SITKA POLICE AND FIRE COMMISSION

Wednesday, September 23, 2026
Harrigan Centennial Hall – 5:30 PM

AGENDA

A. CALL TO ORDER & ROLL CALL

B. AGENDA CHANGES/CORRESPONDENCE

C. APPROVAL OF MINUTES
August 26, 2026

D. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

E. PARKING CITATION HEARING BOARD
1. Keith Bean
2. Ronald Browne
3. Nicole Efinger
4. Tony Gurth
5. John Little
6. Allison Massey
7. Natalie Perez

F. REPORTS
1. Chair
2. Vice Chair
3. Liaison Report
4. Fire Representative
5. Police Representative

H. UNFINISHED BUSINESS
1. Fireworks Discussion
2. New Police Department Discussion

I. NEW BUSINESS

J. COMMISSIONER COMMENTS

K. SET NEXT MEETING DATE AND AGENDA ITEMS
Next meeting date: **Wednesday – October 28, 2026 at 5:30 PM at Centennial Hall**

L. ADJOURNMENT

SITKA POLICE AND FIRE COMMISSION

Wednesday, August 26, 2026
Centennial Hall – 5:30 PM

Regular Meeting Minutes

A. CALL TO ORDER

Chair called the meeting to order at 5:30 PM.

Present: Gail Roderick, Leslie Young, Gregg Olson and Michelle Kavouras
City Staff: Chief McLaughlin, Chief Hall, Assemblymember Ystad and Exc. Assistant Serena Wild

B. AGENDA CHANGES/CORRESPONDENCE

C. APPROVAL OF MINUTES – July 22, 2026

Motion: Motion by Young to approve the July 22, 2026 minutes.
Action: Motion passed by unanimous consent.

D. PUBLIC PARTICIPATION FOR ITEMS NOT ON THE AGENDA

E. PARKING CITATION HEARING BOARD

1. Linda Blankenship – came forward, ticket was reduced to $25 for incorrect handicap plaque placement
2. Gregory Filipek – came forward, appeal was denied
3. Darren Heath – came forward, appeal was denied
4. Michaela Larsen – submitted a written appeal, appeal was denied
5. Emily Routon – submitted a written appeal, appeal was denied

F. REPORTS

1. Vice Chair – Sitka Counseling participated in the MEHS health fair, shared that September is suicide prevention and recovery month.
2. Fire Chief – EMS calls are down from last year with higher call volume for residents versus tourists. Fire calls are up, with most being human created from campfires.
3. Police Chief – focusing heavily on recruiting, with one in the Academy. Body cameras are deployed and will have the company up for training in the next month. Working on getting more vehicles for the department as they were cut from next year's budget.

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Fireworks Discussion – community members voiced concern regarding the current state of fireworks in Sitka and how there is no rhyme or reason for when they are set off. They also inquired how enforcement for fireworks is done.

Police Chief explained how and why enforcement of fireworks is so difficult, such as someone must be willing to testify in court that they saw the person light the fuse of the firework in order for charges to be brought forward.
Per code, there is no prohibition on possessing fireworks in Sitka, only purchasing them. The only authorized display of fireworks is the 4th of July display. More discussion was requested on this item as an ordinance change would be needed to make the offense enforceable.

2. New Police Department Discussion – postponed to September meeting.

I. COMMISSIONER COMMENTS

Roderick shared that there was a memorial service for Judy Puckett, who retired from SPD with 33 years of service, earlier that month at the Elks, that was well attended.

J. NEXT MEETING DATE AND AGENDA ITEMS

Next meeting: **Wednesday, September 23, 2026 @ Harrigan Centennial Hall @ 5:30 PM.**

K. ADJOURNMENT

Chair adjourned the meeting at 7:37 PM.

Public Safety Event Reports



Event Activity Analysis by Time

Date Reported: **01/01/2026 - 09/21/2026**

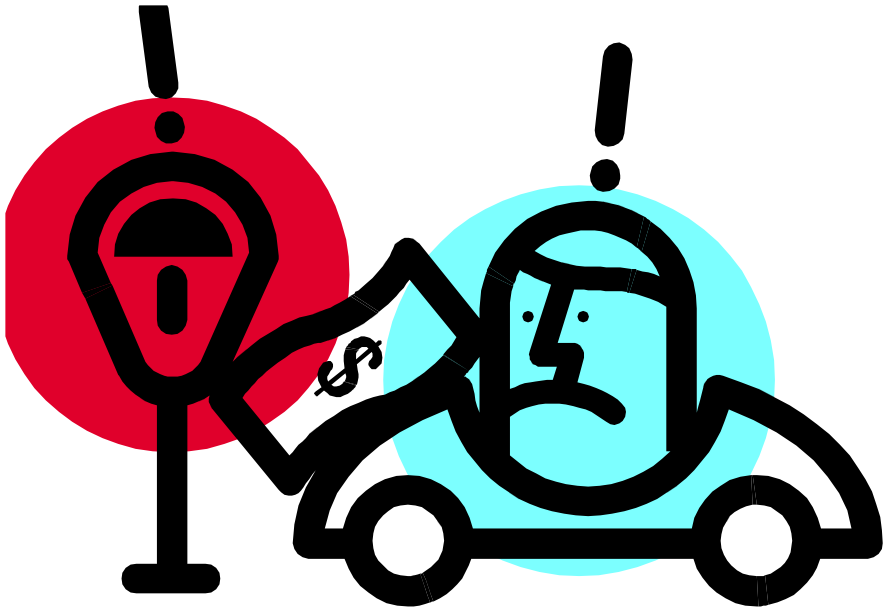
SITKA POLICE DEPARTMENT
304 LAKE ST # 102
SITKA, AK 99835
PH: (907) 747-3245

	HOUR																							
Classification	**00**	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**Total**
ABANDONED	0	1	0	1	0	0	0	0	6	7	9	12	5	8	16	5	1	1	0	0	0	0	0	0	**72**
Abandon Vehicle	0	1	0	1	0	0	0	0	6	7	9	12	5	8	16	5	1	1	0	0	0	0	0	0	**72**
AGENCY ASSIST	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	0	0	0	0	0	**4**
Assist Other Agency	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2	0	0	0	0	0	**4**
ANIMAL PROBLEM	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	1	1	0	0	0	0	0	**5**
Animal Attack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	1	1	0	0	0	0	0	**4**
Estray	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
ASSAULT	1	5	2	1	2	0	0	1	1	1	0	4	3	3	3	1	1	2	4	4	1	3	3	1	**47**
Aggravated Assault - Police Officer - Weapon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	**1**
Aggravated Assault, Gun	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	**2**
Aggravated Assault, Nonfamily, Knife/Cut Instr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	**1**
Aggravated Assault, Nonfamily, Oth Weapon	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	**2**
Aggravated Assault, Nonfamily, Strongarm	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Aggravated Assault, Oth Weapon	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Intimidation (Includes Stalking)	0	1	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	1	1	1	0	0	2	0	**9**
Simple Assault	1	3	1	0	2	0	0	0	0	1	0	2	3	1	1	1	1	1	3	2	1	2	0	1	**27**
Simple Assault On Police Officer	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	**3**
AUTO IMPOUND	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	**1**
AUTO IMPOUND	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	**1**
BURGLARY	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	**3**
Burglary, Forced Entry Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	**1**
Burglary, Unforced Entry Residence	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	**2**
CIVIL PROBLEM	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	**3**
Civil Dispute	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	**3**
CONTROLLED SUBSTANCE	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**3**
Cocaine, Possession	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Marijuana, Sell	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Other Controlled Substances	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
DAMAGED PROPERTY	0	1	2	1	0	0	0	0	1	1	2	0	0	0	0	0	0	2	1	1	0	0	1	2	**15**
Criminal Mischief	0	1	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	**5**
Damaged Property, Business	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	**2**
Damaged Property, Private	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	**5**
Damaged Property, Public	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Damaged Property, Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	**2**
DEATH	0	0	0	0	0	0	0	3	1	0	1	2	2	0	1	0	1	0	0	0	1	0	1	0	**13**
Suicide	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	**1**
Unattended Death	0	0	0	0	0	0	0	3	1	0	1	1	2	0	1	0	1	0	0	0	1	0	1	0	**12**
DOMESTIC PROBLEM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	**2**
Family Offense, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	**1**
Neglect Child	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	**1**

DUI	3	7	4	1	0	0	0	1	2	1	1	0	1	1	0	2	2	1	0	1	2	4	4	2	40
Alcohol	3	7	4	1	0	0	0	1	2	1	1	0	1	1	0	2	2	1	0	0	2	4	4	2	39
Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
FAMILY DISTURBANCE	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Family Disturbance	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	2
FRAUD	0	0	0	0	0	0	0	0	1	1	0	0	0	1	2	0	1	1	0	0	0	0	0	0	7
Fraud By Wire	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Fraud Imperson	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Fraud, Illegal Use Credit Cards	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Fraudulent Activities Other	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	3
Identity Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
HARASSMENT	1	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	5
Harassment, Other	1	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	1	0	0	0	0	0	5
HEALTH/SAFETY	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
Health Or Safety Other	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Homicide, Negligent Manslaughter Other	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
JUVENILE PROBLEM	1	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	1	0	4
Juvenile Problem	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	2
Runaway Juvenile	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
LIQUOR LAW	0	1	0	0	0	0	0	0	0	2	0	1	0	0	0	1	0	0	1	0	1	0	1	1	9
Liquor, Other	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	1	0	0	1	0	1	0	1	0	6
Liquor, Possess	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3
MENTAL SUBJECT	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Mental Subject	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
MISCELLANEOUS	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	4
Miscellaneous Incidents	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	0	4
MISSING PERSON	1	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	1	5
Missing Child	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Missing Person	0	0	0	0	0	0	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	1	4
NON UCR REPORTABLE	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Non UCR Reportable	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
OBSTRUCT JUSTICE	0	0	0	1	0	0	0	0	0	4	3	1	0	0	1	4	2	0	0	0	1	0	2	0	19
Conditional Release Violation	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	0	0	1	0	6
Violation Of A Court Order	0	0	0	0	0	0	0	0	0	4	1	1	0	0	1	2	2	0	0	0	1	0	1	0	13
OBSTRUCT POLICE	0	0	1	0	0	0	0	0	0	0	1	0	0	1	1	0	2	1	0	1	0	0	0	1	9
Evidence, Destroying	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	2
False Police Report	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Obstruct Criminal Investigation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Resisting/Interfering W/Police	0	0	1	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	0	0	0	0	5
OTHER SEX OFFENSE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	1	0	0	1	0	4
Indecent Exposure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Sex Offense, Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	3
PORNOGRAPHY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Obscene Material, Distribute	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
PRIVACY VIOLATION	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2
Criminal Trespass	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Invasion Of Privacy Other	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
PROPERTY	1	0	0	0	0	0	0	0	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4
Found Property	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Lost Property	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
PROPERTY CRIMES	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	1	0	0	0	0	0	0	2	0	6

Property Crimes	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1	1	0	0	0	0	0	0	2	0	6
PUBLIC PEACE	0	0	0	0	0	1	0	0	1	0	1	1	1	0	0	0	0	1	1	0	1	1	0	0	9
Disorderly Conduct	0	0	0	0	0	1	0	0	1	0	1	1	1	0	0	0	0	1	1	0	1	1	0	0	9
RECKLESS ENDANGERMENT	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
RECKLESS ENDAGERMENT	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0	0	2	1	1	0	0	0	0	1	0	0	0	0	0	0	5
Fondling	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	2
Sexual Assault, Carnal Abuse	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Sexual Assault, Disabled	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
STOLEN VEHICLE	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
Vehicle Theft, Auto	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	2
SUSPICIOUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Suspicious Activity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
THEFT	0	0	0	0	0	0	0	1	0	4	5	1	1	5	5	1	3	0	1	0	0	0	0	2	29
Larceny, Bicycle	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0	0	2
Larceny, From Building	0	0	0	0	0	0	0	0	0	1	2	1	0	0	1	0	1	0	0	0	0	0	0	0	6
Larceny, From Vehicle	0	0	0	0	0	0	0	1	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	0	4
Larceny, From Yard/Land	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	0	1	0	0	0	0	1	5
Larceny, Parts From Vehicle	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Shoplifting	0	0	0	0	0	0	0	0	0	1	1	0	1	2	2	0	0	0	0	0	0	0	0	1	8
Theft Other	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1	0	0	0	0	0	0	0	3
THREATS	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Threat-Terrorist/State Offenses	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
TRAFFIC (CRIMINAL VIOLATION)	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2	0	0	0	0	1	0	1	1	8
Criminal Traffic Violation	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	2	0	0	0	0	1	0	1	1	8
TRAFFIC ACCIDENT	2	0	2	0	1	1	2	2	0	0	3	1	5	3	4	5	4	2	3	0	3	1	0	1	45
Hit/Run, Private Prop Damg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Hit/Run, Vehicle Damg	1	0	1	0	0	0	0	0	0	0	2	0	2	1	2	2	1	1	2	0	2	1	0	0	18
Traffic Accident, Injury	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	3
Traffic Accident, Private Prop Damg	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2
Traffic Accident, Vehicle Damage	1	0	1	0	0	0	2	1	0	0	0	0	2	1	1	1	2	1	1	0	1	0	0	1	16
Traffic Accident. Public Property Damg	0	0	0	0	1	1	0	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	5
TRAFFIC PROBLEM	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	3
Reckless Driver	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Traffic, Other	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TRESPASSING	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	1	1	0	6
Trespassing, Government Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Trespassing, Private Property	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	1	1	0	5
VIOLATE CONDITIONS OF RELEASE	0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	2	0	0	1	1	0	0	8
VIOLATE CONDITIONS OF RELEASE	0	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0	1	2	0	0	1	1	0	0	8
WARRANT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Warrant	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Total Events	12	18	12	6	5	2	2	10	13	34	31	31	26	27	38	25	18	18	18	10	12	12	21	12	413
Total Citation Violations:	13	7	7	3	3	5	2	0	16	7	1	4	3	6	3	12	8	17	2	5	5	16	12	4	161
Total Citations:	14	9	7	3	3	5	2	0	16	8	1	4	3	7	3	12	8	19	2	5	5	16	12	4	168

Parking Citation Hearing Board



I move to convene as the Parking Citation Hearing Board

Alaska Admin Code

17 AAC 45.090. Vehicle parking.

(a) This section applies to parking of vehicles on an airport in an area other than a restricted area or on a premises.

(b) If the airport manager determines it is necessary for the safe operation of an airport, the manager shall designate vehicle parking areas, no parking zones, parking time limits, vehicle size limits, parking restrictions by vehicle type, and vehicle loading and unloading zones as appropriate for the operation of the airport.

(c) A person parking a vehicle in a metered parking space shall pay the parking fee required by the meter. (d) A person may not abandon a vehicle on an airport, park a vehicle in a designated no-parking area, park a vehicle in violation of posted vehicle size limits, or park a vehicle for a period in excess of a posted time limit.

VIOLATION **Nº** 70139

Date 8/26/26 Time 12:10 M.

License No. VBN 747 State AK

Make of Vehicle Ford Officer AZ48

Location Airport

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☐ No Parking
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☐ Other

BAIL AMOUNT: $ 25.00

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Keith Bean. I am Gregg Olson Chair of the Police and Fire Commission, for the City and Borough of Sitka. The Police and Fire Commission is the Hearing Officer as authorized under SGC 11.45.176 for this appeal. Also present is the Police and Fire Commission Secretary, who will make a recording of the hearing.

I have before me a copy of the Request for Administrative Appeal, September 1, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70139__, alleging the violation of Unattended Vehicle in an Active Load/Unloading Zone did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $25.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Keith Bean.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70139 Citation Issue Date: 8/26/26 Issuing Officer: A248

Vehicle License # VBN747 Vehicle Make: FORD Reason for Citation: Airport load/unload

Print Defendant's Name: Keith Bean Date: 9/1/2026

Defendant's Signature: Keith O. Bean Daytime Phone: [redacted]

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for 9/23/26 **at 5:30 PM before the Police & Fire Commission**
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ☒ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

SITKA POLICE DEPARTMENT

STATEMENT FORM

Name: Keith Bean | Date of Birth: [redacted]

Ad[redacted]

Ph

Location of Incident: Airport ~~loading~~ drop off

Person(s) Involved: Keith Bean

Acknowledgement Pursuant to Alaska Statute 11.56.800 – Class A Misdemeanor

I hereby attest that the following statements written by me are true to the best of my knowledge and understanding. I understand that my written statement may be presented to a magistrate or judge in lieu of my sworn testimony at a preliminary examination. I am aware that any false statement that I make may subject me to criminal punishment as a Class A Misdemeanor.

Signature: Keith O Bean Date: 9/1/26

I have been in Sitka as a Guardian Flight Pilot since March of 2025. I Fly in and out ~~of~~ the Sitka airport no less than once every two weeks. I have never seen any ticketing of vehicle Day or night of people who are dropping off or picking up Baggage or people. There ~~have~~ has not been any ~~Signage~~ Signage indicating the practice of pulling up, going in and dropping or retreiving Baggage or passengers was a violation. I have photos of 8/26/26. There was NO Signage or Notice that I could be ticketed by ~~taking~~ my wife's and daughter's bags inside. I addressed the ticketing Agent at the time and told him it was enforcement with out Notification. It is what it has been. I dont have A problem with the policy. I would have moved my vehicle if there had been a sign. It is pathetic to hand out a Bulk of tickets when no one is aware its a violation. I shouldn't have to pay. the Signs are up now. good to know.

Keith Bean

§ 11.55.040. License plate attached to vehicle.

No vehicle shall be driven unless its state license plates for the current year are attached to the vehicle in the manner provided by the state law, and in addition thereto, the license plates are clean and legible.
(S.G.C. 11.52.040; Ord. 73-64 § 3, 1973; Ord. 84-597 § 4(B), 1984)

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VIOLATION **№ 70367**

Date 9/23/26 Time 1730 M.

License No. LRM603 State AK

Make of Vehicle Trailer/F-150 Officer H6

Location SC

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☐ No Parking
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☒ Other No Trailer Plate

BAIL AMOUNT: $ 50

H

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Ronald Browne.

I have before me a copy of the Request for Administrative Appeal, dated August 24, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70367__, alleging the violation of No Plate on Trailer did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $50.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Ronald Browne.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70367 Citation Issue Date: 8/23/26 Issuing Officer: H6

Vehicle License # LRM603 Vehicle Make: F150 - TRAILER Reason for Citation: No trailer plate

Print Defendant's Name: RONALD ORIE BROWNE Date: 8/24/26

Defendant's Signature: [signature]

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for [illegible]3 at 5:30 PM before the Police & Fire Commission
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ☒ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

I purchased a boat (new to me) here in Sitka and closed on it on 8/20/26 and completed the registration paperwork through the lender. I picked the boat up on 8/21/26. I knew that the boat was properly registered by the previous owner. I launched the boat at Sealing Cove on 8/23/26. When I returned I found the citation for no trailer plate. After I found the citation, I looked at the trailer and it is correct that there was no plate, so I looked in the boat and the plate had been stored in the boat. I promptly put it on the trailer. I had no reason to think that the trailer wasn't set up properly with the plate as we just went through the formal sale process and everything was current. I fixed the issue as soon as I was aware. The boat and trailer have been properly registered all along. This was a simple miss and not something I noticed when handling everything surrounding picking up a new boat. I respectfully request dismissal of the citation.

R. ORE BROWNE

CITATION # 70367

Alaska Admin Code

13 AAC 02.340. Stopping, standing, or parking on highway and in other locations.

(a) No person may stop, park, or leave standing a vehicle, whether attended or unattended, upon or within eight feet of a roadway, except where the roadway is of sufficient width and design to allow parking without interfering with the normal flow of traffic or with snow removal or other highway maintenance, and where the parking, stopping, or standing is not prohibited by an official traffic-control device, unless directed to do so by a flag person or police officer. If an emergency requires a vehicle to be parked or stopped on a controlled or divided highway, that vehicle must have activated four-way emergency flashers, three operating highway flares, or three reflective triangles in place.

(b) This section and sec. 365 of this chapter do not apply to the driver of a vehicle performing an official duty which requires stopping, standing or parking upon or within eight feet of a roadway or to the driver of a vehicle which is disabled in a manner and to an extent that it is impossible to avoid stopping and temporarily leaving the vehicle upon or within eight feet of a roadway. The driver of a disabled vehicle shall comply with the requirements of sec. 345 of this chapter.

(c) A vehicle that is stopped, parked, or standing in violation of a statute, regulation, or ordinance, is considered to have been stopped, parked or left standing by the registered owner of the vehicle unless the registered owner is able to prove that at the time of the violation the vehicle was driven or parked without his consent.

VIOLATION **Nº** 70078

Date 8/12/26 Time 12 30 P M.

License No. ULG 8417 State VA

Make of Vehicle Toyota Officer A248

Location HPR (3700)

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☒ No Parking Along State Hwy
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☒ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☐ Other

BAIL AMOUNT: $ 25+25=50

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Nicole Efinger.

I have before me a copy of the Request for Administrative Appeal, dated August 13, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70078__, alleging the violation of Parking Along a State Highway and Facing Traffic did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $50.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Nicole Efinger.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70078 Citation Issue Date: 8/12/26 Issuing Officer: A248

Vehicle License # ulg8417 Vehicle Make: Toyota Sequoia Reason for Citation: Parking on State Hwy

Print Defendant's Name: Nicole Efinger Date: 8/13/26

Defendant's Signature: Nicole Efinger

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for 9/ **at 5:30 PM before the Police & Fire Commission**
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ☒ I will only be submitting a written appeal (on back)

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

_____

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

Appeal: The rec area parking lot was full, and there were several other vehicles parked on HPR, including our friends who have lived in Sitka for 10-20 years and have often parked on the road with no issues. Even they had no idea that parking was not allowed.

I always look for 'no parking' signs when parking on a road and there are no signs there. The next parking lot is quite a ways away, especially with children and gear to carry.

I would like to suggest 'no parking' signs on the road near the parking lots, as well as more parking spots at such a popular spot.

I respectfully request my ticket changed to a warning. Thank you for your consideration. Nicole Ofinger

§ 11.45.220. Disabled parking.

A. The chief of police is authorized to designate disabled parking zones indicating those zones on either or both sides of any street or highway, in public parking lots, and in private parking lots only with permission of the owner. It is unlawful for any person to park, stop or leave standing any vehicle in an area so designated without a proper permit. The standard penalty for violation of this section shall be a $100.00 fine.

B. Any person who has been given a citation for violation of the offense described in subsection A of this section may have the offense reduced to the lesser offense of failure to display a valid disability placard while possessing such a placard and parking in a disabled parking zone, which shall carry a $25.00 fine. The chief of police, his or her designee, the city and borough attorney, or the court may make the reduction of offense upon receiving proof that the person had a valid disability placard as of the time of the offense.

(S.G.C. 11.40.220; Ord. 88-804 § 4, 1988; Ord. 93-1179 § 4, 1993; Ord. 94-1236 § 4, 1994; Ord. 04-01 § 4, 2004; Ord. 08-46 § 4, 2008)

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VIOLATION **Nº** 70316

Date 8/7/26 Time 13:15 P.M.

License No. CJN 452 State AK

Make of Vehicle Ford Officer A248

Location Mean Queen Pk

- ☐ Overtime Parking
- ☑ Handicap Parking Only
- ☐ Yellow Zone
- ☐ No Parking
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☑ Other failure to display

BAIL AMOUNT: $ 125.00

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Tony Gurth.

I have before me a copy of the Request for Administrative Appeal, dated August 31, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70316__, alleging the violation of Handicap Parking Only and Failure to Display Handicap Plaque did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $125.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Tony Gurth.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70316 Citation Issue Date: 8/7/26 Issuing Officer: A-248

Vehicle License # LJN452 Vehicle Make: Ford F-350 Reason for Citation: [redacted] Handicap Parking

Print Defendant's Name: Tony Guptill Date: Aug 31st 2026

Defendant's Signature: [redacted]

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for 9/23/26 at 5:30 PM before the Police & Fire Commission
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☒ I will appear in person to for my appeal ☐ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

To Whom It May Concern,

I am writing to formally appeal the citation issued to my vehicle for failing to properly display a handicapped placard.

On the date of the citation, I parked my vehicle in a designated accessible space in the Main Queen parking lot. I am legally disabled, and I possess a valid, current handicapped placard issued in my name.

While I did not hang the placard from the rearview mirror, this was not done out of neglect. The design of my vehicle's rear view mirror makes it exceptionally difficult to securely hang the placard. To ensure it was visible, I placed the placard face-up in the exact center of my dashboard, directly against the front windshield glass.

The placard was positioned in plain view and was fully legible from outside the vehicle. It appears the ticketing officer unfortunately overlooked its placement on the dashboard when evaluating the vehicle.

Because I am an authorized permit holder and made a good-faith effort to display my valid placard in clear view, I respectfully request that this citation be dismissed. Thank you for your time and consideration of this matter.

Sincerely,

Tony Gurth
Placard: PB5471
Citation: 70316

§ 11.55.040. License plate attached to vehicle.

No vehicle shall be driven unless its state license plates for the current year are attached to the vehicle in the manner provided by the state law, and in addition thereto, the license plates are clean and legible.
(S.G.C. 11.52.040; Ord. 73-64 § 3, 1973; Ord. 84-597 § 4(B), 1984)

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VIOLATION **№** 70366

Date 9/23/16 Time 1730 M.

License No. JDP 737 State AK

Make of Vehicle Trailer/chevy Officer 146

Location SC

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☐ No Parking
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☒ Other No trailer Plate

BAIL AMOUNT: $ 50

11

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of John Little.

I have before me a copy of the Request for Administrative Appeal requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70366__, alleging the violation of No Plate on Trailer did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $50.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of John Little.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70366 Citation Issue Date: 8-23-26 Issuing Officer: AG

Vehicle License # JDP737 Vehicle Make: Chev Sil Reason for Citation: No plate outside

Print Defendant's Name: John Little Date: _____

Defendant's Signature: _____ Daytime Phone: _____

Mailing Address: [redacted] ail Address: [redacted]

Your appeal has been scheduled for September 23 **at 5:30 PM before the Police & Fire Commission**
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ☑ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

_____

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

SITKA POLICE DEPARTMENT

STATEMENT FORM

Name: John Wilke | Date [redacted]

Address: [redacted]

Phone:

Location of Incident: Sitka Dock Ramp

Person(s) Involved:

Acknowledgement Pursuant to Alaska Statute 11.56.800 – Class A Misdemeanor

I hereby attest that the following statements written by me are true to the best of my knowledge and understanding. I understand that my written statement may be presented to a magistrate or judge in lieu of my sworn testimony at a preliminary examination. I am aware that any false statement that I make may subject me to criminal punishment as a Class A Misdemeanor.

Signature: [signature] Date: 8-24-26

Just got License and Registration for Trailer first time taking boat & Trailer to Launch Boat. Left License in truck at Storage lot. When I went to launch Boat the time locked me, it was going to come off set Reminder to Park Boat and trailer by Harbor Master on 8-23-26, but Decided to Launch boat to get wrist off Trailer. & Started Calling Slips to take Trailer to Boat on Face on Sunday 8-23-26. Went to get Car & Trailer on Monday around 10:00 AM after Fuses & Price to work on Trailer Lights. Received citation on return. I am Asking for a little grace here. Thank you John Wilke [redacted]

§ 13.35.046. Boat launch facilities and boat trailer parking.

A. The city and borough boat launch facilities within the harbor system shall be open to the public. It is unlawful to block access to boat launch ramps at boat launch facilities.

B. Short-term parking is allowed for boat trailers in the harbor system in spaces marked and designated by signage placed by the harbor department.

C. At Sealing Cove, short-term parking of boat trailers attached to a motor vehicle is allowed for up to three days and 10 days and only available in spaces marked and designated by signage placed by the harbor department. No boat trailers detached from motor vehicles and no motor vehicles without attached boat trailers are allowed in these parking spaces. Motor vehicles without attached boat trailers must use the main parking lot, not the parking spaces marked and designated by signage for boat trailers. Changing parking spaces shall not initiate a new three-day or 10-day period. A boat trailer must be removed from the parking lot for 48 hours before another three-day or 10-day period is allowed. Also, at Sealing Cove, parking of boat trailers, detached from a motor vehicle is allowed and only available in the RV parking lot in spaces marked and designated by signage placed by the harbor department. In addition, at Sealing Cove, no parking of boat trailers with boats on them, detached from motor vehicles, is allowed, except with the permission of the harbor department.

D. At Crescent Harbor, no overnight parking is allowed for boat trailers, whether attached to or detached from a motor vehicle. Parking of boat trailers for personal use is only allowed in spaces marked and designated by signage placed by the harbor department. No parking of boat trailers for commercial use is allowed, except as otherwise permitted under code.

E. The harbor department and police department are authorized and may issue citations for boat trailers parked in violation of this section. Penalties for violation of this section are as specified in SGC § 11.45.170(D)(4) for parking violations in harbor areas. Violations of this section are subject to the procedures set forth in SGC §§ 11.45.175 through 11.45.177.

(S.G.C. 13.10.046; Ord. 14-07 § 4, 2014; Ord. 21-15S § 4, 2021)

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VIOLATION **No** 70372

Date 8/31/26 Time 2130 M.

License No. 7717RW State AK

Make of Vehicle Trailer Officer 46

Location SC Grass strip

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☒ No Parking No Boat Parking
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Bus Parking Only
- ☐ Expired Registration Or Failure To Display
- ☐ Over 10 Day Parking
- ☐ Expired Parking Permit
- ☐ Other

BAIL AMOUNT: $ 25

H

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Allison Massey.

I have before me a copy of the Request for Administrative Appeal, dated September 2, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70372__, alleging the violation of No Boat Parking did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $25.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Allison Massey.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70372 Citation Issue Date: 08/31/2026 Issuing Officer: H6

Vehicle License # 7717RW Vehicle Make: Trailer Reason for Citation: "no boat parking"

Print Defendant's Name: Mica Trani / Allison Massey Date: 09/02/2026

Defendant's Signature: Allison Massey

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for_____at 5:30 PM before the Police & Fire Commission
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ■ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

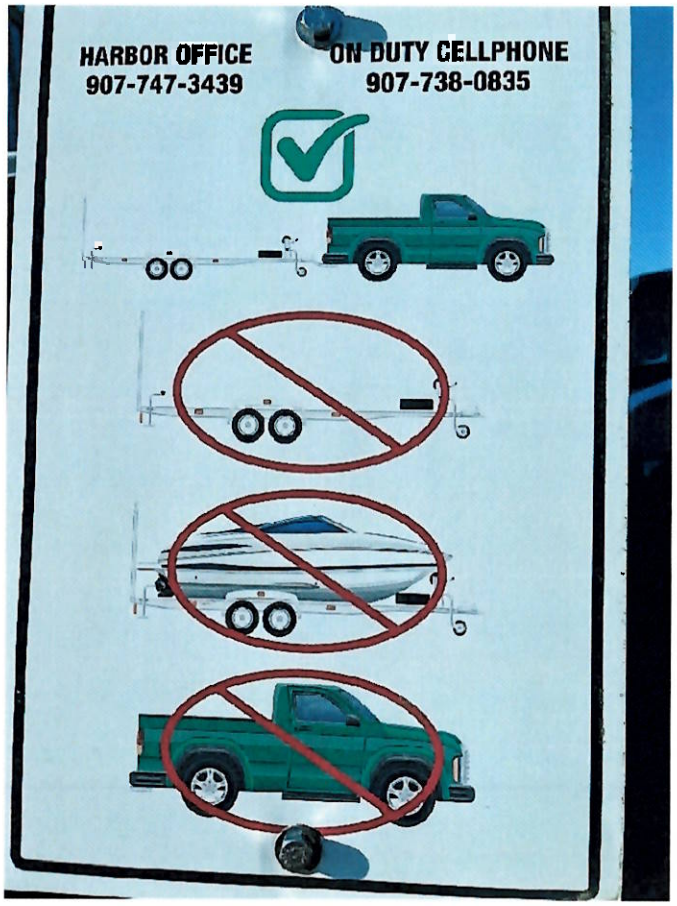
Police & Fire Commission:

I would like to appeal the parking citation issued on August 31st 2026. As stated on the appeal, the reason for the citation is "no boat parking".

Said boat was hauled out late in the day on the 31st due to an emergency with one of the engines, roughly 6pm-ish. The next morning a parking citation was inserted into the truck windshield. I will also note the boat was then launched back into the water on Sept. 1st 2026 early afternoon.

Signs posted around the Sealing Cove Harbor lay out images of what can and cannot be parked. As you can see below, no individual truck parking, no unattached boats on trailer parking, and no unattached trailer parking. You can park a trailer if attached to a truck. What the sign does not specify clearly is a boat on a trailer attached to a truck.

One could argue the implication is that since the sign says no boats on trailers that it is assumed it applies to both attached and unattached. But one could also make the argument it does not apply because it does not specifically say no boats on a trailer attached to a truck. To make the sign more precise, there would be another image of a boat on a trailer attached to a truck with the red circle and it be crossed out.



I understand this seems like splitting hairs regarding the signage. Thank you for your consideration.

Allison Massey

Chapter 11.40
STOPPING, STANDING AND PARKING

11.40.165 Parking vehicles with suspended, revoked, or expired registration on streets, highways, or roadways, or in public parking lots.

No vehicle shall be parked on any street, highway, or roadway or in any public parking lot while displaying a suspended, revoked, or expired registration. (Ord. 04-46 § 4(A), 2004.)

VIOLATION **Nº 70279**

Date 8/10/26 Time 11:21 M.

License No. CTW7330 State WA

Make of Vehicle Subaru Officer A248

Location Airport long term

- ☐ Overtime Parking
- ☐ Handicap Parking Only
- ☐ Yellow Zone
- ☐ No Parking
- ☒ Expired Registration Or Failure To Display
- ☐ No Parking 4 A.M. to 7 A.M.
- ☐ Over 12" From Curb
- ☐ Active Load/Unloading Unattended Vehicle
- ☐ Facing Traffic
- ☐ Over 72 Hours
- ☐ Over 10 Day Parking
- ☐ Unattended Vehicle
- ☐ No Overnight Parking
- ☐ Expired Parking Permit
- ☐ Bus Parking Only
- ☐ Other

BAIL AMOUNT: $ 50.00

NO STICKER ON Display

NOTES:

SITKA, ALASKA

CITY AND BOROUGH OF SITKA
APPEAL HEARING ON NOTICE OF VIOLATION
SGC 11.45.177

Hearing Officer's Script

1. CALL TO ORDER

This is the time for the hearing on the appeal of Natalie Perez.

I have before me a copy of the Request for Administrative Appeal, dated August 24, 2026, requesting a hearing by the Appellant.

2. PRESENTATION OF EVIDENCE

Will the parties attending the hearing please come forward and identify themselves for the record?

The purpose of this hearing is to determine whether the issuance of Citation Number _70279__, alleging the violation of Expired Registration or Failure To Display Valid Registration did in fact occur. The Appellant will first present their case for issuance of the citation and present evidence on their behalf. The Sitka Police Department will then have an opportunity to respond.

Appellant, please come forward and present your evidence in opposition to the alleged violation.

PD Representative, please come forward and present your evidence in support of the alleged violation.

Does either party have anything further to present at this time?

3. VOTING

The Police and Fire Commission shall now discuss the findings.

Police and Fire Commission find that the:

Appeal is granted and citation is dismissed

Appeal is not granted and the parking violation stands.

The appellant is to pay the fine in the amount of $50.00, by October 9, 2026.

4. ADJOURNMENT

This concludes the hearing of Natalie Perez. I move to adjourn the Parking Citation Hearing Board.

City of Sitka
Administrative Appeal

REQUEST FOR ADMINISTRATIVE APPEAL – PARKING CITATION

Citation No. 70279 Citation Issue Date: 8/10/26 Issuing Officer: exp registration or failure to display

Vehicle License # CTW7330 Vehicle Make: Subaru Reason for Citation: _____

Print Defendant's Name: Natalie N Perez Date: 8/~~30~~24/26

Defendant's Signature: [signature]

Mailing Address: [redacted] Email Address: [redacted]

Your appeal has been scheduled for September 23 **at 5:30 PM before the Police & Fire Commission**
Location: 330 Harbor Drive (Harrigan Centennial Hall)

☐ I will appear in person to for my appeal ☑ I will only be submitting a written appeal

Before the appeal hearing a written explanation, with any legal justification cited, must be submitted for why the parking violation occurred. Failure to provide a written explanation before the appeal shall act as a waiver of the right to a hearing.

If you fail to appear and/or do not submit a written explanation, the following will happen – a default judgment will be entered against you for the maximum penalty permitted by law plus $15 collection cost.

Office Use Only

Facts & Findings for Administrative Appeal

☐ Appeal is granted and citation is dismissed

☐ Appeal is not granted and the parking violation stands

The appellant is to pay a fine in the amount of $_____, by _____, 20____ payable to City and Borough of Sitka and may be paid at the Utilities Office at 100 Lincoln Street, Sitka, Alaska 99835 or Sitka Police Department, 304 Lake Street, Sitka, Alaska 99835. If not paid by the above date, a $15 collection fee shall be applied.

Any questions on the ruling of the Police & Fire Commission, please contact Executive Assistant Serena Wild at 966-5705.

SITKA POLICE DEPARTMENT

STATEMENT FORM

Name: Natalie Perez | Date of Birth: [redacted]

Address: [redacted]

Phone: [redacted]

Location of Incident: Airport Long Term

Person(s) Involved: Natalie Perez

Acknowledgement Pursuant to Alaska Statute 11.56.800 – Class A Misdemeanor

I hereby attest that the following statements written by me are true to the best of my knowledge and understanding. I understand that my written statement may be presented to a magistrate or judge in lieu of my sworn testimony at a preliminary examination. I am aware that any false statement that I make may subject me to criminal punishment as a Class A Misdemeanor.

Signature: [signature] Date: 8/24/26

At first, I thought I was being ticketed for parking in the 7 day parking lot for 3 days as I went back to Seattle to check on home. Coming back, I found this citation, confused on why I got it.

Little did I know, it wasn't until I asked at the police station what the citation was for. Who knew I needed to register my vehicle to use in Alaska as I work here for travel. No one told me, not even my so called helpful recruiter.

Knowing this, I'm on my way to the DMV now to sort this out. A request to dismiss this citation is deeply appreciated.

Thank you.



Fireworks Discussion



CHAPTER 9.25
FIREWORKS

§ 9.25.010. Title.

This chapter shall be known and cited as the "fireworks control ordinance of the city and borough."
(B.C.S. 12.04.010; S.G.C. 10.24.010; Ord. 17-28 § 4, 2017)

§ 9.25.020. Prohibition on sale.

It is unlawful for any person, business, corporation, association, club or organization to sell, expose for sale, or offer for sale any fireworks within the corporate limits of the city and borough.
(B.C.S. 12.04.020; S.G.C. 10.24.020; Ord. 17-28 § 4, 2017)

§ 9.25.030. Prohibition on use.

It is unlawful for any person, business, corporation, association, club or organization to use or explode any fireworks, except as otherwise provided by this chapter, within the municipal limits of the city and borough.
(B.C.S. 12.04.030; S.G.C. 10.24.030; Ord. 17-28 § 4, 2017)

§ 9.25.040. Exceptions for authorized displays.

A. Fireworks may be used for public displays by municipalities, fair associations, amusement parks and other organizations or groups of individuals; provided, that:

   1. A permit is obtained from the administrator or any employee designated by him; and

   2. A bond is filed with the city and borough in the amount of at least $500.00 to ensure payment of all damages to persons or property caused by the display. The bond requirement will not be operative if the holder of the permit has in effect an insurance policy which accomplishes the same purpose as the bond.

B. No permit is transferable.
(B.C.S. 12.04.040; S.G.C. 10.24.040; Ord. 17-28 § 4, 2017)

§ 9.25.050. Permissible sales and uses.

Nothing in this chapter shall be construed to prohibit:

A. Any resident wholesaler, dealer, or jobber from selling at wholesale those fireworks which are not prohibited in this chapter;

B. The sale of any kind of fireworks if the fireworks are to be shipped directly from the state in accordance with regulations 27 CFR Part 555 of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF);

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C. The use of fireworks by vessels or other transportation agencies for signal purposes or illumination;

D. The use of flashlight composition in normal amounts by photographers or dealers in photographic supplies;

E. The sale or use of blank cartridges for a show or a theater;

F. Use of fireworks for signal or ceremonial purposes in athletic events or parades; and

G. Use by military organizations.

(B.C.S. 12.04.050; S.G.C. 10.24.050; Ord. 15-11 § 4, 2015; Ord. 17-28 § 4, 2017)

§ 9.25.060. Fireworks defined.

"Fireworks" includes any combustible or explosive composition or any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, and includes blank cartridges, toy pistols, toy cannons, toy canes, or toy guns in which explosives are used, balloons which require explosive propellant, firecrackers, torpedoes, sky-rockets, Roman candles, or other fireworks of like construction, which contain any explosives or flammable compound, or any tablets or other device containing any explosive substance, except that the term "fireworks" does not include sparklers, auto flares, paper caps containing not in excess of an average of 0.25 of a grain of explosive content per cap manufactured in accordance with the Interstate Commerce Commission regulations for packing and shipping, as provided therein, and toy pistols, toy canes, toy guns or other devices for use of such caps, the sale and use of which shall be permitted at all times (AS 18.72.100).

(B.C.S. 12.04.060; S.G.C. 10.24.060; Ord. 15-11 § 4, 2015; Ord. 17-28 § 4, 2017)

§ 9.25.070. Penalties.

In accordance with AS 29.25.070(a), citations for offenses in this chapter may be disposed of as provided in AS 12.25.175 through12.25.230, without a court appearance, upon payment of the fine amounts stated herein plus the state surcharge required by AS 12.55.039 and29.25.074. Fines must be paid to the city and borough of Sitka. The Alaska Rules of Minor Offense Procedure in the Alaska Rules of Court apply to all offenses referenced herein. Citations charging these offenses must meet the requirements of Rule 3 of the Alaska Rules of Minor Offense Procedure. For the first offense, the fine shall be $50.00. For the second offense, the fine shall be $100.00. For the third offense, the fine shall be $200.00. For any subsequent offense after three, the defendant must appear in court to answer for the charges. For any offense after three, the fine shall exceed $200.00 and not exceed $500.00. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the fine amount for that offense stated herein. These fines may not be judicially reduced. For purposes of this section, prior offenses must be within the previous five years.

(S.G.C. 10.24.070; Ord. 17-28 § 4, 2017)

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Letter from Connie LaPerriere:

At the last meeting when the subject of fireworks was discussed, I appreciated the candor of the Fire Chief and Police chief about how hard it is to enforce the ordinance. I believe another look needs to be taken at the ordinance because it is not working.

I did a bit of research on what other cities are doing and found some interesting enforcement ideas.The most common is a public awareness campaign so that people are aware that it is unlawful, what the fines are, and the dangers that are associated with the use of fireworks. The second interesting idea is issuing citations based on a "Host Liability" law. In that law it would state that the owner or lessee of the property can be cited. This at least gives responsibility for the use of fireworks to the person owning or the person holding the lease on the property. It could result in fines, if there are many repeat offenses or fees not paid, than the fees could be paid like parking tickets, added to utility billing or eventually a lien could be put on the property.

Some cities have restrictions on the times that fireworks are allowed, and if that would result in less time spent having our pets terrorized and the other disturbing effects of fireworks on peoples lives, it would at lest be a small improvement.

I really don't have an answer or a solution to this problem, but I do know that the use of fireworks for many occasions is escalating. For example; after the mud ball tournament ended one night, fireworks were set off at Moller Field, another expanded use is at parties.

I do think the first response should be a public information campaign. I am hoping that this can occur before Alaska day. There are many avenues available for this including interviews on Raven radio, Problem corner, Facebook posts, or newspaper ads and or articles.

Perhaps the new Police chief or the new Fire chief have some other ideas about how ordinances can be changed to make the job of enforcement easier for Police especially during already high call times on holidays.

This letter was written by me, Connie LaPerriere with input from Deb Miller. Unfortunately I will be out of town for the meeting, but Deb Miller will be there to speak for us if needed.

City and Borough of Sitka:
Sitka Police Station and Jail Planning Study

AUGUST 28, 2019





Stantec

Sitka Police Station and Jail
Planning Study

Prepared for:
City and Borough of Sitka

Prepared by:
Stantec Architecture, Inc.
725 E Fireweed Lane, Suite 200
Anchorage, Alaska 99503

Stantec Project No: 2046067600

Thank You

Thank you to the many Community Members, the Sitka Police Department Staff and Officers, Members of the Police and Fire Commission, Assembly Members, City Officials and Staff, who participated in the development of the Sitka Police Station Planning Study,

And

A Special 'Thank You' to the Steering Committee and following volunteers who offered their time to meet, review, and discuss the Sitka Police Station Planning Study and who participated in the evaluation of the extensive list of potential sites for a new police station:

James Melima

Lloyd Platson

Lorraine Lil

Aubrey Vaughn

Marsha Strand

Gerry Hope

David Goade

Bob Sam

Sign-off Sheet

This document entitled Sitka Police Station and Jail Planning Study was prepared by Stantec Architecture Inc. ("Stantec") for the account of City and Borough of Sitka (the "Client"). The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document. Any reliance on this document by any third party is strictly prohibited.

Prepared by _____

(signature)

Giovanna Gambardella

Reviewed by _____

(signature)

Approved by _____

(signature)

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Executive Summary

The City and Borough of Sitka contracted Stantec Architecture Inc. to perform a planning study for a new facility for the Sitka Police Station and Jail.

The Sitka Police Department is currently located within a 20,000 square foot building constructed between 1974 and 1976 in partnership with the State of Alaska. The building is centrally placed at 304 Lake Street. Based on the information provided by the City and Borough of Sitka, the existing nearly forty-five-year-old facility houses all departmental functions within approximately 6,400 square feet. These functions include dispatch, patrol, investigations, administration, and the jail.

The facility does not meet current departmental space needs and functions and is at the end of its life-cycle. A condition survey of the current facility was not part of the planning study project scope.

As a team the City and Borough of Sitka, the Police Department and Stantec Architecture Inc., developed a space program that includes:

- Square footage needs for the new facility
- Development of an adjacencies diagram for each departmental area

The summary table below identifies the net and gross floor area requirements for a new Sitka Police Station to accommodate current and future staffing, inmate populations, and program needs. The area requirements below will necessitate adaptation during the design implementation phase and are dependent on the site and budget constraints. Some program areas may be combined, omitted, or built in phases.

Net Area	16,276 SF
Total Building Area	26,380 SF

The City and Borough of Sitka identified the top-three-ranking sites and developed an initial analysis for each. The top sites in order of ranking are: 1) the Incinerator Site, 2) the lot adjacent to the current Police Station in the City/State Building, and 3) the Old City Shops Site. Sites 1 and 3 are owned by the City and Borough of Sitka. A Title Search conducted in July 2019 by First American Title indicates that the City and Borough of Sitka does not own the site 2 lot. Their initial selection - for consideration among a preliminary list of twenty-two sites - is based on several factors including zoning, central location, visibility, access, noise impact, site constraints, tsunami flood zone elevation, and potential growth.



Stantec hired a cost estimator sub-consultant - Tonsina LLC - to provide a rough opinion of probable construction cost for the top-three ranked sites based on the initial program and square footage of the buildings. The City and Borough of Sitka provided a total project cost. This includes an estimated 35% increase to the probable construction cost. For the three sites the total probable project cost ranges from roughly between $18 - $19 million as indicated in the following breakdown:

Location	Opinion of Probable Construction Cost	Opinion of Probable Project Cost
1) Incinerator Site	$13,291,458	$17,943,468
2) City/State Building Parking Lot	$14,048,447	$18,965,403
3) Old City Shops	$13,803,997	$18,635,396

This planning study includes an exploration on potential available funding options, including state and federal grant programs, cooperative arrangement between public and private sectors (Public-Private Partnership), financial consulting, and a bond proposition.

This study is intended to provide a comprehensive go-to document that captures the efforts, investigations, and project information to date.

Please note, this document is the initial planning and programming study to identify the spatial needs for a new police station and jail, based on the Sitka Police Department (SPD) operations and the standard sizes of the spaces required to perform those activities. This study includes spaces for the anticipated needs and desires of the SPD which will be evaluated and prioritized during the future design phases. This study is not intended to present concept designs for the Sitka Police Station and Jail. Its design will be implemented at a future date.

1.0 INTRODUCTION

1.1 BACKGROUND

The Sitka Police Department and Jail occupies 6,400 square feet of the City/State Building, which is centrally located on Lake Street across from the Sitka Fire Department and near the roundabout at Lake Street and Sawmill Creek Road. The approximate 20,000 square foot building was constructed between 1974 and 1976 in partnership with the State of Alaska (State). The City and Borough of Sitka (CBS) owns a portion the parcel of land the building is located on, and jointly owns the building with the State. The State owns the parking lot. Per an agreement between CBS and the State, the expenses for building maintenance and operations are split thirty-four-percent CBS and sixty-six-percent State. This split is based on the amount of space occupied within the building by each party.

The building is nearly forty-five years old and its mechanical systems (plumbing & heating, ventilation, and air conditioning -HVAC), electrical systems (electrical and life safety systems), communication systems (network), and electronic safety and security systems are either near or past their useful life cycle and require refurbishment and/or replacement. CBS estimated the magnitude of cost to rehabilitate these systems to be seven to eight million dollars. This estimate does not include the costs for expanding or reconfiguring the existing spaces. Per the agreement between the State and CBS, the cost of this work should be shared, but given Alaska's current fiscal environment, reaching a timely cost sharing agreement may be difficult.

As the findings in this planning study show, the existing Sitka Police Station & Jail Facility sorely lacks the adequate space to perform normal PD/Jail operations. Rehabilitating the existing City/State Building will require a significant effort at a significant cost even before the facility is expanded. See appendix D for additional information about the current facility conditions and estimated deferred maintenance costs.

While a condition survey and analysis of the existing facility is not included in our scope, Stantec Architecture Inc., (Stantec) conducted a site walk-though to observe and learn more about departmental operations, program, and current spatial conditions. The limited observation confirmed that the current facility is inadequate and does not meet functionality and the standards required for a police station. This impacts daily operations and safety for the staff, the inmates, and the public.

A few examples are listed in the table below.

Condition Observed	Impact
Physical circulation and spatial configuration are congested. Circulation patterns and configuration of the jail do not provide adequate space for inmates, staff, and support services	Operations and life safety
Storage is undersupplied. Corridors and common areas are used for storage, impacting daily circulation. Makeshift storage areas are provided along corridors or on top of casework and other surfaces.	Operations and life safety
Key jail program components are missing, including a visitation room for women, special accommodation for inmates with behavioral problems, laundry room, and privileged information room. The physical environment does not meet minimum needs for longer-term occupancy, such as windows or recreational area. The spatial organization does not accommodate the required flow of activities.	Operations including inmate management, and life safety

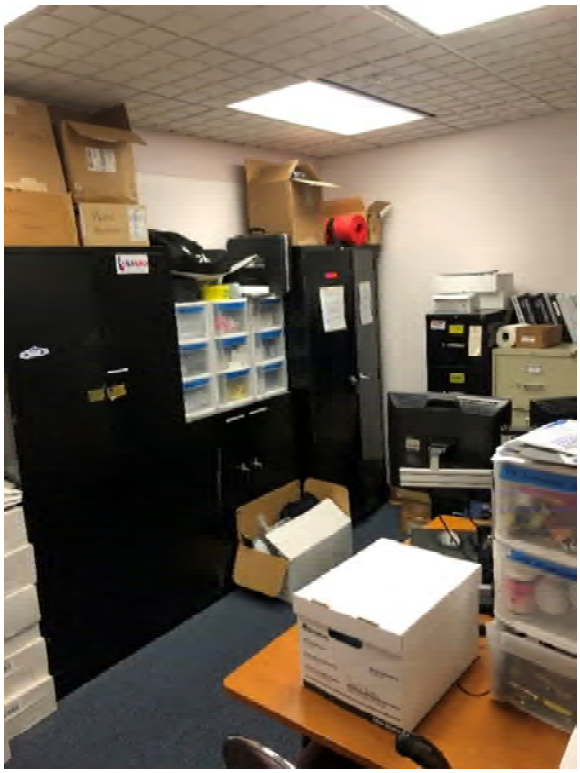
Condition Observed (continued from previous page)	Impact
Evidence processing does not meet standards. Evidence is currently received and processed in the staff breakroom. Storage is accessed from the staff breakroom. The staff breakroom sink is often used for evidence.	Operations and standard protocol for evidence processing
The information technology (IT) service area doesn't have adequate capacity. The IT office is also used as storage. IT has makeshift storage spaces throughout the facility. The facility relies upon one ancillary network closet along the main station hallway, which is not properly ventilated. Consequently, the adjacent IT office reaches very high temperatures. The network closet is located remotely in a shared tenant hallway and relies upon storefront function hardware, which appears vulnerable to tampering.	Operations, life safety, user comfort, and security.
Patrol and investigation area have congested circulation, including limited locker area. Officers share one of the access points with dispatch, which disrupts operations. Circulation from this space into the parking area is not ideal to provide emergency response. While the dispatchers and the officers support each other, the close vicinity with no sound or physical separation impacts the function of the two very different occupations. Dispatchers require a self-contained, quiet area, while officers may need a more active operating environment.	Operations, confidential information breach, and emergency response
No sally port in current facility	Operations and security



Existing Condition: Evidence Processing/Breakroom



Existing Condition: Meeting Room/Storage



Existing Condition: Congested Work Spaces/Storage



Existing Condition: Hallway/Storage

1.2 PURPOSE AND GOALS OF THE PLANNING STUDY

A properly sized and designed facility is critical to mitigate security and safety concerns for the officers, inmates, and overall, for the community of Sitka.

This predesign process provides an opportunity for CBS and the existing police department staff, officers, and jail staff to evaluate the project and provide input during the facility development process. The staff departmental operational experience is invaluable to inform features critical to the local operations. Planning and early participation allows stakeholders to be integral to the process and to plan for a facility tailored to the needs of the Sitka community.

The goals of the planning study are to provide background information and investigate critical factors for the new facility. Specifically, this document identifies the following:

- Space standards and space needs assessment for the new facility
- Preliminary facility size
- Space adjacencies
- Top-three-ranked sites and initial identification on how the program area may fit within each site
- Rough opinion of probable cost for the building based on program and square footage for the top-ranked sites
- Available funding options
- A comprehensive go-to document that captures the efforts, investigations, and project information to date

1.3 ASSUMPTIONS AND CLARIFICATIONS

The size projection is based on space assessment needs and desired program features at the time of this study and are based on extensive coordination, input, and feedback from the Police Department. During the design phase, some program areas may be combined, reduced, or omitted depending on a variety of project aspects including but not limited to funding availability, site selection, and development.

The site selection effort is led by CBS. A preliminary test-fit of the building, based on the full program size, is provided as part of this study. During the design phase site development, geotechnical, environmental, and zoning analysis will be required to confirm critical data that will inform the building positioning, building height and number of stories, parking, setbacks, utility-feeds, etc.

This study is based on a typical twenty-year planning span for public safety facilities. The population of Sitka is anticipated to remain stable.



Suggested future needs and departmental growth has been coordinated with the Police Department and is included in the space assessment needs calculations.

1.4 REFERENCE STANDARDS

These space standards have been applied to the net and gross space requirements identified in the functional program:

- Law Enforcement Standards for Best Practices
- International Building Code (IBC) and Local Amendments
- Manufacturers Information
- American Correctional Association (ACA)
- U.S. Department of Justice, National Institute of Corrections
- Americans with Disabilities Act Guidelines
- State of Alaska Department of Correction Policies and Procedures (Alaska Statues Tile 33 and Alaska Administrative Code Title 22)

1.5 METHODOLOGY

The study required gathering of information about the functioning of the Police Department and the characteristics of the various potential sites. This study developed potential design scenarios, funding options, and cost estimates for each site. More specifically we performed the following tasks:

Phase 1 – Situation Analysis Phase

This study comprises of a holistic collaboration by the project team which includes Stantec, CBS, and the Sitka Police Department.

At the project onset, Stantec met with CBS and the Sitka Police Department leadership and identified project goals and objectives, along with various tasks that needed to be assigned and completed by each project team member.

CBS established a steering committee to provide support and recommendations for the project.

Phase 2 – Data Collection, Analysis and Evaluation Phase

Stantec collected and reviewed existing data and statistics and conducted staff departmental surveys to better understand departmental operations. The survey provided insight into how each department functions, exposed the strengths and weaknesses of their current space, disclosed critical space adjacencies, objectives, and goals for the new space. The police Chief Jeff Ankerfelt and Executive



Assistant Serena Wild assisted Stantec's Planning study team to filter the departmental input by confirming priorities and clarifying the department feedback. The survey is included as Appendix A.

After data collection was complete, Stantec generated space program allocations and made recommendations on the new facility size to address current and anticipated future space needs.

At the same time, CBS identified potential sites, which were evaluated with a criteria selection matrix that included response time, access, anticipated development costs, presence of utilities, etc.

During September 2018, a three-day workshop was facilitated in Sitka by CBS. The workshop was attended by Stantec's architect and civil engineer, members of the steering committee, and the Police Chief and Assistant Police Chief, along with PD and CBS personnel.

Stantec held interviews with key police department staff for each department area. These sessions included small groups or individual meetings. Discussions provided further insight on operations and needs.

On September 26, 2018 Stantec, CBS, the Police Department presented the planning study progress to the Police and Fire Commission meeting.

The City identified the three top-ranking sites and led a walk-through for each location. At the end of each walk-though the criteria selection matrix for the top three sites was revaluated and updated during meeting sessions with CBS, the steering committee, Architect, Civil Engineer, the Police Chief, Assistant Police Chief, and PD personnel.

CBS also evaluated gathered information and made an initial evaluation of the current facility.

Phase 3 – Cost Estimate Phase

Tonsina, LLC developed an opinion of probable construction cost for each of the selected top-three ranked sites. The cost estimates were submitted to CBS for consideration as a part of a seventy-percent progress submittal of this study.

CSB prepared an evaluation of probable total project costs.

Phase 4 – Funding Option Phase

Funding opportunities were explored to provide options to the City for an integrated, multi-year plan for the implementation of a financially sustainable facility.

Phase 5 – Findings and Report Phase

Space needs and adjacency diagrams were updated based on workshop discoveries and information. The report collects information and data to provide the City with a holistic tool to facilitate the next phase of the project



2.0 SITKA POLICE DEPARTMENT ORGANIZATION AND STAFFING

2.1 CBS POPULATION DEMOGRAPHICS

Sitka, Alaska's population is estimated at 8,689 according to the 2010 United States Census estimates. During the past thirty years Sitka's population has been stable, with an average negative growth of -2.2 percent from 2010.

During the summer season, the population increases significantly due to the seasonal tourism industry and the seafood fishing and processing industry.

Population is often used in determining the number of personnel assigned to the Police Department facilities, which in turn determines the building space needs.

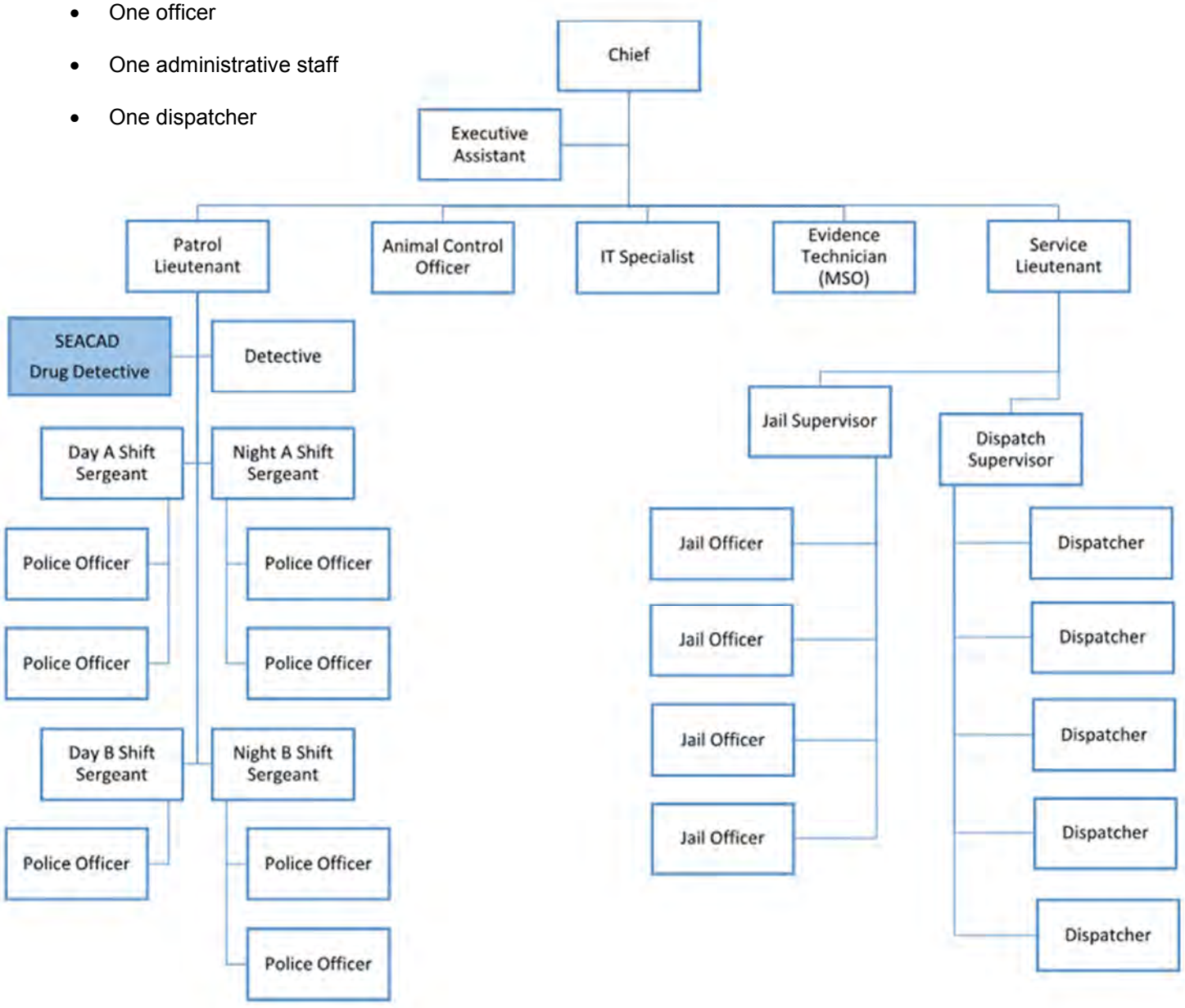


2.2 DEPARTMENTAL ORGANIZATIONAL CHART AND GROWTH

Current staff information and the organizational structure of the Police Department are indicated in the following chart. The chart also provides an idea of the spatial needs of current departmental staff. Future growth has been discussed with the Police Department and has been considered in the space needs assessment with a twenty-year outlook. Twenty-year growth is generally the recommended span to use in planning public safety facilities.

Estimated growth needs include:

- One officer
- One administrative staff
- One dispatcher



3.0 SPACE ASSESSMENT NEEDS

The size and needs projections are based on the desired program features at the time of this study and are based on extensive coordination, input, and feedback from the Police Department. During the design phase, some program areas may be combined, reduced, or omitted depending on a variety of project aspects including but not limited to funding availability, and site selection and development. Some of the program areas are strictly required to provide public safety services, while others are not critical to the daily departmental operations and are also considered important to program needs.

The needs assessment analyzes each police departmental area as follows:

Public Area
Main Dispatch Area/Records
Administrative Services
Patrol/Investigations
Evidence
Emergency Operations Center (EOC)/Large Case Management
Exercise
Jail
Armory

3.1 GROSS-UP FACTORS

All space types that reflect a built space will have grossing factors applied to their net square footage. These two grossing factors are referred to as Department Gross-up Factor (DGSF) and Building Gross-up Factor (BGSF).

The DGSF & BGSF may be altered based on departmental specifications or unique circumstances. The BGSF will also be adjusted as the design proceeds.

3.1.1 Department Gross-Up Factors (DGSF)

All buildings and facilities will have a DGSF applied to their space total. The DGSF accounts for items such as internal circulation and hallways. Each departmental area DGSF varies depending on the efficiencies and layout specific to the space.

Departmental Area	DGSF
Public Area	**30%**
Main Dispatch Area/Records	**30%**
Administrative Services	**35%**
Patrol/Investigations	**30%**
Evidence	**35%**
Emergency Operations Center (EOC)/Large Case Management	**35%**
Exercise	**30%**
Jail	**45%**
Armory	**30%**

3.1.2 Building Gross-up Factor (BGSF)

All areas will also have a BGSF of 15 to 30 percent added to the total DGSF area. This accounts for items such as mechanical, electrical, and data rooms; wall thickness; building envelope; and any vertical penetrations including mechanical shafts, stairs, and elevators.

For the purpose of this study a BGSF of 20 percent is considered. The following formula is used to calculate the building area for planning/programming purposes:

Total Area= A1+ A1*20%

A1= Net Area + Sum of DGSF area increase

Refer to the following detailed tables.

3.2 SITKA POLICE STATION FUNCTIONAL BUILDING REQUIREMENTS

3.2.1 Public Area

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Public Area				
Entry Vestibule		1	88	88
Lobby		1	200	200
Public Toilets (M&W, ADA)		2	49	98
Soft Interview		2	132	264
Meeting Room/Training	32	1	1,220	1,220
Total Public Area				**1,870**

Public Area Total including DGSF @ 30%= 2,431 SF

3.2.2 Main Dispatch Area/Records

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Main Dispatch Area/Records				
Reception Counter		1	49	49
Locker area	6	1	18	18
Dispatch Console	4	4	121	484
Dispatch Radio Room		1	150	150
Kitchenette		1	42	42
Restroom		1	50	50
Dispatch Supervisor		1	120	120
Workroom		1	130	130
Total Main Dispatch				**1,043**

Main Dispatch Area/Records Total including DGSF @ 30%= 1,356 SF

3.2.3 Administrative Services

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Administrative Services				
Chief Office	1	1	216	216
MSO Office	1	1	100	100
Executive Assistant Office	1	1	180	180
Lieutenant Office	2	2	180	360
Information Technology (IT) Office	1	1	100	100
IT Workroom	1	1	100	100
IT Storage	1	1	250	250
IT Network Racks	1	1	300	300
Animal Control Officer Office	1	1	120	120
Additional Office (growth)	1	2	120	240
Visiting investigator Area	1	1	100	100
Breakroom		1	280	280
Storage		1	150	150
Total Administrative Services				**2,496**

Administrative Services Total including DGSF @ 35%= 3,370 SF

3.2.4 Patrol/Investigations

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Patrol/Investigations				
Detective Office	4	4	120	480
Patrol Area (Open Office)	10	10	64	640
Sargent office	4	4	120	480
Briefing/Meeting Room		1	345	345
Police Bunk Room		2	120	240
Patrol Storage		1	150	150
Total Patrol/Investigation				**2,335**

Patrol/Investigations Total including DGSF @ 30%= 3,036SF

3.2.5 Evidence

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Evidence				
Evidence Processing		1	220	220
Evidence Receiving		1	90	90
Evidence storage/Drug Closet		1	920	920
Evidence Supply		1	85	85
Vehicle Evidence		1	400	400
Total Evidence				**1,715**

Evidence Total including DGSF @ 35%= 2,315 SF

3.2.6 Emergency Operations Center (EOC)/Large Case Management

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Emergency Operations Center (EOC)/Large Case Management				
Operations room for emergency coordination		1	580	580
Restroom		1	49	49
Comm Room		1	60	60
Kitchenette		1	42	42
Storage		1	100	100
Total EOC				**831**

EOC/Large Case Management Total DGSF @ 35%= 1,122 SF

3.2.7 Exercise/Defensive Tactics

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Exercise/Defensive Tactics				
Exercise room/Defensive Tactics		1	900	900
Locker Area (M&W)		2	500	1,000
Total Exercise				**1,900**

Exercise room/Defensive Tactics Total including DGSF @ 30%= 2,470 SF

3.2.8 Jail

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Jail				
Sally Port		1	900	900
Booking		1	560	560
Visitation Room		2	80	160
Privilege Information Room		1	80	80
Jail Cells				
Male Cell	2 (per cell)	10	120	1,200
Female Cell	2 (per cell)	4	120	480
Juvenile/Title 47	1 (per cell)	2	100	200
Segregation Cell	1 (per cell)	2	80	160
Male Sleep-off Cell	1 (per cell)	1	80	80
Female Sleep-off Cell	1 (per cell)	1	80	80
Food receive with sink		1	40	40
Recreation area		1	200	200
Jail Supervisor Office		1	150	150
Linen/Laundry/Uniforms/Bedding		1	180	180
Interview Room/Polygraph		1	80	80
Showers		4		90
Release Room		1	80	80
Fingerprint/Intoxicalizer/Photo Room		0	100	0
Total Jail				**3,820**

Public Area Total including DGSF @ 45%= 5,539 SF

3.2.9 Armory

Division	Personnel	Space Allocation		
		Quantity	Area (SF)	Net Space Need (SF)
Armory				
Gun Clean/Work Area		1	96	96
Weapon Storage		1	170	170
Total Armory				**266**

Public Area Total including DGSF @ 30%= 346 SF

3.3 TOTAL BUILDING AREA

The total building area shown below is calculated based on the functional building requirements and the DGSF and BGSF factors area increase.

Net Area	**16,276 SF**
DGSF Area Increase	**5,708 SF**
Area Sub-Total (Net Area + Sum of DGSF area increase) – A1	**21,984 SF**
BGSF Area Increase (A1+ A1*20%)	**4,396 SF**
Total Building Area	**26,380 SF**

3.4 SITKA POLICE FUNCTION SITE REQUIREMENTS

Site requirements include:

Emergency Generator	**560 SF**
Parking*	
Covered Parking/Laundry (desirable)	**1,500 SF**
Vehicle Impound	**1,800 SF**

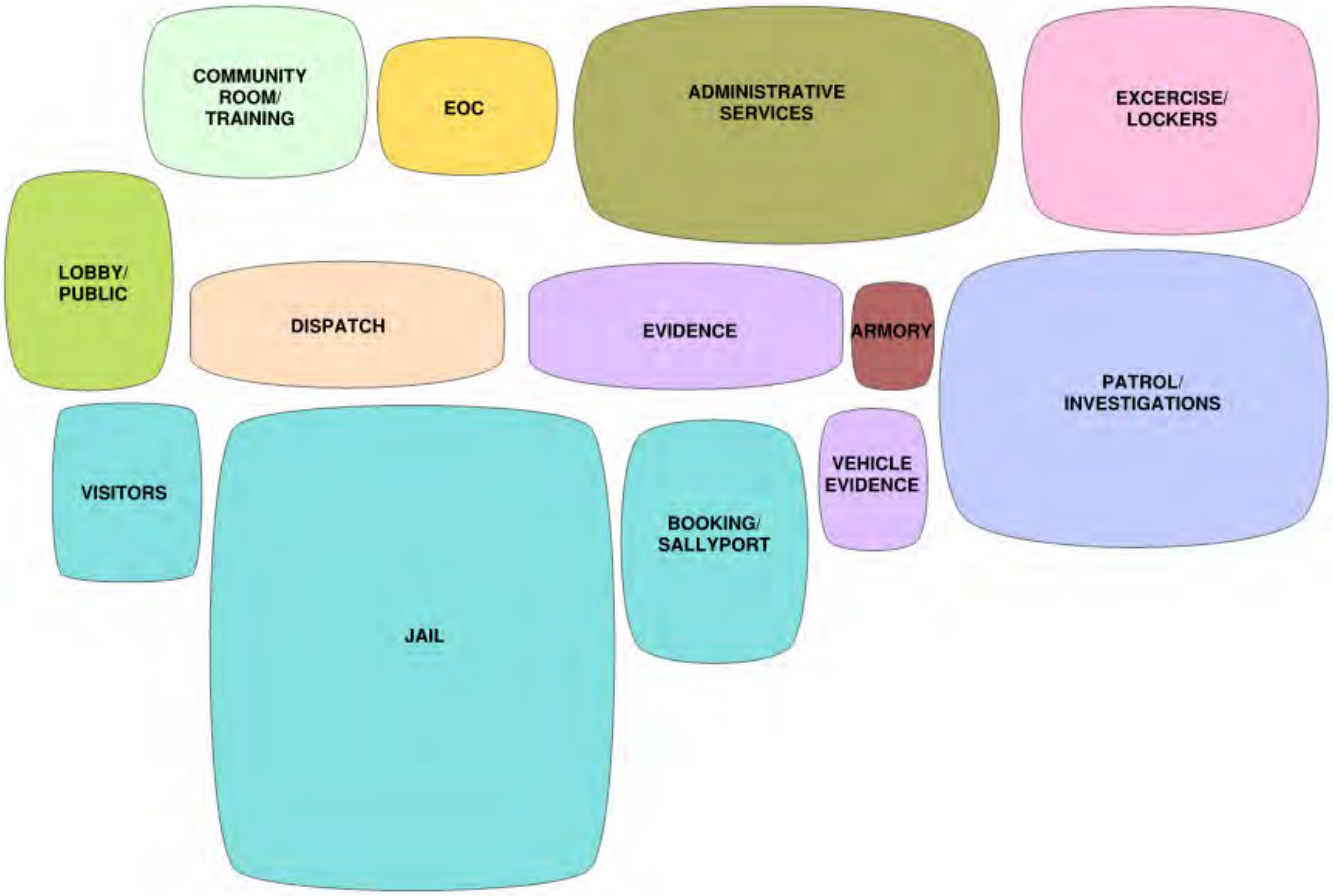
***Title 22 Zoning - 22.20.100 Off-street parking requirements**

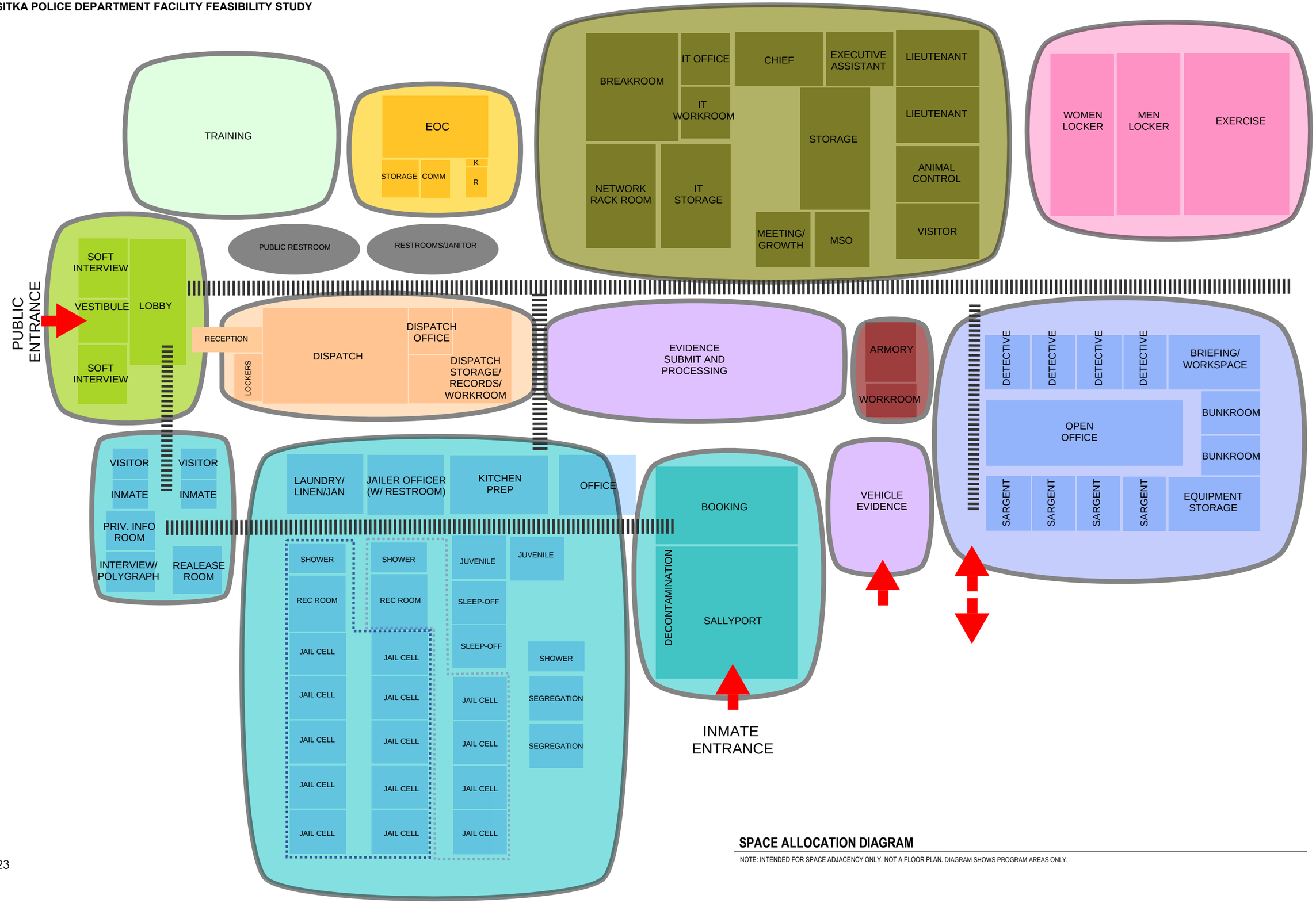
No specific parking requirements for the Police Station and Jail facility are indicated. Parking needs to be coordinated with Police Department. During the site visit Stantec counted 10 police cars, 12 privately-owned vehicles (POVs), and we believe it is reasonable to assume 10 parking spaces for public. If a community room is included in the design, additional public parking should be considered.



4.0 ADJACENCIES DIAGRAM

The department adjacencies diagram has been developed with input from the Police Chief and staff. The diagram illustrates the proximity requirements of the functional work groups, or sections, of each department. The diagrams are to be understood as illustrating the preference of which offices and work areas should be next to each other. The diagrams are not a floor plan and should not be thought of as physical description of walls and doorways. The diagrams present adjacency and proximity preferences only. The diagrammatic elements are approximately to scale. Depending on the site the facility may require multiple floors.





SPACE ALLOCATION DIAGRAM

NOTE: INTENDED FOR SPACE ADJACENCY ONLY. NOT A FLOOR PLAN. DIAGRAM SHOWS PROGRAM AREAS ONLY.

5.0 SITE ADAPTABILITY

CBS identified three top ranking sites:

- Incinerator Site
- City/State Building Parking Area
- Old City Shops

The selection criteria include the following:

- Central Location
- Land Use, Zoning, and Acquisition Concerns
- Facility Requirements
- Security Concerns
- Operational Concerns
- Environmental Concerns
- Cost Concerns

Each of the top three ranked sites has some weaknesses associated with development of a new Sitka Police Station & Jail facility. Additional research at the project upcoming phases may provide more appropriate alternatives to the current CBS-owned top ranked sites.

Further information and analysis regarding the top ranked sites, as well as, all the sites initially considered are included in Appendix C.

The following aerial photos of the top ranked sites show an initial scaled diagram and potential site adaptability based on the limited information available.

Site 1: The Incinerator Site is owned by CBS and is located at an appropriate distance from the focal core of the city and provides adequate response time from numerous parts of the community. It is centrally located on Sawmill Creek Road (SMCR), an arterial road owned and operated by the Alaska Department of Transportation. The road includes a paralleling bike/walking path along the access to the Incinerator Site. The widening of the driveway access may be required along with vegetation and tree clearing to provide visual access for traffic, pedestrians, and emergency vehicles. An additional traffic signal or yellow warning light may be considered at this location as part of the site development. The morphology of the site may allow a two-story building with front and back access which provides a natural separation between the public and the inmate/patrol access. The site will require contaminated soils testing and abatement. The wooded parcels surrounding the lot accommodate a grave site, with several

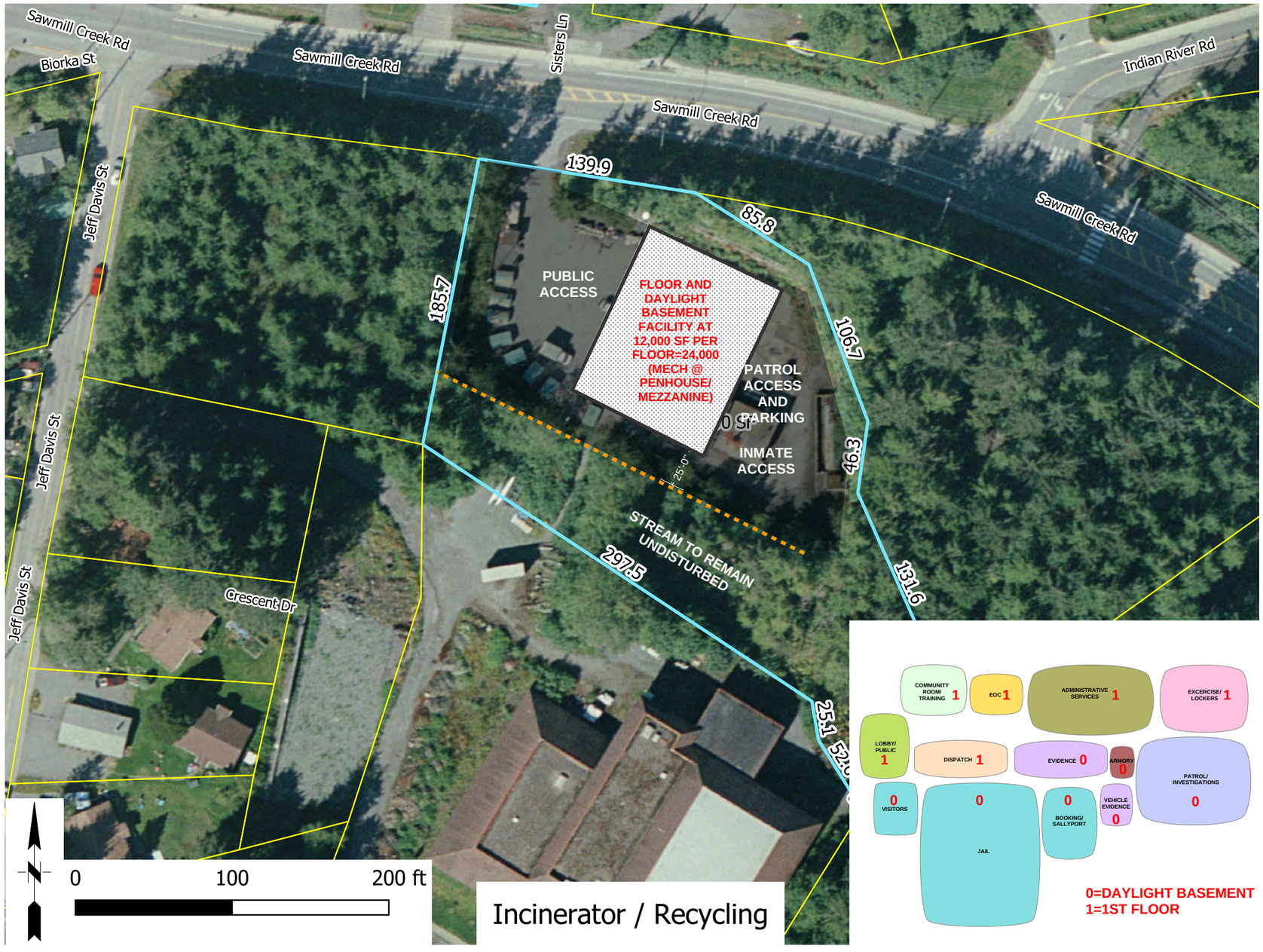
tombstones. Bob Sam, theTlingit storyteller who spent years studying the Russian Orthodox and Alaska Native cemetery in Sitka to repatriate the remains of indigenous people, shared some knowledge about the graves surrounding the site*. It is believed that the site proper doesn't have any graves. A proper survey needs to be conducted at the time of the development of the site. Portion of the site is currently dedicated to the Sitka Recycling Center. A new location for recycling would be required.

Site 2: A title search dated July 2019 indicates that the City/State Building Parking Lot Site is owned by the State. The location is ideal to allow proper response time. Due to the size of the lot, and the need to still provide parking, the building is likely required to be multi-story, with a potential ground floor garage. While an addition to the existing facility was considered, the Steering Committee clearly favored a new independent structure for the Sitka Police Station due to the extent of deferred maintenance and the replacement needed for the building systems at the end of their useful life.

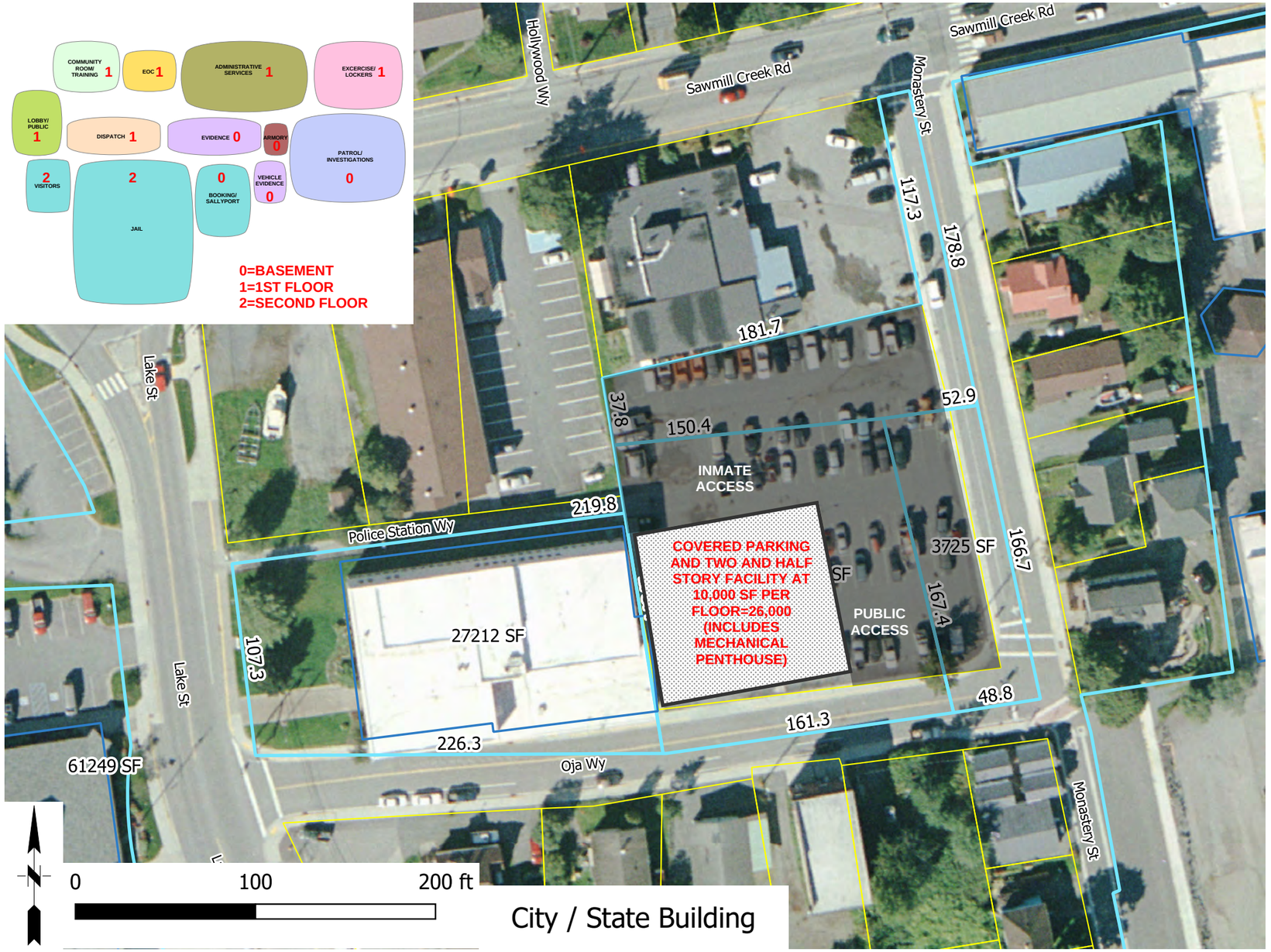
Site 3: The Old City Shops Site is owned by CBS and is currently dedicated to affordable housing development. In order to develop this site, it is assumed that a replacement land for the affordable housing project would be required. This site is the furthest from the core but is still considered adequate for emergency response. The site is located on a blind curve: a new signal or yellow flashing caution light for emergency vehicles entering traffic may be considered. Slope stabilization and possible soil contamination are factors for consideration. This site may allow for a single-story structure.

*source Juneau Empire November 19, 2018

5.1 SITE ADAPTABILITY – SITE 1 INCINERATOR SITE



5.2 SITE ADAPTABILITY – SITE 2 CURRENT POLICE FACILITY LOT



5.3 SITE ADAPTABILITY – SITE 3 OLD CITY SHOPS



Old City Shops

6.0 OPINION OF PROBABLE CONSTRUCTION COST

Tonsina, LLC (Tonsina) provided a rough order of magnitude opinion of cost based on the preliminary space programming and the available information for each of the three top-ranking sites selected by CBS.

Tonsina provided the following opinion of costs:

1. Incinerator Site: $13,291,457.82
2. City/State Building Lot: $14,048,446.70
3. Old City Shops: $13,803,997.17

Opinion of construction cost for each site is indicated in sections 6.1, 6.2, and 6.3.

Opinion of costs are based on available site information and observations and preliminary programming.

The Opinion of Project Costs is determined by setting budget estimate allowances for the costs other than construction which are incurred to complete the project. In this case, and additional 35% is added to the construction cost, broken out as percentages of the construction cost estimate. An example follows:

Construction Cost Estimate (100%)	$1,000,000 =	$1,000,000
Construction Contingency (11%) x	$1,000,000 =	$ 110,000
Professional Design Services (12%) x	$1,000,000 =	$ 120,000
Project Management & Inspections (5%) x	$1,000,000 =	$ 50,000
Permits, Bidding, Advertising, Shipping (2%) x	$1,000,000 =	$ 20,000
Furniture, Fixtures, & Equipment (FF&E) (5%) x	$1,000,000 =	$ 50,000
Project Cost		$1,350,000

Or an estimated $1,000,000 Construction Cost and $350,000 other costs budget (35% of construction cost) for an estimated project cost of $1.35 million.

The three top rated sites break out like this with 35% other costs added to each probable construction cost estimate:

Location	Probable Construction Cost	Probable Project Cost
1) Incinerator Site:	$13,291,458	$17,943,468
2) City/State Building Parking Lot:	$14,048,447	$18,965,403
3) Old City Shops:	$13,803,997	$18,635,396



6.1 INCINERATOR SITE ROUGH ORDER OF CONSTRUCTION COST ESTIMATE

Sitka Police Station & Jail Facility
Old City Shops Site
Sitka, Alaska

December 19, 2018

Prepared by:
Tonsina, LLC
3733 Ben Walters Lane, Suite 4
Homer, Alaska 99603

Phone: (907) 235-9028

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Substructure							
Site Prep, Excavation and Backfill							
Per Unit:	--@.0000		CY	22.00	0.00	14.00	36.00
4000.00	--@.0000		CY	88,000.00	0.00	56,000.00	144,000.00
Standard Foundation Footer							
Per Unit:	c@4.961		CY	565.00	385.00	0.00	950.00
80.00	c@396.8		CY	45,200.00	30,800.00	0.00	76,000.00
****Subtotal: Total Substructure**							
		396.9		**133,200.00**	**30,800.00**	**56,000.00**	**220,000.00**
Superstructure / Enclosures							
Floor Construction							
Per Unit:	c@.0880		SF	8.20	6.83	0.00	15.03
26000.00	c@2288.		SF	213,200.00	177,580.00	0.00	390,780.00
Superstructure / Enclosures – Continued							
Roof Construction							
Per Unit:	c@.1800		SF	14.00	13.97	0.00	27.97
13720.00	c@2469.		SF	192,080.00	191,668.40	0.00	383,748.40
Exterior Walls							
Per Unit:	c@.3000		SF	14.50	23.28	0.00	37.78

20000.00	c@6000.	SF	290,000.00	465,600.00	0.00	755,600.00
Exterior Windows						
Per Unit:	c@.2500	SF	45.00	19.40	0.00	64.40
4000.00	c@1000.	SF	180,000.00	77,600.00	0.00	257,600.00
Exterior Doors						
Per Unit:	c@4.500	Ea	2,688.00	349.20	0.00	3,037.20
12.00	c@54.00	Ea	32,256.00	4,190.40	0.00	36,446.40
Secure Garage Door w/ Opener						
Per Unit:	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
1.00	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
Sally Port Provisions						
Per Unit:	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
1.00	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
Roofing						
Per Unit:	c@.0520	SF	8.50	4.04	0.00	12.54
13720.00	c@713.4	SF	116,620.00	55,428.80	0.00	172,048.80
****Subtotal: Total Superstructure / Enclosures**						
12567.0			**1,030,356.00**	**975,326.80**	**0.00**	**2,005,682.80**

Interiors

Partitions						
Per Unit:	c@.1100	SF	12.80	8.54	0.00	21.34
26000.00	c@2860.	SF	332,800.00	222,040.00	0.00	554,840.00
Hardened Partitions (Jail Cells)						
Per Unit:	m@.1500	SF	16.00	13.50	0.00	29.50
4400.00	m@660.0	SF	70,400.00	59,400.00	0.00	129,800.00
Stair Construction						
Per Unit:	c@85.00	fl	16,800.00	6,596.00	0.00	23,396.00
4.00	c@340.0	fl	67,200.00	26,384.00	0.00	93,584.00
Interior Doors						
Per Unit:	c@7.200	Ea	2,700.00	558.70	0.00	3,258.70
50.00	c@360.0	Ea	135,000.00	27,935.00	0.00	162,935.00
Electronic Door Closers w/ Detector						
Per Unit:	e@2.800	Ea	980.00	262.30	0.00	1,242.30
20.00	e@56.00	Ea	19,600.00	5,246.00	0.00	24,846.00

Interiors - Continued

Toilet Partitions						
Per Unit:	c@.0140	SF	1.65	1.09	0.00	2.74
26000.00	c@364.0	SF	42,900.00	28,340.00	0.00	71,240.00
Wall Finishes						
Per Unit:	c@.0630	SF	3.25	4.89	0.00	8.14

26000.00	c@1638.	SF	84,500.00	127,140.00	0.00	211,640.00
Floor Finishes						
Per Unit:	c@.0620	SF	6.45	4.81	0.00	11.26
26000.00	c@1612.	SF	167,700.00	125,060.00	0.00	292,760.00
Ceiling Finishes Hard Lids						
Per Unit:	c@.0570	SF	4.20	4.42	0.00	8.62
6000.00	c@342.0	SF	25,200.00	26,520.00	0.00	51,720.00
Ceiling Finishes Panels						
Per Unit:	c@.0280	SF	6.88	2.17	0.00	9.05
20000.00	c@560.0	SF	137,600.00	43,400.00	0.00	181,000.00
****Subtotal: Total Interiors**						
8792.0			**1,082,900.00**	**691,465.00**	**0.00**	**1,774,365.00**

Division 11 Equipment

Safes and Gun and Secured Gun Storage						
Per Unit:	c@5.000	Ea	2,600.00	388.00	0.00	2,988.00
3.00	c@15.00	Ea	7,800.00	1,164.00	0.00	8,964.00
Video Camera Surveillance System, 14 Cameras						
Per Unit:	e@18.00	Ea	6,300.00	1,686.00	0.00	7,986.00
5.00	e@90.00	Ea	31,500.00	8,430.00	0.00	39,930.00
Laundry w/ High Temp Washer						
Per Unit:	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
1.00	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
Metal lockers - Double Tier						
Per Unit:	c@.6710	Ea	165.00	52.07	0.00	217.07
24.00	c@16.10	Ea	3,960.00	1,249.68	0.00	5,209.68
Backless Wood Bench						
Per Unit:	c@.8200	Ea	300.00	63.63	0.00	363.63
4.00	c@3.280	Ea	1,200.00	254.52	0.00	1,454.52
****Subtotal: 11 Equipment**						
136.4			**50,860.00**	**12,130.20**	**0.00**	**62,990.20**

Division 13 Special Construction

Jail Cells - Modular Units w/ Plumbing Fixtures						
Per Unit:	cp@45.00	Ea	22,800.00	3,609.00	0.00	26,409.00
20.00	cp@900.0	Ea	456,000.00	72,180.00	0.00	528,180.00

Division 13 Special Construction - continued

Security Windows and Reinforced Areas						
Per Unit:	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00
1.00	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00
Locker Rooms / Gym Area						

Per Unit:	c@.0970	SF	12.00	7.53	0.00	19.53
1900.00	c@184.3	SF	22,800.00	14,307.00	0.00	37,107.00
****Subtotal: 13 Special Construction**						
1484.3			**504,800.00**	**117,527.00**	**0.00**	**622,327.00**
Division 14 Conveying Systems						
2 Stop Elevator						
Per Unit:	el@150.0	Ea	77,000.00	22,500.00	0.00	99,500.00
1.00	el@150.0	Ea	77,000.00	22,500.00	0.00	99,500.00
****Subtotal: 14 Conveying Systems**						
150.0			**77,000.00**	**22,500.00**	**0.00**	**99,500.00**
Division 21 Fire Suppression						
Standpipes and Sprinkler System						
Per Unit:	sp@.0360	SF	3.75	3.10	0.00	6.85
26000.00	sp@936.0	SF	97,500.00	80,600.00	0.00	178,100.00
****Subtotal: 21 Fire Suppression**						
936.0			**97,500.00**	**80,600.00**	**0.00**	**178,100.00**
Division 22 Plumbing						
Plumbing Fixtures						
Per Unit:	p@.3200	SF	8.52	27.53	0.00	36.05
26000.00	p@8320.	SF	221,520.00	715,780.00	0.00	937,300.00
Water Distribution						
Per Unit:	p@.0500	SF	4.85	4.30	0.00	9.15
26000.00	p@1300.	SF	126,100.00	111,800.00	0.00	237,900.00
Drainage						
Per Unit:	p@.0400	SF	2.85	3.44	0.00	6.29
26000.00	p@1040.	SF	74,100.00	89,440.00	0.00	163,540.00
Plumber's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1339000.00	--@.0000	--	307,970.00	0.00	0.00	307,970.00
****Subtotal: 22 Plumbing**						
10660.0			**729,690.00**	**917,020.00**	**0.00**	**1,646,710.00**
Division 23 HVAC						
Electric Boiler and Hydronic Heating Distribution						
Per Unit:	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
1.00	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
Ventilation / Humidity Control						
Per Unit:	p@.1890	SF	9.50	16.26	0.00	25.76
26000.00	p@4914.	SF	247,000.00	422,760.00	0.00	669,760.00

Mechanical OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
821600.00	--@.0000	--	188,968.00	0.00	0.00	188,968.00
****Subtotal: 23 HVAC**						
	5234.0		**559,968.00**	**450,290.00**	**273.00**	**1,010,531.00**
Division 26 Electrical						
Electrical Service and Distribution						
Per Unit:	e@.0180	SF	1.28	1.69	0.00	2.97
26000.00	e@468.0	SF	33,280.00	43,940.00	0.00	77,220.00
Lighting and Branch Wiring						
Per Unit:	e@.1200	SF	12.50	11.24	0.00	23.74
26000.00	e@3120.	SF	325,000.00	292,240.00	0.00	617,240.00
Communication and Security						
Per Unit:	e@.0740	SF	4.85	6.93	0.00	11.78
26000.00	e@1924.	SF	126,100.00	180,180.00	0.00	306,280.00
Generator, Double Wall Tank, Pump and Switch						
Per Unit:	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
1.00	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
Com Tower 60'						
Per Unit:	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
1.00	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
Electrician's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1168000.00	--@.0000	--	268,640.00	0.00	0.00	268,640.00
****Subtotal: 26 Electrical**						
	5670.0		**899,720.00**	**531,162.00**	**5,100.00**	**1,435,982.00**
Division 32: Exterior Improvements						
Utilities Connections / General Site - Listed as an "8"						
Per Unit:	c@340.0	ls	112,000.00	26,380.00	4,500.00	142,880.00
1.00	c@340.0	ls	112,000.00	26,380.00	4,500.00	142,880.00
(Will Site Need a Hydrant?)						
Division 32: Exterior Improvements - continued						
Per Unit:	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
1.00	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
10,000 sf Paved Parking and Entries - Subgrade, Prep, Pave, and Stripe						
Per Unit:	c@.0000	SF	14.25	0.00	0.00	14.25
10000.00	c@.0000	SF	142,500.00	0.00	0.00	142,500.00
Exterior Lighting - Parking and Yard Area - 30' Pole w/ LED Light						
Per Unit:	e@39.00	--	4,380.00	3,654.00	600.00	8,634.00

12.00	e@468.0	--	52,560.00	43,848.00	7,200.00	103,608.00
(Fenced In Impound Area Needed? Say 40 x 50 Gravel)						
Per Unit:	c@.2000	LF	55.00	15.52	14.00	84.52
180.00	c@36.00	LF	9,900.00	2,793.60	2,520.00	15,213.60
Flagpoles - 2 with 1 Lighted						
Per Unit:	c@16.00	e	4,500.00	1,242.00	200.00	5,942.00
2.00	c@32.00	e	9,000.00	2,484.00	400.00	11,884.00
Site Drainage and Water Impound Areas - Assume 58,000 sf "Usable Area"						
Per Unit:	c@.0050	SF	2.25	0.39	0.80	3.44
58000.00	c@290.0	SF	130,500.00	22,620.00	46,400.00	199,520.00
Pedestrian Caution Light						
Per Unit:	e@20.00	Ea	14,400.00	1,874.00	0.00	16,274.00
1.00	e@20.00	Ea	14,400.00	1,874.00	0.00	16,274.00
Landscaping Plan - Placeholder						
Per Unit:	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
1.00	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
****Subtotal: 32 Exterior Improvements**						
	1350.0		**529,740.00**	**112,844.60**	**78,420.00**	**721,004.60**

Total	Manhours	Material	Labor	Equipment	
	47376.6	5,695,734.00	3,941,665.60	139,793.00	9,777,192.60
			15.50% Overhead:		1,515,464.85
			7.00% Contingency:		790,486.02
			10.00% Profit:		1,208,314.35
			Estimate Total:		**$13,291,457.82**

6.2 CITY/STATE BUILDING PARKING LOT ROUGH ORDER COST ESTIMATE

Sitka Police Station & Jail Facility
Old City Shops Site
Sitka, Alaska

December 19, 2018

Prepared by:
Tonsina, LLC
3733 Ben Walters Lane, Suite 4
Homer, Alaska 99603

Phone: (907) 235-9028

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Substructure							
Site Prep, Excavation and Backfill							
Per Unit:	--@.0000		CY	22.00	0.00	14.00	36.00
8000.00	--@.0000		CY	176,000.00	0.00	112,000.00	288,000.00
Standard Foundation Footer							
Per Unit:	c@4.961		CY	565.00	385.00	0.00	950.00
143.00	c@709.4		CY	80,795.00	55,055.00	0.00	135,850.00
****Subtotal: Total Substructure**							
		709.4		**256,795.00**	**55,055.00**	**112,000.00**	**423,850.00**
Superstructure / Enclosures							
Floor Construction							
Per Unit:	c@.0880		SF	8.20	6.83	0.00	15.03
26000.00	c@2288.		SF	213,200.00	177,580.00	0.00	390,780.00
Roof Construction							
Per Unit:	c@.1800		SF	14.00	13.97	0.00	27.97
27200.00	c@4896.		SF	380,800.00	379,984.00	0.00	760,784.00
Superstructure / Enclosures - continued							
Exterior Walls							

Per Unit:	c@.3000	SF	14.50	23.28	0.00	37.78
20000.00	c@6000.	SF	290,000.00	465,600.00	0.00	755,600.00
Exterior Windows						
Per Unit:	c@.2500	SF	45.00	19.40	0.00	64.40
4000.00	c@1000.	SF	180,000.00	77,600.00	0.00	257,600.00
Exterior Doors						
Per Unit:	c@4.500	Ea	2,688.00	349.20	0.00	3,037.20
12.00	c@54.00	Ea	32,256.00	4,190.40	0.00	36,446.40
Secure Garage Door w/ Opener						
Per Unit:	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
1.00	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
Sally Port Provisions						
Per Unit:	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
1.00	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
Roofing						
Per Unit:	c@.0520	SF	8.50	4.04	0.00	12.54
27200.00	c@1414.	SF	231,200.00	109,888.00	0.00	341,088.00
****Subtotal: Total Superstructure / Enclosures**						
15694.4			**1,333,656.00**	**1,218,101.60**	**0.00**	**2,551,757.60**
Interiors						
Partitions						
Per Unit:	c@.1100	SF	12.80	8.54	0.00	21.34
26000.00	c@2860.	SF	332,800.00	222,040.00	0.00	554,840.00
Hardened Partitions (Jail Cells)						
Per Unit:	m@.1500	SF	16.00	13.50	0.00	29.50
4400.00	m@660.0	SF	70,400.00	59,400.00	0.00	129,800.00
Interior Doors						
Per Unit:	c@7.200	Ea	2,700.00	558.70	0.00	3,258.70
50.00	c@360.0	Ea	135,000.00	27,935.00	0.00	162,935.00
Electronic Door Closers w/ Detector						
Per Unit:	e@2.800	Ea	980.00	262.30	0.00	1,242.30
20.00	e@56.00	Ea	19,600.00	5,246.00	0.00	24,846.00
Toilet Partitions						
Per Unit:	c@.0140	SF	1.65	1.09	0.00	2.74
26000.00	c@364.0	SF	42,900.00	28,340.00	0.00	71,240.00
Wall Finishes						
Per Unit:	c@.0630	SF	3.25	4.89	0.00	8.14
26000.00	c@1638.	SF	84,500.00	127,140.00	0.00	211,640.00

Interiors - continued

Floor Finishes						
Per Unit:	c@.0620	SF	6.45	4.81	0.00	11.26
26000.00	c@1612.	SF	167,700.00	125,060.00	0.00	292,760.00
Ceiling Finishes Hard Lids						
Per Unit:	c@.0570	SF	4.20	4.42	0.00	8.62
6000.00	c@342.0	SF	25,200.00	26,520.00	0.00	51,720.00
Ceiling Finishes Panels						
Per Unit:	c@.0280	SF	6.88	2.17	0.00	9.05
20000.00	c@560.0	SF	137,600.00	43,400.00	0.00	181,000.00
****Subtotal: Total Interiors**						
	8452.0		**1,015,700.00**	**665,081.00**	**0.00**	**1,680,781.00**

Division 11 Equipment

Safes and Gun and Secured Gun Storage						
Per Unit:	c@5.000	Ea	2,600.00	388.00	0.00	2,988.00
3.00	c@15.00	Ea	7,800.00	1,164.00	0.00	8,964.00
Video Camera Surveillance System, 14 Cameras						
Per Unit:	e@18.00	Ea	6,300.00	1,686.00	0.00	7,986.00
5.00	e@90.00	Ea	31,500.00	8,430.00	0.00	39,930.00
Laundry w/ High Temp Washer						
Per Unit:	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
1.00	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
Metal lockers - Double Tier						
Per Unit:	c@.6710	Ea	165.00	52.07	0.00	217.07
24.00	c@16.10	Ea	3,960.00	1,249.68	0.00	5,209.68
Backless Wood Bench						
Per Unit:	c@.8200	Ea	300.00	63.63	0.00	363.63
4.00	c@3.280	Ea	1,200.00	254.52	0.00	1,454.52
****Subtotal: 11 Equipment**						
	136.4		**50,860.00**	**12,130.20**	**0.00**	**62,990.20**

Division 13 Special Construction

Jail Cells - Modular Units w/ Plumbing Fixtures						
Per Unit:	cp@45.00	Ea	22,800.00	3,609.00	0.00	26,409.00
20.00	cp@900.0	Ea	456,000.00	72,180.00	0.00	528,180.00
Security Windows and Reinforced Areas						
Per Unit:	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00
1.00	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00

Division 13 Special Construction - continued						
Locker Rooms / Gym Area						
Per Unit:	c@.0970	SF	12.00	7.53	0.00	19.53
1900.00	c@184.3	SF	22,800.00	14,307.00	0.00	37,107.00
****Subtotal: 13 Special Construction**						
1484.3			**504,800.00**	**117,527.00**	**0.00**	**622,327.00**
Division 21 Fire Suppression						
Standpipes and Sprinkler System						
Per Unit:	sp@.0360	SF	3.75	3.10	0.00	6.85
26000.00	sp@936.0	SF	97,500.00	80,600.00	0.00	178,100.00
****Subtotal: 21 Fire Suppression**						
936.0			**97,500.00**	**80,600.00**	**0.00**	**178,100.00**
Division 22 Plumbing						
Plumbing Fixtures						
Per Unit:	p@.3200	SF	8.52	27.53	0.00	36.05
26000.00	p@8320.	SF	221,520.00	715,780.00	0.00	937,300.00
Water Distribution						
Per Unit:	p@.0500	SF	4.85	4.30	0.00	9.15
26000.00	p@1300.	SF	126,100.00	111,800.00	0.00	237,900.00
Drainage						
Per Unit:	p@.0400	SF	2.85	3.44	0.00	6.29
26000.00	p@1040.	SF	74,100.00	89,440.00	0.00	163,540.00
Plumber's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1339000.00	--@.0000	--	307,970.00	0.00	0.00	307,970.00
****Subtotal: 22 Plumbing**						
10660.0			**729,690.00**	**917,020.00**	**0.00**	**1,646,710.00**
Division 23 HVAC						
Electric Boiler and Hydronic Heating Distribution						
Per Unit:	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
1.00	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
Ventilation / Humidity Control						
Per Unit:	p@.1890	SF	9.50	16.26	0.00	25.76
26000.00	p@4914.	SF	247,000.00	422,760.00	0.00	669,760.00
Mechanical OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
821600.00	--@.0000	--	188,968.00	0.00	0.00	188,968.00
****Subtotal: 23 HVAC**						
5234.0			**559,968.00**	**450,290.00**	**273.00**	**1,010,531.00**

Division 26 Electrical

Electrical Service and Distribution						
Per Unit:	e@.0180	SF	1.28	1.69	0.00	2.97
26000.00	e@468.0	SF	33,280.00	43,940.00	0.00	77,220.00
Lighting and Branch Wiring						
Per Unit:	e@.1200	SF	12.50	11.24	0.00	23.74
26000.00	e@3120.	SF	325,000.00	292,240.00	0.00	617,240.00
Communication and Security						
Per Unit:	e@.0740	SF	4.85	6.93	0.00	11.78
26000.00	e@1924.	SF	126,100.00	180,180.00	0.00	306,280.00
Generator, Double Wall Tank, Pump and Switch						
Per Unit:	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
1.00	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
Com Tower 60'						
Per Unit:	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
1.00	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
Electrician's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1168000.00	--@.0000	--	268,640.00	0.00	0.00	268,640.00
****Subtotal: 26 Electrical**						
	5670.0		**899,720.00**	**531,162.00**	**5,100.00**	**1,435,982.00**

Division 32: Exterior Improvements

Utilities Connections / General Site - Listed as an "8"						
Per Unit:	c@340.0	ls	112,000.00	26,380.00	4,500.00	142,880.00
1.00	c@340.0	ls	112,000.00	26,380.00	4,500.00	142,880.00
(Will Site Need a Hydrant?)						
Per Unit:	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
1.00	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
10,000 sf Paved Parking and Entries - Subgrade, Prep, Pave, and Stripe						
Per Unit:	c@.0000	SF	14.25	0.00	0.00	14.25
10000.00	c@.0000	SF	142,500.00	0.00	0.00	142,500.00
Exterior Lighting - Parking and Yard Area - 30' Pole w/ LED Light						
Per Unit:	e@39.00	--	4,380.00	3,654.00	600.00	8,634.00
12.00	e@468.0	--	52,560.00	43,848.00	7,200.00	103,608.00
(Fenced In Impound Area Needed? Say 40 x 50 Gravel)						
Per Unit:	c@.2000	LF	55.00	15.52	14.00	84.52
180.00	c@36.00	LF	9,900.00	2,793.60	2,520.00	15,213.60
Flagpoles - 2 with 1 Lighted						
Per Unit:	c@16.00	e	4,500.00	1,242.00	200.00	5,942.00
2.00	c@32.00	e	9,000.00	2,484.00	400.00	11,884.00

Division 32: Exterior Improvements – continued

Site Drainage and Water Impound Areas - Assume 58,000 sf "Usable Area"						
Per Unit:	c@.0050	SF	2.25	0.39	0.80	3.44
58000.00	c@290.0	SF	130,500.00	22,620.00	46,400.00	199,520.00
Pedestrian Caution Light						
Per Unit:	e@20.00	Ea	14,400.00	1,874.00	0.00	16,274.00
1.00	e@20.00	Ea	14,400.00	1,874.00	0.00	16,274.00
Landscaping Plan - Placeholder						
Per Unit:	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
1.00	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
****Subtotal: 32 Exterior Improvements**						
	1350.0		**529,740.00**	**112,844.60**	**78,420.00**	**721,004.60**

Total	Manhours	Material	Labor	Equipment	
	50326.5	5,978,429.00	4,159,811.40	195,793.00	10,334,033.40
			15.50% Overhead:		1,601,775.18
			7.00% Contingency:		835,506.60
			10.00% Profit:		1,277,131.52
			Estimate Total:		**$14,048,446.70**

6.3 OLD CITY SHOPS SITE ROUGH ORDER OF CONSTRUCTION COST ESTIMATE

Sitka Police Station & Jail Facility
Old City Shops Site
Sitka, Alaska

December 19, 2018

Prepared by:
Tonsina, LLC
3733 Ben Walters Lane, Suite 4
Homer, Alaska 99603

Phone: (907) 235-9028

Qty	Craft	Hours	Unit	Material	Labor	Equipment	Total
Substructure							
Site Prep, Excavation and Backfill							
Per Unit:	--@.0000		CY	22.00	0.00	14.00	36.00
5600.00	--@.0000		CY	123,200.00	0.00	78,400.00	201,600.00
Standard Foundation Footer							
Per Unit:	c@4.961		CY	565.00	385.00	0.00	950.00
110.00	c@545.7		CY	62,150.00	42,350.00	0.00	104,500.00
****Subtotal: Total Substructure**							
		545.7		**185,350.00**	**42,350.00**	**78,400.00**	**306,100.00**
Superstructure / Enclosures							
Floor Construction							
Per Unit:	c@.0880		SF	8.20	6.83	0.00	15.03
31000.00	c@2728.		SF	254,200.00	211,730.00	0.00	465,930.00
Roof Construction							
Per Unit:	c@.1800		SF	14.00	13.97	0.00	27.97
19500.00	c@3510.		SF	273,000.00	272,415.00	0.00	545,415.00

Superstructure / Enclosures - continued

Exterior Walls						
Per Unit:	c@.3000	SF	14.50	23.28	0.00	37.78
20000.00	c@6000.	SF	290,000.00	465,600.00	0.00	755,600.00
Exterior Windows						
Per Unit:	c@.2500	SF	45.00	19.40	0.00	64.40
4000.00	c@1000.	SF	180,000.00	77,600.00	0.00	257,600.00
Exterior Doors						
Per Unit:	c@4.500	Ea	2,688.00	349.20	0.00	3,037.20
12.00	c@54.00	Ea	32,256.00	4,190.40	0.00	36,446.40
Secure Garage Door w/ Opener						
Per Unit:	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
1.00	c@12.00	Ea	1,400.00	931.20	0.00	2,331.20
Sally Port Provisions						
Per Unit:	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
1.00	c@30.00	lot	4,800.00	2,328.00	0.00	7,128.00
Roofing						
Per Unit:	c@.0520	SF	8.50	4.04	0.00	12.54
19500.00	c@1014.	SF	165,750.00	78,780.00	0.00	244,530.00
****Subtotal: Total Superstructure / Enclosures**						
14348.0			**1,201,406.00**	**1,113,574.60**	**0.00**	**2,314,980.60**

Interiors

Partitions						
Per Unit:	c@.1100	SF	12.80	8.54	0.00	21.34
26000.00	c@2860.	SF	332,800.00	222,040.00	0.00	554,840.00
Hardened Partitions (Jail Cells)						
Per Unit:	m@.1500	SF	16.00	13.50	0.00	29.50
4400.00	m@660.0	SF	70,400.00	59,400.00	0.00	129,800.00
Stair Construction						
Per Unit:	c@85.00	fl	16,800.00	6,596.00	0.00	23,396.00
4.00	c@340.0	fl	67,200.00	26,384.00	0.00	93,584.00
Interior Doors						
Per Unit:	c@7.200	Ea	2,700.00	558.70	0.00	3,258.70
50.00	c@360.0	Ea	135,000.00	27,935.00	0.00	162,935.00
Electronic Door Closers w/ Detector						
Per Unit:	e@2.800	Ea	980.00	262.30	0.00	1,242.30
20.00	e@56.00	Ea	19,600.00	5,246.00	0.00	24,846.00
Toilet Partitions						
Per Unit:	c@.0140	SF	1.65	1.09	0.00	2.74
26000.00	c@364.0	SF	42,900.00	28,340.00	0.00	71,240.00

Interiors - continued

Wall Finishes						
Per Unit:	c@.0630	SF	3.25	4.89	0.00	8.14
26000.00	c@1638.	SF	84,500.00	127,140.00	0.00	211,640.00
Floor Finishes						
Per Unit:	c@.0620	SF	6.45	4.81	0.00	11.26
26000.00	c@1612.	SF	167,700.00	125,060.00	0.00	292,760.00
Ceiling Finishes Hard Lids						
Per Unit:	c@.0570	SF	4.20	4.42	0.00	8.62
6000.00	c@342.0	SF	25,200.00	26,520.00	0.00	51,720.00
Ceiling Finishes Panels						
Per Unit:	c@.0280	SF	6.88	2.17	0.00	9.05
20000.00	c@560.0	SF	137,600.00	43,400.00	0.00	181,000.00
****Subtotal: Total Interiors**						
	8792.0		**1,082,900.00**	**691,465.00**	**0.00**	**1,774,365.00**

Division 11 Equipment

Safes and Gun and Secured Gun Storage						
Per Unit:	c@5.000	Ea	2,600.00	388.00	0.00	2,988.00
3.00	c@15.00	Ea	7,800.00	1,164.00	0.00	8,964.00
Video Camera Surveillance System, 14 Cameras						
Per Unit:	e@18.00	Ea	6,300.00	1,686.00	0.00	7,986.00
5.00	e@90.00	Ea	31,500.00	8,430.00	0.00	39,930.00
Laundry w/ High Temp Washer						
Per Unit:	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
1.00	p@12.00	lot	6,400.00	1,032.00	0.00	7,432.00
Metal lockers - Double Tier						
Per Unit:	c@.6710	Ea	165.00	52.07	0.00	217.07
24.00	c@16.10	Ea	3,960.00	1,249.68	0.00	5,209.68
Backless Wood Bench						
Per Unit:	c@.8200	Ea	300.00	63.63	0.00	363.63
4.00	c@3.280	Ea	1,200.00	254.52	0.00	1,454.52
****Subtotal: 11 Equipment**						
	136.4		**50,860.00**	**12,130.20**	**0.00**	**62,990.20**

Division 13 Special Construction

Jail Cells - Modular Units w/ Plumbing Fixtures						
Per Unit:	cp@45.00	Ea	22,800.00	3,609.00	0.00	26,409.00
20.00	cp@900.0	Ea	456,000.00	72,180.00	0.00	528,180.00
Security Windows and Reinforced Areas						
Per Unit:	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00
1.00	c@400.0	lot	26,000.00	31,040.00	0.00	57,040.00



Division 13 Special Construction - continued						
Locker Rooms / Gym Area						
Per Unit:	c@.0970	SF	12.00	7.53	0.00	19.53
1900.00	c@184.3	SF	22,800.00	14,307.00	0.00	37,107.00
****Subtotal: 13 Special Construction**						
	1484.3		**504,800.00**	**117,527.00**	**0.00**	**622,327.00**
Division 14 Conveying Systems						
2 Stop Elevator						
Per Unit:	el@150.0	Ea	77,000.00	22,500.00	0.00	99,500.00
1.00	el@150.0	Ea	77,000.00	22,500.00	0.00	99,500.00
****Subtotal: 14 Conveying Systems**						
	150.0		**77,000.00**	**22,500.00**	**0.00**	**99,500.00**
Division 21 Fire Suppression						
Standpipes and Sprinkler System						
Per Unit:	sp@.0360	SF	3.75	3.10	0.00	6.85
26000.00	sp@936.0	SF	97,500.00	80,600.00	0.00	178,100.00
Dry Sprinkler for Unheated Parking Area						
Per Unit:	sp@.0250	SF	6.90	2.15	0.00	9.05
5000.00	sp@125.0	SF	34,500.00	10,750.00	0.00	45,250.00
****Subtotal: 21 Fire Suppression**						
	1061.0		**132,000.00**	**91,350.00**	**0.00**	**223,350.00**
Division 22 Plumbing						
Plumbing Fixtures						
Per Unit:	p@.3200	SF	8.52	27.53	0.00	36.05
26000.00	p@8320.	SF	221,520.00	715,780.00	0.00	937,300.00
Water Distribution						
Per Unit:	p@.0500	SF	4.85	4.30	0.00	9.15
26000.00	p@1300.	SF	126,100.00	111,800.00	0.00	237,900.00
Drainage						
Per Unit:	p@.0400	SF	2.85	3.44	0.00	6.29
26000.00	p@1040.	SF	74,100.00	89,440.00	0.00	163,540.00
Plumber's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1339000.00	--@.0000	--	307,970.00	0.00	0.00	307,970.00
****Subtotal: 22 Plumbing**						
	10660.0		**729,690.00**	**917,020.00**	**0.00**	**1,646,710.00**

Division 23 HVAC

Electric Boiler and Hydronic Heating Distribution						
Per Unit:	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
1.00	p@320.0	Ea	124,000.00	27,530.00	273.00	151,803.00
Ventilation / Humidity Control						
Per Unit:	p@.1890	SF	9.50	16.26	0.00	25.76
26000.00	p@4914.	SF	247,000.00	422,760.00	0.00	669,760.00
Mechanical OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
821600.00	--@.0000	--	188,968.00	0.00	0.00	188,968.00
****Subtotal: 23 HVAC**						
	5234.0		**559,968.00**	**450,290.00**	**273.00**	**1,010,531.00**

Division 26 Electrical

Electrical Service and Distribution						
Per Unit:	e@.0180	SF	1.28	1.69	0.00	2.97
26000.00	e@468.0	SF	33,280.00	43,940.00	0.00	77,220.00
Lighting and Branch Wiring						
Per Unit:	e@.1200	SF	12.50	11.24	0.00	23.74
26000.00	e@3120.	SF	325,000.00	292,240.00	0.00	617,240.00
Communication and Security						
Per Unit:	e@.0740	SF	4.85	6.93	0.00	11.78
26000.00	e@1924.	SF	126,100.00	180,180.00	0.00	306,280.00
Generator, Double Wall Tank, Pump and Switch						
Per Unit:	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
1.00	e@98.00	Ea	135,800.00	9,181.00	4,500.00	149,481.00
Com Tower 60'						
Per Unit:	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
1.00	e@60.00	--	10,900.00	5,621.00	600.00	17,121.00
Electrician's OH&P 23%						
Per Unit:	--@.0000	--	0.23	0.00	0.00	0.23
1168000.00	--@.0000	--	268,640.00	0.00	0.00	268,640.00
****Subtotal: 26 Electrical**						
	5670.0		**899,720.00**	**531,162.00**	**5,100.00**	**1,435,982.00**

Division 32: Exterior Improvements

Utilities Connections / General Site - Listed as an "5"						
Per Unit:	c@480.0	ls	125,800.00	37,250.00	7,000.00	170,050.00
1.00	c@480.0	ls	125,800.00	37,250.00	7,000.00	170,050.00

Division 32: Exterior Improvements - continued

(Will Site Need a Hydrant?)						
Per Unit:	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
1.00	p@14.00	Ea	6,880.00	1,205.00	1,400.00	9,485.00
6,000 sf Paved Parking and Entries - Subgrade, Prep, Pave, and Stripe						
Per Unit:	c@.0000	SF	16.00	0.00	0.00	16.00
6000.00	c@.0000	SF	96,000.00	0.00	0.00	96,000.00
5,000 sf Concrete Parking in Building						
Per Unit:	c@.0640	SF	5.25	4.97	0.00	10.22
5000.00	c@320.0	SF	26,250.00	24,850.00	0.00	51,100.00
Exterior Lighting - Parking and Yard Area - 30' Pole w/ LED Light						
Per Unit:	e@39.00	--	4,380.00	3,654.00	600.00	8,634.00
12.00	e@468.0	--	52,560.00	43,848.00	7,200.00	103,608.00
(Fenced In Impound Area Needed? Say 40 x 50 Gravel)						
Per Unit:	c@.2000	LF	55.00	15.52	14.00	84.52
180.00	c@36.00	LF	9,900.00	2,793.60	2,520.00	15,213.60
Flagpoles - 2 with 1 Lighted						
Per Unit:	c@16.00	e	4,500.00	1,242.00	200.00	5,942.00
2.00	c@32.00	e	9,000.00	2,484.00	400.00	11,884.00
Site Drainage and Water Impound Areas - Assume 35,000 sf "Usable Area"						
Per Unit:	c@.0050	SF	2.25	0.39	0.80	3.44
35000.00	c@175.0	SF	78,750.00	13,650.00	28,000.00	120,400.00
Landscaping Plan - Placeholder						
Per Unit:	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
1.00	c@150.0	lot	52,000.00	11,640.00	16,000.00	79,640.00
****Subtotal: 32 Exterior Improvements**						
	1675.0		**457,140.00**	**137,720.60**	**62,520.00**	**657,380.60**

Total	Manhours	Material	Labor	Equipment	
	49756.4	5,880,834.00	4,127,089.40	146,293.00	10,154,216.40
			15.50% Overhead:		1,573,903.54
			7.00% Contingency:		820,968.40
			10.00% Profit:		1,254,908.83
			Estimate Total:		**$13,803,997.17**

7.0 FUNDING OPTIONS

The following list of Federal and State Agencies and Private Foundations provides some of the potential grant funding options that may be sought to help finance a new Sitka Police Station and Jail Facility. Pursuing an in-depth investigation of these and all options by a qualified grant writer/researcher may be considered in 'next steps'.



Sitka Police Station Funding Options

Funding Agency	Program Name	Eligible Projects	Eligible Applicants	Details	How to Apply	Website	Notes
Capital Funds							
U.S. EPA Brownfield	Community-Wide Assessment Grant	The Environmental Protection Agency (EPA) provides funding for a Community-Wide Assessment Grant recipient to inventory, characterize, assess, conduct a range of planning activities, develop site-specific cleanup plans, and conduct community involvement related to brownfield sites. Following an assessment, the applicant may apply for site-specific cleanup grants or loans.	Non-profits, municipalities, other political subdivisions and Alaska Native Tribes	CBS may request up to $300,000 to assess sites contaminated by hazardous substances, pollutants, contaminants (including hazardous substances co-mingled with petroleum), and/or petroleum. Applicants can be eligible for additional funding up to $600,000 if they build a coalition with local community partners (e.g. Alaskan Native groups). While these funds cannot be used for the actual cleanup, they provide funds for preparatory assessment to begin the process of addressing brownfields.	2019 Grant applications are due Jan 31st (though EPA is likely to give an extension due to the shutdown)	https://www.epa.gov/brownfields/types-brownfields-grant-funding	This grant can assist with siting for the new station and any requisite mitigation planning.
US Department of Agriculture (USDA)	Community Facilities Direct Loan & Grant Program	Affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community that does not include private, commercial or business undertakings. These include public safety services such as police stations and prisons.	Public bodies, community based non-profits, tribes under 20,000 people.	Funds construction costs of numerous types of community oriented facilities. Small communities with populations of 5,500 or less and low-income communities are prioritized. The grant is a maximum of 15% when the proposed project is in a community with a median household income that is 90% of the State nonmetropolitan MHI. Rolling application	Jerry Ward, State Director (907) 761-7705. Rolling application	https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program	A call with USDA will help to determine Sitka eligibility and if a "coalition" grant can help competitiveness.
US Department of Agriculture (USDA)	Rural Community Development Initiative Grants	Projects that support housing, community facilities, and community and economic development projects in rural areas. Funds can help grantee develop strategic plans and access alternative funding sources.	Public bodies, non-profit corporations, tribes. Partnerships are encouraged.	Minimum grant award $50k. Max $250k. 50% match. RCDI have a dollar-for-dollar matching fund requirement.	August typically.	http://www.rd.usda.gov/programs-services/rural-community-development-initiative-grants	Low interest in pursuing this.
US Department of Housing and Urban Development (HUD)	Community Development Block Grants. Administered by Alaska Dept of Commerce	The goals of the Alaska Community Development Block Grant Program (CDBG) are to provide financial resources to Alaskan communities for public facilities and planning activities which address issues detrimental to the health and safety of local residents and to reduce the costs of essential community services.	Any Alaskan municipal government and non-profits (as co-applicants)	The AK Dept of Commerce Division of Community and Regional Affairs administers the HUD CDBG grants. $2.6M available in FFY 2018 grant cycle with a maximum award of $850K. These grants can be used to fund planning or construction activities relaed to police stations and jails.	2018 grant applications were due in December and awards will be made in February 2019.	https://www.commerce.alaska.gov/web/dcra/GrantsSection/CommunityDevelopmentBlockGrants.aspx	Judy Haymaker manages the program (907)451-2731 judy.haymaker@alaska.gov
US Dept of Homeland Security FEMA	Pre-Disaster Mitigation Grant Program (PDM). Administered by Alaska Dept of Military and Veterans Affairs Division of Homeland Security & Emergency Management	PDM provides resources to assist local communities in their efforts to implement a sustained pre-disaster natural hazard mitigation program. The program is annual, nationally competitive and intended to reduce overall risks to the population and structures. Funds can be use to elevate structures and execute seismic retrofits.	Local governments, states, tribes.	Program funding has increased significantly and is expected to increase or stay at current levels. Projects must demonstrate a Benefit-Cost ratio of greater than 1. The maximum federal share for PDM sub-applications (local governments, tribes) is $4M for mitigation projects and $10M for resilient infrastructure projects. Projects must be completed within 3 years of application period.	FY 18 application period was Oct 1 2018 - January 31 2019. Brett Nichols is the Alaska program point of contact. Brett.nichols@alaska.gov	https://www.fema.gov/media-library/assets/documents/168111	Good option if current police station has high risk exposure and new design is seismic and flood resistent - potentially even providing shelter in the event of a disaster.
US Department of Justice / State of Alaska -Bureau of Justice	US DOJ Office of Justice Programs Edward Byrne Memorial Justice Assistance Grant (JAG) Program CFDA 16.738	Leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with funding to be used for personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice.	State and local gov't.	Doesn't fund construction projects or vehicles but could fund some of the technology & equipment needed in the new police facility. Total funding available in 2019 was $84.5million. Grants are at least $25K and more than 1,000 will be awarded. In 2016 $275M was awarded - $86M to local govt, $182M to states and the remainder to DC and territories.	2018 application deadline was August. Anticipate something similar for 2019.	https://www.bja.gov/jag/	These are relatively small grants but could be leveraged to attract other funders/grants as match
US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. Strategies for Policing Innovation	Innovations in Community-based Crime Reduction. Strategies for Policing Innovation Program	Overarching program is designed to assist agencies with identifying innovative and evidence-based solutions to effectively and efficiently tackle chronic crime problems in their jurisdictions.	Local and State law enforcement agencies, tribes.	Making six awards up to $700k, total $4.2M available. Funds become available Oct. 1.	Previous proposal due early March.	https://www.bja.gov/Funding/15SmartPolicingSol.pdf	Could be leveraged to attract other funders/grants as match - showcasing innovative approach

U.S. Health and Human Services: Substance Abuse and Mental Health Services Administration	Opioid State Targeted Response (STR) Grant	A formula grant program intended to expand access to evidence-based prevention, treatment, and recovery support services, reduces unmet treatment needs, and helps to prevent opioid overdose deaths. States are the recipients and State agencies then distribute to eligible parties/applicants. Administered through the Alaska Office of Substance Misuse and Addiction Prevention	Non-profits, recovery centers, drug treatment centers.	Alaska received $2 million in the first year. The expectation is the 2nd year will have similar funding. Sub-grantees thus far include: the Interior AIDS Association in Fairbanks; the Cook Inlet Council on Alcohol and Drug Abuse in Kenai; Fairbanks Native Association; Narcotic Drug Treatment Center of Anchorage; and the Barlett Rainforest Recovery Center in Juneau. Need to confirm program will be funded in future.	A 2-year program that distributed the first round of funding in 2018. More funds may come to this program. It would be best to contact Andy Jones	https://www.samhsa.gov/grants/grant-announcements/ti-17-014	Andy Jones (907-334-2593) director of Office of Substance Misuse and Addiction Prevention in the Department of Health and Social Services

Sitka Police Station Funding Options

Funding Agency	Program Name	Eligible Projects	Eligible Applicants	Details	How to Apply	Website	Notes
Capital Funds							
STATE OF ALASKA							
State of Alaska	Community Assistance	CAP provides Alaska's boroughs, cities, and unincorporated communities with funds for the delivery of basic public services. CAP funds can be used for any public purpose that have been determined as a priority of the funding recipient	Community Assistance Program (CAP)	In the State 2019 budget $38M is identified in the Community Assistance line item. District legislators and city administrator can help promote CBS for state funding.	FY 2019 applications have been sent to all eligible communities. Deadline for submission is June 1st.	https://www.commerce.alaska.gov/web/dcra/CommunityAidAccountability/CommunityRevenueSharing.aspx	Could be applied now to fund planning & design
Sitka Tax Revenues	Sitka Tobacco or Transient room Tax	The City and Borough of Sitka collect Sales taxes, Bed taxes and excise taxes on tobacco. In recent years, increases in sales taxes and transient room taxes have allowed CBS to keep pace with inflation.	Some CBS services receive funding from tax revenues	The Sales and Bed Taxes combined generated over $12M according to the 2018 CAFR (Bed Taxes $544IK). $440K was disbursed from the Bed tax fund to Public Services. The Bed Tax Fund had a remaining fund balance of $1354K. The Sitka Tobacco Tax generated $851K. $856K was disbursed from the Tobacco tax fund to Public Services. The Tobacco Tax Fund had a remaining fund balance of $104K. Tobacco tax revenues decreased by 3% y-y while Bed taxes grew 8%.	CBS budget cycle	http://www.cityofsitka.com/government/departments/finance/documents/CAFRCITYANDBOROUGHOFSITKA18.pdf	Alcohol sales may also be a source of tax funding. In general for all options, evaluation of existing CBS finances and debt capacity is advised.
Alaska Municipal Bond Bank Authority	Bond Bank	The Bond Bank operates by selling bonds with high credit ratings on the national market, and using the proceeds to purchase bonds from local governments and other authorized borrowers at the same rate. For 40+ years the bank has provided a lower cost alternative for Alaska authorized borrowers to finance capital improvement projects list public buildings, schools, and water and sewer systems.	Local governments and other authorized borrowers	The Bond Bank has facilitated over 275 loans to communities but issued only $29M in 2018 (compared to $281M in 2017). Sitka has worked with the Bank previously and currently has approx.. $134M in outstanding debt. Using the Bond Bank instead of the market, the Bank estimates approximately 10% savings over the life of the bond.	Luke Welles is the Chairperson (907) 465-2893 or (907) 465-3750	http://treasury.dor.alaska.gov/ambba/	
State of Alaska Department of Health and Social Services	Sobering Center, Withdrawal Management and Residential SUD Treatment	This Program targets the provision of more acute levels of Substance use disorder (SUD) care with Sobering Centers, Withdrawal Management Facilities, and Residential Substance Use Disorder (SUD) Treatment Programs. The funds can go to facilities that provide a safe, secure environment for meeting the needs of adults so extensively intoxicated they are unable to care for themselves for a period of time and require observation.	Non-profits, municipalities, other political subdivisions and Alaska Native Tribes	Unfortunately, Program is only expected to be available through 2019 and requires demonstration of results within a 6 month-year period. Awards of up to $1,000,000 per application	Past proposals were due in January	https://gems.dhss.alaska.gov/Print/GetReport?entityName=gems_solicitation&recordId=3dc7da7b-1c84-e611-b3eb-005056804f2b	Need to confirm this is not currently funded through US HSS Opioid STR
State of Alaska Public Safety Alaska Police Standards Council							
FOUNDATIONS/PRIVATE							
Rasmuson Foundation	Tier II Program	Programs and construction costs that support Alaskans that have broad community significance.	Non-profits. Sometimes funds units of gov't.	Must have secured nearly all funding. Submit LOI (which is a detailed process), and if invited to apply, submit a full application. Full process takes about nine months. Realistically would need to fund a very specific aspect of the project like furniture inside the building.	Diane Kaplan, President & CEO, 907-297-2700, rasmusonfdn@rasmuson.org.	http://www.rasmuson.org/FAQ/index.php?switch=view_homepage&ifaqcategoryid=1	
RGK Foundation	Education, Community and Health/Medicine Grants	Generally refrain from funding capital campaigns. Would need to ask for equipment, furniture, etc. Fund projects that promote well-being of children and families.	501c3 nonprofits.	Avg. request $25k, but could ask up to $250k.	Deadlines are quarterly.	http://www.rgkfoundation.org/public/guidelines	Does the fire department have a 501c3 side?
Hames Corporation	Private corporation, Not-profit contribution	The Hames Corporation is a Sitka-based, family-owned grocery store.		The Hames Corporation could be a private partner/supporter of the project. No charitable arm of the Corp. or Trust was found online but the website is currently being updated.	Recommend leveraging personal connections with the family to initiate discussions.	http://hamescorp.com/	Has the Hames family initiated conversations?

8.0 FUTURE STEPS

Potential 'Next Steps' discussed with the Steering Committee during the Planning Study include:

- Publish a Request For Proposals (RFP) for a Private – Public Partnership, open to all ideas, for the development, funding, and construction of a new Sitka Police Station and Jail.
- Pursue an in-depth grant funding options investigation by an entity qualified to research and write grant applications if approved by the Assembly.
- As things change over time, add or delete potential sites to be considered for the new police station.



APPENDIX A POLICE DEPARTMENT SURVEY

The enclosed departmental survey is a critical component of the Sitka Police Station and Jail Planning Study. The survey is designed to gather user feedback to help assess current and future needs, to identify strengths and areas for improvement. It is a tool which assists with the understanding of departmental organization charts, internal and external adjacencies, future organizational changes, long-term needs, specific facility requirements, staff positions, both current and future, and special spaces and equipment.

On May 10, 2018, thirteen anonymous surveys were completed by the Department and returned to Kelli Cropper, CBS Project Manager (PM), and to Stantec.

Giovanna Gambardella with Stantec, CBS PM Kelli Cropper, Chief Jeff Ankerfelt, and Executive Assistance Serena Wild held a meeting to discuss the survey results on May 17, 2018.

Survey results include multiple points of views and information. This document is originally generated by the Sitka Police Department staff. Stantec collected and combined the survey results to the best of our abilities.

The goal was to maintain the surveys' original integrity with limited fine-tuning to best capture the users' point of view. In addition, it includes the information gathered during the May 17, 2018 meeting and presents a reference document for the planning study.

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Executive Summary

The City and Borough of Sitka has contracted Stantec to perform a feasibility study for a new facility for the Sitka Police Department.

Based on the information provided by the City and Borough of Sitka (CBS) the current forty-year-old facility - located at 304 Lake Street - houses all departmental functions within approximately 5,000 square feet. These functions include dispatch, patrol, investigations, administration, and the jail.

The facility doesn't meet current departmental space needs and functions and is at the end of its life-cycle.

Part of the study is an information-gathering process to inform the initial space-needs assessment, the site selection, and eventually the building design. The goal is to develop design and criteria tailored to the needs of the Sitka Police Department.

The enclosed departmental survey is a critical part of this process. It is designed to assess current and future needs, to identify strengths and areas for improvement. It is a tool which assists with the understanding of departmental organization charts, internal and external adjacencies, future organizational changes, long-term needs, specific facility requirements, staff positions, both current and future, and special spaces and equipment.

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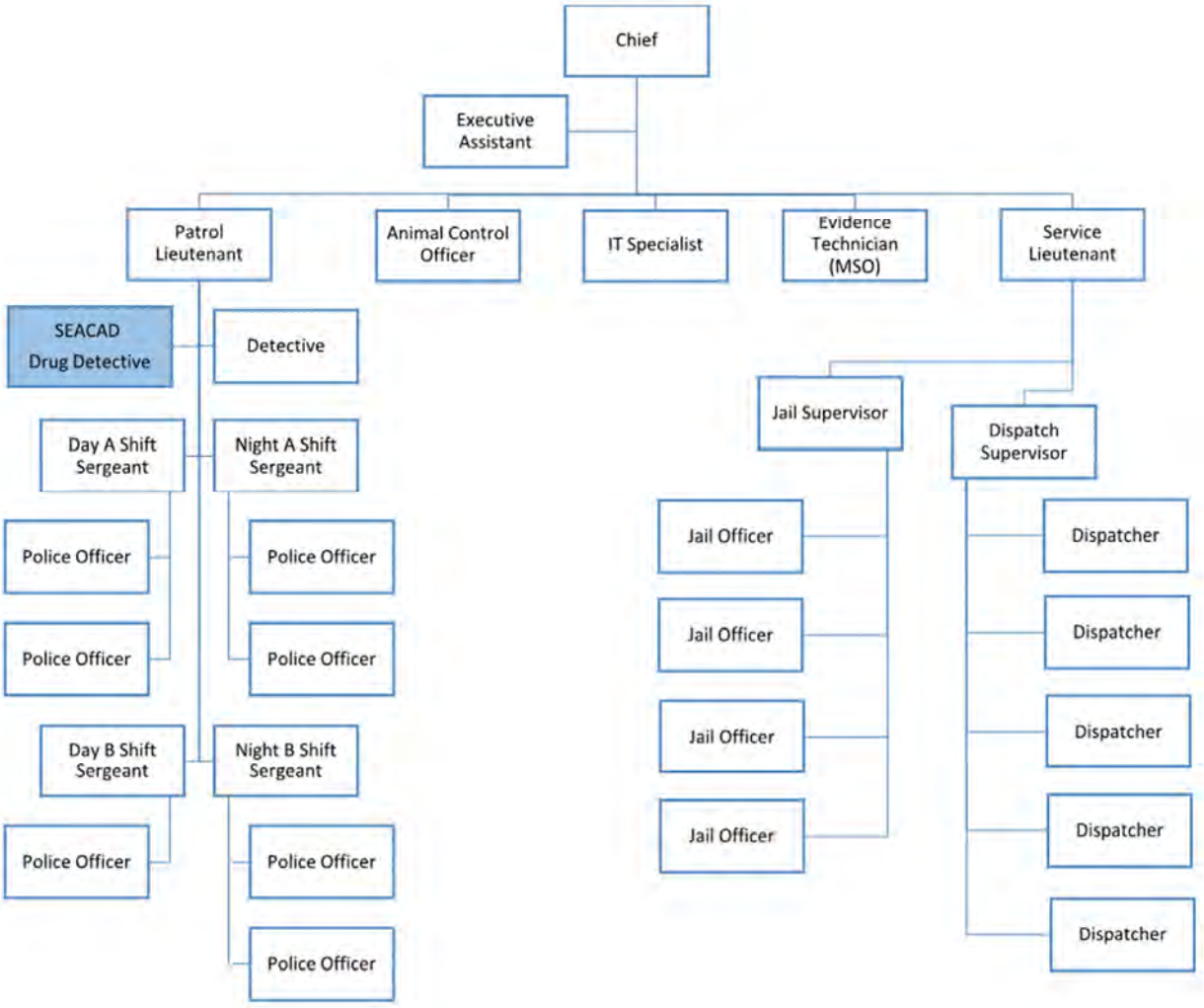
Giovanna Gambardella with Stantec, CBS PM Kelli Cropper, Chief Jeff Ankerfelt, and Executive Assistance Serena Wild held a meeting to discuss the survey results on May 17, 2018.

Survey results include multiple points of views and information.

This document is originally generated by the Sitka Police Department staff. Stantec collected and combined the survey results to the best of our abilities. The goal was to maintain the surveys' original integrity with limited fine-tuning to best capture the users' point of view. In addition, it includes the information gathered during the May 17, 2018 meeting and presents a reference document for the feasibility study.

1.0 DEPARTMENTAL OPERATIONS

1.1 Sitka Police Department Organizational chart



1.2 Multiple functions and responsibilities

In a smaller police department, staff may have multiple-responsibilities. Example, the dispatcher may answer 911 calls, operating the community warning systems, and greeting visitors. Please list staff that may fall into this category and their responsibilities. The goal is to optimize design adjacencies.

Dispatch staff functions:

- Emergency and non-emergency call intake (including 911, routing medical or fire calls to Fire Department)
- Reception services and initial interaction with public
- Record management/requests, including assisting officers on call
- Radio traffic administration
- Documentation, management, and distribution of paperwork for internal use, courts, and attorneys
- Dress-down assistance if officer or jailer of the same sex as inmate is unavailable
- Jail video-monitoring: when jailer is engaged in other functions (examples: bringing inmates to courts or getting meals) the dispatcher monitors jail to prevent assaults, summons police personnel for jail disturbances, reports injuries and inmate distress
- Bail payment receipt when courts are closed

Evidence staff functions:

- Evidence
- Records
- Parking
- Impound

Jail staff functions:

- Booking and care of inmates
- Maintenance
- Meal and laundry services (currently managed off-site)
- Building lockdown
- Public services, including preliminary breathalyzer test (PBT)

- Jail upkeep and supervision
- Transport inmates to and from court, hospital, and airport when needed
- Fingerprinting for community members (MAP)- fingerprint machine should be placed other than the booking area and have a dedicated room in the public area
- Court system document paperwork
- Bail payment receipt when courts are closed
- Traffic control assistance when needed
- Occasionally assist dispatchers covering phones when dispatchers are on break/away from desk

Multi-Services-Officer (MSO) functions:

- Parking enforcement
- Taxi licensing and inspections
- Commercial vehicles inspections
- Abandoned and impounded vehicles arrangements
- Evidence custodian activities

Police Officers:

- When in the building assist with the jail functions as needed

1.3 Current facility

Provide a brief description of the current facility. Provide a summary of concerns that may be resolved in a new facility.

The current facility was not designed nor intended to serve as a police department and presents major concerns to the departmental staff in the following areas:

- Departmental program, space layout, and capacity (current facility is approximately 5,000 sf).
- Security
- Building systems, including but not limited to lighting, power, HVAC, air quality, and building assembly

The existing building is in very poor conditions: bolts easily detach from concrete walls presenting weapons to inmates, the floor crumbles with the simple rolling of an office chair. There are no bullet proof windows. These are example brought by the staff.

The facility floor plan consists of a one long hallway with rooms at each side.

The jail and patrol officers located are in the back end of the building, dispatch is at the main entrance, the kitchen and evidence room are centralized. The administration and detective's offices are located at the front of the building.

The configuration of the floor plan does not allow functional adjacencies to appropriately be met. There are lost efficiencies in terms of gross vs. net areas, and circulation space.

Due to lack of space, critical functions are combined and do not meet standard. A few examples from the surveys include:

- Evidence is processed in breakroom; evidence processing is inadequate. Breakroom inadequate in size and equipment (no dishwasher, etc.); Staff does not have an appropriate breakroom space; There is a mixed use of food preparation and processing of biological materials, including blood, hazardous chemicals, and drugs like heroin and methamphetamine
- There are no evidence preparation space, locker, nor laundry capabilities: should a hazard be encountered during a shift it is transported in staff personal cars into their homes so that item can be clean up at the end of the shift
- The main datacenter is located off a public hallway and is not secure
- Armory is small and not adequately ventilated
- Storage area is not sufficient and is spread throughout
- No locker room/shower facility available for staff

- Training room not adequate; it currently doesn't fit the department and is not appropriate for a meeting room
- Closet spaces have been used as offices, and single offices are shared by multiple people
- No privacy dispatch calls/lobby: patrons can easily overhear sensitive conversation/calls from dispatch area. There is no private area for a staff member to have a conversation with a member of the public except for the interview room
- Jail facility is not equipped to house juveniles and keep them separate from adults as required by law. It is not furnished to care for individual with mental impairments. The jail has no visitation area for female inmates. If a female inmate has a visitor, the visitor sits in the hallway, next to the exit, in a chair to speak through the jails bars with the inmate. Jail capacity often is insufficient for the demand: multiple offenders often sleep on the floor. The space has no daylight, nor secure exercise/rec area. Although it is intended to be a short-term facility, inmates can spend 60-90 days in this environment. There is a lack of appropriate visitation rooms and attorney/privileged visit room. Cells cannot be isolated to prevent water migrating if flooding occurs in one cell
- Confidentiality issues are presented because of limited dedicated private rooms

From a building systems standpoint, areas are poorly ventilated, including but not limited to IT, armory, and offices. The HVAC and electrical systems are forty-years old. There are concerns of high-levels of mold and allergens. Most of the Department does not have a back-up generator.

There is no PA ability to notify the entire building should an emergency occur.

Surveyed staff outlined lack of daylight at jail and department areas.

Security is inefficient to protect staff from break-ins or active shooter events. The visitation area for inmates is a camera dead zone: camera system not adequate thought-out.

From a site development point of view, currently jail does not have a sally port; staff parking is accommodated in public parking lot, as are impounded vehicles.

1.4 Functional adjacencies

Provide a list adjacency of requirements between function within the department. List spaces that cannot be adjacent.

Department Area	Components within the Department	Proximity Mandatory	Proximity Desirable	Proximity not desirable
Jail	Booking office Dress-out area Jailer office Supervisor Fingerprinting area Inmates supplies Storage for contraband	Patrol area Inmate intake Interview rooms Visitation rooms Counselor visit room Professional visitation room Patrol Vehicle parking area	Dispatch Inmate supplies Storage Visitation area Interview rooms	Admin Armory Staff meeting room
Armory			Patrol	Dispatch Admin
Breakroom/Kitchen			Patrol Offices	Dispatch Evidence Armory
Dispatch	Multiple dispatch consoles Dispatch supervisor office	Lobby/Front counter Breakroom Restroom	Patrol area	Admin Offices

Continued from previous page

Department Area	**Components within the Department**	**Proximity Mandatory**	**Proximity Desirable**	**Proximity not desirable**
Patrol	Sergeant area Patrol area Detectives Locker room, Storage	Jail Interview rooms Building exit Vehicle parking Briefing room Booking Armory	Dispatch Evidence Locker Investigation	Admin Offices Lobby Chief
IT	Server rooms IT	Office/work area Chief	Server Room Admin	Offices Jail Patrol area Dispatch
Admin	Chief Executive Assistant 2 Lieutenants	EOC	IT office Private/public meeting area	Jail Patrol Dispatch
Multi-Services Officer/Evidence Custodian	MSO Office, evidence Evidence	Evidence processing	Patrol area Lobby	

Continued from previous page

Department Area	**Components within the Department**	**Proximity Mandatory**	**Proximity Desirable**	**Proximity not desirable**
Animal Control (AC)	AC Officer office Dog kennel Cat kennel Outdoor area Visitation Storage			In an adjacent building except for office.
Emergency Operations Center (EOC)	EOC room	Dispatch Patrol		
Information services	Police Technician	Datacenter	Sally Port Dispatch	
Investigations	Detective offices with bullpen style meeting space	Patrol area	Evidence	

1.5 Public interface

Discuss how contact with public is currently managed.

The dispatch staff greets visitors through a slot-window. They notify the appropriate staff members who retrieve visitors from the lobby. Currently there is a door to the lobby from dispatch and break room. Door is secured and opened through a key card and dispatch remote opening. If public is allowed into the secure area, they pass through the break room/evidence processing area or past dispatch. All interactions within the secure area is video recorded.

The lobby consists of a small waiting area, a table and three chairs. There is no place outside the secured area to take complaints that do not require the use of an interview room. There are confidentiality concerns which develop the need to have an intermediate semi-secure area to conduct business without members of the public overhearing.

Jail currently meets members of the public in the lobby and are escorted through the building.

The police technician does not primarily work with the public.

Who is currently receives the public (the first face public see)? Dispatcher

Is there a reception staff? No

Does dispatch serve as reception staff? Yes

Does Dispatch interface with public 24/7? Yes

Who accepts bail in payments? Dispatch and Jailers

Are there walk-in visitors that want to discuss concerns or provide information on something they witnessed? Yes

Does reception or dispatch accept and escorts visitors for prisoners, attorneys, mental health personnel, etc.? No

Who else interact with public? Officers, Jailers, Multi-service Officers Dispatch, Jailers, Officers, Detectives, Animal Control Officer, MSO, Executive Assistant, Lieutenants, and Chief

1.6 Current needs

Do you see areas of growth (additional officers, jail staff, etc.)?

- Overall current needs include additional program space for existing staff and projected growth. The Police Department is currently authorized to hire seventeen officers to accommodate demand, however the present facility is over-capacity. Staff identified in the survey include

officers/detectives, additional jail staff, school resource officer, detective for drug/felony, additional patrol officer, K-9 officer, and a dedicated traffic officer

- Capacity for longer-term inmate presence
- Covered sally port
- Additional storage area
- Current needs in terms of physical areas identified in the survey are:
    - Patrol officers' area
    - Ready room
    - Sergeant Area
    - Breakroom
    - Storage

Additional current needs identified:

- Improved air quality
- Improved technology

1.7 Long-term needs

Do you anticipate any major organizational changes that may affect the space? Are there any long-term needs from an operational standpoint that may affect the space?

- Secure outdoor/rec space for inmates
- Expanded training room capacity/meeting space for large case management
- IT Storage Room with work bench and larger server room and air conditioning
- Additional staffing and technology will require additional space in the future to allow growth in all departments
- Cadet program
- Soft interview room for families
- Detox area in the jail
- Office and equipment storage for volunteer police reserves
- Emergency Operation Center

1.8 Innovation ideas

Would staff be open to innovation ideas, for instance provide a secure line in the building so that the public can use training/conference area after hours with the appropriate security lines?

Other innovation ideas?

- Combined use of space with Fire Department/EMS
- Executive Assistant performs PreCheck enrollments, TWIC enrollments and HME enrollments for TSA, a secure conference room that opens into the lobby would be ideal for these purposes. A space outside of the secure areas would be ideal.
- Outdoor area/rec for the inmates
- An afterhours public meeting space as described above
- A warming area to be opened during extreme/inclement weather for homeless persons
- A gender separated sleeping space for staff required to remain at the Police Department during for major incidents etc.
- Adequate garage space for all equipment
- Fitness room
- Space for processing evidence and found property
- Meal preparation space for prisoner within the jail

2.0 AREAS AND FUNCTIONS

Please list all current areas and functions, current and future needs. This list includes information gathered at the May 17, 2018 meeting.

2.1 Public spaces/Lobby

Space needs:

- Visitor Waiting/ handout
- Display memorabilia
- Restroom (men/women)
- Visitor/soft interview area to take sensitive conversation and reports from the public
- Fingerprint room -used also as additional soft interview room, pre-check, hazmat, transportation worker identification credential (TWIC)
- Department Meeting room/training room (secured so it can be used after hours by public)

2.2 Breakroom

Space needs:

- Kitchen area and training room. Kitchen should include appliances (stove)
- Medical locker

2.3 Main dispatch area

Staff: (5) Dispatchers; (1) Dispatch Supervisor;

Adjacencies: booking (at secure jail wing of department); lobby; breakroom; bullpen; IT/Radio; Record Management (supervisor needs to have a separate area -room adjacent to dispatch center); restrooms

Space needs:

- Main dispatch floor area
- Lockers for personal properties
- Reception window
- Dispatch supervisor office
- Office for record management
- Coffee bar/kitchenette (ref, micro, toaster, coffee, hand wash sink)

2.4 Investigation, Patrol, and Administrative Area

Adjacencies: Armory close to bull-pen (patrol area), lockers

Space needs:

- Chief
- Executive assistant
- Patrol lieutenant
- Service lieutenant
- Evidence technician
- Animal control officer
- Detective offices (4)
- Area for visiting investigators (FBI, etc.)
- Patrol open-office squad room (bullpen). Assume patrol is off site most of the time. Bullpen includes sergeant area (4 closed offices for the Sargent on exterior of bullpen) 8/10 workstations. 14-staff-total. Relites to bullpen center
- Briefing room
- Storage/Locker space for gear, spare uniform, protective gear, and files
- Training area (spacious for large meetings)

2.5 Evidence

Space needs:

- Evidence processing/lab
- Evidence storage/drug closet. Evidence locker two sided. Secure pass-through
- Drying room
- Vehicle evidence
- Evidence tech office (multi-service) adjacent to evidence area and processing. The office should have two doors, one in evidence processing and one in hallway

2.6 Exercise

Current facility has no exercise area. While a couple of survey responses indicated the area is not essential, during the May 17, 2018 meeting it was discussed to include in the scope of work. On exterior wall would be ideal.

Space needs

- Exercise room
- Storage for equipment
- Patrol locker and training locker combined in one space

2.7 Emergency Operations Center (EOC)/Large Case Management

Adjacencies: Centrally located, close dispatch and lobby. Meeting space and case management room when not used as EOC

2.8 Armory

Armory should be located near access to patrol vehicles. The armory serves as a storage for the ammunition, stacks of boxes are open to view and grouped by caliber. It has a gun cleaning area. Cleaning supplies and basic tools are present. In the existing facility there is no adequate ventilation for fumes from solvents. Propping the door open to the patrol area is the current ventilation option. Gun racks are adequate in the current facility, however do not allow for growth if more officers are hired. A more proper and secure storage for firearms, ventilated cleaning area, and separate ventilated room for storage of less lethal chemical munitions, gas mortars, and flashbang grenades are required.

Adjacencies: Exterior wall with ventilation, secure area with card reader, patrol area, briefing room

Space needs:

- Workspace
- Store ammo
- Chemicals
- Guns
- Shields

2.9 Jail

Please list and comment on needed facilities including existing, current need and future need.Include number of cells (Male and Female), holding rooms, juvenile, and detention cells.

Staff: Jail Supervisor, (4) Jailer officers – 2 offices. Jailer offices looking into booking, monitors for cameras

Adjacencies: Dispatch; door from jail to lobby for releasing prisoners. Secure hallways for release room

Space needs:

- 10 male/2 bunks per cell
- 4 female/ 2 bunks per cell
- 2 juvenile/title 47 mental health (padded rooms) – 2 access from interior and one from hallway *advocate person sitting with them*
- 1 sleep-off cells (1 female/ 1 male)
- 3 segregation cells on male and 1 female side

Jail amenities:

- larger jail with secure outdoor/rec area
- Secure windows to allow natural light
- Proper visitation rooms

2.10 Additional spaces?

- Changing/locker room
- Shower facilities and a washer/dryer/ironing area
- Dedicated EOC area with network and phone connections and capacity to accommodate all city department leaders
- Separate staff conference room for meetings
- Separate room for Transportation Worker Identification Credential (TWIC) customers next to executive administrator office
- Public meeting room
- Training room

- Restrooms in lobby
- Garage space for squads and 2 to 3 ATV/UTVs
- Storage for cleaning supplies and vehicle maintenance
- Additional general storage
- Mail room/Copy room/supply room adjacent to dispatch. Multiple access points
- Data center in secure area
- Office and storage for police technicians
- Animal control will be in a separate building close to the department facility. To be considered in site selection
- Warming space for homeless people was discussed, however due to security and operational concerns at this time it won't be include in the scope of work
- IT office with workspace and racks, sever room

3.0 SITE FACILITIES

Please describe site facilities needed including existing, current need and future need.

Would you require the following?

Sally Port? Yes, covered and secure. Drive through.

Vehicle Impound? Yes, unless an off-site, secure area is available. If not, a gated and video surveilled.

Hazardous Storage? Yes

Other activities? Example social activities – BBQ?

- Meeting/lounge room
- Comfortable break room with additional outdoor space isolated from public view for staff
- Fenced/secure covered Outdoor space for prisoners to smell the air and stretch

Parking?

- Gated parking for employees separate from public
- Covered for squad cars. 7 cars
- Three to four garage stalls

SPECIFIC REQUIREMENTS

3.1 Lighting

Please describe any lighting concern in your present space, for instance light levels or quality.

In the current facility the quality of light is poor and induce discomfort. Options include better overall light levels, LED, dimmable lights.

The parking lot is poorly lit.

The exterior light should focus on shedding light outward not to illuminate officers/staff while in close proximity to the building.

3.2 Daylight

Please list in which spaces daylight is desirable and in which spaces daylight is not required or permitted.

Daylight is desirable, and openings shall be designed to maintain security including at admin area, patrol, detectives, dispatch, lobby, and break room, and common areas.

Where computer screens are used, daylight needs to be accommodated to avoid glare or discomfort.

Daylight is not required at evidence, armory, interview rooms, jail visitation areas, or restrooms.

Secure, high-windows at jail area are welcome.

3.3 Power

Please describe any special power requirements.

The police department should have a backup generator.

Desire for new facility to be as green as possible.

Power plugs with USB at desks would be nice.

Enough power without power strips for radio and flashlight chargers.

3.4 Special Equipment

Please describe special equipment needs

- Armory- Flashbang storage, OC storage, dry fire tube
- Vehicle wash area and storage for cleaning supplies/ vacuum
- Medical locker for staff
- Battery backup system for the datacenter and call take positions
- All Entry/Exit doors must be card Key electronic door locks. Currently have Kantech system for these doors
- Server Room door only opens with master-key
- Updated 911, CAD, communication systems. All are sub-par

3.5 HVAC

Are there any special heating, ventilating, humidity, and air conditioning needs?

- Updated HVAC system that meets required standards. Some areas should have isolated systems and zone control including jail, exercise room, evidence, and weapon storage and cleaning area
- Ability to open windows at second story- if occurs- is desirable
- The system should be able to isolate building zones from over pressurization and chemical incidents
- The datacenter should have adequate cooling to maintain 68 degrees through all temperature ranges
- Evidence room needs appropriate ventilation
- Offices should have climate control options
- Server Room requires AC
- Central Heat and AC through the PD

3.6 Special finishes

Are there any special finishes desired or required such as abuse resistant walls, shatter proof glass, security screen or barriers?

- Shatterproof/bullet resistant glass in dispatch and exterior windows at first floor
- One-way glass on exterior doors if equipped with windows to allow staff to observe anyone near the door without the aid of cameras
- Easy clean walls in interview rooms and holding cells
- Security gate at dispatch. Screen between the front counter and dispatch area
- Abuse resistant walls, especially in the jail area
- Ability to remotely unlock and lock the lobby entrance door. A lockable vestibule leading into the lobby area from the outside with video/audio. This would allow the dispatcher to remotely lock/unlock access to the lobby when alone in the building after regular business hours
- All doors into the department to be secure
- The current benches in the booking area and temporary holding are adequate. An additional ankle/foot anchor for ankle cuffs would be useful in the interview room

4.0 ADDITIONAL COMMENTS RECEIVED FROM THE PD

I have worked in the telecommunication industry installing and maintaining systems for 22 years and I have seen projects that have taken the information systems as more as an afterthought. When in fact for these systems should have the police station built around them. We are talking about radio, 911, and access to the police data. If any of these systems go down it puts the police into the dark ages and that is unacceptable in 2018 and beyond.

The demographics of Sitka are changing: the population is aging and is slightly more seasonal. The US Coast Guard is adding a commissioned vessel to the station and plans to expand the air station to another helicopter. This implies approximately forty additional families to the current population. The Coast Guard families are not typically involved with the Police Department; however, the related support services should allow the population to remain stable in the near future

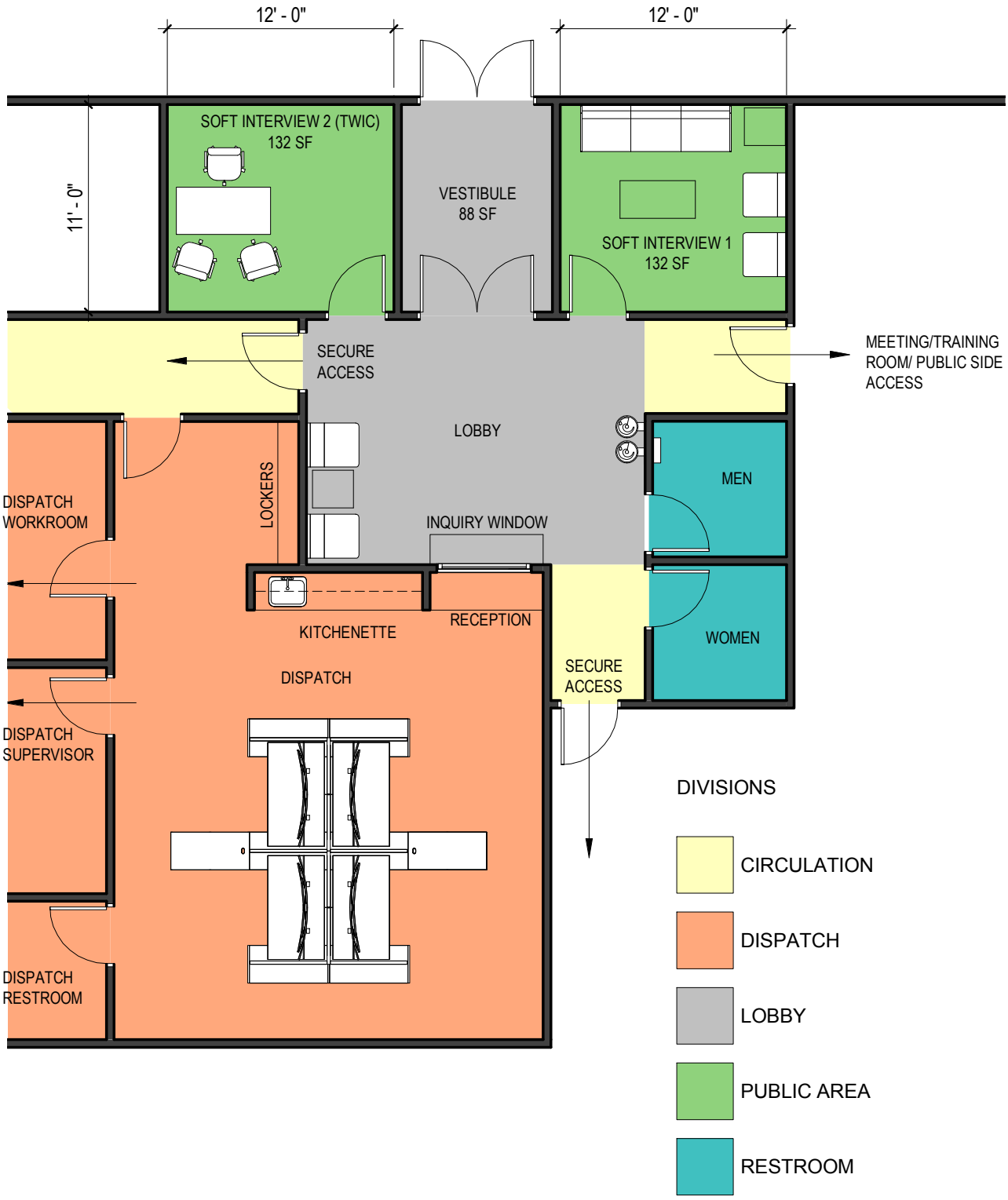
If the city was to approach the Nazarene Church, the new Police Department could go there. It could share some of the parking and facilities with the Fire Department. It could have an elevate position for housing inmates so the need for tsunami evacuation would not be needed. It has a city central location, on a main road, has an alternative entrance on Observatory Street, and has raw land adjacent available.

Separate parking from public for staff with security barriers.

APPENDIX B SPACE STANDARDS

Upon collection of information and user survey data, Stantec generated space program allocations and made recommendations on the new facility size to address current and anticipated future space needs.

This appendix includes example of space standards for the main program area for Sitka Police Station.



DISPATCH/PUBLIC AREA DIAGRAM

0 4' 8' 16'

<Pick location in Project Information>

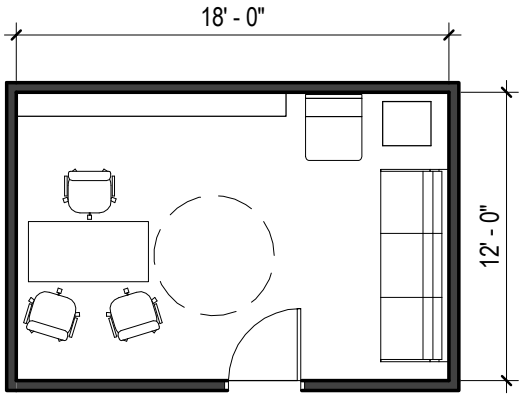
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Stantec

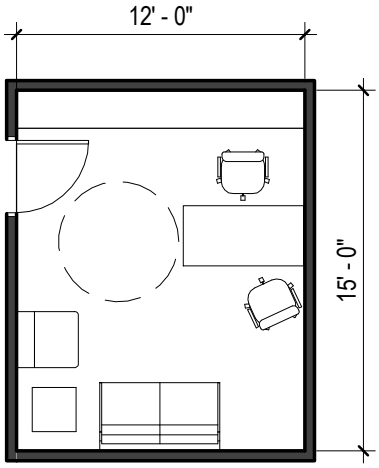
City and Borough of Sitka

Sitka Police Feasibility Study: Space Standards

NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN

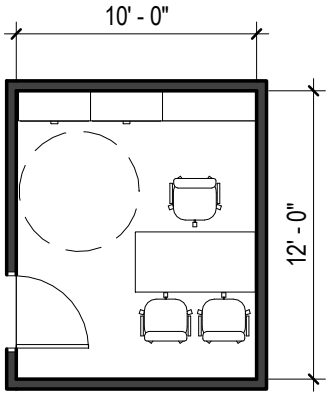


CHIEF OFFICE - 216 SF

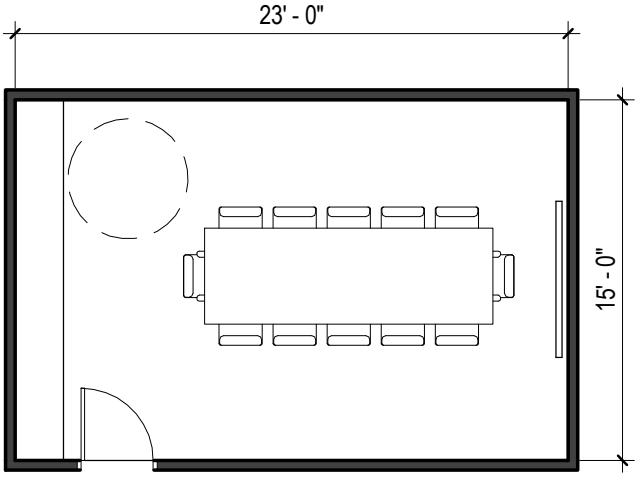


A TABLE AND CHAIR CAN BE PLACED IN LIEU OF THE SOFA

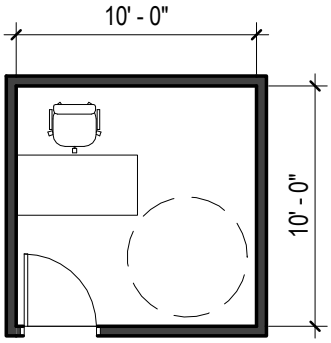
OFFICE - 180 SF



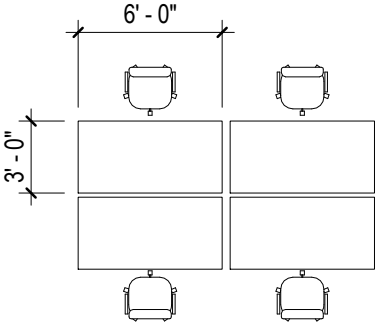
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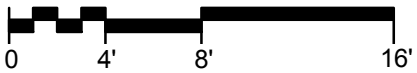
BRIEFING ROOM - 345 SF



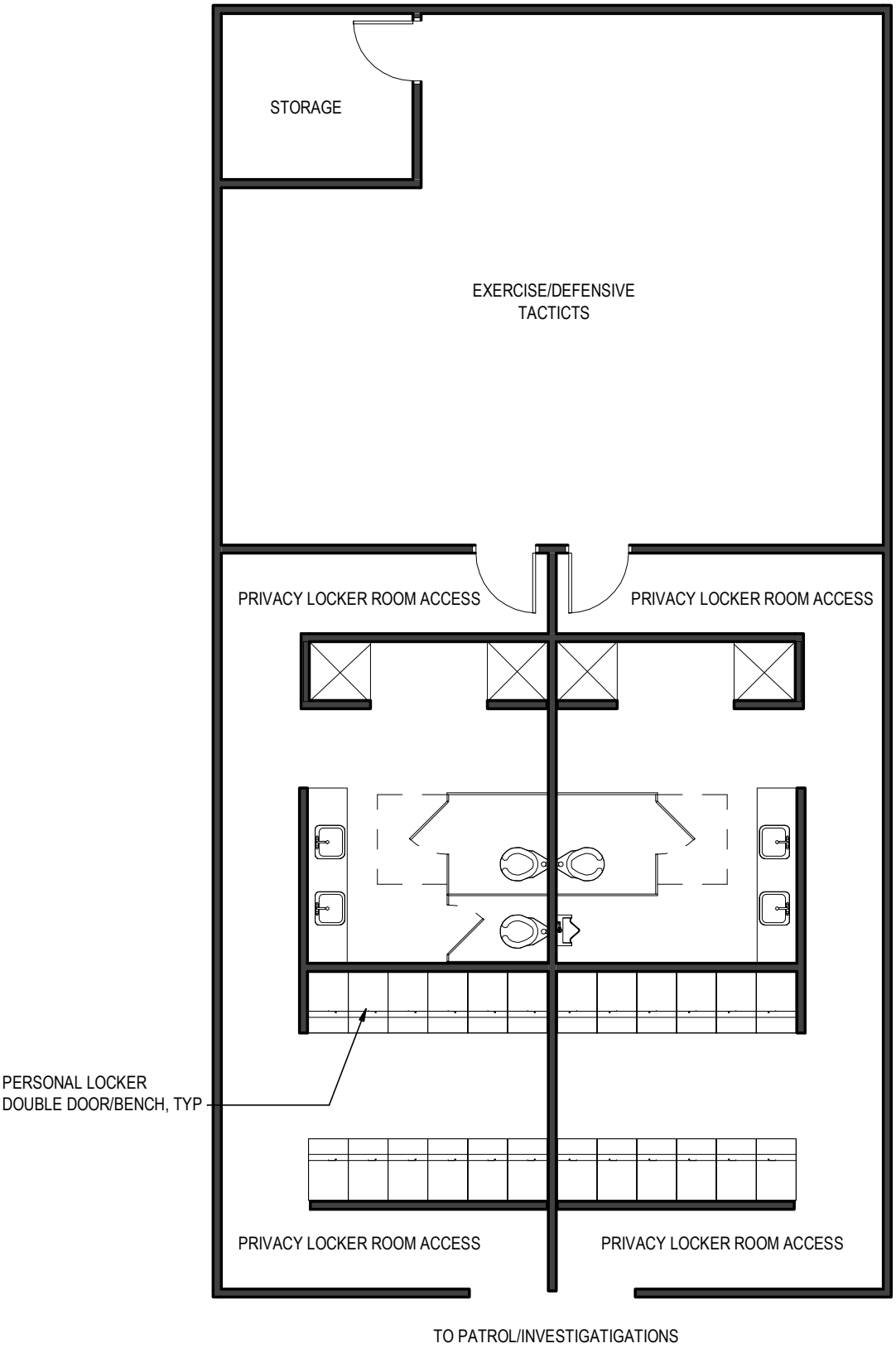
OFFICE - 100 SF



OPEN OFFICE WORKSTATIONS



NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



EXERCISE AND LOCKERS

0 4' 8' 16'

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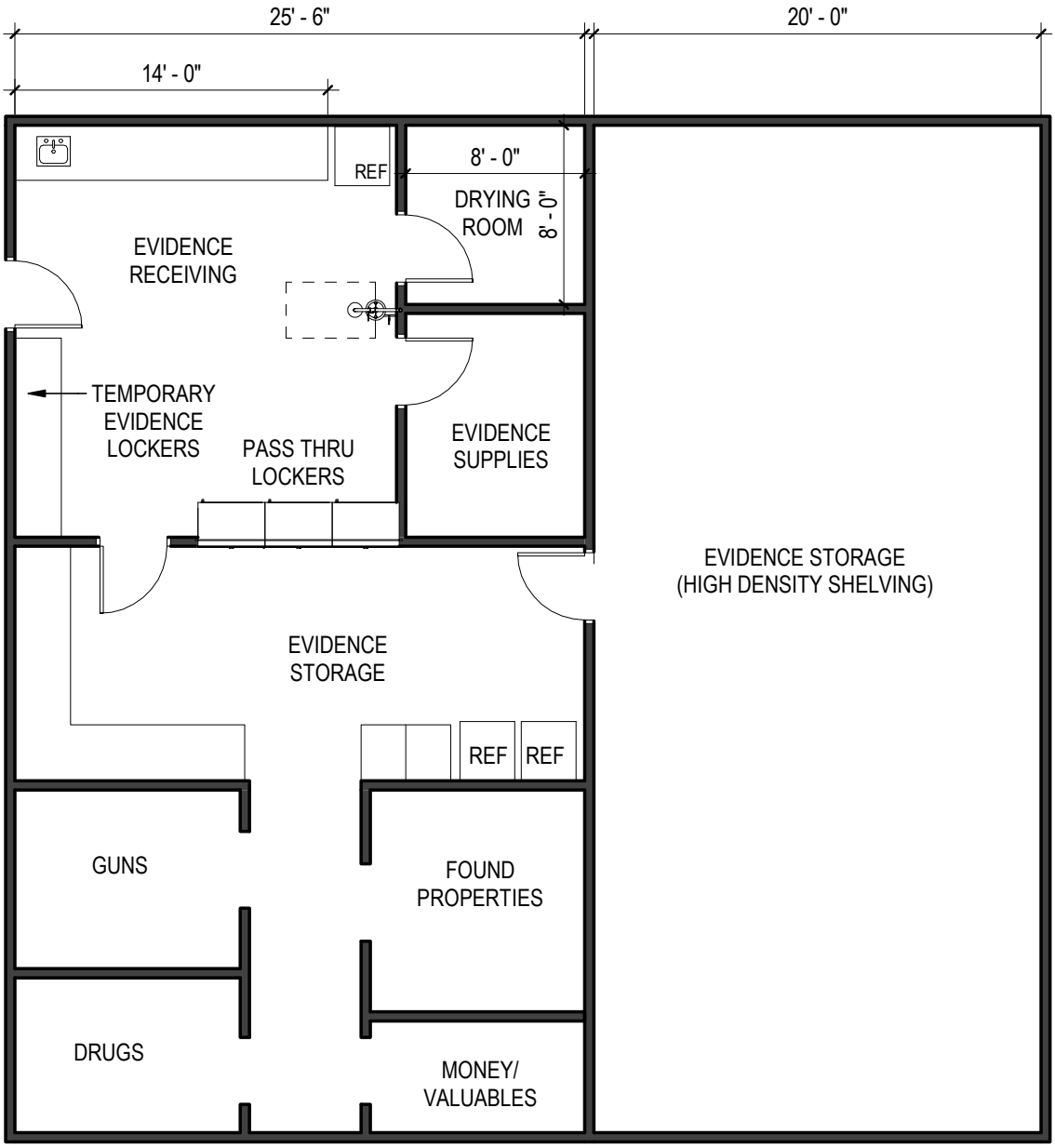
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Stantec

City and Borough of Sitka

Sitka Police Feasibility Study: Space Standards

NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



EVIDENCE

1/8" = 1'-0"

<Pick location in Project Information>

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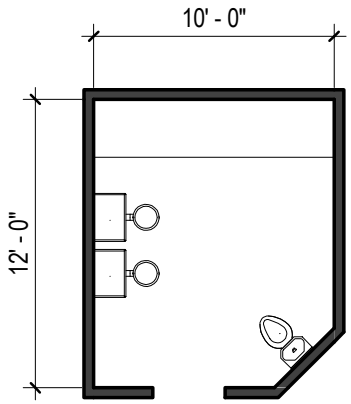
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Stantec

City and Borough of Sitka

Sitka Police Feasibility Study: Space Standards

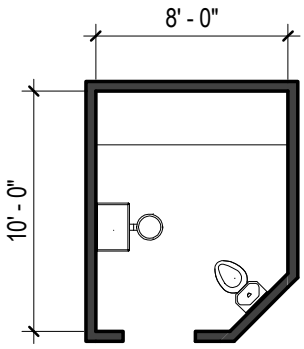
NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



JAIL CELL- 2 BUNKS

1/8" = 1'-0"

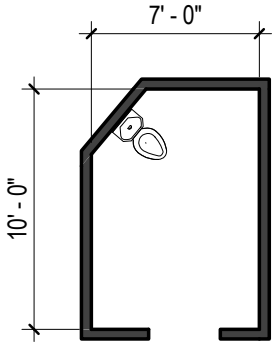
120 SF



JAIL CELL - 1 BUNK

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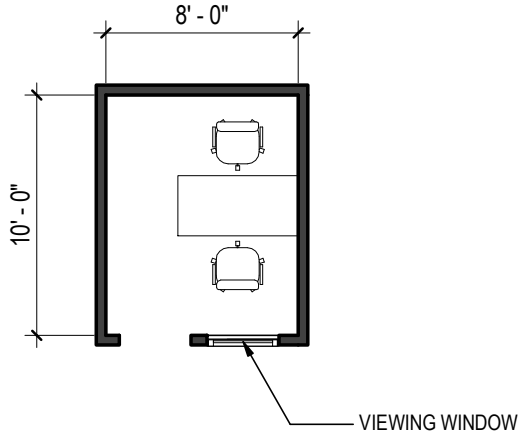
80 SF



SLEEP OFF CELL

1/8" = 1'-0"

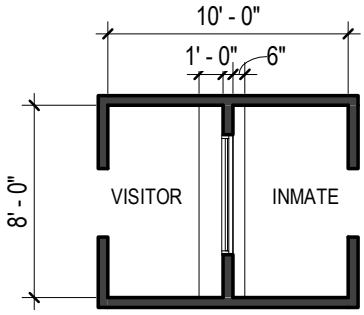
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INTERVIEW ROOM

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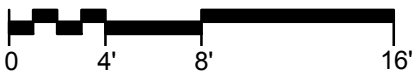
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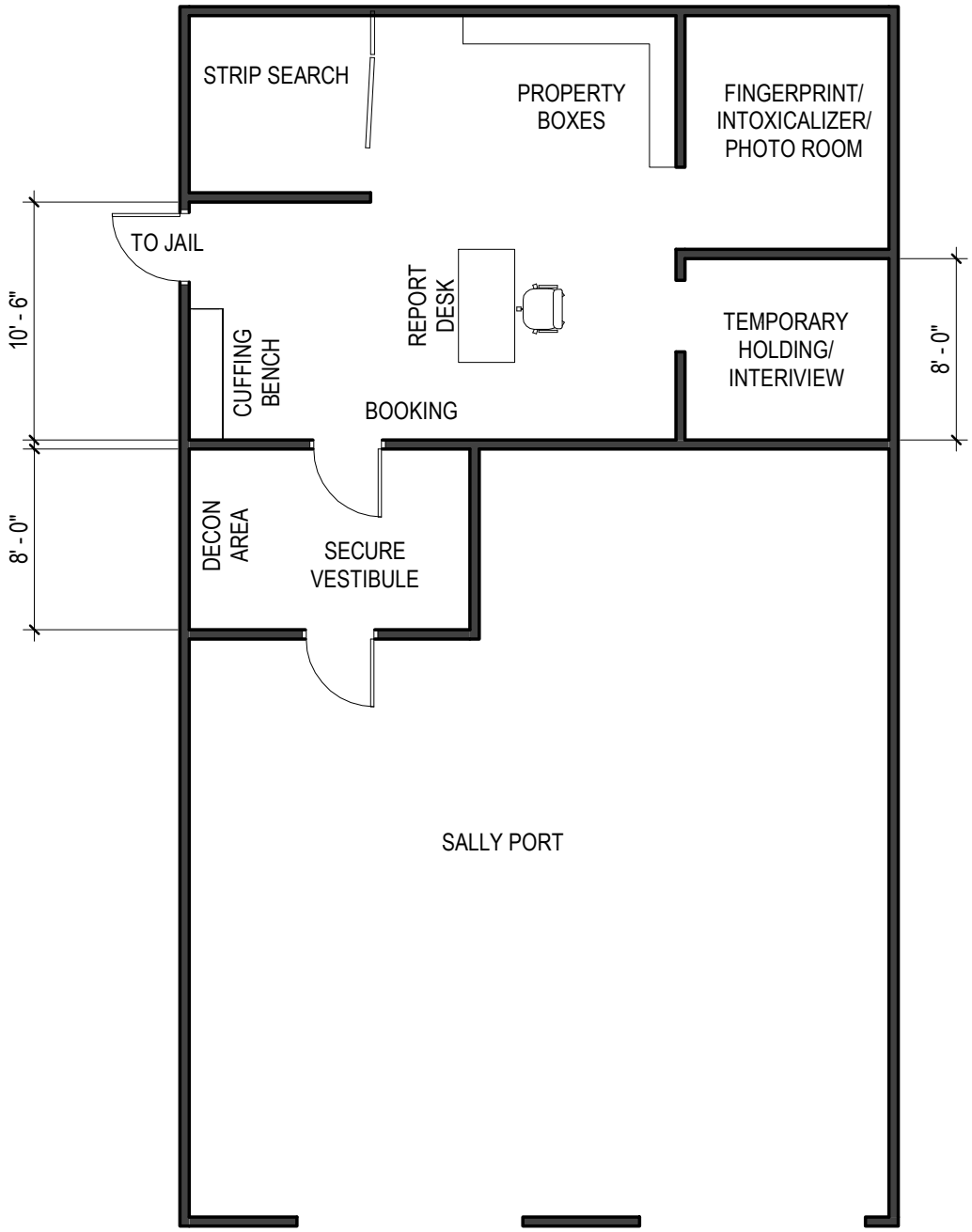
VISITATION ROOM

1/8" = 1'-0"

80 SF



NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



BOOKING

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0 4' 8' 16'

<Pick location in Project Information>

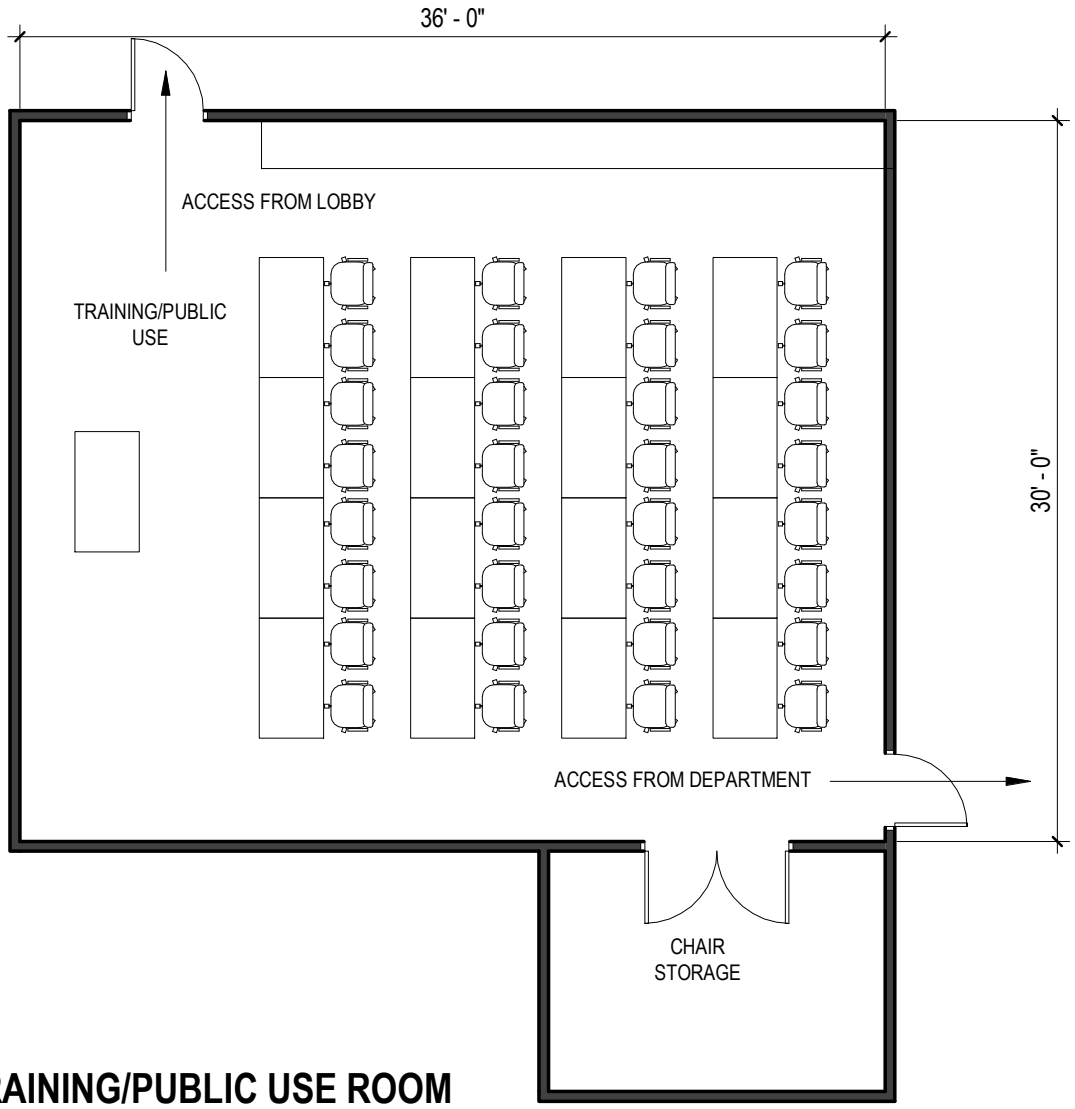
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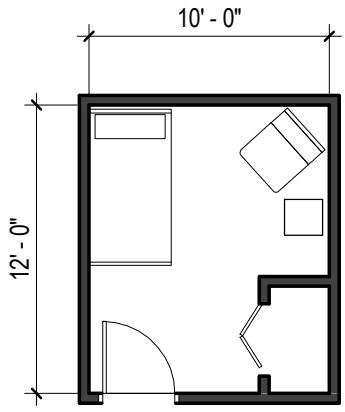
City and Borough of Sitka

Sitka Police Feasibility Study: Space Standards

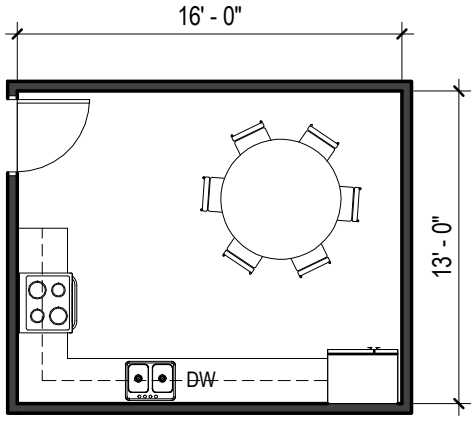
NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



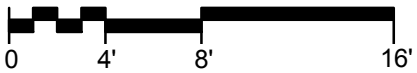
TRAINING/PUBLIC USE ROOM



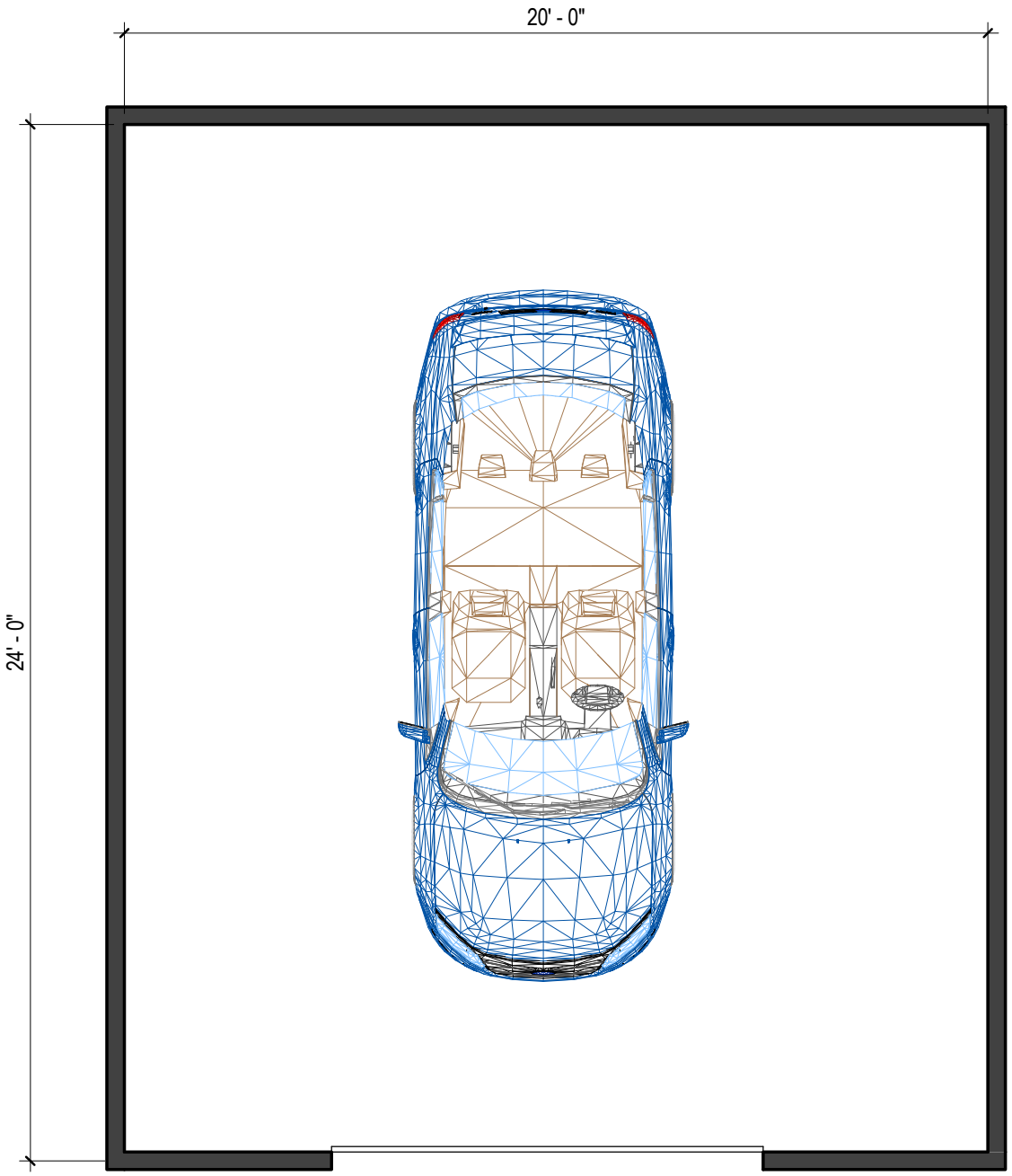
POLICE BUNK ROOM



BREAKROOM



NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN

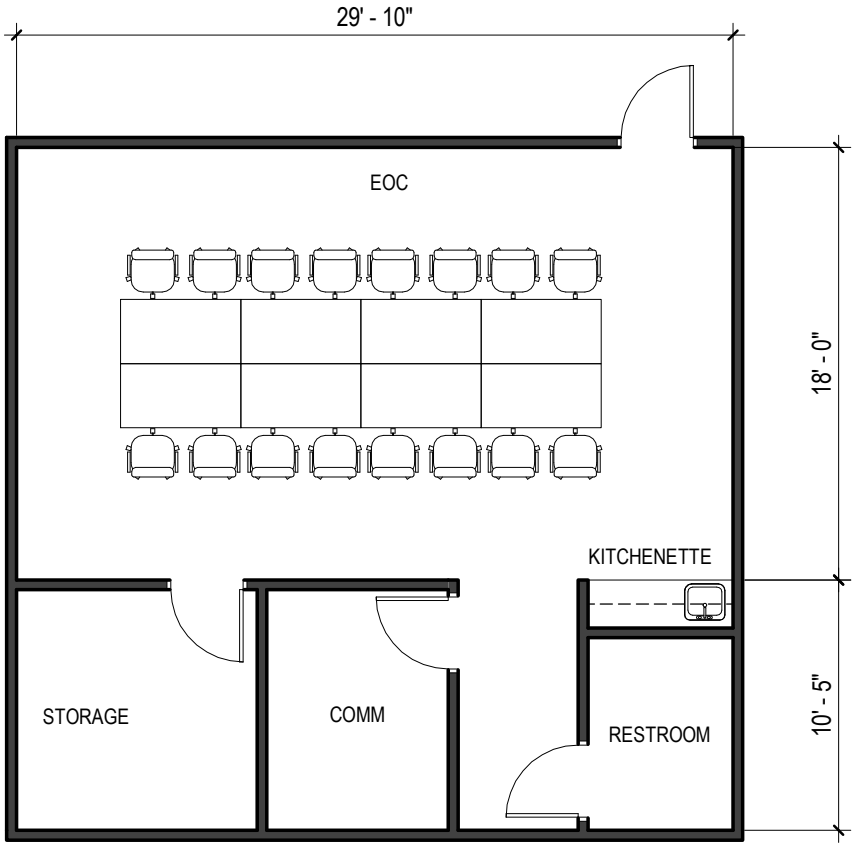


VEHICLE EVIDENCE

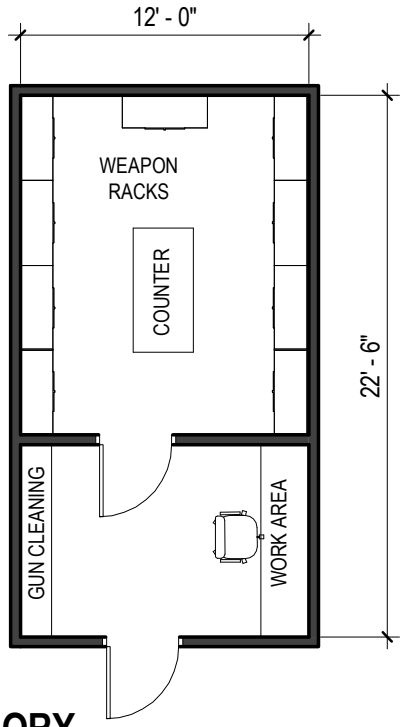
1/4" = 1'-0"

0 4' 8' 16'

NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN



EOC



ARMORY

0 4' 8' 16'

NOTE: DIAGRAM SHOWN FOR SPACE ASSESSMENT NEEDS/STANDARDS ONLY, NOT INTENDED TO BE REPRESENTATIVE OF A DESIGN FLOOR PLAN

APPENDIX C SITE SELECTION

Appendix C - Site Selection Documentation includes:

- Summary/Description
- Criteria list
- List of original potential 22 sites
- Map showing location of the 22 sites (link noted on the map where you can see it online)
- 22 site evaluation criteria matrix
- Map showing location of 7 sites
- Round 2 - 7 site criteria evaluation matrix (includes map link in page footer)
- Map showing top three sites (includes map link)
- Final Round 3 top sites – site criteria evaluation matrix
- Aerial photo/plot plans from CBS GIS showing top 3 sites with property dimensions.

While Stantec worked with the Sitka Police Department (SPD) to identify departmental operations, operational needs, and space standards to meet the SPD operational needs, community members (Steering Committee) worked with City and Borough of Sitka (CBS) and SPD staff leading the site selection effort.

Site Selection Criteria were developed along with the original list of twenty-two potential sites. All but seven of these sites were eliminated early in the discussions with the Steering Group for either being, too far away from the center of the city, which would impact response time, or too far away from an arterial road, which would require routes to the SPD Station passing through residential and or school zones, which again impacts response time and would potentially create a safety hazard due to mixing emergency vehicle traffic with pedestrian and children use areas. Other sites were eliminated because they were located in potential slide or flood zones. Sites near the tank farms were eliminated due to the potential fire/explosion hazard associated with tank farms and constricted access on Katlian Street. The sites identified on Japonski Island were eliminated due to the bridge access being the only access to the island. Existing buildings were considered, like the Armory Building, and were cut for a variety of reasons, but especially because of the certainty that a remodel to meet the spatial and specific needs of a Police Station would be required and would likely cost more than building a new SPD.

Finally, three of the remaining seven sites ranked at the top and are shown in the report with the Space Allocation Diagrams in section 5 SITE ADAPTABILITY. Originally, all three of these potential sites were believed to be owned by CBS, which proved to be one of the more important criteria considerations. Two of the sites ranking below the top three are also CBS owned and are located on upper and lower Jarvis Street near the existing CBS Shops. This land is typically muskeg and would probably be more expensive to develop and these sites do not have the best accessibility nor are they highly visible, but it may still be worth considering should the top ranked sites prove unfeasible with further investigation, as during the design phase, site development, geotechnical, environmental, and zoning analysis, etc., will be required to learn critical data and the final site selection decision will be made with that specific data.

Site 1: The Incinerator Site is owned by CBS and is located close enough to the core of Sitka to provide adequate response time to all parts of the community. It is located centrally on Sawmill Creek Road (SMCR), an arterial road (for Sitka) owned and operated by ADOT, with a bike/walking path paralleling it on the Incinerator Site side. The widening of the driveway access may be required along with vegetation and tree clearing to provide visual access for traffic, bike path/pedestrians, and emergency vehicles. The addition of a traffic signal or yellow warning light may be considered if this site is developed. The site lends itself to a building that is two stories at the back of the site and one story at the front (driveway access) of the site. The site will require contaminated soils testing and abatement before developing. The site has surrounding parcels with graves, but based on our research and the local knowledge supplied by Bob Sam, it is believed that this site is free of graves. A new location for recycling would be required.

Site 2: The City/State Building Parking Lot Site is owned by the State, however it is an excellent central location for consideration. Due to the size of the lot and the need to still provide parking, the building would need to be multi-story.
Additional parking may still need to be provided. The Steering Committee clearly favored

building a new independent structure for the Sitka Police Station due to the deferred maintenance and 'end of life' building systems that need to be replaced at significant cost in the existing City/State Building.

Site 3: The Old City Shops Site is owned by CBS, but is dedicated to Affordable Housing development. To develop the site shown for a new Sitka Police Station and Jail, it is assumed that replacement land for the Affordable Housing projects would be required and that the Sitka Land Trust would be willing to trade properties. This site is located as far from the core as was considered still 'central enough'. The site is located on a blind curve and a new signal or yellow flashing caution light for emergency vehicles entering traffic may be considered. Slope stabilization and possible soil contamination are factors for consideration. The site may be large enough for a single story structure, which could prove beneficial, but not necessarily.

The other two sites surviving the cut to seven potential sites are not CBS owned, and were not considered further because the opportunity to participate in a Private – Public Partnership, or to offer to sell property to the CBS for the construction of a new SPD requires an open public process. A Request for Proposals (RFP) could be published to offer the opportunity publically to 'Propose a plan to provide (all or part- property, development, financing, construction, etc) for a new Sitka Police Department & Jail Facility'. This would be a good 'next step' in planning for and pursuing a new Sitka Police Station and Jail Facility, and is highly recommended.

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7/1/2018

Sitka Police Department - New Police Station Siting Analysis

Criteria List

Criteria #	Description
1	**Site** description & ownership
2	**Site** zoning
3	**Site size/Growth potential -** The site should offer sufficient space for current and future development. The site should be large enough as well as flexible to take into account the constantly evolving requirements of the facility. Therefore considerations include stand-alone facility, site facilities, potential ancillary facility (gun range? animal shelter?)
4	**Access and Egress/Location -** The Police Station needs to be located on a site that allows easy service to the city. It should provide easy access and egress for the police and not hinder their ability to provide emergency services to the public. An important consideration is the ability to provide a separate access point for the public, staff and detainees. The police station site must be placed within its proper geographical, political, and functional context. Important consideration is to provide a location where neighboring properties compliment a law enforcement facility. For instance, is it removed from primary schools, etc.?
5	**Visibility -** A site that promotes easy identification of the police station by the public and is also easily accessible would be considered ideal. Visibility along the major connections with visitors to the City as well as to the different surrounding communities.
6	**Community Support -** Will the selected site get community-buy-in
7	**Site Services -** Utilities are on site or contiguous to the site with adequate capacities. Besides known utilities, the site needs to house a generator and a secure communication tower on its premises.
8	**Parking -** Parking is one of the key determinants in the site selection for a new police station. The total parking count is determined based on an internal examination of the current parking requirements (including staff, fleet, and visitor parking along with loading) for current needs and future growth.
9	**Noise** impacts
10	**Traffic** impacts
11	**Site Constraints -** Will the site accommodate the proper facility needs. Are there any site constraints that will drive construction costs?
12	**Soil** Considerations - wetlands/muskeg
13	**Topography** steep slope/geotech risks
14	**Historical** resources & impacts
15	**Hazards -** flood plain, landslide zone, drainage, tsunami zone
16	**Property** acquisition cost
17	**Site** development costs
18	**Reasons** for dismissal

List of Original 22 Potential Sites for New Sitka Police Department & Jail - Numbers match locations shown on Maps 1 & 2 - July 31, 2018		
number	**name**	**description**
1	Upper Jarvis	Area on western edge of parcel or in between City Shops and transfer station
2	National Guard Armory	Empty building next to Allan Marine - State-owned
3	Behind the High School	City owned undeveloped land adjacent to SHS.
4	Old City Shops	Area on HPR. Needs rezoning.
5	Turnaround	Adjacent to Skate Park
6	Kimsham	The upper parking area behind the ball fields
7	MSC property	Cold storage
8	Eliason Harbor	Buy red building or parking area
9	City/State Building	Or parking area
10	Japonski Island - Near WWTP	Fill in Lagoon
11	Indian River	Property by Trooper driving range (buy from state or BIHA)
22	Old Incinerator Property	Current location of recycle bins - requires relocating the recycle center.
13	Granite Creek	By golf course
14	Petro Marine property	Katlian next to their fueling station
15	Blatchley Property	Adjacent to ball field and HPR
16	Old Forest Service Building	Forrest Service relocated to new building and old building Katlian near harbor may be available.
17	Upper End of Jarvis Street	City owned
18	Millerville	Located on Japonski Island - State Owned - lease or purchase from the state
19	First Presbyterian Church	Church closing- property may be available
20	Baranof Elementary / Pacific High / Learning Center	New and Remodeled School Facilities
21	Lot on corner of SMC & Smith St	Privately owned
22	Relocate City Hall to Jarvis	City offices on Lincoln Street

Police Station Planning Study Potential Sites Smart Map link @ https://arcg.is/Lu9qm



MAP 1 - SHOWS THE LOCATION OF THE TWENTY-TWO (22) ORIGINAL POTENTIAL SITES THAT WERE CONSIDERED

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Sitka New Police Station Planning Study - Site Criteria Evaluation Matrix

CRITERIA #	Site Selection Criteria	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
		Upper Jarvis	Nation Guard Armory	Land behind High School	Old City Shops	Turnaround	Kimsham Ball Field back parking area	Marine Serves Cold Storage (MSC) property	Harbor Office/ Eliason Harbor Parking area	City/State building	Japonski Island	Indian River	Old Incinerator Property (Recycle)	Granite Creek	Petro Marine Property	Blatchley Property	Old Forrest Service Building	Upper end Jarvis Street	Japonski Island	First Presbyterian Church @ 505 SMCR, Sitka	Pacific High/ Learning Center/ T-ball field	Lot(s) on corner of SMC & Smith Street	City Offices on Lincoln Street
#	**Site description**	Area on western edge of parcel or in between City Shops	State-owned on the water with both street and water access	City-owned (electric fund?) typically high water table - muskeg	City-owned, landslide area, near town on HPR	Parcel on shoreline near skate park & dog park at historic turnaround on HPR	Capped landfill - new ball fields at base of mountain/ cross-trail	Vacant gravel lot next to the cold storage building (MSC)- needs seawall restoration	Eliason Harbor Parking area and & possibly Harbor office location (rebuild as part of police station)	Remodel / Addition at existing location, or look at developing the existing parking areas	near the WWTP - fill-in the Lagoon	Property by Trooper Driving Range behind BIHA cemetery	Recycle drop-off is currently located here and would need to be relocated. Backs up to Fine Arts Campus	near golf course	On Katlian next to the Petro Fueling Station	Property between the ball field and HPR (wooded) on HPR	Existing building located near Eliason Harbor recently purchased by-STA	on the parcel of CBS land above the Animal Shelter	Millerville	Church located at 505 SMCR Sitka. Church recently closed and is rumored For Sale $	5000 sqft recently renovated alternative high school and recently constructed 5000 sqft Learning - Career Center near the Baranoff Elementary School	A few (3) undeveloped lots on Smith Street at corner of Smith and SMC	Sitka City Hall - Old Post Office that was renovated for the City Offices at 100 Lincoln Street - relocate city offices to Jarvis Street
1	**Ownership/ land value**	CBS	State of Alaska	CBS	CBS/Affordable Housing	CBS	CBS	CBS	CBS	CBS/State	CBS	State and/or BIHA owned	CBS/	CBS/	Petro Marine	CBS	STA- verify	CBS	DOE	1-2920-000-000-0000	CBS	Hames Corp	CBS
2	**Zoning**	P	WD	P	R-2	C-1	P	WD	WD	C-1	P	P	P	P	C-1	P	C-1	P	P	R-2	P	C-2	P
3	**Site Size/Growth Potential**	YES		Yes	Possibly	No	Yes	No		Possibly	No	Yes		Yes	No	No	No	Yes	Yes	Possibly	No	Yes	No
4	**Access & Egress/Location**	Kind of far from town	Access/ eggrees is on SMC blind curve and sloping drive - BAD	Very Inaccessible	Ok- may need to add traffic light or fliashing light for trqaffic control/emerg. Veghicle access.	Bad	Bad	Katlian is not great access		Great	Bad-	Fair	Good	Too far from town	Katlian is not great access	Bad- too close to BMS & its ball field		Kind of far from town	Ok	Good	Bad	Great	Bad
5	**Visibility**	Possibly	No	No	Yes	No	No	Yes		Great	No/Yes	No	Yes		Yes			No		Good	Yes/No	Yes	No
6	**Community Support**				Possibly					Yes- probably													
7	**Site Services**	Yes	Yes	No	Yes	Possibly	No	Possibly		Yes		No	Yes		Yes			No		Yes	Yes	Yes	Yes
8	**Parking**	Possibly	No		Yes	No		Possibly		Yes		Yes- room for it	Yes							Yes	No		Possibly
9	**Noise impacts**	not really	No		No?					No		No	No							No	Yes		Yes
10	**Traffic impacts**	Possibly	Yes	Yes	Yes	Yes		Yes		No		Possibly	No		Yes					No	Yes		Yes
11	**Site Constraints**	Possibly	Yes	Yes	Yes	Yes		Yes		Yes- may need to aquire Elks lot if they buy the Church	Yes		Yes		Yes	Too small					Yes		Yes
12	**Soil Considerations**	Possibly	No	Yes	Possibly		Probably	No		Low possiblity	Yes- need to fill Pond	Significant soil issues (per Gerry Hope)				Yes- Muskeg		Yes - significant costs - Muskeg					No
13	**Topography**	Possibly	possibly	Yes	Hillside at back of lots							Significant Topo Issues too											No
14	**Historical resources/impacts**		Possibly	?	Probably not	Yes - Historic Site						near cemetery - possible impacts	There may be graves on the site - meet with Mike Sands to walk site and verify										Yes - Historical building - Old Post Office
15	**Hazards- flood zones, landslides chutes, environmental, hazardous building materials**		Flood zone, Tsunami zone, potential environmental contamination and existing hazardous building materials	Yes	Landslide area. Site slope retention/ retaining wall required for site development. Not a huge slope. Possible contaminated soils.	Yes	Possibly Landslide Area	Too close to the Petro Marine Fuel Tank Farm	Too close to the Petro Marine Fuel Tank Farm	Possibly some contaminated soil	Yes	Possibly	Probably some soils contamination		Too close to the Petro Marine Fuel Tank Farm					Unknown - existing building could contain hazardous materials			
16	**Property acquisition costs**	No	Yes	none	Ciurrently dedicated to affordable housing development		No	No		Only for the Elks		There would be a cost	No			No		No		Yes			
17	**Site development costs**	High	minimal	High	higher end			Very High - have to replace $7million Seawall to develop site		Minimal	Very High	Very High	Minimal			Yes		High		Minimal		Would probably be required to publish an RFP for similar private property/ owner development	High - Cost to relocate/build new city offices out at Jarvis campus
18	**Reasons for Dismissal**	back pocket	Site Access, Visibility, & Hazards	Location, Visibility, Access, Site development Cost		Site Access, size, & hisorical & other uses currently on the site	Location, access, landslide area		Too close to the Petro Marine Fuel Tank Farm		Location - No sites on Japonski Island to be considered further- over the brige.	Location and Site develpoment costs…		Too far from town	Too close to the Petro Marine Fuel Tank Farm, & access/egress	Size, location, site development costs and school zone			Location - No sites on Japonski Island to be considered further- over the brige.		Both buildings were recently constructed with grants for other purposes, location, access, size, constraints.		Location, Use, Development Costs

Note: The Sites highlighted in gold were eliminated by committee consensus at the Steering Committee Meeting 7.31.2018 for the Sitka Police Station/Jail Planning Study Project- The remaining 7 sites (not highlighted) will be renumbered for the next round of siting evaluation.

MAP 2 - SHOWS THE LOCATION OF THE SEVEN (7) POTENTIAL SITES THAT SURVIVED THE FIRST ROUND OF CUTS.

Old Incinerator Property (Recycle)

MAP 2 - ROUND 2

DigitalGlobe, Fed GIS, GeoEye

POWERED BY esri

Sitka New Police Station Planning Study - Site Criteria Evaluation Matrix - Round 2

Remaining sites after first cut @ Steering Committee Meeting held July 31, 2018. Updated - 8/28/2018 Steering Committee Meeting

CRITERIA #	Site Selection Criteria	1	2	3	4	5	6	7
		Old Incinerator Property (Recycle)	**City/State building**	**Old City Shops**	**Lot(s) on corner of SMC & Smith Street**	**First Presbyterian Church @ 505 SMCR, Sitka**	**Jarvis Street**	**Upper end Jarvis Street**
#	**Site description**	Recycle drop-off is currently located here and would need to be relocated. Backs up to Fine Arts Campus	Remodel / Addition at existing location, or look at developing the existing parking areas	City-owned, landslide area, near town on HPR	A few (3) undeveloped lots on Smith Street at corner of Smith and SMC	Church located at 505 SMCR Sitka. Church recently closed and is rumored For Sale $	Area on western edge of parcel or in between City Shops	on the parcel of CBS land above the Animal Shelter
1	**Ownership/ land value**	CBS/	CBS/State	CBS/Affordable Housing	Hames Corp(?)	1-2920-000-000-0000	CBS	CBS
2	**Zoning**	P	C-1	R-2	C-2	R-2	P	P
3	**Site Size/Growth Potential**	Possibly	Possibly	Possibly	Yes	Possibly	YES	Yes
4	**Access & Egress/Location**	Good	Great	Ok- may need to add traffic light or fliashing light for trqaffic control/emerg. Veghicle access.	Great	Good	Kind of far from town	Kind of far from town
5	**Visibility**	Yes	Great	Yes	Yes	Good	Possibly	No
6	**Community Support**		Yes- probably	Possibly				
7	**Site Services**	Yes	Yes	Yes	Yes	Yes	Yes	No
8	**Parking**	Yes	Yes	Yes		Yes?	Possibly	
9	**Noise impacts**	No	No	No?		No	not really	
10	**Traffic impacts**	No	No	Yes		No	Possibly	
11	**Site Constraints**	Yes	Yes- may need to aquire Elks lot if they buy the Church	Yes			Possibly	
12	**Soil Considerations**	Possibly	Low possiblity	Possibly			Possibly	Yes - significant costs - Muskeg
13	**Topography**	yes - 2 story	no	Hillside at back of lots			Possibly	
14	**Historical resources/impacts**	There may be graves on the site - meet with Mike Sands to walk site and verify	Probably not	Probably not				
15	**Hazards- flood zones, landslides chutes, environmental, hazardous building materials**	Probably some soils contamination	Possibly some contaminated soil	Landslide area. Site slope retention/ retaining wall required for site development. Not a huge slope. Possible contaminated soils.		Unknown - existing building could contain hazardous materials		
16	**Property acquisition costs**	No	Only to add the Elks property should it become available. Otherwise, property is City owned.	Ciurrently dedicated to affordable housing development	Yes	Yes	No - City Owned	No - City Owned
17	**Site development costs**	Minimal	Minimal	higher end	Would probably be required to publish an RFP for similar private property/ owner development	Minimal	High	High
18	**Notes**	Received 9 first choice votes - first cut	Received 3 first choice & 4 second choice votes - first cut	Received 4 second choice votes - first cut	Received 3 second choice votes - first cut	no votes, but not cut - not owned by CBS - investigate further	CBS owned no votes but not cut - back pocet	CBS owned no votes but not cut - back pocet
19	**Reasons for Dismissal per discussion at the 8/24/2018 Steering Committee Meeting**	one of three sites ranked for final consideration.	one of three sites ranked for final consideration.	one of three sites ranked for final consideration.	It was determined this site would need to be opened up to all private property options through an RFP process- Possibly phase 2 of the study?	Conflicting information re the availability of the property, but it too would need to be part of an RFP process.	Site not ranked, but considered for future reconsiderstion if the three ranked sites all prove undesireable as new information is uncovered for each one.	Site not ranked, but considered for future reconsiderstion if the three ranked sites all prove undesireable as new information is uncovered for each one.

Here is the link for the revisedNew Sitka Police Station/Jail Potential Sites Smart Map- Round 2. https://arcg.is/4XHe8

Note: potential sites are re-numbered See Map 2 for the sites noted here.

Visit the Smart Map @ https://arg.is/1DDinb

MAP 3 - SHOWS THE LOCATION OF THE TOP THREE SITES

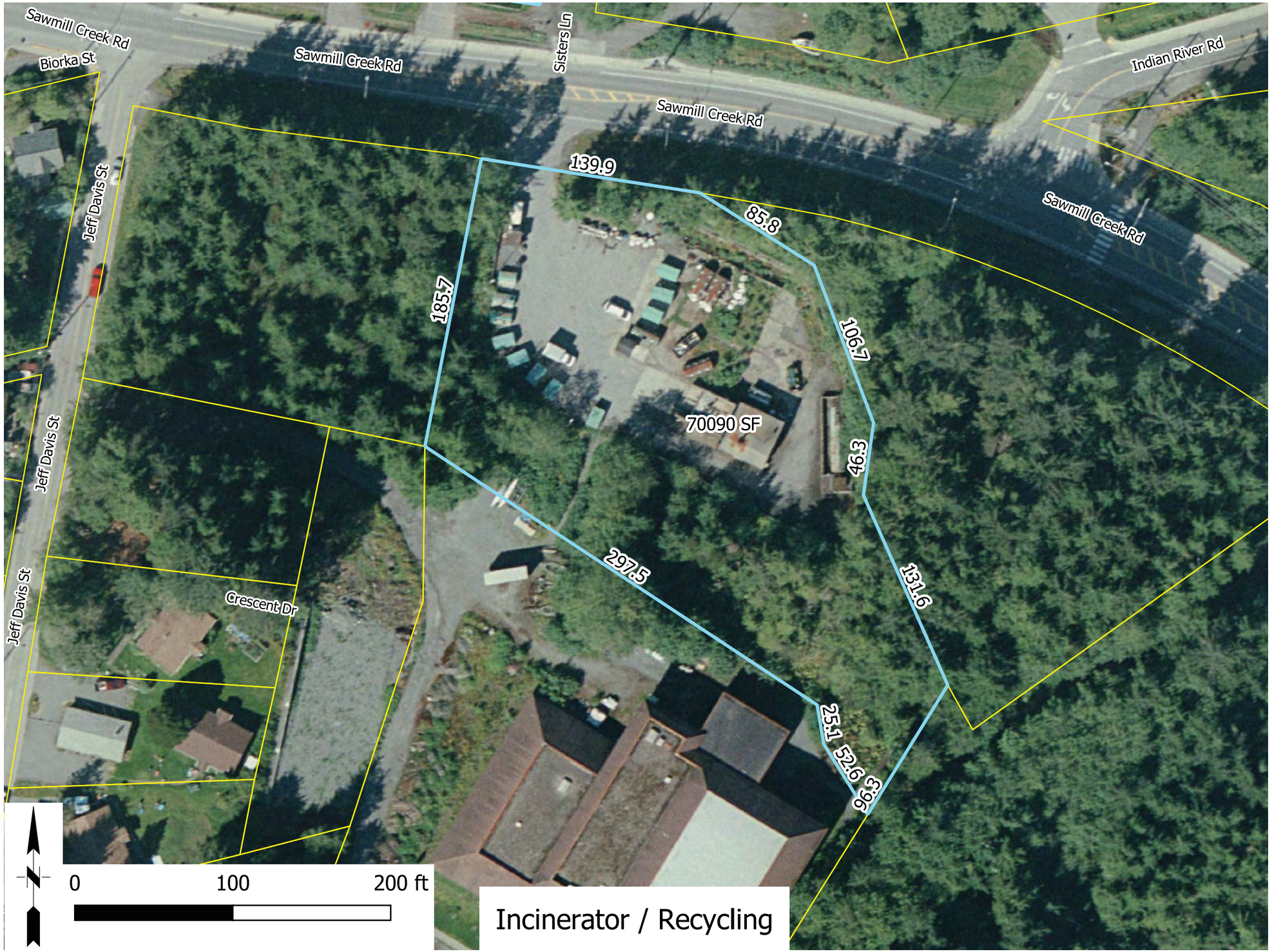


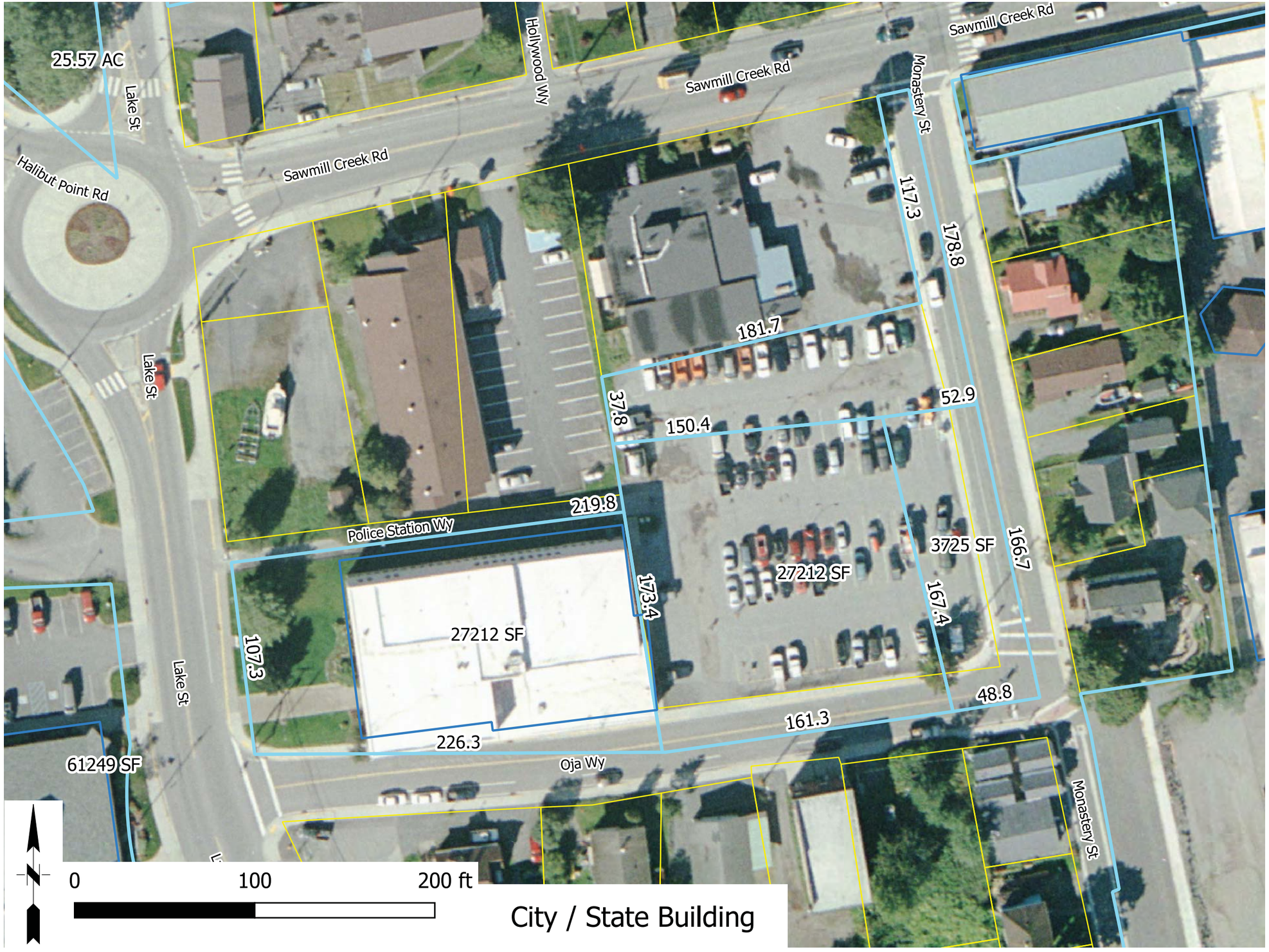
Sitka New Police Station Planning Study Site Selection Evaluation Criteria- Final Three Selected Sites

Final Top Three Sites - Site Evaluation Criteria 9/27/2018

Site Selection Criteria	Site 1	Site 2	Site 3	Alternative
Land Use, Zoning, & Acquisition Concerns	Incinerator site	Existing PD Location Parking Area	Old City Shops	RFP Private/Public Partnership - process to be considered
Property ownership	CBS	CBS	CBS	
Zoning	P	C-1	R-2	
Zoning change required?	No	No	Yes	
Former use of identified land and surrounding uses (any relevant prospective planned uses).	Incinerator- contamination	will need to address proving State parking	Potential soil contamination and slide zone	
Adjacent land uses	cemetary/Fine Arts Camp/private - check adj. drive easement - Hitchcock houses	existing - OK	Affordable Housing	
Facility Requirements				
Size and shape of parcel	70,090 sq ft (about an 1 1/2 acre) with 40K-50K useable	34,437 sqft (3/4ish acre)	83,302sqft. full site, but only 58,000 sqft usuable roughly 1 1/4 usable acre	
Will the parcel accommodate future expansion beyoind the current program?	no	No	Possibly	
Potential for multi-uses	no	No	No	
Public Access (car, bike, pedestrian, public transit).	potential for two vehicle access points - SMCR Access crosses the bike path - back door access possible on Hitchcock lane	Access from Oja Way, Police Way, and Monastery Street. Multiple access possible	Good, but it will require a caution traffic light	
Proximity to other government functions/ Central Location	Yes- pretty good	Yes -	pretty good	
Proximity to essential emergency services: hospital, fire EMS, ER, etc.	Good	Good next to Fire Hall	Good	
Travel, mileage, and routes from PD station	Good	Good	Good	
Existing site utilities, electric, water, sewer	Good - nearby if on site	Yes -	Yes	
Site - accommodate generator & secure communications tower	Yes	Yes -	Yes	
Security Concerns				
Secure police access and prisoner transport	Yes	Yes -	Yes	
Positioning of facility (security)	Good	Good will require screening and garages	Good	
secure vehicle parking- evidence garage, and loading	Good potential	Good potential	Good potential	
Operational Concerns				
Vehicle parking, public, staff, fleet	Yes	will likely require 1st floor parking garage for PD	Yes - Best parking	
Site impound area & dry unheatede cold storage	Yes	harder space is tighter	Yes	
Fueling facilities?	maybe	no	Yes	
Site services, like good cell service	Good	Good	Yes	
Traffic impacts	need a caution light or similar and stop signs for bike path, relocate the bike path to reduce conflict	Minimal - Easiest Site	Yes- need caution signal	
Noise impacts	no	No	No	
Adjacent land use impacts or vice versa	Sensitive to cemetary & Hitchcock lane - survey the sliver of land owned by the Tribe and try to acquire	Just need parking for state oiffices	Probably have some impact - Future Affordable Housing	
Distance from city center (Round'a'bout)	3/4 mile	0	1 1/2	
Environmental Concerns				
Ground or existing building contamination or hazardous materials	Yes	Minimal- probably hit some oil contamination in soils	Yes	
Soils, muskeg or wetlands	some present but not full site where building would be sited - need soils investigation	will need site prep	will need site prep	
Historical resources & impacts	Yes - but there is an opportunity to dignify the grave sites	No	No	
Topography: geotech risks, higher site development costs due to soil and slope conditions	need geotechnical reporting - topo fair- moderate some challenges	Might soil prep costs- watertable is high	Steep slope on a portion of the property	
Hazards, flood plain, drainage, tsunami, landslide zones	No	No	Yes land slide area at steep slope at one end of property	
Cost Concerns				
Property acquisition cost	CBS ownes	only to replace State parking	may need a land swap for affordable housing development	
site development costs 1-10 with 5 as average cost	#8	#5	#8	
operating costs?	will have to drive prisoners to court	no	will have to drive prisoners to court	
other costs?	acquiring the silver of adjacent property and the Eagle tree on that piece of property - split level - idea- multi-story	building will probably be multistory and may be more expensive due to parking on the ground floor	could probably be single story building	
Opportunity Cost		Yes this site could be a site that generates revenue		

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Sawmill Creek Rd
Biorka St
Sawmill Creek Rd
Sisters Ln
Indian River Rd
Sawmill Creek Rd
Sawmill Creek Rd
Jeff Davis St
139.9
85.8
185.7
106.7
70090 SF
46.3
Jeff Davis St
Jeff Davis St
Crescent Dr
297.5
131.6
25.1
52.6
96.3
0
100
200 ft
Incinerator / Recycling


25.57 AC
Lake St
Halibut Point Rd
Sawmill Creek Rd
Hollywood Wy
Sawmill Creek Rd
Monastery St
Sawmill Creek Rd
117.3
178.8
181.7
52.9
37.8
150.4
Lake St
219.8
Police Station Wy
3725 SF
166.7
27212 SF
173.4
167.4
27212 SF
107.3
48.8
161.3
226.3
Lake St
61249 SF
Oja Wy
Monastery St
0
100
200 ft
City / State Building


Davidoff St
Neva St
Edgecumbe Dr
Mills St
Edgecumbe Dr
Davidoff St
186.1
279.3
52402 SF
219.5
Mills St
Halibut Point Rd
30900 SF
139.5
276.4
198.5
155.9
Halibut Point Rd
0
100
200 ft
Old City Shops

APPENDIX D EXISTING CITY/STATE BUILDING INFORMATION

APPENDIX D - Includes: information and past reports and records regarding the existing Sitka Police Station and Department are included in this appendix in order to collect the information in one place for future reference.

- Brief Description of the Existing City/State Building background and current needs.
- Sitka Police Excerpts from Sitka Comprehensive Plan 2030 – 4 April 2018 draft.
- Sitka Police Excerpt from the Efficiency Audit & Management Plan, by Municipal Solutions, 2014.
- Ownership and Agreement Records including:
    - 1974 Agreement between the State and the CBS to construct, operate, and maintain a joint State Court & Office Building and a City of Sitka Office Building.
    - 1976 Agreement for the maintenance and operation of the Sitka Court and Office Building (City/State Building).
    - 1993 the Agreement amending previous Agreements.
    - Site Plans and Plot Plans.
    - Title Search with supporting documents.

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Sitka Police Station Planning Study - **APPENDIX D:** Existing building background & current needs

The Sitka Police Department and Jail is centrally located in the City/State Building at 304 Lake Street, Sitka, Alaska, which is across from the Sitka Fire Department near the roundabout at Lake Street and Sawmill Creek Road. It occupies roughly 6,400 square feet of the 26,000 square foot building. The City and Borough of Sitka (CBS) and State of Alaska (State) entered into a partnership in 1974 to construct, co-own, and occupy the City/State Building, which was completed in 1976. It was believed, but unverified, that the CBS owned the parcel of land the building is located on and its adjacent parking lot. Recently a title search revealed the CBS only owns a portion of the parcel the building is located on and the State owns the parking lot.

The original Agreement for construction and ownership of the building is included in this appendix along with the other records discovered while researching the ownership of the facility. The original Operations and Maintenance Agreement was executed in 1976 and amended in 1994 when the CBS relocated some of the City offices to the renovated Old Post Office on Lincoln Street. The cost sharing for the day to day operations and maintenance for the building was changed to 34% CBS and 66% State.

The building is nearly 45 years old and the building systems are at or near the end of the lifecycle for each, which means they are due be refurbished or replaced. Based on other recent CBS rehabilitation projects of similar size in similar condition, we estimate the probable *Construction Cost* to refurbish/replace the existing City/State Building Systems including, plumbing, HVAC, high and low voltage electrical, lighting, life safety systems, building controls, communication systems, and electronic safety & security systems, will be roughly $5-$6 million. Multiply this by 1.35 for the estimated *Project Cost* of $7 - $8 million. This cost does not include costs for expanding or reconfiguring the existing spaces.

If the State were in the fiscal position and agreed to cost share the $8 million Building System Refurbishment, we (CBS) estimate the magnitude of probable cost to renovate the existing 6,400 square feet and expand the facility 20,000 square feet (based on operations and standard space requirements) to be roughly $20 million.

34% of $8 million to refurbish building systems	$ 2,720,000
*20,000 New Area @ $720/sqft	$14,400,000
**6,400 Remodel Existing Space @ $450/sqft	$ 2,880,000
Total	**$20,000,000**

*Based on the 'Probable Project Cost Estimate' $18,965,403 / 26,380sqft. ~ $720/sqft.
**Best Guess Project Cost for remodel without Building Systems costs included.

Sitka Police Department

The mission of the Sitka Police Department is to safeguard the lives and property of Sitka's diverse community. Their mandate is to stop crime and enhance the quality of life in Sitka by delivering professional public safety services with integrity, respect, and courage. The police attempt to work closely with business, schools, associations, and civic groups to accomplish its mission. The goal of these collaborations is to make Sitka a safe and enjoyable place to live and visit.

To achieve the ideals outlined in its mission statement, the police department has developed a strategic plan that focuses on four main strategies: community engagement, customer service, organizational development, and problem solving. When there is a problem, the police department proactively seeks the best possible long-term solution by engaging community partners and agencies. For example, in the past, someone committing crimes with mental health issues might simply face repeated arrest and incarceration. Currently, the department will try to work with the individual, assess what is needed for an effective intervention, and then proactively reach out to community partners such as Sitka Counseling to coordinate effective long-term positive change for the individual. This improved approach not only reduces crime, but improves the quality of life of the affected person. In the past, offenders were often sent to the Lemon Creek Correction Center in Juneau, but now regulatory and other changes have resulted in these persons being released back into Sitka more often.

The Police Department provides 24/7 Police, Fire, and EMS dispatch, correctional services through the jail facility, and police protection. The police department has an overall authorized strength of 30 employees. This includes an authorized strength of 16 police officers, including the chief, five jailers, five dispatchers, one animal control officer and a multi services officer to manage department property and the evidence process. The current on-site property room is too small, so the department rents four off-site storage units. Altogether, the department provides services to approximately 9,000 residents and tens of thousands of visitors per year across 4,811 square miles of remote land and sea.

Police records show that as police personnel have been cut, the need for the services exclusively provided by the police department and the jail have continued to increase (Figures 65A - 65C). This demand is expected to increase each year.

Figure 65 A - Sitka Police Department - Basic Statistics

	Calls for Service	Dispatch Reports	911 Calls	Adult Arrest	Juvenile Arrest	Paper	
						Served	Attempt
2010	18,249	1,837	3,308	570	76	953	1,373
2011	26,429	2,033	1,880	581	53	956	1,436
2012	32,221	1,921	4,128	554	59	1,130	1,758
2013	33,119	1,896	4,379	524	102	932	1,302
2014	33,251	1,810	3,940	573	49	814	1,166
2015	34,346	1,698	3,563	553	77	833	1,187
2016	42,905	1,440	3,759	541	8	688	772

Figure 65 B - Sitka Police Department -Vehicle Statistics

	Traffic Stops	Non-Parking Citation	Parking Citations	M/V* Accident	Abandoned Vehicles	Airport Impounds
2010	1,388	991	787	90	67	15
2011	1,113	891	1,029	119	71	20
2012	964	876	897	109	44	10
2013	842	665	576	117	47	26
2014	1,057	707	1,718	115	67	12
2015	1,311	716	1,072	136	53	4
2016	1,441	479	1,068	81	64	1

* Accidents reported to state DMV

Figure 65 C - Sitka Police Department – Incarceration Related

	Days Served in Jail					
	Federal Charge	State Charge	City Charge	Juvenile Holds	Protective Custody	Electronic Monitoring
2010	1	1,616	132	5	184	0
2011	1	1,834	111	2	193	0
2012	6	2,233	91	0	183	0
2013	3	2,002	80	2	241	0
2014	2	2,009	90	1	147	0
2015	6	2,606	45	13	145	0
2016	0	2,033	38	3	165	0

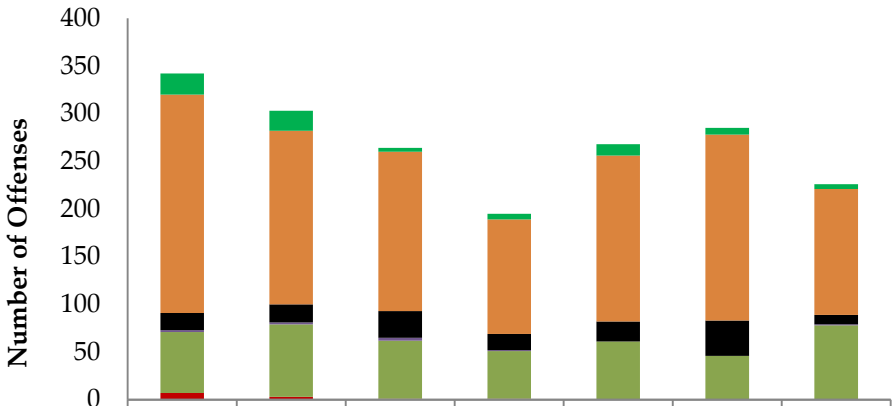
Sitka is a relatively safe community, thanks in part to the police department's efforts. Sitka's rates of overall crime and property crime are well below the statewide figures, as well as those of Juneau and Ketchikan (Figure 66). Sitka's violent crime rate is slightly higher than the state rate, but lower than Juneau and Ketchikan.

Figure 66 - Five Year (2011-2015) Average Crime Rates per 1000 Residents

	Overall Crime Rate per 1000 people	Violent Crimes per 1000 people	Property Crimes per 1000 people
Alaska	34.3	6.4	27.9
Sitka	**27.4**	**6.7**	**20.7**
Ketchikan	31.3	7.9	23.4
Juneau	56.3	22.9	33.4
NOTE: Violent crimes are murder, robbery, assault, and rape. Property crimes are burglary and theft. *Source: Crime in Alaska, Uniform Crime Reporting Program, Alaska Department of Public Safety, for years 2011-2015*			

Assaults in Sitka jumped to a 7-year high in 2015 (Figure 67). This troubling increase is one reason behind the department's redoubling of a community engagement effort and its emphasis on building relationships by ensuring that all people are treated with dignity and respect. Sitka, like other communities in Alaska and nationwide, is experiencing increased crime and drug overdose related injuries and deaths linked to heroin, meth, and opioid addiction.

Figure 67 - Sitka Reported Crime Incidents, Actual Offenses



	2009	2010	2011	2012	2013	2014	2015
Motor Vehicle Theft	22	21	4	6	12	7	5
Larceny-Theft	229	182	167	120	174	195	132
Burglary	18	19	28	17	21	37	10
Robbery	2	2	3	1	0	0	1
Assault	64	76	61	50	61	46	78
Rape	7	3	1	1	0	0	0
Murder	0	0	0	0	0	0	0

Source: Crime in Alaska, Uniform Crime Reporting Program, Alaska Dept Public Safety, years 2011-2015

The 2014 "General Fund Efficiency Audit & Comprehensive Management Plan" (GFEA) by Municipal Solutions analyzed Sitka services and found that, "dispatch and jail staffing levels are insufficient for continued and effective 24/7 coverage" (*pg. 95*). This echoes a Sitka Police Department concern.

The GFEA report reviewed police benchmarking data and found that similarly sized communities expend about 40% of their budget on emergency services. In the proposed FY 2018 budget, police expenditures are (16%) and fire department expenditures are (7%) of the general fund budget. Further, the GFEA report documented that similar communities have more police personnel per capita than Sitka (Figure 68).

Figure 68 - Select Police Benchmarks, FY 14

	Ketchikan (City)	Sitka	Wasilla
Population	8,250	9,046	8,456
Police Dept. Budget as a % of Total Operating	30.13%	16.02%	42.05%
Total Public Safety Personnel (Police)	36.3	31	54
Number of Police Officers	*25*	*16*	*24*

Source: Excerpt from Municipal Solutions, General Fund Efficiency Audit & Comprehensive Management Plan, 2014, pg. 95 - Overall number of Sitka police personnel and number of officers have been reduced since the report was published (Chief Ankerfelt 2017)

Sitka Animal Shelter

The police department also runs the Sitka Animal Shelter, located at 209 Jarvis Street. The animal shelter's mission is to improve the quality of life in Sitka by providing safety to citizens and animals, and preserving the health of the citizens and care of the animals. Animal control means not only protecting people from the nuisance of roaming, uncontrolled animals, but also protecting pets and wild animals in their habitats. The shelter offers temporary care for domesticated animals awaiting placement into loving homes. Each year, about half of the impounded animals are subsequently adopted. Although 50-75 animals are euthanized annually, these numbers are decreasing as a result of adoption efforts and spay/neuter education.

The Shelter has one full-time employee and more than 25 volunteers. Volunteers contribute many hours to the shelter by cleaning kennels, walking the animals, and feeding and watering them.

Many Public Safety Partners

Sitkans recognize and value a web of entities that together provide safety and security in the community. When the public identified Sitka's strengths and assets as part of this Plan's development, they said:

> "Nonprofit and health agencies that provide a tier of the services and safety nets that might otherwise be the concern of a municipal or county government."
>
> "Nonprofit agencies willing to work-with or without city support -- to better the community and make Sitka a safe, healthful, and culturally rich place to live—also to expand economic opportunity."
>
> "Sitka has a very strong ability to stand together in a crisis. (When it comes to the mundane aspects of running city government, the interest wanes.)"

It is important to recognize that public safety in Sitka is maintained with the assistance and partnership of many entities in addition to borough police and fire. Just a few of the important partners are Sitka Counseling and Prevention Services, Brave Heart Volunteers, the U.S. Coast Guard, Alaska State Troopers, SEARHC and Sitka Community Hospitals, the Red Cross, the Salvation Army, the Easter Group, local churches, Sitkans Against Family Violence, ANB/ANS, Sitka Tribe of Alaska, Betty Eliason Child Care Center, and United Way.

about planning for tidal surge events, meaning a storm surge associated with low pressure systems and high tide.

Sitka Police Department

New Public Safety Building Needed

There is a critical need for a new public safety building to house the police department and jail. In FY 2018-2019, perform a needs assessment, design, site, and develop a budget plan to construct a new police department and jail that efficiently meets current standards, needs, and expected future needs and regulations.

Currently, the entire police department, including dispatch, patrol, investigations, administration, and the jail, occupy about one-third of the first floor of the city- and state-owned building located at 304 Lake Street. CBS and State of Alaska jointly own the building, which, in addition to the police department, houses the state court, assistant district attorney's office, adult probation, an employment office, and fish and game offices. This building is 40 years old.

- Physically, the location of the jail in an interior portion of the first floor is not optimal. It is small, dark, without windows and inherently unsafe. There is little to no air circulation and a lack of proper equipment to decontaminate infected materials. All of this and other design flaws make for poor working conditions and a less than humane and dignified experience for citizens in police custody.
- The department's break room shares use with evidence processing. Within a small space and on shared surfaces police department staff prepare food and process dangerous substances such as blood and drugs like fentanyl and heroin.
- The projected cost of updates and repairs needed to maintain occupancy of the building are significant and raise the issue of how much money to invest in this facility that is not well designed for public safety needs. Current state agency occupants are interested in these discussions and possible collaboration.
- The cost of some of the deferred maintenance scheduled between FY 2019 and FY 2022 is estimated at $2.6 million. Updates and repairs needed to maintain occupancy of the building include a new air circulation system, additional restrooms, improvement to existing restrooms, roof replacement, parking lot replacement, a new water heater, emergency generator system, and IT area.

Adequacy of Dispatch, Jail and Police Staffing

The 2014 "General Fund Efficiency Audit & Comprehensive Management Plan" (GFEA) by Municipal Solutions analyzed Sitka services and found that, "Dispatch and jail staffing levels are insufficient for continued and effective 24/7 coverage" (*pg. 95*). This echoes a police department concern (Figure 68).

The Sitka Police Department believes that to be fully staffed for 24/7 coverage, a minimum of 17 sworn personnel are needed, including three patrol, one detective, and one-two dispatchers per shift. Constant turnover has been a significant and expensive problem for the police department.

- It is the recommendation of the Chief of Police that the police department be allowed to hire at a rate slightly higher than the authorized strength. This higher rate would be based upon the historical rate of turnover and anticipated attrition, and adjusted downward as new hiring and selection practices, a new police building, and a more stable staffing model improve morale and officer retention.

Facilities Needed for Vulnerable and those in Crisis; Absence Makes Police, Treatment, and Help Less Effective and Humane

Adequate detoxification facilities are needed in Sitka for both youth and adults. This is an increasing problem.

An appropriate facility to house people experiencing mental health emergencies is needed in Sitka. Currently, persons in crisis are detained in the Sitka Jail and are exposed to arrested persons while they await placement in facilities located in Juneau, Anchorage, or Fairbanks.

Temporary safe housing for homeless persons is needed. Police officers are frequently tasked with finding shelter for homeless persons. The police department and, at times, the officers have rented rooms at local hotels or the hostel.

A safe, clean, and secure place for juveniles in crisis or who are under arrest must be located. Currently, juveniles are temporarily held in the adult women's side the Sitka Jail. This could be designed into a new Sitka Jail Facility.

Change City Codes and Animal Shelter Role as Raising Animals for Food Increases

As attention to food security and nutritional value has grown in Sitka and other places in Alaska, more residents are interested in raising animals for eggs and meat. This creates issues such as noise, smells, animal welfare, public health, vermin, the need to better define city roles and responsibilities, and the need to update related municipal codes.

Clear definitions of the local issues and concerns are needed, along with a review of other Alaskan municipal codes and roles, and updates as needed to Sitka's codes and procedures.

- The goal is to both encourage local food production and also protect neighborhood health and safety.

Sitka School District

Use of Performance-Based Budget Process

Like others dependent on the CBS for funding, the Sitka School District is challenged by tightening federal, state, and local funding, as well as the lack of predictability at all levels, which makes planning and personnel decisions difficult. To address these budget challenges, a new performance based budgeting process linked to priority initiatives was instituted in 2015. Rather than 'legacy' budgeting that simply rolls over funding per line item each year, the district budget now reflects the input of resources and the output of services for each of one or two top initiatives, with more

POLICE

OBSERVED FINDINGS	SOLUTIONS RECOMMENDED	IMPACT / EXPECTED RESULTS *(min. estimates ND=not determined)*
1. Aging facilities expect to experience increased maintenance costs;	Upgrade HVAC and electrical systems. Construct a multi-agency public safety/judicial facility	**Costs:** vary between $25,000,000 and $40,000,000. **Benefits:** "one stop", multi-agency public safety facility could house Police, Fire, EMS, Courts, Prosecutors, Advocacy services.
2. A Fleet Management & Replacement Policy is needed	Draft, adopt Fleet Management & Replacement Policy.	**Cost:** minimum of $10,000 annually. **Benefits:** Manages & mitigates future repairs & emergency costs.
3. Certified police staffing appears adequate, dept. may be a "training ground" for officers causing high turnover.	Consider other subsidies & benefits to retain Officers.	**Cost:** Subsidies: Not Determined **Benefits:** Increased employee retention, improved community affinity, improved officer skills and abilities, reduced academy training costs, reduced overtime for staff time off and training.
4. Department appears compliant with operational policies.	None.	**Cost**: $0 **Benefits:** Standard policies and procedures support an efficient and effective professional department and to reduce liability.
5. Police cross-training is recommended.	Cross train CBSFD and EMS in multiple areas.	**Cost:** No additional cost. **Benefits:** Improved crime scene investigation, traffic control, conflict resolution, vehicle and facility security, and personal security.
6. Prisoner incarceration is costly and deterioration of the jail poses potential for various security risks.	a. Alternate work release programs with Courts. b. Annually review State reimbursement rates, process, procedure c. Explore potential savings by using prisoners for minor janitorial or landscaping d. Explore video/audio conferencing court attendance options. e. Consider reducing prisoner visitation schedule or increase jail staffing.	**Cost: ND. Benefits: Multiple** a. Reduce # of prisoners held, savings in cost of prisoner transport, meals, personal health needs and other liability expenses. b. Timely reimbursement improves operations by accurate posting available funds for projects and other issues. c. Although available on a case-by-case basis, prisoners can perform basic duties in the place of vendors or contractors, allowing for budget savings. d. Minimized liability, safety and security of physically transporting prisoners to local or distant hearings. e. Limiting visitation to no more than once per day, or a few times per week will reduce potential escape or physical resistance concerns and will allow staff to focus on priority jail issues. f.

7. Dispatch and jail staffing levels are insufficient for continued and effective 24/7 coverage.	Improve full coverage and efficiency of dispatch and jail operations by adding staff. ○ Jail: Two (2) full-time jail officers; ○ Dispatch. Two (2) part-time dispatchers.	**Cost:** Jail Officers x two (2)-$105,000 *(total costs)*. Part-time Dispatchers x Two (2) - $40,500 *(payroll cost only)*. **Benefits:** Improved performance and employee morale; Enhanced security and liability protection.

BACKGROUND AND SERVICE LEVEL INFORMATION

The total Police Department Operating budget was $4,287,727, which accounts for approximately 16% of the Total General Fund budget. In FY 2014 there were a total of 32.5 FTEs. The total salary and wage expense was $1,998,203 with an additional $1,469,197 in fringe Benefits. The total salary and benefits of $3,487,400 represent 81.3% of the total Departmental budget.

The Police Department provides multiple services including patrol, jail, dispatch, and animal control services. When compared with other similarly sized communities, the combined public safety budget of $4,287,727 is significantly less than Ketchikan and Wasilla, with a budget of $5,385,656 and $7,137,034 respectively. It is Municipal Solutions experience that most communities of similar size to Sitka expend over 40% of their budget on emergency services. As such, it can be argued that CBS emergency services are in need of increased funding, primarily to supplement jail and dispatch staffing and services.

Police Benchmarking Information	Ketchikan	Sitka	Wasilla
Population	**8,250**	**9,046**	**8,456**
Dept. Budget as a Percent of Total Operating Budget	**30.13%**	**16.02%**	**42.05%**
Department Budget Per Capita	**$652.81**	**$473.99**	**$844.02**
Total Department Op. Budget	$5,385,656	$4,287,727	$7,137,034
Total Salaries and Benefits	$2,460,732	$3,487,400	$6,067,937
Salary as % of Op. Budget	45.69%	81.33%	85.02%
Average Total Cost per Employee	$67,788.76	$107,304.62	$112,369.20
Total Public Safety Personnel	36.3	32.5	54

FINDINGS

FACILITY

The current police department has outdated HVAC, electrical, and IT infrastructure. The current electric service must be upgraded to meet future needs. IT racks are not in a secure location due to the way the building was subdivided to meet the initial needs of the Police Department when they moved in. One location is in a hall closet that is not presently monitored by video surveillance equipment. The facility also houses the jail and dispatch, which will be addressed in sections to follow. As the Fire and Police facilities continue to age, maintenance costs are expected to continue to increase.

POLICE VEHICLES
CBS should be complemented for its list of assets and depreciation schedule for all vehicles. Consultants were unable to identify a specific Fleet Management & Replacement Policy.

STAFFING
Currently, it appears that the number of certified police staffing is adequate, however, CBSPD is reportedly perceived to be a "training ground", or "stepping stone" for new hires to gain experience and then leave for other areas. This is not unusual in a small area, particularly one so geographically isolated as Sitka. However, salaries compared with living costs may show disparity between the actual salary and the actual living expenses. Staffing the Jail appears *inadequate*. See comments below.

POLICY DEVELOPMENT
CBSPD reports to be in compliance with general operational policies.

CROSS TRAINING
In a small and isolated area as Sitka, it is of tremendous benefit for all emergency services to work in unison. Consultants were surprised that more frequent interagency coordination, planning and training don't take place. Cross-training among emergency service providers enables better performance individually and collectively which, in turn, increases public confidence and support. Additionally, the financial benefits can be measured over time in areas of overtime, on-scene time and transportation time and improves interagency communications with dispatch and each other.

JAIL
The current detention facility is over 40 years old and is reported to be a continual maintenance and repair expense drain. It is reported the jail operations costs approximately $650,000 per year, with reimbursement from the State. It was determined the State was delinquent on reimbursement for some time, but has once again become current. There is a potential the facility could fail to comply with many current detention facility standards, and increased liability exposures may become significant if this continues.

- Open Air Prisoner Transport. One area of significant concern is the "open air" prisoner delivery to the jail. Most facilities provide a secure, gated or otherwise enclosed area for prisoner arrival. However, there is no such ingress security in place at this facility. The potential for security risk is enhanced until this issue is resolved.

- Staffing levels not addressing use of facility. The jail was initiated as a '*short term* incarceration facility' but occasionally is required to hold a prisoner for a longer time. The jail is designed to hold up to 12 prisoners per day, but the average is reported to be five (5) prisoners per day, with each staying approximately 5.5 days. This is an average, however. If there is only one (1) prisoner in the jail each day, the staffing needs do not decrease since 24/7 monitoring is required. Jail staffing levels cannot be compared to staffing levels in other emergency service departments since sufficient staff levels must

be maintained whether there are one or twelve prisoners being held. The jail staff is composed of five (5) jail officers and one (1) supervisor. This staffing level does not meet industry standards.

- Staffing for Visitations. The jail publishes a visitation schedule that offers visitation up to three times (3X) each day. The staffing needed to adequately provide security for this generous visitation schedule is insufficient.

Jail video monitoring is sufficient for cells and common areas, but is reported to be in need of upgrade and increased coverage. The jail staff monitors the video and is provided contingency assistance from the dispatcher on duty.

DISPATCH

Database and records security appears to be adequate and the transition of paper records to digital imaging / electronic records is ongoing.

Consultants observed that police dispatch staffing levels are *insufficient* for 24/7 service provision. Dispatch staff are comprised of five (5) dispatchers and one (1) supervisor – but because currently provides communication services to several CBS departments and community organizations, and must multitask continually throughout their shift, including monitoring video surveillance of the jail. As a result, the potential for a loss of active surveillance is high. This risk can be decreased with the addition of jail and/or dispatch staff – details described further in the Staffing section of this report.

The dispatch technology is antiquated for current industry standards and needs to be upgraded. It is reported that CBSPD is exploring the potential for implementation of a mobile data terminal operation in police vehicles which can reduce multitasking demands of the Dispatcher.

RECOMMENDATIONS

1. **Facility.**
    - The HVAC System also needs to be replaced.
    - Electrical system needs to be upgraded.
    - Construct a multi-agency public safety / judicial servicing facility to serve Police, Fire, EMS, Superior Court, Tribal Courts, Prosecutors, Advocacy services and any additional partners should be pursued. The public advantage would be to provide a "one stop" servicing facility. Coordination between all public safety and public enforcement / advocacy agencies could be improved and the gaps in service, communication, and timely citizen issue resolution would be minimized. Prisoner air transportation to Juneau, which is reported to occur more than 15 times each year, could be significantly reduced. Combining the courts in close proximity to the jail will enhance prisoner, officer, staff and public safety as open air prisoner transport could be eliminated. Additionally, the efficiency and time-savings involved in court and jail processes could be significantly enhanced.

2. **Vehicles.**
   Adopt a fleet management and replacement policy for all PD vehicles to mitigate future repair or emergency replacement costs. Establish a designated vehicle replacement fund of at least $10,000 annually.

3. **Staffing.** Decrease the responsibilities of the Dispatchers by adding additional staff. A choice of two options is recommended:
   - Jail: Consider the addition of at least two (2) additional Jail officers to provide better support for safety and security, as well as officer training, staff time off and sufficient 24/7 prisoner contact and monitoring.
   - Dispatch. Consider the addition of two (2) additional part-time personnel for better security and safety.
   - Other subsidies and benefits. Explore additional subsidies and benefits to retain police officers including: *housing fees, medical costs subsidy, personal property storage and handling fees and meal subsidization as potential areas to decrease expenses.*

4. **Policy Development.** None

5. **Cross Training.** Cross train CBSFD and EMS in the following areas:
   - *Crime scene preservation, evidence preservation and collection, traffic control, diffusing conflict, crowd control, apparatus and fire station security, firefighter personal security.*

6. **Jail.**
   - Alternate work release programs. Explore and coordinate alternative work release programs with the courts, in order to reduce the number of prisoners being held inside the facility. This analysis may indicate significant savings in the cost of prisoner transportation, meals, personal health needs and other liability expenses for incarcerated persons.
   - State reimbursement rates. Annually review the State reimbursement rates, process and procedure in order to maximize the resources available and assure the reimbursements are complete.
   - Work Crews. Explore the potential expense savings by using prisoners for minor janitorial or landscaping functions performed by other paid providers.
   - Court Attendance by Video. Explore alternative court attendance options such as secure jail to court video/audio conferencing, thereby minimizing the liability, safety and security of physically transporting prisoners to local or distant hearings.
   - Visiting hours vs. staffing levels. Consider a less generous prisoner visitation schedule or increase jail staffing.

7. **Dispatch.**
   - Staffing levels. Staffing appears *inadequate*. Consider the addition of two (2) additional part-time personnel.

- Technology. Continue digitization / document imaging of records and development of electronic files. Work with IT to assure proper retention and back-up of data, case files, report and evidence.
- Cost-sharing. Explore contractual service opportunities with other emergency service agencies to enhance revenues for Dispatch.

IMPACT / EXPECTED RESULTS

1. **Facility.** *Costs:* vary between $25,000,000 and $40,000,000. Cost could be offset through pro-rated cost-share partnerships with other local, state agencies, grant funding and the Federal Forfeiture Fund to pay down the debt of a multi-agency facility. *Benefits*: A "one stop", multi-agency public safety servicing facility could:
   - *Improve services, communication, and provide timely citizen issue resolution,*
   - *Significantly reduce prisoner air transportation expense and risk to Juneau,*
   - *Enhance prisoner, officer, staff & public safety during prisoner transports to court,*
   - *Eliminate the need for open air prisoner transport, and*
   - *Enhance the efficiency and time-savings of court and jail processes.*
2. **Vehicles.** *Cost*: minimum of $10,000 annually. *Benefits*: Manages future repair needs and mitigates impact of emergency replacement costs.
3. **Staffing.** *Cost:* **Jail**: Two (2) Jail officers - $105,000. **Dispatch**. Two (2) part-time dispatchers - $40,500 *(payroll cost only)*. *Benefits*: Increased employee safety and security, reduced risk, officer training, reduced overtime / staff time off and sufficient 24/7 prisoner contact and monitoring.
4. **Cross Training.** *Cost:* No additional cost. *Benefits*: Improved crime scene investigation, traffic control, conflict resolution, vehicle and facility security, and personal security.
5. **Jail**. *Cost*. **ND**. *Benefits*. Reduction in cost could be eliminated if the services were provided all under the same roof.
6. **Dispatch.** *Cost:* No additional cost. *Benefits.* Possible enhancement / offset of revenues.

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V-320:1
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AGREEMENT

This agreement is made and entered into on this 10th day of July, 1974 by and between the State of Alaska, acting through the Department of Public Works, hereinafter called State, and the City and Borough of Sitka, hereinafter called City, for the purpose of constructing operating, and maintaining a joint State Court and Office Building and City-Borough Office Building in Sitka, Alaska.

WHEREAS, the construction of a State Court and Office Building has been authorized by House Committee Substitute for Committee Substitute for Senate Concurrent Resolution No. 28, Eighth Legislature-First Session, to be funded by Alaska State Housing Authority Bonds, subject to approval by the Legislative Budget and Audit Committee, and

WHEREAS, the City has passed a bond issue by a vote of the people of Sitka for construction of a City-Borough Office Building.

NOW, THEREFORE, the State and City hereby join and consent to the following conditions and stipulations in regard to the execution of construction of a combined State-City building:

1. The building shall be located on Tract "D" of U.S. Survey #404, Townsite of Sitka, Alaska. Title to the Northerly 60.33 feet of said tract shall be vested in the State of Alaska, Title to the remainder of the tract shall be vested in the City and Borough of Sitka.

2. Alaska State Housing Authority Bonds for the State shall be sold in the amount of $1,650,000 and the City of Sitka shall provide $750,000 and a conveyance by Warranty Deed of Fee Title to Lot 7, Block 17, U.S. Survey 1474, Sitka Townsite, to the State toward their portion of the Project. The State shall administer the total construction Project.

3. Ownership of the building will be condominium in nature.

   The State and City shall each have joint use of common areas:

   (a) Sidewalk.
   (b) Common Corridor, Entry Areas, Stairs, and Elevators.
   (c) Public Toilets.
   (d) Mechanical, Electrical, and Elevator Rooms.

4. Space requirements for the State and City shall be reviewed by their respective agencies at the Schematic Design Phase, the Design Development Phase, and the Construction Documents Phase.

5. Utilities, Maintenance, and Insurance shall be prorated on an area basis. An agreement regarding maintenance of both State and City facilities by the City shall be hereinafter reached, executed and implemented.

6. The jail facility shall be owned by the City; the City agrees to permit the State to use portions of the jail facility for periodic processing and holding of State prisoners. The State will reimburse the City by hereafter reached, executed and implemented agreement.

7. Parking for the facility shall be located on Lot 7, Block 17, U.S. Survey 1474, Sitka Townsite, Title to which shall be vested in the State of Alaska. The parking area shall be utilized jointly by the State and the Municipality, by space assignment or mutual agreement.

8. This agreement shall be considered binding by both parties and shall not be altered or terminated exept by written consent of the State and the City jointly.

9. This document entered into between the State and the City is specifically made subordinate to Alaska State Housing Authority Agreement of Lease No. 16, and Site Lease No. 12.

10. No part of the proceeds of the Alaska State Housing Authority Bond Issue shall be utilized for any part of the project other than that portion for which the bonds were sold.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

STATE OF ALASKA

Buel A. Taggart
Buel A. Taggart
Commissioner, Dept. of Public Works

CITY AND BOROUGH OF SITKA

Fermin Gutierrez
Fermin Gutierrez,
Administrator

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

STATE CERTIFICATION

This certifies that on this 17th day of July, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Buel A. Taggart, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Commissioner of the Department of Public Works of the State of Alaska so to do and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said State department and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Marian E. Brown
Notary Public for Alaska
My Commission Expires 6-20-78

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

MUNICIPAL CERTIFICATION

This certifies that on this 10th day of JULY, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Fermin Gutierrez, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Administrator of the City and Borough of the City and Borough of Sitka, Alaska so to do, and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said municipality and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Marion L. Meyer
Notary Public for Alaska
My Commission Expires 7-28-78

JAY S. HAMMOND, GOVERNOR

DEPARTMENT OF PUBLIC WORKS

Commissioner's Office
Pouch Z
Juneau, Alaska 99811

Mr. Fermin Gutierrez, Administrator
City and Borough of Sitka
P.O. Box 79
Sitka, Alaska 99835

Dear Mr. Gutierrez:

Enclosed is a signed agreement between the City and Borough of Sitka and the State Department of Public Works for maintenance and operation of the Sitka Court and Office Building. Copies of the agreement have also been given to Tracy Kaldor, our Administrative Director, and William Race, Director of Divison of Buildings.

Sincerely,

(Mrs.) Linda Hartenberger
Assistant to the Commissioner

Enclosure
cc: William Race, Division of
Buildings, w/copy

AMERICAN REVOLUTION BICENTENNIAL 1776-1976

"SITKA SUMMER FESTIVAL OF CELEBRATION-1976"

THE SEAL OF THE STATE OF ALASKA

AGREEMENT

This agreement is made and entered into on this 22nd day of March, 1976 by and between the State of Alaska, acting through the Department of Public Works, hereinafter called State, and the City and Borough of Sitka, hereinafter called City, for the purposes of operating and maintaining a joint State Court and Office Building and City-Borough Office Building, hereinafter called the Building, in Sitka, Alaska.

WHEREAS, the State and City have entered into a prior agreement on the 10th day of July, 1974 for the purpose of constructing, operating and maintaining the Building, and

WHEREAS, after the date of beneficial occupancy, the State and City desire to maintain the Building in a safe, functional and serviceable condition, and operate the Building in an efficient and economical manner, in support of the transaction of State and City Business.

NOW, THEREFORE, the State and City hereby join and consent to the following conditions and stipulations in regard to the maintenance and operation of the Building:

1.) Maintenance and operating expenses for the entire Building and grounds shall be shared by the City and State in proportion to the net usable office area allocated to each party. "Net usable office area" includes space directly assigned to the City or State agencies, such as offices, courtrooms and detention facilities. Space allocation data for the Building will be furnished by the State of Alaska, Department of Administration.

2.) The City shall furnish all major and minor maintenance of any nature whatsoever, and custodial services and utilities for the entire Building, commencing on the date the Building is accepted by the State for beneficial occupancy.

3.) For the State's share of Building maintenance and operating expenses, the State shall reimburse the City upon receipt of the City's monthly billing. The billing shall include charges for the State's pro-rated share of actual costs of:

   A.) Personal services (laborers, maintenance men, and janitors, including foremen), to include regular and overtime compensation, plus employer contributions for FICA, retirement, health insurance, workmen's compensation and other benefits;

   B.) Contractual services, to include water, sewer, electricity, repairs and maintenance, equipment rental and long-distance telephone tolls related to maintenance and operation of the Building;

   C.) Commodities, to include fuel oil, janitorial supplies, repair parts and miscellaneous material;

D.) Equipment, to include vacuum cleaners, carpet shampooers, buffers, and tools purchased and utilized for maintenance and custodial care of the Building. The City shall retain sole ownership of the aforesaid equipment for the use at this facility only. Under no circumstances will said equipment be used at any other facility or for any other purpose than intended by this agreement, without express written permission of the Department of Public Works.

E.) To the State's pro-rated share of direct labor costs for the Building, the City may add a fixed fee not to exceed fifteen percent (15%). This fee shall be compensation to cover the cost of the City's management, overhead, billing, surety bonds and other general expenses attributable to maintenance and operation of the Building.

F.) The City shall maintain records of costs covered by this agreement and at the end of each fiscal year (June 30) shall submit to the State a certified itemized statement of the actual cost of operations for the preceding twelve months. Such records shall be made avilable to the State for audit, upon request.

4.) Remodeling, partition changes and modifications to allocated space in the Building shall be financed by the City or individual State agency to which the space is assigned. All proposed modifications shall be submitted to the Department of Public Works, Division of Buildings for review. Proposed changes affecting space allocation in the State portion of the Building shall be approved by the Department of Administration. Periodic rehabilitation necessitated by normal wear and tear, such as painting, and replacement of worn floor coverings, shall be financed by the City and State in proportion to the extent of work required in each party's allocated space. However, all maintenance and rehabilitation work required in common public areas, hallways, toilet rooms, mechanical spaces and service areas shall be shared by the City and State as provided for in paragraph 1 of this agreement.

5.) Property and liability insurance for the Building will be covered by a separate agreement between the City and the State of Alaska, Department of Administration.

6.) This agreement shall be considered binding by both parties and shall not be altered or terminated except by joint written consent of the State and the City. Notice by either party to terminate this agreement must be given at least forty-five days in advance of the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF ALASKA

Donald Harris
Commissioner
Department of Public Works

CITY AND BOROUGH OF SITKA

Fermin Gutierrez
Administrator
City and Borough of Sitka

STATE OF ALASKA)
) SS STATE CERTIFICATION
FIRST JUDICIAL DISTRICT)

This certifies that on this 25 day of MARCH, 1976, there personally appeared before me, a Notary Public in and for the State of Alaska, Donald Harris, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Commissioner of the Department of Public Works of the State of Alaska so to do and that he had signed said agreement freely and voluntairly of and as his own free will and act, and as the free act of said State department and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

[signature]
Notary Public for Alaska

My Commission Expires My Commission Expires May 1.

STATE OF ALASKA)
) ss MUNICIPAL CERTIFICATION
FIRST JUDICIAL DISTRICT)

This certifies that on this 22nd day of March, 1976, there personally appeared before me, a Notary Public in and for the State of Alaska, ~~Fermin~~ Gutierrez, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Administrator of the City and Borough of the City and Borough of Sitka, Alaska so to do, and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said municipality and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

[signature]
Notary Public for Alaska

My Commission expires 6/23/78

STATE OF ALASKA

WALTER J. HICKEL, GOVERNOR

DEPARTMENT OF ADMINISTRATION

DIVISION OF GENERAL SERVICES

P.O. BOX 110210
JUNEAU, ALASKA 99811-0210
PHONE: (907) 465-2250
FAX: (907) 465-2189

Mr. Richard Anderson
Assessor
City and Borough of Sitka
304 Lake Street
Sitka, Alaska 99835

December 28, 1993

Re: Contractual Agreement Between the City of Sitka, to Sell and the State of Alaska, to Purchase, the Right to Additional Space in the Sitka Court & Office Building, 304 Lake street, Sitka, Alaska.

Dear Mr. Anderson,

As promised, you will find two (2) copies of the Agreement, signed by the Commissioner of Administration enclosed. The agreement reflects your first draft plus changes as agreed. I also corrected the square footage to reflect 1,961.5 feet, the total stated in your November 4, 1993 letter.

Please have Mr. Paxton sign both copies, and return one completed original to this office. Upon receipt of the signed original, the warrant in the amount of $ 275,000.00 will be sent directly to the office of the City Administrator as requested.

Sincerely,

Faye A. Bain
Leasing and Fiscal Section Manager

cc: Nancy Bear Usera, Commissioner, Department of Administration
Robert Libbey, Deputy Commissioner
Dugan Petty, Director, Division of General Services
File

02-B7LH

AGREEMENT

This agreement is entered into between the City and Borough of Sitka of 304 Lake Street, Sitka, Alaska 99835, hereinafter **SITKA**, and the State of Alaska of P.O. Box 110200, Juneau, Alaska 99811-200, hereinafter the **STATE**, this ____ day of December, 1993.

WHEREAS, SITKA, and the **STATE**, through agreements dated July 10, 1974 and March 22, 1976, jointly own maintain and operate the building known as the Sitka Court and Office Building; and

WHEREAS, ownership of the building is condominium in nature with the **STATE** currently occupying 11,058 square feet and **SITKA** occupying 8,364 square feet with 6,512 square feet of common area including corridors, entries, stairs, restrooms and mechanical, electrical and elevator rooms.

WHEREAS, SITKA intends to move a portion of its offices to the former Sitka Main Post Office, vacating 1776 square feet of the Building; and

WHEREAS, the parties wish to memorialize their agreement with regard to the new alignment of space in the Building.

NOW THEREFORE, IN CONSIDERATION of the above premises and the mutual promises contained below, the parties agree as follows:

1. **SITKA** will:

   a. Vacate and transfer occupancy of the 1776 square feet of the Building.

   b. Continue to occupy 6,608 square feet of the Building.

   c. Bear 34% of the expense of maintenance and utilities.

2. The **STATE** will:

   a. Occupy the 1776 square feet of Building vacated by **SITKA**.

   b. Upon the signing of this agreement, pay to **SITKA**, $275,000 for the transfer of the space.

   c. Bear 66% of the expense of maintenance and utilities.

3. The ownership of the underlying property shall remain the same, as will the nature of the ownership of the Building.

4. The March 22, 1976 Operating Agreement shall remain in effect.

5. It is anticipated that the actual transfer will occur on or about August 15, 1994.

The location of the State Court and Office Building is Tract D, United States Survey 404, Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska.

IN **CONSIDERATION** of the above promises, the parties have signed this agreement this ____ day of December, 1993.

Nancy Bear Usera
Commissioner
State of Alaska
Department of Administration

Gary L. Paxton
Administrator
City and Borough of Sitka

City and Borough of Sitka

304 LAKE STREET • SITKA, ALASKA • 99835

Jan. 6, 1994

Faye A. Bayne
Leasing and Fiscal Manager
Alaska Dept. of Administration
Division of General Services
P. O. Box 110210
Juneau, Alaska 99811-0210

Re: Sitka Court and Office Building Agreement

Dear Ms. Bain,

Enclosed is a signed original of the referenced agreement. The 1,961.5 square feet must be noted as gross sq. ft (exterior dimensions). The net area for operation and maintenance agreement purposes is 1,776 square feet as stated in Item no. 6 of my November 4, 1993 letter.

Sincerely,

Richard Anderson
Assessor

AGREEMENT

This agreement is entered into between the City and Borough of Sitka of 304 lake street, Sitka, Alaska 99835, hereinafter SITKA, and the State of Alaska of P.O. Box 110200, Juneau, Alaska 99811-0200, hereinafter the STATE, this _____ day of December, 1993.

WHEREAS, SITKA, and the **STATE,** through agreements dated July 10, 1974 and March 22, 1976, jointly own, maintain and operate the building known as the Sitka Court and Office Building; and

WHEREAS, ownership of the building is condominium in nature with the **STATE** currently occupying 11,058 square feet and **SITKA** occupying 8,484 square feet with 6,512 square feet of common area including corridors, entries, stairs, restrooms and mechanical, electrical and elevator rooms.

WHEREAS, SITKA intends to move a portion of its offices to the former Sitka Main Post Office, vacating 1,961.5 square feet of the Building; and

WHEREAS, the parties wish to memorialize their agreement with regard to the new alignment of space in the Building.

NOW THEREFORE, IN CONSIDERATION of the above premises and the mutual promises contained below, the parties agree as follows:

1. **SITKA** will:
   a. Vacate and transfer occupancy of the 1,961.5 square feet of the Building.
   b. Continue to occupy 6,422.5 square feet of the Building.
   c. Bear 34% of the expense of maintenance and utilities.
2. The **STATE** will:
   a. Occupy the 1,961.5 square feet of Building vacated by **SITKA** for a new total square footage of 13,019.5.
   b. Upon the signing of this agreement, pay to **SITKA,** $275,000 for the transfer of the space.

- Bear 66% of the expense of maintenance and utilities.

3. The ownership of the underlying property shall remain the same, as will the nature of the ownership of the Building.
4. The March 22, 1976 Operating Agreement shall remain in effect.
5. It is anticipated that the actual transfer will occur on or about August 15, 1994.
6. The prorated share of utilities billed to the STATE will not change until 30 days after SITKA has vacated the space.
7. The STATE'S portioned share of the cost to bring the common areas, including but not limited to, elevators, restrooms, hallways, entrance and egress and parking, into ADA compliance, if required, will be based on the historical percentages that were in effect at the time ADA compliance became law. More specifically, the STATE'S share shall not exceed 56.88% of the total costs.

The location of the State Court and Office Building is Tract D, United States Survey 404, Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska.

IN CONSIDERATION of the above promises, the parties have signed this agreement this _____ day of December, 1993.

Nancy Bear Usera
Commissioner
State of Alaska
Department of Administration

Gary L. Paxton
Administrator
City and Borough of Sitka

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25.57 AC
Lake St
Halibut Point Rd
Sawmill Creek Rd
Hollywood Wy
Sawmill Creek Rd
Monastery St
Sawmill Creek Rd
117.3
178.8
181.7
37.8
150.4
52.9
219.8
Police Station Wy
3725 SF
27212 SF
166.7
173.4
167.4
27212 SF
107.3
48.8
161.3
226.3
Oja Wy
61249 SF
Lake St
Monastery St
0
100
200 ft
City / State Building

City & Borough of Sitka, Alaska
Web GIS Maps and Online Property Information
by MainStreetGIS, LLC City Website
User Guide Feedback Disclaimer

Base Map: USGS Topo Map

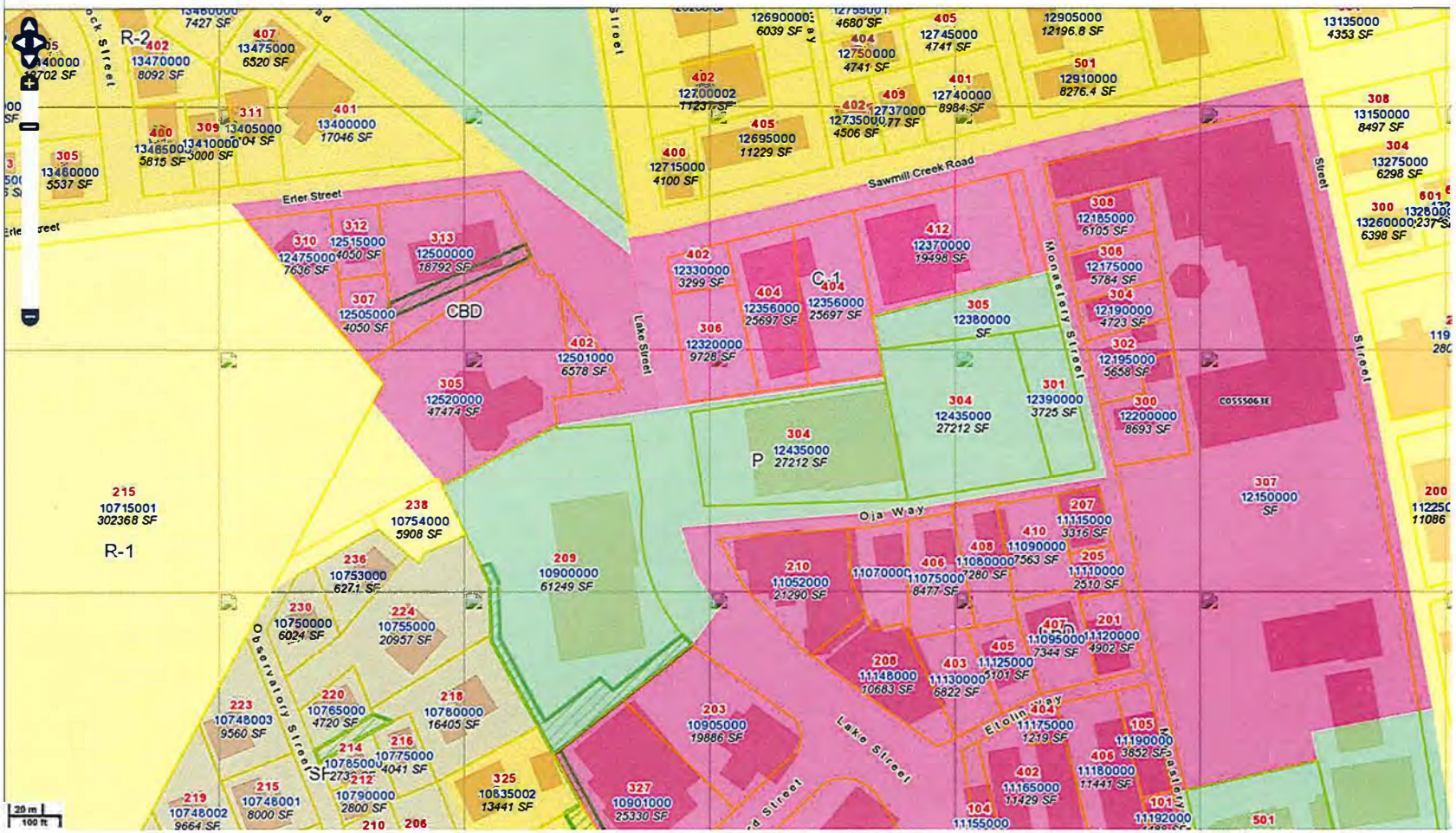
Lot 6 Block 17, US Survey 1474 Tract A
Address Parcel ID Google Owner

v1.11

GIS Map | Street View | Other Maps

Layers | Property | Selection

- [x] Parcel Address Text
- [x] Parcel ID Text
- [x] Parcel Area Text
- [x] Road Name Text
- [ ] Roads (Census)
- [ ] Tax Map Index
- [ ] No Disturbance Zone
- [ ] Quadrangle Index
- [x] Townships Index
- [x] Sections Index
- [x] Sitka Borough Boundary
- [x] Zoning
- [ ] Flood Zones
- [ ] National Flood Hazard Zones
- [x] Land Ownership
- [ ] Bus Stop
- [ ] Trail
- [x] Parcels (6/1/2018)
- [x] Easement
- [x] Building
- [ ] Watershed Boundary Dataset (USGS)
- [ ] National Hydrography Dataset (USGS)
- [ ] National Wetlands Inventory
- [ ] Soils (USDA)



PLAT
OF
SITKA TOWNSITE
ALASKA
U.S. SURVEY Nº1474 TRACT A

LAT. 57°02'52" N. LONG. 135°21'08" W.

Scale: 1 inch = 60 Ft.

AREA SUBDIVIDED 124.290 ACRES.

SURVEY COMMENCED APRIL 28, 1923 SURVEY COMPLETED JUNE 24, 1924.

IRON POST REFERENCE MONUMENTS an iron post 3 ft. long 1 inch in diameter marked with cross (+) on cap buried from 15" to 36" below surface at intersection of center lines of streets and avenues indicated thus ⊙

STONE REFERENCE MONUMENTS marked with cross(+) buried 6 to 18" below surface are located at intersection of center lines of streets indicated thus ⊕

BLOCK CORNERS are spruce posts 4×4×24 ins long, driven 16 ins in the ground.

LOT CORNERS are spruce posts, Pr-Pt-24 ins long, driven 16 ins in the ground.

Descriptions and locations of reference monuments are given in the field notes.

Office of U.S. Surveyor General,
Juneau, Alaska April 2, 1925.

I hereby certify that this plat of U.S. Survey Nº1474 Tract A SITKA TOWNSITE, ALASKA, as surveyed under special instructions dated April 14, 1923 by Fred Dahlquist, USCE, in accordance with provisions of the Act of March 3, 1891, (26 Stat. 1095) is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

U.S. Surveyor General.

DEPARTMENT OF THE INTERIOR
GENERAL LAND OFFICE
Washington, D.C., July 10, 1926.

The survey represented by this plat having been correctly executed in accordance with the requirements of law and the regulations of this office, is hereby accepted.

Assistant Commissioner

1923-2

STREET

PESCHOUROFF

PARK RESERVE B.

PARK RESERVE C.

O STREET

C.

A.

LAKE STREET

ALLEY

OBSERVATORY STREET

ETOLIN STREET

LOT 5 SUBDIVIDED?

304 LAKE STREET

1 TRACT B.

Sur. No. 124. U.S. Reservation

U.S. Res. for C. & G. Survey.

Sur. No. 9404. Tr. D.

Sur. No. 9404. Tr. G.

Sur. No. 9404 Tr. E.

Sur. No. 9404 Tr. I.

Sur. No. 9404 Tr. F.

STREET

18

17

16

10

9

8

11

1 163700 sq.ft. S40°31'E. 182.30 N.40°31'W. 249.77

2 87196.4 sq.ft. N.7°15'W. 152.73

3 7961.50 sq.ft. S.7°15'E. 171.54

4 673385 sq.ft. S.7°15'E. 146.92

5 585600 sq.ft. S.7°15'E. 122.30 N.26°33'W. 93.75 N.69°29'W. 90.29

6 31840.50 sq.ft. S.56°24'W. 219.87 N.6°48'W. 161.95 S.39°31'E. 114.98

7 S.28°33'E. 7876.00 sq.ft. N.29°24'E. 322.14

8 3513.50 sq.ft. N.61°27'E. 354.52 S.61°27'W. 198.64

9 S.61°27'W. 142.17 N.72°38'E. 117.27 N.27°21'W. 100.08 N.69°11'E. 97.71 N.6°48'W. 216.63

10 5854.35 sq.ft.

11 6844.90 sq.ft. N.52°47'E. 102.18 S.18°57'E. 89.72

12 11040.55 sq.ft. N.28°14'W. 108.90 N.69°09'E. 96.36 S.30°04'E. 105.26

13 9164.90 sq.ft. N.2°42'W. 70.34

14 5854.35 sq.ft. N.69°11'E. 97.71

15 776960 sq.ft.

C 87 and C 87a

S.6°48'E. 216.63 N.6°48'W. 339.09

N.2°42'W. 70.34

N.69°09'E. 96.36

S.30°04'E. 105.26

N.59°13'E. 99.02

N.60°27'E. 104.79

S.28°14'E.

N.46°59'E.

N.42°34'W. 125.85

S.39°49'E. 71.06

S.6°30'E. 60.08

N.41°33'W. 81.54

N.51°19'E. 78.60

N.47°27'E. 80.90

N.38°06'E. 103.45

N.41°03'W. 125.26

N.30°04'W. 125.26

N.0°07'W. 132.41

S.8°15'E. 106.93

N.8°15'W. 154.02

N.80°56'E. 60.55

S.6°48'E. 204.71

N.56°19'W. 74.44

N.35°51'W. 33.78

S.8°15'E. 174.18

S.6°30'E. 186.09

N.12°40'W. 180.29

N.10°23'W. 191.78

S.8°15'E. 174.18

69.60 / 13515.90 sq.ft.

72.94 / 11606.20 sq.ft.

69.64 / 14200.50 sq.ft.

198.00 4 9985.00 sq.ft. N.76°13'E. 200.44 S.76°13'W. 200.44

5 24367.50 sq.ft. 132.85 N.85°19'E. 154.50 S.85°19'W. 154.50 N.81°05'E. 52.84

6 8597.00 sq.ft. N.14°31'W. 170.56 168.96

7 28200.00 sq.ft.

N.80°58'E. 218.70 S.11°26'E. 138.01 S.88°06'W. 222.73 N.79°37'E. 163.51 N.88°06'E.

83.17 54.12 81.05

1 113.48 2 11903.00 sq.ft. 110.83 N.74°20'E. 104.96 S.8°35'E. 146.46 107.83

3 10376.46 sq.ft. 116.73 N.13°10'W. 105.68 82.56

4 8792.20 sq.ft. 75.52 S.8°35'E. 181.10 119.90

5 14289.85 sq.ft. S.11°45'E. 145.00 N.11°45'W. 145.00

6 8 31704.28 sq.ft.

N.75°34'E. 40.86 S.12°24'E. 38.21 N.76°55'E. 57.10

N.80°03'E. 284.75 S.80°03'W. 7796

1 6718.20 sq.ft. S.13°10'E. 91.42 N.74°59'E. 74.80 S.74°59'W. 79.07

2 11903.00 sq.ft. S.13°10'E. 91.42 N.11°45'W. 84.69 N.74°59'E. 74.80 S.74°59'W. 79.07

3 3898.10 sq.ft. 65.60 N.10°45'W. 164.42 N.75°45'E. 79.0 50.26 80.24

4 14907.40 sq.ft. S.11°13'E. 139.54 N.11°13'W. 134.97 S.11°50'E. 141.70 N.11°50'W. 134.27

5 5826.30 sq.ft. 117.56 S.12°14'E. 119.45 N.12°14'W. 217.02

6 4901.50 sq.ft. 94.98 N.77°22'E. 50.13 S.12°14'E. 97.57

7 5100.65 sq.ft. N.23°04'W. 105.47 S.17°48'E. 92.62

8 6822.00 sq.ft. N.26°37'W. 125.70 N.25°13'42"W. 78.26

9 6205.25 sq.ft. N.32°03'W. 81.75 S.50°42'W. 55.02

10 4995.75 sq.ft. N.49°32'W. 79.04 S.78°58'W. 64.50

11 7350.15 sq.ft. N.51°19'E. 78.60 S.79°28'W. 75.14 N.51°06'W. 95.55 N.55°16'W. 87.31

12 6095.45 sq.ft. N.40°39'E. 91.33 N.28°05'W. 65.55

13 S.41°41'W. 92.53 N.9°25'W. 100.30

1 43321.45 sq.ft. N.20°51'W. 237.41 S.20°51'E. 239.47 N.16°56'E. 237.98

2 24730.25 sq.ft. N.58°30'E. 239.73 S.58°30'W. 239.73 S.20°51'E. 149.42

3 11607.40 sq.ft. N.65°53'E. 146.88 S.65°53'W. 146.88 S.20°51'E. 83.65 S.12°28'E. 102.62 N.28°02'E. 452.58 361.47

4 3 4367.10 sq.ft. 70.84 60.08 N.46°59'E. 37.06 N.51°23'W. 103.20 11255.99 sq.ft. 5 5396.42 sq.ft. 75.0

3 15486.25 sq.ft. S.6°30'E. 63.63 S.24°19'E. 59.55 S.49°32'W. 79.04 S.78°58'W. 64.50 S.75°02'W. 56.12 S.17°48'E. 92.62 S.78°32'E. 46.55 S.74°36'W. 65.38 S.74°09'E. 7.05 S.74°09'W. 76.63 N.16°33'W. 74.

4 14907.40 sq.ft. S.11°13'E. 139.54 N.11°13'W. 134.97 S.11°50'E. 141.70 N.11°50'W. 134.27

5 11977.60 sq.ft. S.12°14'E. 119.45 N.12°14'W. 217.02 S.12°32'E. 144.48 N.78°32'E. 51.13 S.11°21'W. 133.65 S.20°51'E. 19.20 S.8°39'E. 89.23 N.7°15'W. 122.37 N.20°15'E. 121.59

6 4901.50 sq.ft. 94.98 N.77°22'E. 50.13 S.12°14'E. 97.57

7 5100.65 sq.ft. N.23°04'W. 105.47

8 6822.00 sq.ft. N.26°37'W. 125.70

9 6205.25 sq.ft. N.32°03'W. 81.75

10 4995.75 sq.ft. N.49°32'W. 79.04

11 7350.15 sq.ft.

12 6095.45 sq.ft.

13 9164.90 sq.ft.

14 5854.35 sq.ft.

15 776960 sq.ft.

C 87 and C 87a

C 82.

C 10

PARK RESERVE C.

PARK RESERVE B.

LAKE

ETOLIN STREET

OBSERVATORY STREET

STREET

First American	Limited Liability Report
Limited Liability Report	ISSUED BY **First American Title Insurance Company** REPORT NUMBER

File No.: 0239-3245865

Ref No.:

To: City of Sitka
Attn: Kelli Cropper
100 Lincoln Street/PO Box 79
Sitka, AK 99835

Limitation of Liability for Informational Report

IMPORTANT - READ CAREFULLY: THIS REPORT IS NOT AN INSURED PRODUCT OR SERVICE OR A REPRESENTATION OF THE CONDITION OF TITLE TO REAL PROPERTY. IT IS NOT AN ABSTRACT, LEGAL OPINION, OPINION OF TITLE, TITLE INSURANCE COMMITMENT OR PRELIMINARY REPORT, OR ANY FORM OF TITLE INSURANCE OR GUARANTY. THIS REPORT IS ISSUED EXCLUSIVELY FOR THE BENEFIT OF THE APPLICANT THEREFOR, AND MAY NOT BE USED OR RELIED UPON BY ANY OTHER PERSON. THIS REPORT MAY NOT BE REPRODUCED IN ANY MANNER WITHOUT FIRST AMERICAN'S PRIOR WRITTEN CONSENT. FIRST AMERICAN DOES NOT REPRESENT OR WARRANT THAT THE INFORMATION HEREIN IS COMPLETE OR FREE FROM ERROR, AND THE INFORMATION HEREIN IS PROVIDED WITHOUT ANY WARRANTIES OF ANY KIND, AS-IS, AND WITH ALL FAULTS. AS A MATERIAL PART OF THE CONSIDERATION GIVEN IN EXCHANGE FOR THE ISSUANCE OF THIS REPORT, RECIPIENT AGREES THAT FIRST AMERICAN'S SOLE LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY AN ERROR OR OMISSION DUE TO INACCURATE INFORMATION OR NEGLIGENCE IN PREPARING THIS REPORT SHALL BE LIMITED TO THE FEE CHARGED FOR THE REPORT. RECIPIENT ACCEPTS THIS REPORT WITH THIS LIMITATION AND AGREES THAT FIRST AMERICAN WOULD NOT HAVE ISSUED THIS REPORT BUT FOR THE LIMITATION OF LIABILITY DESCRIBED ABOVE. FIRST AMERICAN MAKES NO REPRESENTATION OR WARRANTY AS TO THE LEGALITY OR PROPRIETY OF RECIPIENT'S USE OF THE INFORMATION HEREIN.

File No. 0239-3245865

Effective Date: July 8, 2019 at 8:00 am

Fee: $250.00

Title is vested in:

City and Borough of Sitka, as to Tract "D" and those portions of Lots 4, 5 and 6, Block 17 and the State of Alaska, as to Lot 7, Block 17

The land referred to in this Report is situated in the State of Alaska and is described as follows:

All of Tract "D" U.S. SURVEY 404, Townsite of Sitka, Alaska, Records of the Sitka Recording District, First Judicial District, State of Alaska, except therefrom the Northerly 60.33 feet thereof.

AND

Those certain portions of Lots 4 and 5, Block 17, U.S. Survey 1474, Tract A, plat of Sitka Townsite, Alaska, Sitka Recording District, First Judicial District, State of Alaska, more particularly described as follows:
Beginning at a point on the West boundary of Monastery Street, s 13º10'W a distance of 54.02 feet from the Northeast corner of Lot 5, Block 17,U.S. Survey 1474,Tract "A", plat of Sitka Townsite, Alaska, as Corner No. 1; thence S 76º 13'W a distance of 20.00 feet to Corner No. 2; thence N 13º 10' W a distance of 97.14 feet to a point on the South boundary of Sawmill Creek State Highway as Corner No. 3; thence N 76º 13' E, a distance of 20 feet to a point intersecting the South boundary of Sawmill Creek State Highway and the West boundary of Monastery Street as Corner No. 4; thence S 13º 10' E, a distance of 97.14 feet to Corner No. 1 and point of beginning.

AND

All of Lot 5, Block 17, U.S. Survey 1474 A & B, Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska, excepting therefrom:
Beginning at the Northeast corner of said Lot No. 5, coincident with the Southeast corner of Lot 4, in said Block 17, hereinafter called Corner No. 1; thence S 13º 10' West for a distance of 54.02 feet to Corner No. 2; thence S 76º 13' W for a distance of approximately 203.08 feet, more of less, but in any event to the point of intersection with the West end line of said Lot No. 5 to Corner No. 3; thence N 10º 23' W for a distance of 54.11 feet more or less, but in any event to the Northwest corner of said Lot 5 to Corner No. 4 hereof; thence N 76º 13' E for a distance of 200.44 feet to Corner No. 1 and the point of beginning.

AND

Lot 6, Block 17, U.S. SURVEY 1474,Tract "A", Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska.

AND

Part of Lot 7, Block 17, SURVEY 1474,Tract "A", Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska, more particularly described as:
Beginning at the Southeast Corner of Lot 7; thence N 14º 31' West along the East side line of said lot a distance of 85.28 feet to a point as Corner No. 1, the true point of beginning; thence at right angles S 75º 29' W a distance of 3.00 feet to a point as Corner No. 2; thence in a general Northerly direction to the Northeast Corner of said Lot 7 as Corner No. 3; thence S 14º 31' E ro Corner No. 1, the true point of beginning.

The title to the herein described land is subject to the matters shown as exceptions herein, which exceptions are not necessarily shown in order of their priority.

EXCEPTIONS

1. Reservations or exceptions in patents or in acts authorizing the issuance thereof.

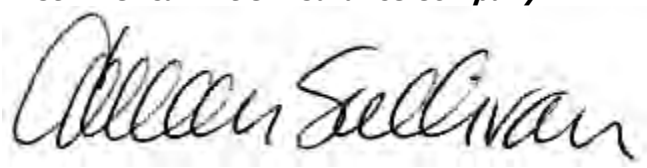
2. Taxes and/or assessments due the City and Borough of Sitka, if any.

3. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.

4. Easement, including terms and provisions contained therein:
   Recording Information: December 7, 1981 Book 54 Page 588
   In Favor of: City and Borough of Sitka
   For: sidewalk installation and maintenance

5. Unrecorded leases or periodic tenancies, if any.

First American Title Insurance Company



Colleen Sullivan, Title Officer/Branch Manager

NOTE: The attached plat, if any, is furnished solely for the purpose of assisting in locating the premises and does not purport to show all highways, roads or easements affecting the property. No reliance should be placed upon this plat for location or dimensions of the property and no liability is assumed for the correctness thereof.

V-320.1
work copy

AGREEMENT

This agreement is made and entered into on this 10th day of July, 1974 by and between the State of Alaska, acting through the Department of Public Works, hereinafter called State, and the City and Borough of Sitka, hereinafter called City, for the purpose of constructing operating, and maintaining a joint State Court and Office Building and City-Borough Office Building in Sitka, Alaska.

WHEREAS, the construction of a State Court and Office Building has been authorized by House Committee Substitute for Committee Substitute for Senate Concurrent Resolution No. 28, Eighth Legislature-First Session, to be funded by Alaska State Housing Authority Bonds, subject to approval by the Legislative Budget and Audit Committee, and

WHEREAS, the City has passed a bond issue by a vote of the people of Sitka for construction of a City-Borough Office Building.

NOW, THEREFORE, the State and City hereby join and consent to the following conditions and stipulations in regard to the execution of construction of a combined State-City building:

1. The building shall be located on Tract "D" of U.S. Survey #404, Townsite of Sitka, Alaska. Title to the Northerly 60.33 feet of said tract shall be vested in the State of Alaska, Title to the remainder of the tract shall be vested in the City and Borough of Sitka.

2. Alaska State Housing Authority Bonds for the State shall be sold in the amount of $1,650,000 and the City of Sitka shall provide $750,000 and a conveyance by Warranty Deed of Fee Title to Lot 7, Block 17, U.S. Survey 1474, Sitka Townsite, to the State toward their portion of the Project. The State shall administer the total construction Project.

3. Ownership of the building will be condominium in nature.

   The State and City shall each have joint use of common areas:

   (a) Sidewalk.
   (b) Common Corridor, Entry Areas, Stairs, and Elevators.
   (c) Public Toilets.
   (d) Mechanical, Electrical, and Elevator Rooms.

4. Space requirements for the State and City shall be reviewed by their respective agencies at the Schematic Design Phase, the Design Development Phase, and the Construction Documents Phase.

5. Utilities, Maintenance, and Insurance shall be prorated on an area basis. An agreement regarding maintenance of both State and City facilities by the City shall be hereinafter reached, executed and impiemented.

6. The jail facility shall be owned by the City; the City agrees to permit the State to use portions of the jail facility for periodic processing and holding of State prisoners. The State will reimburse the City by hereafter reached, executed and implemented agreement.

7. Parking for the facility shall be located on Lot 7, Block 17, U.S. Survey 1474, Sitka Townsite, Title to which shall be vested in the State of Alaska. The parking area shall be utilized jointly by the State and the Municipality, by space assignment or mutual agreement.

8. This agreement shall be considered binding by both parties and shall not be altered or terminated exept by written consent of the State and the City jointly.

9. This document entered into between the State and the City is specifically made subordinate to Alaska State Housing Authority Agreement of Lease No. 16, and Site Lease No. 12.

10. No part of the proceeds of the Alaska State Housing Authority Bond Issue shall be utilized for any part of the project other than that portion for which the bonds were sold.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

STATE OF ALASKA

Buel A. Taggart
Buel A. Taggart
Commissioner, Dept. of Public Works

CITY AND BOROUGH OF SITKA

Fermin Gutierrez
Fermin Gutierrez,
Administrator

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

STATE CERTIFICATION

This certifies that on this 17th day of July, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Buel A. Taggart, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Commissioner of the Department of Public Works of the State of Alaska so to do and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said State department and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Marian E. Brown
Notary Public for Alaska
My Commission Expires 6-20-78

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

MUNICIPAL CERTIFICATION

This certifies that on this 10th day of JULY, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Fermin Gutierrez, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Administrator of the City and Borough of the City and Borough of Sitka, Alaska so to do, and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said municipality and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Marion L. Meyer
Notary Public for Alaska
My Commission Expires 7-28-78

JAY S. HAMMOND, GOVERNOR

DEPARTMENT OF PUBLIC WORKS

Commissioner's Office
Pouch Z
Juneau, Alaska 99811

Mr. Fermin Gutierrez, Administrator
City and Borough of Sitka
P.O. Box 79
Sitka, Alaska 99835

Dear Mr. Gutierrez:

Enclosed is a signed agreement between the City and Borough of Sitka and the State Department of Public Works for maintenance and operation of the Sitka Court and Office Building. Copies of the agreement have also been given to Tracy Kaldor, our Administrative Director, and William Race, Director of Divison of Buildings.

Sincerely,

(Mrs.) Linda Hartenberger
Assistant to the Commissioner

Enclosure
cc: William Race, Division of Buildings, w/copy





AGREEMENT

This agreement is made and entered into on this 22nd day of March, 1976 by and between the State of Alaska, acting through the Department of Public Works, hereinafter called State, and the City and Borough of Sitka, hereinafter called City, for the purposes of operating and maintaining a joint State Court and Office Building and City-Borough Office Building, hereinafter called the Building, in Sitka, Alaska.

WHEREAS, the State and City have entered into a prior agreement on the 10th day of July, 1974 for the purpose of constructing, operating and maintaining the Building, and

WHEREAS, after the date of beneficial occupancy, the State and City desire to maintain the Building in a safe, functional and serviceable condition, and operate the Building in an efficient and economical manner, in support of the transaction of State and City Business.

NOW, THEREFORE, the State and City hereby join and consent to the following conditions and stipulations in regard to the maintenance and operation of the Building:

1.) Maintenance and operating expenses for the entire Building and grounds shall be shared by the City and State in proportion to the net usable office area allocated to each party. "Net usable office area" includes space directly assigned to the City or State agencies, such as offices, courtrooms and detention facilities. Space allocation data for the Building will be furnished by the State of Alaska, Department of Administration.

2.) The City shall furnish all major and minor maintenance of any nature whatsoever, and custodial services and utilities for the entire Building, commencing on the date the Building is accepted by the State for beneficial occupancy.

3.) For the State's share of Building maintenance and operating expenses, the State shall reimburse the City upon receipt of the City's monthly billing. The billing shall include charges for the State's pro-rated share of actual costs of:

A.) Personal services (laborers, maintenance men, and janitors, including foremen), to include regular and overtime compensation, plus employer contributions for FICA, retirement, health insurance, workmen's compensation and other benefits;

B.) Contractual services, to include water, sewer, electricity, repairs and maintenance, equipment rental and long-distance telephone tolls related to maintenance and operation of the Building;

C.) Commodities, to include fuel oil, janitorial supplies, repair parts and miscellaneous material;

D.) Equipment, to include vacuum cleaners, carpet shampooers, buffers, and tools purchased and utilized for maintenance and custodial care of the Building. The City shall retain sole ownership of the aforesaid equipment for the use at this facility only. Under no circumstances will said equipment be used at any other facility or for any other purpose than intended by this agreement, without express written permission of the Department of Public Works.

E.) To the State's pro-rated share of direct labor costs for the Building, the City may add a fixed fee not to exceed fifteen percent (15%). This fee shall be compensation to cover the cost of the City's management, overhead, billing, surety bonds and other general expenses attributable to maintenance and operation of the Building.

F.) The City shall maintain records of costs covered by this agreement and at the end of each fiscal year (June 30) shall submit to the State a certified itemized statement of the actual cost of operations for the preceding twelve months. Such records shall be made avilable to the State for audit, upon request.

4.) Remodeling, partition changes and modifications to allocated space in the Building shall be financed by the City or individual State agency to which the space is assigned. All proposed modifications shall be submitted to the Department of Public Works, Division of Buildings for review. Proposed changes affecting space allocation in the State portion of the Building shall be approved by the Department of Administration. Periodic rehabilitation necessitated by normal wear and tear, such as painting, and replacement of worn floor coverings, shall be financed by the City and State in proportion to the extent of work required in each party's allocated space. However, all maintenance and rehabilitation work required in common public areas, hallways, toilet rooms, mechanical spaces and service areas shall be shared by the City and State as provided for in paragraph 1 of this agreement.

5.) Property and liability insurance for the Building will be covered by a separate agreement between the City and the State of Alaska, Department of Administration.

6.) This agreement shall be considered binding by both parties and shall not be altered or terminated except by joint written consent of the State and the City. Notice by either party to terminate this agreement must be given at least forty-five days in advance of the effective date.

IN WITNESS WHEREOF, the parties have executed this Agreement.

STATE OF ALASKA

Donald Harris
Commissioner
Department of Public Works

CITY AND BOROUGH OF SITKA

Fermin Gutierrez
Administrator
City and Borough of Sitka

STATE OF ALASKA)
) SS STATE CERTIFICATION
FIRST JUDICIAL DISTRICT)

This certifies that on this 25 day of MARCH, 1976, there personally appeared before me, a Notary Public in and for the State of Alaska, Donald Harris, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Commissioner of the Department of Public Works of the State of Alaska so to do and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said State department and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Notary Public for Alaska

My Commission Expires My Commission Expires May 1.

STATE OF ALASKA)
) ss MUNICIPAL CERTIFICATION
FIRST JUDICIAL DISTRICT)

This certifies that on this 22nd day of March, 1976, there personally appeared before me, a Notary Public in and for the State of Alaska, ~~Fermin~~ Gutierrez, who then and there in my presence executed the above agreement, and he acknowledged to me under oath duly administered according to law by me that he had the full authority as the Administrator of the City and Borough of the City and Borough of Sitka, Alaska so to do, and that he had signed said agreement freely and voluntarily of and as his own free will and act, and as the free act of said municipality and that he had thus signed said agreement for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Notary Public for Alaska

My Commission expires 6/23/78

STATE OF ALASKA

WALTER J. HICKEL, GOVERNOR

DEPARTMENT OF ADMINISTRATION

DIVISION OF GENERAL SERVICES

P.O. BOX 110210
JUNEAU, ALASKA 99811-0210
PHONE: (907) 465-2250
FAX: (907) 465-2189

Mr. Richard Anderson
Assessor
City and Borough of Sitka
304 Lake Street
Sitka, Alaska 99835

December 28, 1993

Re: Contractual Agreement Between the City of Sitka, to Sell and the State of Alaska, to Purchase, the Right to Additional Space in the Sitka Court & Office Building, 304 Lake street, Sitka, Alaska.

Dear Mr. Anderson,

As promised, you will find two (2) copies of the Agreement, signed by the Commissioner of Administration enclosed. The agreement reflects your first draft plus changes as agreed. I also corrected the square footage to reflect 1,961.5 feet, the total stated in your November 4, 1993 letter.

Please have Mr. Paxton sign both copies, and return one completed original to this office. Upon receipt of the signed original, the warrant in the amount of $ 275,000.00 will be sent directly to the office of the City Administrator as requested.

Sincerely,

Faye A. Bain
Leasing and Fiscal Section Manager

cc: Nancy Bear Usera, Commissioner, Department of Administration
Robert Libbey, Deputy Commissioner
Dugan Petty, Director, Division of General Services
File

02-B7LH

AGREEMENT

This agreement is entered into between the City and Borough of Sitka of 304 Lake Street, Sitka, Alaska 99835, hereinafter **SITKA**, and the State of Alaska of P.O. Box 110200, Juneau, Alaska 99811-200, hereinafter the **STATE**, this ____ day of December, 1993.

WHEREAS, SITKA, and the **STATE**, through agreements dated July 10, 1974 and March 22, 1976, jointly own maintain and operate the building known as the Sitka Court and Office Building; and

WHEREAS, ownership of the building is condominium in nature with the **STATE** currently occupying 11,058 square feet and **SITKA** occupying 8,364 square feet with 6,512 square feet of common area including corridors, entries, stairs, restrooms and mechanical, electrical and elevator rooms.

WHEREAS, SITKA intends to move a portion of its offices to the former Sitka Main Post Office, vacating 1776 square feet of the Building; and

WHEREAS, the parties wish to memorialize their agreement with regard to the new alignment of space in the Building.

NOW THEREFORE, IN CONSIDERATION of the above premises and the mutual promises contained below, the parties agree as follows:

1. **SITKA** will:
   a. Vacate and transfer occupancy of the 1776 square feet of the Building.
   b. Continue to occupy 6,608 square feet of the Building.
   c. Bear 34% of the expense of maintenance and utilities.

2. The **STATE** will:

   a. Occupy the 1776 square feet of Building vacated by **SITKA**.

   b. Upon the signing of this agreement, pay to **SITKA**, $275,000 for the transfer of the space.

   c. Bear 66% of the expense of maintenance and utilities.

3. The ownership of the underlying property shall remain the same, as will the nature of the ownership of the Building.

4. The March 22, 1976 Operating Agreement shall remain in effect.

5. It is anticipated that the actual transfer will occur on or about August 15, 1994.

The location of the State Court and Office Building is Tract D, United States Survey 404, Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska.

IN CONSIDERATION of the above promises, the parties have signed this agreement this ____ day of December, 1993.

Nancy Bear Usera
Commissioner
State of Alaska
Department of Administration

Gary L. Paxton
Administrator
City and Borough of Sitka

City and Borough of Sitka

304 LAKE STREET. SITKA, ALASKA. 99835

Jan. 6, 1994

Faye A. Bayne
Leasing and Fiscal Manager
Alaska Dept. of Administration
Division of General Services
P. O. Box 110210
Juneau, Alaska 99811-0210

Re: Sitka Court and Office Building Agreement

Dear Ms. Bain,

Enclosed is a signed original of the referenced agreement. The 1,961.5 square feet must be noted as gross sq. ft (exterior dimensions). The net area for operation and maintenance agreement purposes is 1,776 square feet as stated in Item no. 6 of my November 4, 1993 letter.

Sincerely,

Richard Anderson
Assessor

AGREEMENT

This agreement is entered into between the City and Borough of Sitka of 304 lake street, Sitka, Alaska 99835, hereinafter SITKA, and the State of Alaska of P.O. Box 110200, Juneau, Alaska 99811-0200, hereinafter the STATE, this _____ day of December, 1993.

WHEREAS, SITKA, and the STATE, through agreements dated July 10, 1974 and March 22, 1976, jointly own, maintain and operate the building known as the Sitka Court and Office Building; and

WHEREAS, ownership of the building is condominium in nature with the STATE currently occupying 11,058 square feet and SITKA occupying 8,484 square feet with 6,512 square feet of common area including corridors, entries, stairs, restrooms and mechanical, electrical and elevator rooms.

WHEREAS, SITKA intends to move a portion of its offices to the former Sitka Main Post Office, vacating 1,961.5 square feet of the Building; and

WHEREAS, the parties wish to memorialize their agreement with regard to the new alignment of space in the Building.

NOW THEREFORE, IN CONSIDERATION of the above premises and the mutual promises contained below, the parties agree as follows:

1. SITKA will:
    a. Vacate and transfer occupancy of the 1,961.5 square feet of the Building.
    b. Continue to occupy 6,422.5 square feet of the Building.
    c. Bear 34% of the expense of maintenance and utilities.
2. The STATE will:
    a. Occupy the 1,961.5 square feet of Building vacated by SITKA for a new total square footage of 13,019.5.
    b. Upon the signing of this agreement, pay to SITKA, $275,000 for the transfer of the space.

c. Bear 66% of the expense of maintenance and utilities.

3. The ownership of the underlying property shall remain the same, as will the nature of the ownership of the Building.

4. The March 22, 1976 Operating Agreement shall remain in effect.

5. It is anticipated that the actual transfer will occur on or about August 15, 1994.

6. The prorated share of utilities billed to the STATE will not change until 30 days after SITKA has vacated the space.

7. The STATE'S portioned share of the cost to bring the common areas, including but not limited to, elevators, restrooms, hallways, entrance and egress and parking, into ADA compliance, if required, will be based on the historical percentages that were in effect at the time ADA compliance became law. More specifically, the STATE'S share shall not exceed 56.88% of the total costs.

The location of the State Court and Office Building is Tract D, United States Survey 404, Sitka Townsite, Sitka Recording District, First Judicial District, State of Alaska.

IN CONSIDERATION of the above promises, the parties have signed this agreement this _____ day of December, 1993.

Nancy Bear Usera
Commissioner
State of Alaska
Department of Administration

Gary D. Paxton
Administrator
City and Borough of Sitka

BOOK 54 PAGE 588
Recording District

E A S E M E N T

THIS INDENTURE, made this 3rd day of August, 1981, by and between SITKA, ALASKA LODGE #1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA, P. O. Box 724, of Sitka Alaska, party of the first part, hereinafter known as the Grantors, and City and Borough of Sitka, a municipal corporation, State of Alaska, party of the second part, hereinafter known as Grantee,

W I T N E S S E T H:

WHEREAS, the Grantee is desirous of installation of a sidewalk, and for the maintenance of such sidewalk, and

WHEREAS, the Grantors have agreed, in consideration of the benefits to be derived from such project, and the sum of One Dollar ($1.00) paid by the Grantee (receipt of which is acknowledged) to grant an easement for the installation of such sidewalk.

The Grantee herein, and its successors and assigns, shall have the right to do whatever may be required to effect the installation of said sidewalk and for the maintenance of such sidewalk.

The tract over which said easement is granted is described as follows:

Part of Lot 4 and Lot 5, Block 17, U.S. Survey 1474, Tract A, plat of Sitka Townsite, Alaska, more particularly described as follows:

Beginning at a point on the west boundary of Monastery Street at the northeast corner of Lot 5; thence S 13°10'E a distance of 69.90 feet along said boundary; thence S76°13'W a distance of 20.00 feet to the point of beginning of the easement; thence S76°13'W a distance of 3.00 feet to a corner of the easement; thence N13°10'W a distance of 93.02 feet to a point of curvature; thence on a curve of 20.00 foot radius to a corner of the easement. The corner lies on the amended south boundary of Sawmill Creek State Highway 43.00 feet S76°13'W from the point of intersection of the amended south boundary of Sawmill Creek State Highway and the west boundary of Monastery Street. The amended boundary of Sawmill Creek State Highway is 27.00 feet south of the centerline of the highway; thence N76°13'E along said amended south boundary of Sawmill Creek State Highway a distance of 23.00 feet to a corner of the easement and thence S13°10E a distance of 113.02 feet to the point of beginning of the easement.

BOOK 54 PAGE 589
Sitka Recording District

SIGNED AND SEALED this 3rd day of August, 1981, at Sitka, Alaska.

Ralph D. Jones Sr.
Grantor

Grantor

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

This is to certify that on this 3rd day of August, 1981, there personally appeared before me, a Notary Public in and for the State of Alaska, Ralph D. Jones Sr, who then and there in my presence executed the above Easement and acknowledged to me under oath duly administered according to law by me that he did so freely and voluntarily of his own free will and act for the uses and purposes therein stated.

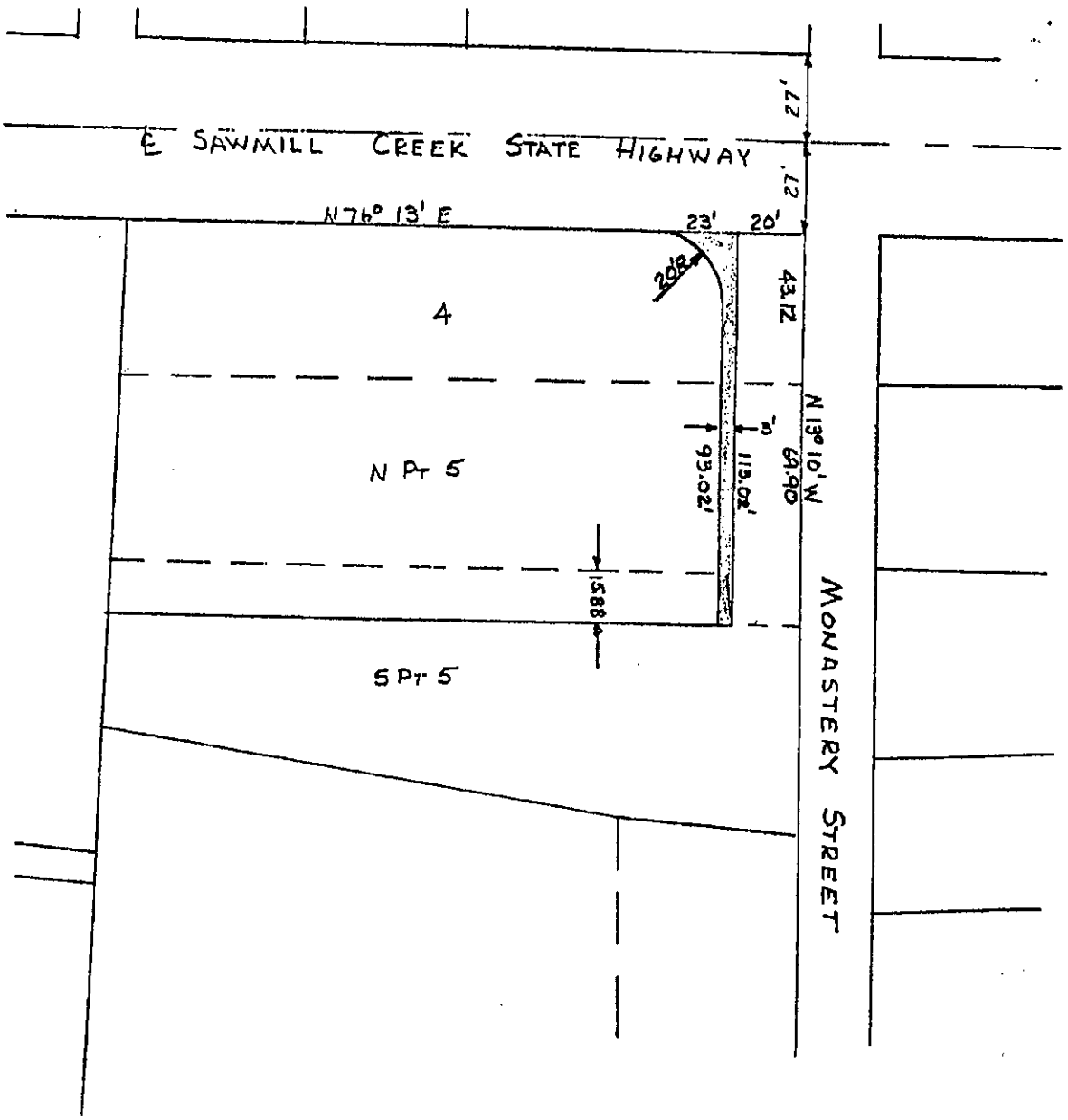
IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

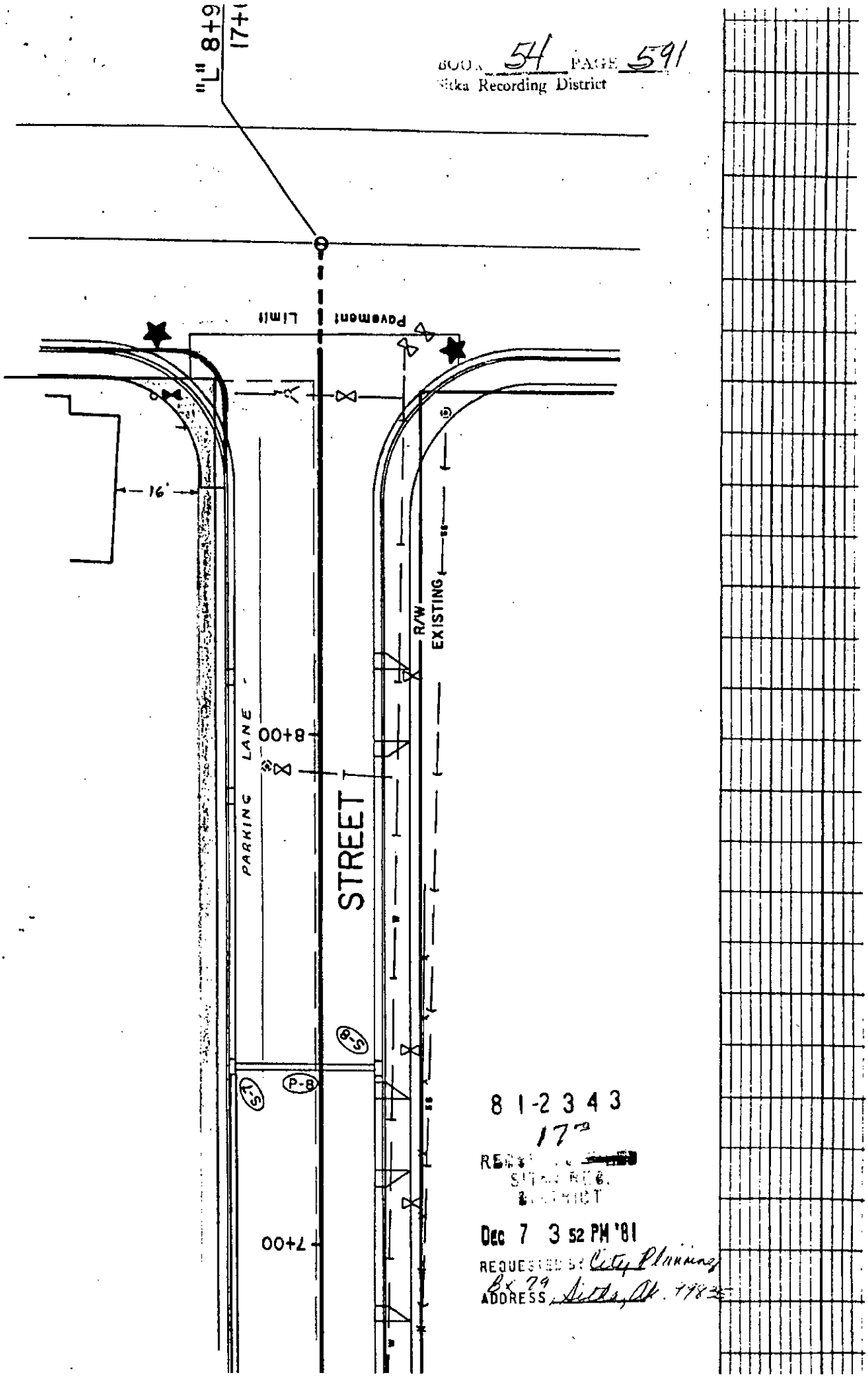
Notary Public - Alaska

My commission expires: 10-31-84

549 S9, F1

BOOK 54 PAGE 590
Sitka Recording District





BOOK 54 PAGE 591
Sitka Recording District

81-2343
17

Dec 7 3 52 PM '81

REQUESTED BY: City Planning
ADDRESS: Box 79 Sitka, Ak. 9783

BOOK 33 PAGE 66

WARRANTY DEED

(ALASKA)

Sitk Recording District

The Grantors, JACK W. SCHAEFER and KATHERINE W. SCHAEFER, husband and wife,

(Place of residence) of Sitka, Alaska

for and in consideration of Ten Dollars ($10.00) and other valuable consideration

in hand paid, conveys and warrants to

The City and Borough of Sitka, a Municipal corporation, of Sitka, Alaska, (grantee[s])

the following described real estate:

Part of Lot Seven (7), Block Seventeen (17), in the Townsite of Sitka, as shown on the official plat thereof, U.S. Survey No. 1474, Tract A, more particularly described as: All of said Lot Seven (7) except the following triangular tract:
Beginning at the Southeast Corner of said Lot Seven;

thence North 14° 31' West along the East sideline of said lot a distance of 85.28 feet to a point as Corner No. 1, the true point of beginning;

thence at right angles South 75° 29' West a distance of 3.00 feet to a point as Corner No. 2;

thence in a general northerly direction to the Northeast Corner of said Lot 7 as Corner No. 3;

thence South 14° 31' East to Corner No. 1, the true point of beginning.

74-0312

3.00

RECORDED-~~FILED~~
SITKA REC.
DISTRICT

APR 12 2 30 PM '74

REQUESTED BY City
ATTN: Rocky

ADDRESS Box 79

situated in the State of Alaska.

DATED, this 12 day of April, 1974.

Signed, Sealed and Delivered in the Presence of

Jack W. Schaefer (SEAL)

Katherine W. Schaefer (SEAL)

UNITED STATES OF AMERICA,
SS.
STATE OF ALASKA,

Individual Acknowledgment
(Alaska)

THIS IS TO CERTIFY that on this day of April, 1974, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Jack W. Schaefer and Katherine W. Schaefer

known to me to be the persons described in and who executed the above and foregoing instrument, and acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Notary Public for Alaska. My commission expires 3/20/76

WARRANTY DEED [Alaska]

HT 464 D

BOOK 34 PAGE 135
Sitka Recording District

QUITCLAIM DEED

THIS INDENTURE, made and entered into this 8th day of October, 1974, by and between the STATE OF ALASKA, party of the first part, and the CITY and BOROUGH of SITKA, party of the second part.

WITNESSETH, that the party of the first part, in consideration of the sum of One Dollar ($1.00), lawful money of the United States and other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the party of the second part, its successors and assigns forever, all right, title and interest in and to that lot, piece or parcel of land situate, lying and being in the Sitka Recording Precinct, described as follows:

> All of Tract "D" of U. S. Survey 404, Townsite of Sitka, Alaska, except the northerly 60.33 feet thereof; located in Township 55 South, Range 63 East, Copper River Meridian.

TOGETHER, with all the appurtenances and all the estate and rights of the party of the first part to said premises.

TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, its successors and assigns forever.

IN WITNESS WHEREOF, THE STATE OF ALASKA, the party of the first part, has caused these presents to be executed by the Director of the Division of Lands, Department of Natural Resources, on the day and year first above written.

STATE OF ALASKA

By: F. J. Keenan
F. J. KEENAN, Director
Division of Lands
Department of Natural Resources

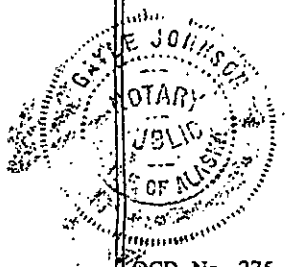
THE UNITED STATES OF AMERICA)
) ss:
STATE OF ALASKA)

On this 8th day of October, 1974, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn personally appeared F. J. KEENAN, to me known and known to me to be the person described in and who executed and acknowledged the foregoing deed on behalf of the State of Alaska, as Director of the Division of Lands, Department of Natural Resources. The said F. J. KEENAN, after being duly sworn according to law, stated to me under oath that he is the Director of the Division of Lands, Department of Natural Resources and has authority pursuant to law to execute and acknowledge the foregoing deed as such and that he executed and acknowledged the same freely and voluntarily as the free and voluntary

BOOK 34 PAGE 136
Sitka Recording District

act and deed of the said State of Alaska and for the Division of Lands, Department of Natural Resources.

WITNESS my hand and official seal the day and year in this certificate first above written.



Gayle Johnson
Notary Public in and for the
State of Alaska

My Commission Expires: 10/15/77

QCD No. 275

74-1229

nc

RECORDED ~~FILED~~
SITKA REC.
DISTRICT

OCT 21 8 55 AM '74

REQUESTED BY Paul E. Cowles

ADDRESS Realty Officer
Dept. Public Works
Parcel P. - Juno

BOOK 34 PAGE 172
Sitka Recording District

Blk 17 US1474

MUNICIPAL DEED

THE GRANTOR, City and Borough of Sitka, Alaska, a municipal corporation organized under the laws of the State of Alaska, for and in consideration of $10.00 and other valuable consideration, conveys and warrants to the State of Alaska, the following described real estate which is situated in the State of Alaska, First Judicial District, at Sitka:

Part of Lot 7, Block 17, in the Townsite of Sitka, as shown on the official plat thereof, U. S. Survey No. 1474, Tract A, more particularly described as: All of said Lot 7 except the following triangular tract: Beginning at the Southeast Corner of said Lot 7; thence North 14° 31' West along the East sideline of said lot a distance of 85.28 feet to a point as Corner No. 1, the true point of beginning; thence at right angles South 75° 29' West a distance of 3.00 feet to a point as Corner No. 2; thence in a general northerly direction to the Northeast corner of said Lot 7 as Corner No. 3; thence South 14° 31' East to Corner No. 1, the true point of beginning.

City and Borough of Sitka

By: Fermin Gutierrez

Its: Municipal Administrator

STATE OF ALASKA)
) ss
FIRST JUDICIAL DISTRICT)

This certifies that on this 22nd day of October, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Fermin Gutierrez, who then and there in my presence executed the above deed and he acknowledged to me under oath duly administered by me according to law that he had the full authority as the Administrator of the City and Borough of Sitka, Alaska so to do and that he had signed the same freely and voluntarily of and as his own free will and act and as the free act of said municipality and that he had thus signed said deed for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Notary Public for Alaska
My Commission Expires: 3-2-76

74-1255
RECORDED ~~FILED~~
SITKA REC. DIST.
OCT 29 10 31 AM '74
REQUEST: City Pub Works
ADDRESS: Box 79 Sitka

BOOK 37 PAGE 636
Sitka Recording District

WARRANTY DEED
(ALASKA)

The Grantors INNOCENT S. WILLIAMS and ELIZABETH K. WILLIAMS, husband and wife, of Sitka, First Judicial District, State of Alaska

(Place of residence)

for and in consideration of One ($1.00) Dollar and other valuable considerations

in hand paid, conveys and warrants to

THE CITY AND BOROUGH OF SITKA, A Municipal Corporation, Grantees,

of P. O. Box 79, Sitka, Alaska (grantee[s])

the following described real estate: situated in the Sitka Recording District, First Judicial District, State of Alaska, and more particularly described as follows, to-wit:

All of Lot 5, Block 17, U. S. Survey 1474 A & B, Sitka Townsite, excepting therefrom the following portion of said Lot 5:

Beginning at the northeast corner of said Lot No. 5, coincident with the southeast corner of Lot 4, in said Block No. 17, hereinafter called the Corner No. 1, thence South 13° 10' West for a distance of 54.02 feet to Corner No. 2, thence South 76° 13' West for a distance of approximately 203.08 feet, more or less, but in any event to the point of intersection with the west endline of said Lot No. 5, to Corner No. 3, thence North 10° 23' West for a distance of approximately 54.11 feet more or less, but in any event to the northwest corner of said Lot No. 5, to Corner No. 4 hereof, thence North 76° 13' East for a distance of 200.44 feet to Corner No. 1, and the point of beginning.

76-1488

5.00

RECORDED-~~FILED~~
SITKA REC.
DISTRICT.

SEP 29 2 00 PM '76

REQUESTED BY City

ADDRESS Box 79

situated in the State of Alaska

DATED, this 29 day of September 19 76

Signed, Sealed and Delivered in the Presence of

Esther Middleton

H. Baich

Innocent S. Williams (SEAL)

Elizabeth Williams (SEAL)

UNITED STATES OF AMERICA,

STATE OF ALASKA, SS.

Individual Acknowledgment
(Alaska)

THIS IS TO CERTIFY that on this 29th day of September, 19 76, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Innocent S. Williams and Elizabeth K. Williams

to me known to be the person described in and who executed the above and foregoing instrument, and acknowledged to me that he signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

NOTARY PUBLIC

Esther Middleton

Notary Public for Alaska. My commission expires 6/23/78

WARRANTY DEED (Alaska)
Washington Legal Blank Co., Bellevue, Wa. Form No. 1005

BOOK 37 PAGE 637
Sitka Recording District

WARRANTY DEED

The grantor, CHARLES LONGSHORE, for and in consideration of the sum of One Dollar ($1.00) and other good and valuable consideration in hand paid, conveys and warrants to the CITY AND BOROUGH OF SITKA the following described real estate located in Sitka, First Judicial District, State of Alaska, being the south one-half (1/2) of Lot Six (6) of Block Seventeen (17) according to U.S. Survey 1474, Tract A, the subdivision of the City of Sitka, Alaska and more fully described as:

> Beginning at the Southeast corner of said Lot Six (6) as corner No. 1 hereof; thence North 13° 10' West a distance of 84.48 feet to a point as corner No. 2 (identical with mid-point of easterly boundary of said lot); thence South 80° 23' West a distance of approximately 50.76 feet but in any event until the mid-point of the westerly boundary of said lot is reached as corner No. 3 hereof; thence South 14° 31' East a distance of 85.28 feet to corner No. 4 hereof (identical with the Southwest corner of said lot); thence North 79° 37' East a distance of 48.74 feet to corner No. 1 the point of beginning.

IN WITNESS WHEREOF the grantor hereunto sets his hand and seal this 21 day of May, 1976.

Charles Longshore
CHARLES LONGSHORE

STATE OF ALASKA)
) ss:
_____JUDICAL DISTRICT)

THIS IS TO CERTIFY that on this 21 day of May, 1976, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared CHARLES LONGSHORE to me known to be the person described in and who executed the above and foregoing instrument, and acknowledged to me that he signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Donna Ryan
Notary Public for Alaska
My commission expires: November 6, 1979.
My Commission Expires

SITKA
Serial No. 76-1489
RECORDED - FEE 5.00
Sitka REC. DIST.
DATE Sept 30, 1976
TIME 11:06 A.M.
Requested by City of Sitka
Address

1474A
17

BOOK 38 PAGE 727
Sitka Recording District

WARRANTY DEED

The Grantors, Arden R. Arries and Nora M. Arries, husband and wife of Sitka, Alaska, for and in consideration of Ten Dollars and other goods and valuable consideration in hand paid, convey and warrant to the City and Borough of Sitka, Alaska, a municipal corporation (Grantee) the following described real estate:

Located in Sitka, First Judicial District, State of Alaska, more particularly described as follows:

> Certain lots or parcels of land situated in the Sitka Recording District, First Judicial District, State of Alaska, and more fully described as follows:
>
> The northerly thirty-six (36) feet of Lot Six (6) and a very small portion of Lot Seven (7), both of Block Seventeen (17) according to U.S. Survey 1474 Tract A, the subdivision of the townsite of Sitka, Alaska, and more fully described as:
>
> Beginning at the northeast corner of said Lot Six (6) as Corner No. 1; thence South 13° 10' East a distance of 36.0 feet to Corner No. 2; thence South 81° 05' West a distance of 54.11 feet to Corner No. 3; thence North 12° 30' West a distance of 36.02 feet until the common northerly corners of said Lots 6 and 7 are reached (identical with the northwest corner of said Lot 6) as Corner No. 4; thence North 81° 05' East a distance of 52.84 feet to Corner No. 1, the Point of Beginning.
>
> A fractional part of Lot 6 (6) and a small part of Lot Seven (7) of Block Seventeen (17), all of U.S. Survey 1474 Tract A, the subdivision of the City of Sitka, Alaska and more fully described as follows:
>
> Beginning at a point 36.0 feet South 13° 10' East of the northeast corner of said Lot 6 as Corner No. 1; thence continuing South 13° 10' East a distance of 48.48 feet to Corner No. 2; thence South 80° 18' West a distance of 53.79 feet to Corner No. 3; thence North 12° 30' West a distance of 49.30 feet to Corner No. 4; thence North 81° 05' East a distance of 54.11 feet to Corner No. 1, the Point of Beginning.

situated in the State of Alaska.

DATED this 18 day of March, 1977.

Arden R. Arries (SEAL)

Nora M. Arries (SEAL)

BOOK 38 PAGE 728
Sitka Recording District

UNITED STATES OF AMERICA)
) ss
STATE OF ALASKA)

THIS IS TO CERTIFY that on this 18 day of March, 1977 before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Arden R. Arries and Nora M. Arries, to me known to be the persons described in and who executed the above and foregoing instrument, and acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Rose S. Hubbard
Notary Public for Alaska
My commission expires

770428
RECORDED-FILED
SITKA REC.
DISTRICT
MAR 18 2 18 PM '77
REQUESTED BY City & Boro Sitka
ADDRESS

BOOK 37 PAGE 810
Sitka Recording District

WARRANTY DEED

The grantor, ANTOINETTE LONGSHORE, for and in consideration of the sum of One Dollar ($1.00) and other good and valuable consideration in hand paid, conveys and warrants to the CITY AND BOROUGH OF SITKA the following described real estate located in Sitka, First Judicial District, State of Alaska, being the south one-half (1/2) of Lot Six (6) of Block Seventeen (17) according to U.S. Survey 1474, Tract A, the subdivision of the City of Sitka, Alaska and more fully described as:

> Beginning at the Southeast corner of said Lot Six (6) as corner No. 1 hereof; thence North 13° 10' West a distance of 84.48 feet to a point as corner No. 2 (identical with mid-point of easterly boundary of said lot); thence South 80° 23' West a distance of approximately 50.76 feet but in any event until the mid-point of the westerly boundary of said lot is reached as corner No. 3 hereof; thence South 14° 31' East a distance of 85.28 feet to corner No. 4 hereof (identical with the Southwest corner of said lot); thence North 79° 37' East a distance of 48.74 feet to corner No. 1 the point of beginning.

IN WITNESS WHEREOF the grantor hereunto sets her hand and seal this 12th day of ~~May~~ July 1976.

Antoinette Longshore
ANTOINETTE LONGSHORE

STATE OF Washington)
) ss:
COUNTY OF Pierce)

THIS IS TO CERTIFY that on this 12th day of July, 1976, before the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared ANTOINETTE LONGSHORE to me known to be the person described in and who executed the above and foregoing instrument, and acknowledged to me that she signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Notary Public for ~~Alaska~~ Washington
My commission expires: October 16, 1976

RECORDED - FILED
SITKA REC. DISTRICT
OCT 25 10 05 AM '76
REQUESTED BY
ADDRESS Lady Bee
Box 79

WILLIAM H. BABCOCK
ATTORNEY AT LAW
P.O. BOX A
407 ETOLIN WAY
SITKA, ALASKA 99835
PHONE 747-3237

BOOK 42 PAGE 407
Sitka Recording District

STATUTORY WARRANTY DEED

The Grantor, SITKA, ALASKA LODGE #1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA, of P. O. Box 724, Sitka, Alaska 99835, a corporation, for and in consideration of the sum of Ten ($10.00) Dollars in hand paid, conveys and warrants to the CITY AND BOROUGH OF SITKA, of P. O. Box 79, Sitka, Alaska 99835, a municipal corporation, Grantee, the following described real estate located in the State of Alaska:

Part of Lot 4 and Lot 5, Block 17, U. S. Survey 1474, Tract "A", plat of Sitka Townsite, Alaska, more particularly described as follows:

Beginning at a point on the west boundary of Monastery Street, S 13° 10' W a distance of 54.02 feet from the northeast corner of Lot 5, Block 17, U. S. Survey 1474, Tract "A", plat of Sitka Townsite, Alaska, as Corner No. 1; thence S 76° 13' W a distance of 20.00 feet to Corner No. 2; thence N 13° 10' W a distance of 97.14 feet to a point on the south boundary of Sawmill Creek State Highway as Corner No. 3; thence N 76° 13' E, a distance of 20.00 feet to a point intersecting the south boundary of Sawmill Creek State Highway and the west boundary of Monastery Street as Corner No. 4; thence S 13° 10' E, a distance of 97.14 feet to Corner No. 1 and point of beginning. Containing 1,942.80 square feet.

Together with all improvements situate thereon; together with the appurtenances thereunto belonging or in anywise appertaining.

Dated this 3rd day of April, 1978.

SITKA, ALASKA, LODGE #1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA

By Jon Hill Shumett
President

ATTEST:

Secretary

LAW OFFICES OF
CHRISTIANSON,
ROYCE & STAHLA
P. O. BOX 4
SITKA, ALASKA 99835
TELEPHONE
(907) 747-5681

BOOK 42 PAGE 408
Sitka Recording District

STATE OF ALASKA)
) ss:
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this 3rd day of April, 1978, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Jon M. Shenneh and Del Childress to me known to be the President and Secretary of SITKA, ALASKA, LODGE #1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA, and they acknowledged to me that they, as the officers of said corporation, and in their official capacities as aforesaid, have executed the foregoing as above provided, as the free act and deed of said corporation, being fully authorized to do so.

WITNESS my hand and official seal the day and year in this certificate first herein written.

Susan U. Ray
Notary Public for Alaska
Commission expires: 1-9-81

CERTIFICATION BY SECRETARY

THIS IS TO CERTIFY that I am the Secretary of SITKA, ALASKA, LODGE #1662, BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE UNITED STATES OF AMERICA, and that the terms of this Statutory Warranty Deed were submitted to the entire membership in conformance with the Articles of Incorporation and were approved by not less than a two-thirds vote of such members present at such meeting.

I further certify that the Exalted Ruler and the Secretary are the proper and authorized officers to act for the corporation.

Dated this 3 day of APRIL, 1978.

Secretary

78-0886

RECORDED-~~FILED~~
SITKA REC.
DISTRICT
MAY 9 10 50 AM '78
REQUESTED BY Attys Sitka
ADDRESS

WGR/pjl
#14-002-03

LAW OFFICES OF
CHRISTIANSON,
ROYCE & STAHLA
P. O. BOX 4
SITKA, ALASKA 99835
TELEPHONE
(907) 747-6581

HT 404 D

BOOK 34 PAGE 135
Sitka Recording District

QUITCLAIM DEED

THIS INDENTURE, made and entered into this 8th day of October, 1974, by and between the STATE OF ALASKA, party of the first part, and the CITY and BOROUGH of SITKA, party of the second part.

WITNESSETH, that the party of the first part, in consideration of the sum of One Dollar ($1.00), lawful money of the United States and other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto the party of the second part, its successors and assigns forever, all right, title and interest in and to that lot, piece or parcel of land situate, lying and being in the Sitka Recording Precinct, described as follows:

> All of Tract "D" of U. S. Survey 404, Townsite of Sitka, Alaska, except the northerly 60.33 feet thereof; located in Township 55 South, Range 63 East, Copper River Meridian.

TOGETHER, with all the appurtenances and all the estate and rights of the party of the first part to said premises.

TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, its successors and assigns forever.

IN WITNESS WHEREOF, THE STATE OF ALASKA, the party of the first part, has caused these presents to be executed by the Director of the Division of Lands, Department of Natural Resources, on the day and year first above written.

STATE OF ALASKA

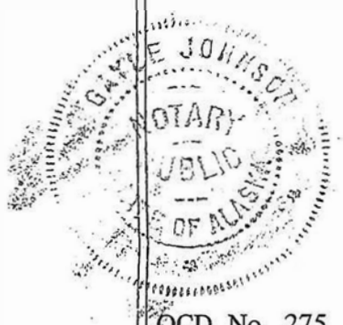
By: F. J. Keenan
F. J. KEENAN, Director
Division of Lands
Department of Natural Resources

THE UNITED STATES OF AMERICA)
) ss:
STATE OF ALASKA)

On this 8th day of October, 1974, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn personally appeared F. J. KEENAN, to me known and known to me to be the person described in and who executed and acknowledged the foregoing deed on behalf of the State of Alaska, as Director of the Division of Lands, Department of Natural Resources. The said F. J. KEENAN, after being duly sworn according to law, stated to me under oath that he is the Director of the Division of Lands, Department of Natural Resources and has authority pursuant to law to execute and acknowledge the foregoing deed as such and that he executed and acknowledged the same freely and voluntarily as the free and voluntary

act and deed of the said State of Alaska and for the Division of Lands, Department of Natural Resources.

WITNESS my hand and official seal the day and year in this certificate first above written.



Gayle Johnson
Notary Public in and for the
State of Alaska

My Commission Expires: 10/15/77

QCD No. 275

74-1229
nc

RECORDED ~~FILED~~
SITKA REC.
DISTRICT

OCT 21 8 55 AM '74

REQUESTED BY Paul E. Cowles

ADDRESS Realty Officer
Dept. Public Works
Parish P. - Juno

Rocky Gutierrez
Sitka

POLICY OF TITLE INSURANCE

ALASKA TITLE GUARANTY COMPANY

500 Sixth Avenue
Anchorage, Alaska

hereinafter called the Company, an Alaska corporation, for valuable consideration, and subject to the conditions and stipulations of this policy, does hereby insure the person or persons named in item 1 of Schedule A, together with the persons and corporations included in the definition of "the insured" as set forth in the conditions and stipulations, against loss or damage sustained by reason of:

1. Title to the estate, lien or interest defined in items 3 and 4 of Schedule A being vested, at the date hereof, otherwise than as stated in item 2 of Schedule A; or
2. Any defect in, or lien or encumbrance on, said title existing at the date hereof, not shown in Schedule B; or
3. Any defect in the execution of any instrument shown in item 3 of Schedule A, or priority, at the date hereof, over any such instrument, of any lien or encumbrance not shown in Schedule B;

provided, however, the Company shall not be liable for any loss, damage or expense resulting from the refusal of any person to enter into, or perform, any contract respecting the estate, lien or interest insured.

The total liability is limited to the amount shown in Schedule A, exclusive of costs incurred by the Company as an incident to defense or settlement of claims hereunder.

In witness whereof, ALASKA TITLE GUARANTY COMPANY has caused this policy to be authenticated by the facsimile signature of its President, but this policy is not valid unless attested by the Secretary or an Assistant Secretary.

ALASKA TITLE GUARANTY COMPANY

By Howard Lyle

President

Attest: Wm C Christiansen

Assistant Secretary

SCHEDULE A

DER NUMBER: S-1118
31272
TE March 8, 1974 at 10:27 a.m.

AMOUNT $ 74,900.00
PREMIUM $ 15.00

1. INSURED STATE OF ALASKA

2. TITLE TO THE ESTATE, LIEN OR INTEREST INSURED BY THIS POLICY IS VESTED IN THE NAME INSURED.

3. ESTATE, LIEN OR INTEREST INSURED

FEE SIMPLE ESTATE.

4. DESCRIPTION OF THE REAL ESTATE WITH RESPECT TO WHICH THIS POLICY IS ISSUED

All of Tract D, U.S. Survey 404, situated in the Townsite of Sitka, Alaska, Sitka Recording District, First Judicial District, State of Alaska.

SCHEDULE B

DEFECTS, LIENS, ENCUMBRANCES AND OTHER MATTERS AGAINST WHICH THE COMPANY DOES NOT INSURE:

SPECIAL EXCEPTIONS

1. 1974 taxes not yet due, but a lien on the property as of January 1, 1974. Paid at closing - see Escrow Instructions

2. Consumer credit protection, truth in lending or similar law, or the failure to comply with said law or laws.

ENERAL EXCEPTIONS

Encroachments or questions of location, boundary and area, which an accurate survey may disclose; public or private easements not disclosed by the public records; rights or claims of persons in possession, or claiming to be in possession, not disclosed by the public records; material or labor liens or statutory liens under State Acts not disclosed by the public records; water rights or matters relating thereto; any service, installation or construction charges for sewer, water or electricity.

Right of use, control or regulation by the United States of America in the exercise of powers over navigation; defects, liens, encumbrances, or other matters created or suffered by the insured; rights or claims based upon instruments or upon facts not disclosed by the public records but of which rights, claims, instruments or facts the insured has knowledge.

General taxes not now payable; matters relating to special assessments and special levies, if any, preceding the same becoming a lien.

Mining claims, reservations or exceptions in patents or in Acts authorizing the issuance thereof.

Any laws, governmental acts or regulations, including but not limited to zoning ordinances, restricting, regulating or prohibiting the occupancy, use or enjoyment of the land or any improvement thereon, or any zoning ordinances prohibiting a reduction in the dimensions or area, or separation in ownership, of any lot or parcel of land; or the effect of any violation of any such restrictions, regulations or prohibitions.

CONDITIONS AND STIPULATIONS

1. The Company shall have the right to, and will, at its own expense, defend the insured with respect to all demands and legal proceedings founded upon a claim of title, encumbrance or defect which existed or is claimed to have existed prior to the date hereof and is not set forth or excepted herein; reserving, however, the option at any time of settling the claim or paying the amount of this policy in full. In case any such demand shall be asserted or any such legal proceedings shall be instituted the insured shall at once give notice thereof in writing to the Company at its home office and, if the insured is a party to such legal proceedings, secure to the Company, within ten days after service of first process upon the insured, the right to defend such legal proceedings in the name of the insured so far as necessary to protect the insured, and the insured shall render all reasonable assistance in such defense. If such notice shall not be given, or the right to defend secured, as above provided, then all liability of the Company with regard to the subject matter of such demand or legal proceedings, and any expense incident thereto, shall terminate; provided, however, that failure to give such notice shall in no case prejudice the claim of the insured unless the Company shall be actually prejudiced by such failure and then only to the extent of such prejudice.

2. In the event of final judicial determination by a court of competent jurisdiction, under which the estate, lien or interest insured is defeated or impaired by reason of any adverse interest, lien or encumbrance not set forth or excepted herein, claim may be made as herein provided. A statement in writing of any loss or damage, for which it is claimed the Company is liable, shall be furnished to the Company at its home office within sixty days after such loss or damage shall have been ascertained. No right of action shall accrue with respect thereto until thirty days after such statement shall have been furnished and no recovery shall be had unless an action shall have been commenced thereon within one year after the expiration of said thirty days. Any rights or defenses of the Company against a named insured shall be equally available against any person or corporation who shall become an insured hereunder as successor of such named insured.

3. The Company may at any time pay this policy in full, whereupon all liability of the Company shall terminate. Every payment made by the Company, exclusive of costs incurred by the Company as an incident to defense or settlement of claims hereunder, shall reduce the liability of the Company by the amount paid. The liability of the Company shall in no case exceed the actual loss of the insured and costs which the Company is obligated to pay. When the Company shall have paid a claim hereunder it shall be subrogated to all rights and remedies which the insured may have against any person or property with respect to such claim, or would have if this policy had not been issued, and the insured shall transfer all such rights to the Company. If the payment made by the Company does not cover the loss of the insured, such subrogation shall be proportionate. Whenever the Company shall be obligated to pay a claim under the terms of this policy by reason of a defect in the title to a portion of the area described herein, liability shall be limited to the proportion of the face amount of this policy which the value of the defective portion bears to the value of the whole at the time of the discovery of the defect, unless liability is otherwise specifically segregated herein. If this policy insures the lien of a mortgage, and claim is made hereunder, the Company may pay the entire indebtedness and thereupon the insured shall assign to the Company the mortgage and the indebtedness secured thereby, with all instruments evidencing or securing the same, and shall convey to the Company any property acquired in full or partial satisfaction of the indebtedness, and all liability of the Company shall thereupon terminate. If a policy insuring the lien of a mortgage is issued simultaneously with this policy and for simultaneous issue premium as provided in rate schedule, any payment by the Company on said mortgage policy with respect to the real estate described in Schedule A hereof shall reduce pro tanto the liability under this policy. All actions or proceedings against the Company must be based on the provisions of this policy. Any other action or actions or rights of action that the insured may have or may bring against the Company with respect to services rendered in connection with the issuance of this policy, are merged herein and shall be enforceable only under the terms, conditions and limitations of this policy.

4. The following terms when used in this policy mean: (a) "named insured": the persons and corporations named as insured in Schedule A of this policy; (b) "the insured": such named insured together with (1) each successor in ownership of any indebtedness secured by any mortgage shown in Item 3 of Schedule A, (2) any owner or successor in ownership of any such indebtedness who acquires title to the real estate described in Item 4 of Schedule A, or any part thereof, by lawful means in satisfaction of said indebtedness or any part thereof, (3) any governmental agency or instrumentality which insures or guarantees said indebtedness or any part thereof, and (4) any person or corporation deriving an estate or interest in said real estate as an heir or devisee of a named insured or by reason of the dissolution, merger, or consolidation of a corporate named insured; (c) "date hereof": the exact day, hour and minute specified in Schedule A; (d) "public records": records which, under the recording laws, impart constructive notice with respect to said real estate; (e) "home office": the office of the Company at the address shown herein.

ALASKA TITLE GUARANTY COMPANY



"STATE-WIDE TITLE SERVICE"

MAIN OFFICE
500 SIXTH AVENUE
ANCHORAGE, ALASKA

FAIRBANKS
JUNEAU
PALMER
KENAI

1474
17
7

MUNICIPAL DEED

THE GRANTOR, City and Borough of Sitka, Alaska, a municipal corporation organized under the laws of the State of Alaska, for and in consideration of $10.00 and other valuable consideration, conveys and warrants to the State of Alaska, the following described real estate which is situated in the State of Alaska, First Judicial District, at Sitka:

Part of Lot 7, Block 17, in the Townsite of Sitka, as shown on the official plat thereof, U. S. Survey No. 1474, Tract A, more particularly described as: All of said Lot 7 except the following triangular tract: Beginning at the Southeast Corner of said Lot 7; thence North 14° 31' West along the East sideline of said lot a distance of 85.28 feet to a point as Corner No. 1, the true point of beginning; thence at right angles South 75° 29' West a distance of 3.00 feet to a point as Corner No. 2; thence in a general northerly direction to the Northeast corner of said Lot 7 as Corner No. 3; thence South 14° 31' East to Corner No. 1, the true point of beginning.

City and Borough of Sitka

By: Fermin Gutierrez

Its: Municipal Administrator

STATE OF ALASKA)
) ss.
FIRST JUDICIAL DISTRICT)

This certifies that on this 23rd day of October, 1974, there personally appeared before me, a Notary Public in and for the State of Alaska, Fermin Gutierrez, who then and there in my presence executed the above deed and he acknowledged to me under oath duly administered by me according to law that he had the full authority as the Administrator of the City and Borough of Sitka, Alaska so to do and that he had signed the same freely and voluntarily of and as his own free will and act and as the free act of said municipality and that he had thus signed said deed for the uses and purposes stated therein.

IN WITNESS WHEREOF I have affixed my signature and seal on the day and year above written.

Notary Public for Alaska
My Commission Expires: 3/20/76

QUIT-CLAIM DEED

The Grantors: Arden R. Arries and Nora M. Arries, husband and wife, for and in consideration of One ($1.00) Dollar and other valuable considerations convey and quit claim to Jack W. Huff and Micaela L. Huff, husband and wife, the following described real estate, situated in the Sitka Recording District, First Judicial District, State of Alaska, and more particularly described as follows, to-wit:

> Certain lots or parcels of land situated in the Sitka Recording District, First Judicial District, State of Alaska, and more fully described as follows:
>
> The northerly thirty-six (36) feet of lot six (6) and a very small portion of lot seven (7), both of block seventeen (17) according to U. S. Survey 1474 Tract A, the subdivision of the townsite of Sitka, Alaska, and more fully described as:
>
> Beginning at the northeast corner of said lot six (6) as corner no. 1;
> thence South 13° 10' East a distance of 36.0 feet to corner no. 2;
> thence South 81° 05' West a distance of 54.11 feet to corner no. 3;
> thence North 12° 30' West a distance of 36.02 feet until the common northerly corners of said lots 6 and 7 are reached (identical with the northwest corner of said lot 6) as corner no. 4;
> thence North 81° 05' East a distance of 52.84 feet to corner no. 1, the point of beginning.
>
> A fractional part of lot six (6) and a small part of lot seven (7) of block seventeen (17), all of U. S. Survey 1474 Tract A, the subdivision of the City of Sitka, Alaska, and more fully described as follows:
>
> Beginning at a point 36.0 feet South 13° 10' East of the northeast corner of said lot 6 as corner no. 1;
> thence continuing South 13° 10' East a distance of 48.48 feet to corner no. 2;
> thence South 80° 18' West a distance of 53.79 feet to corner no. 3;
> thence North 12° 30' West a distance of 49.30 feet to corner no. 4;

WILLIAM H. BABCOCK
ATTORNEY AT LAW
P. O. BOX A
407 ETOLIN WAY
SITKA, ALASKA 99835
PHONE 747-3308

thence North 81° 05' East a distance of 54.11 feet to corner no. 1, the point of beginning.

Meaning and intending to convey all of lots 6 and 7 of Block 17, U. S. Survey 1474 tract A.

Subject to the rights of Harold Schaefer and Anna Schaefer to the portion of said lot 7 conveyed to them by mistake by Hilma Peterson after she conveyed the tract to Jean P. Barnie.

DATED this 6th day of November, 1970.

Signed, Sealed and Delivered in the Presence of

[to Both]

Arden R. Arries

Nora N. Arries

STATE OF ALASKA)
) ss:
FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this 6th day of November, 1970, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared ARDEN R. ARRIES and NORA N. ARRIES, to me known and known to be the persons described in and who executed the above and foregoing instrument, and acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and offficial seal the day and year in this certificate first above written.

Notary Public for Alaska
My Commission Expires: 3/17/74

WILLIAM H. BABCOCK
ATTORNEY AT LAW
P. O. BOX A
407 ETOLIN WAY
SITKA, ALASKA 99835
PHONE 747-3308

OPTION FOR PURCHASE OF REAL PROPERTY

Come now ARDEN R. ARRIES and NORA M. ARRIES, hereafter Grantors, for and in consideration of ten dollars, receipt of which is hereby acknowledged, hereby grant to the City and Borough of Sitka a 60-day purchase option from date hereof, on the following described real property situated in the City of Sitka, First Judicial District, State of Alaska, and more particularly described as follows, to wit:

> Certain lots or parcels of land situated in the Sitka Recording District, First Judicial District, State of Alaska, and more fully described as follows:
>
> The northerly thirty-six (36) feet of Lot Six (6) and a very small portion of Lot Seven (7), both of Block Seventeen (17) according to U.S. Survey 1474 Tract A, the subdivision of the townsite of Sitka, Alaska, and more fully described as:
>
> Beginning at the northeast corner of said Lot Six (6) as Corner No. 1; thence South 13° 10' East a distance of 36.0 feet to Corner No. 2; thence South 81° 05' West a distance of 54.11 feet to Corner No. 3; thence North 12° 30' West a distance of 36.02 feet until the common northerly corners of said Lots 6 and 7 are reached (identical with the northwest corner of said Lot 6) as Corner No. 4; thence North 81° 05' East a distance of 52.84 feet to Corner No. 1, the Point of Beginning.
>
> A fractional part of Lot 6 (6) and a small part of Lot Seven (7) of Block Seventeen (17), all of U.S. Survey 1474 Tract A, the subdivision of the City of Sitka, Alaska, and more fully described as follows:
>
> Beginning at a point 36.0 feet South 13° 10' East of the northeast corner of said Lot 6 as Corner No. 1; thence continuing South 13° 10' East a distance of 48.48 feet to Corner No. 2; thence South 80° 18' West a distance of 53.79 feet to Corner No. 3; thence North 12° 30' West a distance of 49.30 feet to Corner No. 4; thence North 81° 05' East a distance of 54.11 feet to Corner No. 1, the Point of Beginning.
>
> Meaning and intending to convey all of the Grantors' interest in Lots 6 and 7 of Block 17, U.S. Survey 1474 Tract A.

THIS OPTION is exclusive and irrevocable for its stated term and may be exercised by tendering to the Grantors Forty Four Thousand _____ DOLLARS in cash, at any time during the term of this option, as full and final payment for the above described real property. Upon payment Grantors agree to transfer the property to the City and Borough of Sitka by good Warranty Deed.

DONE at Sitka, Alaska, this 29 day of NOVEMBER, 1976.

Arden R. Arries

Nora M. Arries

UNITED STATES OF AMERICA)
) ss
STATE OF ALASKA,)

THIS IS TO CERTIFY that on this 29 day of NOVEMBER, 1976, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared ARDEN R. ARRIES and NORA M. ARRIES to me known to be the persons described in and who executed the above and foregoing instrument, and acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Peter S. Hallgren
Notary Public for Alaska
My commission expires 10/4/79

EXTENSION AND AMENDMENT OF OPTION

Come now ARDEN R. ARRIES and NORA M. ARRIES, hereafter Grantors for and in consideration of $5,000.00 cash, in hand paid, receipt of which is hereby acknowledged, do hereby and amend and extend the "Option for Purchase of Real Property" dated November 29, 1976 (copy attached to which reference may be had) between Grantors and the City and Borough of Sitka, as follows:

1. The above mentioned option for purchase of real property is hereby ratified and reaffirmed, except as modified and extended in this document.

2. The exercise period of the irrevocable option shall be extended up to and including April 6, 1977.

3. The $5,000.00 hereby given to the Grantors shall be credited toward the purchase price if this option is exercised, otherwise it shall be forfeit.

4. The Grantors hereby agree to give proper and effective notice to any tenants to vacate on or before April 6, 1977. If this option is not exercised, the above mentioned $5,000.00 shall be in lieu of any further damages incurred by Grantors for the unnecessary eviction of the tenants.

DONE at Sitka, Alaska, this 5th day of JANUARY, 1977.

Arden R. Arries

Arden R. Arries

Nora M. Arries

Nora M. Arries

UNITED STATES OF AMERICA)
) ss
STATE OF ALASKA)

THIS IS TO CERTIFY that on this 5th day of JANUARY, 1977, before the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared ARDEN R. ARRIES and NORA M. ARRIES, to me known to be the persons described in and who executed the above and foregoing instrument, and acknowledged to me that they signed and sealed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal the day and year in this certificate first above written.

Esther Middleton

Notary Public for Alaska
My commission expires 6/23/78

2003-000700-0
Recording Dist: 103 - Sitka
3/17/2003 3:47 PM Pages: 1 of 2

ALASKA

Space Above This Line For Recording Data

RELEASE OF TRUST INDENTURE

Release of Trust Indenture, dated this 4th day of March, 2003, by the BANK OF AMERICA N.A. as successor to BANK OF AMERICA NATIONAL TRUST AND SAVINGS ASSOCIATION, whose address is 333 South Beaudry Street, 21st Floor, Los Angeles, CA 90017.

WHEREAS the Bank of America N.A. is the successor to Bank of America National Trust and Savings Association; and

WHEREAS, the Alaska Housing Finance Corporation, pursuant to Sec. 141, Chapter 4 FSSSLA 1992, is the successor in interest to the Alaska State Housing Authority; and

WHEREAS, the Bank of America National Trust and Savings Association was the Trustee under a Trust Indenture dated April 1, 1974 pertaining to $11,440,000 in Alaska State Housing Authority State Lease Revenue Bonds which financed the construction of certain capital improvements in Alaska (the 1974 Project), including specifically a court and office building in Sitka; and

WHEREAS the above described Trust Indenture was recorded on June 3, 1974 at Book 33, Page 249 of the records of the Sitka Recording District; and

WHEREAS, Section 1201 of the Trust Indenture provides that if the Alaska State Housing Authority shall satisfactorily pay to the holders of all bonds and coupons, the principal and interest and redemption price, if any, that becomes due thereon, then all of the right, title and interest of the Trustee in the 1974 Project shall be discharged and satisfied; and

WHEREAS, the Alaska State Housing Authority and its successor, the Alaska Housing Finance Corporation, have satisfied the requirements of the Trust Indenture and the bonds relating to the 1974 Project have been retired;

NOW THEREFORE, Bank of America N.A., as successor to Bank of America National Trust and Savings Association, Trustee, hereby releases all right, title, and interest it may have in the 1974 Project, including specifically any interest it has in the following described real property and any capital improvements thereon:

A tract of land consisting of .303 acres, more or less, lying within the following described tract: the northerly 60.33 feet of Tract D, U.S. Survey 404, situated in

the Townsite of Sitka, Alaska, Sitka Recording District, First Judicial District, State of Alaska.

DATED this 4th day of March, 2003.

BANK OF AMERICA N.A.

By: _____
Francine Miyake
Vice President

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me this 4th day of March, 2003, by Francine Miyake, known to me to be a vice-president of Bank of America N.A. who stated that she executed said document in such capacity on behalf of Bank of America N.A.

_____
Notary Public for the State of California
My Commission Expires: 10/13/04

STELLA M. SASSO
Commission #1280175
Notary Public - California
Los Angeles County
My Comm. Expires Oct 13, 2004

Return to: Alaska Housing Finance Corporation
Attn: Gerard Deta, Finance Department
4300 Boniface Parkway
Anchorage, Alaska 99504

2003-000700-0

APPENDIX E POLICE DEPARTMENT PRESENTATION ON EXISTING FACILITY AND OPERATIONS

Following is a Power Point Presentation generated by the Police Department providing additional insight about the department and considerations about the existing facility.

Police Department
June 2017



Challenges and Opportunities

- Crime
- Staffing
- Facility
- Future of SPD Policing

Challenges-Complex Crimes

- Drug addiction=crimes that reduce livability
- Heroin, meth, and illegal prescription drugs
- Domestic disputes and assaults
- Sexual assault of minors
- Cuts to DA office, Probation, and Jails
- SB 91

STAFFING

Staffing shortages and turnover-Very expensive

- Only 16 Officers**.** High rate of turnover-34 officers, 14 dispatchers, and 5 jailers in 7 years.
- It takes a year to recruit, hire, and train an officer. 5 years to be a master patrol officer.
- Currently down 6 Officers anticipating 4 more.
- Eliminated a Multi-Service Officer and Parking Officer.
- No detectives

Opportunity cost

- Poor Organizational health—Dangerous work and low staffing=constant turnover.
- Prevents staff and organization development
- More difficult to prevent crime and problem solve

STAFFING

<u>2014 Municipal Solutions Report</u>

Ketchikan—Pop. 8,250--25 officers—30.13% of Budget

Wasilla----Pop. 8,456---24 officers---42.05% of Budget

Sitka---------Pop. 9,046---16 officers---<16% of budget

<u>Recommendations of Municipal Solutions</u>

- 2 FTE -Records/evidence clerk/backup dispatcher
- 3 police officers-investigation/SRO/patrol
- 1 FTE Detention Officer
- New Facility

The Building

Built in 1975--Not designed for use as a PD or Jail



THE BUILDING

- PD occupies about 1/3 of the first floor
- Home to multiple agencies and the Courts
- Substandard HVAC system-Hot/Cold & Poor air quality
- Poor electrical system-IT storage-Inadequate generator
- 31 staff + prisoners in 5000 square feet
- Small PD evidence storage-Renting 4 units
- Not considered a community asset or space
- Not secure, crowded, and dirty

PATROL AREA

- Officers and equipment in a small area
- Dark, cluttered, and inefficient
- Not secure--Open to the jail
- No decontamination area
- No locker room facility
- 1 unisex toilet

PATROL AREA



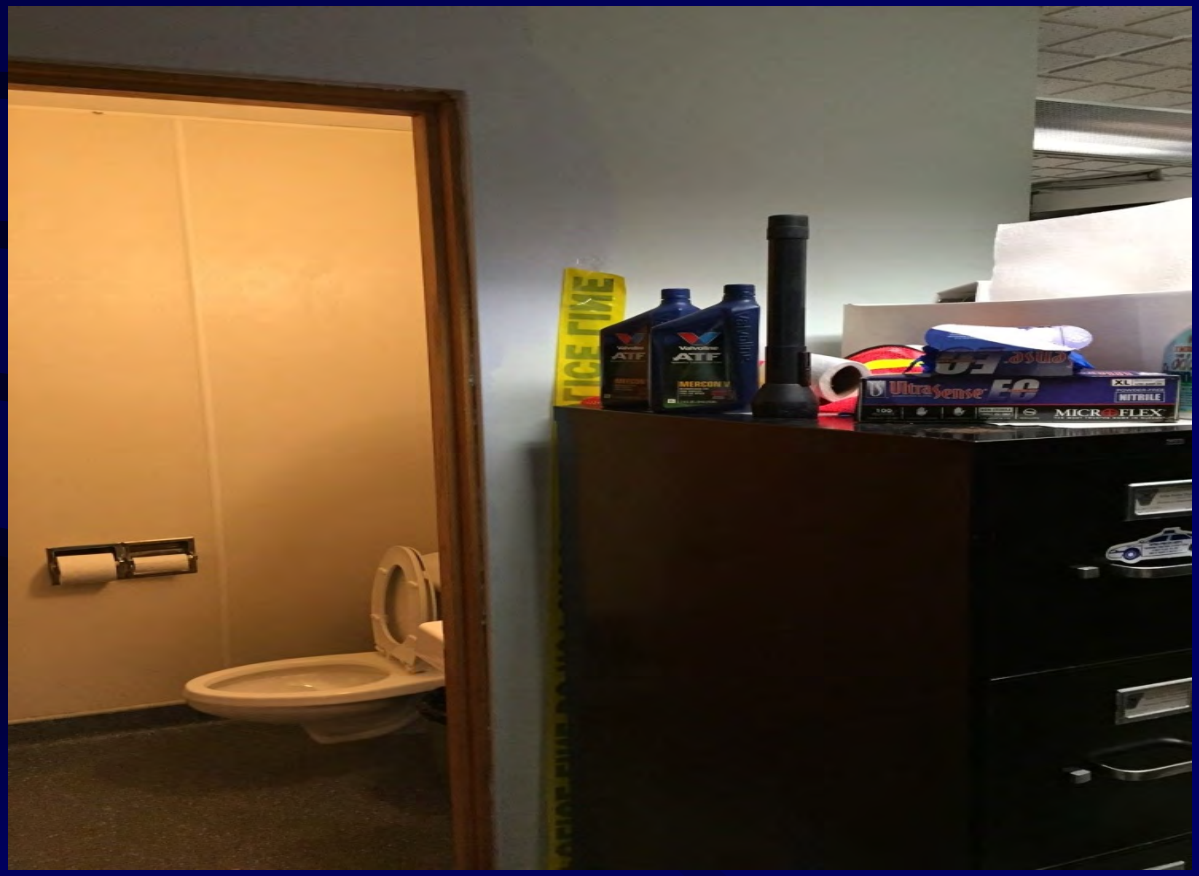


PATROL AREA





PATROL AREA



SITKA JAIL

- Prisoner days up-fewer transports
- Small, bad air, and no windows
- Not safe for staff and prisoners
- Not secure-smuggling and escapes
- Unhealthy-Poor infection control
- Off site food pickup
- Housing people with mental health and substance abuse problems
- Only 2 female cells and no juvenile cells

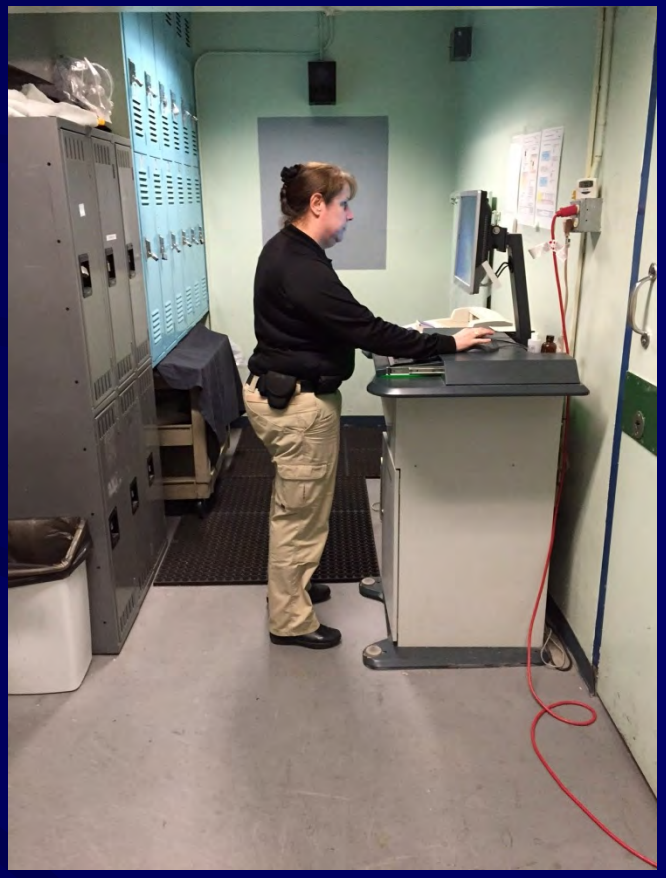
SITKA JAIL





SITKA JAIL





DISPATCH-RECEPTION-RECORDS

- Small with no privacy-open to lobby
- Old technology-20 year old RMS
- Insufficient power back up
- Not secure-Open windows and back door
- Prisoners can hear radio transmissions
- Reception area is small and inadequately marked-unwelcoming

DISPATCH-RECEPTION-RECORDS





BREAKROOM AND EVIDENCE

- Small, dirty, broken cabinetry and evidence lockers
- Kitchen space shared with evidence prep and storage
- Not functional and dangerous
- Eat your sandwich next to heroin and body fluids

BREAKROOM AND EVIDENCE





ADMINISTRATIVE AREA

- Not secure or private
- Storage closets converted to office space
- 1 interview room
- Roll call room-storage room-TWIC-meeting space
- IT space is space is not secure or properly ventilated

ADMINISTRATIVE AREA





Good Things Are Happening

Strategic Plan in place

- Community Engagement
- Problem Oriented Policing
- Organizational Development
- Customer Service

Working to get a NEW PD

Changing Hiring Practices-Local and Diverse Recruitment