

Police Station Committee

Agenda

April 20, 2015
10:30am – noon

Crawford Room, Centennial Hall

1. Call to Order
2. Public Comment (3-5 minutes per person)
3. Craig/Moffat County joint facility cooperation pros, cons, how do you do it – Jerry DeLong, Chief Vanatta, Sheriff Hume
4. Feasibility and likelihood of combined Police/Sheriff forces (Walter/Bart: likelihood of that idea turning into reality?)
5. Interview with representative of Fire Districts; needs/wants for consideration – Scott Havener
6. Review of past designs at Stockbridge
7. Review of Council meeting where design was reduced to current form
8. Approval of Minutes
 - a) 3/30/15 Police Station Committee meeting
 - b) 4/6/15 Police Station Committee meeting
9. Upcoming Agenda
10. Other Business
11. Adjournment

Agenda Item #4

At their 4/7/2015 joint meeting, City Council and the Routt County Board of County Commissioners had a "Public Safety Facility Discussion". You can find the video of the meeting here (you may have to "activate Silverlight" on your browser, depending on your settings):

<http://docs.steamboatsprings.net/sirepub/mtgviewer.aspx?meetid=288&doctype=AGENDA>

The discussion starts at 2:44:11 and lasts roughly 20 minutes. (Unfortunately, the link on the agenda doesn't go to the correct place in the video.)

If the link above doesn't work for you, please go to www.steamboatsprings.net. From there, click on "City Council" – "Agendas and Minutes" – "Agendas and other items", then select the 4/7/2015 City Council meeting.

Agenda Item # 6



STOCKBRIDGE SITE -
5 BAY FIRE, POLICE &
NEW BUS DEPOT



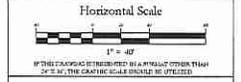
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City of Steamboat Springs
Steamboat Springs, CO
Public Safety Building
**Schematic Layout
Stockbridge Site**

DATE: 12-31-12 DGN. BY: BT/SAA
JOB NO. 2012-002 DWN. BY: BT
DWG. NO. 301/1.swg SURV. BY: NA

Contour Interval = n/a



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STOCKBRIDGE SITE -
5-BAY FIRE &
EXISTING BUS DEPOT



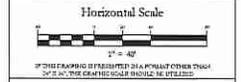
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**Schematic Layout
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| JOB NO: 2126-002 | ENR BY: BT |
| DWG NO: 2126/002 | SURV. BY: MA |

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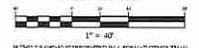
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Steamboat Springs, CO
Public Safety Building

**Schematic Layout
Stockbridge Site**

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DWG NO: 2126-207 SURV. BY: NA

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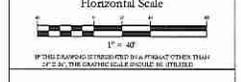
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DWG. NO.: REV.001 SURV. BY: AA

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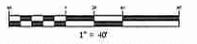
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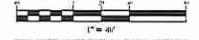
Police Station

**Schematic Layout
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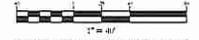
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**Schematic Layout
West Stockbridge Site**

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DWG NO.: 2136-000 SURV. BY: SA

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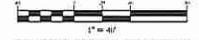
Police Station

**Schematic Layout
West Stockbridge Site**

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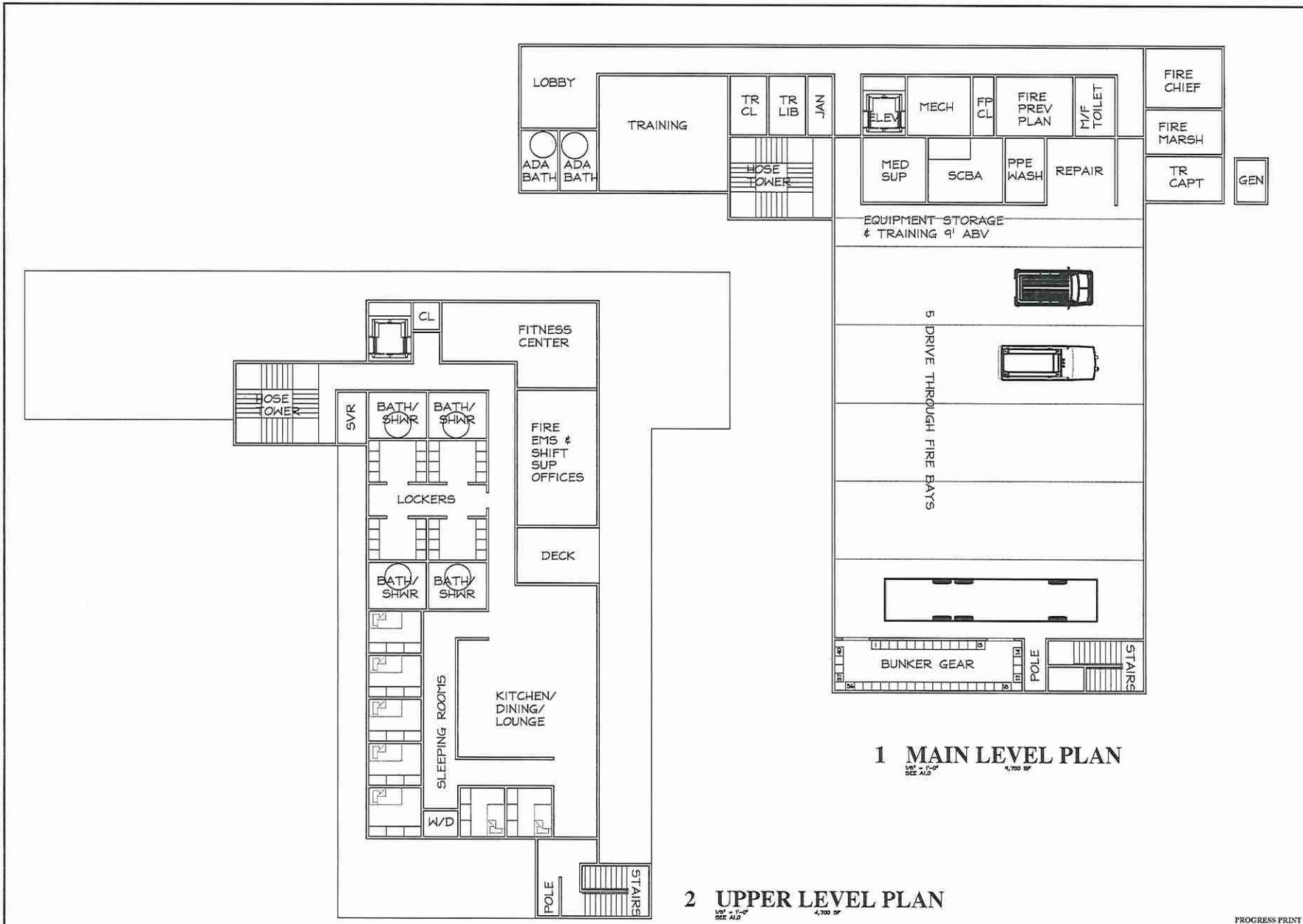


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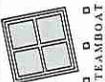
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William J. Rangitsch
 570.879.0819
 p.o. box 772910 345 Lincoln ave ste. 100
 steamboat springs, co. 80477


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A New Fire Facility for
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 Steamboat Site
 Steamboat Springs, CO

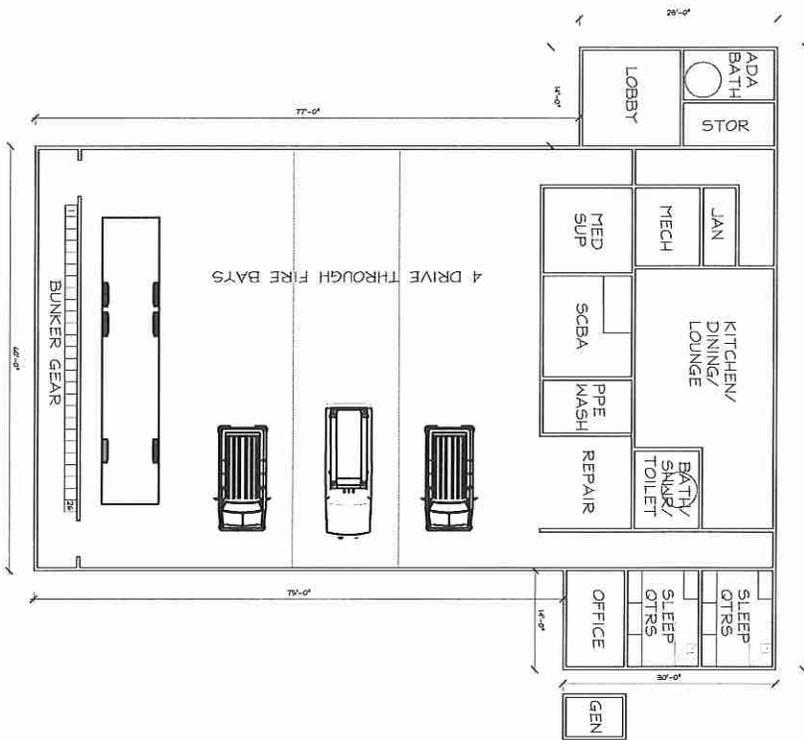
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3/16" = 1'-0"



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A New Fire Facility for
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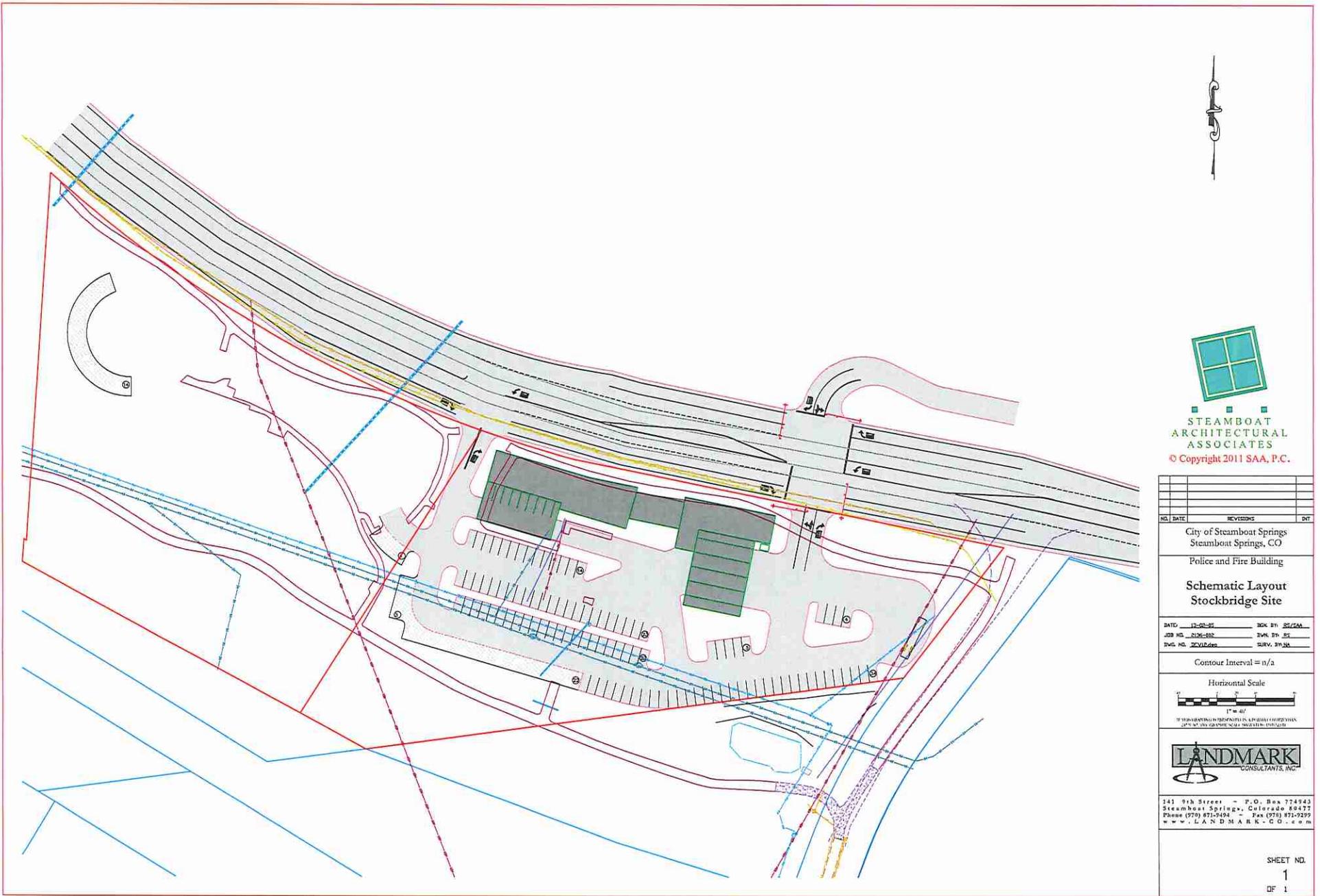
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Police and Fire Building
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Stockbridge Site**

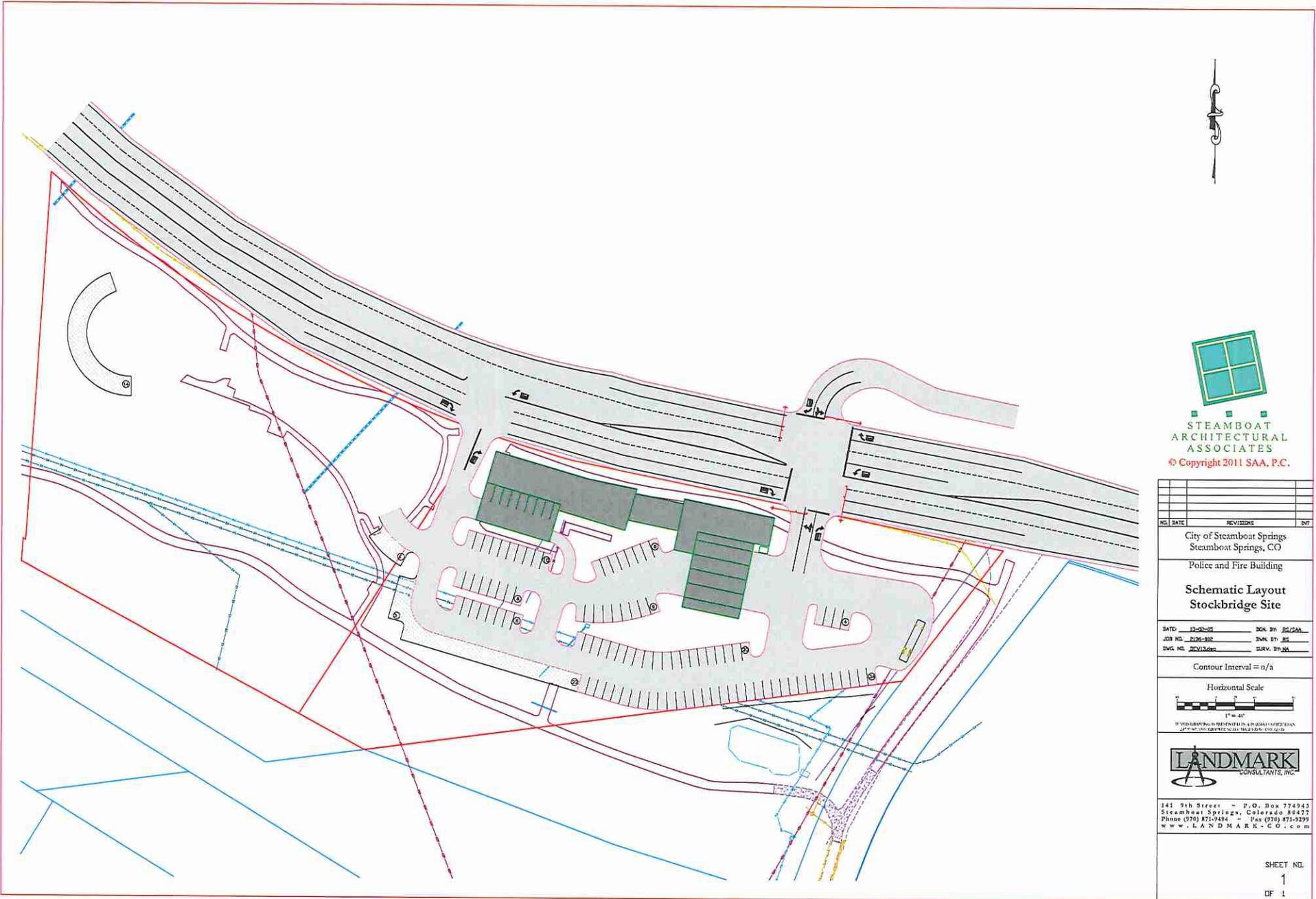
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Police Station Committee

*** DRAFT *** Minutes

March 30, 2015
10:30am – noon

Crawford Room, Centennial Hall

1. Call to Order

Committee members present: Tom Leeson, John Kerst, Charlie MacArthur, Tyler Goodman, Nancy Kramer, Judy Tremaine, Gary Cogswell

Committee members absent: Steve Sehnert (alternate)

Council Members present: Walter Magill; Bart Kounovsky joined at 11:15

City Staff present: Anne Small, Director of General Services; Anja Tribble, Executive Assistant.

2. Public Comment

Ed Miklus questioned what the committee's mission statement is, and how the committee will be responsive to Citizens who don't agree with the need for a new building.

Walter explained the charge from City Council is to figure out the "relocation of Police Services"; not necessarily to a new building or location.

3. Have all Committee members completed a tour of the current police facility?

Committee members' impressions include but are not limited to the following:

Charlie

- Space cramped; sees lots of remodeling/change of space use opportunities and poorly utilized space (i.e. person working in a closet, while there is a large workout facility down the hall, which is nice but not required to have).

Tyler

- Commended staff on using every Inch of space available.
- Situation not ideal, but not dire now; will become so as Steamboat grows.

- Current facility is insufficient. Spread out over two floors without an elevator is not an option.

Nancy

- Space for safety, interrogation is insufficient. Could be changed.
- Three to four officers sharing computer stations, and lab/forensic situation is appalling.
- Sees need for remodel or new location.
- Tour was good to help comprehend the programmatic needs.

Gary

- Agrees with previous comments.
- No question on the need to move forward with a rebuilt or new facility.
- Concerned with HVAC; feels "stuffy"; building not designed for current number of people.

Tom

- Seconded HVAC concerns; "not working" is a nice way to say it; can't breathe in the building.
- Current facility is an embarrassment to the community.
- Remodel probably insufficient and cost prohibitive.

John

- Appalled by space.
- Agrees with Charlie on workout facility; should monitor use before making a decision on it.
- City Police and Sheriff both use evidence and forensics; has anyone looked at combining that portion? (Jail is shared by both...)
- Option to re-locate Fire and remodel that portion. Would that add enough space?

Judy

- Concerned with security. No fencing, elevator is the only access to one of the floors. Overhead doors downstairs take 40 seconds to go up and down; not bullet resistant.
- Lack of evidence storage.
- No covered parking for vehicles. Have to take an apprehended person through snow and public areas to get inside.
- Upper level is crowded.
- Concern about chain of command issues for reports (shared computers).
- Window ledge on exterior is laughable; per code, window should start higher than the top of the head of a person sitting in a chair inside.
- Windows not bullet resistant & no secure locks.
- Inadequate size.
- Lab is small and on the interior of the building. IT tech sits 5 feet from the lab, by any airborne particles possibly emanating from it.

- Interview room is dangerous (small locations can create volatile situations).
- Evidence lockers can hold gross things, but staff has to sit next to them.
- Workspace of non-sworn personnel is "good enough" but cramped and therefore not efficient.
- Given the topography of the parcel, can't see how to properly re-build, much less remodel.
- Don't take away the workout facility. Cop working out at the same spot as people he/she just arrested a week ago for example not a good situation.

Walter

- Not enough square feet for the number of people working there.

Judy, Nancy and Tom favor a new location. Charlie, Gary, John and Tyler would prefer to keep a repurpose/rebuild/remodel option on the table for now.

Charlie doesn't think the Needs Study contains only needs; is good for a "brand new" station, but wants to look at it critically.

There was discussion about temporary relocation costs/logistics for the department in case of a remodel/rebuild of current site. Per Anne, any temporary location in a permanent building would have to follow essential building code. However, we could put temporary buildings on the parking lot and not have to follow that code; that has been looked at.

It was noted that not only the value of the property but also economic development opportunity should be considered and could be used to leverage costs of a new location.

Committee would like to know what the location would generate in sales tax if redeveloped to a commercial building, as well as property tax (which would affect library and schools). *Anne to research.*

John questioned how often officers have to return to the station, and what triggers that need. What is the City PD's philosophy on it, what direction are they moving in regards to frequency, and what current/possible technology helps reduce that need. *Jerry Stabile to come to next meeting to explain.*

There was discussion about the "13th Street to Pine Grove Road" area, an expanded area, and combining services with Fire and Sheriff. "Can't" or "don't want to"? What has been looked at? Committee read summary of meeting between Deb Hinsvark (City Manager), Tom Sullivan (County Manager), Garrett Wiggins (Sheriff) and Joel Rae (City Public Safety Director) on shared services (Attachment 1). The committee would like to look at Craig as a model later on, since they share a facility between City and County. Concern was also voiced about tourists needing immediate haven;

do statistics on that exist? (Call locations shouldn't be the only determining factor for location.)

There are rumors that the Routt County Sheriff's Office is already getting cramped in their new space again; keep that in mind when considering size and estimated need for growth.

There was general consensus that the Klein Property should stay an option; the road could be re-located, and per Walter, the necessary upgrade to US40 is do-able.

4. Goals of the Committee

- Do we operate as a Committee of the whole?
- Or do we have members assigned to special tasks?

There was general consensus that operating as a whole may take a little longer, but Council purposely selected a diverse group, and it creates more of a public process. Anne and Walter reiterated that City Staff is here to facilitate and make the process as efficient as possible. Don't hold back with requests to Staff or outside sources; not all questions are new (some have already been researched).

5. Report from City staff and status of mapping property owned by the City.

Anne handed out a map of properties that are City Owned and/or have been considered as a Police Station site (Attachment 2) and a grid of properties with their respective pros and cons already considered by City Staff (Attachment 3), and provided explanations to locations and updates to the grid (such as "property has sold since then"). This was for the committee's education, and there was general consensus that it's up to the committee to decide whether or not any of those properties will or will not be considered in the future, regardless of "Deal Killer" status on Attachment 3.

Anne also handed out copies of the Space Needs Assessment Study from May 2013 (Attachment 4), and the Space Requirements Study from September 2002 for future reference (these documents are also available on the City's website).

Rita Valentine Park location was taken "off the table" by City Council. Too much disturbance to neighbors and wildlife; otherwise meets requirements. It's not dedicated as "Park" land. There are two parcels at Rita Valentine. *Anne to get out to committee.*

Medical Center location was taken off the list; they have undefined future expansion plans.

Additional option mentioned by a committee member: Green Courte/Randy Rowe; may be interested in a trade for Yampa Street location? *Anne to call and find out.*

6. Upcoming Agenda (4/6/15 at the Community Center)

- Location Dependency (West of 13th Street OK?)

- Captain Stabile (frequency of officers' return to station and other questions)
- John may not be here; Charlie will run the meeting if not.

Police Station Committee

*** DRAFT *** Minutes

April 6, 2015
10:30am – noon

American Legion Room, Community Center

1. Call to Order

Committee members present: Nancy Kramer, Judy Tremaine, Tom Leeson, Charlie MacArthur, Tyler Goodman, Gary Cogswell, Steve Sehnert (alternate)

Committee members absent: John Kerst

Council Members present: Walter Magill, Bart Kounovsky

City Staff present: Anne Small, Director of General Services; Anja Tribble, Executive Assistant; Jerry Stabile, Police Captain; Jeff Wilson, Patrol Sergeant

2. Public Comment

John Fielding

- Mentioned a funding source that is available through the Fire District, but is rarely thought of. It's discretionary funding, if the Fire District agrees to fight fires on federal lands. Fire District has not been interested in this in the past because the restrictions on what the money could be used for were too tight, but they have been loosened recently.
- Presented three posterboards with conceptual drawings (Attachments 1-3); concept would combine PD, Sherriff and Fire District into one building; could also include State Patrol. It would incorporate the current Sheriff's building but not disrupt their office with the construction activity until very late in the process. He voiced the opinion that the PD and Sheriff's Office not working together is just a passing thing.

3. Does the committee desire a facilitator/consultant?

Anja handed out an excerpt from the 3/17/15 City Council Draft Minutes (Attachment 4). City Council wanted to make sure the committee is aware the resources are available if desired.

Several committee members voiced doubts regarding the need, and John and Charlie are adamantly against it, but there was general consensus among the majority that

deciding against it now would be premature, and to keep the option available. May need technical assistance once the committee has boiled it down to a few options.

4. Discussion with Capt. Stabile in reference to incidents which require patrol Officers to return to the station.

Role of technology to keep officers in the field

- Currently pretty much maxed out on available technology to facilitate that. Use AirCards in the patrol cars to connect to the main frame; issues with speed.
- Things like short offense reports or alarm calls are done in the car on the laptop. More extensive reports are finalized at the office. Officers need supervisor's permission to go home after a shift without having all reports done, and all reports must be done by the end of the officer's work week.

Reasons/frequency for returns to office

Reasons: meet witnesses, phone calls, in-person meetings

- Day watch (7am to 5pm) 5-7 times (per day per officer)
- Swing Shift (5pm to 3am) 3-4 times
- Graveyard Shift (9:30pm to 7:30am) even fewer
- Had 983 walk-ins at the station plus 517 finger prints in 2014. Walk-ins range from probation requirements (out of town person on vacation here & has to take a breathalyzer) to Civil Standbys and lost and found. Unable to break it out between local and tourist/visitor.
- If arrest someone without a warrant, have to fill in the necessary paperwork right away (prove probable cause), then get back out.

Staffing

- If/when fully staffed, SSPD has 15 patrol officers and four sergeants.
- Have a minimum of two officers on the street; more during Swing Shift
- *Anne to provide a white paper report on staffing.*
- Additionally, there are three detectives, the Captain, the Chief and the Deputy Chief, who usually work in the office but will supplement response to violent episodes.
- There is an on-call team; all administrative officers are subject to call-in. Whoever gets to the station first brings all of the necessary stuff to the scene. There is a 25 Mile radius residence requirement.

Location

- Jerry S. has concerns with traffic coming in from 129 if going further West than 13th Street.
- Committee members wondered how important it is for the police station to be visible and easy to locate for people under duress. Would it be a problem for tourists if located out near the Sheriff's Office, because they don't know where to look, and due to distance? Jerry knows it's more likely for a found wallet to be turned in if located downtown, but thought that question was hard to answer.

- Low call volume in West area is not attributed to the Sheriff's Office and State Patrol being there. "Visibility" has more of an effect as far as patrol cars with a person in them goes.
- Other things done at the station includes but is not limited to tours for day cares (public safety week), people coming in to ask for directions, Officers being asked "where is..." as they're getting into their car, and Lift Up vouchers (those are not tracked).
- If the SSPD had a holding facility, they could process DUIs without involving the jail; person could be released to a sober person.
- Juveniles are currently processed at the PD and then have to go to Craig or Grand Junction. Anything involving Juveniles requires a special component, which is very expensive per sq ft.
- There have not been any specific threats against the Police Station, but officers are aware that people don't like them. For example, Jerry S. doesn't think it's fair to PD employees not to have secure parking.
- Per Jerry S., turnover in the department has more to do with cost of living than the current facility. Majority of staff is commuting from Hayden, Oak Creek, North Routt; most of them are straight out of the academy (using Steamboat as a stepping stone), or it's an upgrade compared to where they came from.

Future

- Committee thinks realistically, we'll have this station for the next 40 years (not just 20).
- Committee asked about probable escalation in number of crimes, severity, and level of violence in the community. Jerry S. noted that Steamboat has a lower frequency, but otherwise pretty much everything Denver has except for gangs (can't really take hold here). Society as a whole is getting more violent; particularly visitors. There's a white paper report that somewhat touches on that.
- Jerry S. sees need for additional officers, but can't speak to number and severity of crimes or level of violence down the road. PD wants to be pro-active vs re-active.

Other

- No work-out requirement for officers. Work out on own time. Highly encouraged due to nature of job (need to be fit to be able to do it, and to deal with stress).
- During patrol hours, an officer spends an average of 7h (of a 10h shift) in the patrol car. The rest is usually spent at the office writing reports, meal breaks, etc. Officers do foot patrols to break it up sometimes. There's a single officer per vehicle, except when training a new person.
- When asked, Jerry S. said he would have to research whether combining facilities for City and County law enforcement would be a good idea and/or whether it would work. Craig is working in a combined facility; Jerry DeLong would have a better idea.
- Sheriff's Office doesn't have a specific bay for vehicle examination, but they do have an extra Sally Port bay that they're using for that. Jerry S. sees enough of a need for

it; usually associated with major cases, about three to four times per year. If it's built right, could probably use the stall for regular parking when not used for examination.

5. Purpose and scope of the Needs Study

Committee is interested in background, historical background, scope, and how the architects were chosen.

- Anne noted that the architect was chosen via an RFP (looking for a team partnership with a local architect involved), with experience in designing Police Stations.
- Interviewed and negotiated fees. Bill Rangitsch and Jim McClaren were chosen.

- Walter explained the needs study was presented to Council by item (i.e. interview room, x sq ft., etc). Council then got the pricing based on the Essential Building Code. That came out to \$15,000 per square foot. Sounds like a lot, but will need it for a long time.
- Council's reaction was "wow, high cost"; hence the reduction.
- Walter clarified that City Council is looking for a location and concept from the committee (incl. approx. sq ft); not design.
- There was a suggestion to eventually get two pro-formas; one for 15,000 sq ft and one for 20,000, possibly involving facilitators.
- General consensus that the committee will need to do its own space needs analysis.
- Gary noted and Anne confirmed that the conceptual budget doesn't include temporary relocation or land cost; *would like to see those numbers.*

- Steve mentioned the architect's approach of "dream first, discover after". Walter agreed; committee should "see" the dream first to have a buy-in, then move on. As a Council Member, he doesn't want to "shove anything down the committee's throat".
- Nancy wanted to make sure the plan includes options for future expansion.
- There was general consensus that it would be good to have McClaren explain the "dream" at a future meeting, via conference call.
- *Committee would like to see materials from the City Council meeting when it was reduced to the current design at the next meeting.*

- Gary noted that there is no conceptual plan for a joint Police/Fire station and wondered why. Bart explained that they're budgeted separately. Big reason is also placement; Fire Protection District would be happier much further west. It's not off the table, but there's no need yet.
- Committee would like to have a discussion with the Fire Protection Districts to understand the need better. Next meeting.

- Tom suggested nailing down whether it will be a shared facility or not first, and then going into programming needs. Shared is a good idea, but he'd have to hear an overwhelming argument to put the facility out West.
- Tyler mentioned that one argument for spreading out assets/not doing a shared facility with any other agency would be the possibility of terrorist activity on the bottleneck at 13th Street. However, he also recognized growth, as well as most Industrial is at the West end.
- *Anne to provide information on the operational component (if you build a station, you have to be willing and able to staff it).*

6. Location Dependency (expansion of area to West of 13th Street)

This topic was touched on under item 4., during the discussion with Jerry Stabile.

7. Approval of Minutes

-3/23/2015

- **VOTE:** Approve 3/13/2015 Minutes. Gary/Tom; **passed 7/0.**

8. Other Business

- There was discussion about how issues would be decided; simple majority? There was general consensus that ideally, large decisions would be made unanimously.
- Committee would like meetings to be recorded in addition to Minutes, and recording uploaded to the website as well. *Anja to organize.*
- Update on request from last meeting: Anne reported that the current police station building is 5,000 sq ft; estimating that it would generate \$26,650 of sales tax per year if it was converted to retail.

9. Adjournment