I provides a summary of information in the attached Data Record. Drawings of the window are enclosed, as are still photos and a DVD of the testing. There was no structural damage, and no penetration of the front or rear surfaces after the full 600-blow test.

The Detention Security Window submitted for testing **SATISFIED THE REQUIREMENTS** of Paragraph 7.2 of ASTM F2322-03 for a Grade 1 [60 Minute] rating. This conclusion is based solely on the testing of the sample submitted and should not be construed as an endorsement by H.P. White Laboratory, Inc.

Thank you for the opportunity to conduct this test. If you have any questions, please feel free to call.

Very truly yours,

H.P. White Laboratory, Inc.



Lester W. Roane

LWR/mw
[Enclosures]



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

TO: Katie Koester, City Manager

FROM: Jenny Carroll, Special Projects & Communications Coordinator

DATE: April 24, 2017

SUBJECT: Possible funding sources for Public Safety Building

The purpose of this memo is to summarize information on potential funding sources for the Public Safety Building that has been collected over time. Generally, there is a lack of grant opportunities out there that are a 'perfect fit' for the project. Unfortunately, some of the programs that are specifically designed to help communities build public facilities have either not been funded in the last few years or the City of Homer is not eligible due to income guidelines (Community Development Block Grant, for example).

Community Development Block Grant: This program funds a wide range of projects, including community facilities. However, to be eligible the project has to serve a low income population or the community has to be designated as low income by HUD. Homer does not meet the income requirements making this project ineligible. Grants up to \$850,000.

USDA Community Facilities Direct Loan & Grant Program: This program specifically mentions public safety as an eligible project. The City has successfully applied for this grant in the past for the Library. Grant assistance (up to \$50,000 per project) is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Priority communities must have population of 5,500 or less and have a median household income below 80% of the state nonmetropolitan median household income. Homer does not meet the low income guideline. The project would still be eligible, there is just lower proportion of grant funds and greater hurdles. Grant funds limited to \$50,000/project.

USDA loans are for a 40 year term. Interest rate in last few years has fluctuated from 3 1/8 – 4%.

<https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program/ak>

Paul Coverdell Forensic Science Improvement Grant Program: This competitive Department of Justice Federal program awards grants to states and units of local government for personnel, computerization, lab equipment, new facilities and accreditation to improve quality of and reduce backlogs of forensic science or medical examiner/coroner's

office services. However, to be eligible, applicants must be an accredited forensic science laboratory or will be applying for accreditation consistent with the Coverdell law, making Homer ineligible. Currently no full-year appropriation has been enacted for DOJ, so the amount, if any allocated to the Coverdell program is not known. For FY 2017, the maximum amount a State or unit of local government may receive in competitive funds is \$250,000.

NRA Public Range Fund Grant Program provides \$25,000 grants to city governments who are planning to build public ranges and who are able to provide matching funds either in cash, labor, equipment or materials. Applications are accepted on a rolling basis as funding is available. Only a limited number of grants are awarded.

Rasmuson Foundation Tier 2 grant is not an option as they generally do not support projects associated with core government functions such as roads, utilities and public safety.



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: POLICE STATION BUILDING TASK FORCE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 26, 2017

SUBJECT: REVENUE OPTIONS AND FACILITIES FUNDING OPTIONS

Following is the spreadsheet that City Manager Koester provided with updated information on possible funding options for the Police Station Building.

Special Projects & Communications Coordinator Carroll has also provided information on the availability of grants through the organization Justice Assistance Grant (JAG) that may be available if not for construction possibly covering new equipment, furnishings, etc.

REVENUE OPTIONS updated for 2017 Police Station Task Force

4/26/2017

REVENUE	ANNUAL \$ VALUE 2016	PRO	CON	BARRIER	HOW WOULD BECOME EFFECTIVE	RESPONSE FROM PUBLIC	NOTES
BOROUGH ACTION REQUIRED							
Raise Sales Tax Cap from \$500-1000	Under KPB ordinance, \$150,000 after rent exempted	Instituted Borough wide.	Burden on businesses, especially those that sell large items.	There may be little appetite from the Borough to try again.	Ordinance by Borough and vote (note, it can be implemented w/o a vote, but the last proposal put a vote to Borough residents).	Town Hall: 80% positive response; Online survey: 39.83% selected option	Borough voters failed an attempt in 2016 to increase the sales tax cap and eliminate sales tax on residential rent
Bed Tax	\$120,000 per 1%	Captures revenue from visitors.	Targets one industry. Argument revenue should be dedicated to economic development. Not significant revenue unless very high.	Requires Borough action.	Borough would need to allow COH to institute a tax OR pass one themselves. Then would need a vote. Borough appetite for bed tax seems low. If Borough allowed City to collect tax, we would have to get in the business of tax collection. May be a possibility to collect as an excise tax.	Town Hall: 81% positive response; Online survey: 65.41% positive response	Estimate provided by KPTMC in 2012.
COUNCIL ACTION REQUIRED							
Eliminate COH \$20,000 Property Tax Exemption for Primary Residence	\$94,000	Can be implemented by Council.	Burden is on year round City of Homer residents. Does not raise much revenue.		Requires Council action only.	Town Hall: 42% positive response; Online survey: 25.79% selected option	The City cannot exempt more than \$50,000 on primary residence. Currently we exempt the first \$20,000, but could exempt less. The \$94,000 figure eliminates entirely the exemption for primary
Raise Property Tax 1 Mil	\$717,500 per mil based on 2016 valuation	Can be implemented by Council.	Increases taxes on residents when many of the services City provides are to entire Homer area.		Council pass a resolution by July 1, 2017 increasing the mil rate.	Town Hall: 65% positive response; Online poll: selected by 24.74% of respondents	Currently COH taxpayers pay 4.5 COH, 4.5 KPB and 2.3 SPH (total 11.3). According to HCC if property taxes increase to 6 mills, sales tax is eliminated.
VOTER ACTION REQUIRED							
Raise Sales Tax .5%	\$846,909 based on 2016 actual	Raises sufficient funds to bring City close to closing the gap. Taxes non-residents who use City services.	Places burden on local business. Makes rents more expensive.	Need a vote of City residents.	Council would pass an ordinance to increase the sales tax before June 2017 for consideration at regular election	Town Hall: 85% positive response; Online survey: 35.43% selected option	.Current COH sales tax is 4.5% COH and 3% KPB.

REVENUE OPTIONS updated for 2017 Police Station Task Force

4/26/2017

REVENUE	ANNUAL \$ VALUE 2016	PRO	CON	BARRIER	HOW WOULD BECOME EFFECTIVE	RESPONSE FROM PUBLIC	NOTES
1% seasonal sales tax increase (6 months of year)	\$1,141,762	Captures more visitor revenue. Closes gap.	Burden on local businesses.	Need a vote of City residents.	Council would pass an ordinance to increase the sales tax before June, 2017 for consideration at regular election	Not polled	Based on 2014 sales tax revenue.
Repeal HART (direct .75% sales tax to other purpose)	\$1,270,363 based on 2016 actual	No tax increase for public. Generates sufficient revenue to close the gap.	Eliminates funding for roads and trails, basic infrastructure Short term fix. Would effect road HSAD program.	Need a vote of City residents.	Council would pass an ordinance to ask voters to terminate HART and dedicate it to a different cause before June 2017 for consideration at the regular election	Not polled	Would have a negative impact on GF w/o management fees (aprox. \$150,000). HART has been around since 1987. 2017 ballot will ask voters to expand HART to allow road maintenance



Edward Byrne Memorial Justice Assistance Grant (JAG) Program Fact Sheet

Updated April 26, 2017

PROGRAM OVERVIEW: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program was created as part of the Consolidated Appropriations Act of 2005. The JAG Program, administered by the Bureau of Justice Assistance (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, crime victim and witness initiatives and mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

In Fiscal Year (FY) 2016 there was \$263.9 million available under JAG (approximately \$179 million to states and territories and \$84 million to local units of government) and 1,011 local and 56 state applications eligible to be funded.

LEGISLATION: Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111 Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program.

FORMULA: The Bureau of Justice Statistics (BJS) calculates, for each state and territory, a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government. For additional details regarding the JAG formula and award calculation process, with examples, please click here: [JAG technical report](#).

ELIGIBILITY AND PROGRAM GUIDANCE: All 56 states and territories are eligible, as well as units of local government identified annually in the JAG allocation charts. BJA posts annual JAG program solicitations (program guidance) and allocation charts to its [JAG webpage](#); which also contains a direct link to [JAG Frequently Asked Questions](#), which are updated regularly.

HOW/WHEN TO APPLY: All applications must be submitted via the Office of Justice Programs (OJP) [Grants Management System \(GMS\)](#). Current Fiscal Year State and Local JAG solicitations and allocations can be found on the [JAG webpage](#).

AWARD LENGTH: Awards of at least \$25,000 or more begin October 1 of the FY and are four years in length. Awards that are less than \$25,000 begin October 1 of the FY and are two years in length. Requests for up to two additional years to complete performance of the award will be granted automatically. Extensions beyond a four- year period for all JAG awards may be approved on a case-by-case basis at the discretion of BJA.

MATCH REQUIREMENT: Match is not required.

REPORTING REQUIREMENTS: JAG recipients are required to submit quarterly performance metrics reports, quarterly Federal Financial Reports (FFR-425) and an annual or semi-annual programmatic performance reports depending on award year. Detailed reporting information can be found here: [JAG Reporting Requirements](#).

REDUCTIONS/PENALTIES: The Sex Offender Registration and Notification Act (SORNA), Title I of the Adam Walsh Child Protection and Safety Act of 2006, required that the 50 states, District of Columbia (DC), 5 principal territories, and some federally recognized tribes substantially implement SORNA by July 27, 2009 (extended to July 27, 2011). SORNA mandates a 10 percent reduction in JAG funding if a state, territory, or DC failed to substantially implement SORNA by the July 27, 2011 deadline. For those jurisdictions, the reduction was first applied in FY 2012 and will continue to be applied in each subsequent year until the JAG funding recipient has substantially implemented SORNA. While the reduction may impact states, territories, and DC, it will not be applied to the portion of the JAG award that is reserved for local or tribal jurisdictions. For additional information regarding SORNA implementation, including requirements and a list of states/territories that will be impacted by the 10-percent reduction, contact the Office of [Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking \(SMART\)](#).

The Prison Rape Elimination Act of 2003 stipulates that a state whose Governor does not certify full compliance with the National PREA Standards is subject to the loss of 5 percent of certain DOJ grant funds, including JAG, that it would otherwise receive for prison purposes unless the Governor submits an assurance to DOJ that no less than 5 percent of such funds will be used solely for the purpose of enabling the state to achieve and certify full compliance with the standards in future years. 42 U.S.C. § 15607 (c)(2). A five percent JAG reduction will be applied each year a jurisdiction does not certify full compliance. For additional information concerning PREA implementation, send inquiries to the PREA Management Office at PREACompliance@usdoj.gov.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

Reference Information:

What is the authorizing legislation for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program?

Edward Byrne Memorial JAG Program awards are authorized by the 42 U.S.C. § 3751(a).

What is the Catalog of Federal Domestic Assistance (CFDA) number for the Edward Byrne Memorial JAG Program?

The CFDA number for the Edward Byrne Memorial JAG Program (State and Local) is 16.738.

Award Eligibility/Formula Information:

Who is eligible and where is the eligibility list located?

Applicants for JAG State awards are limited to states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the Virgin Islands, Guam, and American Samoa.

Applicants for JAG Local awards are limited to units of local government appearing on the JAG Allocations List. The full list of eligible units of local governments for the current Fiscal Year, once available, will be posted on the JAG web page here:

https://www.bja.gov/ProgramDetails.aspx?Program_ID=59

For JAG Program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior). Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means a district attorney or parish sheriff. The full list of eligible units of local governments for the current Fiscal Year, once available, will be posted on the JAG web page here: https://www.bja.gov/ProgramDetails.aspx?Program_ID=59

I don't see my jurisdiction on the allocation list? Why?

If your city/county is not on the Edward Byrne Memorial Justice Assistance Grant (JAG) allocation list found on the [JAG web page](#), it does not qualify for a direct JAG award from the Bureau of Justice Assistance (BJA). The JAG legislation specifies that allocations to local governments must be at least \$10,000 to qualify for a direct JAG award. The [Bureau of Justice Statistics Technical Report](#) explains the JAG allocation formula that is statutorily-based.

How is the formula calculated?

The Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the statutory JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

States also have a variable percentage of the allocation that is required to “pass-through” to units of local government. This amount, also calculated by BJS, is based on each state’s crime expenditures. In addition, the formula calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments that are entitled to at least \$10,000 awards may apply directly to BJA for local JAG funds.

My city/county/parish/township/tribe is not listed as qualifying for a direct award. Is there other JAG Funding available?

Yes, JAG funding may be available through your respective State Administering Agency (SAA) as a result of variable pass-through (VPT). JAG requires that states pass through a predetermined percentage (variable pass-through) of funds to units of local government, such as a city, county, township, or town. Calculated by BJS, this percentage is established by assessing the total criminal justice expenditures by the state and units of local government. Current Variable Pass-through percentages (VPT) can be found at: <https://www.bja.gov/Funding/JAGvpt.pdf>.

In addition to the predetermined pass-through percentage, states must also distribute or pass-through funds from the “less than \$10,000 jurisdictions” which have been added to the state’s award. These less- than \$10,000 funds must be awarded by the state to state police departments that provide criminal justice services to units of local government and/or units of local government whose allocation is less than \$10,000.

For questions regarding whether your agency is eligible to receive VPT funds contact your SAA. A list of all SAAs and their respective contact information can be found using the following link:
<http://ojp.gov/saa/index.htm>.

Can a State Administering Agency (SAA) award sub-grants to private non-profit organizations for:

- a. Criminal justice projects that would benefit the entire state?
- b. A criminal justice project that will benefit a local jurisdiction?
- c. A private non-profit (PNP) that is in partnership with a local Law Enforcement (LE) agency to provide criminal justice services to designated "units of local government"?

As permitted by the JAG program statute, an SAA can award JAG sub-grants to private non-profit neighborhood or community-based organizations (PNPs) in any of the above scenarios. If the funding being provided to the PNP represents the state's portion of its JAG award, then the intended use must fulfill the statutory purpose areas for the JAG Program. However, if the funding provided to the PNP represents the variable pass-through portion of the state's award, then additional requirements must be met. The PNP sub-grant must benefit a “unit of local government” (as that term is defined at 42 U.S.C. §3791(a) (3) or 42 U.S.C. §3755(h)), and each unit of local government benefiting from the PNP sub-grant must voluntarily sign a waiver as required by the solicitation. For guidance on the process for obtaining a pass-through waiver for SAAs, please refer to the FAQ titled “State Administering Agency (SAA) Pass-Through Waiver”.

Can a State Administering Agency (SAA) award sub-grants to a public or private school?

JAG funds can be sub-awarded to a public or private school as long as the intended program falls within one of the seven JAG program areas. If a state wishes to sub-award funds to a school instead of a unit of local government, it can do so with any state funds that remain after the variable pass-through (VPT) and less than \$10,000 portions of their total award have been distributed. If the school is private or non-profit, please refer to the JAG FAQ that describes the guidance for those organizations.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

Where can I find Uniform Crime Report (UCR) Part I violent crime data and crime expenditure data for my city or county?

Data is available on the [FBI's UCR web site](#).

What is the FBI/UCR Modernization Project, and can JAG funds be used to support the FBI/UCR Modernization Project?

JAG funding may be utilized in support of systems upgrades (hardware/software), including potential upgrades necessary for State, Territories, Units of Local Government and/or Tribes to come into compliance with the FBI's UCR Redevelopment Project (UCRRP). For more information on the UCRRP please refer here: <http://www.fbi.gov/about-us/cjis/ucr/ucr-redevelopment-project>.

Will the 10 percent penalty for failure to substantially implement the Sex Offender Registration and Notification Act (SORNA) apply to current Fiscal Year (FY) JAG funding?

Yes, the SORNA penalty will be applied to current FY JAG funding for non-compliant States/Territories.

The Adam Walsh Child Protection and Safety Act of 2006 (AWA) established a penalty for jurisdictions that failed to substantially implement the Sex Offender Registration and Notification Act (SORNA) by July 27, 2011, and for any year thereafter. See 42 U.S.C. § 16925(a). The Attorney General has delegated the task of determining when a jurisdiction has substantially implemented SORNA's requirements to the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office).

For those jurisdictions that did not substantially implement SORNA by the annual deadline set by the SMART Office, the SORNA penalty will be calculated by subtracting 10 percent from the state government's allocation (60 percent of the total award), after deduction of the "mandatory variable pass-through" that states are required to send to local governments. The penalty **does apply** to the portion of JAG funding that is awarded to the state to be shared with local governments that were not eligible for a direct JAG award ("less than \$10,000 jurisdictions") because the states retain control over these funds and may award the funds to another state agency (i.e., state police) in lieu of awarding them to a local government in localities where the state provides direct services to these localities.

The penalty **is not** assessed against the mandatory pass-through, which is the portion of JAG funds awarded directly to local law enforcement, as the state cannot retain any portion of that award. Penalizing local agencies would also seriously undermine the purpose of the statute, since doing so would be detrimental to local law enforcement efforts, which include the investigation, prosecution, and apprehension of sex offenders.

Below is an illustration of how the SORNA penalty is assessed:

If State X is to receive an initial state allocation of \$3,000,000, the 10 percent SORNA penalty would be calculated as follows:

1. The mandatory pass-through amount of \$1,200,000 (based on State X's mandatory 40-percent pass-through) is subtracted from the \$3,000,000; resulting in \$1,800,000.
2. The "less than \$10,000" allocation for State X, \$250,000, is then added to the \$1,800,000; resulting in \$2,050,000.
3. The 10 percent SORNA penalty is then assessed on the \$2,050,000 amount ($\$2,050,000 \times .10$); resulting in a SORNA penalty of \$205,000 for State X.

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For the District of Columbia and the territories, the penalty will be assessed on the full allocation because the entire allocation goes to the District or territorial government.

OJP strongly encourages all jurisdictions that have not yet substantially implemented SORNA to continue to work expeditiously to implement SORNA's requirements in order to better protect their communities from sexual violence and exploitation. The SMART Office will continue to provide technical assistance and other resources to jurisdictions to support them in these efforts.

My state has substantially implemented SORNA. Are we eligible for additional JAG funding based on that compliance status?

Yes, SORNA compliant states/territories will have bonus funds applied to their next Fiscal Year (FY) JAG application. This bonus allocation is calculated based on SORNA penalty funds from non-implementing states and territories during that current FY. For example, if State X substantially implemented SORNA in FY 2014, State X would have an additional bonus funds added to their FY 2015 State JAG award, which will be comprised of SORNA penalty funds from non-implementing states and territories in FY 2014. The amounts available for compliant bonus funds will vary from year to year, depending on the amount of SORNA penalty funds that are assessed.

Who can I contact for more information on the SORNA penalty, SORNA compliance, or the implementation of SORNA?

Contact the [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking \(SMART\)](#) for additional information on SORNA compliance and/or implementation.

What is the Prison Rape Elimination Act (PREA) certification requirement and does the five percent non-compliance penalty apply to JAG funds?

Separate, detailed PREA FAQs can be found at <https://www.bja.gov/Programs/JAG-PREA-FAQ.pdf>.

Application Requirements:

What name should be listed as the Legal Name on a JAG application?

The legal name and address on the application must be a state, county (e.g., Wayne County), municipality (e.g., City of Wayne), or other eligible unit of local government. Please see 42 U.S.C. §3791(a) (3) and 42 U.S.C. §3755(h) for a listing of eligible units of local government for JAG purposes. *Per the JAG statute, in Louisiana the term 'unit of local government' means a District Attorney or a Parish Sheriff and therefore a District Attorney or Parish Sheriff may be entered as the Legal name by JAG applicants within the state of Louisiana.

Can a Sheriff's Office or Police Department apply for JAG funding on behalf of a unit of local government?

Unless designated by statute as an eligible unit of local government, the legal name and address cannot be a sheriff or police department (except in the state of Louisiana). However, a sheriff or police department can apply for JAG funding on behalf of a unit of local government as long as they are listed in the organization unit line (e.g. Legal Name: City of York, Address: legal address for the City of York. Organizational Unit: City of York Police Department).

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

Who should be listed as the Authorized Representative on a JAG Application?

The authorized representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official. **A Police Chief or Sheriff may be listed as the authorized representative if and only if the Organizational Unit line in the application indicates Sheriff's Office or Police Department.**

How do I obtain a Data Universal Number System (DUNS) number? / Why is a DUNS number needed?

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform/displayHomePage.do>. The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization. The time it takes to request and obtain a DUNS number is approximately one day.

How do I register my jurisdiction with the System for Award Management (SAM) database?

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. OJP requires that all applicants maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

The claim must be submitted in GMS in order to confirm your agency's DUNS number is registered and active. Once you are logged in to GMS, click the SAM claim link on the bottom left side. Then hit submit and the SAM claim will automatically be submitted. You will be required to do this every year that the award is active in GMS.

What project and budget period should be listed on our application?

State JAG awards and Local JAG awards of at least \$25,000 are four years in length and award periods will be from October 1st (beginning of the current Fiscal Year of funding) through September 30th four years later (e.g., 2015 awards would have a project period of 10/01/2014 – 09/30/2018). Extensions beyond this period may be approved on a case-by-case basis at the discretion of BJA and must be requested via the Grants Management System (GMS) no less than 30 days prior to the grant end date.

Awards that are less than \$25,000 are two years in length and award periods will be from October 1st (beginning of the current Fiscal Year of funding) through September 30th two years later (e.g., 2015 awards would have a project period of 10/01/2014 – 09/30/2016). Requests for up to two additional years to complete performance of the award, will be granted automatically, pursuant to 42 U.S.C. § 3751(f). Extensions beyond a four- year period may be approved on a case-by-case basis at the discretion of BJA and must be requested via the Grants Management System (GMS) no less than 30 days prior to the grant end date.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

The budget/project period should be the same as described above; four years for all State JAG awards and Local JAG awards of at least \$25,000 and two years for all Local JAG awards that are less than \$25,000. FY 2015 JAG awards that are \$25,000 or more and two years for all awards that are less than \$25,000. **Grantees may begin to obligate (but not expend) funds retroactively to the project period start date onward for all JAG awards; absent a withholding special condition(s) in the award document that specifically prohibits this.**

What is a governing body and what does the Governing Body Review process entail?

Examples of governing bodies are a state commission, city council, tribal council, county commission, county board of supervisors, or other legislative body at the local level.

Direct state or local applicants (including the fiscal agent in a disparate group) for JAG awards must make the grant application available for review by the governing body of the state or unit of local government, or an organization designated by that governing body, not fewer than 30 days before the application is submitted to BJA. Governing body approval is not required, nor is any type of public hearing unless state/local law requires one. Follow your local laws and procedures for providing the application to the governing body. The manner in which the application was provided to the governing body and the date that provision took place must be documented in the Review Narrative portion of an application (along with information regarding the separate public comment requirement).

Example: If City X makes its JAG application available to the City's Governing Body on May 1st, City X may not submit its application to BJA prior to June 1st. In this example, the review narrative statement from city X should simply read "The city of X provided this JAG application to its Governing Body for review on Month/Day/Year".

There are two special circumstances that allow for application submission prior to 30 days if documented appropriately in the review narrative attachment:

1. Time did not permit the applicant to fulfill the 30 day governing body review requirement AND therefore the applicant acknowledges in a written statement (in the review narrative) that a withholding of funds special condition will be applied to the award restricting draw-down until the 30 day governing body review requirement has been satisfied; or
2. The applicant's governing body reviewed and approved the application prior to the 30 day requirement being met and that approval date is documented in the review narrative attachment.

What does the Public Comment requirement entail?

Applicants must provide an opportunity for the public to comment on their JAG application. The manner in which the public is notified and given an opportunity to comment, as well as the dates, should be included in the Review Narrative portion of the application (along with information regarding the governing body review). Common forms of public notification include web site and newspaper postings, and city council, tribal council, and county board hearings that are open to the public. **The 30 day timeframe associated with the governing body review requirement does not apply to the public comment requirement. The public comment stipulates the application must be made public, with an opportunity for comment, any time prior to application submission. Additionally, a public hearing is not required unless relevant state/local law require such a hearing.**

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

If the requirement is not met at the time of submission, BJA will process the application, but BJA will add a special condition to the award that will withhold the expenditure of grant funds. That withholding of funds special condition can be cleared once the applicant accepts the award and confirms the public comment requirement has been satisfied.

What must a JAG application include?

For more detailed guidance on required application inclusions, please see the current Fiscal Year State and Local JAG guidance here: https://www.bja.gov/ProgramDetails.aspx?Program_ID=59

Use of Funds:

What can JAG funds be used for?

Grantees may utilize JAG funds for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as research and evaluation activities that will improve or enhance law enforcement programs related to criminal justice. Some examples include: prosecution and court programs; prevention and education programs; corrections and community corrections programs; drug treatment and enforcement programs; planning, evaluation, and technology improvement programs; and crime victim and witness programs (other than compensation). For more detailed information on JAG fund usage, please see the current Fiscal Year State and Local JAG guidance here: https://www.bja.gov/ProgramDetails.aspx?Program_ID=59

Does Executive Order (EO) 13688 and associated controlled/prohibited expenditures apply to all of my open JAG awards?

No, EO 13688 only applies to Fiscal Year 2015 and forward. All other JAG awards should follow the previous guidance for purchasing equipment with their JAG awards. Please see the FAQs below for detailed guidance for all award years.

What type of projects and/or items are strictly prohibited under JAG?

For Fiscal Year 2014 and prior there are no strictly prohibited expenditures; however prior approval by BJA is required to expend JAG funds on any projects and/or items listed within the [JAG Waiver Required List](#). The process for obtaining prior BJA approval through the submission of a waiver request is outlined within the [“What is the process to submit a waiver request for a Fiscal Year 2014 or prior award under JAG?”](#) FAQ.

For Fiscal Year 2015 and forward, page one of the [JAG Prohibited and Controlled Expenditures](#) chart lists all expenditures which are strictly prohibited (cannot be approved under any circumstances) pursuant to the [Executive Order 13688 on Federal Support for Local Law Enforcement Equipment Acquisition](#).

What is the process to submit a waiver request for a Fiscal Year 2014 or prior award under JAG?

If an agency wishes to submit a waiver request after an award has been accepted, for a project and/or item found on the [JAG Waiver Required List](#), a “Program Office Approval” Grant Adjustment Notice (GAN) marked “Other” must be submitted with “Waiver Request” typed in the available text box. A letter, on agency letterhead, fully justifying the waiver request should be attached with the GAN. The justification must indicate the extraordinary and exigent circumstances existing that make the proposed purchase and/or project essential to the maintenance of public safety and good order. The letter should be signed by your agency’s authorized representative. For step by step instructions regarding how to submit a GAN please refer to the [GMS Computer-Based Training web page](#).

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

What is the process to submit a controlled expenditure request for a Fiscal Year 2015 or forward award under JAG?

Pre-Award: If an agency wishes to obtain approval for a controlled item and/or project at the time of application, the agency must attach a letter with their application. The letter must be on their agency's letterhead, should be addressed to the BJA Director and must address all elements outlined in the JAG controlled expenditures justification template. For a list of controlled expenditures and the 11 elements that must be addressed in the letter, please click here: [JAG Prohibited and Controlled Expenditures](#).

Post-Award: If an agency wishes to obtain approval for a controlled item and/or project post-award, the agency must submit a Program Office (PO) Approval Grant Adjustment Notice (GAN) marked "Other" with Controlled Expenditure Request typed in the available text box. The PO approval GAN should include an attached letter on their agency's letterhead. The letter should be addressed to the BJA Director and must address all elements outlined in the JAG controlled expenditures justification template. For a list of controlled expenditures and the 11 elements that must be addressed in the narrative, please click here: [JAG Prohibited and Controlled Expenditures](#).

Do vehicles leased or rented with JAG funding require prior approval?

You can use JAG funds to purchase, lease, or rent police cruisers (marked or unmarked). For the purposes of this grant program, a police cruiser is defined as a vehicle that is used in the ordinary course for performing routine patrolling duties. Depending on the jurisdiction, a police cruiser could include sedans, sport utility vehicles (SUVs), motorcycles, segways, etc. BJA will confirm that vehicles purchased as police cruisers are actually used for patrol duties in accordance with the conditions of the grant award.

The purchase, lease, or renting of any other police vehicle (e.g., pick-up trucks, passenger vans, command centers, etc.) is controlled and requires prior approval from BJA to expend funds. The pre and post-award processes for obtaining approval from BJA for a controlled JAG expenditure are outlined within the "What is the process to submit a waiver request for a Fiscal Year 2014 or prior award under JAG?" and/or "What is the process to submit a controlled expenditure request for a Fiscal Year 2015 or forward award under JAG?" FAQs.

Can JAG funds be used for construction or major renovation projects?

Only construction and/or major renovation projects related to penal or correctional institutions are allowable. All other construction and/or major renovation projects are controlled and require prior approval from BJA to expend funds. The pre and post-award processes for obtaining approval from BJA for a controlled expenditure are outlined within the "What is the process to submit a waiver request for a Fiscal Year 2014 or prior award under JAG?" and/or "What is the process to submit a controlled expenditure request for a Fiscal Year 2015 or forward award under JAG?" FAQs.

**Any project that involves construction or major renovation will be subject to environmental analysis requirements pursuant to the National Environmental Policy Act (NEPA).*

Are activities that are allowable under programs such as Fugitive Safe Surrender (FSS) and Countering Violent Extremism (CVE) also allowable under JAG?

Through its seven program areas, JAG funding may be used to support a broad range of criminal justice activities/projects/programs. Activities under programs such as FSS and CVE would be allowable as long as they are specifically tied to a JAG program area and not controlled/prohibited under JAG. To verify that activities are not controlled or prohibited under JAG, please refer to the [JAG Prohibited and Controlled Expenditures](#) guidance.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program Frequently Asked Questions (FAQs) - Updated June 2016

Who is eligible to utilize administrative funds?

A unit of local government may use up to 10 percent of the award, including up to 10 percent of any earned interest, for costs associated with administering JAG funds. Administrative funds (when utilized) must be tracked by award number to ensure the 10% allowance is not being exceeded and must occur within the project period. For local JAG recipients in disparate situations, sub-recipients can use administrative funds if agreed upon in a Memorandum of Understanding (MOU) that is attached with the application or to a Grant Adjustment Notice (GAN) if the decision to share administrative funds is decided upon post-award. The total administrative funds used must not exceed 10 percent of the total award, and administrative funds may also include indirect costs.

What are the rules pertaining to tracking and expending funds, including administrative funds, across our active JAG awards?

Per the OJP and DOJ Financial Guides grant recipients must track funds separately and report on SF-425s those expenditures that specifically relate to each grant number and established grant period. Additionally, recipients and sub-recipients are prohibited from commingling funds on a program-by-program or project-by-project basis. More specifically, administrative funds under JAG are utilized for the same purpose each year (i.e. the administration of JAG funding) and therefore not considered separate programs/projects (commingling is not occurring) when utilized across all active JAG awards.

Under JAG, are indirect costs related to administrative expenses capped at 10%?

Yes, The JAG program statute at 42 U.S.C § 3751(e) limits administrative costs to 10% of the award. Administrative cost activities, whether direct or indirect costs, are subject to the 10% cap. Other indirect costs charged to the award should be within the federally approved IDC rate.

Can State JAG funds be utilized for criminal justice planning purposes after any administrative funds are subtracted and all pass-through (variable pass-through and less than \$10k) requirements have been satisfied?

Yes, once a state/territory has accounted for administrative costs and passed-through all required funds (variable pass-through and less than \$10K), remaining funds at the state level can be utilized for criminal justice planning in accordance with program area six under JAG. States who do so must also be cognizant of supplanting rules.

If my agency decides to use JAG funding to enter into a sole source contract greater than \$150,000, what is the process?

If your agency wishes to enter into a sole source contract greater than \$150,000, a “Sole Source Approval” Grant Adjustment Notice (GAN) must be submitted post-award with an attached sole source justification. For step by step instructions regarding how to submit a GAN please refer to the [GMS Computer-Based Training web page](#). For more information on sole source justifications, please review the [OJP Financial Guide](#).

What supplanting rules apply to JAG funding?

Supplanting is prohibited under JAG. Applicants cannot replace or supplant non-federal funds that have been appropriated for the same purpose. For additional guidance regarding supplanting, refer to the information provided in the [Financial Guide](#).

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Can multiple federal grant awards be used to supplement, not duplicate the same project?

Yes, providing there are no prohibitions against using multiple federal awards for a project. For example, a city may utilize JAG and Homeland Security Grant Program (HSGP) money to fund different portions of a fusion center project. In instances where leveraging occurs, all federal grant funds must be tracked and reported separately and may not be used to fund the same line items. Additionally, federal funds cannot be used as match for other federal awards absent explicit federal statutory authority.

Can JAG funds be used to purchase firearms and drugs during undercover operations?

Yes, JAG funds may be used as confidential funds for the purchase of services (buy money), evidence (narcotics, firearms, stolen property, etc.), and specific information (informant money) for undercover purposes in accordance with 42 U.S.C 3751(d). Prior to the expenditure of any confidential funds, the recipient and any sub-recipients must agree to sign a certification indicating that they have read, understood and agree to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the [OJP Financial Guide](#).

Can JAG funds be used in conjunction with Bulletproof Vest Partnership (BVP) Program funds to satisfy the 50 percent match requirement?

No, matching funds may not come from another federal source; including JAG. Prior to using JAG funds to purchase ballistic-resistant and stab-resistant body armor, a jurisdiction must certify that JAG funds will not be used to pay for the portion of a vest (50 percent) that is not covered by BVP funds. Although JAG funds may not be used as the 50 percent match for BVP purposes, they may be used to purchase vests for an agency.

Are jurisdictions required to have a mandatory wear policy in place to purchase body armor vest carriers and/or vest armor plates?

Yes, jurisdictions must certify that law enforcement agencies receiving body armor carriers purchased with JAG funds have a written “mandatory wear” policy in effect. In order to meet this requirement, a signed certification must be submitted. A copy of the necessary certification form can be found at <https://www.bja.gov/funding/BodyArmorMandatoryWearCert.pdf>. Fiscal agents and state agencies must keep signed certifications on file for any sub-recipients planning to utilize JAG funds for body armor purchases. This policy must be in place for at least all uniformed officers before any funding can be used by the agency for ballistic-resistant and stab-resistant body armor. Please note that a copy of the mandatory wear policy is not required to be submitted at the time of application; however this information may be requested by BJA post-award to ensure compliance. For more information, please refer to the BVP [mandatory wear FAQs](#).

Where can a copy of the certification related to body armor mandatory wear requirements be found?

A copy of the certification related to body armor mandatory wear requirements can be found at: <https://www.bja.gov/funding/BodyArmorMandatoryWearCert.pdf>.

If my agency decides post award that it wants to use JAG funding for the purchase of body armor, what is the process to submit a mandatory wear certification?

If your agency did not request and receive approval to use JAG funding for body armor at the time of application, a “Program Office Approval” Grant Adjustment Notice (GAN) must be submitted with an attached signed mandatory wear certification. The certification must be signed by the agency’s authorized representative making the purchase. For step by step instructions regarding how to submit a GAN please

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refer to the [GMS Computer-Based Training web page](#). Fiscal agents and state agencies must keep signed certifications on file for any sub-recipients planning to utilize JAG funds for body armor purchases.

***This requirement only pertains to FY 2012 and future funding.**

Is there any particular vest that a jurisdiction must purchase to meet the JAG requirements?

Yes. Vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov/>). In addition, vests purchased must be American-made. The latest NIJ standard information can be found at <http://www.nij.gov/topics/technology/body-armor/Pages/standards.aspx>

If an officer is injured and/or killed in line of duty and was NOT wearing a vest as required by policy, would the officer's survivors risk losing federal benefits?

No blanket policy or automatic disqualification shall be implemented regarding this policy and its effects on federal death, disability or educational benefits through the [Public Safety Officers' Benefits Program \(PSOB\)](#).

Can JAG funds be used to purchase body armor for fire fighters or Emergency Medical Service (EMS) personnel?

Yes, JAG funds can be used for these purchases.

Are body-worn cameras, data storage, and other related costs allowable expenses in the JAG program?

Yes, JAG funds can be utilized to purchase Body-Worn Cameras (BWC), data storage capacity and other related costs. Grantees utilizing JAG funds for this purpose should have a BWC policy in place or under development. For additional information on BWCs, **please refer to the [BWC Tool Kit](#)**.

Can JAG program funds be used as matching funds for the Body-Worn Camera Program?

No, JAG funds cannot be used as matching funds for the Body-Worn Camera (BWC) Program or any other Federal grant program; matching funds must be state or local funding. JAG funds can be used to leverage different components of BWC program funding (or other Federal program funding) but may not duplicate line item expenditures. For example, BWC program funds could be used to support policy development and training while JAG funds are used to purchase body-worn cameras and/or data storage capacity.

What is required to utilize JAG funds for Body-Worn Camera (BWC) purchases?

Grantees who wish to use JAG funds to purchase BWC equipment, or to implement or enhance BWC programs, must certify that they or the law enforcement agency receiving the BWC funding have policies and procedures in place related to equipment usage, data storage, privacy, victims, access, disclosure, training, etc. A copy of the required BWC certification can be found at: www.bja.gov/Funding/BodyWornCameraCert.pdf.

Any grantees that wish to use JAG funds for BWC related expenses who do not have BWC policies and procedures in place will have funds withheld until a certification is submitted and approved by BJA.

The [BWC Toolkit](#) provides model BWC policies, resources, and best practices to assist departments in implementing BWC programs.

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Can JAG funds be used to purchase FDA approved drugs such as Buprenorphine and Naloxone or to support Medication-Assisted Treatment (MAT) for addiction?

BJA allows the choice of three medication assisted treatments (naltrexone, methadone or buprenorphine) to be determined at the state, local and tribal level. All three medication assisted treatments, as well as naloxone, the overdose reversal drug, may be purchased with JAG funds. However, as always, any JAG Program expenditure must fall under at least one of the statutory JAG program areas and have a clear criminal justice nexus. For more information about law enforcement use of these types of drugs please refer to the Naloxone Toolkit available here: <https://www.bjatraining.org/tools/naloxone/Naloxone%2BBackground>

Can JAG funds be used for membership dues?

Yes, so long as the organizational membership is reasonably related to the programmatic purpose. Any use of JAG funds to support lobbying, however, is unallowable. JAG funds could go to pay for the non-lobbying-related portion of the membership fees.

Can JAG funds be used for GPS trackers for vulnerable populations?

Yes; however, potential applicants for this funding must work through their State Administering Agency and/or local police department to determine if funding is available within existing resources. Refer here for more information: <https://www.bja.gov/Funding/TrackingDeviceFunding.pdf>.

Do allowable Prosecution and Court Programs funded under JAG include Indigent Defense?

Yes, grantees may utilize JAG funds for a wide range of state, local, and/or tribal prosecution and court programs; including indigent defense.

Are there any restrictions on JAG funds being used for DNA testing?

Yes, if JAG program funds will be used for DNA testing:

- Any eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government lab.
- Profiles generated with JAG funds may not be entered into any non-government database without prior BJA approval.
- JAG funds cannot be used for DNA equipment if profiles are not accepted by CODIS

For more information, refer to the DNA Backlog Reduction Program: <http://nij.gov/topics/forensics/lab-operations/evidence-backlogs/Pages/backlog-reduction-program.aspx>.

Is there a cap on the amount of overtime pay for state and local law enforcement officers?

No; however, federal regulations do require that personnel compensation always be reasonable in light of the services rendered.

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Disparate Information:

My city is listed along with my county under the column “Joint Application (Disparate) Award Amount.” What does this mean?

If your jurisdiction is listed with another city or county government, you are in a funding disparity. The JAG statute requires that if a city qualifies for one-and-one-half times (150 percent) more funding or if multiple cities receive four times (400 percent) more funding than a qualifying county with concurrent jurisdiction, there is a funding disparity. In this situation, the units of local government must apply for an award with a single, joint application. For more information about the disparate allocation process, see the [Bureau of Justice Statistics Technical Report](#).

How do we determine which single unit of local government will be the fiscal agent responsible for applying for the disparate funds?

This is a decision to be made by the units of local government. Consider which local government is most capable of adhering to the financial and programmatic requirements according to federal guidelines governing expenditure, monitoring, and reporting for JAG funding.

How do we determine how to split the award in a disparate situation and what is the Memorandum of Understanding (MOU) Requirement?

The units of local government within a group of jurisdictions identified as disparate must agree upon an allocation process. BJA is not involved in this decision process. Disparate jurisdictions do not need to abide by the individual allocations listed on the website, which are provided for information only.

A JAG MOU, signed by each jurisdiction’s authorized representative (City/County highest ranking official or designee), is required from all disparate applicants, regardless of the manner in which funds will be used or distributed. As an example, the county would like to administer a drug court that would benefit all cities listed as disparate. The cities agree with this strategy, and the total allocation is awarded to the county. In this scenario, each city must be included in the JAG MOU, and indicate agreement that the county will receive the total allocation. The JAG MOU must certify that the city or county that does not receive funds: 1) recognizes the funds in question will be provided for a single project; 2) believes the proposed project will provide a direct local benefit to their city or county; and 3) agrees providing funding for a single project is in the best interest of their city/county.

When completing your application in GMS, upload the signed JAG MOU as an attachment to that application. If your JAG grant has already been awarded, fax or email the signed JAG MOU to your [State Policy Advisor](#). Funds from your JAG award will be withheld until the JAG MOU is received and approved by BJA. **A withholding special condition will be placed on an award restricting the draw-down of funds if a complete JAG MOU, as described above, has not been submitted at the time of application.**

Our jurisdiction will be submitting an application as the fiscal agent for our group of disparate jurisdictions. Do the Governing Body and Public Notice requirements apply to each disparate jurisdiction, or just the fiscal agent?

The governing body and public comment requirements apply to the applicant. Each unit of local government must abide by state/local policies and procedures, but the requirements under JAG apply to the applicant.

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Does the disclosure of pending applications requirement apply to each disparate jurisdiction, or just the fiscal agent?

For disparate jurisdictions, **all** agencies that will receive JAG funds are required to submit a disclosure of pending applications. The only exception is agencies that choose not to receive any JAG funds, and state so on the signed memorandum of understanding (MOU). If there are multiple agencies in the disparate, and none have any identical items to disclose, the standard language can be included in the MOU. This information can also be submitted separately from the MOU, but must be part of the JAG application. If all disclosures are not attached to your application, BJA will add a special condition to the award that will withhold grant funds until this requirement has been met, BJA has completed its review of the information submitted, and the recipient has made any adjustments necessary to eliminate inappropriate duplication.

Reporting and Special Condition Requirements:

What are the specific reporting requirements once a JAG grant is awarded?

All JAG grantees must follow the reporting guidance found within the [JAG Reporting Requirements document](#).

FFR and PMT Reports are due 30-days after the end of each reporting cycle. On an annual basis, the PMT report must be uploaded as an attachment to the programmatic report in GMS.

For additional information regarding JAG Program reporting requirements, please refer to the [JAG Program solicitations](#).

Do the revised JAG Accountability measures apply to my JAG award?

For Fiscal Year (FY) 2014 and prior you will continue to use the previous version of the JAG accountability measures found here: <https://www.bjaperformancetools.org/help/JAGMeasuresQuestionnaire.pdf>

For FY 2015 and forward you will use the newly revised measures found here: <https://www.bjaperformancetools.org/help/jagdocs.html>

Where can I access training on the revised JAG accountability measures?

Training and information on the revised JAG accountability measures can be found here: <https://www.bjaperformancetools.org/help/JAGTraining.html>

Do all law enforcement agencies have to report on training information or is it just those who use funding for training?

Yes, all law enforcement agencies are required to respond to the new law enforcement training questions that have been added to the performance measurement tool (PMT), not just agencies receiving funding for training. These new questions pertain to officer training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. Any grantees that fail to submit this data will have their grant funds frozen.

What is the process for updating contact information related to my grant award?

All JAG awards made during FY 2010 and beyond will have the following special condition attached: "Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and

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Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.”

A Grant Adjustment Notice (GAN) must be submitted in GMS to document any change in Point of Contact (POC), Financial Point of Contact (FPOC) or Authorized Representative. Step by step instructions for submitting a GAN are available at [GMS Computer-Based Training web page](#). If the FPOC has changed, step by step instructions on updating this can be found at www.ojp.usdoj.gov/training/pdfs/gms_userguide.pdf.

Does BJA have additional information on the Task Force Training Special Condition?

When a task force is supported in whole or in part by BJA funding, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, is required to complete the online (internet-based) task force training. This training must be completed within 120 days of award acceptance. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. This information may be requested by BJA post-award to ensure compliance. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

What is the Federal Funding Accountability and Transparency Act (FFATA) of 2006 and how does it affect JAG recipients?

Consistent with the FFATA, all direct award recipients of \$25,000 or more in JAG funding, made after FY 11, will be required to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier sub-recipients. Reports regarding sub-awards must be made through the FFATA Sub-award Reporting System (FSRS), found at www.fsrs.gov/.

The prime recipient will have until the end of the month plus one additional month after an award or sub-award is obligated to fulfill the reporting requirement. For example, if a sub-award is made on October 15, 2014, the prime recipient has until November 30, 2014 to report the sub-award information. Additional FFATA FAQs can be found at <https://www.fsrs.gov/#a-faqs>.

Award Administration:

How will I be notified when my award is made?

When an award is ready for acceptance by a grantee, an automated email is sent out by [the OJP Grants Management System \(GMS\)](#) notifying the Point of Contact and Authorized Representatives listed on an application that an award is available to be accepted in [GMS](#). Because of this, it is critical that contact information entered into grant applications is accurate.

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Now that I received my JAG award acceptance notification email, are there any written post-award instructions related to award acceptance and/or declination?

Yes. The online Office of Justice Programs (OJP) [Post-Award Instructions](#) includes detailed guidance. If your jurisdiction does not intend to utilize the JAG award, please contact your [State Policy Advisor](#) (SPA) immediately. A declination statement on letterhead must be sent to your assigned SPA via email, fax, or mail. The declination statement must be signed by the Authorized Representative from the legal entity (City, County, or Tribe). If you are part of a disparate jurisdiction, the Authorized Representative for each jurisdiction in the group must sign the declination letter as well. A JAG award cannot be marked as declined until this letter is received by BJA.

How do I receive my JAG award payments?

Payment requests are made through the Grant Payment Request System (GPRS). Once you request a payment, funds are electronically deposited to your bank account. You must have an up-to-date Automated Clearing House (ACH) banking form on file with the Office of the Chief Financial Officer prior to attempting to access funds. Please see Step 5 Accessing Payment in the OJP [Post Award Instructions](#) for step-by-step guidance.

Up front draw down of all funds is allowable under the JAG Program. However, the OJP Grant Payment Request System (GPRS) may not allow you to complete the draw down in one transaction. If GPRS denies your draw down request and there are no withholding special conditions or holds on your award funds, attempt to draw down in two separate transactions. If you still encounter issues, contact the Office of the Chief Financial Officer Customer Service at 1-800-458-0786.

Are JAG funds that are drawn down fully up front required to be deposited into a trust fund account?

Yes. Per the JAG legislation, “a State or unit of local government shall establish a trust fund in which to deposit amounts.” The trust fund may be interest or non-interest bearing. For assistance with trust funds, please contact the Office of the Chief Financial Officer’s Customer Service Center at 1-800-458-0786 (option 2). This also applies to any sub-recipients that receive JAG funds from a fiscal agent. **The trust fund requirement does not apply if a state or unit of local government chooses to draw down funds on a reimbursement basis rather than draw down the full amount up front.**

What are the obligation and expenditure rules under JAG?

All JAG funds, including interest earned, must be obligated by the award end date and liquidated no later than **90 days** thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.

Is the State Administering Agency (SAA) required to have a strategic plan in place, and does this plan have to be attached with the State JAG application?

States and Territories are strongly encouraged to use JAG funding in support of their existing statewide strategic plan, and should attach a current version of your state’s strategic plan with this application. If such a plan does not now exist, states/territories should develop and undertake a strategic planning process, using a community engagement model, in order to guide spending under this and future Fiscal Year allocations.

At a minimum, the program narrative should describe the state's strategic planning process that guides its priorities and funding strategy. This should include a description of how local communities are engaged in the planning process and the data and analysis utilized to support the plan; it should identify the

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stakeholders currently participating in the strategic planning process, the gaps in the state's needed resources for criminal justice purposes, and how JAG funds will be coordinated with state and related justice funds. **If applicable, a current version of your state's strategic plan should be attached with the State JAG application.**

Beginning in FY 2014, BJA posted each state's strategic plan on the BJA web site in order to promote transparency in each state's spending priorities, the process by which funding decisions are made, and which stakeholders are involved. If you do not have a strategic plan, BJA will use the program narrative that is submitted with your application. As BJA's web site is publicly available, please ensure that law-enforcement sensitive material is removed prior to submission.

For information regarding training and technical assistance provided through BJA please visit the National Training and Technical Assistance Center at: <https://www.bjatrainning.org/>. For assistance or to learn more about developing a strategic plan for your state, including identifying the stakeholders, gathering and analyzing data and drafting actual plans, you may contact the National Criminal Justice Association at: <http://www.ncja.org/>.

If our State Administering Agency (SAA) intends to request a pass-through waiver which requires BJA certification, what is the process?

1. Variable Pass-Through (VPT) waiver requests:

If, at the time of application, an SAA wishes to fund a project that will be administered by the state but be counted as variable pass-through for JAG purposes, it may do so if the project will directly benefit a unit(s) of local government and each local jurisdiction to benefit voluntarily signs a waiver. This waiver must certify that the local jurisdiction: (1) recognizes that the funds in question are set aside for local government use; (2) believes that the proposed project will provide a direct local benefit; and, (3) agrees that funding the project at the state level is in the best interests of the unit of local government. To request a waiver, an SAA must attach a formal request on agency letterhead to the application in GMS. This request must detail how funds will be used to serve the local jurisdictions, demonstrate that the local jurisdictions have agreed and signed on to the reduced pass through amount, and be signed by an authorized representative.

If, after an award has been made, an SAA wishes to fund a project that will be administered by the state but be counted as variable pass-through for JAG purposes, it may do so if the project will directly benefit a unit(s) of local government and each local jurisdiction to benefit voluntarily signs a waiver. To request a waiver, an SAA must submit a "Program Office Approval" Grant Adjustment Notice (GAN) in the Grants Management System (GMS) and attach a formal request on agency letterhead. This request must detail how funds will be used to serve the local jurisdictions, demonstrate that the local jurisdictions have agreed and signed on to the reduced pass through amount, and be signed by an authorized representative.

2. Less than \$10,000 allocation waiver requests:

If, at the time of application, an SAA wishes to fund a project that will be administered by the state but be counted as less than \$10,000 pass-through for JAG purposes, it may do so if the project will directly benefit a unit(s) of local government that is not eligible for direct JAG funding, and if each ineligible local jurisdiction to benefit voluntarily signs a waiver. This waiver must certify that the local jurisdiction: (1) recognizes that the funds in question are set aside for local government use; (2) believes that the proposed project will provide a direct local benefit; and, (3) agrees that funding the project at the state level is in the best interests of the unit of local government. To request a waiver, an SAA must attach a formal request on agency letterhead to the application in GMS. This request must detail how funds will be used to serve the local jurisdictions, demonstrate that the

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local agencies have agreed and signed on to the reduced pass through amount, and be signed by an authorized representative.

If, after an award has been made, an SAA wishes to fund a project that will be administered by the state but be counted as less than \$10,000 pass-through for JAG purposes, it may do so if the project will directly benefit a unit(s) of local government that is not eligible for direct JAG funding, and if each local jurisdiction to benefit voluntarily signs a waiver. To request a waiver, an SAA must submit a "Program Office Approval" Grant Adjustment Notice (GAN) in the Grants Management System (GMS) and attach a formal request on agency letterhead. This request must detail how funds will be used to serve the local jurisdictions, demonstrate that the local agencies have agreed and signed on to the reduced pass through amount, and be signed by an authorized representative.

What is the process for modifying budgets under JAG?

If your agency would like to modify its JAG budget, email your [State Policy Advisor](#) with the details of all requested changes. If a change in project scope is not occurring, email approval is sufficient. If there is a change in project scope, a Change Project Scope GAN must be submitted. Supporting justification that indicates the reason the modification is requested, as well as a breakdown of all new costs and a narrative supporting those costs, should be attached. You must be current on the reporting requirements in order for the GAN to be approved. For step by step instructions on submitting a GAN, please refer to the [GMS Computer-Based Training web page](#).

Can my JAG award be closed prior to its end date and what are the advantages?

Yes, JAG awards may be closed as soon as all funds have been obligated and all project activities have concluded. A final Federal financial report (FFR) and programmatic report must be submitted in GMS in order to begin the closeout process. In addition, a final performance measurement tool (PMT) report must be completed and uploaded as an attachment to the final programmatic report in GMS. Step by step closeout instructions can be found here: [GMS Computer-Based Training web page](#). The early closure of JAG awards helps demonstrate the effectiveness/impact of JAG funding, and saves time for grantees since no additional reports are required after closeout.

What is the JAG Showcase and how can I submit a JAG success story to BJA?

The [JAG Showcase](#) was designed to identify and highlight JAG projects that have demonstrated success or shown promise in reducing crime, positively impacting communities, etc. BJA has now expanded the concept of the JAG Showcase to other BJA funded grant programs and created a new [BJA Success Story web page](#). This page will be a valuable resource for state, localities, territories, tribes and criminal justice professionals in the field who seek to identify and learn about JAG and other successful BJA funded projects linked to innovation, crime reduction, evidence based practices, etc. Additionally, successful projects posted here may be utilized in BJA's Annual Report to Congress or other important documents.

If you have a JAG Success Story you would like to submit, sign in to your [My BJA account](#) to access the Success Story Submission form. If you do not yet have a [My BJA account](#), please [register](#). Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new [BJA Success Story web page](#).



City of Homer

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Memorandum

TO: POLICE STATION BUILDING TASK FORCE

FROM: RENEE KRAUSE, CMC, DEPUTY CITY CLERK I

DATE: APRIL 26, 2017

SUBJECT: CONDUCTING A MEETING, APPLYING ROBERTS RULES AND PROVIDING REPORTS TO CITY COUNCIL

I wanted to provide the Task Force with some guidelines on conducting the meetings; since this is only a temporary advisory body established by the City Council to address the Police Station Building project some of the more formal rules are relaxed.

I am not just the Clerk assigned to this Task Force to take the minutes of the meeting and assist in parliamentary procedure, I will also act as staff to the Task Force and as such the members can request information related to the specific tasks as outlined by the Council.

This however does not preclude the members of this task force from providing information that they come across or research that they feel would be beneficial for the Task Force as a whole to review and consider.

Since the Task Force is an advisory body formed by the City Council to assist them with this project there are certain established protocols and procedures that must be followed in order for the City and this Task Force to remain in compliance with city, state and federal regulations.

I have provided a document outlining the application of Robert's Rules and making motions on items that the Task Force will take action or make recommendation on.

Also an outline regarding the agenda topics and how they are applied in conducting the meeting. Most of the work is on the Chair.

Also there is a section of the City Council meetings that allow Committees to provide a report to Council. The person attending the meeting that speaks on behalf of the Task Force will be speaking or reporting on behalf of the entire Task Force. This should contain a summary of actions agreed to or motioned by the Task Force not what individual members have done.

If you have any questions regarding the following pages or how to implement the processes please feel free to ask questions.

CALL TO ORDER – Chair will call the meeting to order at 4:00 p.m. or time specified in the notice

APPROVAL OF THE AGENDA – Chair will request a motion to approve the agenda.

A member of the Task Force must state (using the microphone) – “I move to approve the agenda” or some similar statement. If there is an item that is farther down on the agenda that a member would like to address sooner a motion to this effect “ I move to amend the agenda to address/move item XX under (Pending/New Business or Informational Materials) to _____.

A second is required.

Chair will restate the motion if it is to amend the agenda, otherwise the Chair will ask if there is any opposition to approving the agenda. If there is no comment from the members present the Chair will state for the record that the agenda is approved.

PUBLIC COMMENTS UPON MATTERS ALREADY ON THE AGENDA

The Chair will next invite members of the audience to come forward to comment on items on the agenda, please sign in and state your name for the record. The chair will also note that they have 3 minutes. (The Clerk will start the timer upon them speaking)

When it comes to comments from the Audience the Chair is to dissuade commentary called out from the audience proper. The Chair will note the proper time on the agenda for comments or invite the person up to speak on the record. (This includes Council members)

VISITORS – This section is for people who have been invited by staff or the Task Force to speak and/or provide a presentation on a particular subject of interest to the advisory body. They will usually have 10 minutes and an additional 10 minutes for Q & A.

Prior approval of the Chair is normally arranged or the Chair is notified by staff is someone is invited to speak.

APPROVAL OF THE MINUTES – Chair will request a motion to approve the minutes of the (date) meeting. A Motion to Approve with a second is required.

If there are spelling or grammar errors these should be brought to the Clerk’s attention prior to the meeting. Please note the minutes are not verbatim, they represent the context and summary of what the speaker expressed.

REPORTS – This section is where staff can provide the Task Force updates on the progress of actions or tasks requesting additional information, the project in general or steps taken by the Architect or contractor.

PUBLIC HEARINGS – Items under this are usually actions or recommendations that are deemed important and to garner additional public input. The Task Force could decide to hold Public Hearings on the proposed recommendations prior to sending them to Council just to provide additional opportunity for the Public to comment on their recommendations. It is not required though.

PENDING BUSINESS – These items are unfinished business items from the previous meeting or a prior meeting that was carried over. This can include requested information provided by Staff.

The Chair will introduce each item by reading of the title such as “Next item on the agenda, is Memorandum from Chief Robl dated April 24, 2017 regarding Space needs? Chief Robl would you like to add any additional information to what you presented” if he has none then the following could be asked, “ Are there any questions for the Chief regarding the information he has provided” “Does the Task Force have any comments regarding the information provided?”

The Chair will limit the task force commentary to the topic on the agenda that they are currently addressing. This allows for easier tracking by the public and minutes by the clerk.

Typically comments are limited to two turns to speak/respond by each member on the motion, recommendation, comment or question to facilitate the meeting time.

NEW BUSINESS – The items under here are the topics that the Task Force requested placed on the agenda for review discussion and usually results in action such as a motion to adopt/approve and include in recommendation to Council.

(Any member of the Task Force can request an item to be on the agenda. The agenda is final approved by the Chair on the Wednesday before the scheduled meeting.)

Chair will bring forward each item on the agenda by reading the title into the record as previously noted under pending Business. If no additional information has been provided by Staff the Chair can request comments or questions from the Task Force.

INFORMATIONAL MATERIALS – Just as it is named any materials submitted by Staff or the Task Force that are not related to a Pending or New Business item will be placed here. These are normally items of general information that may be pertinent to the Task Force discussion or informative in any manner.

COMMENTS OF THE AUDIENCE – Chair will invite the members of the audience to comment on any topic they have related to the project at hand. They will again be limited to 3 minutes.

COMMENTS OF THE STAFF OR CONSULTANTS – The Chair will ask if there are any comments from Staff present or the consultants who may be telephonic there is no time limit.

COMMENTS OF THE TASK FORCE MEMBERS – Chair will ask if member if they have any comments.

After the comments the Chair will state the next meeting day and time into the record and call the meeting adjourned noting the time.

UNDERSTANDING PARLIAMENTARY PROCEDURE

- Quorum
- Agenda
- Processing a Motion
- Precedence of Motions
- Meaning of Votes
- Script of a Motion
- Rules for a Small Committee/Board
- Basic Characteristics of a Motion

QUORUM

The number of voting members who must be present for business to be transacted legally.

AGENDA

The following is the agenda for organizations that are governed by *Robert's Rules of Order Newly Revised*:

- I.* Approval of minutes
- II.* Reports of:
 - A.* Officers
 - B.* Boards
 - C.* Standing Committees
 - D.* Special Committees (select, ad hoc, task force, etc.)
- III.* Special Orders (orders from the governing documents)
- IV.* Unfinished Business (*not* old business)
- V.* New Business

PROCESSING A MOTION

1. *A Member Makes a Motion*

- a. The member words the motion properly: I move that (followed by specific statement of proposed action)
- b. The member who made the motion has the first right to speak on the motion
- c. The member who made the motion can not speak against the motion, but may vote against it
- d. The presiding officer has the right to request that the motion be in writing, unless the rules indicate otherwise. NCR paper on hand at each meeting will aid in this process

2. *Another Member Seconds the Motion*

- a. Motion that comes from a committee does not need a second
- b. In seconding a motion, a person may only be agreeing that the issue should be discussed and decided upon
- c. If there is no second, the presiding officer tells the assembly that the motion dies for lack of a second

3. *The Chair States the Motion, Therefore Formally Placing It Before the Assembly*

- a. Do not overlook this step. It is crucial because:
 - i. At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present
 - ii. After this step, the motion belongs to the body, not an individual
- b. Proper restatement of the motion by the presiding officer:
 - i. Helps make sure everyone has heard the motion, exactly as it was proposed, and
 - ii. Helps keep everyone on target as to the exact wording of the motion to be debated
- c. If the presiding officer is unclear about the exact wording, there are two places the presiding officer can go to for assistance:
 - i. Use the NCR copy of the motion paper provided by the maker of the motion
 - ii. Ask the secretary to read the motion

4. *The Members Debate the Motion*

- a. During this time the motion is
 - i. considered pending and
 - ii. can have secondary motions applied to it
- b. Assignment of the floor: While a motion is open to debate, the first person to rise and address the chair shall be assigned the floor by the chair. Cases where the floor should be assigned to a person who may not have been the first to rise and address the chair are:
 - i. If the member who made the motion has not yet spoken on the question,
 - ii. When the person seeking the floor has not already spoken on the same motion on the same day; and
 - iii. In cases where the chair knows the opinions of the persons seeking the floor, then the assignment should alternate between those favoring and those opposing the question

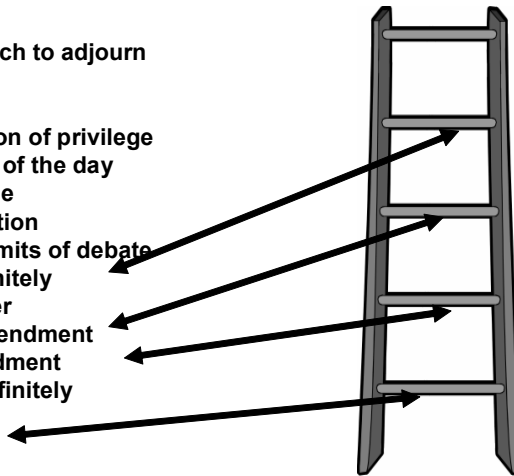
- c. During debate, there are some motions that are improperly used. If that occurs, assist the maker of the motion to help make it a proper motion.
 - i. "I move to table this motion until . . ."
 - (1) Can not table until a specific time. The intent is probably the motion to Postpone Definitely.
 - (2) Differences between Postpone Definitely and Table:
 - (a) Table is not debatable, Postpone Definitely is debatable.
 - (b) Table must be brought back by a motion to Take from the Table. Postpone Definitely **automatically** comes up when the time of postponement arrives.
 - (3) If the member uses this terminology, simply treat the motion as a motion to Postpone Definitely.
 - (a) Member: "I move to table this motion until next weeks meeting"
 - (b) Another Member: "Second"
 - (c) Presiding Officer: "It has been moved and seconded that we postpone this motion until next weeks meeting. Is there any discussion."
 - ii. "I move to table this motion so that we can kill this issue."
 - (1) Presiding Officer should rule this motion out of order and then suggest that the proper motion is to Postpone Indefinitely.
 - (2) Differences between Table and Postpone Indefinitely:
 - (a) Table is not debatable. Postpone Indefinitely is debatable.
 - (b) The motion to Postpone Indefinitely prevents the issue from coming up again at this meeting. The motion to Table does not.
 - iii. "I call the question" or "Question"
 - (1) These are two versions of the same motion. The intent of this motion is to close debate on this motion and move immediately to the vote.
 - (2) If the motion is to "Call the Question on this and all pending questions" then the effect is to close debate and require movement to the vote on the pending motion and all other pending motions. (E.g. On the amendment and on the main motion.)
 - (3) The member may not simply yell out this motion. Like all other motions, the maker must wait to be recognized.
 - (4) This motion must go through all of the steps of a motion with the following uniqueness:
 - (a) It is not debatable
 - (b) Because it takes rights away from the members, it requires a two-thirds vote.
- d. Debate must be limited to the specific motion that is pending.
 - i. The specific aspects covered in the motion are open to debate, not the whole subject area.
 - ii. If the members begin wondering away from the subject area, a nice way to bring them back on task is: "Is there any further discussion on [specifically state the subject]?"

5. ***The Chair Puts the Question to a Vote***
- This should include restatement of the motion to be voted on. This restatement serves as a reminder of what the membership is voting on
 - Even in obvious votes, the presiding officer should call for votes for and votes against the motion. The only exception here is with courtesy resolutions (e.g. the resolutions at the end of the convention that thank everyone who worked on the convention.)
 - If the presiding officer requests that those voting in favor of the motion indicate with an affirmative response, the presiding officer should not call for negative votes with a call for "same sign." E.g. "All those in favor say 'aye', those opposed, same sign."
 - The presiding officer should be very comfortable with being able to determine the results of the vote. If in doubt, it is the duty of the chair to verify the vote beyond reasonable doubt, and to the satisfaction of the members
6. ***The Chair Announces the Results of the Vote***
- The content of a complete announcement of the results of the vote includes:
- Announcement of which side has the necessary votes, and is thus the prevailing side. In a counted vote, the presiding officer should first give the count before announcing the prevailing side
 - Declaration as to whether the motion is adopted or lost
 - A statement indicating the effect of the vote
 - Where applicable, announcement of the next item of business

PRECEDENCE OF MOTIONS

PRECEDENCE OF MOTION

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone definitely
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion



MEANING OF VOTES

Majority – More than half of the votes cast

Two Thirds – Two times the number of yes votes as no votes

Plurality – A method of voting in which the candidate or proposition receiving the largest number of votes is elected or selected.

Abstain – To refrain from voting

VOTING EXAMPLE		
1,000 members in the organization 100 members present 90 members vote		
Vote	Majority	Two Thirds
Of the members present	51	67
Of the entire membership	501	667
Of the members present and voting	46	60

Presiding officer votes: In all other methods of voting other than a ballot vote, the chair only votes when his or her vote affects the results. Numerical examples would help here.

VOTE REQUIRED	YES VOTES	NO VOTES	PRESIDING OFFICER VOTE	
			YES	NO
Majority	13	13	Yes – affects results	No - fail without vote
Majority	14	13	No – pass without vote	Yes – affects results
Two Thirds	9	5	Yes – affects results	No - fail without vote
Two Thirds	10	5	No - pass without vote	Yes – affects results

SCRIPT OF A MOTION

MEMBER: I move that . . .

CHAIR: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

MEMBER: I second the motion

CHAIR: It is moved and seconded that... Is there any discussion? [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

MEMBERS: Discussion occurs [It is during this time that a motion is considered pending and secondary motions may be applied to it.]

CHAIR: Is there any further discussion? Are you ready for the question? [Pause]
The question is on the adoption of the motion to [clearly restate the motion]

VOICE VOTE:

All those in favor, say aye. [Pause for response]

All those opposed, say no. [If the chair is in doubt of the results of a voice vote, then the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a counted vote.]

RISING VOTE:

Those in favor of the motion, please stand. [Pause] Please be seated. Those opposed to the motion, please stand. [Pause] Please be seated

SHOW OF HANDS VOTE:

All those in favor of the motion, please raise your right hand. [Pause]

Please lower your hand. Thank you. Those opposed to the motion, please raise your right hand. [Pause] Please lower your hand. Thank you

BALLOT VOTE:

Please mark your ballots clearly, fold them one time, and hand them directly to a teller

ROLL CALL VOTE:

The clerk will now call the roll

CHAIR: ***ANNOUNCEMENT OF VOTING RESULTS:***

UNCOUNTED VOICE, RISING OR SHOW OF HANDS VOTE: The affirmative has it, the motion is adopted, we will [state the effect of the vote] and the next business in order is . . .

OR

The negative has it, the motion is defeated and [state the effect of the motion]

COUNTED MAJORITY VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a majority in the affirmative and the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a majority in the affirmative and the motion is defeated [state the effect of the vote] and the next business in order is . . .

COUNTED TWO-THIRDS VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a two-thirds vote in the affirmative and the motion is adopted. We will (Give the effect of the vote) and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a two-thirds vote in the affirmative and the motion is defeated (state the effect of the vote]

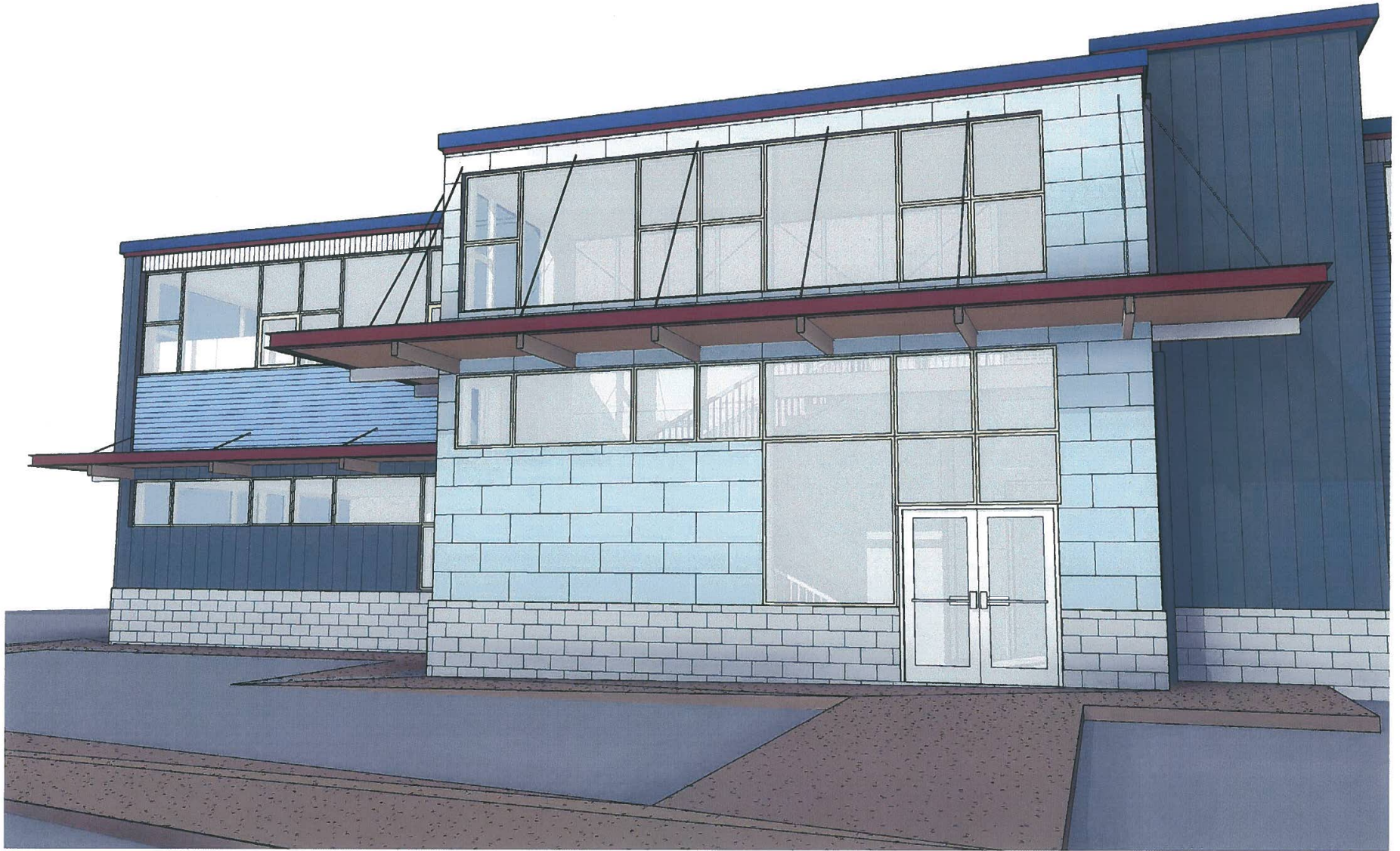
CHAIR: The next business in order is . . .

RULES FOR A SMALL BOARD/COMMITTEE – no more than 12 members present

- It's not necessary to rise in order to make a motion or when seeking recognition by the chair, raising the hand is adequate
- There is no limit on the number of times a person may speak
- The presiding officer does not have to leave the chair when making a motion or when participating in debate
- Motions to close or limit debate are in order in a board meeting, but not in order in a meeting of a committee
- Motions do not need to be seconded
- Rules that apply only to committees, of any size, except executive committee which follows the rules of a board:
 - A motion can be reconsidered, regardless of when the motion was made
 - A motion can be reconsidered by anyone who did not vote on the losing side (so a member who was not present can move to reconsider, as can a member who abstained)
 - If the motion to reconsider is made at a later meeting, it requires a two-thirds vote without notice, or a majority vote if all committee members who voted with the prevailing side are present or have been notified”

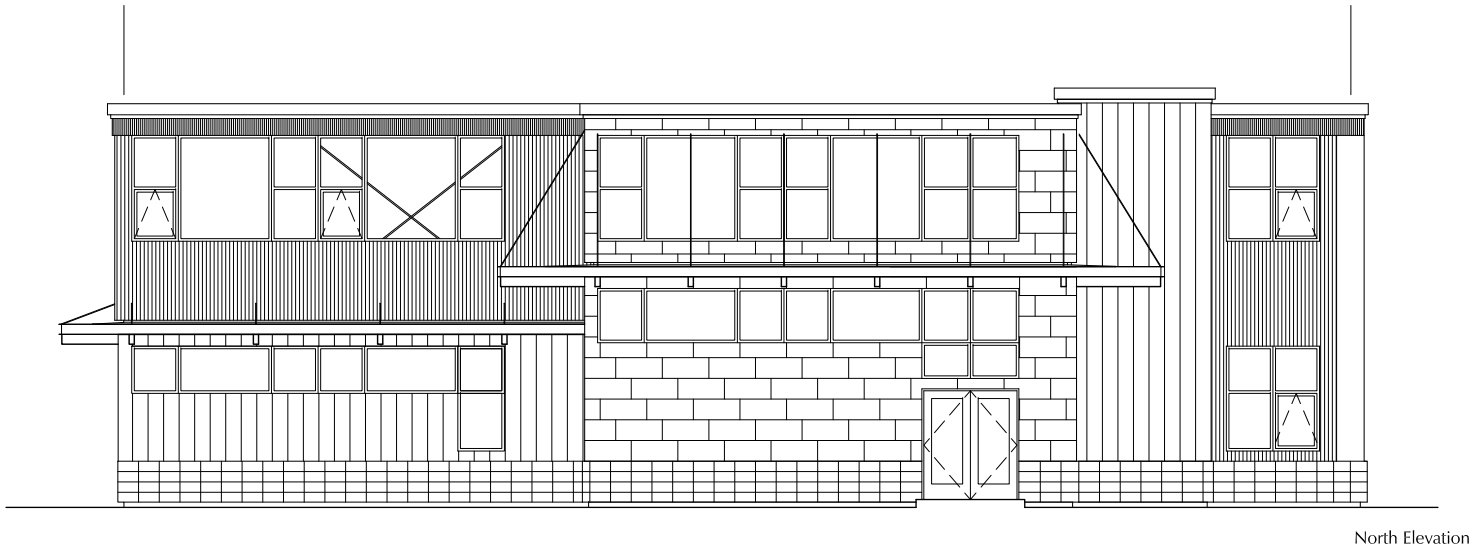
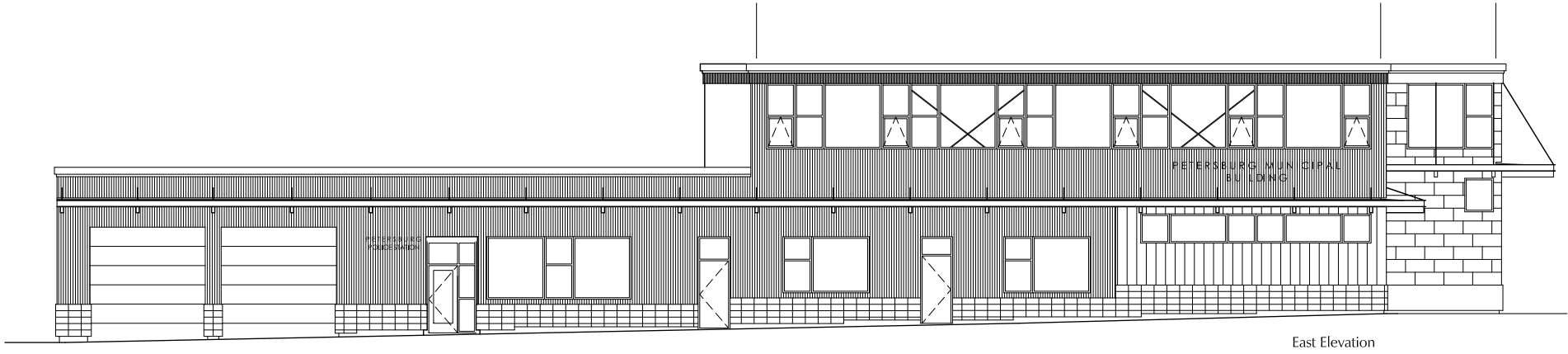


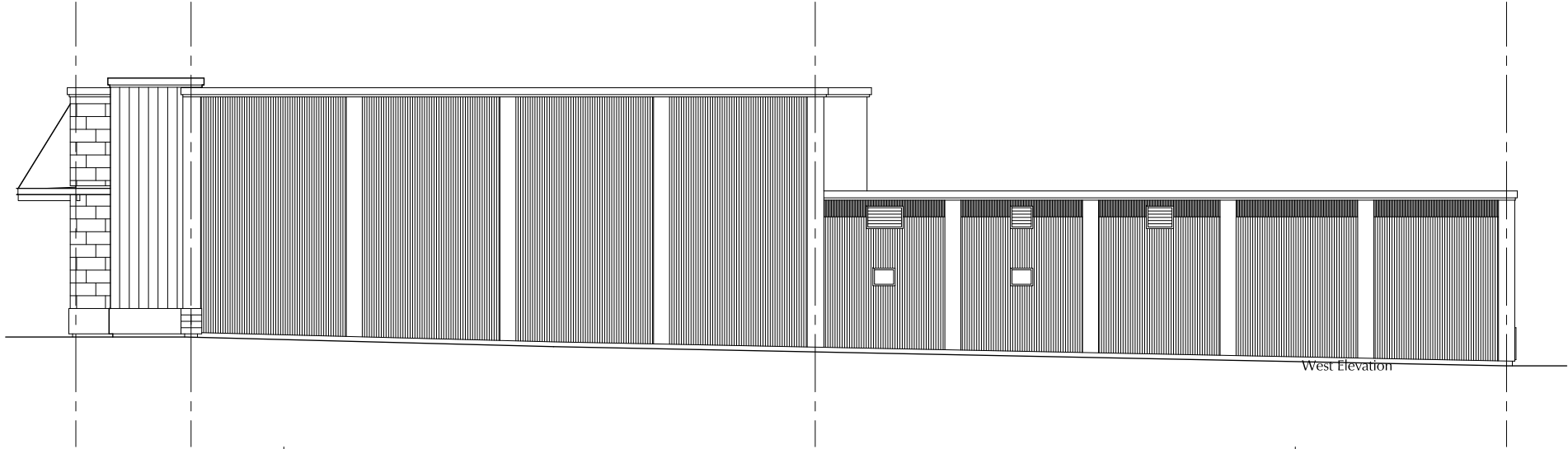
Petersburg Municipal Building Renovation
NE Corner



Petersburg Municipal Building Renovation
Front Entry



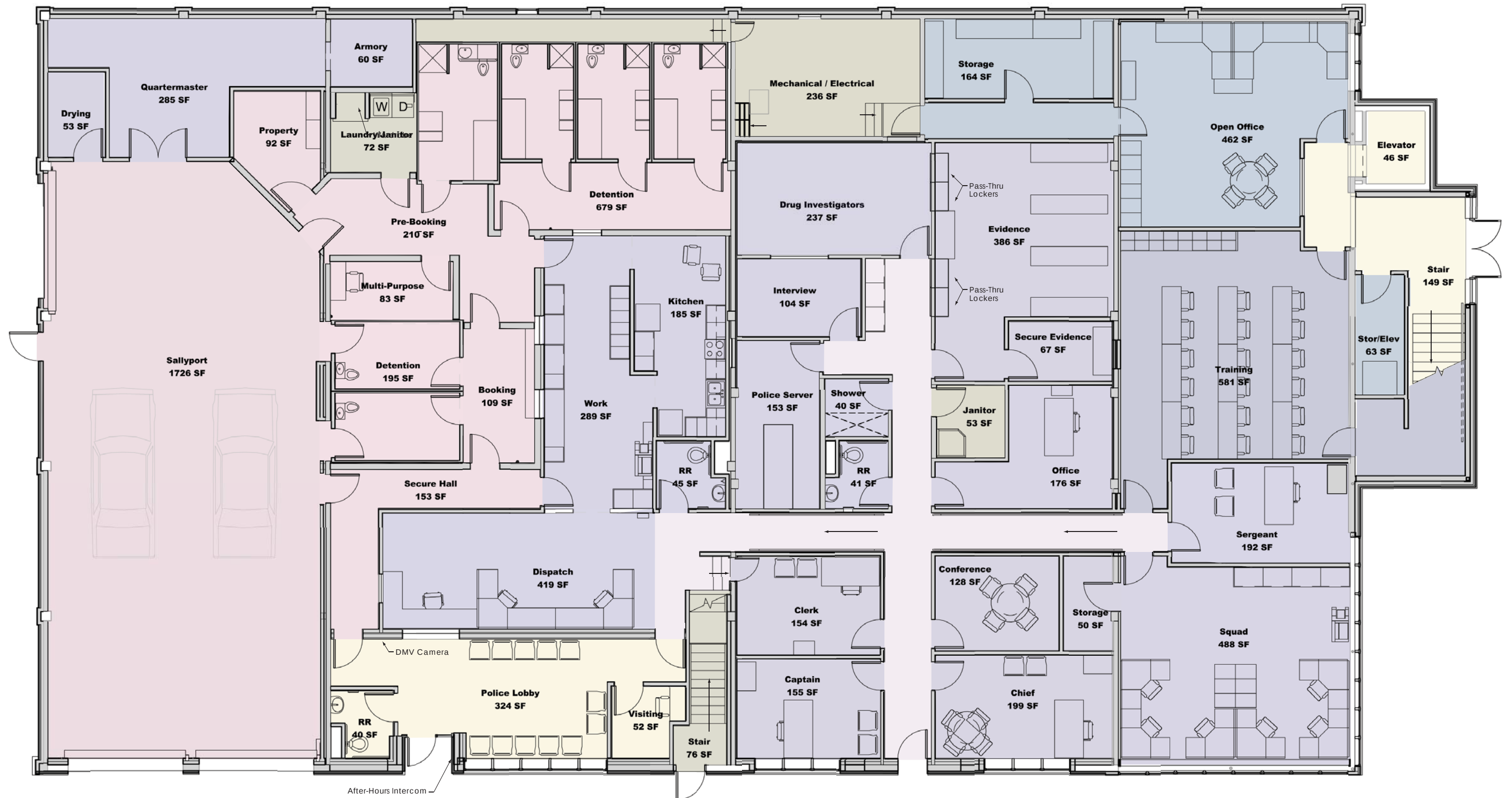




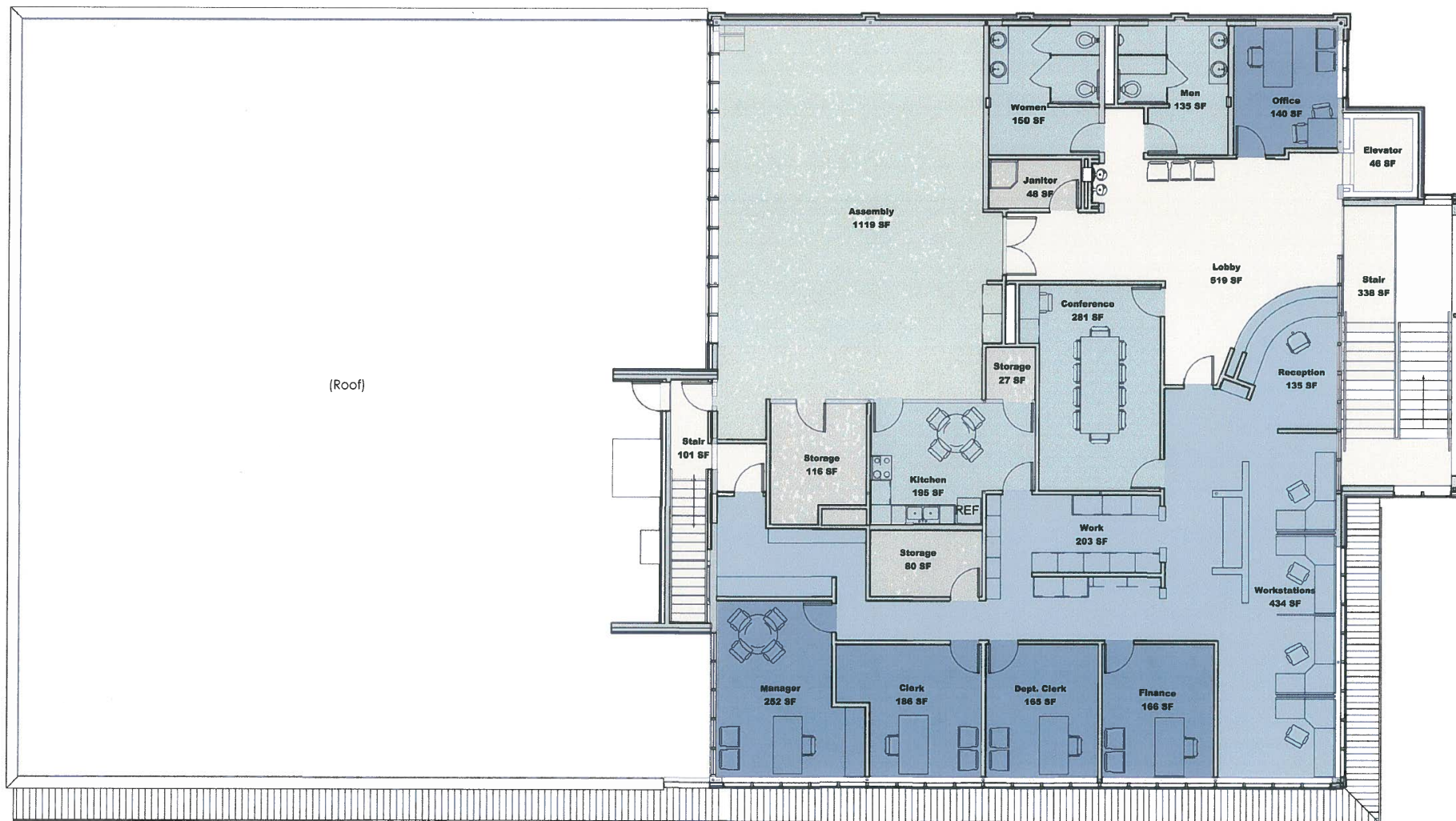
West Elevation



South Elevation







(Roof)



**Petersburg Borough, Alaska
RESOLUTION #2016-24**

**A RESOLUTION AUTHORIZING THE BOROUGH TO CONTRACT FOR FURNITURE,
FIXTURES AND EQUIPMENT (FF&E) WITH THINK OFFICE LLC FOR PURPOSES
OF THE MUNICIPAL BUILDING AND POLICE STATION RENOVATION PROJECT
AND TO AUTHORIZE THE BOROUGH MANAGER TO APPROVE THE BUDGETED
PURCHASES**

WHEREAS, the Petersburg Borough advertised a Request For Proposal seeking qualified vendors to furnish and install open workstations, office furniture, and lobby furniture for the Petersburg Municipal /Police Building; and

WHEREAS, a committee was formed that evaluated vendors on a point basis, taking into consideration Capability and Experience, Work Plan, Qualifications, and Value Proposal; and

WHEREAS, two vendors submitted proposals, Think Office LLC and Capital Office, both Alaska vendors; and

WHEREAS, Think Office LLC was the apparent high-point responsive proposer with 199 points versus Capital Office at 191 points; and

WHEREAS, being a government entity, the Petersburg Borough qualifies for discounted pricing from various furniture manufacturers utilized by Think Office LLC, which maximizes value to the Borough; and

WHEREAS, the Borough budgeted up to \$250,000 in FF&E for the facility; and

WHEREAS, the Borough Manager approved \$30,000 previously for the custom dais that takes additional time to acquire; and

WHEREAS, Think Office LLC has submitted a proposal to supply the FF&E for a total cost of \$203,160 (\$165,681 for FF&E, \$17,554 for shipping and handling, and \$19,925 for installation).

THEREFORE BE IT RESOLVED THAT the Petersburg Borough Manager is authorized to contract with Think Office LLC and approve their proposal to supply FF&E for the Municipal Building and Police Station Renovation Project for the total amount of \$203,160.

Passed and Approved by the Petersburg Borough Assembly on November 7, 2016.

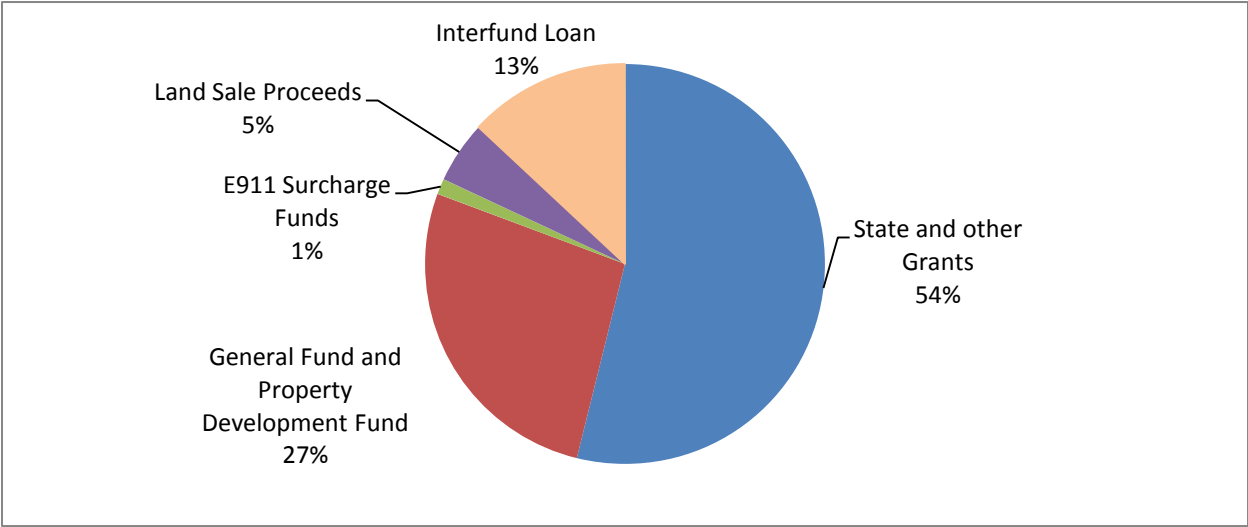
ATTEST:

Mark Jensen, Mayor

Debra K. Thompson, Borough Clerk

***Proposed Funding for Municipal / Police Building Renovation
Project Funding Proposal***

<i>State and Other Grants</i>	<i>\$ 5,372,203</i>
<i>General Fund and Property Development Fund</i>	<i>\$ 2,675,730</i>
<i>E911 Surcharge Funds</i>	<i>\$ 125,000</i>
<i>Land Sale Proceeds</i>	<i>\$ 500,000</i>
<i>Interfund Loan from the Electric Fund</i>	<i>\$ 1,300,000</i>
<i>Total</i>	<i>\$9,972,933</i>



City Of Homer
2017 Operating Budget

0114 HERC Building				Adopted	Amended	Draft	Δ %	
A/C Num.	Expenditure Categories & Descriptions	12/31/14 Actual	12/31/15 Actual	12/31/16 Budget	12/31/16 Budget	12/31/17 Budget	vs. Prior Yr Amended	
							\$	%
<u>Salaries and Benefits</u>								
5101	Salary and Wages	0	0	0	0	-	0	0.0%
5102	Fringe Benefits	0	0	0	0	-	0	0.0%
5103	Part-time Wages	0	0	0	0	-	0	0.0%
5104	Part-time Benefits	0	0	0	0	-	0	0.0%
5105	Overtime	0	0	0	0	-	0	0.0%
5107	Part-time Overtime	0	0	0	0	-	0	0.0%
5108	Unemployment Benefits	0	0	0	0		0	0.0%
5112	PERS Relief	0	0	0	0		0	0.0%
	Total Salaries and Benefits	0	0	0	0	0	0	0.0%
<u>Maintenance and Operations</u>								
5202	Operating Supplies	0	0	0	0		0	0.0%
5203	Fuel and Lube	23,748	23,376	32,000	32,000	21,000	(11,000)	-34.4%
5208	Equipment Maintenance	6	0	0	0	-	0	0.0%
5209	Building & Grounds maintenance	3,687	1,763	4,000	4,000	3,000	(1,000)	-25.0%
5210	Professional Services	3,559	3,449	3,600	3,600	1,500	(2,100)	-58.3%
5215	Communications	633	375	700	700	500	(200)	-28.6%
5216	Freight and Postage	0	0	0	0	-	0	0.0%
5217	Electricity	14,106	16,146	15,000	15,000	12,000	(3,000)	-20.0%
5218	Water	795	738	1,000	1,000	1,000	0	0.0%
5219	Sewer	457	381	1,000	1,000	1,000	0	0.0%
5220	Refuse and Disposal	0	0	0	0		0	0.0%
5221	Property Insurance	2,171	2,262	2,375	2,375	1,632	(743)	-31.3%
5223	Liability Insurance	(62)	81	87	87	190	103	118.4%
5227	Advertising	0	0	0	0		0	0.0%
	Total Maint. and Operations	49,100	48,571	59,762	59,762	41,822	(17,940)	-30.0%
Total		49,100	48,571	59,762	59,762	41,822	(17,940)	-30.0%

Budget Notes:

CHAPTER 2 BACKGROUND DEMOGRAPHIC INFORMATION

Introduction

This chapter gives an overview of Homer's history, current conditions and trends, and sets the stage for the policies presented in the remainder of the plan.

History

The area surrounding Homer has been home to Alaska Natives for over 8,000 years. The Pratt Museum and the Homer library are excellent sources of information about the rich Alaska Native history of Kachemak Bay. While archaeological evidence indicates that major Native settlements were located across Kachemak Bay from Homer, there is also evidence of early Native campsites on the Homer Spit. Today persons with Alaska Native and American Indian heritage make up approximately 6.9% percent of Homer's total population. (American Community Survey (ACS) 2014)



Homer's non-Native history began in 1895, when the US Geological Survey came to the area to study coal and gold resources. The following year, Homer Pennock, the man of character after whom the town is named, arrived with a crew of 50 gold miners and developed a small settlement on the Spit. While gold mining never became a profitable endeavor, coal mining did and was the predominant economic activity from the late 1800s through World War I. In the early 1900s, fishing developed into an important industry. The majority of canneries and fishing-related activity was centered across the bay in Seldovia. However, when the 1964 Good Friday earthquake struck, Seldovia's waterfront was devastated. The Homer Spit also subsided several feet due to the earthquake but it was able to assume Seldovia's fishing support activities. Like the Good Friday earthquake, the 1989 Exxon Valdez oil spill in Prince William Sound marked another very significant event for Homer. While Homer is somewhat distant from the point of grounding, outside Valdez, the reach of the spill was vast; Homer's shoreline was included in the 1,300 miles of coast impacted by the Exxon Valdez disaster.

Natural Environment

Homer is a breathtakingly beautiful community. Surrounded by snowcapped mountains and glaciers, this community is a gateway to mountain and maritime adventures. Homer is also well-known for its gravel spit, a significant geographic feature which extends 4.5 miles into Kachemak Bay. This strong relationship to the natural environment, combined with Homer's stunning natural setting and its vibrant arts and cultural scene, has made it a popular destination for tourists.

Homer's year-round ice-free port and protected harbor provide easy access to Kachemak Bay. The Bay is traveled by Homer residents, residents of nearby communities, and visitors for recreation, wildlife viewing, fishing, and transportation. Life in Homer relates to the ocean in many ways – the climate, economy, environment, infrastructure, and way of life are all shaped by Homer's proximity to the water.

Kachemak Bay and the Homer Spit



The ocean also influences Homer's climate and environment. Homer has a maritime climate and is fairly temperate by Alaska standards. Average daily temperatures range from 45 to 65 degrees Fahrenheit in the summer and 14 to 27 in the winter. Yearly snowfall during the winter averages 55 inches; total annual precipitation is 24 inches.

The topography of the region adds to its beauty. The City of Homer is situated in a geographical area referred to as the Homer Bench. The Homer Bench is characterized by high bluffs to the north and gently

sloping shorelines in the south. Homer is bounded by Kachemak Bay to the south, and Diamond Ridge to the north, which rises from about 400 to 1,100 feet above sea level. The area is composed of layered sand, silt, clay, conglomerate, coal seams and volcanic ash. Common rock types include shale, sandstone, coal and claystone. The steep slopes and the loose nature of the soil and bedrock make the area susceptible to landslides when saturated with water. Homer experiences both bluff and shoreline erosion problems. Across the bay in Kachemak Bay State Park, the dramatic, heavily glaciated mountains of the Kenai Range provide stunning scenic views for the city.

Social Environment

Homer faces several significant trends that will affect the community for at least the next 10 years. Growth in the number of residents who are over 65, and also between the ages of 20 and 34 shape the work force, job opportunities, and tax base. Significant changes in the State of Alaska budget due to the rapid decline in oil revenues is having a negative impact on school budgets, road maintenance, road construction and capital projects of any kind.

These trends pose important issues for the borough and its communities. Notably, an aging population creates needs for specific types of public facilities and services, tax revenue collection, and special housing. Lower school enrollment numbers often mean that State support becomes more limited and school budgets are stretched. An aging population is often indicative of the lack of local economic opportunity sufficient to attract and hold families. A more vibrant economy would attract and retain workers and families, and a more diverse tax base. Decreasing incomes may increase demands on social services while simultaneously lowering support for and ability to pay taxes or fees for services.

Economy

Education, health care, commercial fishing, and tourism form the backbone of Homer's economy. Large employers include the Kenai Peninsula Borough School District, University of Alaska Kachemak Bay Campus, and South Peninsula Hospital. Additionally, there are numerous other health and wellness providers, tourism and commercial fishing enterprises and related services such as hotels, restaurants and retail shops. Educational services, health care and social assistance are responsible for more than 26% of jobs in Homer (ACS 2014). Additionally, arts, entertainment, recreation, accommodation and food services provide another 13% of local jobs.

Increasing Visitors

Homer continues to be a popular tourist destination. *Alaska Economic Trends* reports that “Homer’s visitor industry is thriving and contributes to the support of local cottage industries including bed and breakfasts and arts and crafts.”¹ This statement from 2004 still rings true in 2016. It is likely that Homer will continue to draw in visitors as the gateway to Kachemak Bay State Park, “halibut capital of the world,” and for the general access to natural habitat and wildlife areas it provides. Homer also attracts visitors who enjoy the many cultural events and festivals hosted by the community, as well as specialty stores, most notably the local art galleries. Recent trends in tourism include changes to the size of halibut a charter customer may keep, as well as the reduction in the number of days that are open to fishing. To sustain the existing visitor industry, Homer will need to market its diverse offerings to tourists, showing that there are many other activities beyond halibut fishing as a way to enjoy the community.

Housing Characteristics

Residential use remains the predominant function of developed land in Homer. 68 percent of Homer residents live in single family detached homes. Long term, there is little incentive for building more densely, maximizing the public investment made in water and sewers, and generating revenue (through service fees) sufficient to pay for the ongoing costs of a very spread out utility system.

The number of new residential permits has been steady since housing market stabilized after the recession. Although interest rates are slowly beginning to rise, the City expects an average of 30-40 new homes to be constructed per year for the foreseeable future. There has been an increase in redevelopment; tearing down old cabins and mobile homes, and replacing them with new energy efficient residences.

Housing prices and rent costs have implications for who can live and thrive in Homer. Recent market trends have tended towards a leveling of home prices. However, prices remain high relative to income. In 2014, over 26% of mortgaged households spent 35% or more of their income on housing costs. Of households that rent, over 40% spend more than 35% of gross household income on housing. The median sale price was \$235,000 in 2015.

Homer Population Trends and Demographics

Homer’s population growth tends to fluctuate, but in recent decades reflects slow to moderate growth once the effects of annexation in 2002 are discounted. Homer’s seasonal population fluctuations complicate the effort to define the community’s demographic character. In the summertime, the population of Homer swells dramatically with tourists, seasonal workers employed in commercial fishing and tourist support industries, and part-time summer residents and second-homeowners. General population growth trends, numbers, and graphs do not capture the complexity and variation of Homer’s population.

¹ *Alaska Economic Trends*, November 2004, Department of Labor and Workforce Development.

Table 2. Homer Population Statistics 1960-2015

Year	Population	Average Annual Growth
1960	1247	
1970	1083	-1.40%
1980	2209	7.39%
1990	3660	5.18%
2000	3946	0.76%
2010	5003	2.40%
2015	5153	0.30%

Source: Alaska Department of Labor and Workforce Development, 2016

* Homer's growth rate declined due to the 1964 incorporation of the city.

** Annexation was complete in 2002, enlarging Homer and the City's population

Shifting Age of the Population

Homer has seen an increase in its population of persons aged 65-and-older from 7 percent in 1990 to 13 percent of the total population in 2014. Table 3 illustrates this fact. This may be explained by two main factors: the aging of Homers' existing population and the in-migration of retirees. There are established residents who are committed to living out their lives in Homer. Alaskans and those from other states moving to Homer to retire are part of a larger trend prevalent throughout the borough.

Similarly across the Kenia Peninsula Borough, the retirement age group has grown significantly, while other age groups have not. In 1990, 4.9 percent of the population was aged 65 years and older. In 2000 this had increased to 7.3 percent and by 2010 had risen to 11.3 percent. By 2032, this is projected to increase to nearly 24%. This phenomenon is referred to locally as the 'Silver Tsunami', representing the scale of demographic transformation that is occurring.

Table 3. Age Statistics for City of Homer, 2000-2014

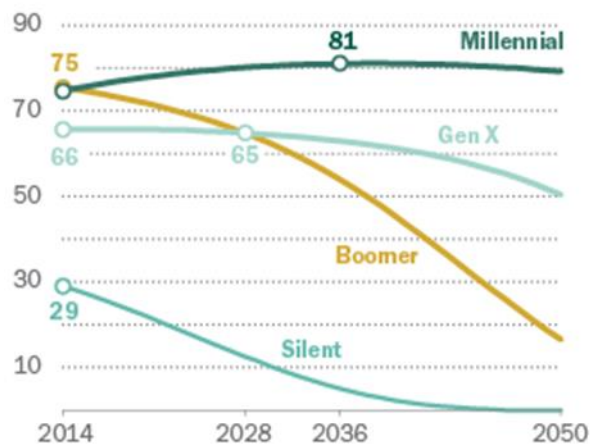
	2000 Population		2014 Population	
	Number	Percent of Total	Number	Percent of Total
Total Population	3,946		5,229	
9 and Under	551	14%	708	14%
10 to 19	646	16%	675	13%
20 to 34	478	12%	973	19%
35 to 44	659	17%	538	10%
45 to 54	748	19%	686	13%
55 to 64	366	9%	965	18%
65 and Over	398	10%	684	13%

Source: US Census Bureau and 2014 American Community Survey Note: US Census Bureau's 2000 population is slightly different from State of Alaska numbers. The census captures the April 1 population while the State estimates the July 1 population.

Figure X

Projected Population by Generation

In millions



Note: Millennials refers to the population ages 18 to 34 as of 2015.

Source: Pew Research Center tabulations of U.S. Census Bureau population projections released December 2014

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Another interesting trend shown in Table 3 is the shrinking portion of the population between the ages of 35-55, and the increase of 20-34 year olds. The younger group is commonly a demographic that is under represented in Homer as young adults move away for schooling or jobs and don't return. Perhaps this trend is shifting, although the Great Recession and lack of job opportunities in the lower 48 may have influenced more young residents to stay or return to Homer. This age group is known as the Millennials; see table X. They are as significant a cohort as the Baby Boomer generation in terms of sheer number of people in that age group. It is reasonable to expect a continued increase in younger people, and relatively fewer residents in the age group between

Table X	Birth years	Current Population
Millenials	1982-2004	75,000,000
Generation X	1965-1981	66,000,000
Baby Boomers	1946-1964	75,000,000
Silent Generation	1928-1946	47,000,000

the Millennials and the Baby Boomers, broadly considered Generation X. In the near term, as

Homer's population ages, there are relatively fewer Generation X residents to assume skilled jobs, start new businesses, and volunteer their time and expertise in the community. Time will tell if Homer can harness the people power of the Millennials to assume the rolls left unfilled by aging Baby Boomers.

Fiscal Challenges

Alaska remains particularly vulnerable to economic shocks, such as the current dip in oil prices. The State economy has somewhat matured and diversified, with growth in tourism, air cargo and mining, but oil revenue is critical to fund state government and provides numerous high paying jobs. Homer needs to plan for growth, and there are good reasons to expect this growth will continue. At the same time, the community needs to be aware that growth rates could quickly slow or reverse.

Figure 7 shows the median household, family and non-family (individual) income for Homer for 2000, 2010 and 2014. Homer has seen a decline in median income when levels are adjusted to 2015 dollars. This affects resident's ability to pay increased taxes and fees for services. At the same time, Table 6 shows the slow increase in city tax revenues. As the State cuts support to local governments, cities will need to find a way to either increase revenues to pay for services, or reduce services.

Figure 7. Median Income in Homer

	2000	2010	2014
Median household Income	59,639	57,205	55,443
Median Family Income	74,611	75,225	75,717
Median non-family income	36,744	31,311	30,132

Source: US Census Bureau, ACS and Consumer Price Index (used to adjust to year 2015 level).

Tax revenues continue on an upward trend. Table 6 shows the City tax revenues from property and sales taxes from 2012 through 2015. Property tax revenues have increased an average of 1.3 percent each year between 2012 and 2015. This increase reflects the slow growth of new construction and the recovery of the housing industry. Sales tax revenue has also increased. While expecting continued incremental increases in the tax base and municipal tax revenues, reduction in state spending may increase the City's costs. New expenditures by the City will need to be weighed with the likelihood that revenues will increase enough to cover the expenses.

Table 6. City of Homer Tax Revenues, 2012 through 2015

	Property Tax	% Change	Sales Tax	% Change
2012	\$3,009,577		\$4,752,288	
2013	\$3,220,859	7.0%	\$4,944,776	4.1%
2014	\$3,085,931	-4.2%	\$5,024,526	1.6%
2015	\$3,118,636	1.1%	\$5,126,605	2.0%

Source: COH budget 2014, 2015

Long term growth Forecast

The boom and bust of Alaskan economic life requires City governments to be both optimistic and realistic, and to be able to respond to change. In previous plans, population forecasts were greatly overestimated. Actual population growth has been leisurely over time. With the potential for a slow growing population forecasted in Table 9, the region can expect continued slow economic expansion. While there is the potential for mega projects such as the Natural Gas pipeline that would terminate in Nikiski, it is reasonable for the community to expect modest and steady change. This outlook applies to new jobs, new residents, growth of the tax base and increases in government revenues to pay for services.

Table 9. Growth scenarios

**AK Dept Labor and Workforce Development Population
Projections 2012-2042**

Population	2012	2017	2022	2027	2032	2037	2042	
Alaska	732,298	770,417	806,479	839,191	868,902	897,034	925,042	
KPB	56,756	59,225	61,391	63,116	64,321	65,098	65,647	
	City of Homer Population Projections							
Using KPB growth rates	5153	5,376	5,572	5,727	5,837	5,907	5,957	* low projection
1% annual growth rate	5153	5,416	5,692	5,982	6,288	6,608	6,945	* mid projection
Southern Kenai Pen @ KPB growth rates	10783	11,232	11,643	11,966	12,195	12,343	12,448	* low projection
1% annual growth rate	10783	11,333	11,911	12,519	13,157	13,828	14,534	* mid projection

Growth Trends

Homer's future growth will be driven by a combination of what happens to the Alaska economy and also specific factors that are more or less independent of what is happening in the Alaska economy. These include things like the prices for the mix of fish species that Homer fishers tend to catch, the growth of specific visitor attractions similar to the Islands and Ocean Center, and the location decisions of businesses. Perhaps most important of all, and most difficult to forecast, is the growth of Homer as a quality-of-life community that is attracting wealthy people who want to live here. This growth will depend partly on the actions that citizens take to maintain the current attractive qualities, and it will probably also depend on more mysterious attributes that economists call "reputation effects." If Homer remains a "hot" residential destination, then it can grow, at least in some dimensions, more or less independently of changes in the conventional "economic base."

Summary

Taken together, the set of facts presented in this chapter support the conclusions listed below.

1. The natural environment is important to Homer's economy and way of life. The community clearly desires to maintain the natural environment. New strategies will be needed to protect this environment as the community grows – particularly regarding drainage, erosion, open space, climate change and ocean acidification.
2. Homer has a diverse, vibrant economy that builds on the community's strengths and character. The community will need to work to enhance and preserve economic opportunity.
3. Tourism has grown significantly in Homer, contributing to growth in the overall service sector. Tourism marketing will need to diversify as charter fishing may become a less significant attraction over time.
4. Homer needs room to grow, in a way that respects the community's character, addressing concerns about sprawl and climate change. The plan should designate locations and patterns for new growth, considering related needs like expanded water and sewer service.
5. Homer's demographics are changing. Many out-of-town and out-of-state retirees are coming to Homer, affecting land prices and expectations about public services and facilities.
6. Housing prices have been driven up by new demands and an influx of more wealthy residents. Maintaining a stock of quality housing for middle- and low-income households will be important for Homer's future, particularly for housing younger families within the City.
7. The coming of age of Millennials will shape Homer's future as a place for young families with children.
8. Existing housing stock is aging, and may not be attractive to retirees due to size and updates needed, which in addition to price also deter young families.
9. Need to expand tax base and service fees to compensate with increases in operational costs for city programs and facilities.
10. Trends of the last 30 years are likely to continue, and Homer will face new challenges and opportunities tied to growth.

